



APPLICATION FOR PARK & STREET FURNITURE DONATION AND MEMORIAL PLAQUES

Applicant:

Contact Person:

Postal Address:

Phone Number:

Email:

Individuals or groups may wish to place park or street furniture, with or without an attached memorial plaque, as either a donation to the community, or as a memorial to an event or individual. Individuals or groups may alternatively wish to place a memorial plaque on existing park or street furniture, as either a donation to the community, or as a memorial to an event or individual.

This application and approval process is subject to compliance with the Park & Street Furniture and Memorial Plaque Policy.

I/We
(*the Donor/ Applicant*)

hereby make application to the City of Victor Harbor (*the Council*) for the purposes of donating and having installed:

Memorial Furniture: – normally means a seat, or picnic setting, in a location, style and colouring as decided upon by the Environment and & Infrastructure Department of the Council, that may bear a commemorative plaque and has been donated to the community.

New Furniture

Existing Furniture

Memorial Plaque: - means a standard size bronze plaque 137mm x 86mm, straight edge maximum of 4 lines.

Applicant's Signature

Date: ____/____/____

Donated park and street furniture and memorial plaques are to be ordered and installed by the council. Full payment will be required after Council has approved your application, before any goods are ordered and/or installed

Locality: Please indicate your preferred street or park locality and attach a location map (page 4 of application) to indicate the preferred position if applicable. Please note that many foreshore locations have been deemed to have sufficient furniture such as Franklin Parade, The Bluff, Petrel Cove, The Esplanade & Flinders Parade.

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Memorial Plaque details:

Memorial plaques are normally to be a bronze plaque, 137mm x 86mm, and of a straight edged computer set design order by council. The standard plaque has 4 lines. In some instances, depending on the bench type, the plaque may be made of stainless steel.

Line 1.

Line 2.

Line 3.

Line 4.

Significant Contribution

- Donors who believe that the service club or member of the community, that they have nominated on their application, constitutes a significant contribution to the community, may include details as to why they believe this to be the case. Extra pages and supporting information can be attached to this form.
- Council reserves the exclusive right to determine if a service club or member of the community meets the criteria to be determined as having contributed significantly to the community.

Locality

- The preferred location is to be determined in consultation with Council. Approval is at the discretion of Council and subject to the conditions of Council policies.
- Request for donated park or street furniture in a preferred locality will not be granted for that locality, if the furniture is surplus to council's requirements for that locality. In such a case council will endeavour to offer an alternative locality.

Approval Process

- In accordance with the Park & Street Furniture Donation & Memorial Plaque Policy, item 6.1.11(Applications) ; and Item 7 (Delegations)

Memorial Furniture & Plaque Specifications

- In accordance with the Park & Street Furniture Donation & Memorial Plaque Policy.

Life Span of Donated Furniture & Memorial Plaques

- The estimated lifespan of donated memorial furniture is (10) years, or the life of the seat at a level acceptable to Council standards, for visual and safety requirements. Council reserves the right to determine the completion of the lifespan as per this clause.
- At the determined completion of the lifespan of the memorial furniture, Council will attempt to contact the donor, who will then be given first opportunity to purchase a new memorial seat. In the event of re-landscaping the locality, Council reserves the right to relocate furniture memorials should the need arise. In this instance Council will attempt to liaise with the original donor to determine a satisfactory course of action.

Maintenance

- Council will provide a level of service consistent with the existing levels.
- If the donated **memorial furniture** is vandalized during the 10 years will be repaired by council where possible. Should it need replacing, council will attempt to contact the donor with the option to replace at their cost.
- If a **memorial plaque** is vandalized it will be repaired by council where possible. Should it need replacing, council will attempt to contact the donor.
- The placing of flowers or other tributes on donated furniture, monument or plaque is not permitted as this may detract from the community use of this Council asset.

Cost

- In accordance with Council's Park & Street Furniture Donation and Memorial Plaque Policy and Council Fees and Charges register.

Please provide a sketch of the proposed location

LOCALITY SKETCH (or attach a map)

Administration Use:

Recommendation – Manager Environment and Recreation:

Assessment: _____

Recommend to Committee/Council for approval: Yes No

Recommendation to Committee: *(In the case of significant commemorative or memorial feature – Policy 6.1.6 may be referred direct to Council or via Heritage Advisory Committee)*

That the Committee recommends Council grant approval to: (insert name) _____
_____ for a plaque and/or furniture to be installed at: (specify reserve,
street, position) _____

in accordance with Council’s Park and Street Furniture Donation and Memorial Plaques Policy.

(optional) Subject to the following conditions: _____

Heritage Advisory Committee: *(In the case of significant commemorative or memorial feature – Policy 6.1.6 may be referred direct to Council or via Heritage Advisory Committee)*

Meeting date: _____ Recommendation Approved: Yes/No Resolution No: _____

Ordinary Council: *(In the case of significant commemorative or memorial feature – Policy 6.1.6 may be referred direct to Council or via Heritage Advisory Committee)*

Meeting date: _____ Recommendation Approved: Yes/No Resolution No: _____

Comments: _____