

Application for a Memorial Park Bench and/or Memorial Plaque

The City will consider applications for the installation of a memorial park bench and/ or a memorial plaque in areas reserved for public recreation, where such memorial recognises deceased persons who have made a significant contribution to the Belmont community.

Applications must be submitted to the **City of Belmont, Locked Bag 379, Cloverdale WA 6985**, or emailed to parks@belmont.wa.gov.au. For further information please contact the City of Belmont's Parks, Leisure & Environment Department on 9477 7257.

APPLICANT'S DETAILS

Full Name of Applicant _____
Address _____
Suburb _____ Postcode _____
Contact Numbers (H) _____ (M) _____
Email _____

INDIVIDUAL'S DETAILS

Name of person being memorialised _____
Date of passing _____
Relationship to Applicant _____

The individual:	(Please tick)	
	Yes	No
i) Resided in the City of Belmont for a minimum of 10 years Years resided: _____	<input type="checkbox"/>	<input type="checkbox"/>
ii) Has contributed to one or more sectors of the Belmont community for a minimum of 5 years e.g. sport, education, arts, culture, youth, seniors, environment, business	<input type="checkbox"/>	<input type="checkbox"/>
iii) Has passed away at a young age and is unable to meet the above criteria Age: _____	<input type="checkbox"/>	<input type="checkbox"/>

(Note: one or more of the above criteria must be met).



SUPPORTING INFORMATION

Details of community contributions and involvement. Include length of time, impact, outcomes.
(Please include name of organisation/s where applicable):

Any additional information you wish to share about the individual:

MEMORIAL DETAILS

Please select preferred memorial option.

(Please tick)

- i) A new memorial park bench with memorial plaque
- ii) An individual memorial plaque attached to an existing memorial park bench that has been installed as a result of the Memorials in Public Open Space Operational Policy

Preferred location of Memorial (Park/ Reserve Name) and its approx. location: (please attach a map)

Note: Memorial park benches will only be located where they are deemed necessary, adds amenity to the location and responds to the overall context of the site. Where a site is considered unsuitable, the City in consultation with the applicant will endeavour to determine an alternative location for the memorial.

(Please tick)
Yes **No**

Is there a key date that the memorial is requested by?

Date (if applicable): _____

If approved, the City will make every effort to accommodate this date; however as the benches and plaques are sourced externally, there is no guarantee that it will be able to do so.

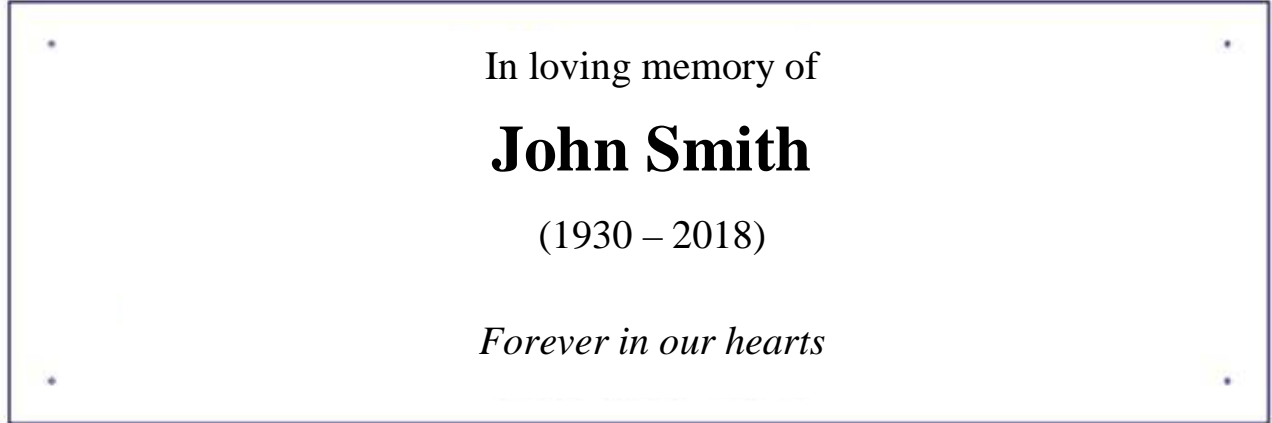
Please allow up to 90 days for supply and installation of a memorial park bench.



PLAQUE TEMPLATE/ WORDING

The wording of the memorial must be inoffensive and limited to a maximum of 30 words. Plaque size 150mm x 50mm

Plaque Template example



Plaque wording:

Thank you for your application. Your application will be assessed and City Officers will provide the Applicant with a determination within 10 working days upon receipt of your application.

