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## **PUBLIC MEMORIALS: A POLICY FRAMEWORK**

***This document is available as an accessible easy read version and can be made available in other formats upon request.***

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Date Policy Revised	

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On request, the research used to develop this policy is available by contacting a member of the Good Relations Team.

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## **1. INTRODUCTION**

**1.1** A consultation (January 2021) on a proposed structural memorial to those who lost their lives in the 1973 Coleraine Bomb presented a recommendation that Causeway Coast and Glens Borough Council give consideration to the development of a policy for use when considering memorials and commemorations. The report suggested that *“future policy environment around memorials should be considered and Council should reflect upon any Section 75 implications that could arise as a result of engaging with memorialisation and commemoration more broadly.”* The report further recommended; *“That council considers the development of a policy which relates specifically to memorialisation and commemoration on the basis that: Council staff and the broader public would benefit from clarity, guidance and specific policy that relates to memorialisation and commemoration, so moving forward there is consistency surrounding advice, information, public engagement and general decision-making on this sensitive issue.”*

**1.2** In the absence of any overarching direction from the Northern Ireland Executive as to the management of memorials and commemorations, Causeway Coast and Glens Borough Council recognises the need to implement a policy framework that provides clarity for Elected Members, Council Officers and the broader public, on decision-making within Council when considering memorials of any kind.

**1.3** This policy framework is designed to support and facilitate consistent, fair, transparent and ethical approaches to decision-making that has the confidence of the Elected Members, Council Officers, and the wider constituency of the Causeway Coast and Glens Borough Council.

**1.4** The purpose of the policy is to provide an overview of the Council’s principles and conditions with regard to memorials, together with a framework and set of criteria to be applied in the assessment of all applications made to Council.

**1.5** As a statutory duty, the policy framework will abide by Section 75 of the Northern Ireland Act 1998 to ensure that *‘equality of opportunity and good relations are central to policy making, policy implementation, policy review and service delivery’*. Further to this, Causeway Coast and Glens Borough Council will adhere to all relevant statutes and guidance when making decisions concerning memorials:

- Local Government (Miscellaneous Provisions) (NI) Order 1995
- Disability Discrimination Act 1995
- Sex Discrimination Act 1976
- Race Relations (NI) Order 1997
- Fair Employment and Treatment (NI) Order 1998
- Section 75 & Schedule 9 (NI) Act 1998
- Human Rights Act 1998
- Belfast/Good Friday Agreement 1998
- St Andrew’s Agreement (NI) Act 2006
- ECNI Guidance; Promoting a Good and Harmonious Environment 2009
- OFMDFM: Together Building a United Community 2013.

## 2. POLICY STATEMENT

Causeway Coast and Glens Borough Council has developed this policy to consider:

- (a) Support **to fund** the erection of a public memorial **on Council property** by a third party,
- (b) Support to third parties to **utilise council land** to erect/site a public memorial
- (c) **Support to fund a public memorial** in the Causeway Coast and Glens Borough Council area on land not in Council's ownership
- (d) Request for Council to **lead on and fund** a public memorial,
- (e) Request for a **public commemorative name (change)** on a property owned by council.
- (f) Request for a **Private Memorial Tree** dedicated to a loved one.

Public memorials in this context include: monuments, statues, markers, or other landscape features that honour significant historical figures or events.

As an alternative to a public structural memorial, Council may also consider requests for a public commemorative name; in the form of naming or renaming of premises, buildings, rooms, council owned halls or centres (please refer to Appendices IV & V).

Council may also consider requests for a private memorial tree to be planted in memory of a loved one (please refer to Appendix VII). This decision has come about to (a) streamline policy and procedures for both public and private memorials and (b) confine the dedication of private memorials to 'trees' only based on issues arising from memorial benches ie management, maintenance, suitable locations, including sensitivities when benches need to be removed ie end of lifespan, vandalism, or for other operational reasons. (Please refer to Environmental Services Committee Policy on Provision of Memorials 6 October 2015).

The guiding principles set out in the policy framework are designed to assist Council Officers and Elected Members to ensure informed, transparent, and fair decision making, and a framework and criteria applicable to requests of this nature, taking into account the responsibilities of Council and of those making the request (applicant).

The policy framework will also take into account existing policies in place that deal with other particular forms of personal commemorative practice such as the Guidelines and Procedure for Open Spaces Memorial Provision ie benches, trees, personal remembrance etc (Environmental Services Estate Department), in Council owned open spaces.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor  
Causeway Coast and Glens Borough Council

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive

### 3. DEFINITIONS

#### **Public Memorials**

The term Memorial in this context refers to any one of the following placed in the public realm such as:

- Statue
- Monument
- Structure or marker
- Other landscape feature

#### **Public Commemorative Name**

The term commemorative name in this context refers to the naming or renaming of premises, buildings, rooms, council owned halls or centres (as an alternative to a public structural memorial).

#### **Private Memorial Tree**

The term Private Memorial Tree in this context refers to the dedication of a tree in memory of a loved one at one of several designated sites as outlined by Environmental Services Estate Department in their Guidelines and Procedure for Open Spaces Memorial Provision.

#### **Memorial Advisory Group**

A group consisting of Elected Members and Senior Management Officers called as and when appropriate to discuss memorials that have the potential to be contentious.

#### **Saturation Zone**

Saturation zone in this context refers to an area that has a disproportionate number of memorials/markers that impede on the primary purpose of the area.

### 4. ACCOUNTABILITY AND RESPONSIBILITIES

The responsibility for the implementation of the policy rests with the relevant Director and Head of Service depending on the nature of the request within this policy.

