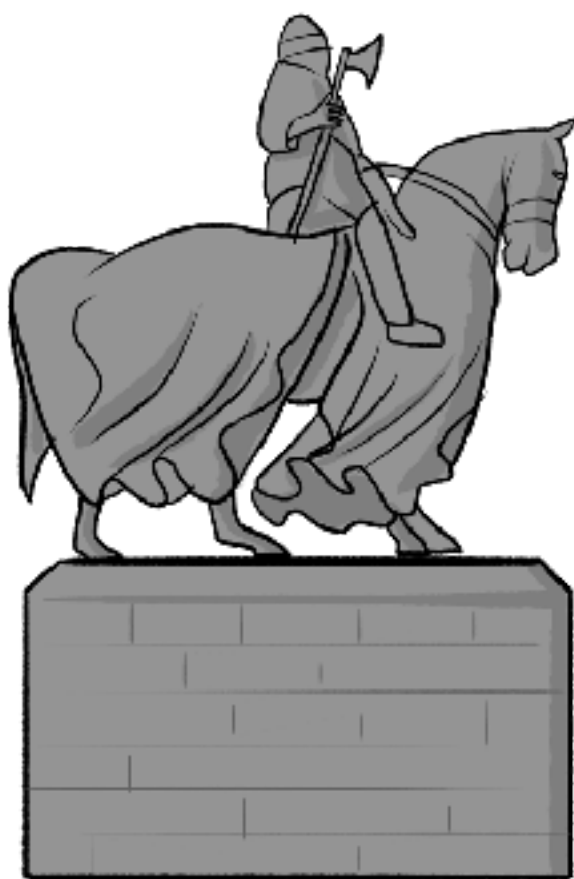




**Causeway
Coast & Glens
Borough Council**

Application form for a memorial



Memorials are things like statues that help us to remember past events and people who have died.



**Easy
Read**

Easy Read



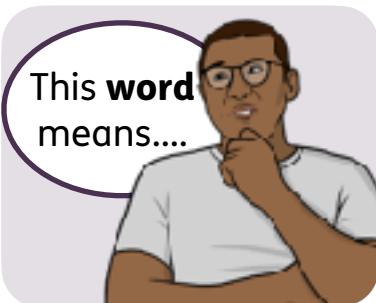
This is an Easy Read version of some information. It may not include all of the information but it will tell you about the important parts.



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

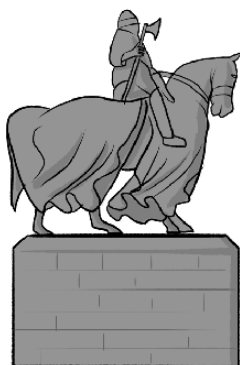
About this booklet	4
The application form.....	5
Extra information	22

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 form to ask us for a **memorial**.

A **memorial** is something like a statue that helps us to remember past events or people who have died.



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

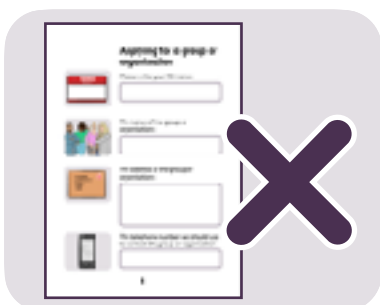
The application form



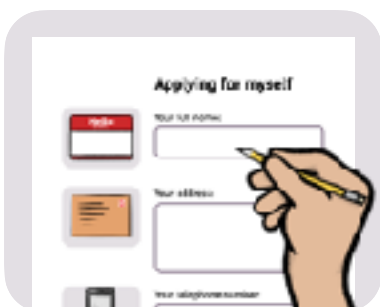
If you are filling in this form for a group or organisation, please go to the part called **‘Applying for a group or organisation.’**



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



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 memorial:

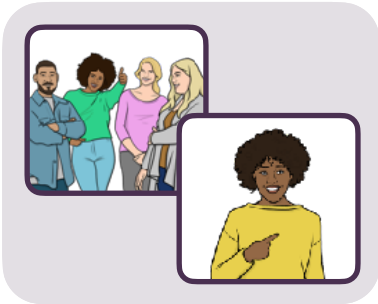
Include the name of each person and their part in the organisation.



