

To the General Manager, Coffs Harbour City Council

RESERVE & RESERVE INFRASTRUCTURE NAMING APPLICATION



Reserve Naming & Memorial Policy

Locked Bag 155, Coffs Harbour 2450

Administrative Centre, 2 Castle Street, Coffs Harbour

Email: coffs.council@chcc.nsw.gov.au Phone: (02) 6648 4000 Fax: (02) 6648 4199

Website: www.coffsharbour.nsw.gov.au ABN 79 126 214 487

1. Details of the Applicant

It is important that Council is able to contact you if more information is required. Please give as much detail as possible.

Mr Ms Mrs Dr Other: _____

Given name/s

Surname

Company/organisation

ABN

Postal address

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

Email address

2. Details of Proposal (Please complete as appropriate)

A Proposal to name a Reserve

Proposed Name: Please go to 3.

B Proposal to name a large item of Reserve Infrastructure

Proposed Infrastructure:

Location:

Proposed Wording on Infrastructure Plaque: Please go to 3.

C Small Infrastructure donation

Proposed Infrastructure:

Proposed Location:

Proposed Wording for Plaque: Please go to 6.

OFFICE USE ONLY

Date received		Application fee (if applicable)	N/A	Receipt No.	
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3. Reserve Details (Complete for A or B Proposals)

Reserve Location (include street address). Attach map or sketch.

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Current Reserve Name, if known.

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4. Infrastructure Details (Complete for A or B Proposals)

1. Does the infrastructure exist? Yes / No If Yes, describe the large infrastructure and its location.

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2. Is it a new proposed facility? Yes / No If Yes, attach details and drawings of the proposed infrastructure.

5. Details of Person/Family/Group Proposed to be Commemorated (Complete for A or B Proposals)

Full name of person / family / group being recognised:

Date of birth: Date of death:

Please tick relevant boxes and outline how the person meets the following criteria:

If insufficient space to complete the following criteria, please add a separate page with details. Please also attach any available documentary evidence to support your answers.

1. Must have made a significant contribution to the community.

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2. Or have demonstrated outstanding civic service.

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3. Or donated significant property or funds for community benefit.

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4. And be widely known and respected within the community.

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5. Association of person / family / group / event to the Reserve (not required for naming of reserve infrastructure (Type B proposal), but is required for naming of a reserve (Type A proposal).

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Applications may be declined if it is deemed by Council that they may cause offence.

There may be some costs associated with implementing your proposal. These will be discussed with you during the assessment of your application.

7. Privacy and personal information protection notice

- This information is voluntarily required to process your request and will not be used for any other purpose without seeking your consent, or as required by law.
- Your information may comprise part of a public register related to this purpose.
- Your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority.
- Your personal information can be accessed and corrected at any time by contacting this Council.

Applicant's Signature/s

I declare that to the best of my knowledge all particulars supplied by me are correct and completed. I understand that inaccurate or false statements may cause my application to be delayed or rescinded.

Signature/s : **Date:**/...../.....