

2. LOCATION:

I have discussed the location of my proposal with a City of Melbourne officer. **Yes**

(Refer to the Plaques and Memorial Policy p. 3)

The characteristics I require of the location for my proposal are:

(Refer to the Plaques and Memorial Policy p. 3)

3. GRAVITAS, ACCURACY AND COMMUNITY SUPPORT:

I/we believe that the subject that this proposal relates to is the only one in Victoria. **Yes**

This proposal is significant to the civic, cultural or political life of Melbourne and is of enduring interest to the people of Melbourne for the following reasons: *(Refer to the Plaques and Memorial Policy p. 3)*

This proposal is of particular interest to the following communities within Melbourne:

(Refer to the Plaques and Memorial Policy p. 3)

I/my organisation can demonstrate the support of these communities in the following ways:

(Refer to the Plaques and Memorial Policy p. 3-4)

I/my organisation will commit to ongoing engagement with relevant communities until this project is complete.

Yes

I/we believe the factual content associated with this/these memorial/plaque/s has been thoroughly researched and understand the facts may require community and City of Melbourne endorsement for the proposal to proceed. **Yes**

4. BUSINESS

For those applications that relate to a business, I/my organisation believe this business has had an enduring social impact on Melbourne for the following reasons:

I/we acknowledge that logos and brandings are not permitted on plaques and memorials in the City of Melbourne. **Yes**

5. FUNDING

Do you have the funds to pay for this proposal or can you raise the funds **Yes**

If your application relates to memorials, please outline your funding sources below (e.g. grants, community donations etc).

6. TEST OF TIME

The subject of my proposal (except for clusters of plaques) has been deceased at least five years and/or the event occurred more than five years ago **Yes**

I understand it may take some time for my proposal to be considered and actioned by the City of Melbourne; and that delivery of memorial can take several years **Yes**

7. ARTISTIC MERIT AND FORM

I/my organisation will collaborate with the City of Melbourne on my proposal as required. I understand that memorials require concept, artist selection, design, durability, environmental sustainability and maintenance; plaques require collaboration on texts only. **Yes**

8. DIGITAL ADDITIONS (FOR PLAQUE AND MEMORIALS CLUSTERS ONLY)

Should the proposed plaque or memorial proceed to installation, I/my organisation will provide any additional material required to enable accurate information to be placed on the City of Melbourne's digital maps. **Yes**

(Optional) To supplement my proposal, I/my organisation are considering the following digital enhancements:

9. POLICY

Are you aware that local and state government policies and legislation can relate to new memorials. **Yes**

Please list relevant polices and legislations relating to your application (this applies to memorial applications only).

10. RELOCATION AND REMOVAL

I/my organisation acknowledges that, if circumstances require it, the City of Melbourne may need to relocate plaques and memorials. After 10 years, if circumstances require it, the City of Melbourne may need to remove or transfer ownership of plaques and memorials. **Yes**

10. APPLICANT DECLARATION

I declare that the information I have provided is true and correct and that I have read the Plaques and Memorials Policy and am familiar with the information relevant to my application.


Applicant signature		Date	
Organisation (if applicable)		Date	

Privacy Policy

The City of Melbourne is committed to protecting your privacy. The personal information you provide on this application is being collected by the City of Melbourne for the primary purpose of assessing your eligibility for a Plaque or Memorial only. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. Failure to provide the information requested, means your application cannot be processed. If you wish to gain access to, or alter any personal information you have supplied to the City of Melbourne whilst completing this application, please contact us on 03 9658 9658. Access our statement at <http://www.melbourne.vic.gov.au/Pages/Privacy.aspx>

HOW TO APPLY

Please submit the completed form and attachments by:

 Mail The Chair Plaques and Memorials Committee City of Melbourne GPO Box 1603 MELBOURNE VIC 3001	In Person Melbourne Town Hall 120 Swanston Street, Melbourne 7.30am to 5.00pm Monday to Friday Closed Public Holidays
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