

Memorials Policy

Department:	Parks
Document ID:	614684
Approved by:	Council resolution – 25 January 2013
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Next review:	February 2025

Purpose:

To provide a clear, consistent, and equitable approach to the location and installation process of commemorative memorials on parks and reserves, and to assist with their management.

Principles and objectives:

- To allow for commemorative memorials in Council parks and reserves where they complement the surrounding environment.
- To maintain public enjoyment of the space in a way that is consistent with Council's policies and strategies.
- Provide a fair, consistent and equitable approach for managing requests.
- Ensure the longevity of memorials and Council's ability to maintain the area.

Scope:

The policy applies to all commemorative plaques and memorials proposed or being placed on land utilised as a park or reserve, which the Council owns or controls.

The policy does not apply to cemeteries, which have their own memorials process.

The policy does not apply to memorials erected prior to this policy being approved.

Definitions:

Council	Refers to Central Otago District Council
Living memorial	A living memorial is a type of memorial that is a living thing, such as a tree or garden.
Memorial	A memorial is an object established to commemorate a person, group, association or event. For the purposes of this policy, memorial is an umbrella term used to encompass the various types of commemorative memorial, including – but not limited to – plaques, monuments, objects, structures, and living memorials.
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 or information relevant to its location. To be affixed to an object, building, or pavement.
Monument	A monument is a memorial structure or sculpture of a larger scale and degree of significance with relation to its environment.
Object	A memorial object has a smaller scale than a memorial structure and is generally movable.
Structure	A memorial structure has a functional construction. It may include memorial gates, bridges, gazebos, a sculpture or fountain.

Policy:

All requests for a commemorative memorial are assessed by Council on a case-by-case basis. Requests for monuments, large structures, or memorials that will impact or change the use of a park, are referred to the relevant Community Board or to Council.

When determining suitability, the following factors are considered:

Subject

Commemorative memorials are only considered for subjects – whether individuals, associations, events that have made a significant contribution to the Central Otago district.

New memorials will be considered on a case by case basis that commemorate a person, event, or occasion already memorialised in the same ward.

Council may reject a memorial application on the grounds of discrimination or behaviour from a subject that is otherwise harmful to wider community well-being. Council reserves the ability to remove a memorial in the future on the same grounds.

Location

Applicants will discuss with Council staff a preferred site for the placement of the memorial. An alternative site may be recommended to the applicant. *Once Councils Open Spaces and Recreation Strategy is completed a full list of sites suitable for various memorial will be available.*

Consideration will be given as to the suitability of a given site or location for the type of memorial. This includes the type of use or nature of the site, any Reserve Management Plan requirements, the relevance of the memorial to the site, and any existing memorials, artworks, or other objects at the site. The use of the site will also be considered so the proposed memorial will not impact on the principal use of the site.

The memorial will remain on the agreed site until it can no longer be maintained due to natural degradation. A memorial may be relocated in the following circumstances:

- The area in which the item is sited is to be redeveloped
- The use of the area has changed significantly, and the memorial is no longer deemed suitable for the particular site
- The structure or support the memorial is affixed to is to be removed or permanently altered

Materials

Materials used for memorials should have a minimum service life of 50 years and be appropriate for the environment in which they are located.

Specifications as to the size and design of plaques, signage, and furniture have been attached to this policy.

Council will purchase the seat or tree directly and invoice the applicant.

Language

Memorials may be created in any internationally recognised official or indigenous language. An accurate English translation must be provided to Council for the purpose of assessing the application. All translation required will be verified by a professional translator at the applicant's cost.

Council supports bilingual signage and will allow exemptions to size and design specifications to allow for translation on memorials.

All wording must be approved by Council prior to production by the applicant.

Memorials must not contain any language that is vulgar, profane, abusive, hateful, sexually explicit, or expresses bigotry, racism, discrimination, or hate.

Memorials must not contain information that is defamatory, threatening, disparaging, inflammatory, false, unsubstantiated, or violates the privacy or intellectual property rights of any third party.

Historical significance

Any new applications for memorials with historical significance are referred to the local relevant Historical Society or Heritage New Zealand for verification.

Non - Historical significance

Council will undertake due diligence to verify applications relating to non-historical issues.

Tree plantings and living memorials

Applicants will discuss with Council staff a preferred site to ensure an appropriate site can be found for tree planting or a living memorial.

All applications will be assessed to ensure the site is suitable for the type of planting. Council may suggest an alternative site.

