

Memorial & Plaques on a Council Reserve Application



If you need help lodging your form, contact us				Office use only		
Email	council@northernbeaches.nsw.gov.au			Form ID	4007	
Phone	1300 434 434			TRIM Ref.	C001037	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103	Last updated	June 2024	
				Business unit	Parks and Open Space	
				Application no.		
					Receipt no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Lodgement options	
In person	Visit the Customer Service Centre (listed above) to apply with supporting documentation
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form with supporting documentation to council@northernbeaches.nsw.gov.au
Payment options	
Payment	Following application/permit approval, an invoice for payment will be issued with the various payment options available.
Please note, all credit / debit card payments attract a 0.5% surcharge.	

Part 1: Applicant details

It is important that we are able to contact you if we need more information. Please give us as much detail possible				
Title	Mr	Mrs	Ms	Other
First name				
Last name				
Address				
Suburb		Postcode		
Phone number		Mobile		
Email				

Part 2: Memorial/plaque details

Name and details relating to the Individual/association/place or event being commemorated	
Reason for memorial/plaque	
Preferred location Please describe and provide details of the site - including noting if there is an existing piece of furniture etc.	
Alternative location 2 Please describe and provide details of the site - including noting if there is an existing piece of furniture etc.	
Alternative location 3 Please describe and provide details of the site – including noting if there is an existing piece of furniture etc.	
Please provide the text to be included on the memorial/plaque	
For a heritage memorial/plaque, please outline how the proposed design/location will serve to compliment, or not detract from the heritage significance of the heritage item/area.	
Please provide any other pertinent information regarding the memorial/ plaque	

Part 3: Application and approval process

- Applications will be assessed as soon as possible after receiving the fully completed application form. Applicants may be contacted for further information.
- All Memorials and Plaques will be required to conform to the relevant Council policy. Please note that there may be different terms and conditions depending on the location of the preferred sites.
- Please note that there are quite a number of locations, particularly beach reserves and headlands where there may not be any areas available for additional memorials or plaques.
- All applications will be replied to in writing.
- If your application is approved an invoice will be raised and forwarded to you for payment. As part of this approval will be acceptance and adherence to the terms and conditions which will be provided with the permit.
- The fees and charges are as per the adopted Council fees. See Council's web site - council@northernbeaches.nsw.gov.au

Part 3: Declaration

On signing this form I acknowledge that the details above are correct and I have read and accepted the conditions regarding this application process.

Applicant Name	
Signature	
Date	

Office use only

General	Updated	Not applicable
Update Council Asset Register if memorial/plaque is implemented		
Refer application to Council's Strategic Planning and Local Studies Unit for comment		
Update Council's website (heritage page) providing details of each heritage Memorial / Plaque as it is implemented		