

# MEMORIALS APPLICATION FORM

## About this form

This form can be used to apply for a Memorial installation within the City of Ryde.

## Fees and Charges (incl. GST)

Memorial Plaque only - \$567  
Park Seat without Plaque - \$2,870  
Park Seat with Plaque - \$3,450  
Tree without Plaque - \$823  
Tree with Plaque - \$1,360

**Please note: Approval to be granted by City of Ryde first before payment is made.**

## Council Contact details

**Customer Service Centre** 1 Pope Street, Ryde NSW  
**Post** Locked Bag 2069, North Ryde NSW 1670  
**Email** cityofryde@ryde.nsw.gov.au  
**Phone** (02) 9952 8222 **TTY** (02) 9952 8470  
**Fax** (02) 9952 8070

## 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.

## PART 1 : APPLICANT DETAILS

The applicant is the person lodging the form and the only person the City will communicate with.

### Company / Organisation

If applicable

Title Mr Mrs Ms Miss Other

Given Name

Family Name

Address

Suburb

Postcode

Postal Address

If different from above

Suburb

Postcode

Preferred contact Mobile Phone Email

Mobile Phone

Email

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9952 8222.

PART 2 : 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):

PART 3 : DECLARATION

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