

Limerick City and County Council

Civic Memorial Policy

Civic Memorial Policy

Document Control

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1.0 Context

Limerick City and County Council recognises that public commemoration and memorials offer opportunities to honour, celebrate, or remember a person, group of persons or events of significance. They provide an opportunity to highlight important social, cultural and economic contributions to society, to celebrate the uniqueness of the city and county of Limerick and to create a 'sense of place' which is identified as being of great importance to citizens and visitors. However, the proliferation of monuments in an area can detract from existing monuments.

This Policy sets out the process by which Limerick City and County Council will consider the commemoration of events or individuals who have shaped the city or county, either by the naming of infrastructure or by the installation of monuments, memorials and plaques in the public domain.

It is important for Limerick City and County Council to establish a policy on this matter because of the:

- need to have clarity regarding the policy and procedures for the consideration of proposals from individuals and interest groups;
- high level of demand for the naming of infrastructure and the erection of memorials and plaques;
- emotive nature of requests;
- need to ensure that a proliferation of memorials and plaques do not detract from the wider amenity and enjoyment of public space.

2.0 Governance

A Civic Memorial and Public Art Technical Committee will be established by Limerick City and County Council, to make recommendations regarding the naming of key infrastructure and the selection of individuals or events that will be commemorated through the erection of civic monuments or plaques. Further detail on the Committee is outlined in Section 12.0.

3.0 Civic Memorial Guiding Principles

Civic memorials represent a significant civic acknowledgement of a subject or person(s).

Civic Memorials include, but are not limited to:

- Monuments
- Public Art
- Infrastructure
- Plaques
- Community Memorials
- Commemorative Trees
- Commemorative Benches in Parks

Limerick City and County Council's Civic Memorial and Public Art Technical Committee will use the following guiding principles to evaluate any proposal for a Civic Memorial/Public Art piece:

- 3.1 A memorial is a lasting tribute to a person, group or event. Therefore, Limerick City and County Council needs to be confident that the subject of such a memorial is of sufficient importance that the decision to approve a monument will stand the test of time.
- 3.2 Where multiple proposals are made for the naming of major infrastructure, civic space or the erection of a monument in the public domain, the Civic Memorial and Public Art Technical Committee may establish further criteria which will be publicly announced. In such cases, the Committee will endeavour to select a name which best reflects the context, locality and importance of the infrastructure and history of the city or county and will stand the test of time.
- 3.3 Limerick City and County Council encourages different ways of commemoration. This can be achieved through:
 - history, archive and research projects which take place within a locality or community or on a city or countywide basis;

- community development projects (arts, sport, education, etc.) dedicated to the memory of individuals, groups or events;
- the development of digital media/publications also enables new ways of thinking about and commemorating the past;
- temporary memorials may be considered but only in exceptional circumstances and with the consent of the Civic Memorial and Public Art Technical Committee.

3.4. A Register will be established which records the naming of infrastructure and the erection and location of all civic memorials.

3.5. Limerick City and County Council is committed to supporting fair and equitable remuneration of artists and to ensure this is met, Limerick City and County Council works in accordance with the Arts Council Policy on the fair and equitable remuneration and contracting of artists. All applicants should ensure that their applications reflect this priority.

4.0 Criteria for Proposals

The following are criteria for all proposals on the naming of Limerick City and County Council infrastructure or the erection of a civic memorial in honour of a person, group or event.

4.1 The proposal should ensure the memorial is of a city, county, national or international significance.

4.2 All proposals will be considered with cognisance for the resources and timeframe required to deliver any given proposal.

4.3 Proposals should outline any financial assistance and support that will be made available to Limerick City and County Council to aid it in successfully delivering a civic memorial. When evaluating any proposal, the Committee will take any such assistance or support into consideration. **Please note that Limerick City and County Council may not be in a position to provide funding to proposed civic memorials/public art pieces.**

- 4.4 The proposal should establish that Limerick city or county is the appropriate geographic location for the memorial, monument or plaque (i.e. there is a strong association with the city or county by virtue of birth, death, contribution to the city or county, etc.) and/or that there is a strong association between the site and the event or person being commemorated).
- 4.5 The proposal must demonstrate high design quality, with appropriate aesthetic and artistic merit and due consideration for health and safety.
- 4.6 The memorial must be in keeping with the proposed location (i.e. in terms of design and materials).
- 4.7 The proposal will provide the following technical information: site map, text on memorial, drawings and/or photographs, details of design and details of fixing.
- 4.8 The proposal must provide details of how the memorial will be maintained and cared for in perpetuity. Limerick City and County Council will not be responsible for future maintenance and upkeep of memorials approved under this Policy, other than memorials on Council owned land or buildings.
- 4.9 Limerick City and County Council retains the option to remove the memorial at a future date if deemed necessary, due to planning or health and safety considerations. Circumstances such as the sale or demolition of a building on which the memorial is sited, vandalism, etc., may result in Limerick City and County Council not being able to guarantee the retention of a civic memorial.
- 4.10 To assist in evaluating any proposal, Limerick City and County Council may, at its discretion, require public consultation to be carried out.
- 4.11 To assist in evaluating any proposal, Limerick City and County Council may, at its discretion, seek expert advice.
- 4.12 The person/s to be commemorated must have been born or lived in Limerick city or county or have had strong and/or enduring connections with the city or county.
- 4.13 The person/s must have made a unique and outstanding contribution to the life or history of Limerick through outstanding achievement, distinctive service or

significant community contribution and evidence of this contribution must be provided.

