



## **REQUEST FOR COMMEMORATIVE PLAQUE**

### **LIMESTONE LOOKOUT WALL, BAY VIEW PARK**

This form is used to apply for a commemorative plaque to be placed at the **Lookout Wall at Bay View Park**. If you would like to apply for a plaque to be placed on the RSL wall (near the fountains in Memorial Park), please complete an 'RSL Plaque Application Form'.

#### **Process for applying to have a commemorative plaque erected:**

1. Please note that the person(s) named on the plaque is/are to be deceased and is/are to have contributed to or lived in Mosman Park for a minimum of **ten years**, unless there are extenuating circumstances
2. Applicant is to complete the application form and submit to the Town for approval
3. The application will be assessed by the CEO. If approved, the applicant will be contacted for payment of **\$236.50** (including GST). Please note, there is **no** cost for ex Mayors / Freeman of the City.
4. Once the Town has received payment, the applicant will receive an approval letter. The applicant then makes contact with Poolegrave to have the plaque made. Please note the Town does not cover the cost of this.
5. Once the plaque has been made, the applicant brings the plaque into the office and the Town will put the plaque up. The applicant will be notified when the plaque has been placed on the wall.

<b>Summary of Associated Costs</b>	<b>Commemorative Plaque</b>	<b>Applicants cost (inc GST)</b>
	<b>Affixing of Commemorative Plaque</b>	<b>\$236.50</b>
	<b>Affixing of Commemorative Plaque – Ex-Mayors/Freeman of the City</b>	<b>\$0</b>
	<b>Ongoing Maintenance</b>	<b>Applicants cost</b>
	<b>Removal and/or replacement of Commemorative Plaque</b>	<b>\$286.00</b>



**APPLICATION**

***APPLICANT DETAILS***

Name:

Address:

Phone number:

Mobile:

Email:

Signature:

Date:

Name of the person the plaque is commemorating:

Has the person(s) named on the plaque lived in Mosman Park, for a minimum 10 years?

*(Please circle)*

YES

NO

If yes, where did they live and during which time period?


If no, how has the person(s) named contributed to Mosman Park, for a minimum of ten years?




Please include a written response as to why you believe a plaque should be approved for the person(s) named if they are not in keeping with Council's policy. *(Please attach additional page(s) if required)*


The legend to be engraved on the plaque is as follows:




**MAINTENANCE AGREEMENT**

I, \_\_\_\_\_

of, \_\_\_\_\_

HEREBY AGREE to the Town of Mosman Park's Terms and Conditions, as written below. Having noted Condition 7, the person(s) responsible for the ongoing maintenance of the plaque is/are:

<b>Name:</b>	
<b>Address:</b>	
<b>Phone Numbers: (H)</b>	<b>(mb)</b>
<b>Email:</b>	
<b>Signature:</b>	<b>Date:</b>

*NOTE: If these details change, Council must be notified as soon as practicable.*



## **TERMS AND CONDITIONS**

Council approval will be granted for the placement of a commemorative plaque in the wall at the Bay View Terrace Lookout in accordance with the following policy conditions:

1. The plaque is to be attached to the Bay View Terrace face of the wall only.
2. The positioning of the plaque will be under the supervision of Council staff and at a cost to the applicant of \$236.50 (incl. GST) payable to Council by cash, cheque or EFTPOS.
3. **The costs associated with the production of and arrangements for the engraving of the plaque must be made directly between the company and the applicant.**
4. **The plaque is to be made of marine quality stainless steel with stainless steel mountings.**
5. **The plaque shall be 145mm in length, 120mm in height and 1.2mm thick.**
6. The legend to be engraved on the plaque must receive prior approval of the Chief Executive Officer. *(Please refer overleaf)*
7. **All future maintenance of the plaque remains the responsibility of the applicant or the applicant's family.**
8. Failure to maintain the plaque following notification by the Council may result in the removal of the plaque at Council's discretion.
9. No responsibility shall be taken by the Council for any damage to the plaque or for its unauthorised removal.
10. The applicant indemnifies the Council in writing against any loss, damage or inquiry arising from the placement of the plaque.
11. **The person(s) named on the plaque is/are to have contributed to or lived in Mosman Park for a minimum of 10 years, unless there are extenuating circumstances.**