The chosen location will affect the choice of species and should be consistent with Councils Tree Policy.

It is important that living memorials are planted at the right time of year to ensure they remain healthy. This is generally around August each year but can vary. Council will determine an appropriate planting time for each circumstance.

Irrigation will not be provided by Council to tree planting sites. However, Council has an extensive irrigation network throughout many of the district open spaces network where space may be available for living memorials.

Responsibilities and replacement

All costs relating to the creation of the memorial, including installation, must be arranged, and met by the applicant prior to final installations or planting.

If a memorial is approved by Council, it will become a Council owned asset. The asset will be maintained by Council, it will be at Councils discretion if the asset is replaced at the end of its useful life. All assets will be recorded in Councils asset management data base.

All living memorials should be planted where there is appropriate existing irrigation. Should new irrigation be required to a site that will be at the applicant's expense.

Replacement

Replacement of a memorial that has been damaged, vandalised, stolen, or otherwise removed, will be managed on a case-by-case basis.

A memorial may not be replaced if these factors make it cost prohibitive to do so. An alternative memorial or site may be arranged.

Removal or relocation

Decisions on the removal or relocation of a given memorial will be made under the same delegation as approved that memorial (i.e., Community Board, Council, or under the delegation of the Chief Executive Officer).

Council reserves the ability to remove or relocate a memorial when deemed appropriate. Consultation should take place with the initial applicant or any other interested parties if circumstances allow.

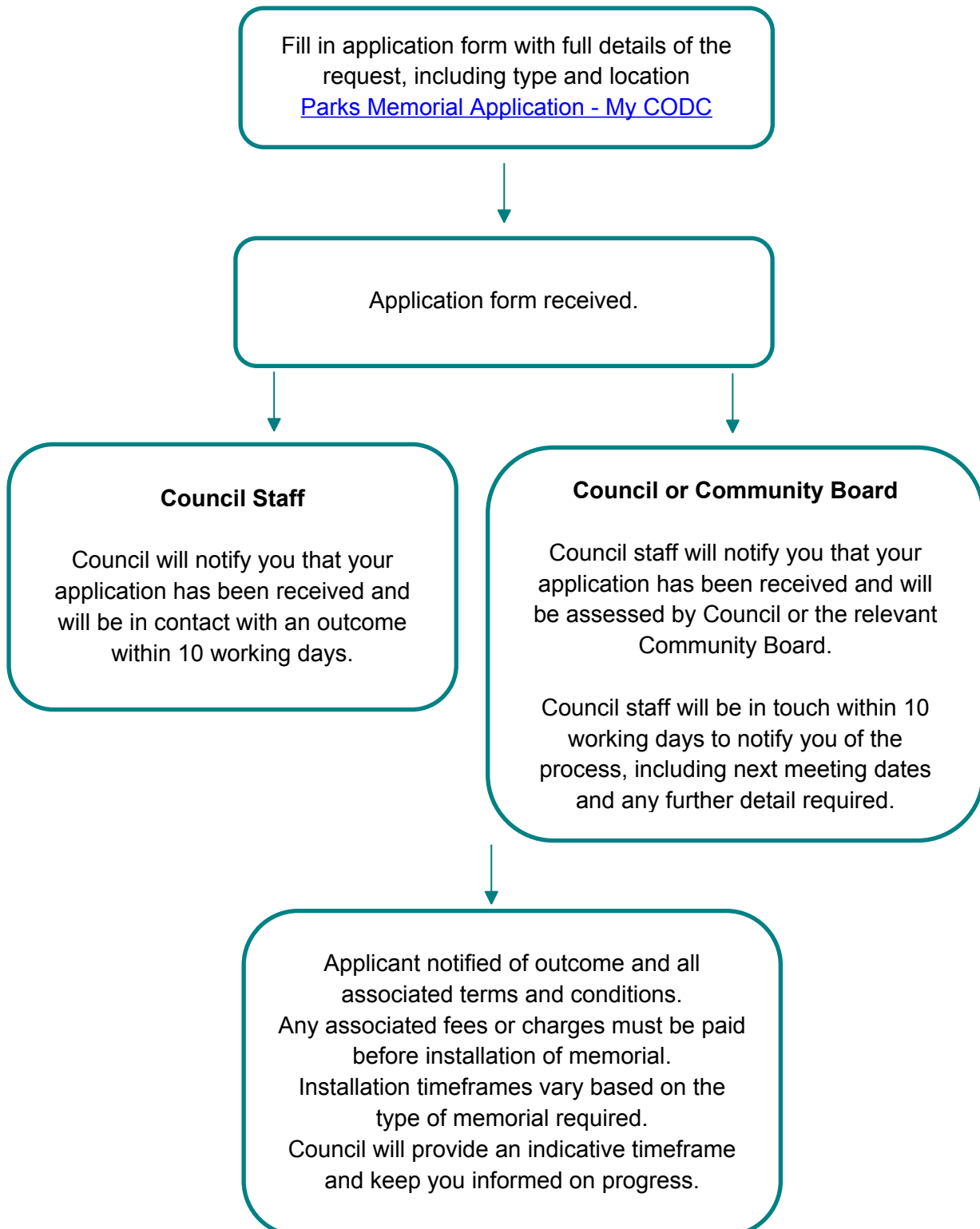
Relevant legislation:

Burial and Cremation Act 1964
Reserves Act 1977

Related documents:

Cemeteries Bylaw
Interment on Public Land Guidelines
Reserve Management Plans
NZS 4242:2018 Headstone and Cemetery Monuments
Open Space and Recreation Strategy (forthcoming)

Appendix 1: Memorial application process



Appendix 2: Design specifications

Category 1: Commemorative trees with plaques

This category is primarily reserved for commemoration of dignitaries, civic and historic occasions. Commemorative trees, native or exotic must be consistent with Council's District Tree Policy to be planted in any of the district parks or gardens and placed in a grassed location.

Applications for commemorative trees will be considered for individuals memorials providing they meet the conditions of this policy and other Council related Councils policies, plans and strategies.

Once planted, commemorative trees and living memorials become a Council asset and are maintained to the Council standards. All plantings need to be appropriate to the site and area, and maintenance must be according to best arboricultural/ horticultural practice. If due to unforeseen circumstances a tree must be removed, it may not be replaced.

- Brass or bronze plaque on concrete or stone plinth.
- Maximum size 300mm x 200mm (w x h)
- For commemorative trees the metal plaque to be set at the base of the tree on a concrete plinth.

Category 2: Metal plaques

To signify or commemorate an historic or civic occasion or to provide minor interpretative material relevant to a nearby building, artwork or historic feature or site. Such plaques will not be permitted as private memorials for individuals or families.

- Maximum size 300mm x 200mm (w x h).
- Plaque to be brass, bronze or stainless steel to ensure durability.

Category 3: Personalised memorial plaques on seats or benches

This memorial is a small commemorative metal plaque for groups or individuals, to be attached to a park seat or bench. The location of the seat or bench is at the discretion of the Parks and Recreation Manager. Once installed, memorial furniture becomes a Council asset which will be maintained to Council standards for a period of at least five years. After this time removal of the asset is at Council's discretion. If due to unforeseen circumstances a seat or bench must be removed, it might not be replaced.

- Small rectangular brass plaque – maximum size 80mm x 150mm (h x w).
- Installation to be on the back rest of the seat or bench.

Category 4: Ornamental Feature, Fountain or Sculpture Memorials

Council is open to discussion of unique and substantial memorials. A written proposal should be made to the appropriate delegated authority outlining the desired outcome and budget available. These applications will be considered on a case-by-case basis.

Appendix 3:

Memorial Application Form

Online version: [Parks Memorial Application - My CODC](#)

Please read the Memorials Policy before completing the application form. The policy can be found in the 'Policy' section of our website: www.codc.govt.nz

The form can be returned by email to ParksandRecreationTeam@codc.govt.nz

Applicant	
Name	
Telephone number	
Email address	
Signature	Date
The application is for	
<input type="checkbox"/> New memorial	
<input type="checkbox"/> Relocate memorial	
<input type="checkbox"/> Remove memorial	
Memorial type	
Type of memorial: <ul style="list-style-type: none"> <input type="checkbox"/> Commemorative Tree with plaque <input type="checkbox"/> Metal plaque <input type="checkbox"/> Personalised memorial plaque on seat or bench <input type="checkbox"/> Other: please state 	
Requested Park and location	
Reasons for choosing this site	

A full list of Central Otago District Council Parks can be found at www.codc.govt.nz

Memorial subject

Person, Organisation, or Event to be memorialised

Reason for memorialisation

Proposed text: include graphics, logos, etc... (use a separate page if necessary)

For office use only

Central Docs ID:

Officer:

Valuation number/site reference:

Outcome: