

Application fee for Commemorative Memorial is \$379.00

Application fee for Registered Not for Profit Organisation for Commemorative Memorial is \$0.00**

**This does not apply to local, state and federal government agencies where all fees are applicable.

Important information – read before completing application form.

An application will not be assessed until all required information is provided, including evidence of community support and/or a letter of support from the family. Each application is assessed on:

- Compliance with Council’s Memorial Policy and Public Art Policy (available to view on our website)
- Community support
- Site suitability
- Safety implications

Note: Not all applications will be approved. Any requested information must be provided within twenty (20) business days of council’s request or the application will lapse and will be required to be resubmitted.

The Sunshine Coast Council recognises the importance of memorials in celebrating our region’s history, culture, environment, people, organisations and events.

In order to manage the high number of requests received every year, council assesses requests based on the significance of the person/event to the community in which the memorial is to be located.

Not all applications are successful.

Please tick the box to confirm you have read and understood:

- | | |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | Memorials and Plaques Fact Sheet |
| <input type="checkbox"/> | Memorials and Plaques Guidelines |
| <input type="checkbox"/> | Memorials and Plaques Policy |

Where an item is not relevant ensure the box is marked.

Refer to the Memorial and Plaques Information Pack when completing the application.

1. Applicant* details

* The person, group or organisation applying to commemorate a person, event, place or organisation. The applicant may be an individual, group or representative of a government or non-government organisation.

Surname		ABN (if applicable)	
Given names		Date of birth	
Postal address			
Suburb		State	Postcode
Business phone	A/H phone	Mobile	
Email address			
Preferred method of contact for correspondence:		<input type="checkbox"/> Email	<input type="checkbox"/> Post

2. Memorial details

Memorial is for Person Event Organisation Other (provide details):

Name
Relationship of applicant to commemoration.

Privacy

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with council’s privacy policy.

www.sunshinecoast.qld.gov.au | mail@sunshinecoast.qld.gov.au | T 07 5475 7272

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551

Maroochydore office 10 First Avenue Maroochydore Qld 4558

Nambour office Corner Currie and Bury Streets Nambour Qld 4560

3. Location details of proposed or existing Memorial

Park / Street address	Suburb
Specific location	
Other or specific identifiers of the location	
Is a site plan with specific location attached to this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Suitability requirements

Please detail the reason for the public memorial request. Please describe and attach evidence that demonstrates the significance of the subject, person or event to the location. Please refer to the Memorial and Plaques Policy, Guidelines and Factsheet for more information on significance. (You may provide additional written material as an A4 document if requiring more space).

- Describe the history of the person /organisation/event as relative to the application location.
- Detail the level of contribution made by the nominated person/organisation/event to the location community. Were the services to the community on a paid or volunteer basis?

Note: Council may request further information or evidence be provided prior to assessing the application.

Detail of contribution made by person / event / organisation to community

Were their services paid or voluntary? <input type="checkbox"/> Paid <input type="checkbox"/> Voluntary	Provide details:
Is evidence of community support attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Provide details:
Does the family consent to memorial? <i>Only required if applicant is not family member.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Provide family member name, relationship and contact number: <i>Note: a letter of support from family member is required for persons!</i>
Are you aware of any public safety implications the memorial may cause? <input type="checkbox"/> Yes <input type="checkbox"/> No	Provide details:
Is memorial non standard? <i>Includes objects, artefacts, sculptures, landscape features, and restoration of existing memorial</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Provide details of dimensions, materials and artists name and contact information: <i>Note: concept design details, photos, models and any engineer reports are required.</i>

Detail impact of memorial and describe how it will be designed, created and placed in a manner that will be suitable for proposed location:

Detail maintenance and repair requirements for memorial – include cleaning requirements and likely long term costs of repairs and restorations (*attach a maintenance plan if required*)

5. Further Information for Non-standard Memorial Items (ONLY COMPLETE IF APPLICABLE)

What type of memorial item is being requested?

NOTE: If this section is completed, the applicant will be contacted to discuss their proposal further.

