

Large Memorials

Please complete this form if you are applying for a large memorial.

As defined in Policy 111 Commemorative Recognition:

3.2 Large memorials [are]:

1. monuments, such as fountains, statues or public art works (of a commemorative nature), etc.
2. naming of Town facilities and/or buildings
3. naming of parks and/or reserves; and
4. naming of roads, lanes and rights-of-way.

All applications for large memorials must include four written references from current residents of the Town of Victoria Park (aside from the applicant). These references must be from people who are not related to the person being nominated either by blood or marriage. Space for these references is included at the end of this form.

Selection Criteria

Applications for large memorials must meet one or more of the following criteria a) through e) and must meet criteria f) and g).

- a) The subject of the memorial contributed more than 20 years of their life towards the development of the Town of Victoria Park.
- b) The subject of the memorial contributed to one or more sectors of a community, e.g. sport, education, arts, culture, youth etc.
- c) The subject achieved role-model status in the wider community or achieved national or international recognition.
- d) The subject demonstrated outstanding levels of civic service for more than 20 years.
- e) The subject donated significant property or funds for community benefit.

Please confirm that the following criteria are met by your application:

- f) That no other memorial to the same subject exists at the proposed location or other area of the Town of Victoria Park unless there are exceptional circumstances approved by Council.
- g) Other than under exceptional circumstances approved by Council, the subject of the memorial (i.e. person nominated) shall be deceased.

Please note that applications initially approved by the Town may be put out to community consultation, where relevant, according to Town policy, to provide information, to enable feedback and advice on a large memorial.

Application for Commemorative Recognition



Applicant

Full name

Residential address

Suburb

P/code

Postal address (if different from above)

Suburb

P/code

Ph (home)

(work)

(mobile)

Email

Type of recognition applied for (please tick only one box):

Monuments such as fountains, statues etc

Naming of Town facilities and/or buildings

Naming of parks and/or reserves

Naming of roads, lanes and rights-of-way

Applicant signature:

Date:

Please complete the appropriate section following, depending on whether your application is for a person, or an organisation/event.



TOWN OF VICTORIA PARK LIBRARY

TEL (08) 9373 5500 **EMAIL** vicparklibrary@vicpark.wa.gov.au

VISIT victoriaparklibrary.wa.gov.au | 27 Sussex St, East Victoria Park WA 6101

Commemorative recognition: person

Name of person to be recognised:

Is this person still living? Yes No

Date of birth:

Date of death:

Photograph of person to be recognised?

- Yes (photograph attached)
- No (photograph available)

Has permission been given by the next of kin where an application is being made to recognise a deceased individual?

- Yes (letter attached)
- No (if no; why not)

Describe why this commemorative recognition should take place?

How long did the proposed recipient live/work or was associated with the Town of Victoria Park?

What is the proposed location for commemorative recognition of the proposed recipient?

Application for Commemorative Recognition



Commemorative recognition: organisation/event

Name of organisation/event to be recognised:

Describe why this commemorative recognition should take place:

How long has the organisation/event been associated with the Town of Victoria Park?

What is the proposed location for commemorative recognition of the proposed organisation/event?



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Application for Commemorative Recognition



References

Please supply following, the details of four current residents of the Town, their contact details and statements of support for the application. The person providing the reference cannot be related to the nominee either by blood or marriage.

Reference 1:

Full name

Residential address

Suburb

P/code

Postal address (if different from above)

Suburb

P/code

Ph (home)

(work)

(mobile)

Email

Applicant signature:

Date:

I support this application for commemorative recognition because (please attach extra sheets as needed):



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Application for Commemorative Recognition



Reference 2:

Full name

Residential address

Suburb

P/code

Postal address (if different from above)

Suburb

P/code

Ph (home)

(work)

(mobile)

Email

Applicant signature:

Date:

I support this application for commemorative recognition because (please attach extra sheets as needed):



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Application for Commemorative Recognition



Reference 3:

Full name

Residential address

Suburb

P/code

Postal address (if different from above)

Suburb

P/code

Ph (home)

(work)

(mobile)

Email

Applicant signature:

Date:

I support this application for commemorative recognition because (please attach extra sheets as needed):



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Application for Commemorative Recognition



Reference 4:

Full name

Residential address

Suburb

P/code

Postal address (if different from above)

Suburb

P/code

Ph (home)

(work)

(mobile)

Email

Applicant signature:

Date:

I support this application for commemorative recognition because (please attach extra sheets as needed):



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Applicant's check list:

1. Please attach a letter of permission from the next of kin where necessary.
2. Ensure you have entered all details correctly and provided as much information as you can to support your application.
3. Attach a photograph of the person being nominated.
4. Ensure that you have obtained four written references in support of your application. These references cannot be related to the nominee either by blood or marriage.

Send completed application addressing the selection criteria to:

Local History Officer
Town of Victoria Park
c/- Victoria Park Library
PO Box 1109, East Victoria Park
WA 6981

Thank you for your application.

What happens next?

Applications for large memorials will require staff to submit a report to Council making recommendations and seeking a decision.

Applications for large memorials, i.e. the naming of Town buildings/facilities, naming of parks and/or reserves and the naming of roads, lanes and rights-of-way will undergo the process already mentioned but may also require community consultation.

The assessment of applications for large memorials will also conform to the Policy and Standards for Geographic Naming in Western Australia, published and maintained by Landgate.

Applicants will receive a response regarding their application for a large memorial 30 business days from the receipt of the application by the Town. A decision from Council may still be pending after this time and is not included in the 30 business day period stated.

You may also be contacted before the expiry of 30 business days by Town staff to provide further information on or clarification of your application.

STAFF USE ONLY

Application received by Town	Date:	
Decision of Local History Officer	Application meets criteria outlined in Policy 111 <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of decision:
Applicant informed of decision	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Application lodged on TRIM	TRIM No.	Date:
Application referred to responsible staff member for actioning	Name of staff member:	Date referred: