



**KILKENNY COUNTY COUNCIL
APPLICATION TO ERECT
CIVIC MEMORIAL, MONUMENT OR PLAQUE**

Name of Applicant/Group: _____

Contact Name: _____

Contact Address: _____

Contact Number: _____

Contact Email: _____

**Brief details of proposed Memorial:
(full details of required criteria listed overleaf must be submitted with this application)**

Proposed location for memorial (street, townland etc – please enclose map):

Details of Committee members & role (where applicable):

Name: _____	Role: _____
Name: _____	Role: _____
Name: _____	Role: _____

Kilkenny County Council recognises that public commemoration and memorials offer opportunities to honour, celebrate or remember a person, groups of people or events of significance. Our Civic Memorial policy is available at

http://www.kilkennycoco.ie/eng/Publications/Council_Publications/Naming-and-Commemorative-Memorial-Policy-pdf.pdf

Evidence of the following must be submitted with application (refer to the policy above for explanations):

- Technical information – site location map, text on memorial, drawings and or photographs, details of dimensions, design, details of fixing.
- Demonstrate that the subject for a memorial has made a unique and outstanding contribution to the life or history of County Kilkenny through outstanding achievement, distinctive service or significant community contribution.
- Establish that County Kilkenny, and the proposed location, is the appropriate geographic location for the memorial or plaque.
- Written consent from the owner/lease holder of proposed site.
- Consent from members of the family/estate/group connected with the individual/subject to be commemorated (if applicable).
- Written evidence of consultation with the Planning Department of Kilkenny County Council to establish if planning permission is required, and compliance with all relevant planning regulations (see section on “Complying with Planning Regulations” below).
- Evidence that the text for the memorial is factually correct (include relevant supporting material such as publications, texts and photographs, as appropriate). Please do not submit original material as it will not be returned.
- The memorial must be in-keeping with proposed location (i.e. in terms of design and materials). The proposal must demonstrate high design quality, appropriate aesthetic and artistic merit
- Details of how the memorial will be maintained and cared for in perpetuity. Kilkenny County Council will not be responsible for future maintenance and upkeep of memorials approved under this policy.
- Ability to fund the memorial. Financial support for memorials will not normally be made available by Kilkenny County Council, except through existing appropriate County Council grant schemes. Details of existing Kilkenny County Council grant schemes are available on www.kilkennycoco.ie

Selection Process:

- Only complete and valid proposals will be considered by the Civic Memorial Committee.
- To assist in evaluating proposals Kilkenny County Council may, at its discretion, seek expert advice.
- The Civic Memorial Committee will refer approved applications to the full Council for final decision.

Complying with Planning Regulations

- All proposals to erect monuments, memorials or plaques will have to comply with planning regulations. Proposals for monuments or statues are likely to require planning permission.
- **Section 5 Declaration:** Please note that under the Planning & Development Act, 2000-2015, one can apply under Section 5 to the Local Authority to determine if a proposal/development is exempted development (i.e. does not require planning permission). The application must be made in writing, describing the proposal and be accompanied by site location map and a fee of €80.00. An answer will issue within a four week period. Application forms are available at <http://www.kilkennycoco.ie/eng/Services/Planning/Planning-Applications/>
- The erection of a plaque, memorial or monument on, or in the vicinity of, a Recorded Monument will require 2 months prior notification to the National Monuments Service of the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs or in the case of a National Monument Ministerial Consent will be required from the Minister of Arts, Heritage, Regional, Rural and Gaeltacht Affairs. There are official forms that must be submitted in relation to notification or consent which are available from the National Monuments Service <https://www.archaeology.ie/monument-protection>

Submission of Applications to Kilkenny County Council:

Application forms are available from Kilkenny County Council and on the website at www.kilkennycoco.ie. Proposals for memorials (including all required documentation) should be submitted in writing to the: **Civic Memorial Committee, C/o Deirdre Trait, Corporate Services, Kilkenny County Council, County Hall, John Street, Kilkenny.**

For any further queries please contact Deirdre Trait, Corporate Services, Kilkenny County Council, Tel: 056 – 7794070 or email info@kilkennycoco.ie.