What are the memorial specifics? Please attach photos and / or drawings if available.

Height	Length
Width	Total ground area

What material is the memorial constructed from?

Does the memorial require a structural engineer's report? If 'Yes', please attach the report.

Memorial designer / artist details

NOTE: If an artist/designer is involved, the memorial must adhere to the Public Art Policy.

Surname	Given names		
Organisation	ABN (if applicable)		
Postal address			
Suburb	State	Postcode	
Business phone	A/H phone	Mobile	
Email address	Website		

Public safety issues – Are you aware of any potential safety issues in your proposal?

- The proposal has no public safety implications
- The proposal may affect public safety – please describe:

Impacts of the memorial – please describe how the memorial will be designed, created and placed in a manner that will be suitable for the proposed location.

Memorial maintenance and repair – Please attach a detailed maintenance plan developed by the artist or conservator including cleaning requirements and likely long term costs for repairs or restoration.

Costs of construction – Please itemise costs and attach any quotes received.

Item	Company providing service	Cost
	TOTAL	

6. Fees and charges

Please see Memorial and Plaques Guidelines for specifications of standard memorial items.

Commemorative Memorial Application fee (CR-CL11092)	\$379.00
Commemorative Memorial Application fee for Registered Not for Profit Organisation** **This does not apply to local, state and federal government agencies where all fees are applicable.	Nil
<input type="checkbox"/> Labour for plaque^ to be installed into concrete slab under an existing seat (CR-CL11101)	POA
<input type="checkbox"/> Purchase seat and install on concrete slab (CR-CL11094)	POA
<input type="checkbox"/> Purchase seat and install on concrete slab and install plaque (CR-CL11094)	POA
<input type="checkbox"/> Install plaque and purchase wheelchair accessible table and seat and install on concrete slab (CR-CL11094)	POA
<input type="checkbox"/> Purchase and install small commemorative tree (45L pot) (CR-CL11094)	POA
<input type="checkbox"/> Purchase and install large commemorative tree (100L pot) (CR-CL11094)	POA
<input type="checkbox"/> Restoration of an existing feature (please complete section 8) (CR-CL11094)	To be negotiated
<input type="checkbox"/> Non-Standard Memorial (please complete section 8) (CR-CL11094)	To be negotiated
^ On approval of the application, plaques are to be ordered by the applicant as per the Memorials and Plaques Guidelines. + Furniture costs may change due to the site requirements and will be confirmed upon assessment. * Site location will determine actual costs of commemorative trees. Commemorative tree plantings include mulching and 12 weeks maintenance. Commemorative trees are not able to have plaques. All fees and charges will be invoiced on approval of application.	

Fees relating to activities falling within the Nambour Special Entertainment Precinct may be waived. This relates to both the primary and secondary buffer areas that can be viewed on council's website.

7. Checklist (please tick)

- I have responded to all relevant sections of the application form
- I have attached a map identifying the preferred proposed site
- I have attached evidence of community support
- I have attached letter of support from a family member (if applicable)

Non-standard memorial items

- I have attached a concept design including detailed plans (including engineer's report), models and / or photographs of the proposed memorial
- I have attached copies of statements from financial institutions of funds raised and letters of commitment for grants
- I have attached a detailed maintenance plan

8. Declaration

I declare that all information supplied in this application is true and correct. I have read and understand the terms and conditions of this application. If my request is approved, I agree to comply with the Memorials and Plaques Policy and Guidelines. I understand no works will be undertaken until full payment for the works is received by council.

I/We, the applicant, understand that Sunshine Coast Council use all provided contact details including email, phone calls and SMS for sending annual notices, reminders and verifying data. To opt out of all SMS and email contacts I/we must contact Sunshine Coast Council and specifically nominate to be excluded from emails or SMS.

Name	Signature	Date
Lodgement of application to: Community Land Permits Sunshine Coast Council Locked Bag 72 Sunshine Coast Mail Centre QLD 4560 Or Email to – landpermits@sunshinecoast.qld.gov.au "Signed PDF"		

OFFICE USE ONLY

Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp