MEMORIALS IN PUBLIC PLACES CHECKLIST & APPLICATION FORM

TOWN of EAST FREMANTLE

The Town recognises that memorials support people grieving the loss of a loved one or close friend and commemorate the contributions made by persons to the local community. Refer to policy *4.1.5 Memorials in Public Places* for additional information.

Privacy Statement
The Town is collecting your personal information for the purpose of responding to your request.
Some of the information may be provided to the Town's contractors for the purpose of addressing your request. Your information will not be provided to any other person or agency unless you have given us permission, or where legally obligated to do so.
If you would like to know more about how the Town handles your personal information, please see the Town's Privacy Statement and Collection Notice.

REQUIREMENTS CHECKLIST

REQUIREMENT	YES	NO
Has the person to be commemorated been a long-standing resident of the Town or a worker within the Town (both 40+ continuous years) and has made a positive contribution to the Town or has a long-standing relationship within the Town? Please attach supporting evidence.		
Has the person to be commemorated been deceased for a minimum of 12 months?		
Applications for permanent memorials made by community members must be supported by a family member of the deceased person and shall include the signature of the spouse or children of the deceased. Please attach to support your application.		

CONDITIONS

- Only one memorial per person shall be approved.
- Memorials shall only be installed at locations deemed appropriate by Council.
- Statues, street furniture, artwork, plaques and other artefacts may be considered or accepted by Council as a suitable interpretation as a memorial plaque for installation, subject to approval by Council.
- Should for any reason, the applicant or family of the deceased seek the removal of an installed memorial, an application from the family must be submitted to the Town for officers to remove the memorial and return it to the family.
- If it is necessary for the Town to remove the plaques because of vandalism, deterioration or for other operational reasons then the Town gives no undertaking that it will be replaced.
- The memorial must meet all requirements as outlined in policy *4.1.5 Memorials in Public Places*

Council will consider any eligible formal request and determine the request considering the merits of the request.

By submitting this form and supporting documentation, I agree to all conditions of policy *4.1.5 Memorials in Public Places* and believe that I meet the requirements to support the application.

Name of applicant: _____

Name of person to be commemorated: _____

Signature:_____ **Date:**_____

SUBMISSION

This form, along with all required supporting documentation should be submitted to:

admin@eastfremantle.wa.gov.au, PO Box 1097, Fremantle WA 6959 or 135 Canning Highway, East Fremantle