



**Armagh City
Banbridge
& Craigavon
Borough Council**

Commemorative Memorial Licence Application
(including Cemeteries¹)

Licence application for the installation of commemorative memorials
(including Cemeteries)
in Armagh City, Banbridge and Craigavon Borough Council.

This form must be completed by those wishing to be considered for a commemorative memorial. Consult the guidance notes prior to completing the application form. All questions must be answered in full and in block capitals.

General Information:

Information about the individual applying for the memorial

Name of applicant:					
Name before marriage (if different):					
Address:					
Telephone:	Home:		Work:		Mobile:
Email:					

About the memorial:

Type of memorial: (<i>plaque, bench, tree etc.</i>)	
Wording of inscription:	
Specific location of proposed memorial: (<i>include a map or photograph</i>)	
Why has this specific location been selected?	

¹ Edited, as per minutes of Council Meeting held on 22.02.21

Resident (or group) information:

Information regarding the individual(s) or group that the memorial is dedicated to

Name:	
Address while living in the borough:	
Period of time at that address: (e.g. 1960-2010)	
Other addresses lived at within the borough:	
Period of time at additional address:	

Contribution to the community:

How has the individual had a significant contribution to civic life in the Borough, nationally or internationally? E.g. community work, sport, the arts, industry, local government, etc. (**See attached guidance notes**)

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Funding and maintenance:

Outline how work and funds will be arranged for the long term maintenance of the memorial? (**See attached guidance notes**)

All applicants must complete the declaration and contact details.

Declaration:

I _____ (*print name*) declare that all information provided is true and accurate.

I have read the terms and conditions regarding commemorative memorials and accept them in their entirety.

Signed: _____ Date: _____.

Terms and Conditions

- Applications for a commemorative memorial licence will only be approved after the suitability of the proposed site (including Cemeteries) has been approved by Council.
- Commemorative memorial licences will only be approved for individuals deemed, by Council, to have had a significant contribution to civic life in the Borough, nationally or internationally.
- All maintenance of the memorial will be the responsibility of the commemorative memorial licence holder. Should the memorial become damaged, efforts will be made to contact the licence holder before the memorial is removed and the council will not be obliged to fund a replacement.
- The council accepts no responsibility for theft or damage of the memorial but will endeavour to report any criminal incidents to the police.
- Only the memorial detailed on the application form may be installed. Inscriptions on the application form must be exactly the same as that detailed in the application form.
- It is the responsibility of the licence holder to ensure that, if required, planning permission is granted and statutory conditions are met before the installation of the memorial.
- The council reserves the right to refuse any application.
- Any decision made by Council on the placement of a memorial bench will be subject to and considered in accordance with the Council's equality and good relations duties.

GUIDANCE NOTES

This application form should be completed by those wishing to be considered for a commemorative memorial licence.

Once a licence is granted it is the responsibility of the applicant to purchase, install and maintain the memorial to an acceptable standard.

Use these guidance notes when completing the application form:

General Information:

This should be completed to provide information about the individual applying for the memorial. This individual will then be named as the licence holder for the commemorative memorial and will be responsible for the purchase, installation and maintenance of the memorial.

About the memorial:

Type of memorial – provide as much detail as possible about the type of memorial you are proposing e.g. wooden bench, varnished, brown with a brass plaque or Rowan Tree with a steel and wood plaque to be displayed at the foot of the tree.

Wording of inscription – provide the exact wording which will be inscribed on the memorial. Do not inscribe a plaque before the wording has been approved by Council. Council can request that the inscription that the applicant has submitted is altered.

Specific location of proposed memorial – Be as specific as possible when describing the proposed location of the memorial. Only memorials on council owned or maintained land or Cemeteries can be approved by Council.

Why has this specific location been selected – Detail why you have chosen this location, explain how the location is relevant to the individual that is being commemorated.

Resident information:

Provide information about the individual or individuals that the memorial is dedicated to.

Contribution to the community:

The Council needs to understand how the individual being commemorated made a significant positive contribution to civic life in the Borough, nationally and internationally.

The Council considers that significant contributions to civic life can be measured through activities such as; community work, charity work, sport, the arts, industry, education, voluntary work, medicine, science, business, local government etc.

Information should be provided that demonstrates clearly that the individual had a significant impact on the Borough, nationally or internationally.

This means that the individual and their contribution should be known and recognised beyond their immediate family and circle of friends and acquaintances. Their contribution should be different from those in similar situations to the applicant. For example, the Council clearly acknowledges that long service in the community, voluntary sector or armed forces is of merit. However, in deciding whether to grant a memorial licence such long service will not by itself be considered significant without evidence of the contribution made being outstanding in some way.

The individual's residence in the Borough should normally have been for a significant period during their life, however, it may be that in cases of outstanding and exceptional achievement recognised at a UK or international level this criterion may be considered along with other factors.

Funding and maintenance:

Detail the costs associated with the memorial including information about the maintenance costs over the lifespan of the memorial.

Outline a plan for ensuring essential maintenance will be carried out over the lifespan of the memorial.

Declaration:

Read the terms and conditions before signing the declaration. The declaration must be signed and dated before an application for a memorial licence will be granted.