



# APPLICATION TO PLACE A MEMORIAL ON A COUNCIL OWNED OR CONTROLLED ASSET

Please read the Establishment Procedure before completing this application. For further advice or assistance please do not hesitate to contact Council on (03) 5450 9333.

Applicant's Name:

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Applicant's Address:

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Telephone:

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Type of Plaque/Memorial

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Size of Plaque/Memorial

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Proposed Location 1

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Proposed Location 2

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Diagram of the  
Plaque/Memorial



Please attach a  
photo or diagram of  
the design



# Checklist

- I have read the Establishment Procedure.
- I have answered all questions on the application form.
- I have attached a map indicating the proposed locations.
- I have attached a diagram or photo of proposed plaque or memorial.
- I have attached additional pages of supporting documentation if necessary.
- I have attached a Maintenance Plan.

## **PRIVACY NOTIFICATION**

Council is collecting the personal information requested on this form for the purpose of carrying out its functions under the Local Government Act 1989. This information will be used solely by Council, for the primary provision of its Technical Services. Council may disclose this information to other government bodies or where there is a legislative requirement. The applicant understands that the personal information provided is for the efficient running of its Technical Services, and that he or she may apply to Council for access to and / or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer

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Office Use Only

Date Received: \_\_\_\_\_

RecFind No: \_\_\_\_\_

Authorising Officer: \_\_\_\_\_