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

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

About the memorial



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

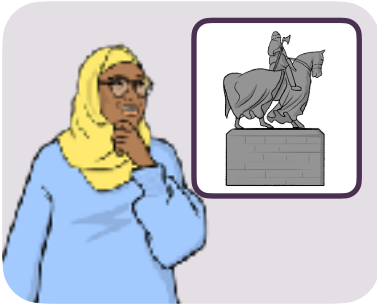


The name of the memorial you are asking for:

If the memorial does not have a name yet, please use the name of the person or event the memorial is for.



Who or what event the memorial is for:



What the memorial will look like:

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



If you have not designed the memorial yet, please tell us how you are going to design it.

A large, empty rectangular box with a thin purple border, intended for a user to draw or describe their memorial design.



Where you want the memorial to be placed:

Please send maps or photographs of where you want the memorial to be placed with your application form.



The date you want the memorial to be finished by:

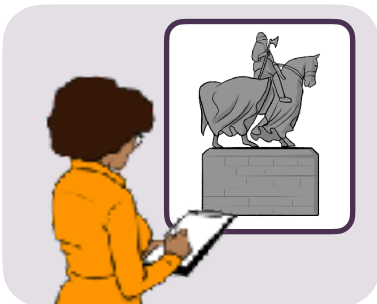
Please tick what kind of support you are asking us for:

☐

I am asking for money to build a memorial on land that you own.

☐

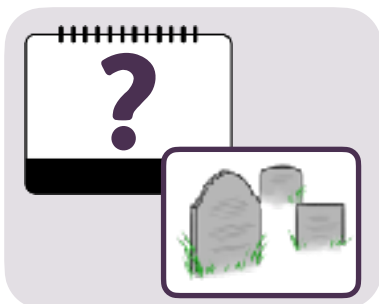
I am asking for money to build a memorial in the Causeway Coast and Glens Borough area, but on land that you do not own.

☐

I am asking you to pay for, plan and build a memorial.



If you are asking for support with something different, please tell us some information about this:



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



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



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



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

Planning the memorial

Some people may be affected by the memorial, like:



- People who live near where the memorial will be.



- People who own the land where you want the memorial to be.



- Local people who were affected by the death of the person or the event that the memorial is for.



Have you talked to the people who may be affected by the memorial, to find out what they think?

☐

Yes

☐

No



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



You will need to ask some people if they are okay with the memorial, like:

- The people who own the land where you want the memorial to be.
- The family members of the person who has died, if the memorial is for a person.





Have you asked these people whether it is okay for you to build a memorial?

☐

Yes

☐

No



If yes, please tell us more information about this:



Please send proof of this to us with your application form.



If the memorial will have any words on it, please tell us what they will say:

Include whether you asked local people what they thought of the words and what they said.



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



If you have asked a building organisation to design or build the memorial, please tell us the name of this organisation:

Your signature



Your signature:



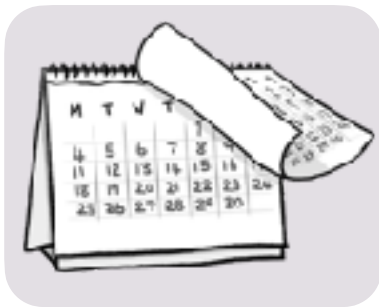
Your full name:

Extra information

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



- A plan for how building the memorial will go.



- How you will look after the memorial in the future.



- 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.



- A letter of support from the person who owns the land where the memorial will be.

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



- A list of the main people who will be involved in the planning and building of the memorial.

You should include what their job is and what skills they have to do this job.



- A letter of support from the person who owns the land where the memorial will be.



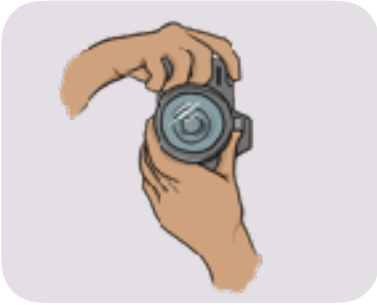
- If the memorial is for a person, a letter of support from this person's family members.



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

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

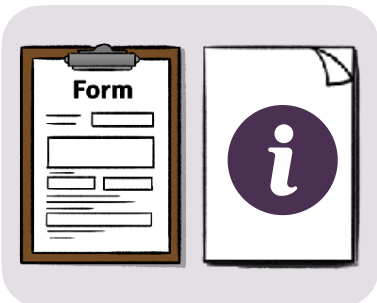
If possible, you should also send us any of the following extra information:



- Photographs or drawings of what the memorial might look like.



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



You should send any extra information with your application form.

This Easy Read booklet was produced by easy-read-online.co.uk

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