

****Please allow six (6) to eight (8) weeks for request to be considered****

APPLICANT DETAILS:

Name:			
Postal Address:			
Daytime Contact Number:		Email Address:	

Hereby make application to the City of Onkaparinga requesting the following: *(please tick one box)*

- \$170 - Stainless steel plaque affixed to a seat (with a maximum of 3 plaques per seat)
- \$330 - Stainless steel plaque affixed to a small post at the base of an existing Australian native tree

****Alternative proposals for plaques and memorials may be considered on a case by case basis ****

PROPOSED WORDING FOR PLAQUE:

In loving memory of _____ *(full name of Resident)*
 From _____ to _____ *(President and Life Member of _____)*

Please detail the wording requested on the plaque *(if different from sample wording, no more than 150 characters)*

Are you the legal next of kin? Yes No
(If No- Attach written approval from legal next of kin consenting to this application)

What was your relationship with the person or civic/ community group?

If the memorial is for civic/community memorial, please provide details of the contribution made to the local community *(attach relevant evidence)*

ATTACH THE FOLLOWING ITEMS: *(Indicate using tick boxes that items are attached)*

- Map showing approximate location location/area of plaque/memorial
- If you are not the legal next of kin, written approval from legal next of kin consenting to application
- If civic/community memorial, relevant evidence of contribution made to the local community
- Evidence of payment of application administration fee **\$101** (non-refundable) is required. To arrange payment you may visit one of our Council offices or call 8384 0666 and ask to speak with front counter staff who can arrange payment, please quote 'PEREXE'. Include your receipt number below as evidence.

Receipt – Office Use Only

Receipt Number (PEREXE):	Application Admin Fee: \$101	Date of Payment:
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The following conditions will apply (as varied by Council from time to time) in addition to Council's standard terms and conditions:

1. No estate or interest in the Community Land is created by the installation of a plaque or memorial on Community Land. A memorial on Community Land i.e. a seat or tree are council assets and therefore owned and under the care, control and management of the Council. Plaques are owned by the Applicant and may be returned to the Applicant at the end of the term upon request. Trees will not be returned to the Applicant after the term.
2. All requests for plaques and memorials must be made by completing the council's application form and paying the administration fee (see below). If approved an invoice for the cost of the plaque will be issued at a later date.
3. A plaque or memorial may require evidence of approval from a next of kin or a community group before it can be approved by council. In the case of conflict between family members or a community group, council may decide it is not able to proceed with the application.
4. The ordering and installation of plaques and memorials will be completed by the council and must not be undertaken by the Applicant or person acting on behalf of the Applicant.
5. A maximum number of 3 plaques can be placed on a council seat. In the case of plaques located on a small post at the base of a memorial tree, only one plaque will be associated to each Australian native tree. The plaque size will be 130mm x 60mm.
6. A plaque or memorial is approved to be in place for 10 years, but no guarantee can be given that it will be preserved or remain at the site indefinitely. A plaque or memorial can be removed by council after 10 years.
7. If council decides to develop Community Land, the council will attempt to contact the Applicant and agree on another location for the unexpired remainder of the term.
8. All costs relating to the supply, installation, maintenance, vandalism and replacement of plaques and memorials will be borne by the Applicant during the 10 year term.
9. If a plaque or memorial is damaged or vandalised beyond repair it will be deemed to be at the end of its useful life and council will attempt to contact the Applicant. If council after conducting a risk assessment determines a plaque or memorial is unsafe then it may be removed at the council's discretion unless an Applicant pays for the maintenance or renewal of the plaque or memorial. If a plaque or memorial is stolen then council will not replace it unless the relevant fee is paid by the Applicant.
10. At the end of the term the Applicant will be contacted and renewal of the plaque or memorial will be offered if there is no waiting list for that location. A new application form together with the payment of the relevant fee will need to be completed for a renewal of an existing plaque for a further term of 10 years.
11. At the end of the term a plaque may be returned to the applicant. Council will attempt to contact the Applicant at the details provided. If the Applicant cannot be contacted the plaque will be destroyed.
12. Applications for Military Memorials may be referred to Council for a determination to be dependent on the nature of the request. Military Memorials will have a term as determined by resolution of Council or its delegate.
13. No work can be undertaken prior to the land owner consent being given. Applications for consent will be considered within 6-8 weeks of receiving the application and a letter of response returned to the address above once an internal consultation is completed.

Please submit application:

By email to:

mail@onkaparinga.sa.gov.au

By post or fax to:

Permits and Licences Officers
City of Onkaparinga
PO Box 1
NOARLUNGA CENTRE SA 5168
Fax 8382 8744