**Request for Memorial Plaque and Donation of Park Furniture or** **Tree**

Please complete all sections and submit this application to:

Coordinator City Design, PO Box 1, Doncaster 3108 or email [manningham@manningham.vic.gov.au](mailto:manningham@manningham.vic.gov.au)

|  |  |
| --- | --- |
| Your name |  |
| Address |  |
| Phone |  |
| Email |  |
| Date of Request |  |
| Name of person to be recognised and date of passing |  |
| Length of time as a resident of Manningham |  |
| Connection to Manningham  And reason for recognition (please provide details):   * Contributed to the cultural, political or social aspects of Manningham’s development or shared community history; or, * Achievements and/or contributions that distinctly stand out from others who have also made a valuable contribution; or, * Had an impact on the community that resonates with the broader public. |  |
| Preferred location for plaque (Park name and specific site, include map if possible) |  |
| Proposed text for plaque (100 x 50mm) |  |
| Seat / Table / Tree |  |
| Preferred tree species |  |

If your application is approved (including the wording of the plaque) you will be invoiced for the cost of the furniture or tree. Full payment must be received before any orders will be placed. Furniture delivery and installation can take up to 3 months.

Tree planting will be subject to availability and suitable seasonal conditions.

Current costs (including GST) are:

* Timber Park Seat $3,850
* Timber Picnic Table $6,380
* Tree $495

The applicant is responsible for the cost and ordering of the approved plaque and its delivery to Council offices. The size of a memorial plaque will be a maximum of 100mm x 50mm and be manufactured of durable metal plate.