<b>Policy Responsibility Group or Individual</b>	<b>Role and Responsibilities</b>
Councillors	<ul style="list-style-type: none"> <li>• Approval of the Policy and subsequent amendments.</li> <li>• Attend any relevant training or awareness raising sessions.</li> </ul>
Chief Executive	<ul style="list-style-type: none"> <li>• The Chief Executive has ultimate officer responsibility for implementing</li> </ul>

	the Policy on behalf of Council, including adherence to relevant underpinning legislation
Senior Management Team/Directors	<ul style="list-style-type: none"> <li>• Allocate resources to enable the Council to meet its responsibilities in relation to the Policy and relevant legislation</li> <li>• Direct the effective implementation of the Policy within their areas of responsibility.</li> </ul>
Heads of Service	<ul style="list-style-type: none"> <li>• Provide resources to lead on implementation of the policy within relevant areas of responsibility.</li> <li>• Ensure the implementation of policy decisions relevant to the service area</li> <li>• Provide advice and support as required.</li> <li>• Ensure employees are aware of this policy and attend the relevant training as necessary.</li> </ul>
All Employees	<ul style="list-style-type: none"> <li>• Take due care to ensure compliance with the Policy.</li> </ul>

## **5. IMPLEMENTATION ARRANGEMENTS/ASSOCIATED PROCEDURES**

### **5.1 PRINCIPLES AND CONDITIONS**

Causeway Coast and Glens Borough Council is committed to the Nolan Principles for local authorities:

1. Selflessness; to act solely in terms of the public interest.
2. Integrity; avoid interests and relationships that compromise integrity.
3. Objectivity; take decisions, fairly and on merit, using the best evidence and without discrimination or bias.
4. Accountability; decisions and actions are accountable to the public.
5. Openness; act and take decisions in an open and transparent manner.
6. Honesty; being truthful.

### **5.2 Purpose of the Procedure**

This Policy Framework sets out principles of good practice in the management and decision-making of memorials/installations that fall within the remit of the

Council. These principles are put in place to safeguard the interests of Elected Members, Council Officers and the wider constituency it serves.

This Policy Framework is designed to support and facilitate consistent, fair, transparent and ethical approaches to decision-making on requests for support for memorials/installations that have the confidence of the Elected Members, Council Officers and the wider constituency of the Causeway Coast and Glens Borough Council.

### **5.3 Who can make an application**

The application process is open to any individual, families, groups, businesses, that are based in, or operate within, the Causeway Coast and Glens Borough Council area.

This application process is appropriate for;

- (g) Support for funding and/or to erect a public memorial on Council property,
- (h) Support to erect a public memorial on Council property,
- (i) Support to fund a public memorial in the Causeway Coast and Glens Borough Council area,
- (j) Request for Council to lead on a public memorial,
- (k) Request for a public commemorative name.
- (l) Request for a Private Memorial Tree dedicated to a loved one.

### **5.4 System for requests/proposals**

Requests will only be considered when put in writing using a standard application form available on request through Council.

### **5.5 Application process**

#### **Please note:**

- **Personal memorials** ie to individuals in the form of benches, personal memorials in cemeteries, personal commemorative plaques and personal memorials on buildings are not included in this policy framework.
- **Blue Plaques** ie a permanent sign installed in a public place to commemorate a link between that location and a famous person, serving as a historical marker. Please make contact with the Ulster Historical Society.
- **War Memorials** ie requests for insertion of names onto War Memorials; names must be authenticated by the relevant local branch of the Royal British Legion.
- **Support** ie in the case where Council cannot offer financial support, Council will help in as much as possible to identify sources of funding elsewhere.

**Timeframe for Memorials:** Given the detailed processes to be followed in respect of proposals and requests for public memorials, Council is not in a position to give a timeline in respect of a completion date.



**Timeframe for Commemorative Name:** Given the nature of requests of this nature, applications must allow a minimum of twelve months for them to be considered.

**Process:** On receipt, applications will be considered on merit; using a scoring matrix. In addition to an EIA, if required, a Council Memorial Advisory Group (consisting of cross-party elected members & senior management) may consider any application that has the potential to be contentious.

**Criteria:** Council has devised a selection of criteria that will be considered when a request is put forward for; a Public Memorial, a Commemorative Naming, or a Private Memorial Tree, all of which are included in the appendices (see annex).

**Designated area:** Applicants must be able to demonstrate that the proposed site of the memorial/installation is the best available location: The choice of location must have no negative impact on good relations.

Where an application is made in a designated area outside of Council's land and property, all necessary approvals regarding location and fixing will be required from the relevant planning authority. If the proposed site is on private property or land, the Council will not support any proposal without the formal consent of the owner.

**Saturation Zones:** Where a designated area has existing memorials / installations in place, Council will have discretion not to create (a) an imbalance or proliferation of memorials to a particular figure or event, (b) a detraction from the prime purpose of the area.

**Costs:** In any successful application, costs will be agreed in advance of any support from Council including the applicant's contribution, which will be incorporated into a contract made between Council and applicant. Such contracts may include agreement on costs to be covered by Council and to be covered by applicant for installation; including but not exclusive to design, fabrication specification, cost of preparation and submission of planning application/s, fabrication, specialist requirements such as engineers approvals / certificates, delivery, site preparation, site safety, installation and subsequent maintenance, cleaning, insurance and repair (if the installation becomes damaged or is vandalised), and project management.

It is important to note that Council will only consider a financial contribution to any proposed memorial and will not accept any physical input on the structure or any additionality to the structure.

**Consultation:** Applicants must provide evidence that the community to be directly impacted by the memorial/installation has been consulted widely by the applicant and that an appropriate level of support is forthcoming, with any



objections declared, so that assessment by Council is measured and reasonable.

**Practicalities:** Memorials and installations will be judged against practicalities (use of materials and technical requirements) and appropriateness; scale, design, aesthetics, that are appropriate to the landscape of the designated area. As mentioned above in the costs, Council is unable to accept any physical input on the structure by the individual or group requesting the memorial.

**Other forms of public memorials:** In addition to the definition as outlined above, embedded decorative/inscribed paving, tiling or bricks may be considered. It is strongly recommended that an artist is involved in the creation of this type of memorial as their involvement can add interest and sincerity to the design of such a memorial.

**Health and Safety:** Memorials and installations need to comply with health and safety regulations. Applicants will comply with any changes as recommended by Council to comply with health and safety regulations pertaining to maintenance and repair.

