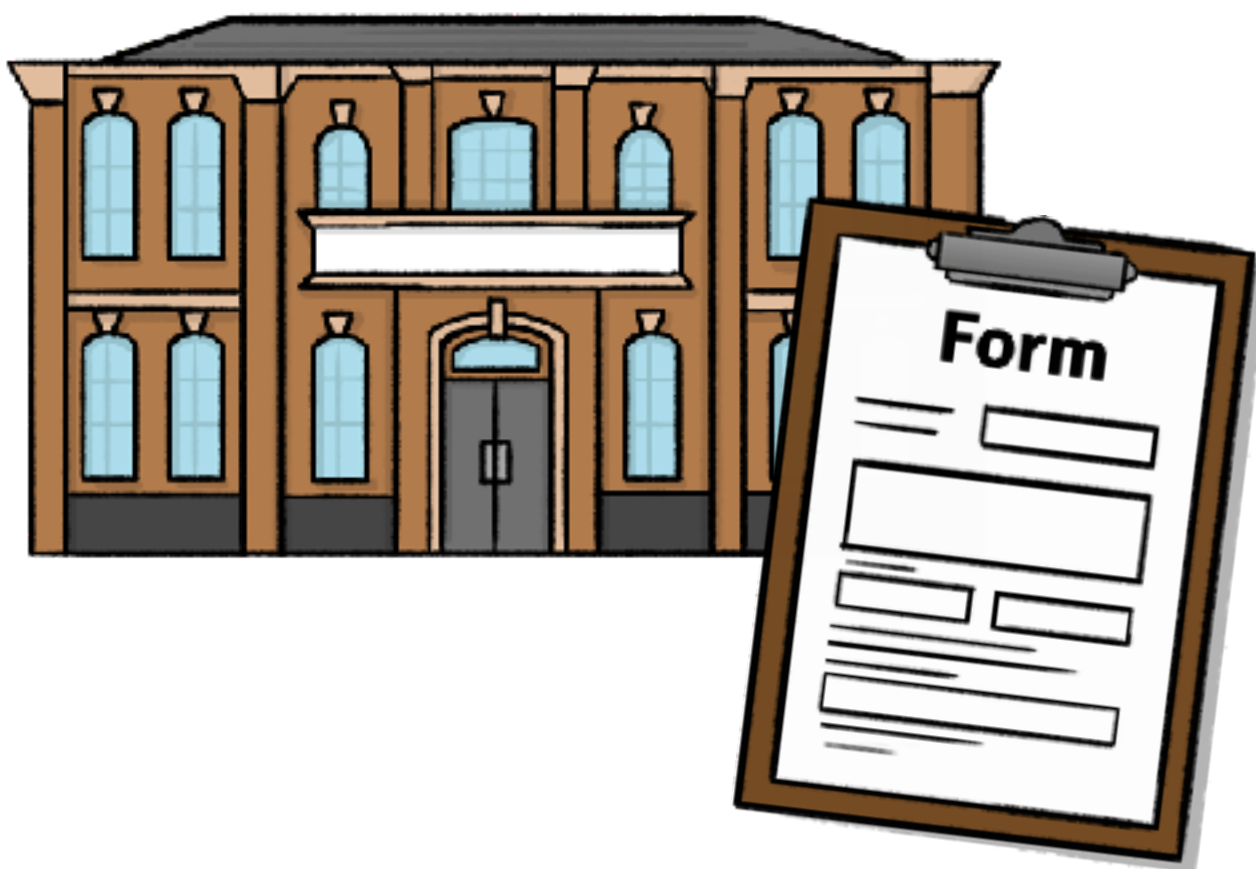




**Causeway
Coast & Glens
Borough Council**

Application form for a commemorative name



A **commemorative name** is when a place is named after a person or an event.



**Easy
Read**

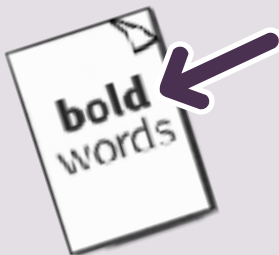
Easy Read



This is an Easy Read version of some information. It may not include all of the information but it will tell you about the important parts.



This Easy Read booklet uses easier words and pictures. Some people may still want help to read it.



Some words are in **bold** - this means the writing is thicker and darker. These are important words in the booklet.



Sometimes if a bold word is hard to understand, we will explain what it means.

What is in this booklet

About this booklet	4
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About this booklet



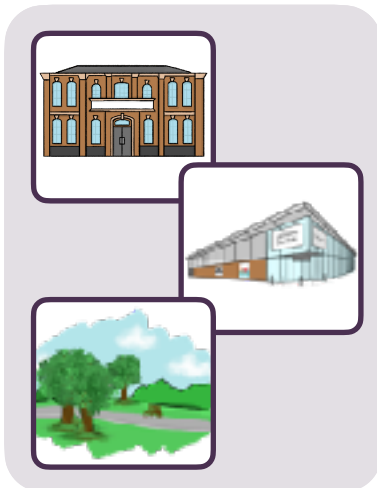
Causeway
Coast & Glens
Borough Council

This booklet is an application form from Causeway Coast and Glens Borough Council.



