

**APPLICATION TO NAME COUNCIL-OWNED OR ADMINISTERED
PUBLIC SPACES, STRUCTURES AND OTHER ASSETS (MINOR ASSETS)**

This application applies to all Council-owned or administered bridges, buildings and community facilities, parks, reserves, open spaces, waterways, places and other assets within the region. This does not apply to roads, suburbs or population centres. The proposed name(s) must meet the guidelines under Council's policy of same name and if approved will be entered into the Council Asset Name Register. Click here to view the policy.

Is this the correct application?

- Major Assets such as parks and buildings (Requires public consultation & formal council approval)
- Minor Assets such as a plaque on a plinth, bench or small garden
- Plaque installation in a volunteer recognition walk

APPLICANT DETAILS

| | | | | | |
|----------------|----------------------|---------|----------------------|-------------|----------------------|
| Title | <input type="text"/> | Surname | <input type="text"/> | Given Names | <input type="text"/> |
| Organisation | <input type="text"/> | | | | |
| Postal Address | <input type="text"/> | | | | |
| Suburb | <input type="text"/> | State | <input type="text"/> | Postcode | <input type="text"/> |
| Phone Number | <input type="text"/> | Email | <input type="text"/> | | |

REQUEST DETAILS

Request Type

| | | |
|------------------------------|---|----------------------------------|
| <input type="checkbox"/> New | <input type="checkbox"/> Change to existing | <input type="checkbox"/> Removal |
|------------------------------|---|----------------------------------|

Infrastructure Type

| | | | |
|---|--|---------------------------------|-------------------------------|
| <input type="checkbox"/> Bench & Plaque | <input type="checkbox"/> Plaque on other structure | <input type="checkbox"/> Garden | <input type="checkbox"/> Room |
|---|--|---------------------------------|-------------------------------|

LOCATION DETAILS

| | |
|--|----------------------|
| Location of Request | <input type="text"/> |
| Lot & Plan Details or Room Details (if applicable) | <input type="text"/> |

APPLICATION DETAILS

PO Box 21
EMERALD QLD 4720

Phone: 1300 242 686
Fax: 1300 242 687

Email:
Website: www.chrc.qld.gov.au

Name of Person Being Memorialised

Significance of person's contribution or suggested wording eg. history, contribution, sporting, icon (if insufficient space, please provide attachment) *
(*required information)

Proposal for

SUPPORTING DOCUMENTATION

- Site plan and/or map
- Supporting and historical evidence to support validity of the application

Any application for the naming of minor assets in acknowledgement of a living person must be supported by written permission from that living person:

- Permission attached
- Not applicable (person is deceased)

Any application for the naming of minor assets in memory of a deceased person must be supported by a letter from the next of kin/family and two letters of character reference (all must be signed and dated):

- Letters attached
- Not applicable (person is living)

If the person is deceased, are you their next of kin? Yes No

If you are not their next of kin, please provide contact details or attach confirmation of permission to apply:

Title Surname Given Names
Organisation
Postal Address
Suburb State Postcode
Phone Number Email

Evidence to support removing or renaming asset if applicable

DECLARATION OF APPLICANT

I/We, the applicant, declare that the above information is correct in all aspects, at the time of lodgement of this application with Central Highlands Regional Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise Central Highlands Regional Council in writing prior to any such change being implemented.

Signature Date

INTERNAL CHECKLIST (to be completed by CHRC Officers)

Is the application suitable for consideration under the policy? Yes No

Has the "named" person or next of kin given permission? Yes No

If required, recommended community consultation plan:

| Action | Audience | Responsible | Due Date | Completed |
|-------------------------|-----------------------|---------------------------------------|-------------------|-------------------|
| <i>Eg Have Your Say</i> | <i>General Public</i> | <i>Manager Parks & Recreation</i> | <i>01/06/2023</i> | <i>30/05/2023</i> |
| | | | | |
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Proposed GM Recommendation Date