**Impact:** Council will consider the impact the proposed memorial/installation may make on equality of opportunity and good relations activity that focuses on providing *'opportunities for civic and community leaders to promote the area as a model of best practice in developing respect, understanding and tolerance of the cultural, historical and traditional diversity of the residents.'*

With regards to Council's statutory obligations under Section 75 of the (NI) Act 1998, memorials and installations must be in keeping with good relations principles. Applications will not be considered if the memorial is seen to:

- *Harden the attitudes and mindsets of one community over the other.*
- *Harden the boundaries between groups/communities.*
- *Appear to dehumanise or diminish one group/community.*
- *Appear as an imposition of one group/community over another.*
- *Erode the confidence of one group/community.*
- *Appear to undermine identity through negation of culture, language, and expression.*
- *Negatively impact or affect any member of the public.*
- *Serve to promote the values and rights of one group/community over another.*

Further to Council's statutory obligations under Section 75 of the NI Act 1998, each decision will be screened to identify potential adverse impacts and, where appropriate, an EQIA will be carried out. Discretion will rest with Council as to what is considered to be contentious and will follow due process in reaching a reasonable, transparent and proportionate decision.

### **Decommissioning/Removal of memorials:**

Council reserves the right to remove a memorial after 10 years or at a point at which it has fallen into a state of disrepair or shabbiness or for health and safety reasons.

The Council reserves the right to remove or to relocate a memorial should this be required by any future development scheme/s that are considered a priority for the Council and/or area.

## **6. EVALUATION AND REVIEW OF THE POLICY**

This Memorialisation Policy Framework will be reviewed on an annual basis by the Senior Management Team and Corporate Policy and Resources Committee and, as part of this review, an evaluation will be conducted on the effectiveness of the policy and procedures in relation to receiving and assessing requests from applicants.

This Memorialisation Policy Framework will also be reviewed in light of any guidance that may be forthcoming from the Northern Ireland Executive as to the management of memorials and commemorations.

## **7. SECTION 75 EQUALITY AND GOOD RELATIONS**

Causeway Coast and Glens Borough Council is fully committed to meeting its obligations in relation to Equality and Good Relations under Section 75 of the Northern Ireland Act. In this regard this policy will be screened using Section 75 guidelines and will be subject to an Equality Impact Assessment if found necessary as a result of the screening process.

## **8. CONTACT DETAILS**

Any issues or queries relating to this policy should be addressed to:

**APPENDICES**

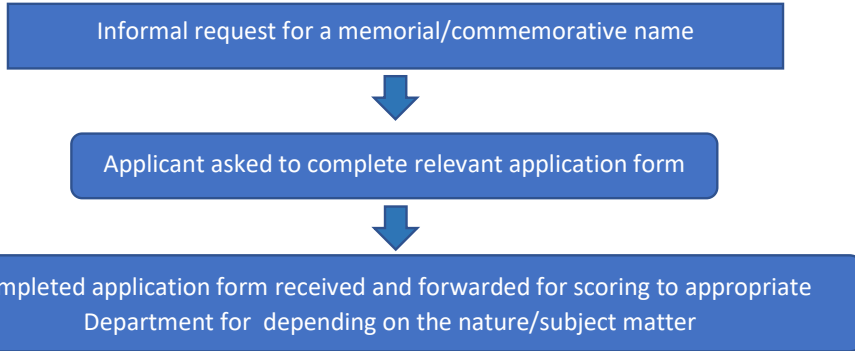
<b>TITLE OF APPENDED DOCUMENT</b>	<b>APPENDICES</b>
<b>Flowchart for Applicants for Structural Public Memorials</b>	<b>I</b>
<b>Application Form for Structural Public Memorials</b>	<b>II</b>
<b>Criteria and Scoring Matrix for Structural Public Memorials</b>	<b>III</b>
<b>Guidance for public memorial application and checklist</b>	<b>IV</b>
<b>Application Form for a Public Commemorative Name</b> (premises, buildings, rooms, council owned halls or centres).	<b>V</b>
<b>Scoring Matrix for a Public Commemorative Name</b>	<b>VI</b>
<b>Flowchart for Staff Memorials/Commemorative Name/ Private Memorial Tree</b>	<b>VII</b>
<b>Application Form for a Private Memorial Tree (including Guidelines and Procedure for same)</b>	<b>VIII</b>

*On request, the research used to develop this policy is available by contacting a member of the Good Relations Team.*

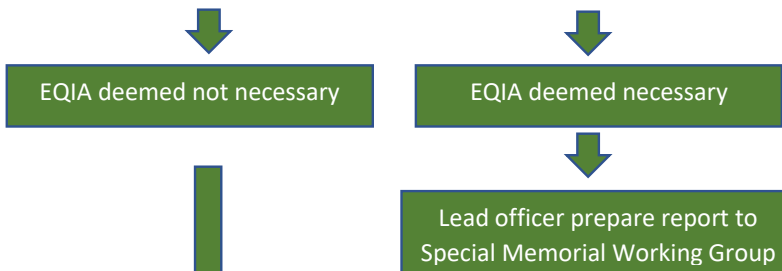
**APPENDIX I**

**Framework for Dealing with Public Memorial/Commemorative Naming Requests**

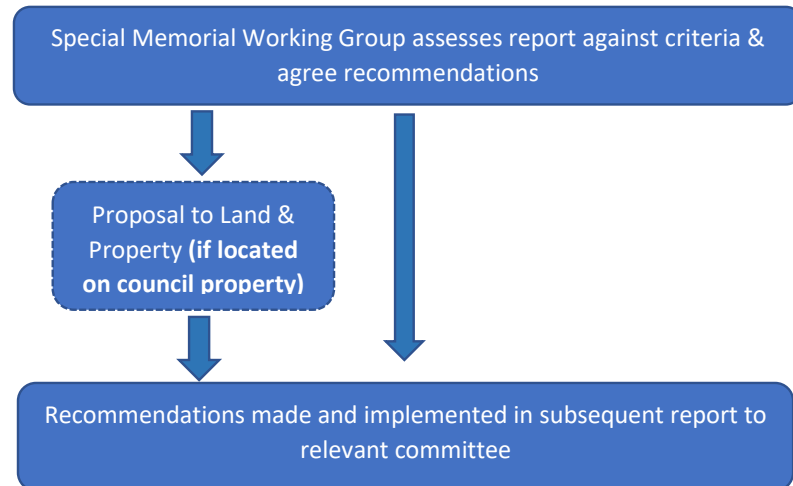
**STAGE 1**



**STAGE 2**



**STAGE 3**



**STAGE 4**



## APPENDIX II

### CAUSEWAY COAST AND GLENS BOROUGH COUNCIL APPLICATION FOR PUBLIC MEMORIAL

**Public memorials:** *The term memorial in this context refers to any of the following placed in the public realm such as a: Monuments, Statue, Marker, or other Landscape feature. The public memorial is intended to celebrate or honour the memory of a significant historical figure or event.*

