# Community Memorials

* Longford County Council recognises that **Community Memorials** offer opportunities to honour, celebrate, or remember a person, group of persons or events of significance.
* A **Community Memorial** is a discreet memorial (for example a tree or bench in a park, street or public space) dedicated to events, groups or individuals who have made a significant contribution to local heritage, culture and/or community development and the public recording of the event/individual to enhance the ‘sense of place’.

# Applicant’s details

|  |  |
| --- | --- |
| **Organisation:** |  |
| **Contact Name** |  |
| **Address of Organisation:** |  |
| **Phone:** |  |
| **E-mail:** |  |

# Proposal

|  |  |
| --- | --- |
| Type of Memorial (plaque, bench or tree) |  |
| Park location or Open space |  |
| Dedicated to and why |  |
| **Exact Wording for the Commemorative Plaque**  *For example: In memory of “Title” “Year* |  |

# Supporting Documentation – must accompany application

# A map and photographs of the proposed location.

# The text and illustrations for plaques and text and scaled drawings or sketch for memorials or monuments.

# Relevant supporting material e.g. publications, reports, photographs, evidence from heritage or historical groups, academic reports etc.

# Evidence of funding.

# Maintenance strategy.

# Evidence of planning permissions where required and appropriate consultation with relevant Longford County Council staff.

# Evidence of appropriate approvals from building owners and immediate family members where appropriate.

Completed application forms and the required supporting documentation should be returned for the attention of the Meetings Administrator [meetingsadministrator@longfordcoco.ie](mailto:meetingsadministrator@longfordcoco.ie).

If you need any assistance or further information, please contact the Council Meetings Administrator at the email address

# Community Memorials

# A Community Memorial is a discreet memorial (for example a tree or bench in a park, street or public space) dedicated to a person or group or to commemorate an event.

# Proposals for community memorials such as a bench or tree planting to be installed in a public park, or public space will be directed to the Place Naming Committee for recommendation.

# Subject to compliance with the general requirements, Longford County Council will allow memorial trees or benches within its parks and open spaces (to include areas under the control and/or maintenance of the Council) subject to the availability of suitable locations.

# The location of the tree or bench shall be at the discretion of Longford County Council.

# In the case of a tree the Council will be responsible for the selection of tree species, planting and maintenance works required and in the case of a bench the Council will select the type and be responsible for its installation.

# No plaque or memorabilia are to be placed in the vicinity of or on the tree.

# In relation to the dedication of a tree the method for marking or identifying this will be dependent on the sensitivity of the setting i.e. whether the location is within a historic designed landscape, public park or open space. The Council will provide the details of the relevant method permitted and location for it to be placed when an application is being made.

# A small commemorative plaque/plate (conforming with a specification to be provided) will be permitted on the backrest of a bench. No other items will be permitted in the vicinity of or on a bench.

# A fee will be charged as a contribution to the cost of associated works including administration.

# In the event of vandalism or failure of a tree (within 18 months of planting), the Council will arrange on a one-off basis for a replacement. Vandalised benches will not be replaced.

# The Council reserves the right to remove or relocate a bench or tree at any time should it be considered necessary.

# Community Bench

# The applicant is required to meet the cost of the purchasing and installation of the donated bench.

# The Current fee is set at €1,400 to cover the cost of installation and administration.

# Community Trees

|  |  |
| --- | --- |
| **Option** | **Size (stem girth)** |
| **A** | 14-16cm girth (bare root/root ball) |
| **B** | 16-18cm girth (root ball) |
| **C** | 20-25 cm (root ball) |