

Commemorative Memorial Plaque Application Form

APPLICANT DETAILS	
Name	
Postal Address	
Email Address	
Contact Phone Number/s	
PROPOSED MEMORIAL WORDING	
Please note: Messages on plaques are limited to 150 characters on a 150mm by 100mm bronze plaque.	
ACKNOWLEDGEMENT	Please tick
Seat memorials will only be available when a new seat is replaced/required in a Waipā district park or reserve.	<input type="checkbox"/> Yes
Applicants are unable to select the exact location of the memorial.	<input type="checkbox"/> Yes
Memorials must be environmentally-friendly and align with Council's strategic or development plans.	<input type="checkbox"/> Yes
The memorial will remain on the asset until the asset is replaced.	<input type="checkbox"/> Yes
Memorials will not be carried forward or transferred to another asset when it the asset is replaced. Waipa District Council is not obligated to return the plaque to the applicant.	<input type="checkbox"/> Yes
Waipā District Council will maintain the memorial items during the period it is on the asset. In the event of vandalism, damage or removal, the memorial item will not be replaced.	<input type="checkbox"/> Yes
Applicant will be advised of costs upon notification of successful application. Payment must be received in full prior to installation of memorial item.	<input type="checkbox"/> Yes
DECLARATION	
I verify that the information provided is true and correct and that any decision made is at the discretion of the Community Services Manager:	
Name :	_____
Signed:	_____
Date:	_____

What happens next?

Once completed, please return this to Waipā District Council by one of the following options:

- **Scan and email** to CommunityServicesAdministrator@waipadc.govt.nz
- **Drop off** to a Waipa District Council office at 23 Wilson Street, Cambridge or 101 Bank Street, Te Awamutu
- **Post** to ATTN: Community Services Administrator, c/- Waipā District Council, Private Bag 2402, Te Awamutu 3840

Applications will be considered on a first-come, first-served basis at the start of the financial year (1 July). Applicants will be notified of status of application via the contact information provided - please ensure the information you have provided is correct.

Commemorative Memorial Plaque Application Form

OFFICE USE ONLY			
Date application received:	DD /MM /20YY		
Approved?	Yes / No	Date of Approval:	DD /MM /20YY
Forwarded to Project Delivery Programme Manager:	DD /MM /20YY		
Date of installation:	DD /MM /20YY		
AssetFinda updated:	DD /MM /20YY		
Applicant notified:	DD /MM /20YY		
NOTES:			

Organising a memorial

Commemorative memorials can create a lasting legacy of past family members, friends or community members, while also enhancing parks and reserves in Waipā.

Commemorative memorials are generally an item, such as public seating, with a plaque.

If you are interested in obtaining a commemorative seat, you can make a submission to Council's Community Facilities team via an email to communityservicesadministrator@waipadc.govt.nz.

Applications are considered at the start of the financial year (1 July) on a first in, first served basis. When a location for a new seat becomes available, you may request to purchase the seat, together with a memorial plaque for your loved one.

Before applying, these are some key things to note:

- Seating memorials will only be available when a new seat is available on one of our beautiful parks or reserves.
- Applicants will not be able to choose the location.
- Memorials must be environmentally-friendly and align with any reserve concept plan, reserve management plan or development plan.
- The memorial will remain on an asset until the asset is replaced.
- Memorials will not be carried forward or transferred to another asset when it the asset is renewed and Council has no obligation to return the plaque to the applicant.
- Memorial items will be maintained by Council, but will not be replaced if vandalised, damaged or removed.
- Messages on plaques are limited to 150 characters on a 100mm by 150mm bronze plaque.
- Exceptions may be accepted by Council for a person of significance (international or nationally-known personality with a connection to the Waipā).

If your application is successful and you wish to hold an unveiling of the item, please advise the Community Facilities Team. Where possible, we'll work with you to make it happen.

Please note that the scattering of ashes on Waipā District Council reserves is NOT permitted.