*This application process is appropriate for requesting:*

- A) *Council considers funding and / or erecting a public memorial on council property*
- B) *Support from Council to fund a public memorial in the Causeway Coast and Glens Borough council area.*
- C) *Council to lead on a public memorial.*

***Please refer to the scoring matrix when completing this application***

#### **INDIVIDUAL / GROUP / ORGANISATION DETAILS NAME:**

#### **MAIN CONTACT DETAILS**

**Address:**

**Telephone:**

**Email:**

**Legal Status**

**Management Committee and Staff**

#### **FINANCIAL DETAILS**

**Financial Management**

## **1 PROJECT DETAILS**

Title of proposed public memorial

Who or what does the memorial represent?

What form will the memorial take? Include draft design if already available, materials to be used, scale to proposed location.

**Location:** Where do you propose the memorial is located?  
(if you already know an exact location please include a photo)

**Date:** When do you propose the installation/launch?

### **Support being requested from Council**

- Erecting a public memorial on Council property
- Fund a public memorial in the Causeway Coast and Glens Borough Council area on land not in Council's ownership
- Request for Council to lead on and fund a public memorial

Are you requesting Council to support and/ or to fund anything other than a commemorative name? (please provide full details of the proposed memorial and amount of funding required)

## **2, PROJECT NEED**

1. Please provide details of when the person deceased, or when the specified event took place. (It is Council policy to have a minimum of 10 years between death/event and memorialisation).

2. Please detail why there is a need for a specific memorial for the person or event (what is the justification)

3. Why is there is a connection to the location for a memorial to the person / event.

4. If applicable, have you consulted with the local community, landowner, public or those that could be impacted by the memorial? Please provide evidence and attach consultation process and outcomes.

## **3, PREPARATION, PROCESS, AND INSTALLATION**

5. Have you sought the consent from members of the family, estate, or group connected to the individual or event? Please provide details.

6. Please provide proposed wording that would be on the memorial / Name of the memorial (Please attach any proof that wording is accurate if applicable).



7. Has a contractor been approached to design / build the memorial? If so, please provide details.

#### **4, IMPACT ON EQUALITY / GOOD RELATIONS**

8. Council will consider the impact the proposed memorial and consider equality of opportunity and good relations activity that focuses on providing *‘opportunities for civic and community leaders to promote the area as a model of best practice in developing respect, understanding and tolerance of the cultural, historical and traditional diversity of the residents.’* The application will not be considered if it is considered that it may have a negative impact on Equality and Good relations.

#### **Declaration**

Please sign \_\_\_\_\_

Print Name \_\_\_\_\_

#### **ATTACHMENTS**

- 1) Consultation process and outcomes (if applicable)
- 2) Evidence of consent of family, estate or group connected to individual/event being commemorated.
- 3) A map and photographs of proposed location.
- 4) Proposed text and evidence that the text is accurate and factual.

#### **Submission of Application**

Given the nature of requests of this nature, applications must allow a minimum of twelve months for them to be considered.

<b>Deadline for Submissions</b>
<b>12 Noon 2<sup>nd</sup> May 2025</b>
<b>12 Noon 6<sup>th</sup> August 2025</b>
<b>12 Noon 5<sup>th</sup> November</b>

**PLEASE ENSURE YOU GO THROUGH THE GUIDANCE AND CHECKLIST AND SUBMIT WITH YOUR APPLICATION.**

**Applications and supporting documents should be submitted via email to [community.culture@causewaycoastandglens.gov.uk](mailto:community.culture@causewaycoastandglens.gov.uk)**

Or Post to: Head of Service, Community and Culture, Causeway Coast & Glens Borough Council Cloonavin, 66 Portstewart Road Coleraine BT52 1EY.

### APPENDIX III - PUBLIC MEMORIALS: CRITERIA / SCORING MATRIX

CRITERIA	SCORE (0-5)	FURTHER CLARIFICATION / INFORMATION NEEDED	COMMENTS
1. Is there a strong connection between proposed site and person, group or event which the memorial is seeking to commemorate?			
2. Is there clear justification that a memorial is the most appropriate way to remember the connection between location and person or event?			
3. A period of at least 10(?) Years has elapsed since death of person or specified event?			
4. a) Will the memorial enhance the proposed site? b) Is the scale, design, aesthetics appropriate to the site? c) Are the materials and technical requirements appropriate?		Site visit may be required and further exploration of proposed memorial.	If necessary, Council to seek expert advice and agree any changes with applicant.
5. Will the memorial prove meaningful for lasting generations (see also 1 & 2 above)?			
6. Is there a funding proposal accompanying the application (see also 11 below)?			A funding/costings plan submitted with application.
7. Has a contractor been approached or appointed?		Is contractor approved by Council?	Council to agree with applicant on appointment of suitable contractor.

8. Has an artist/architect been appointed?		Is artist/architect approved by Council?	Council to agree with applicant on appointment of suitable artist or architect.
9. Has applicant considered who is the owner / custodian for the memorial?			Council to agree with applicant on ownership/custodianship of the memorial.
10. Has members of family, estate or group been involved or consented to memorial?			Evidence in the form of writing submitted with application.
11. Are the necessary funds in place to ensure future preservation of the memorial?			A funding/costings plan submitted with application.
12. Has the application included site plan, maps/photographs as necessary of the memorial or site?		A site visit may be necessary.	Documents submitted with application.
13. If text is part of the memorial, is this included with photographs?			Any text must be agreed and approved by Council.
14. Is there documentation to prove the memorial, location and text is factually correct?			Supporting material to be submitted with application.
15. Will the public memorial impact negatively on good relations - is it potentially contentious? Is there accompanying documentation on consultation with community?  Do any of these statements apply to the memorial as a result of its; structure, symbolism, wording, meaning: <ul style="list-style-type: none"> <li>○ Harden the attitudes and mindsets of one community over the other.</li> <li>○ Harden the boundaries between groups/communities.</li> <li>○ Appear to dehumanise and diminish one group/community.</li> </ul>		Site/location may need further consideration.	Evidence submitted with application that the community to be directly impacted have been consulted and a level of support has been forthcoming.

