

PLAQUE AND COMMEMORATIVE MARKER
APPLICATION FOR INSTALLATION ON COUNCIL LAND

Important Information for Applicants

The Town of Gawler manages plaques and commemorative markers on Council Land to ensure commemorations are appropriate, equitable, respectful and sustainable over time.

All applications are assessed in accordance with the relevant Policy, Guidelines and Procedures.

Incomplete applications cannot be assessed.

Before applying, applicants are encouraged to read the Town of Gawler's:

- Plaque and Commemorative Marker Installation Policy
- Applying for a Plaque or Commemorative Marker on Council Land – Public Information
- Plaque and Commemorative Marker Installation Guidelines

Where there is any inconsistency between documents, the Policy prevails.

1. APPLICANT DETAILS

1.1 Applicant name:

1.2 Organisation (if applicable):

1.3 Postal address:

1.4 Phone:

1.5 Email:

1.6 Relationship to the person / event / place being commemorated (if any):

(e.g. family member, community group, organisation, no direct connection)

2. DETAILS OF THE PROPOSED COMMEMORATION

2.1 What is being commemorated? (tick one)

- ☐ Person
- ☐ Group
- ☐ Event
- ☐ Place

2.2 Name of person, group, event or place to be commemorated:

3. CATEGORY OF COMMEMORATION

Council adopts a **tiered approach** to commemorations. Applications are assessed by reference to the **primary purpose** of the proposal.

3.1 Which category best describes your proposal? (tick one)

- ☐ **Category A – Community and Historical Commemorations**
(Enduring public significance to Gawler's history, identity or civic life)

☐ **Category B – Personal Memorials in Public Places**

(Personal commemoration following death - benches, trees or shared infrastructure with commemorative inscriptions)

☐ **Category C – Temporary or Transitional Memorials**

(Time-limited or spontaneous commemorations following recent events)

4. DEMONSTRATING CLEAR AND LASTING SIGNIFICANCE

4.1 Community Significance

Describe how the proposed commemoration demonstrates clear and lasting significance to the Town of Gawler.

Your response should address one or more of the following:

- A demonstrable contribution over a sustained period
- Historical, cultural or social importance recognised beyond private or family interest
- Relevance to the broader Gawler community
- Alignment with contemporary community values

(Attach supporting evidence where relevant, such as historical references, media, publications, awards or letters of support.)

4.2 Nature of Contribution

Explain the historical, cultural or social contribution and why it warrants recognition on public land.

5. COMMEMORATING AN INDIVIDUAL (IF APPLICABLE)

5.1 Is the individual deceased?

☐ Yes

☐ No

5.2 If deceased, date of death:

(Note: Commemoration is generally only considered at least 12 months after death.)

5.3 If the individual is living (exceptional circumstances only)

Provide evidence demonstrating all of the following:

- An extraordinary and enduring contribution of state, national or international significance
- A strong and direct connection to the Town of Gawler
- Broad community support
- A low likelihood the commemoration will become inappropriate or contentious over time

(Attach supporting documentation.)

6. PROPOSED WORDING

6.1 Exact wording proposed for the plaque or marker

(Final wording is subject to Council approval)

Wording must be:

- Accurate, factual and respectful
- Concise and suitable for a public audience
- Free of political, religious, ideological, advocacy or promotional content

Council may require independent verification of historical claims.

7. PROPOSED LOCATION

7.1 Preferred location:

7.2 Explain the connection between the proposed location and the subject being commemorated:

7.3 Alternative locations (if any):

Note: Council determines the final approved location and may consider cumulative impacts to avoid oversaturation of public spaces.

8. DESIGN, MATERIALS AND INSTALLATION

8.1 Proposed type

- ☐ Plaque
- ☐ Commemorative marker
- ☐ Functional or integrated memorial (e.g. bench, tree, infrastructure)

8.2 Materials proposed

(Must be durable and suitable for long-term outdoor conditions.)

8.3 Dimensions and scale

(Must be modest and proportionate to the level of significance. As a guide, plaques generally do not exceed 300 mm x 200 mm, unless otherwise approved.)

8.4 Method of installation:

8.5 Supporting drawings, images or design concepts attached

- ☐ Yes
 - ☐ No
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9. ELIGIBILITY CONFIRMATION

Please confirm that the proposal does **not**:

- ☐ Contain political, religious, ideological or advocacy messaging
 - ☐ Promote a commercial, fundraising or promotional activity
 - ☐ Duplicate or closely resemble an existing plaque or marker in the Town
 - ☐ Require exclusive or quasi-exclusive use of Council Land
 - ☐ Attach to a tree
 - ☐ Present a high likelihood of future controversy or inconsistency with community values
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10. COSTS, OWNERSHIP AND RESPONSIBILITIES

10.1 Acknowledgement

I acknowledge that:

- All costs associated with design, manufacture, installation, permits and approvals are the responsibility of the applicant
- Installation must be undertaken in accordance with Council requirements
- Once installed, the plaque or commemorative marker becomes the property of Council
- Council does not guarantee ongoing maintenance, retention or permanence
- Council may relocate or remove the plaque or marker due to asset renewal, public safety, accessibility, changes in community standards, or factual inaccuracies

☐ I agree

11. DECLARATION

I declare that the information provided in this application is true and correct to the best of my knowledge.

Applicant signature:

Date:

12. SUBMISSION

Please submit this completed application form together with all supporting documentation to the Town of Gawler.

Incomplete applications cannot be assessed.