

# Public Commemorative Tribute and Memorial Application Form



A3946712

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## **FACT SHEET**

This form should be used by a person, group or organisation who is wanting to submit an application for a proposed public commemorative tribute or memorial.

1. Any person can submit an application for a commemorative plaque or memorial which will be assessed by Council officers in accordance with the Public Commemorative Tribute and Memorial Policy.
2. Approval shall only be granted for persons, groups or organisations who have made a significant contribution or have been recognised for a significant achievement for a minimum of 10 years, which will need to be demonstrated.
3. Requests for the foreshore, high profile reserves or parks on Crown Land are not considered appropriate and will generally not be accepted. Exceptions may apply for persons, groups or organisations who have made a significant contribution for a minimum of 10 years or have been recognised for a significant achievement or event, which will need to be demonstrated. These requests may be referred to Council for consideration.
4. The location proposed by the applicant must have relevance to the person, group or organisation and cannot impact or diminish the intended purpose and functionality of the location.
5. For temporary road side memorials, the location should not be hazardous to passing traffic or prevent appropriate maintenance of a road reserve managed by Council and can only remain for a maximum period of 15 months.
6. Permission is required from the family or member of the family in writing.
7. Consideration of requests for commemorative tributes and memorials must be in the best interests of the community and Council.
8. Council does not allow donated memorials, commemorative or acknowledgements for the promotion or advertising of commercial businesses, political or religious groups.
9. Existing commemorative tributes and memorials will not be taken as a precedent for future proposals and as such, any requests will be considered on its merits.
10. Any costs associated with a commemorative plaque or memorial will be fully funded by the applicant, which includes ongoing maintenance costs for the life of the commemorative plaque or memorial i.e. 10 years.


11. Every effort will be made to maintain the commemorative plaque or memorial on Council Land. Council cannot guarantee that it will remain at the designated site indefinitely. It is envisaged that the commemorative plaque or memorial will remain for a period of not less than 10 years from the date of installation, except for temporary road side memorials which will have a period of 15 months, with the following exemptions:


- The area of which the commemorative plaque or memorial is to be redeveloped;
- Use of the site changes significantly in character and the commemorative plaque or memorial is deemed not suitable for that area; or
- If the commemorative plaque or memorial becomes unsightly or unsafe, it will be removed.


12. Prior to any removal or change of location, every attempt will be made to contact the applicant to discuss relocation or removal of the commemorative plaque or memorial.

## HOW TO SUBMIT THE APPLICATION

The application form, along with any supporting documentation, must be addressed and forwarded to the Governance Unit via any of the methods below:

 **In Person**      Frankston City Council - Civic Centre  
30 Davey Street  
Frankston

 **By Mail**      Frankston City Council  
PO BOX 490  
Frankston VIC 3199

 **By Email**      Please email the completed application form with any required supporting documentation to: [governance@frankston.vic.gov.au](mailto:governance@frankston.vic.gov.au)

## APPEALS AND COMPLAINTS HANDLING

Applicants and members of the public who disagree with a decision on a commemorative tribute or memorial can request that a review be undertaken and investigated.

A request for an appeal or complaint handling must be made in writing and within 7 days of the decision being made. All relevant and supporting information should accompany the appeal.

The documentation must be addressed to:

Manager Governance and Information  
Frankston City Council  
PO Box 490  
Frankston VIC 3199

This can be hand delivered to the Civic Centre or emailed to [governance@frankston.vic.gov.au](mailto:governance@frankston.vic.gov.au).

All decisions are final and will be provided in writing.

## Type of Application

Tick one of the following boxes to indicate type of feature you are applying for:

**Public memorial**  **Public commemorative tribute**  **Roadside Memorial**

## Details of Applicant

Full name of person making the application

Name of group or organisation (if applicable)

Address

Contact Number (Mobile, Work or Home)

Email Address

## Details of Individual or Group to be commemorated

Full Name of person, group or organisation to be the recipient of the proposed tribute or memorial:

Is the person you are commemorating deceased?

Approximate date of death? (if known)

What is your relationship to the recipient? (eg. family member, friend, belong to the same club or group)

If you are not a member of the recipient's family, has the recipient's family been made aware of your intentions? Have they given permission to have a commemorative plaque or memorial erected? Please attach written confirmation by family.

Summary of any significant contribution, service, achievements or reasons for commemorating a person, group or organisation. This must be validated with documented proof.

(Attach any extra information or documented proof to this form)

## Location details

Provide a site location for the proposed commemorative tribute or memorial and what relevance this has to the person, group or organisation:

## Type of feature

Please specify type of feature proposed (e.g. memorial bench seat, plaque, rock or other):

# Plaque requirements

Is a plaque to be placed on the feature? Yes / No

If yes, provide the proposed text to be included on the plaque below:

Line 1	_____
Line 2	_____
Line 3	_____
Line 4	_____
Line 5	_____
Line 6	_____
Line 7	_____
Line 8	_____

## Declaration

I have read and understood Council’s Public Commemorative Tribute and Memorial Policy. I accept that I will be responsible for any costs that may be associated with my application.

Signature of applicant

Date

### **Privacy Statement**

*Frankston City Council is committed to protecting your privacy. The personal information you provide will be used to liaise with you about your application and assess your request. Council may need to notify other parties of your application as part of assessing your request and facilitating development of the feature if successful. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au) or contact Council’s privacy officer on 1300 322 322.*