<ul style="list-style-type: none"> <li>○ Appear as an imposition of one group/community over another.</li> <li>○ Erode the confidence of one group/community.</li> <li>○ Appear to undermine identity through negation of culture, language, and expression.</li> <li>○ Negatively impact or affect any member of the public.</li> <li>○ Is used to promote the values and rights of one group/community over another.</li> </ul> <p>16.</p>			
<p>17. Will the memorial impede on everyday life of the community (location for example).</p>			<p>Council to check health and safety considerations.</p>
<p>18. Have health and safety considerations been taken into account?</p>		<p>Structure; wear and tear and maintenance may need further exploration.</p>	<p>Council to check health and safety considerations.</p>
<p>19. Has the applicant considered insurance for the memorial?</p>		<p>A consideration for the applicant</p>	<p>Council will not be held responsible for insurance.</p>
<p>20. Public education: What message is the memorial relaying to the wider public?</p>		<p>Has the applicant considered promotion, information on the proposed memorial?</p>	<p>Agreement to be sought between Council and applicant.</p>

**SCORING MATRIX:**

<b>Score</b>	<b>Description</b>
<b>0</b>	The response does not address the criterion
<b>1</b>	The evaluator is <b>not confident</b> that the applicant: <ul style="list-style-type: none"> <li>• Understands the Council's requirements covered by this criterion; and / or</li> <li>• Will be able to satisfactorily meet the criterion requirement(s)</li> </ul>
<b>2</b>	The evaluator has <b>some reservations</b> whether the applicant: <ul style="list-style-type: none"> <li>• Understands the Council's requirements covered by this criterion; and / or</li> <li>• Will be able to satisfactorily complete the contract requirements covered by this criterion</li> </ul>
<b>3</b>	The evaluator is <b>reasonably confident</b> that the applicant: <ul style="list-style-type: none"> <li>• Understands the Council's requirements covered by this criterion; and</li> <li>• Will be able to satisfactorily complete the contract requirements covered by this criterion to a <b>reasonable</b> standard</li> </ul>
<b>4</b>	The evaluator is <b>confident</b> that the applicant: <ul style="list-style-type: none"> <li>• Understands the Council's requirements covered by this criterion; and</li> <li>• Will be able to satisfactorily complete the contract requirements covered by this criterion to a <b>high</b> standard</li> </ul>
<b>5</b>	The response exceeds the expectations of the evaluator or is deemed to offer added value or where the criterion requires a 'yes' or 'no' response.

## APPENDIX IV

### CAUSEWAY COAST AND GLENS BOROUGH COUNCIL APPLICATION FOR PUBLIC MEMORIAL GUIDANCE FOR COMPLETING APPLICATIONS

*Only complete this application for support for a Public memorial: The term memorial in this context refers to any of the following placed in the public realm such as a: Monuments, Statue, Marker, or other Landscape feature. The public memorial is intended to celebrate or honour the memory of a significant historical figure or event. This application process is appropriate for requesting:*

- A) Council considers funding and / or erecting a public memorial on council property.
- B) Support from Council to fund a public memorial in the Causeway Coast and Glens Borough council area.
- C) Council to lead on a public memorial.

### **CONTACT DETAILS**

**NAME** – this should be the main contact person with whom council should liaise. Details should be provided if the main contact is applying as an individual or if they are applying on behalf of a group or organisation.

**CONTACT DETAILS** – please provide the details for all correspondence.

**LEGAL STATUS** – information required e.g. charitable organisation, limited company etc.

**MANAGEMENT COMMITTEE** – If an organisation is submitting the application, please tell us the members of the committee and positions and what controls are in place for the development of a memorial.

**FINANCIAL MANAGEMENT** - If funding is already in place, provide details and how the funding for the memorial will be managed and by whom.

### **1, PROJECT DETAILS**

**TITLE** – A title is relevant for the application and will identify the memorial project. If the memorial has a name, it could be used as the title. If a title has not been identified, this should be noted, and the name of the person or event should be used to identify the memorial request.

**WHO / WHAT DOES THE MEMORIAL REPRESENT?** – Provide as much detail as possible of the individual and / or event and why a memorial should be installed. Why is there a connection to the area and the proposed site and if the site has any specific relevance.

**FORM** – Include as much information as possible in terms of the proposed structure, size, materials to be used. Include any drawing, sketches, photos or details of

potential ideas. If the memorial structure has not been identified, please note it here and provide details as to how a design will be developed.

**LOCATION** – has a location been identified? Provide details on the relevance of the memorial to the location if any.

**MEMORIAL LAUNCH** – Please note that development of a memorial will take some time, and consideration should be given to any approvals required such as funding, the landowner, planning applications, consultations to be carried out, resources available, procurement of contractors, fabrications, installations etc. Please ensure you allow reasonable time for all preparations should support for a memorial be approved.

**SUPPORT BEING REQUESTED** – Please include all of which apply, council will consider support for the following:

- (a) Support to fund the erection of a public memorial on Council property by a third party.
- (b) Support to third parties to utilise council land to erect/site a public memorial.
- (c) Support to fund a public memorial in the Causeway Coast and Glens Borough Council area on land not in Council's ownership.
- (d) Request for the Council to lead on and fund a public memorial.

## **2, NEED**

**JUSTIFICATION** – why should the person / event be remembered? What is the significance of having a memorial? A memorial will only be considered for a person who has died when a minimum of 10 years has lapsed and an event if more than 10 years lapsed.

**CONNECTION** – What is the connection to the local area?

**CONSULTATION** – Who has been consulted about developing a memorial? Have you consulted with those living near the proposed site? The landowner? Funding bodies? Family members? Local community? Do you have evidence of the consultation? Did you carry out a written survey? What was the summary outcome of the consultation? (Include any evidence as supporting documents).

**CONSENT** – Do you have permission from the landowner? Are you requesting permission from Council to use their land? If relevant, have family members consented to the memorial?

## **2, PREPARATION, PROCESS, AND INSTALLATION**

**WORDING** - Is there proposed wording to be included on the memorial / beside the memorial? Where will the wording be? What will it say? Has consent been provided by the family/families on wording? Has the local community had an input? Council will consider impact on equality and good relations of wording or naming of the memorial.

**DESIGN AND INSTALLATION** – Provide sketches, photos, drawings and detailed explanation of the proposed memorial, materials to be used, scale, and if a contractor has been appointed. Provide as much information on how the design



concept was developed. Who was involved and why. Provide any relevant supporting information such how and who will design the memorial if a design is not already proposed.

**IMPACT; EQUALITY AND GOOD RELATIONS** – Whist there is set criteria for considering any request for support for a memorial, Council will also consider the impact of the proposed memorial on equality of opportunity and good relations activity that focuses on providing *‘opportunities for civic and community leaders to promote the area as a model of best practice in developing respect, understanding and tolerance of the cultural, historical and traditional diversity of the residents.’*

**NOTE:** The application will be subject to equality screened and will not be considered if it is deemed that it may have a negative impact on Equality and Good Relations and may be subject to a full equality impact assessment.

### CHECKLIST

This checklist is designed to help you stay organized and submit a complete application. While some of the detail may be included within the application, the Checklist ensures you have covered all requested information.

Please submit the following information if it is available in order for Council to make an informed decision. (Please note there is no guarantee that Council will meet requests due to other resourcing, and/or funding priorities):

CHECKLIST	Tick
<b>Project Plan:</b> Activities, timelines, and key milestones outlined.	
<b>Sustainability:</b> Sustainability of memorial beyond the funding period (e.g. long-term funding plans).	
<b>Detailed Budget:</b> If known, ensure a clear breakdown of costs.	
<b>Cost Justification:</b> If known, provide explanations for each budget line item (and value for money).	
<b>Funding Sources:</b> Include other funding sources (including any in-kind contributions).	
<b>Team Members:</b> Full list of key personnel, qualifications and roles in the proposed memorial.	
<b>Letter of Support:</b> If applicable, landowner	
<b>Letter of Support:</b> If applicable, consent from family members	

<p><b>Research carried out:</b> Please demonstrate any consultation process carried out with community and/or relevant groups etc. Helpful resources to support consultation and engagement include:</p> <p><a href="https://www.communityplaces.info/wp-content/uploads/2023/12/Community-Planning-Toolkit-Community-Engagement.pdf">https://www.communityplaces.info/wp-content/uploads/2023/12/Community-Planning-Toolkit-Community-Engagement.pdf</a></p> <p><a href="https://supportingcommunities.org/how-to-conduct-a-community-survey">https://supportingcommunities.org/how-to-conduct-a-community-survey</a></p>	
<p><b>Research on materials:</b> Any research carried out on desired materials for the memorial.</p>	
<p><b>Structure of memorial:</b> Size and diameter if known.</p>	
<p><b>Photos or Visuals:</b> Photos, diagrams, visual aids to help illustrate structure and location.</p>	
<p><b>Artist/Architect:</b> If identified, provide details.</p>	
<p>Any other documentation you see as relevant: Please include details.</p>	

### Submission of Application

Given the nature of requests of this nature, applications must allow a minimum of twelve months for them to be considered.

<b>Deadline for Submissions</b>
<b>12 Noon 2<sup>nd</sup> May 2025</b>
<b>12 Noon 6<sup>th</sup> August 2025</b>
<b>12 Noon 5<sup>th</sup> November</b>

**PLEASE ENSURE YOU GO THROUGH THE GUIDANCE AND CHECKLIST AND SUBMIT WITH YOUR APPLICATION.**

**Applications and supporting documents should be submitted via email to [community.culture@causewaycoastandglens.gov.uk](mailto:community.culture@causewaycoastandglens.gov.uk)**

Or Post to: Head of Service, Community and Culture, Causeway Coast & Glens Borough Council Cloonavin, 66 Portstewart Road Coleraine BT52 1EY.

**APPENDIX V  
CAUSEWAY COAST AND GLENS BOROUGH COUNCIL  
APPLICATION FORM  
PUBLIC COMMEMORATIVE NAME**

***Public Commemorative name in this context is:*** The naming or renaming of premises, buildings, rooms, Council owned halls or centres.

This application process is appropriate for:

*(a) Council to consider naming / renaming a room, building, centre, hall or other public space or premises owned by council.*

**INDIVIDUAL/GROUP/ORGANISATION DETAILS NAME:**

**ADDRESS:**

**TELEPHONE:**

**EMAIL:**

**1 PROJECT DETAILS**

Title of proposed public commemorative name

Who or what does the commemorative name represent?

What form will the commemorative name take? ( ie plaque, plate, plinth, sign, etc )

**Location:** Where are you proposing to be named as a commemorative location?  
(if you already know an exact location, please include a photo)

**Date:** When do you propose the installation/launch?

**Support being requested from Council**

Erecting a public commemorative name on Council property

Are you requesting Council to support and or fund anything other than a commemorative naming and marker to show the naming? (please provide details)

**2, PROJECT NEED**

1. Please provide details of when the person deceased, or the specified event took place. (It is Council policy to have a minimum of 10 years between death/event and memorialisation).

2. Please detail why there is a need for a specific commemorative naming for the person or event (what is the justification)

3. Why is there is a connection to the location for a commemorative naming to the person / event.

4. If applicable, have you consulted with those who use the space or place that will be directly impacted by the commemorative name? Please provide evidence and attach consultation process and outcomes.

### **3, PREPARATION, PROCESS, AND INSTALLATION**

5. Have you sought the consent from members of the family, estate, or group connected to the individual or event to be commemorated? Please provide details.

6. Please provide proposed wording for the commemorative name (Please attach any proof that wording is accurate if applicable).

