

## **Contact Details:**

Postal Address: PO Box 177, Macksville NSW 2447 Telephone: (02) 6568 2555

## Office Location:

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**Updated**: July 2024 Our Ref: 15683/2019

## MEMORIALS ON COUNCIL CONTROLLED LAND APPLICATION FORM

1 Details of the applicant *						
Mr Mrs□ Ms	First Name _	Surname:				
Organisation:		ABN:				
Address:						
Suburb:		State:		Postcode:		
Phone:		Email:				
2 Details of the	e memorial recipient	(please print clearly)				
Name of Individu	al:					
Name of Associa	tion:					
Name of Historic	Event:					
3 Reason (pleas	se print clearly and <u>attach</u> a	separate document if space does	not suffice)			
			·			
2 Memorial Ty	pe: Priv	vate	cal [	Service Clubs		
_	<u> </u>	New Park Bench + Plaque	<u>_</u>	Barbecue Facility + Plaque		
	<u> </u>		Public Artwork + Plaque Single Picnic Shelter + Plaque			
☐ Double Picnic	Shelter + Plaque	Triple Picnic Shelter + Pla	que 🗌 Solai	Bollard + Plaque		
(please tick appropria	ate boxes)					
Preferred Location (please provide a detailed location map showing preferred memorial site)						
Park:						
Street Address:						
Locality: Postcode:						
Note: Preferred location is subject to the approval of Council and cannot be guaranteed.						
<b>Please note</b> : There are no fees payable on lodgement of the application. A quotation will be forwarded to you once the application has been assessed.						
OFFICE USE ONLY						
FILE No: SF2786	INCOME: 1230.140.173	DATE:	AUTHORITY NO:			

In making this application I, the Applicant, hereby acknowledge that:

- I have read Council's Policy on Memorials on Council Controlled Land and acknowledge that any community consultation, design, fabrication, transportation, installation, site preparation, construction, lighting and statutory permits/approvals will be financed by the Applicant, if required.
- Any approved memorial placed within a public place / site will be deemed to be owned and under the control
  of Council.
- Memorials requiring significant ongoing maintenance will not be approved unless the Applicant provides the necessary funds in advance of the ongoing maintenance and upkeep of the memorial.
- Council reserves the right to remove or modify the memorial or any portion of the memorial.

## **APPLICATION COSTS:**

The Applicant, will be provided with a quotation for all costs which must be paid on or before the infrastructure; tree and plaque can be ordered.

Applicants are advised that the approval, ordering and installation process may take a minimum of 3 months to complete.

TYPE	DESCRIPTION		
Park Bench Seat	The bench seat will be installed on a concrete base		
Park Picnic Shelter	There are three (3) shelter types available being single, double and triple seat size. The shelter includes a concrete slab and seating.		
Park Barbecue	Gas barbecues only		
Plaque	<ul> <li>Plaque Sizes: <ul> <li>Bench Seats 200mm x 50mm (3 lines)</li> <li>Tree/Other 200mm x 120mm (6 lines)</li> </ul> </li> <li>Applicants submit the plaque design with application for approval.</li> <li>Council will provide Applicants with a quotation for the plaque from Phoenix Foundry, (provider of memorial plaques for Council) plus all associated costs.</li> <li>Applicants are required to pay Council all costs prior to the ordering of the plaque.</li> <li>Applicants will be advised once the plaque has been installed at the approved site by Council staff</li> </ul>		
Landscaping			
Public Artwork			
Tree			
Solar Bollard			

CHECKLIST FOR APPLICANT: Have you attached the following supporting documentation if applicable? Please select				
☐ Detailed memorial design	Location Map	☐ Supporting documentation		
Applicant's Name	Signature	Date		

Please return completed application form together with supporting documentation to:

Nambucca Valley Council PO Box 177 MACKSVILLE NSW 2447