Memorials Application Form

Fees and Charges (incl. GST)
- Memorial Plaque only $477
- Park Seat without Plaque $2,420
- Park Seat with Plaque $2,900
- Tree without Plaque $693
- Tree with Plaque $1,160

Conditions
The following conditions are intended to fully inform potential applicants. Additional requirements and conditions may be applicable, depending on the nature of each application and legal requirements:
- All applications will be considered on merit and be subject to the published fees and conditions.
- Three written references are required in support of applications for Memorial Plaques only.
- Additional fees will be levied where site conditions dictate or additional installation requirements are necessary.
- Council retains the right to refuse any application which it considers inappropriate.
- All installations will be carried out by Council or its nominated contractors. Council will not permit installation by applicants or their contractors under any circumstance.
- The seat provided is the current Council standard.
- The cost of the plaque is to be borne by the applicant.
- The general installation standard provided is in accordance with the photograph available at Customer Service.
- The reinforced concrete slab on which the seat is mounted is 2400mm x 1200mm.
- The seating installation on offer is of a standard nature and variations on the materials and installation design will not be considered except where site conditions dictate exceptional circumstances.
- The final location of the installation and seating orientation will be determined on site with the applicant.
- Council will not be responsible for the replacement of seats, plaques or concrete works which are vandalised, damaged or stolen. Standard maintenance activities such as graffiti removal will however be undertaken as required.
- Seating which reaches a dilapidated condition will be removed. The estimated asset life of a seat in a park is ten years.
- Council retains ownership of the installation at all times.
- A minimum of two (2) months is to be allowed for Council to undertake the installation, following receipt of full payment.
- No works will be undertaken until full payment is received.

Applicant Details
Surname: ___________________________ First Name: ___________________________
Company Name: ___________________________________________________________
Address: __________________________________________________________________
Suburb: ___________________________ Post Code: ________________________________
Phone (H): ________________________ Phone (W): __________________________ Fax: ______________________
Phone (M): ________________________ Email: _________________________________
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Memorial Plaque Details
The wording I wish to place on the memorial plaque is:

__________________________________________________________________________________________

__________________________________________________________________________________________

The reasons for the installation of a memorial plaque, park furniture or tree in memory of a long term resident or to recognise someone who has lived in the City of Ryde or contributed to the City of Ryde community over the years:

__________________________________________________________________________________________

__________________________________________________________________________________________

Preferred Location of Memorial
(please attach a photograph or sketch of the preferred location):

Privacy and Signature
The personal details requested on this form are being collected and will be used for the purpose of an application to place a memorial plaque on a bench or a tree surround. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, Council officers may not be able to process your application. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information from a public register. This application form and the information contained in it are accessible to the public upon written application.

Applicant Signature ___________________________ Date: ________________
Applicant Signature ___________________________ Date: ________________

Council Contact Details
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Page 2 of 2
30 June 2019