

Application for Commemorative Plaques and Tribute Trees

This form will be used to process your application for a commemorative feature in accordance with Council's Commemorative Plaques and Tribute Trees Policy.

<input type="checkbox"/>	<u>Tribute Tree</u> <i>Council officers will assist with available locations for Tribute Trees</i>	\$790.00
<input type="checkbox"/>	<u>Installation of Commemorative Plaque</u> Applicant to Supply Plaque <i>For contributions to the community of the Fraser Coast – evidence may be required</i>	\$200.00
<input type="checkbox"/>	<u>Commemorative Seat</u> Applicant to Supply Plaque <i>For contributions to the community of the Fraser Coast – evidence may be required</i>	\$2,029.00
<input type="checkbox"/>	<u>Commemorative Table Setting</u> Applicant to Supply Plaque <i>For contributions to the community of the Fraser Coast – evidence may be required</i>	\$3,157.00

Section 1 – Applicant's Details

Full Name of Applicant

Email

Mobile

Telephone

Postal Address

Section 2 – Commemoration Details

Name of individual or community group to be commemorated

Are there any other commemorative features, in the Fraser Coast Regional Council area, recognising the Individual, Organisation or Community Group?

☐ No ☐ Yes (Provide details if known)

Please provide details of contribution to the community of the Fraser Coast

Proposed Location of Commemoration

Proposed wording (inscription guidelines apply)

- **Plaques for seats are to be 100mm x 50mm**
- **Plaques are to be marine grade stainless steel or anodised aluminium**

Inscriptions are to be in the present tense and uplifting to honour the person who is the subject of the commemorative feature. A maximum of 3 lines and approximately 45 characters (15 characters per line) is recommended for aesthetic reasons. Example:

COME SIT WITH ME
JOE BLOGGS
FOREVER IN OUR HEARTS

Section 3 – Declaration and Signature

I/We, the undersigned, agree that the nominating individual/organisation/group shall be bound by, and shall observe, the Conditions of Fraser Coast Regional Council's Commemorative Plaques and Tribute Tree Policy and that such Policy shall be deemed to be part of this Agreement and that the individual/organisation/group shall promptly and punctually pay to Fraser Coast Regional Council all monies which may become payable in respect of this Policy.

I/We understand that the information provided in and with this Application may be disclosed publicly under the *Right to Information Act 2009 and Information Privacy Act 2009*.

I am aware that it is an offence to knowingly provide false or misleading information.

Signature

Date

METHOD OF PAYMENT

In Person

*At any Council office
Cash, cheque, EFTPOS or credit card is accepted at our Customer Service Centres between 8:15am - 4:30pm Monday to Friday.*

By Phone

When the completed application form has been received by email, a Customer Service Officer will be in contact to obtain the relevant payment by credit card.

By Mail

*Post completed form with cheque to-
Chief Executive Officer
Fraser Coast Regional Council
PO Box 1943
HERVEY BAY QLD 4655*

OFFICE USE ONLY

<input type="checkbox"/> All Information Received	<input type="checkbox"/> Application Fee Paid	Date
Receipt #	CSO Initials	Referred to – OSE

Privacy Notice: In using this form you are providing personal information such as name and contact details. This information will be used for the purpose of processing your application as required under *Local Law No. 1 (Administration) 2011*. Your personal information will be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

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