



ACT
Government

APPLICATION FOR A SMALL MEMORIAL IN PARKS AND RESERVES

PURSUANT TO THE SMALL MEMORIALS POLICY IN ACT
FORESTS AND RESERVES.

INSTRUCTIONS

1. Read the [Small Memorials Policy in ACT Forests and Reserves](#).
2. Complete all parts of the form.
3. Submit your application to:
 - > **Email:** pcs.licensingandcompliance@act.gov.au or
 - > **Post:** ACT Parks and Conservation Service, Environment, Planning and Sustainable Development Directorate, GPO Box 158, Canberra ACT 2601

For any enquiries please phone Access Canberra on 13 22 81.

APPLICANT INFORMATION

Name:

Phone:

Email:

Postal address:

IF YOU ARE APPLYING ON BEHALF OF AN ORGANISATION

Organisation or group name:

Phone:

Email:

Postal address:

PROPOSED MEMORIAL

Please refer to the [Small Memorials Policy in ACT Forests and Reserves](#) for guidance.

What is your relationship to the person you are proposing to commemorate?

Is their immediate family aware and supportive of this application?

Yes

No

PROPOSED LOCATION OF MEMORIAL

TYPE OF MEMORIAL

Plaque

Tree

Bench

Other

Details of proposed memorial (size of plaque, tree type, bench size or information about any other proposed memorial type)

Proposed plaque inscription (maximum 100 characters)

SIGNIFICANCE INFORMATION

Provide a clear description of the positive relationship between the community or person, group, organisation or event being commemorated and the ACT.

OTHER SUPPORTING INFORMATION

Please provide any other relevant information relating to this application.

DECLARATION

I have read and acknowledged the conditions set out in the Small Memorials Policy in ACT Forests and Reserves.

OFFICE USE ONLY

Delegate:

Date:

Delegate name and signature: Date:

- Not approved
- Approved
- Approved with special conditions

CONDITIONS