

# ICC Donations Application Form

## Contact Details

Donor name: \_\_\_\_\_

Lawyer (if appropriate<sup>1</sup>): \_\_\_\_\_

Donor Organisation: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Type:

To maintain consistency of furniture across Council sites, standard furniture designs and styles will generally be used. The donor will purchase the item and fund the installation which will be carried out by Council. The cost is updated annually and is dependent on current rates and installation costs and will be determined by Council. The donor is responsible for the cost of the item. Council will maintain the item in accordance with the conditions set out in this application.

Type of Item: \_\_\_\_\_

Tree Species (if applicable): \_\_\_\_\_

Supply and Installation: \_\_\_\_\_

Plaque: Supply and Installation:  
(max size: 300mm x 200mm) **\$530.00 + GST**

Total Cost: \_\_\_\_\_

## Plaque Supply:

The donor is responsible for the cost of the plaque (in addition to the cost of the seat). Council will carry out the installation of approved item and plaque, but the plaque remains the responsibility of the donor. Plaques may only be added to furniture at the discretion of Council.

**Plaque wording required (please check).** Inscription: 3 lines with 45 characters per line maximum, **including** spacing and punctuation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Material: Bronze

Plaque Size:  Standard (300mm x 200mm)

Seats, benches, picnic tables (maximum size 300mm x 200mm)

Other: please specify \_\_\_\_\_

<sup>1</sup> A lawyer may be used to help track down family members for future correspondence.

# Application Form Continued

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## Plaque Information and Wording:

The donor will provide information and wording for the plaque. Due to the public nature of the donation the following guidelines are provided to assist in the preparation of commemorative information on the plaque. A plaque can include the name of the person being commemorated but should avoid reference to dates of birth and death. The wording should capture the spirit of the person and place in a way that the wider public can appreciate and enjoy. No hash tags, text speak or emojis thanks.

## Location:

Items are often requested at popular locations such as Premier Parks, the main street or alongside waterways. Whilst we try to accommodate the request of the donor, it is not always possible to do so. Ideally donors will propose a range of location options for consideration to avoid disappointment. The location of items shall be at the discretion of Council.

Approved Location: \_\_\_\_\_

Approximate Street Address: \_\_\_\_\_

Any relevant description: \_\_\_\_\_

## Map Notes

## Supporting Information

- Quote
- Photo/image
- Addressing copyright issues
- Materials
- Concept Plan identifying location
- Colours
- Size/Area
- Repairs and maintenance plan
- End of useful life
- Design and coordination
- Community interest
- Any special requirements

# Application Form Continued

## Conditions of Commemorative Installation

- If the item must be relocated, ICC staff will attempt to notify the donor via the contact details provided on this form.
- Donations may be tax deductible (please consult with an accountant).
- The donor declares to have read the ICC Donation Guidelines.
- The donor understands and agrees with the conditions and agrees to pay the donation funds prior to installation. Upon signing this form the donor acknowledges that once the item is installed the standard and frequency of maintenance shall be at ICC's discretion to preserve the function of the item to a safe standard.
- The expected life of the item will vary depending on the nature of the location and site condition.
- Replacement of items shall be at ICC's discretion and according to changing community needs. If the item is replaced in future, ICC shall endeavour to contact the donor and preserve the commemorative nature of the item in as far as is reasonably practical, but makes no guarantee of doing so.

Donor signature: \_\_\_\_\_ ICC signature: \_\_\_\_\_

Donor name: \_\_\_\_\_ Date: \_\_\_\_\_

*Completion of this application form assists ICC with understanding your request and informing ICC to go through the approval process before making a final decision. Please attach any supporting information.*

*Please send your application and supporting information to Invercargill City Council, Private Bag 90104, Invercargill 9840 or email [service@icc.govt.nz](mailto:service@icc.govt.nz)*

## For Office Use Only

ICC reference no: \_\_\_\_\_ Date of first contact: Proposed

Installation date (month/year): \_\_\_\_\_

Confirmed installation period (month/year): \_\_\_\_\_

Will access be an issue? YES / NO Details: \_\_\_\_\_

Any other approval needed? YES / NO Details: \_\_\_\_\_

Will the location present maintenance issues? YES (e.g by the Ocean) / NO

If the proposed item is in the dune belt, will erosion be an issue? YES, by the Ocean / NO

Is the seat on a river corridor or water way? YES / NO

*If so, confirm location with Environment Southland and the Stormwater team prior to installing.*

Other Comments:

All details confirmed by applicant

Date: \_\_\_\_\_

Application form signed by applicant

Plaque order placed with supplier

Payment confirmed by Finance

Service request for installation

Order placed with supplier or ICC to build

Installation complete