Public Memorials Application Form

The Alpine Shire Council recognises that many residents have a deep connection to people, places, and spaces within the Shire. Council receives many requests annually from residents wishing to establish a memorial or a plaque to a loved one in a location that is meaningful, or alternatively to commemorate a civic event, person, or place. While wanting to acknowledge the connections that residents have, the Council must also balance the volume of requests, and adequately maintain public spaces for all to enjoy.

Council’s [***Public Memorials Policy***](https://www.alpineshire.vic.gov.au/council/our-council/documents/public-memorials-policy)has been developed to ensure that the vision for the Shire is cohesive and consistent, and to ensure that new memorials celebrate the achievements and contributions important to the Shire. This Policy outlines the process and decision-making relating to the approval and creation of memorials. Requests for the creation of new memorials must meet specific selection criteria. Please refer to ***Public Memorials Policy*** for the assessment process.

Requests for commemorative naming of a road, reserve or place must meet the requirements of the [***Naming Rules for Places in Victoria***](https://www.land.vic.gov.au/place-naming/understand-the-naming-process/the-naming-rules) and requires a similar by separate process to that required by the ***Public*** ***Memorials Policy.***

Note that a person, organisation, or event already commemorated will not be considered for a new memorial unless circumstances are truly exceptional.

The Public Memorials Application Form can be submitted by email to info@alpineshire.vic.gov.au or by mail to

Alpine Shire Council

PO Box 139

Bright Vic. 3741

 Queries can be made by contacting council on (03) 5755 0555

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| Memorial Details |  |
| Nominee (name of person, organisation or event proposed for memorialisation) |  |
| Site Proposed (if any) |  |
| Details of memorial Proposed |  |
| Reason for proposing this memorial |  |

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| --- | --- |
| Applicant Information |  |
| Name (person submitting the application)  |  |
| Position |  |
| Organisation |  |
| Postal Address |  |
| Phone Number |  |
| Email Address |  |

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| --- | --- |
| Selection Criteria |  |
| Contribution to historyWhat is the highly significant contribution to the shared community history of the Alpine Shire **which is also significant at the state or national level**, name by the Nominee? |  |
| **Level of achievement**Demonstrate that the Nominee has achieved at a high level and made their contribution over and above what might be reasonably expected through paid employment. It this is a voluntary contribution to the community; it should stand out from others who may have also made valuable contributions |  |
| **Tangible Legacy**What is the tangible legacy that the Nominee has left to the community? Include whether to Alpine Shire Council, Victoria or Australia.  |  |
| **Relevance to site**What is the highly significant relationship between the Nominee and the site proposed for the memorial?  |  |
| **Impact on landscape character**What positive contribution to the aesthetic values of the proposed open space will this memorial make? {The memorial must be consistent with any master plans affecting the site and ensure minimal detrimental impacts to the site. Impacts of the memorial include physical works required to instal the memorial or access to the site in the long term.) |  |
| **Safety and Maintenance**What consideration in the design and materials selected for the memorial has been given to public safety and to minimising long-term maintenance costs?  |  |
| **Community Support**What individuals or groups support this application? Indicative support from local communities for a proposed memorial is essential – letters of support need to accompany the application.  |  |
| **Further Comments (if any)** |  |