[**Policy Type**](#_top)

Council

[**Policy Purpose**](#Bookmark1)

To provide guidance to applicants requesting the installation of a memorial plaque within a public open space, considering the suitability of the park bench asset for attachment, location, specification, size and material of the memorial plaque and associated costs.

The policy does not apply to council buildings, facilities or jetties.

[**Policy Statement**](#Bookmark2)

1. Written submissions will be assessed by Parks Services, endeavouring to work with the applicant to establish the preferred location based on the following factors;
   1. The availability of a park bench at the preferred location
   2. The suitability of the proposed park for a memorial plaque installation
   3. Where the proposed park has existing memorials, alternative locations will need to be considered.
2. A standard plaque template has been developed to ensure a consistent application
3. The City will supply and install a standard plaque at no cost to the applicant.
4. When the park bench containing the memorial plaque reaches the end of its useful life, the City will attempt to relocate the plaque on the new asset.
5. Burials or internment of ashes are not permitted on Council managed land.
6. Plaques will not be permitted at the base or in proximity to a park tree.

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| [Strategic Link](#Bookmark3" \o "Strategic Link – outline the Informing Strategy, Framework or Plan to provide a link to the Community Strategic Plan. Refer to the Category Index for guidance): | Public Open Space Strategy 2014-2024 |
| [Category](#Bookmark3) | Assets & Maintenance |
| [Lead Business Unit](#Bookmark3): | Environment, Parks and Streetscapes |
| [Public Consultation](#Bookmark3):  **(Yes or No)** | No |
| [Adoption Date](#Bookmark3):  (Governance Purpose Only) | 11 March 2025 |
| [Next Review Due](#Bookmark3):  (Governance Purpose Only) | March 2027 |
| [ECM Doc Set ID](#Bookmark3):  (Governance Purpose Only) | 4521601 |