I hereby state that I have read, understood, and agree to the City of Belmont's Memorials in Public Open Space Terms and Conditions and that all information provided in this Application Form is true and accurate.

Signature of Applicant

Date



MEMORIALS IN PUBLIC OPEN SPACE TERMS & CONDITIONS

The City acknowledges private memorials can be used to assist the grieving process and to honour the contributions of deceased persons within their local communities.

The City will consider applications for the installation of a memorial park bench and/ or a memorial plaque to recognise deceased persons who have made a significant contribution to the Belmont community.

The following terms and conditions have been developed in accordance with Memorials in Public Open Space Operational Policy

1. LOCATION
 - a) Private memorials may only be placed on land owned by or vested in the City for the purpose of public recreation.
 - b) Private memorials in road reserves or in Council buildings will not be considered under this policy.
 - c) Memorial park benches will only be located where they are deemed necessary, adds amenity to the location and responds to the overall context of the site.
 - d) Where a site is considered already fully serviced for park benches, the City in consultation with the applicant will endeavour to determine an alternative location for the memorial.
2. ASSESSMENT CRITERIA
 - a) Applicants will need to demonstrate that the individual being commemorated:
 - i. resided in the City of Belmont for a minimum of 10 years; or
 - ii. has contributed to one or more sectors of the Belmont community for a minimum of 5 years e.g. sport, education, arts, culture, youth, seniors, environment, business; or
 - iii. has passed away at a young age and is unable to meet the above criteria.
3. TYPES OF MEMORIALS
 - a) The City will not permit the burial or interment of ashes of a deceased person on Council property.
 - b) The memorial shall consist of either;
 - i. a new park bench with memorial plaque; or
 - ii. an individual memorial plaque attached to an existing memorial park bench that has been installed as a result of this current policy.
 - c) Where a new memorial park bench is to be installed:
 - i. the plaque will include an acknowledgement to the donor of the bench; and
 - ii. up to two additional memorial plaques may be added to the memorial park bench at a future point in time by other applicants.
 - d) Where additional memorial plaques are to be installed on an existing memorial park bench, the plaque will only acknowledge the deceased person.
4. OWNERSHIP
 - a) Following installation, the memorial park bench shall become the property of the City.
 - b) The City shall be responsible for the ongoing maintenance of the memorial park bench.
 - c) In the event of theft or damage, the City shall not be responsible for the replacement of the memorial plaque.
 - d) The City retains the right to remove or relocate the plaque/furniture should it be impacted by future development or is no longer in keeping with the amenity of the location.
 - e) The tenure of the plaque shall be the park bench or 15 years whichever occurs first. All attempts will be made to return the plaque to the original applicant at the end of the asset's life.
5. PLAQUES
 - a) The size of plaque will be as per the City's standard template. The wording of the memorial shall be inoffensive, limited to 30 words and approved by the City prior to installation.
 - b) Plaque material: Co2 Laser Etch 0.9mm Stainless Steel Plaque 150mm x 50mm with corner holes.
6. FUNDING
 - a) The Applicant will be responsible for all costs associated with the supply and installation of the memorial park bench and /or memorial plaque.
 - b) The minimum for the installation of a memorial plaque and new park bench is \$4,100.00 incl. GST.
 - i. Supply and installation of an aluminium park bench
 - ii. Supply and installation of a concrete hardstand
 - iii. Supply and installation of footpath connection to concrete hardstand
 - iv. Supply and installation of a memorial plaque
 - v. City administration fees.
 - c) The cost for the supply and installation of a memorial plaque (attached to an existing memorial park bench that has been installed as a result of the Memorials in Public Open Space Operational Policy is \$150.00 incl. GST.
 - i. Supply and installation of a memorial plaque
 - ii. City administration fees.
 - d) In relation to the installation of a memorial park bench and memorial plaque approved applicants will be responsible for payment of:
 - i. 75% of the cost estimate prior to the commencement of works; and
 - ii. the balance owing upon the completion of works.
 - e) In relation to the installation of a memorial plaque (only) the approved Applicant will be responsible for full payment prior to commencement of works.
 - f) At the completion of the supply and installation of the memorial park bench and memorial plaque if the actual costs exceed the estimated costs, the Applicant will be responsible for paying the difference.
7. GENERAL
 - a) Memorials are limited to one plaque per application and one plaque per person being memorialised.