

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

Please read the Memorials Policy (No. 105) before completing this application. For further advice or assistance please do not hesitate to contact Council on (03) 5450 9333.

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Type of Plaque/Memorial \_\_\_\_\_

Size of Plaque/Memorial \_\_\_\_\_

Proposed Location 1 \_\_\_\_\_

Proposed Location 2 \_\_\_\_\_

Diagram of the  
Plaque/Memorial



Please attach a  
photo or diagram of  
the design

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Text on the  
Plaque/Memorial



Attach extra  
pages if required

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Level of Significance



Attach extra  
pages if required

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Community Support



Attach extra  
pages if required

# Checklist

- ☐ I have read the Establishment Procedure (section of the Policy).
- ☐ 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.

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Office Use Only

Date Received: \_\_\_\_\_ ECM Ref No: \_\_\_\_\_

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