

**APPLICATION TO ERECT A CIVIC MEMORIAL, MONUMENT OR PLAQUE**

**1. Applicant Details**

**Name of Applicant/Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Memorial Details**

**Brief details of proposed Memorial:**

(full details of required criteria listed overleaf must be submitted with this application).

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**3. Proposed location of memorial (street, townland etc. - please enclose map)**

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**4. Evidence of the following must be submitted with the application:**

* Technical information - site location map, proposed text on memorial, drawings and/or photographs, details of dimensions, design, details of fixing etc.
* Demonstrate that the subject for the memorial has made a unique and outstanding contribution to the life or history of County Tipperary through outstanding achievement, distinctive service, or significant community contribution.
* Establish that County Tipperary, and the proposed location, is the appropriate geographic location for the memorial or plaque.
* Written consent from the owner/lease holder of the proposed site.
* Written consent from members of the family/estate/group connected with the individual/subject to be commemorated (if applicable).
* Written evidence of consultation with the Planning Section of Tipperary County Council to establish if planning permission is required, and compliance with all relevant planning regulations (see Section 5 below).
* Evidence that the text for the memorial is factually correct include relevant supporting material such as publications, texts and photographs, as appropriate.
* Details of how the memorial will be maintained and cared for (Tipperary County Council will not be responsible for future maintenance and upkeep of memorials approved under this policy, other than memorials on Council-owned land).
* Details of how the memorial is to be funded (Tipperary County Council will not provide financial support, except through existing Council grant schemes).

**5. Complying with Planning Regulations**

The erection/installation of a monument, memorial or plaque must comply with the Planning and Development legislation.  To determine if planning permission is required, a Section 5 Declaration application may be made to Tipperary County Council asking whether or not the specific proposal requires planning permission or is exempt development.  Application forms must be submitted with the required fee and particulars to enable a decision to issue within 4 weeks.  For more information see [www.tipperarycoco.ie/planning/exempt-development](https://www.tipperarycoco.ie/planning/exempt-development).  If the proposal affects a Recorded Monument or a Registered  Monument, notice in writing is required to be given to the Minister at least two months before commencing that work. This is to allow the National Monuments Service time consider the proposed works and how best to proceed to further the protection of the monument.  For more information see [www.archaeology.ie/monument-protection](https://www.archaeology.ie/monument-protection).

**6. Approval Process:**

* Only complete and valid proposals will be considered by the Council.
* Proposals must comply with the Tipperary County Council Civic Memorial Policy (available at all Council Offices and on the Council's website at [www.tipperarycoco.ie](https://www.tipperarycoco.ie/planning/exempt-development)).
* To assist in evaluating proposals, Tipperary County Council may seek expert advice.
* To assist in evaluating proposals, Tipperary County Council may engage in a public consultation process.

**7. Submission of Applications to Tipperary County Council**

Application forms are available from Tipperary County Council offices and on the Council's website at [www.tipperarycoco.ie](https://www.tipperarycoco.ie/planning/exempt-development). Proposals for memorials (including all required documentation) should be submitted in writing to: **The County Librarian, Tipperary Library Service Headquarters, Castle Avenue, Thurles, Co. Tipperary.**