

# Public Memorial or Monument APPLICATION FORM



## Important information: Read before completing application form

An application will not be assessed until all required information is provided, including evidence of community support and/or a letter of support from the family. Each application is assessed on:

- ▶ **compliance with Council's Memorial and Monument Policy** (*available to view on our website*)
- ▶ **community support**
- ▶ **site suitability**
- ▶ **safety implications**
- ▶ **evidence of costings for the entire project.**

*Note: Not all applications will be approved.*

Longreach Regional Council recognises the importance of memorials in celebrating our region's history, culture, environment, people, organisations and events.

In order to manage the high number of requests received every year, Council assesses requests based on the significance of the person/event to the community in which the memorial is to be located.

Not all applications are successful.

Please tick the box to confirm you have read and understood:	<input type="checkbox"/> Public Memorials and Monument Policy
	<input type="checkbox"/> Public Memorials and Monument Guidelines
Where an item is not relevant, ensure the box is marked.	

### 1. Applicant\* details

\* The person, group or organisation applying to commemorate a person, event, place or organisation. The applicant may be an individual, group or representative of a government or non-government organisation.

Surname:		
Given names:		
Postal address:		
Suburb:	State:	Postcode:
Business phone:	After hours phone:	Mobile
Email address:		
Preferred method of contact for correspondence:	Email	Post

### 2. Memorial details

Type of memorial:	Standard		Non-standard (please note Q5 must be completed)	
	Plaque only Park furniture + plaque Commemorative tree + plaque		(Any other form of memorial or monument outside of listed standard items)	
Memorial is for:	Person	Event	Organisation	Other (provide details):
Name:				
Relationship of applicant to commemoration:				

### 3. Location details of proposed or existing Memorial

Park/street address:	Suburb:	
Specific location:		
Other or specific identifiers of the location:		
Is a site plan with specific location attached to this application?	Yes	No

### 4. Suitability requirements

Please detail the reason for the public memorial request. Please describe and attach evidence that demonstrates the significance of the subject, person or event to the location. Please refer to the Public Memorials and Monument Policy, for more information on significance. (You may provide additional written material as an A4 document if requiring more space).

- ▶ Describe the history of the person/organisation/event as relative to the application location.
- ▶ Detail the level of contribution made by the nominated person/organisation/event to the location community. Were the services to the community on a paid or volunteer basis?

Note: Council may request further information or evidence be provided prior to assessing the application.

Detail of contribution made by person/event/organisation to the community:

<p><b>Were their services paid or voluntary?</b></p>	<p>Paid Voluntary</p>	<p>Provide details:</p>
<p><b>Is evidence of community support attached?</b></p>	<p>Yes No</p>	<p>Provide details:</p>
<p><b>Does the family consent to memorial?</b></p> <p>Only required if applicant is not family member</p>	<p>Yes No</p>	<p>Provide family member name, relationship and contact number:</p> <p><i>Note: a letter of support from family member is required for persons!</i></p>
<p><b>Are you aware of any public safety implications the memorial may cause?</b></p>	<p>Yes No</p>	<p>Provide details:</p>
<p><b>Is memorial non-standard?</b></p> <p>Includes objects, artefacts, sculptures, landscape features, and restoration of existing memorial</p>	<p>Yes No</p>	<p>Provide details of dimensions, materials and artists name and contact information:</p> <p><i>Note: Concept design details, photos, models and any engineer reports are required</i></p>
<p>Detail impact of memorial and describe how it will be designed, created and placed in a manner that will be suitable for proposed location:</p>		

Detail maintenance and repair requirements for memorial. Please include cleaning requirements and likely long-term costs of repairs and restorations (*attach a maintenance plan if required*):

**5. Further Information for Non-standard memorial items (ONLY COMPLETE IF APPLICABLE)**

**What type of memorial item is being requested?**

*NOTE: If this section is completed, the applicant will be contacted to discuss their proposal further.*

**What are the memorial specifics? Please attach photos and / or drawings if available.**

Height:	Length:
Width:	Total ground area:

**What material is the memorial constructed from?**

**Does the memorial require a structural engineer's report?** If 'Yes', please attach the report. (Please refer to guidelines for further information.)

**Memorial designer/artist details**

*Note: If an artist/designer is involved, the memorial must adhere to Council's Public Art Policy.*

Surname:	Given names:		
Organisation:	ABN (if applicable):		
Postal address:			
Suburb:	State:	Postcode:	
Business phone:	After hours phone:	Mobile:	
Email address:	Website:		

**Public safety issues - Are you aware of any potential safety issues in your proposal?**

The proposal has no public safety implications.

The proposal may affect public safety. Please describe:

