

Applying for a memorial seat (DRAFT)

Memorial seats serve as a meaningful way to honor individuals who have passed away, specifically people who once resided in Eurobodalla or had a significant association with the shire. These seats are thoughtfully placed on public land and incorporate a plaque bearing a personalised inscription.

To donate a memorial seat in the Eurobodalla, please review the following key details regarding the process, cost, installation, location, and maintenance.

Application process

Please complete and submit the Memorial seat application form and include any documentation in support of the application. Council will assess all applications based on the criteria outlined in Council's *Memorial Seat Policy*.

- Council may request additional documentation and/or information in support of the application or to assist in processing
- Once approved, Council will contact the applicant to discuss the next steps
- Applications that do not meet the criteria outlined in the Policy will be declined.

Options

Council offers a variety of options ranging from a commemorative plaque placed on an existing seat, through to the purchase of a new seat placed in a specific location.

- Once the applicant has selected the option that best suit their requirements, Council will provide a quote which will remain valid for 28 days from the date of issue.

Installation

- Memorial seats will only be ordered and installed once full payment has been received
- Memorial seat installations consist of a custom-inscribed plaque on an aluminum, timber-look seat. Unfortunately, Council is unable to consider variations in materials and design.

- Installations will be carried out by Council Officers or one of our nominated contractors.
- Council is unable to allow applicants or their contractors to install memorial seats on Council's behalf.
- Council retains ownership of the seats and infrastructure during the through life and on completion of the 10 year period.

Location

- Council will assess each proposed seat location to determine suitability in accordance with the Policy and the option requested. The final determination will be made on site by a Council Officer in collaboration with the applicant.
- Memorial seats can only be installed on Council-owned land.
- Council is unable to consider remote locations that may prove difficult to provide adequate maintenance.

Maintenance

- Council will address incidents of vandalism, however will not be responsible for the replacement of seats and/or plaques which have been stolen.
- In the event of Council being required to remove the seat due to unforeseen circumstances, we will attempt to contact the applicant prior to doing so.

Applying for a memorial seat

Memorial seat application form

Use this form to apply for a memorial seat to be installed within the Eurobodalla Shire.

Applicant details

Your name

Phone number

Postal address

Email address

Alternative contact

Phone number

Memorial seat details

Name of the person/s to be commemorated

Towns or localities where they lived in Eurobodalla, or the nature of their association with the shire

Preferred locality for the seat

Inscription for the memorial plaque (maximum of 20 words)

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Pricing Schedule - Options

Cost	Option Inclusions
<input type="checkbox"/> \$1,000	<ul style="list-style-type: none">• Plaque only• Plaque installed on existing seat• Seat located within a requested precinct, not specific site
<input type="checkbox"/> \$5,000	<ul style="list-style-type: none">• Plaque• Refurbishment of an existing seat to aluminium• Seat located within a requested precinct, not specific site
<input type="checkbox"/> \$10,000	<ul style="list-style-type: none">• Plaque• Specific, new site requested (not an existing or planned Council site)• Purchase and installation of a new aluminium seat• Installation of concrete slab• 10 years maintenance (as additional asset)

Please note:

**Additional fees may be charged where site conditions require additional installation and/or maintenance. This would be discussed and agreed with the applicant prior to proceeding with any work.*

**Applicants wishing to renew a memorial seat after 10 years may do so.*

The cost will depend on the adopted fees and charges and option chosen at the time of renewal, with a minimum charge of \$1,000.

Applicant's declaration

I declare that the information I have provided is true to the best of my knowledge.

Signed

Date

Submit your application

- Eurobodalla Shire Council, PO Box 99, Moruya NSW 2537, or
- council@esc.nsw.gov.au