

7 Cost

The cost of a plaque/memorial is to be paid for by the Requestor.

A Private Works Authority will be issued and the final amount invoiced to the Requestor on completion of the installation.

All works will be performed on a do and charge basis and the actual cost of the job will be charged.

Contact Details

Further information can be obtained from the Council's Asset Management Group Leader, Greg Osborne
on tel. (03) 6429 8976 or
email greg.osborne@centralcoast.tas.gov.au

Applications to the General Manager
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Guidelines for the installation of plaques and memorials in parks and open space within Central Coast

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1 Guidelines

These guidelines are designed to assist the Central Coast Council with the handling of requests for the installation of plaques/memorials. Memorials will only be considered in conjunction with the installation of seating or the planting of a tree. Plaques will also be considered in conjunction with the installation of infrastructure.

Note: These guidelines do not relate to niche walls and memorial parks.

2 Selection Process

A written letter must be submitted to the General Manager requesting the installation of a plaque/memorial clearly outlining the reasons why the plaque/memorial is required.

The Council will consider all applications for a plaque/memorial that comply with the following criteria:

- an individual or Association that has contributed significantly to the cultural, political or social aspects of Central Coast's development;
- an individual or Association strongly linked to Central Coast and its history;
- a significant anniversary of an event unique to Central Coast's history and development; or
- historical or other information relevant to the site/location of the memorial;
- recognition of significant contributions to park and open space infrastructure.

Each request will be assessed individually for its merit by the Council. Approval of requests for a plaque/memorial will be at the Council's discretion.

No new plaques/memorials will be considered which commemorates a person, event or occasion already memorialised in Central Coast unless there are exceptional circumstances.

3 Location

Location suggestions can be made by the Requestor; however the Council will make the final decision on the location of the plaque/memorial. The location must fit with the Council's Recreation and Open Space Strategy and the Parks and Open Space Asset Management Plan.

4 Type of Seating

The type of seat used will be at the Council's discretion and will match the current or proposed seating in the surrounding area.

The Council will order the seat using one of its preferred suppliers.

An invoice will be forwarded to the Requestor for the purchase and installation of a memorial seat through a Private Works Authority.

The Council will cover future maintenance of the seat.

5 Type of Tree

The type of tree used will suit the surrounding area and vegetation and will be at the Council's discretion.

The Council will order the tree using one of its preferred suppliers.

An invoice will be forwarded to the Requestor for the purchase and the installation of the tree through a Private Works Authority.

The Council will not cover the cost of a replacement tree if it is vandalised or removed.

6 Plaque

The Requestor must organise the manufacture of the plaque and all costs associated will be borne by them.

The dimensions of the plaque should not exceed 200 mm x 100 mm. Consideration for larger plaques will be at the Council's discretion. A simple inscription on the plaque will be worded by the Requestor and the Council must approve the wording/picture/logo prior to the plaque being manufactured. Text should avoid the use of jargon or acronyms.