

# PLAQUES AND MEMORIALS ON PARKS

## INTERIM GUIDELINES

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Interim Guideline Owner: Local and Sports Park Manager

### **PURPOSE:**

To provide direction to Auckland Council staff, local boards and the governing body on the procedures for requests for plaques and memorials on parks and to be able to provide information for applicants wishing to make a request.

### **SCOPE:**

#### **In Scope**

Plaques and memorials as defined below on Auckland Council's parks.

#### **Out of Scope**

Art works, items on private property, heritage items e.g. historic buildings, signs, requests regarding cemeteries and requests relating to the interring or scattering of ashes or other human or animal remains on public space.

### **DEFINITIONS:**

Plaques are flat tablets of metal, stone or other appropriate material which includes text and/or images. These are to commemorate a recognise an important cultural place, person, organisation or event by providing historical information interpreting the placement of the plaque in relation to the place, person, organisation or event being commemorated.

Memorials are objects established in memory of a person or event. This includes remembrance structures such park furniture and memorial trees.

### **PRINCIPLES:**

- Respond to plaque and memorial requests on parks in a consistent, transparent and impartial manner across Auckland.
- Value the importance of acknowledging tangata whenua and significant people and events with an association to the park, location or the city as a whole.
- Remain cognisant that the atmosphere created by the presence of remembrance structures and plaques is not necessarily conducive to the use and enjoyment of the park by the general public. The locating of memorials, commemorative plaques and dedicated structures can result in the alienation of areas of park land by creating a feeling of exclusive ownership over the site or structure.
- Ensure structures do not detract from the natural setting through contributing to a proliferation of built structures, visual clutter and obscuring views and vistas.
- Value the role memorial plantings, without plaques, that are part of a council approved planting programme can play in improving Auckland's biodiversity.

- Retain a record of memorials and plaques which includes the rationale behind the decision to approve them as an important reference for researchers, cartographers, publishers, government authorities and the public.

## **APPLICATIONS AND RULES:**

### **Local and sport parks:**

#### *Procedure for assessing applications*

- Enquiries should be directed to Park Advisors who will have a pre-application discussion with the applicant.
- If generally supported by the Parks Advisor, the applicant should be directed to submit a Plaques and Memorials Application (see attached application form). Applications are to be accompanied by a photo of the proposed location.
- The Parks Advisor will then prepare a report outlining their recommendations; with the exception of the planting of memorial trees (without plaques) which does not require a report.
- The delegation for plaques and memorials on Auckland Council local and sports parks sits with local boards; with the exception of the planting of memorial trees (without plaques) as part of a council approved planting programme for which the Local and Sports Park Manager has the delegation.
- Once an application has been received and assessed, applicants will be contacted by the Parks Advisor to advise them of further information requirements and then the outcome of the application.
- If a memorial structure and/or plaque is approved, the Parks Advisor will co-ordinate the upfront payment for the approved memorial structure and/or plaque, undertake the development and installation, inform ADBS and ensure that the necessary information to the register of approved plaques and memorials
- If a memorial planting is approved, the Parks Advisor will co-ordinate the plant selection and planting supervision.

#### *Generic protocols*

- Where a reserve management plan exists that outlines a plaques and memorials policy this shall be applied. Where there is no policy, plaques and memorial structures will only be approved in recognition of:
  - i) An important historical figure or important person associated with the area;
  - ii) An important cultural location;
  - iii) An organisation or community group involved in the development of the area;
  - iv) Someone who has come to a misadventure on the park; or
  - v) A significant event<sup>1</sup>.

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<sup>1</sup> These events may include significant events to mana whenua, the opening or unveiling of the park or major facility on a park, visits by Royalty, Heads of State and other dignitaries, commemoration of international, national and local events, anniversaries of community organisations and other events of a civic nature may be considered appropriate for formal recognition.

- Decisions on plaques and memorials must consider the design, scale, wording, location, maintenance, naming and potential removal or replacement of plaques and memorials.
- Plaque and furniture design should be consistent with relevant design standards (e.g. Auckland City Council Park Asset and Design Guidelines).
- For approved memorial structures and plaques, Council will undertake the development and installation. An upfront payment will be required from the applicant once approval is granted. For memorial plantings, Council will co-ordinate the plant selection and planting supervision.
- A register of approved plaques and memorials will be kept and maintained by Council recording:
  - Name and contact details of applicant;
  - Name and street address of park;
  - Type of plaque or memorial;
  - GPS reference or physical measurement; and
  - Photographs showing location and detail of installed plaque and/or memorial.
- Memorial structures and plaques may be relocated or returned to donors for reasons such as security, safety and to enable approved park developments if agreed by the Auckland Council and the donors or their descendants.

