

Plaques, Memorials and Monuments Policy

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Approved By:	Policy & Regulatory Committee
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Introduction

This policy sets a process for the Waikato District Council, (hereafter referred to as 'the Council') and the community to follow when new plaques, memorials and monuments are proposed.

Objective(s)

The purpose of this policy is to prevent ad hoc, prolific, inappropriate or widely varying placement of plaques, memorials and monuments at public sites in the Waikato District, (hereafter referred to as 'the District').

Definitions

For the purpose of this policy and procedures, the following definitions will apply:

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 of information relevant to its location. To be affixed to an object, building or pavement.

Memorial an object established in memory of a person or event e.g. memorial gates.

Monument a structure created in memory of a person or event or which has become important to a social group as a part of their remembrance of past events e.g. Huntly Poppet Head

Object an object is small in scale when compared to a structure or building. It is generally moveable. Examples include: memorial gates, sculptures and fountains.

Structure a structure is a functional construction intended to be used for purposes other than sheltering human activity. Examples include, bridges and gazebos.

Application

This policy covers all plaques and memorials proposed or being placed on land, buildings or property which the Council owns or over which it has control. All such plaques and memorials will be required to conform to this policy.

This policy does not cover signage, interpretative panels, display boards, banners, war memorials, cemeteries or public artworks.

Significance

This policy is not considered as significance under the Significance and Engagement Policy.

Policy Review

This policy will be reviewed as deemed appropriate by the Chief Executive, but not less than once every three years.

Policy Statements

1. No new memorial or plaque will be considered that commemorates a person, event or occasion already memorialised unless there are exceptional circumstances.
2. Any proposal for a plaque that incorporates sculptural reliefs or for a memorial or monument that is three dimensional or sculptural or is an artistic work, will be referred to Councils Community Development Officer for consideration with recommendations then put to the appropriate delegated authority for approval.
3. The Council has specified a range of categories for plaques and memorials appropriate to the needs of individuals and organisations. No proposals will be considered outside of these categories. Applications can only be made under one category.
4. Subjects for plaques and memorials (Categories 1, 2 and 3) will be limited to the following:
 - a) An individual or association that has contributed significantly to the District.
 - b) An individual or association strongly linked to the District and its history.
5. Subjects for Category 4, personalised memorial plaques on a seat, bench or picnic table will be considered by the Council on a case by case basis. Approval is dependent on the suitability of the site for the item of furniture and whether there is a genuine need for it as determined by the Council. If an application for a personal memorial is declined, the Council's decision is final. Subjects will be limited to individuals who have lived in or have a special association with the District.
6. All materials used for plaques, memorials and monuments should have a minimum service life of 50 years as detailed in Section 2, NZS 4242:1995. Headstone & Cemetery Monuments.
7. Any plaque, memorial or monument approved by and placed in the district should be deemed to be owned and under the unconditional control and management of the Council.

Categories

Category 1: Commemorative Trees with Plaques

This category is reserved for commemoration of individuals with local community connections, 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. Once planted, commemorative trees become a Council asset and are maintained to the Council standards. As with all Council managed trees, plantings need to be appropriate to the site and area, and maintenance must be according to best arboriculture practice. If due to unforeseen circumstances a tree must be removed, it may not be replaced.

For commemorative trees the metal plaque to be set at the base of the tree on a concrete plinth.

Design Specification

- Brass or bronze plaque on concrete or stone plinth.
- Maximum size 300mm x 200mm (w x h).

Category 2: Metal Plaques

To signify or commemorate a historic or civic occupation 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.

- Plaques for artwork will be referred to Council's Community Development Officer as a component of the artwork with their recommendations then referred to the appropriate delegated authority for consideration. Plaques for artwork are used to list artist, title, date of installation of artwork and interpretative information and are installed for every new Council commissioned artwork in a public place. The plaque shape and material should be in keeping with the artwork.
- Any new applications for plaques with historical significance received by the Council are referred to the local relevant Historical Society or Heritage New Zealand for verification.

Design Specification (excluding plaques for artwork)

- Maximum size 300mm x 200mm (w x h).
- Plaque to be brass, bronze or stainless steel to ensure durability.
- Small oval brass plaques have been used across the district to identify sites/features of historic interest. Where appropriate this style of plaque will continue to be used however historic plaques will not be limited to this design.

Category 3: Ornamental Feature, Fountain, or Sculptural 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.

Category 4: Personalised Memorial Plaques on Seats, Benches or Picnic Tables

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 Council (refer to section 5). 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, consideration will be given to relocating to a nearby site if practical.

Design Specification

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

Locations

Applicants should nominate a preferred site (general location for the placement of the plaque, memorial or monument. Only sites that have relevance to the person, group or even being commemorated should be nominated.

It should be noted that Cemeteries are **not** included in this policy.

Approval for a particular site will only be granted if consistent with the Council's Reserve Management Plan for that site, and the proposed plaque, memorial or monument being relevant to the site. Consideration of existing numbers of plaques and memorials, artworks, fountains and other objects in the vicinity of the proposed new plaque or memorial will be taken into account with each application. All applications will be referred to the appropriate Community Board or Community Committee for

feedback on any proposal. The appropriate delegated staff member has final approval of appropriate site/s and will determine the exact location of any plaque or memorial.

The plaque or memorial shall be located at the designated site until such time that it cannot be maintained due to natural degradation with the following exceptions:

1. The area in which the item is sited to be redeveloped.
2. The use of the area in which the item is sited changes significantly in character and the item is not deemed suitable for the site.
3. The structure or support on which the item is located is to be removed or permanently altered.

Wording

- Text should be brief and in language easily understood by the public. It should avoid the use of jargon or acronyms.
- Text should be written following research from a wide range of authoritative sources and where relevant be verified by the Heritage New Zealand.
- A final proof of the plaque/memorial wording must be approved by the applicant prior to production.
- If a graphic image is utilised the amount of text may need to be reduced.
- Any sponsorship recognition will be through use of approved wording or logo, which will take up no more than 10% of the overall plaque design.
- Applicants are required to cover full costs of items including, seats, benches, trees, plaques, memorials and installation.
- Council will cover on-going maintenance.