

# Application to install a memorial plaque



## When to use this form

Use this form if you would like to apply to have a memorial plaque placed within a park, bushland or reserve area. This form can also be used as an application for the planting of a commemorative tree. Please provide as much information as possible about the person or organisation that you are wanting to commemorate so we are able to assess your application.

For further information please contact the City Amenity Division on 6238 2886.

## Applicant details

Contact person first name Required

Contact person last name Required

Position

Organisation or business name

Email address

Telephone number Required

## Address

Unit/street number Required

Street name Required

Suburb Required

State/Territory (Select 1 option) Required

- Tasmania
- Victoria
- New South Wales
- South Australia
- Queensland
- Northern Territory
- ACT
- WA

Postcode Required

Is this your postal address? (Select 1 option) Required

- yes
- no

Complete this field if you selected 'no' in *Applicant details: Is this your postal address?*

**Postal address** Required

**Preferred contact method (Select 1 option)** Required

- email
- telephone
- Australia Post

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## Memorial plaque/tree details

### Location

**Name of park or reserve** Required

**Suburb** Required

**Describe the location within the park or reserve where you would like the plaque/commemorative tree placed and attach map below.** Required

**Map of location**



Please attach all files to the end of this form before submitting it.

### Background information

What is the name of the person or organisation the proposed plaque/commemorative is in memory of? Required

Describe the person's or organisations historical attachment to the area Required

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Describe the history of the person or organisation relative to the application Required

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Describe the level of contribution to the community made by the person or organisation Required

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## Plaque details

Please note that this section 'Plaque details' only needs to be completed if you are applying to have a plaque installed. If you are applying to have a commemorative tree planted you are not required to complete this section.

Are you proposing to replace an existing plaque? (Select 1 option) Required

- yes
- no

Complete this field if you selected 'yes' in *Plaque details: Are you proposing to replace an existing plaque?*

**Please provide details** Required

**The standard size for a plaque is 150mm x 100mm (or 300mm x 300mm for trees). If you are wanting a different size what is your proposed size?** Required

**What are you proposing the plaque be made of?** Required

**What is the proposed wording you would like?** Required

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**An application for a plaque must be supported by a minimum of three third parties, one of which must be a community group. Please list the details of these parties and attach their supporting submissions below.** Required

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**Supporting submissions** Required



Please attach all files to the end of this form before submitting it.

## Conditions

The installation of plaques and the planting of trees as memorials in suitable areas is permitted on the following basis:

- All costs are met by the applicant.
- Plaques or trees will only be installed to commemorate historically important national or state events, or people who have made a significant contribution to the social, political and cultural life of Hobart subject to the approval of the Parks and Recreation Committee.
- The location is to be to the satisfaction of the Director of City Amenity with due regard to any management or master plans, the values of the park, bushland or reserve and needs of users.
- For plaque installations the application is to be supported by a minimum of three third parties, one of which must be a local community group (not applicable for commemorative trees).
- Where an organisation has previously installed a plaque commemorating a significant milestone or event that plaque may be updated if another milestone is achieved. At the approval of the Director City Amenity, the size of the new plaque must remain the same as the original plaque.
- Wording should avoid terminology used in cemeteries and be uplifting. Where applicable the wording would recognise the nominee and their qualities. The final format and wording is to be approved by the Director Parks and City Amenity.
- The size of the plaque is to be 150mm x 100mm for infrastructure and 300mm x 300mm for trees. The Director of City Amenity may approve a variation of the size due to the location of the plaque and the associated infrastructure.
- The material of the plaque is to be to the satisfaction of the Director of City Amenity.
- The City will commit to maintaining the plaque for a period of 10 years.
- The City maintains a register of memorial plaques to notify the next of kin should the need arise. It is up to the applicant to notify the City of any changes in circumstances.
- Tree species to be to the satisfaction of the Director of City Amenity.
- Memorial trees can only be planted during winter months.
- The tree will be maintained by the City using standard arboricultural practices. Should the tree or related plaque be required to be removed, where appropriate the applicant shall be consulted.

## Declaration

In making this application: (Select at least 3 options) Required

I declare that the information I have provided is true and correct. Required

I have read the conditions associated with this application and I am aware of the requirements as part of this application. Required

I agree that by typing my name below I have signed this application Required

Name of signatory Required

Date Required

(submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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For further information on how Council manages, handles and protects personal information it collects please refer to the [Privacy Statement and Policy](#)

*End of form*

*Don't forget to attach all files before submitting this form*