

Memorial Request Terms, Conditions and Process

After you have read this Memorial Request Terms, Conditions and Process, you can then complete the Memorial Request Application Form.

You can download a copy of the Memorial Request Application Form via the City's website, www.melvillecity.com.au, or obtain a copy from the City's Civic Centre at 10 Almondbury Road, Booragoon.

Terms and Conditions

- Only family members of the deceased person can apply for a memorial.
- Location of the memorial should have some significance or relevance to the deceased person (e.g. place of death, strong community involvement, or pioneer).
- There is no guarantee that the City will be able to accommodate all applicants' preferred locations due to ongoing maintenance and future redevelopment requirements. If that is the case, the City will be in contact with the applicant to discuss an alternative location.
- The standard memorial installation is an aluminium bench seat with the stainless steel plaque attached to the back rest.
- Benches in the parks have olive green slats and benches near the river have blue slats.
- The City will be responsible for maintaining the bench; however, in the unfortunate event that the plaque is damaged or stolen, replacement of the plaque will be at the applicant's expense.
- The City reserves the right to relocate or remove the plaque and/or bench if it so desires. The City will attempt to contact the applicant prior to any such works.



Example only (Riverside bench) as bench may vary slightly depending on model etc.

Process

- The City will generally assess applications quarterly during the months of January, April, July, and October, in order of how they were received.
- Once the City assesses the completed Application Form, a quote shall be arranged and an invoice will be forwarded to the applicant for payment.
- Manufacture is only arranged/ordered after payment has been received.
- The supply and installation of the plaque and bench will take approximately 10 weeks from the date of order.

	Application Form Processed	Manufacture Arranged/ Ordered	Estimated Installation of Plaque and Bench*
Round 1	January	April	June
Round 2	April	July	September
Round 3	July	October	December
Round 4	October	January	March

* Dependant on supplier's availability