

COUNCIL POLICY LV134

MEMORIAL PLAQUES

KEY FOCUS AREA LIVEABILITY

Purpose

To provide guidelines for memorial plaques in public spaces within the Town.

Memorial plaques will be considered in remembrance of a deceased person.

Plaques may be positioned on buildings, on the pavement, in parks, gardens or other public places.

Public Assets can be donated to accompany the plaque and could include, planting, seating, recreational infrastructure or artwork.

The objectives in relation to plaques and memorials are to:

- Support commemoration of persons who have contributed to the community (honourees).
- Manage the number of plaques and memorials in open space.
- Restrict plaques and memorials to events or persons of outstanding significance to an area.
- Minimise the risks and environmental impact of plaques and memorials.

Policy

Applications for memorial plaques must be made in writing to the Chief Executive Officer (CEO) and include a supporting statement for the nominee, detailing how the nominee has made a significant contribution to the Claremont community.

If the application is from an organisation or person other than a family member of the honouree, a letter of permission from the honouree's family is required.

The approval of applications is at the discretion of the CEO under the delegation of Council.

The donation of a public asset may be recognised with a plaque.

Applicants may propose the wording for the plaque, subject to approval by the CEO.

The Town of Claremont will retain ownership of the asset at all times.

Location

Consideration will be given to relevant management plans, capital works programs, maintaining safe passage for pedestrians and other users, avoidance of damage to the natural environment and ensuring the donation meets the general community expectations for the area.

Costs

All costs associated with the supply and installation of the memorial and or public asset are to be borne by the applicant. Full payment is required after approval of the application and prior to the Town ordering of the memorial and/or public asset. Installation works will be carried out by the Town's officers or their nominated contractor. Installation by applicants or their contractors is not permitted. Unauthorised plaques will be removed.

Maintenance

Plaques and donated public assets will be subject to the same level of maintenance as other infrastructure. The public asset will remain in place as long as it remains in good working condition and complies with the Town's standards.

The Town will not be automatically responsible for the replacement of plaques and assets which are vandalised, damaged or stolen but may replace them at their discretion. Standard maintenance activities, such as graffiti removal will be undertaken as required.

Memorial Removal

Council cannot guarantee that a plaque and asset will remain at the designated site for any length of time, the CEO reserves the right to have it removed at the Town's discretion. Should for any reason, an installed memorial become disturbed through works, either by the Town, or by an external contractor, the memorial shall be removed at the expense of the party undertaking the works and reinstalled, if appropriate, in the same location or installed in another location nearby if possible.

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Organisational:	Nil		
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3.	Amended	24 February 2026	14/26