

## Small Memorials

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

As defined in Policy 111 Commemorative Recognition:

### 3.1 Small memorials [are]:

1. plaques on park/street furniture
2. trees
3. entry into the *Victoria Park Dictionary of Biography*

All applications for small memorials must include one written reference who is a current resident of the Town of Victoria Park (aside from the applicant). Space for this reference is included in this form.

## Selection Criteria

**Applications must meet one or more of criteria a) through c), and must meet criteria d).**

Tick at least one or more of the following that apply:

- a) The subject of the memorial contributed more than 10 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) 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.

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

- d) Other than under exceptional circumstances approved by Council, the subject of the memorial (i.e. person nominated) shall be deceased.  
[Apart from those applications received for inclusion in the Victoria Park Dictionary of Biography where the nominated subject may be living but the remaining criteria for small memorials apply.]

# 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):

Plaque on park/street furniture

Memorial tree

Entry into the *Victoria Park Dictionary of Biography*

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

# Application for Commemorative Recognition



## 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?



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# Application for Commemorative Recognition



## References

Please supply below the details of one current resident, their contact details and statement of support for the application

### Reference 1:

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Full name

---

Residential address

---

Suburb

---

P/code

---

Postal address (if different from above)

---

Suburb

---

P/code

---

Ph (home)

---

(work)

---

(mobile)

---

Email

---

Applicant signature:

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Date:

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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 one written reference in support of your application.

## 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?

You will be contacted within 30 business days from the Town's receipt of your application regarding a decision.

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

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