You can fill in this application to ask us to give a place a **commemorative name**.

A **commemorative name** is when a place is named after a person or an event.



When we say place, this includes:

- Building and rooms in buildings.
- Halls and centres.
- Public spaces, like parks.



We can only give commemorative names to places that we own.



Please read our memorial policy to find out what applications we will look at.

The application form



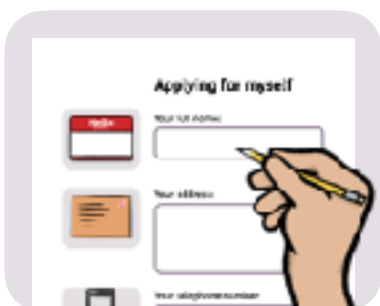
If you are filling in this form for a group or organisation, please go to the part called **'Applying for a group or organisation.'**



If you are filling in this form just for yourself, please go to the part called **'Applying for myself'.**



You can then skip the part called **'Applying for a group or organisation.'**



Please write your answers in the boxes.

Applying for myself



Your full name:



Your address:



Your telephone number:



Your email address:

Applying for a group or organisation



Please write your full name:



The name of the group or organisation:



The address of the group or organisation:



The telephone number we should use to contact the group or organisation:



The email address we should use to contact the group or organisation:



The type of group or organisation it is, like a charity or a company:



Information about the people who are planning the commemorative name:

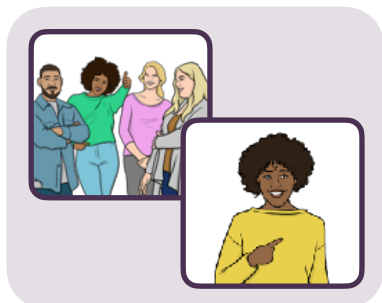
Include the name of each person and what their part in the organisation is.



Information about any money the group or organisation has already got for the commemorative name:

Include which organisation you got the money from and how much you got.

About the commemorative name



Please fill in this part of the application form whether you are applying for yourself or a group.



The commemorative name you are asking for:

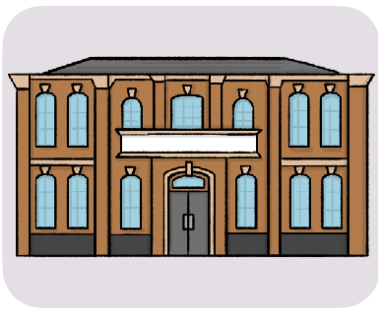


Who or what event the commemorative name is for:



If there will be something like a sign with the commemorative name on it, what will this look like:

Include as much information as possible, such as the size and what it will be made of.



The place that will have the commemorative name:

Please send maps or photographs of the place with your application form.



The date you want the commemorative name to be changed:



If you are asking for support with something other than a commemorative name, please tell us some information about this:



If you are asking for a commemorative name for a person, write the date that they died:



If you are asking for a commemorative name for an event, write the date it happened:



Why you feel there should be a commemorative name for this person or event:



What this person or event has to do with Causeway Coast and Glens Borough:

A large, empty rectangular box with a dark purple border, intended for a response.

Planning the commemorative name



Some people may be affected by the commemorative name, like local people who were affected by the person or the event.



Have you talked to the people who may be affected by the commemorative name?

☐

Yes

☐

No



If yes, please send proof of this to us with your application form.



Have you asked the people who are connected to the person or event whether they are okay with the commemorative name?

☐

Yes

☐

No



If yes, please tell us more information about this:



Please send proof that these people agreed they were okay with the commemorative name.



If there will be something like a sign with the commemorative name on it, what will the sign say:

Please send proof that what the sign will say is correct or true with your application form.

A large, empty rounded rectangle with a thin black border, intended for users to upload proof of agreement or sign text.

Your signature



Your signature:



Your full name:

Extra information

If possible, you should send us any of the following extra information:



- A plan for the commemorative name.



- A **budget**.

A **budget** is a plan that explains how much something will cost to do.

Your budget should include proof of how much everything will cost.



- If the commemorative name is for a person, a letter of support from this person's family members.



- **Research** you have done that has to do with the commemorative name.

Research means collecting information about something to find out more about it.

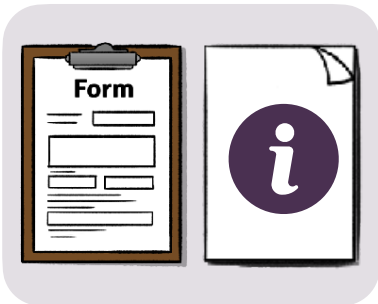
If possible, you should also send us any of the following extra information:



- If there will be something like a sign with the commemorative name on it, photographs or drawings of what the sign might look like.



- If an artist or architect is designing the sign, information about them.



You should send any extra information with your application form.

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The booklet has been peer reviewed by the Cedar Foundation User Forum.