

# Request for a Public Memorial



📍 Civic Centre, 68 Elizabeth Street, Moss Vale NSW 2577 (PO Box 141, Moss Vale NSW 2577)

☎ (02) 4868 0888 ✉ mail@wsc.nsw.gov.au

## How to Complete this Form

1. Read the Public Memorials Policy and Public Memorials Policy Guidelines for eligibility criteria for Public Memorials. A copy of these documents can be obtained from <https://www.wsc.nsw.gov.au/Council/Policies> or by Contacting Council for a hard copy on 02 4868 0888.
2. Complete all information required in Part A of this form.
3. All information must be included before request will be assessed and approvals given (including copies of plaque text, letters of support, supporting documentation, plans/specifications etc).
4. Email completed form and supporting documentation to: [asset.officers@wsc.nsw.gov.au](mailto:asset.officers@wsc.nsw.gov.au)
5. Any queries relating to this process, please contact Parks & Buildings Asset Branch on 02 4868 0888.

## Part A - Memorial Type (to be completed by applicant)

Please refer to the Public Memorials Policy Guidelines for further information.

<b>Type of memorial:</b>					
<input type="checkbox"/>	Memorial Tree	<input type="checkbox"/>	Memorial Park Seat with Plaque	<input type="checkbox"/>	Large Monument/Memorial
<input type="checkbox"/>	Naming of Public Place	<input type="checkbox"/>	Other (please specify):		
<b>Preferred location of memorial</b> (suitability to be assessed by Council):					
<b>Alternate location of memorial</b> (suitability to be assessed by Council):					

## Applicant/ Organisation Details (to be completed by applicant)

Organisation Name (where relevant):					
Contact Person:		Relationship to Deceased:			
Contact Address:					
Mobile Phone:		Additional Phone:			
Email:					

## Details of Deceased (to be completed by applicant)

Name:				
Date of Death:		Period of Residency in Wingecarribee Shire:		

*Working with you*

## Details of Contribution to Local Area (to be completed by applicant)

Not applicable to Memorial Tree Requests

<b>Details of Service Contribution to Wingecarribee Shire:</b> (For further information on what level of contribution is required, please refer to the Public Memorials Policy Guidelines).				
<b>Period of contribution to the local area:</b>	From:		To:	
<b>Contribution to the local area was in a not-for-profit/volunteer capacity?</b>			Yes	No
<b>Evidence of community support attached?</b>			Yes	No
Applications for Large Monuments/Memorials please attach additional relevant information including scope of works, site plan, engineering drawings, ongoing required maintenance, plaque text etc.			Yes	No
<b>Additional Information for Large Monuments/Memorials attached?</b>				

## Plaque Text – Applications for Memorial Seat Only

Line 1:	
Line 2:	
Line 3:	
Line 4:	
Line 5:	

## Privacy Statement

In lodging this form, you are providing personal information such as your name and contact details. The personal information that Council has collected or is collecting from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* (PPIPA). Your personal information will be handled in accordance with the PPIPA and Council's [Privacy Management Plan](#). For further information regarding Council's privacy obligations, see [Privacy Guidelines](#).

**Purpose of collection:** Your personal information is being collected for the purpose of contacting you or serving correspondence upon you as the applicant of an application.

**Intended recipients:** Council officers, contractors or agents of Council and persons granted lawful access under the *Government Information (Public Access) Act 2009*.

**Supply:** Supply of your personal information is voluntary, however, if you cannot or refuse to provide some or all of the information sought, Council may be unable to process your application.

**Access/Correction:** You may make application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIPA.

**Storage:** Your personal information is being, or has been, collected and will be held by: Wingecarribee Shire Council, Civic Centre 68 Elizabeth Street, Moss Vale NSW 2577. This form will be placed on a relevant file and recorded in Council's electronic document and records management system.

## Signature

I DECLARE THAT:

- The information provided in this form is complete and correct.
- I have read and understood the Public Memorials Policy Guidelines which includes eligibility criteria and details relating to maintenance, loss or damage and replacement of public memorials.
- I understand that there is no cost associated with the application however, if the application is approved, I am responsible for all costs associated with the purchase and installation of the memorial.
- I have read the Privacy Statement.
- I understand that Council must deal with personal information in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIPA) and its Privacy Management Plan and that the provisions of the PPIPA and/or Council's Privacy Management Plan may require Council to decline to provide you with access to another individual's personal information.

<b>Name:</b>		<b>Date:</b>	
<b>Signature:</b>			

## Approval Checklist – Completed by Council Officer

	Yes	No	N/A
Proposed subject is deceased, in case of Public Place naming deceased for more than 12 months or, in case of event, more than 50 years prior?			
Minimum criteria for local contribution satisfied?			
Application made by an appropriate person (or letter of support received from appropriate person)?			
Proposed site appropriate (consultation with Infrastructure – Open Space)?			
Consistent with intended purpose of site, POMs, Strategic Plans			
Any evident safety risks?			
Is an Application to Carry out Works on Council Land (ATCOW) required?			
Internal Consultation? - If 'yes' see attached consultation details			
	Yes	No	N/A
Assets – Roads & Drainage			Sport and Recreation Committee
Operations – Parks & Open Space			Arts and Culture Advisory Committee
Heritage Planner			Councillors
Executive Team			Community Groups
Property			Geographical Names Board
Development Planner			Other
<b>Council Officer Assessing Application:</b>			
Comments from Assessing Officer:			
<b>PROJECT APPROVAL</b>			
Approval Required By:	Council Officer	General Manager	Council
Application Approved	Application Refused	Application Recommended	Application Not Recommended
Reason:			
Council Resolution Minute No (where applicable):			
Approving Officer:			Position:
Signature:			Date:
<b>Approval/Refusal Letter</b>			
Date Sent:			Date Returned:
Quote for Plaque:			Quote for Installation:
Any other costs:			
Invoice requested date:			Invoice paid date:
	Yes	No	N/A
Plaque ordered			Date
Memorial seat ordered			
Tree species determined			
Signage ordered			
Works requested through Ops			
Applicant notified of completed works			
Submission to Geographical Names Board (public place naming only)			
Photo taken and entered into Conquest			
Documentation registered in Dataworks			
Final Project Notes:			