

Application for Park and Street Furniture Donation and Memorial Plaques

Individuals or groups may wish to place park or street furniture, with or without an attached memorial plaque, as either a donation to the community, or as a memorial to an event or individual. Individuals or groups may alternatively wish to place a memorial plaque on existing park or street furniture, as either a donation to the community, or as a memorial to an event or individual.

This application and approval process is subject to compliance with the Park and Street Furniture Donation and Memorial Policy.

Please complete this form and return to the District Council of Robe by:

Post:

PO Box 1, Robe SA 5276

Email:

council@robe.sa.gov.au

In person:

3 Royal Circus, Robe SA

To avoid delays, please ensure the application form is completed and all requested documentation is attached.

Phone enquiries: 08 8768 2003

APPLICANT DETAILS			
Applicant Name <i>(the donor)</i>			
Contact Person <i>(if applicable)</i>			
Postal Address		Postcode:	
Phone Number			
Email Address			

Hereby apply to the District Council of Robe for the purposes of donating and having installed:

☐ Memorial Furniture (a seat or picnic setting, in a location, style and colouring as approved by Director Infrastructure & Operations, that may or may not bear a commemorative plaque and is to be donated to the community)	New Furniture	☐
	Replacement Furniture	☐
☐ With a Memorial Plaque (a standard bronze or stainless steel plaque)		
☐ Other Memorial (e.g. Tree, Engraved Paver, Boulder, etc.) Details: _____		

By completing this form the applicant acknowledges they have read and understood the *Park and Street Furniture Donation and Memorial Policy*.

Completing this form does not constitute approval. Approval is provided when the applicant is issued with an approval letter and following the payment of relevant costs.

We endeavour to support all reasonable requests, however in some instances the proposed request may not be deemed appropriate and therefore may not be approved.

Applicant's Signature: _____ Date: ____/____/____

DETAILS OF PROPOSED PARK OR STREET FURNITURE &/OR PLAQUE &/OR OTHER MEMORIAL
<i>Please complete applicable sections</i>
Reason for Memorial: (Please specify whether this is to commemorate a person, group, event, or occasion and the significance to the local community e.g., In Memory of [Name], [Event], or [Occasion]):
FURNITURE DETAILS
Type of Furniture Requested: ☐ Seat ☐ Picnic Setting ☐ Other (Please specify): Is the furniture consistent with Council's existing design plans/style for the locality? Yes ☐ No ☐ Specifications for Furniture: (Please describe the materials, style or design features you envision for the memorial furniture):
FURNITURE LOCATION PREFERENCE
Preferred Location (Please describe the location or attach a map if possible): Alternate Location(s) (If the preferred location is unavailable, please indicate alternative preferred locations): Have you consulted with the Director of Infrastructure & Operations for the proposed location? Yes ☐ No ☐
PLAQUE DETAILS
Material for Plaque (bronze or stainless steel): Wording/Inscription on Plaque (Attach a separate document if necessary):
OTHER MEMORIAL
Memorial Type (Provide details of request): Other Memorial Specifications (e.g. tree/plant species, etc. and if applicable, please specify any additional memorial requests, e.g., engraved paver, boulder, etc.):

Please note:

All donated park or street furniture and memorial plaques will be ordered and installed by the council, with all associated costs invoiced to the applicant.

Life Span of Street/Park Furniture and Memorial Plaques

- Memorial furniture/plaques have finite lifespans, regardless of the level of maintenance. Its durability will depend on factors such as the materials used, the surrounding environment, and the amount of use it receives. The Council is not obligated to replace the furniture once it reaches the end of its lifespan, as per Council Policy.
- At the determined completion of the lifespan of the memorial furniture, Council will attempt to contact the donor, who will then be given first opportunity to purchase a new piece of memorial furniture. In the event of re-landscaping the locality, Council reserves the right to relocate furniture memorials should the need arise. In this instance Council will attempt to liaise with the original donor to determine a satisfactory course of action.

Maintenance

- Council will provide a level of service consistent with the existing levels.
- If the donated **memorial furniture** is vandalised during the lifespan, it will be repaired by council where possible. Should it need replacing, council will attempt to contact the donor with the option to replace at the donor's cost.
- If a **memorial plaque** is vandalised it will be repaired by council where possible. Should it need replacing, council will attempt to contact the donor.
- The placing of flowers or other tributes on donated furniture, monument or plaque is not permitted as this may detract from the community use of a Council asset.

APPLICANT AGREEMENT AND ACKNOWLEDGEMENT:

By submitting this application, I agree to the details outlined in the District Council of Robe's Park and Street Furniture Donation and Memorial Policy, and I also acknowledge:

- ☐ I am responsible for all costs associated with the donation/memorial, including furniture, installation and plaque costs, if the application is approved.
- ☐ An invoice will be issued for the furniture and plaque costs prior to purchase and installation costs will be invoiced to the applicant after the installation is complete and all costs are incurred.
- ☐ That the memorial may be relocated or decommissioned if required by Council.
- ☐ That Council is not obligated to replace memorial furniture/plaques at the end of their lifespan.
- ☐ That if approved, the preferred location is to be determined in consultation with the Director of Infrastructure & Operations. Approval is at the discretion of Council and subject to the conditions of Council policies.
- ☐ That requests for donated park or street furniture in a preferred locality will not be granted for that locality, if the furniture does not meet Council's requirements for that locality. In such a case Council will endeavour to offer an alternative locality.
- ☐ That Council reserves the right to approve or refuse this application, and that I may request a review by the Chief Executive Officer or Council if dissatisfied with the decision.

Applicant's Name: _____

Applicant's Signature: _____ Date: ____/____/____

OFFICE USE ONLY

MANAGEMENT DECISION	
Application Received by:	
Date Received:	
Application Approved or Disapproved?	Approved / Declined
Location of Furniture Approved or Disapproved?	Approved / Declined
Plaque text approved?	Approved / Declined
Approval Conditions or alternate location provided (if any):	
<i>Name of Authorised Officer</i>	
<i>Position</i>	
<i>Signature</i>	
<i>Date of Decision</i>	

POST DECISION CHECK LIST	
	Complete
Application saved to Electronic Records Systems	
Applicant formally notified of outcome via letter	
Furniture and plaque costs quoted to applicant	
Application invoiced for furniture & plaque costs	
Applicant paid	
Furniture & plaque ordered	
Works team installed	
Applicant invoiced for install costs	