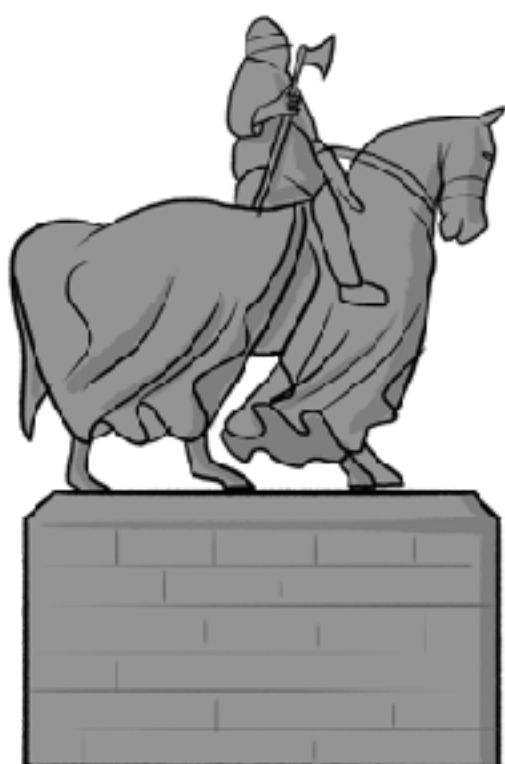




**Causeway
Coast & Glens
Borough Council**

Our memorial policy



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



**Easy
Read**

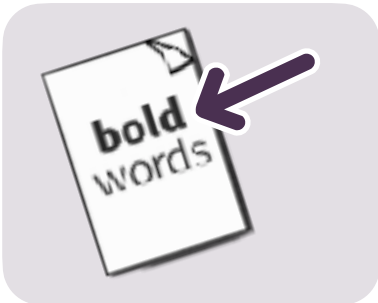
Easy Read



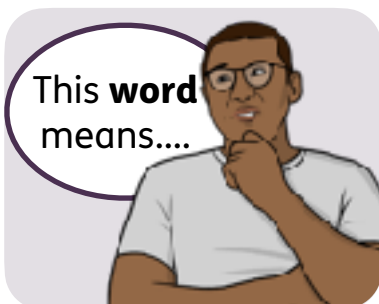
This is an Easy Read version of some information. It may not include all of the information but it will tell you about the important parts.



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 booklet4

Our policy.....5

How it works8

About this booklet

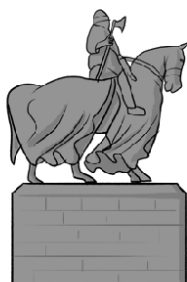


Causeway
Coast & Glens
Borough Council

This booklet is from Causeway Coast and Glens Borough Council.



We have written a plan for how we make choices about **memorials**.



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

An illustration of a white document with a folded top-right corner, featuring the text 'Memorial policy' in bold black letters.

**Memorial
policy**

We call this plan our ‘memorial policy’.

An illustration of a woman with brown hair wearing a yellow sweater, pointing her right hand towards a white document titled 'Memorial policy'.

**Memorial
policy**

This booklet will explain what our memorial policy includes.

Our policy



If people would like a memorial, they can ask us if we will allow one by filling in an application form.

We will look at applications that ask us for:



- Money for a memorial that will be on land that we own.

If we decide not to give any money, we can help people find a different way of paying for the memorial.



- Support with planning a memorial that will be on land that we own.



- Money for a memorial that will be in the Causeway Coast and Glens Borough area but not on land that we own.

We will also look at applications that ask us to:



- Plant a tree for someone who has died.

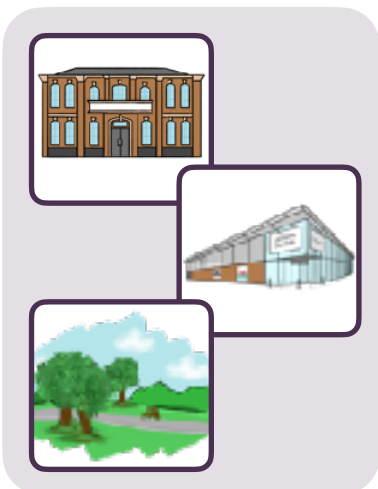


- Pay for, plan and build a public memorial.



- Name or rename a place we own after someone who has died or an event that has happened.

We call this a '**commemorative name**'.



When we say place, this includes:

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

We will **not** look at applications that ask us for:



- Personal memorials, like benches and signs on buildings.



- Signs that show an area has something to do with a famous person.

If people would like one of these signs, they should contact the Ulster Historical Society.



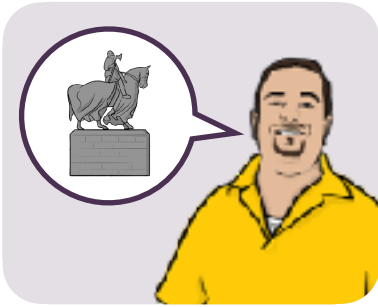
- War memorials.

If people would like to add someone's name to a war memorial, they should contact their local Royal British Legion.



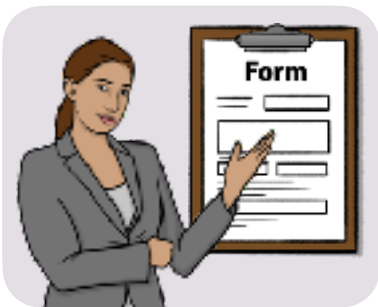
- Memorials for people that died less than 10 years ago or events that happened less than 10 years ago.

How it works



If people would like to ask us if we will allow a memorial, this is how it will go:

Stage 1



When someone contacts us about a memorial, we will ask them to fill in an application form.



The person should fill in the application form and send it back to us.



They should also send us any proof and extra information that we ask for.

Stage 2



We will look at the application form and write a report about the memorial that is being asked for.



We will also decide whether we need to do an **Equality Impact Assessment (EQIA)**.



An **Equality Impact Assessment (EQIA)** is when we check whether the memorial will be fair to different groups of people.



If we decide to do an EQIA we will write a report about what we find out.

Stage 3



We will give our reports to the **Special Memorial Working Group**.

The **Special Memorial Working Group** is in charge of checking whether a memorial will cause problems.



They will tell us what they think about the memorial and give us any suggestions they have.

Stage 4



We will make a final decision about the memorial.

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