#### *Memorial structures*

- Memorial structure location, design and installation must be approved by the Parks, Sport and Recreation Department (coordinated by the Parks Advisor).
- The applicant shall fund the development and installation of a memorial structure and Council will generally fund the ongoing maintenance (unless specifically agreed).
- Council will undertake the development, installation and maintenance.
- Where considered appropriate, the Manager Public Art may be asked to assess the memorial request to determine whether it should be subject to the public art approval process.

#### *Memorial trees*

- The applicant shall fund the cost of the tree and generally also the cost of supervision of Council contractors. In instances where there is community involvement in a tree planting, Local and Sports Parks will generally cover the cost of the tree and contractor supervision of the planting. Council will maintain memorial trees.
- Tree species will need to be approved by the Parks, Sport and Recreation Department (coordinated by the Parks Advisor or Arborist).
- The tree is to be supplied by Council contractors, to ensure good tree stock, and the planting of the tree may occur by the family or the community, under the supervision of Council contractors. The planting of the tree needs to occur in the annual planting season, during autumn-winter.
- If a tree needs to be replaced, the applicant or their descendent may replace it with the same species or similar approved by the Local and Sports Parks Manager
- If trees have been planted without approval they may either be removed or not be maintained if they are an inappropriate species.

- Plaques with trees are not permitted, unless approved by the Local Board.

#### *Plaques*

- The applicant shall fund the development and installation of the plaque and Council will generally fund the ongoing maintenance (unless specifically agreed).
- Council will undertake the development, installation and maintenance.
- If a small plaque is to be installed with the seat or fixture it shall generally be installed in the concrete pad beneath the seat or fixture.
- The plaque wording, location, design and installation method must be approved by the Parks, Sport and Recreation Department (coordinated by the Parks Advisor).
- Plaques shall generally be of a standard size, 250 mm wide by 200 mm deep, constructed either in stainless steel or in bronze and engraved. Plaques are to be mounted on a concrete plinth, which is then set into the ground at the base of the tree, seat or other feature. There could however be exceptions (e.g. where the tree is planted in a formal setting with pavement or other built structures) in which case the plaque may be better set direct into the pavement or structure concerned.
- Consideration is to be made on location of the plinth for maintenance of the item and safety of park users
- Consideration is to be given to including the memorial information in park signage e.g. interpretative park signage.

#### **Regional parks:**

- The delegation for plaques and memorials sits with the Regional and Specialist Parks Manager or delegate, who may determine that the decision needs to be made by the Regional Development and Operations Development Committee if it is considered to be significant.
- The Regional Parks Management Plan 2010 policies outlined below guide the protocols for considering plaques and memorials on regional parks.

#### Objective 13.5.6:

To consider commemorative memorials, plaques and dedicated structures and plantings on regional parks, in accordance with objective 13.1.1.

#### Policy:

- 13.5.6.1 Only approve memorials, plaques and dedicated structures on parks which acknowledge:
- a) persons who have contributed in a significant way to the development of Auckland's regional park network,
  - b) events within the park of historical, environmental or cultural significance, or the opening or naming of a park or a major facility on the park,
  - c) the gifting of significant land to the Auckland regional parks network,
  - d) a collective community action for the park, or
  - e) tangata whenua in accordance with policy 9.1.1
- provided that the design and location of any memorials, commemorative plaques or structures, will not:
- i) detract from the park values or landscapes, and

- ii) cause the displacement of other park activities.
- 13.5.6.2 Enable memorial plantings (without plaques) on parks where they are part of a council approved planting programme.
- 13.5.6.3 Unless specifically agreed by the council as part of the approval, the council will not be liable for the design, structure, installation, maintenance and replacement of any memorials, plaques, dedicated structures and memorial trees.

## **RESPONSIBILITIES:**

### **Managers**

Ensures interim guideline is being followed by staff.

### **Employees**

Responsible for following the interim guideline.

## **EXCEPTION & COMPLIANCE:**

Any breach of the interim guidelines may result in the decision being reviewed and possibly amended.

### **Management override**

Exceptions to the interim guideline for local and sports parks must be prior authorised by the Parks, Sport and Recreation Manager, such exceptions must be recorded in a register. No exceptions are permitted for Regional Parks.

## **REVIEW OF POLICY**

This interim guideline will be replaced by a new policy to be developed by the Community and Cultural Policy Team in 2011/12.

## **RELATED LEGISLATION:**

Reserves Act 1977

Regional Parks Management Plan 2010

Reserve Management Plans

## **APPROVED:**



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Mark Bowater,  
Manager, Local and Sports Parks

15/6/11

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Date

