

Memorials Policy			
Approved By:	Council		
Department:	Works Asset		
Date Approved:	13 August 2014		
Next Review Date:	August 2017	DOC ID:	217286
Relevant Legislation:	Local Government Act 2002		
NCC Documents Referenced:	Parks and Reserves Donation Policy		

Purpose

Napier City has a rich and varied history that should be celebrated. This policy covers memorials being placed in any public space within Napier City, including buildings, on pavements, parks, street or public places. All such memorials will be required to conform to this policy and any existing memorial cannot be taken as a precedent for future approvals. This policy does not cover signage, interpretative panels, display boards, banners or public artworks.

Definitions

Memorial: An object established in memory of a person or event. Memorials include memorial plaques and monuments.

Plaque: A flat tablet of metal, stone or other appropriate material which includes text and/or images which commemorate a person or an event and/or provides historical text of information relevant to its location. To be affixed to an object, park furniture, building or pavement.

Monument: An ornamental feature, fountain, statue, or sculptural memorial. A monument may incorporate a memorial plaque.

1. Guidelines

- 1.1. Memorials in public spaces should be limited to people or events of outstanding significance to Napier City.
- 1.2. Taking into account other considerations outlined in this policy, memorials will represent and acknowledge the diverse make-up of our community.
- 1.3. No new memorial or plaque will be considered which commemorates a person, event or occasion already memorialised unless there are exceptional circumstances.
- 1.4. Any proposal for a plaque that incorporates sculptural reliefs or for a memorial that is three dimensional or sculptural or is an artistic work, will be referred to the Arts Advisory Panel for their recommendations to be considered by Community Development Committee for approval.

- 1.5. Personalised memorial plaques on a seat, bench or picnic table will be considered by the Council on a case by case basis. If the seat, bench or picnic table is being donated to the City then it must also be referred to the Park and Reserves Donations Policy. Approval is dependent on the suitability of the site for the item of furniture and whether there is a genuine need for it as determined by the relevant asset manager. If an application for a personal memorial is declined, the Council's decision is final.
- 1.6. Memorial plaques will not be erected on or near commemorative trees donated to Council's parks and reserves.
- 1.7. Any memorial approved by and placed in the City should be deemed to be owned and under the unconditional control and management of the Council. A memorial can be removed at any time at Council's sole discretion.
- 1.8. The City does not guarantee to retain memorials and plaques in perpetuity. They will be maintained for a maximum of 10 years or the life of the item of furniture.

2. Location

- 2.1. Applicants should nominate a preferred site (general location) for the placement of the memorial plaque or monument. Only sites that have relevance to the person, group or event being commemorated should be nominated.
- 2.2. Approval for a particular site will only be granted if consistent with the Council's development plan or reserve management plan for that site, and the proposed memorial plaque or monument being relevant to the site. Consideration of existing numbers of memorial plaques, artworks, fountains and other objects in the vicinity of the proposed new memorial plaque or monument will be taken into account with each application. The Council has final approval of appropriate site/s and will determine the exact location of any memorial plaque or monument.

3. Wording

- 3.1. Text should be brief and in language easily understood by the public. It should avoid the use of jargon or acronyms.
- 3.2. Text should be written following research from a wide range of authoritative sources and where relevant be verified by the New Zealand Historic Places Trust (NZHPT)
- 3.3. A final proof of the plaque/memorial wording must be approved by the applicant prior to production.
- 3.4. If a graphic image is utilised the amount of text will be reduced.
- 3.5. Any sponsorship recognition will be through use of approved wording or logo which will take up no more than 10% of the overall plaque design.

4. Replacements

- 4.1. The Council will consider requests to replace existing memorial plaques or monuments which have been damaged or otherwise degraded or require alterations, however replacements will need to conform to current design specifications and guidelines.

5. Applications

- 5.1. Applications must be made in writing to; the Director Infrastructure, Napier City Council, Private Bag 6010, Napier 4142.
- 5.2. All applications meeting the policy requirements will be referred to a committee of Council for approval. Non-conforming applications will be declined in writing by the Director Infrastructure.

- 5.3. Council's decision will be confirmed in writing to the applicant.
- 5.4. The applicant must meet all costs associated with design, manufacture and installation of the plaque, or memorial or monument. In some instances a contribution toward maintenance may also be a condition of approval.
- 5.5. Payment for approved memorial plaques and monuments will need to be made in full prior to ordering. The Council will manage the design, manufacture and installation of the memorial as specified.

Memorial Plaques and Monuments Application Form

Please refer to the Napier City Council Memorials Policy 2014 for guidelines relating to this application including eligibility of subjects, location, wording and categories of memorials. Applications must be made in writing to:

The Director Infrastructure
Napier City Council
Private Bag 6010
Napier 4142

Name of Applicant:

Address:

Home Telephone:

Mobile:

Email:

1. Please specify the category of this application:

Category 1 Metal plaque inset to pavement or concrete

Category 2 Personalised memorial plaque on seat/bench/picnic table*

Category 3 Ornamental feature, fountain or sculptural memorial**

2. Proposed Subject of Plaque, Memorial or Monument:

(Name of person, group or other):

3. Please give a brief summary of the association of this person (s), group, occasion or event with Napier City:

4. Proposed Plaque Inscription:

5. Proposed Location:

(Location will be at Council's discretion)

6. Details of proposed plaque or memorial including design, material(s), colour, dimensions, scale sketch, anchor points, additional works required.

Disclaimer:

I the applicant have read and recognise the conditions outlined in the Memorials Policy 2014. I understand that memorial furniture, trees, plaques and monuments are the property of Council and that furniture and plaques may be removed at Council's discretion following a maintenance period of ten years. Plaques will be held for a period of one month following removal of the asset, during which time it will be returned to the family on request.

Given the approval of this application, **I agree to pay** the Napier City Council all charges payable in respect to the plaque or memorial as the Napier City Council directs.

I also acknowledge that no work will be authorised until the Napier City Council has received full payment of the agreed charges.

Applicant Signature:

Date:

Approved/Declined:

Date:

Notes:

* Any donated park furniture items are to also be referred to the Parks and Reserves Donations Policy

**Three dimensional ornamental sculptural and artistic works must be referred to the Arts Advisory Panel for their recommendations to be put to the Community Development Committee for approval.