

# Plaques, Memorials and Monuments Policy

*Adopted – Community Services Committee 14 September 2010*

*Review date – September 2015*

## INTRODUCTION

This policy sets a process for the Queenstown Lakes District Council, hereafter referred to as 'the Council' and the community to follow when new plaques, memorials and monuments are proposed. It will prevent ad hoc, prolific, inappropriate or widely varying placement of plaques, memorials and monuments at public sites in the Queenstown Lakes District, hereafter referred to as 'the District'.

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 replaces any previous policy, guidelines or approval process in regard to the installation of any form of plaque or memorial in the District. Any existing plaque or memorial cannot be taken as a precedent for future approvals.

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

## 1. POLICY DEFINITIONS

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

- 1.1 **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.
- 1.2 **Memorial:** An object established in memory of a person or event.
- 1.3 **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.
- 1.4 **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.
- 1.5 **Structure:** A structure is a functional construction intended to be used for purposes other than sheltering human activity. Examples include; memorial gates, bridges and gazebos.

## **2. GUIDELINES**

- 2.1 No new memorial or plaque will be considered that commemorates a person, event or occasion already memorialised unless there are exceptional circumstances.
- 2.2 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 the Aspiring Art & Culture Trust with its recommendations then put to the appropriate delegated authority for approval.
- 2.3 The Council has specified a range of categories for plaques and memorials appropriate to the needs of individuals and organisations (see section 7 categories). No proposals will be considered outside of these categories. Applications can only be made under one category.
- 2.4 Subjects for plaques and memorials (Categories 1, 2 and 3) will be limited to the following:
  - An individual or association that has contributed significantly to the District
  - An individual or association strongly linked to the District and its history.
- 2.5 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 Parks Manager. 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.
- 2.6 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.
- 2.7 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.
- 2.8 The Plaques, Memorials and Monuments Policy is relevant to the future management of the Queenstown Gardens and is referred to in the Queenstown Gardens Management Plan.

## **3. CATEGORIES**

### **3.1 Category 1 Commemorative Trees with Plaques**

This category is reserved for commemoration of 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 arboricultural 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 base of tree on a concrete plinth.

#### **Design Specification**

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

### **3.2 Category 2 Metal Plaques**

To signify or commemorate an historic or civic occasion 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 the Aspiring Art & Culture Trust 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 will be referred to the Queenstown Historical Society or NZHPT 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 in Queenstown 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.

### **3.3 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

### 3.4 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 Parks Manager (refer to section 2.5). 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, it might not be replaced.

#### Design Specification

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

## 4. 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 event being commemorated should be nominated.

It should be noted that:

- ***Queenstown Gardens and Monument Hill, Arrowtown already contain a high volume of plaques and memorials and are considered to have reached their full capacity for such items. No new plaques, memorials or monuments will be accepted in these areas unless by special Council dispensation. This excludes applications for memorial plaques on seats on the gardens circumference trail.***
- ***Cemeteries are not included in this policy***

Approval for a particular site will only be granted if consistent with the Council's development plan or 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. The appropriate delegated authority 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:

- The area in which the item is sited is to be redeveloped
- 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
- The structure or support on which the item is located is to be removed or permanently altered.

## **5. 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 New Zealand Historic Places Trust (NZHPT).
- 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 will 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.

## **6. REPLACEMENTS**

Requests will be considered to replace existing plaques or memorials which have been damaged or otherwise degraded or require alterations, however replacements will need to conform to current design specifications and guidelines. Replacement costs will be the responsibility of the applicant unless the appropriate delegated authority decides it is appropriate for Council to fund the replacement. (Historical plaques or memorials which are part of the Council's collection will be appropriately maintained by the Council).

All metal plaques are at risk of theft due to their scrap value and must be securely attached to solid objects such as buildings, rocks or pavement.

## **7. APPLICATIONS**

- Applications will be made in writing in the first instance to Parks Officer, Queenstown Lakes District Council, 10 Gorge Road, Private Bag 50072, Queenstown.
- Applications should include all relevant details including proposed category of plaque or memorial, proposed site or location, proposed text or images to be included and any other pertinent information.
- Applications for Category 3 to be handled directly by the Council within its Community Services Department . Applications for Category 1, 2 and 4 will be presented to the Community Services Committee for decision. Please refer to section 2.2 for special conditions relating to sculptural, three dimensional or artistic memorials or monuments.
- Decision will be confirmed in writing to the applicant.
- The applicant must meet all costs associated with design, manufacture and installation of the plaque, memorial or monument. In some instances a contribution toward maintenance may also be a condition of approval.
- Payment for approved plaques and memorials will need to be made in full prior to ordering.
- The Council will manage the design, manufacture and installation of the plaque/memorial as specified.
- No application will be considered outside this process.

## **8. IMPLEMENTATION**

- Written application with appropriate information received
- If necessary the application will be referred to the appropriate delegated authority
- Application approved/declined and applicant notified accordingly
- If successful, applicant to pay full cost before the application is processed further.
- On receipt of payment the Council will order artwork design for plaques to ensure uniformity.
- On receipt of full payment the Council will order associated tree or bench or organise installation of plaque/memorial/monument.

## **9. REVIEW**

This policy will be reviewed five years after its adoption.