

APPLICATION FOR MEMORIAL PLACEMENT OUTSIDE CITY CEMETERIES



All correspondence to:
The Chief Executive Officer, Locked Bag 1, Busselton WA 6280
P: (08) 9781 0444 E: city@busselton.wa.gov.au W: www.busselton.wa.gov.au

APPLICANT:

(COMPLETE IN BLOCK LETTERS)

Is this application being made on behalf of an

Individual Family Group/Organisation

CONTACT PERSON:

RELATIONSHIP TO DECEASED:

TELEPHONE:

PHONE:

MOBILE:

EMAIL ADDRESS:

POSTAL ADDRESS:

POST CODE:

ALTERNATIVE CONTACT:

(Should primary contact not be available):

PHONE:

MOBILE:

EMAIL ADDRESS:

POSTAL ADDRESS:

POST CODE:

NAME OF DECEASED PERSON:

Organisations, groups, families or individuals may nominate a deceased person who has made a highly significant contribution to the cultural, political, economic, industrial or social development of the City of Busselton or the South West region during their lifetime.

Unless otherwise agreed, the applicant must meet all costs associated with design, manufacture and installation of the plaque and/or structure. Payment in full will be required prior to the commencement of works.

Applications for the placement of a memorial outside City of Busselton cemeteries will be considered on a case-by-case basis and approved at the discretion of the City of Busselton.

Please Note: The placement of cremation urns or containers outside of City of Busselton cemeteries is not permitted.

YOUR APPLICATION:

1. Type of Memorial:

Plaque

Park Bench

Park Bench & Plaque

Tree/Shrub/Plant *(delete that which is not applicable)*

and Plaque

Other (please state): _____

Please note: The City will only consider a Park Bench where it is aligned to the City's Asset Management Plan. Park Benches and bronze plaques will need to be to the City of Busselton's specifications – bench is currently 'Replas'- approximate installation and purchase cost \$1200. Plaque size is limited to 140mm x 70mm. A written quote will be provided upon the application being approved.

2. Location of Memorial:

Preference 1: _____

Preference 2: _____

3. Justification for request to place a memorial outside of City of Busselton cemeteries:

4. Plaque Inscription details:

If further space required, please attach details to the application.

5. Background on deceased person and their contribution to the local community:

If further space required, please attach details to the application.

In making this application, I acknowledge and agree:

1. To meet all costs associated with the supply and placement of the memorial requested *(Please note: a quote will be provided upon approval of your application);*
2. That upon the purchase of a park bench, the City will take ownership of the bench and retains the right to remove or relocate the bench at any time;
3. That the City is not responsible for the repair or replacement of any plaque due to vandalism, damage or theft;
4. That while the City will endeavour to contact the applicant or the alternate contact provided prior to removal, it should be noted that the City reserves the right to remove any memorial at any time.
5. That in the case of a memorial tree or plant, the City will endeavour to care for the tree or plant. However, if the plant or tree is situated outside areas of parks and gardens that are routinely maintained by the City, the City is not responsible for the care of the plant.
6. That the placement of subsidiary tributes around the plaque such as artificial flowers, toys or other artefacts, is not permissible and will be removed without notice.

SIGNATURE: _____ **DATE:** _____

Office Use Only

OFFICER'S CHECKLIST:

	YES	NO	N/A
Have all details on the application been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant reside in the City of Busselton?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the deceased reside in the City of Busselton?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the deceased identified as having made contribution to the local community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a park bench has been requested, is it in line with Council's Asset Management Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Location Identified:

OFFICER RECOMMENDATION:

I approve I disapprove With the placement of a memorial outside the City's cemeteries

Further Notes:

Name : _____ Signature: _____

Title: _____

Date: ____ / ____ / ____

CEO DECISION:

I agree I agree conditionally (refer below) I disagree

CEO Notes:

Signature: _____ Date: _____