

## ⑥ Life of the memorial/maintenance

Once installed, the memorial will become the property of the Council, and will be added to the Council's Memorials Asset Register. The Council will be responsible for its ongoing maintenance. This will include general maintenance and repairs.

Memorials are maintained for as long as practical, however on rare occasions an existing memorial may need to be moved or removed. Factors that might affect this include further development in the area, significant vandalism, infrastructure or memorials being too old to economically repair, or memorials that are no longer appropriate. If this is the case all efforts will be made to inform the original applicant.

## ⑦ Unauthorised plaques/memorials

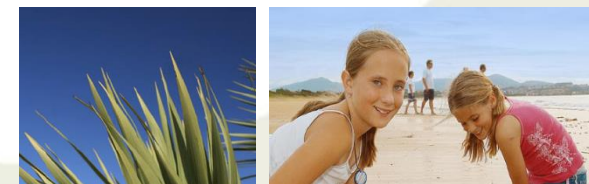
Plaques/Memorials installed without the Council's written consent will be removed at the Council's discretion. Where possible, communication will be made with the persons responsible to advise them of this policy prior to removal.

### Contact Details

Further information can be obtained from:  
The Council's Infrastructure Services Department  
on tel. (03) 6429 8970 or  
email: [isadmin@centralcoast.tas.gov.au](mailto:isadmin@centralcoast.tas.gov.au)

Applications to the General Manager:  
Central Coast Council  
PO Box 220  
ULVERSTONE TAS 7315  
[admin@centralcoast.tas.gov.au](mailto:admin@centralcoast.tas.gov.au)

PO Box 220 / DX 70506  
19 King Edward Street  
Ulverstone Tasmania 7315  
Tel 03 6429 8900  
Fax 03 6425 1224  
[admin@centralcoast.tas.gov.au](mailto:admin@centralcoast.tas.gov.au)  
[www.centralcoast.tas.gov.au](http://www.centralcoast.tas.gov.au)



## Guidelines for the installation of plaques and memorials in parks and open space within Central Coast

Issue: September 2021



CENTRAL COAST COUNCIL

## ① Guidelines

These Guidelines are designed to assist the Central Coast Council with handling requests for the installation of plaques/memorials. Requests for the installation of new plaques/memorials will be respectfully considered to ensure that the memorial holds some relevance to the majority of our community, that the plaque/memorial has a strong association to the location in which it is being installed, and that the plaque/memorial does not detract from the aesthetic value of the space, nor have a negative impact on the useability of the site by the community. In most cases plaques/memorials will only be considered in conjunction with the installation of a new park asset such as 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 it is required, the type of memorial/plaque, and the preferred location.

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 the Central Coast's development; this contribution must be extra-ordinary and over and above what might reasonably be expected through paid employment or their voluntary contribution to the community, and that contribution stands out from others who may have also made a valuable contribution.
- an individual or Association strongly linked to the Central Coast and its history;
- a significant anniversary of an event unique to the Central Coast's history and development;
- historical or other information relevant to the site/location of the memorial; or
- recognition of significant contributions to park and open space infrastructure.

Applications must clearly demonstrate in detail their conformance with one or more of the above criteria. Each request will be assessed individually for its merit and final approval will be at the Council's discretion.

Please note the donation of a tree and/or park asset, such as a seat, which does not include a memorial plaque, is not required to meet the above criteria, however, is still subject to Council approval.

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

## ③ Memorials which include park assets

Unless attached to a park asset, building or within a formalised garden, plaques can be easily lost. For this reason, the Council's preference is that any new plaque/memorial includes the installation of a park asset such as a seat or the planting of a tree. Selecting the type of seat and species of tree which is most suitable for the location of the memorial will be at the Council's discretion.

Approval for the installation of other types of park assets will be at the Councils discretion.

## ④ Plaque

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

The material in which the plaque is made must be consistent with other plaques located in the same area. The dimensions of the plaque should not exceed 200mm x 100mm. Consideration for larger plaques will be at the Council's discretion. A draft of the wording/picture/logo inscription on the plaque must be provided by the Requestor for the Council's approval prior to the plaque being manufactured. Wording should avoid the use of jargon, acronyms, and terminology used in cemeteries. The wording should detail the significance behind the memorial, such as achievements, a significant event, financial involvement, or contribution to the community.

## ⑤ Cost

All costs associated with the establishment of a memorial are to be paid for by the Requestor. This includes the cost to purchase a plaque and tree/seat and all associated installation costs.

The total cost of the memorial and its installation will be discussed and agreed upon and these details provided to the Requestor in writing as confirmation. An invoice will be sent to the Requestor and must be paid in-full prior to commencement of works. Once paid, the Council will manage the installation process.

In certain circumstances and at its discretion, the Council may contribute to installation costs.

The Council will not fund the replacement of stolen or vandalised plaques. This is to be funded by the original Requestor. The Council will, however, fund the replacement of park assets such as memorial trees and seats.