

APPLICATION FORM

Please note, all proposals will be evaluated in accordance with the criteria set out in the Commemorative Naming of Infrastructure and Provision of Monuments Memorials and Plaques Policy Document

A. Name of Applicant: _____

Address: _____

Tel: _____ Mobile: _____

Email: _____

Website: _____

B. Person or event to be nominated for memorial:

C. Nomination for (please tick box)

Naming of Infrastructure: Location: _____

Monument: Location: _____

Plaque: Location: _____

Renaming of estate: Location: _____

Naming of Housing

Development: Location: _____

Community Memorial Location: _____

(Tree or bench)

D. Biographical or Historical information on the person or event and reason for the nomination (no more than 500 words). **Please attach.**

E. Written consent from a relative/estate of the person to be commemorated has been submitted Yes No

F. Written consent from the owner of the building where the plaque will be located has been submitted Yes No

G. Applicants for Plaques or Monuments will need to submit additional information as set out on page 2 of this Application Form.

H. I/we have read the criteria as set out in the Commemorative Naming Policy Document. Please tick box to confirm.

Signature of applicant: _____ **Date:** _____

Completed Application Forms should be returned to: **Corporate Affairs Section, Laois County Council, Áras an Chontae, JFL Avenue, Portlaoise, Co Laois.**

Additional Information Required:

Plaques

- Address of building
- Status of the building
 - That the building is located in the Laois County Council jurisdiction
 - Whether the building is listed on the Register of Protected Structures
- Photograph of building
- Proposed exact location of plaque on building
- Proposed wording of plaque (Laois County Council will have the final decision on wording)
- Name and address of owner of the building
- Name and address of person who will be responsible for the long term maintenance of the plaques

Please see criteria in our Policy Document regarding the 5 year rule.

Please note in order to maintain uniformity of Laois County Council plaques, it is important to set a word limit and keep all plaques similar in design and content e.g.:

- (Line 1) Name of Person/Event to be Commemorated
- (Line 2) Date of birth – date of death or date of event
- (Line 3) Profession / Renown as **(limited to 32 characters)**
- (Line 4) Lived / Died / Worked Here

The Irish language translation must also appear first on all Laois County Council plaques and must be at the same size and of an equal or larger font size.

Dimension of Plaques (2 types)

33 cm and 45 cm (roundel)

In certain instances, an alternative format for plaques may be utilised subject to the consideration of specific criteria.

Monuments

- Address and location
- Photograph of location and context
- Status of location i.e. City Council/private property
- Description of monument
- Design of monument
- Exact wording of inscription (if relevant)
- Written consent of property owner (if private)
- Name and address of person who will be responsible for the long term maintenance of the monument