### **4, IMPACT ON EQUALITY / GOOD RELATIONS**

7. Council will consider the impact the proposed commemorative name may make on equality of opportunity and good relations activity that focuses on providing *'opportunities for civic and community leaders to promote the area as a model of best practice in developing respect, understanding and tolerance of the cultural, historical and traditional diversity of the residents.'* The application will not be considered if it is considered that it may have a negative impact on Equality and Good relations.

## Declaration

Please sign \_\_\_\_\_

PRINT NAME \_\_\_\_\_

## ATTACHMENTS

- 1) Consultation process and outcomes (if applicable)
- 2) Evidence of consent of family, estate or group connected to individual/event being commemorated.
- 3) A map and photographs of proposed location.
- 4) Proposed text and evidence that the text is accurate and factual.

## Submission of Application

Given the nature of requests of this nature, applications must allow a minimum of twelve months for them to be considered.

<b>Deadline for Submissions</b>
<b>12 Noon 2<sup>nd</sup> May 2025</b>
<b>12 Noon 6<sup>th</sup> August 2025</b>
<b>12 Noon 5<sup>th</sup> November</b>

**PLEASE ENSURE YOU GO THROUGH THE GUIDANCE AND CHECKLIST AND SUBMIT WITH YOUR APPLICATION.**

**Applications and supporting documents should be submitted via email to [community.culture@causewaycoastandglens.gov.uk](mailto:community.culture@causewaycoastandglens.gov.uk)**

Or Post to: Head of Service, Community and Culture, Causeway Coast & Glens Borough Council Cloonavin, 66 Portstewart Road Coleraine BT52 1EY.

**APPENDIX VI – PUBLIC COMMEMORATIVE NAME: SCORING MATRIX**

<b>CRITERIA</b>	<b>SCORE (0-5)</b>	<b>FURTHER CLARIFICATION INFORMATION NEEDED</b>	<b>COMMENTS</b>
1. The request is for the naming of a room, building centre, hall etc and will take the form of a plaque, name plate, sign, to show the name			
2. A period of at least 10 years has elapsed since death of person or specified event?			
3. Is there clear justification that the naming is relevant to the location and person or event?			
4. Is there a strong connection between proposed location and person, group or event which the naming is seeking to commemorate?			
5. Has those who will be directly impacted by the naming been consulted?			
<b>PREPARATION, PROCESS, INSTALLATION</b>			
6. Has members of family, estate or group been involved or consented to the naming?			Evidence in the form of writing submitted with application.
7. If text is part of the commemorative name, is this included with photographs? Is the wording accurate?			Any text must be agreed and approved by Council.
8. Has the application included location, maps/photographs as necessary?		A visit to location may be necessary.	Documents submitted with application.
<b>IMPACT ON EQUALITY/GOOD RELATIONS</b>			
9. Will the commemorative naming impact negatively on good relations - is it potentially contentious? Is there accompanying documentation on consultation with those who		Site/location may need further consideration.	Officer to carry out an equality screening of the application



<p>will be directly impacted by the naming?</p> <ul style="list-style-type: none"> <li>○ Harden the attitudes and mindsets of one community over the other.</li> <li>○ Harden the boundaries between groups/communities.</li> <li>○ Appear to dehumanise and diminish one group/community.</li> <li>○ Appear as an imposition of one group/community over another.</li> <li>○ Erode the confidence of one group/community.</li> <li>○ Appear to undermine identity through negation of culture, language, and expression.</li> <li>○ Negatively impact or affect any member of the public.</li> <li>○ Is used to promote the values and rights of one group/community over another.</li> </ul>			
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**Comments and Final Decision:**

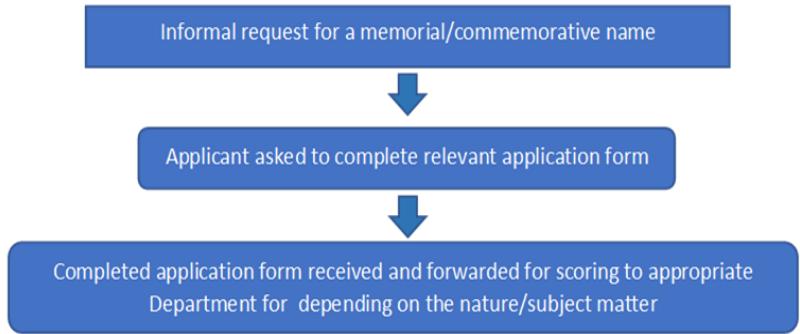
**SCORING MATRIX:**

<b>Score</b>	<b>Description</b>
<b>0</b>	The response does not address the criterion
<b>1</b>	The evaluator is <b>not confident</b> that the applicant: <ul style="list-style-type: none"> <li>• Understands the Council's requirements covered by this criterion; and / or</li> <li>• Will be able to satisfactorily meet the criterion requirement(s)</li> </ul>
<b>2</b>	The evaluator has <b>some reservations</b> whether the applicant: <ul style="list-style-type: none"> <li>• Understands the Council's requirements covered by this criterion; and / or</li> <li>• Will be able to satisfactorily complete the contract requirements covered by this criterion</li> </ul>
<b>3</b>	The evaluator is <b>reasonably confident</b> that the applicant: <ul style="list-style-type: none"> <li>• Understands the Council's requirements covered by this criterion; and</li> <li>• Will be able to satisfactorily complete the contract requirements covered by this criterion to a <b>reasonable</b> standard</li> </ul>
<b>4</b>	The evaluator is <b>confident</b> that the applicant: <ul style="list-style-type: none"> <li>• Understands the Council's requirements covered by this criterion; and</li> <li>• Will be able to satisfactorily complete the contract requirements covered by this criterion to a <b>high</b> standard</li> </ul>
<b>5</b>	The response exceeds the expectations of the evaluator or is deemed to offer added value or where the criterion requires a 'yes' or 'no' response.

