



BELLINGEN SHIRE COUNCIL
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BELLINGEN NSW 2454
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DONATION OF MEMORIAL PLAQUES, STREET FURNITURE AND TREES APPLICATION

The installation of memorial plaques, street furniture and/or trees provides the community the opportunity to donate an item to memorialise a loved one who has contributed to the local community.

Council's position with the placement of memorials is that they will be limited to locations that are under Council's direct management and control. Each request is considered against the following criteria and is subject to Council's written approval:

- The location, placement and suitability of the memorial being proposed,
- Costs to the community through Council services including on-going maintenance,
- Community amenity or benefit,
- Potential public liability risk.

Conditions

- Council may relocate, remove, or alter donated park furniture/plaques/trees as required. All attempts will be made to contact the person who donated the furniture to advise them of what is proposed.
- The applicant will be required to maintain the donated item for a period of five (5) years. Infrastructure which reaches a dilapidated condition may be removed. Trees which are not maintained or become hazardous to the public may be removed.
- Council will take over maintenance and the associated costs after the five (5) year period. Council is not obliged to replace the item and may remove it once it is at the end of its life or has reaches a dilapidated condition.
- Council is not liable for any damage incurred to the donated item, including, but not limited to destruction or graffiti.
- Council will not consider donations memorialising pets.
- Council will not consider requests for memorial plaques to be installed on rocks. The donation must cover the capital cost and the maintenance cost of the item for a ten-year period.
- Council is not obliged to replace the item or plaque at the end of the ten-year period or life of the item and may remove the item. Infrastructure which reaches a dilapidated condition will be removed.

1. APPLICANT DETAILS

Individual

Given names(s)	
Family name	
Phone number	

Postal address	
Email address	

Community Organisation

Organisation name	
Contact person given name	
Contact person family name	
Contact person position	
Organisation contact number	
Organisation email	
Organisation postal address	

2. DONATION DETAILS

Which item would you like to donate?	
	Plaque for Urunga Boardwalk
	Plaque for Mylestom viewing platform
	Memorial bench seat
	Memorial bench seat with plaque
	Memorial tree
	Memorial tree with plaque
Type of tree request:	

3. PLAQUE WORDING

Wording you would like on the plaque

4. LOCATION DETAILS

Please provide a brief description and sketch of the preferred location for installation of the donated item.

5. DECLARATIONS

	I hereby make application for the approval and installation of a memorial plaque .
	I hereby make application for the approval, supply, and installation of a park furniture donation.
	I hereby make application for the approval, supply, and planting of a memorial tree donation.
	I understand that the application is subject to the approval of Council and if approved, I will receive a tax invoice for payment.

8. APPLICANT SIGNATURE(S)

Signature of applicant

Date signed