

# Plaques and Memorials Application Form



**Please complete the form below to request a new plaque or memorial to be installed on Council owned or managed land.**

**Please note:** This is an expression of interest only, a Council resolution will be required to approve the installation of a plaque or memorial. Your request will be considered in accordance with Monash Plaques and Memorials Policy, and if consistent with the policy will be referred to Council for a decision. Council officers may need to verify information provided by the applicant.

A copy of Monash Plaques and Memorials Policy can be found at [www.monash.vic.gov.au](http://www.monash.vic.gov.au)

**Fields marked with \* are required.**

**Before completing this form, please ensure you have done the following:**

- I have read the Monash Plaques and Memorials Policy.\*
- I understand that I will be responsible for all costs associated with the design, manufacture, installation and maintenance of the plaque or memorial and associated furniture/structures. Council will provide an estimate of costs for installation and maintenance.\*
- I have discussed my proposal (including proposed location) with a Monash Council officer.\*

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## Applicant Details

Title: ..... First name: ..... Last name: .....

Company name: .....

Unit/Level/Number: ..... Street: .....

Suburb: ..... Postcode: .....

Postal address (if different to above): .....

Suburb: ..... Postcode: .....

Phone number during business hours: .....

Email address: .....

My preferred method of communication is:\*

- Letter       Email

# My proposal/my organisation's proposal is for the following:

## Type of plaque/memorial

- Plaque       Reserve seat with plaque       Other memorial

## Proposed wording for plaque/memorial\*

Final wording for the plaque/memorial will be subject to Council approval.  
The wording I would like to be included on the plaque/memorial is:

## Reason for the request\*

### The proposed plaque or memorial:

- Commemorates an individual that is/was strongly linked to the City of Monash
- Commemorates an individual that has made a substantial contribution to the leadership, cultural and social aspects of the City's development or shared community history
- Refers to a subject that has a clear association and strong significance to the location proposed for the plaque or memorial, and has not been already commemorated elsewhere in the City
- Commemorates a Monash group or association who have made a substantial and outstanding contribution to the Monash community
- Commemorates a significant historical or cultural event which has a profound resonance with the broader Monash community or is of national or state significance.

The reasons for the proposed installation of a plaque/memorial are:

## Preferred Location of the plaque/memorial\*

- I have attached a photograph/sketch of the proposed location of the plaque/memorial.

## Applicant declaration

- I declare that the information I have provided is true and correct and that I am familiar with the information relevant to my application.\*

Applicant signature: ..... Date: .....

Organisation (if applicable): ..... Date: .....

## Privacy Statement

Monash City Council regards as important the protection of a person's privacy and personal information. The Council will protect this privacy and personal information in all dealings that it may have with you, in accordance with the principles set out in the Privacy and Data Protection Act 2014. Collection of information in this questionnaire. The information collected in this questionnaire will be used for the purpose of assessing and responding to your request. It will not be released to a third party without your consent. If you have any concerns regarding this matter, please contact the Council's Privacy Officer, on 9518 3696.