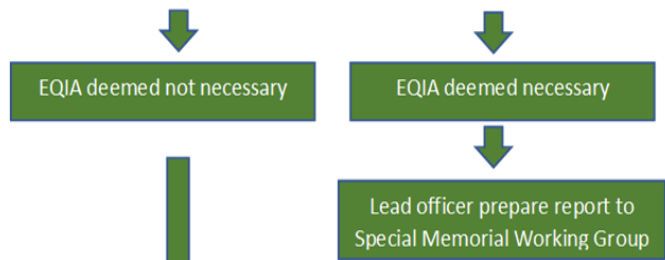
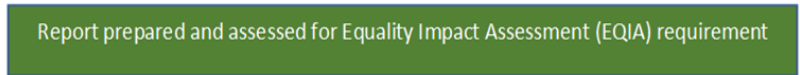
**APPENDIX VII**

**STAFF - Framework for Dealing with Public Memorial/Commemorative Naming Requests**

**STAGE 1**

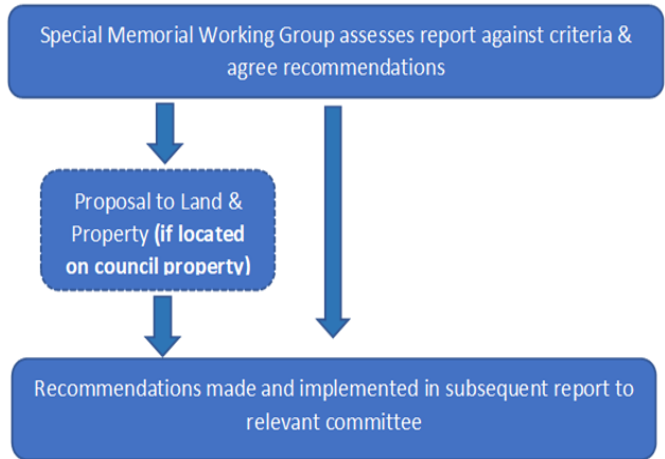


**STAGE 2**

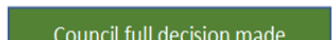


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**STAGE 3**



**STAGE 4**



## APPENDIX VIII

### Application Form for a Private Memorial Tree (including Guidelines and Procedure)

#### Scheme Objectives

1. To replace any previous policy/guidelines/approval process for the provision of Open Space Memorials/Trees. An existing Memorial/Tree cannot be taken as a precedent for future approval as previous approvals were granted by previous legacy councils and not by Causeway Coast & Glens Borough Council. Alterations to existing Memorials/Trees will need to comply with this Policy.
2. To confirm that, from November 2015, only trees can be provided by members of the public to commemorate the memory of a loved one.
3. To provide a consistent approach to the provision of Memorial Trees.
4. To ensure the design and siting of Memorial Trees is consistent with the public interest, conserves the natural environment and cultural character of Council's Open Spaces.
5. To ensure that the placement of any Memorial Tree is proportionate to the surroundings and does not provide a safety risk now or in the future.

#### Operating Principles

1. Memorial Trees will only be considered for planting in designated Open Spaces (see attached list of locations)
2. In locations where there will be several trees in the same area, no more than 50% of trees will be approved as Memorial sites. This is to prevent the area taking on the ambience of a dedicated memorial garden/space.
3. A small memorial plaque will be permitted and should be situated close to the base of the tree. It should measure no more than 25cm x 15 cm, be supported on a single post between 60cm and 1m above ground level. The inscription on the plaque is to be restricted to 'In The Memory of...' the name of the person with dates of birth and death. Wording such as 'Beloved wife and mother of..' will not be permitted.
4. To ensure installation is undertaken safely to the required standards, Council will provide and install all Memorial Trees and associated groundworks.
5. Memorial Trees and their siting which have a financial burden for Council will not be considered eg requiring regular pruning/cutting back
6. Council accepts no replacement liability for the Memorial Tree at the end of its life or if damaged through vandalism. Any replacement of Memorial Trees will be the responsibility of the original applicant and this process must follow the same application procedure within this policy. Applicants may wish to take out insurance against accidental damage or vandalism.
7. No additional mementoes, eg. statues, flowers, wreaths, vases etc will be permitted on or around the Memorial Tree.

#### Memorial Purchase Procedure

1. Customer enquiries are provided with a copy of this policy along with an application form.
2. Completed form should be returned to *Environmental Services, Riada House, 14 Charles Street, Ballymoney, BT53 6DZ.*
3. The allocated officer considers the request and subject to meeting the criteria will put before the Director for approval.

4. Approved requests will be notified to the customer and once payment has been received, the Memorial Tree will be purchased and installed by Council.
5. Unsuccessful requests will be notified to the customer along with the reason for their refusal.

## Causeway Coast and Glens Borough Council

APPLICATION FOR APPROVAL TO PROVIDE/INSTALL AN OPEN SPACE MEMORIAL TREE

1. **Proposer:** (in Block Capitals)

Name: .....

Address:.....

Tel. No.: .....email address.....

2. **Proposed location**<sup>1</sup> for Memorial Tree and preferred species<sup>2</sup>:

.....

3. **Name of person** who is being commemorated

.....

Signed:.....

Date:.....

When completed this form should be returned to:

**Environmental Services, Causeway Coast & Glens Borough Council, Riada House, 14 Charles Street, Ballymoney, BT53 6DZ**

<sup>1</sup> See attached approved locations

<sup>2</sup> Species of tree subject to approval

Causeway Coast & Glens Borough Council
For Official Use
CC&G BC reference:
Date Proposal Received:
Date of Response:
Estimated date of provision:
Date Memorial Tree planted:

Permitted Locations For Memorial Trees

Armoy	Riverside Park
Ballycastle	Quay Road Playing Fields/Tow Path
Ballymoney	Riverside Park
Ballymoney	Drumaheglis Caravan Park
Ballymoney	Megaw Park
Ballymoney	Riada Playing Fields
Bushmills	Millennium Park
Coleraine	Anderson Park
Coleraine	Poorhouse Gardens
Coleraine	Christie Park
Coleraine	Rose Gardens
Coleraine	Cloonavin
Cushendall	Cottagewood
Dungiven	Environment Park
Kilrea	New Park
Limavady	Blackburn Park
Limavady	Benone Complex
Limavady	Swans Bridge
Limavady	Shanreagh Park
Portstewart	Flowerfield
Portstewart	Memorial Garden at Cemetery
Portstewart	Mullaghacall Park
Waterfoot	Around Main St Car Park