



Two Rivers Memorial Park Memorial Plaque Application Form

Please complete this form to apply for a memorial plinth and plaque to be installed at the Two Rivers Memorial Park, Gascoyne Junction. Applications are assessed against Policy 11.34. Please read the guidance notes and Terms & Conditions before signing.

1. Applicant Details

The applicant is the person applying on behalf of themselves, their family, or the community. This person will be the Shire's main point of contact for this application.

Full name	Relationship to the deceased
Postal address	
Phone number	Email address

2. Details of the Person Being Commemorated

Full name of deceased	Date of birth
Date of death	Date(s) of residency in the Shire (if applicable)

Connection to the Shire of Upper Gascoyne

Under Policy 11.34, applicants must demonstrate the deceased person's connection to the Shire. Please tick at least one box and provide details below.

☐ Residency in the Shire of Upper Gascoyne ☐ Service to the local community

Please describe the connection (e.g. years of residency, role, community contribution)

3. Plaque Details

A memorial plinth and plaque supplied under this policy will consist of:

- 1 x Ash Block Double cement plinth (400mm x 235mm x 140mm)
- 1 x stainless steel plaque, deep etched with paint fill, no larger than 330mm x 220mm

The Shire arranges the manufacture, engraving, delivery and installation of the plinth and plaque. Materials and installation costs are the responsibility of the applicant (see Fees, Section 4).

Proposed plaque wording (please print clearly)

Note: wording must be deemed appropriate by the Shire and must meet the design parameters set by the plaque design team. The Shire may contact you to discuss or adjust wording before approval.



Example Plaque: Images can be used or text only is also possible. A proof of the plaque will be sent to the applicant once approved by the CEO for final approval before production is made.

4. Fees and Payment

The current Memorial Plaque fee (covering the cost of materials, engraving, delivery and installation) in 2026/2027 is \$705 inclusive of GST.

☐ I understand a fee applies and is payable to the Shire of Upper Gascoyne before installation.

5. Terms and Conditions

- This policy applies to members of the public and does not apply to the Gascoyne Junction Cemetery (Reserve 16910), which has been permanently closed since 10 May 1972.
- Applications that meet the policy criteria may be approved by the Chief Executive Officer (CEO). Where the policy criteria are not met, Council approval will be required, which may take additional time.
- Approval of an application is at the discretion of the Shire and is not guaranteed by the lodgement of this form.
- All materials for the memorial plinth and plaque are provided by the Shire of Upper Gascoyne, with the cost included in the Memorial Plaque fee charged to the applicant.
- The Shire will arrange manufacture, engraving, delivery and installation of the memorial plinth and plaque once the application is approved and the fee is paid.
- If a memorial plaque deteriorates to a point of being unsafe, the Shire reserves the right to remove the memorial or plaque without notice.
- The Shire reserves the right to remove memorials at any time for safety or operational requirements.
- Memorials may only be installed under existing trees in the Two Rivers Memorial Park, in locations determined by the Shire.
- The applicant confirms that the information provided in this application is true and correct.

6. Declaration

I confirm that:

- ☐ I have read and agree to the Terms and Conditions set out above.
- ☐ The information I have provided in this application is true and correct.
- ☐ I understand that approval is at the discretion of the Shire and/or Council.

Applicant signature _____	Date _____
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FOR OFFICE USE ONLY

Date application received	Received by
Meets policy criteria? (Y/N)	Approval required from
Approved by (name)	Date approved
Fee amount	Date fee paid

Notes / plaque design team comments

Please return completed forms to the Shire of Upper Gascoyne administration office.