

Memorial Request Application

OFFICE USE ONLY

Reference No. _____

About this form

Use this form if you would like to submit an **expression of interest** for a memorial on Council owned or managed land. A memorial will provide an opportunity to create a public tribute to an individual, group or an event that has had a significant impact on the local Bayside Community.

Your request will be considered in accordance with Bayside Memorial Policy. Read about placement of memorials before you start your application. Final approval for the specific location of the memorial remains the responsibility of Council. Moreover, Council reserves the right to move the seat to another location should this become necessary for operational or other reasons

Applicant details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other ☐ Prefer not to say

First Name: _____ Family Name: _____

Company or Association(if applicable): _____

Address: _____

Suburb: _____ State: _____ Post Code: _____

Email Address: _____

Daytime Telephone No. (Home/Work): _____ Mobile No: _____

Why would you like a memorial?

- ☐ For an individual that was strongly linked to the Bayside Council community
- ☐ For an individual that has made a substantial contribution to the leadership, cultural and social aspects of the Bayside council area development or shared community history.
- ☐ For a group or association who have made a substantial and outstanding contribution to the Bayside community.
- ☐ A significant historical or cultural event which has a profound resonance with the broader Bayside community or is of national or state significance

Commemoration details:

First Name: _____ Family Name: _____

Company or Association(if applicable): _____

Describe the individual/association you wish to commemorate:

Details of the connection between the person being memorialised and the Bayside community:

Provide details and documentation supporting the connection/ contribution to community.

Type of Memorial Proposal

Select which type of Memorial you are considering (select only one)

☐ Tree Details

Requested Location—(Council will decide on location of memorial after consultation):

☐ Bench/Garden seat with/without a plaque (select one)

☐ Memorial Bench/ Garden seat ☐ Memorial Bench - with plaque

Requested Location(Council will decide on location of memorial after consultation):

The bench or garden seat memorials applications are placed on a waitlist and put on the City Projects Program. Bayside Council adopts the latest programs at the beginning of a year for implementation in the following fiscal year.

Plaque Details (if required)

Follow the rules and guidelines for plaques set out on page 3 of this form.

Fees & Charges

The application fee covers the assessment of the application. If approved all costs associated, including administrative and maintenance costs, will be met by the applicant. See [council fees and charges](#).

Fees

		Office Use
Memorial Application Fee	\$172.50	MM

Supporting Documentation

1. Supporting documentation to assist in assessment	☐ Yes	☐ Yes
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Declaration

- I declare that the information given is true and correct.
- I understand that if incomplete, the application may be returned to me, delayed, rejected or more information may be requested within 21 days of lodgement.
- I hereby vouch for the good character and enduring moral qualities of the individual or group to be memorialised.
- The personal information required on this form may be available for public access under various legislation.

Applicant's Signature _____ Date ____/____/____

How to lodge this application

You can lodge your completed application form and any required supporting documents:

E-mail

Send your application to CS.applications@bayside.nsw.gov.au. All applications lodged via email, must be paid by credit card over the phone. *If lodged via email, Council's Customer Service Officers will contact you to organise an over the phone payment.

In person

At any of Council's Customer Service Centres:

- **Rockdale Customer Service Centre:** 444-446 Princes Highway, Rockdale NSW 2216
- **Eastgardens Customer Service Centre:** Westfield Eastgardens, 152 Bunnerong Road, Eastgardens NSW 2036

By mail

Post to **Bayside Council:** PO Box 21, Rockdale NSW 2216 with payment via cheque or money order (do not send cash)

**Payment is preferred by cheque, money order, debit or credit cards (Amex, Visa or Mastercard).
Payments made using a credit card will incur a service fee of 0.5%**

Privacy notification

Completion of this document is voluntary – partially completed applications may result in refusal of the application. The personal information provided on this form (including your name and other details) will be handled in accordance with the Privacy and Personal Information Protection Act 1998 and may be available to the public under various legislation.

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Receipt No	Date	\$
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Memorial Plaque Rules and Guidelines

Applicants have the option of installing a plaque located on the back of the bench at additional cost. Council will only approve plaques if the proposed wording meets the following guidelines:

- Wording is simple and concise.

Due to the limited space on the plaque not all requests may be accommodated.

- Approved by Bayside Council's General Manager.

Suggested format for plaques may be:

- Dedicated to [NAME]
- By/from, or a short message (max ten words)
- Year of donation

An example might be "Dedicated to David John Smith by his Family, 2015"