

Tribute Plaque Application

Application Requirements

Application for a Tribute Plaque will be accepted provided the following information is supplied:

- ☐ The plaque will be placed on an existing identifiable park seat in the chosen location. Only one plaque is allowed per seat at this chosen location.
- ☐ Park standards & specifications will establish the type/style of seat provided for the attachment of the Tribute Plaque.
- ☐ Payment in full is received for the Tribute Plaque, on the basis that the plaque will be maintained for a minimum of 10 years (*but not exceeding 15 years*) in original location. A new application and further payment of a charge will be required after this time should another plaque be requested.
- ☐ The terms and conditions in the Council's "Tribute Park Seat, Tribute Plaque and Tribute Tree Guidelines GL-3004-004" will specify the terms and conditions for installing a Tribute Plaque.

Applicant Details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Given name(s)

Surname

Company/business name

Contact person

Residential address

Suburb

Postcode

Postal address

Phone – ☐ (W) ☐ (H)

Mobile

Email address

Signature of applicant

Date

Description of Park

Park where Tribute Plaque to be located, subject to approval. Because of park requirements or demand for such plaques, there may be a waiting list for some parks and the quantity of seats available for plaques. One plaque will be allocated to one existing park seat. Provide three preferences for the location of plaque on an existing seat.

1st Park preference (*park or suburb*)

2nd Park preference (*park or suburb*)

3rd Park preference (*park or suburb*)

Plaque Inscription Guidelines

Council does not allow memorial or commemorative plaques in any of its parks or on park furniture. Inscriptions on the plaque that indicate lifetime may not be used and wording must be in the present tense to keep the inscriptions uplifting, while still honouring the person who is being remembered by the Tribute Plaque.

The plaque is 50 mm high and 100 mm maximum length. This allows for a maximum of three lines and approximately 55 characters.

Samples of Approved Inscriptions

Ron Smith Sharing your love of the bay Your family and friends	Jake Smith Come sit with me And rest awhile
Brisk walks – thoughtful talks Rest easy Peter Smith	Gary Smith Sharing your love of mountains and sea
Measure your age not in years But by the friends you've made Edith Smith	For Sophie & Gary Much love from family and friends

Wording for Inscription (*subject to approval*)

Line 1

Line 2

Line 3

Tribute Plaque Charge \$268.00

The charge covers the cost of supplying and installing the Tribute Plaque. The charge also includes maintaining and repairing the plaque for a period of 10 years. Should the plaque, in the opinion of the Parks & Conservation Service Manager require complete replacement due to damage or vandalism during this time, it will be done at no additional cost to you.

Once the location of the plaque, the wording for the inscription has been finalised and full payment received, the plaque will be installed and confirmation provided that the installation has been completed. Direct payment can be made via the phone or in person at one of Council's Customer Service Centres after approval has been received.

Application Endorsed By

Manager – Civic and Open Space Asset Management Unit

Office Use Only

CSC initials

Date

FCSCSM004 – 01/07/2023