- 4.14 An event will have occurred at least 25 years previously unless it is of extraordinary and long-lasting consequence to the city or county.
- 4.15 Proposals to commemorate living persons will not be considered. Nominees must be deceased at least 10 years previously or have passed the centenary of their birth whichever is earlier. A lesser period may be considered by the Committee in very exceptional cases, with subsequent agreement by Limerick City and County Council.
- 4.16 In considering proposals for naming of infrastructure, or erection of civic monuments or plaques, consideration will be given to other infrastructure, monuments or plaques already existing in honour of the person/s or event.
- 4.17 All proposals to erect monuments, memorials or plaques will have to comply with the City and County Development Plan, the relevant Local Area Plan and Planning and Development Acts and Regulations, Bye Laws and other relevant legislation, as appropriate.
- 4.18 The erection of a plaque on a protected structure requires planning permission. Any proposal to erect a plaque on a building that is not protected but that is located within an Architectural Conservation Area will be referred for consultation to the Architectural Conservation Officer (Planning Department) for report and advice.
- 4.19 The erection of a memorial on a Recorded Monument or National Monument may require permission from the National Monuments Section of the Department of Culture, Heritage, and the Gaeltacht and will be referred to them as appropriate.
- 4.20 Permission of the owners (and where relevant leaseholders/building managers), of private property or buildings, will have been sought and demonstrated to have been granted in writing at the time of application.
- 4.21 Where possible, evidence of consent will be supplied from members of family, estate or group connected with the individual or event to be commemorated.

4.22 There may be public notification of the erection, unveiling or installation of a Council civic memorial. Limerick City and County Council, in consultation with the Mayor, may decide to organise an event pertaining to a civic memorial. In most cases, Limerick City and County Council will only organise a single civic memorial event per subject. The Council may decide to hold such a once-off event, either on the erection of the civic memorial or on a subsequent date, which will be a significant landmark date. In exceptional circumstances, Limerick City and County Council may decide to have a regular civic event. Such events would take place only at significant landmark dates. It is Council policy that generally it will not hold annual events for civic memorials.

4.23 Once agreed and erected, the memorial will be included in the “Limerick City and County Council Civic Memorials and Plaques Inventory” and mapped.

5.0 Public Art

Limerick City and County Council values the contribution which permanent art can bring to enhancing the city and county. Limerick City and County Council is developing a separate Public Art Policy and Public Art Strategy, which should be read in conjunction with this document.

6.0 Infrastructure

Infrastructure includes buildings, bridges, roundabouts and other structures.

- 6.1 Consideration will only be given to the naming of major infrastructures such as roundabouts, buildings (non-residential), facilities and bridges. Minor infrastructure will not be considered for naming.
- 6.2 City and county parks, fire stations, libraries and utility facilities will not be named after individuals or events. The names will reflect the locality or townland.
- 6.3 Generally, an individual can only be commemorated with one piece of infrastructure.

7.0 Monuments

A monument is deemed to be a three-dimensional structure, of architectural or sculptural design, varying in height, and erected to commemorate a person or event.

- 7.1 Proposals to erect monuments needs to be carefully examined and other forms such as plaques and commemorative stones considered.
- 7.2 Proposals may be subject to planning legislation depending on their nature and design.
- 7.3 Any proposed monument commemorating a significant period of history should endeavour to be balanced, inclusive and respectful of the totality of that period.
- 7.4 Generally, a historic event can only be commemorated with one monument on a particular site.
- 7.5 Generally, an individual can only be commemorated with one monument.
- 7.6 Any proposal to commemorate should go through a tender and evaluation process allowing for a range of proposals to be considered.
- 7.7 Any proposal to commemorate should consider the security, care and maintenance of a monument
- 7.8 The design, template and wording of any monument must be approved by Limerick city and County Council.
- 7.9 Consideration shall be given to the size and scale of any such monument.
- 7.10 The appropriateness of the proposed location of any monument shall be given consideration.

8.0 Plaques

A plaque is an inscribed tablet fixed to a wall or other surface.

- 8.1 Plaques are typically installed to commemorate the place of residence or work of a notable individual or the occurrence of a significant event. The Department of the Culture, Heritage and the Gaeltacht's Architectural Heritage Protection Guidelines recognise the value which a plaque can have in marking the historical context of a building including existing fixtures and features.

- 8.2 The Design template and wording for a plaque must be approved by Limerick City and County Council.
- 8.3 Plaques should only be affixed to the original building or to where the frontage consists of a facsimile frontage on the original site. In situations where buildings of particular historic value are no longer extant, plaques may be affixed on (or in close proximity to) their former site pending the approval and consideration of the Civic Memorial Technical Committee.
- 8.4 Generally, an individual can only be commemorated with one plaque or memorial.
- 8.5 The erection or replacement of business plaques or nameplates is not covered under this Policy.

9.0 Community Memorials

A Community Memorial is a discreet memorial (for example a tree or bench in a park, street or public space) dedicated to a person or group or to commemorate an event.

- 9.1 Memorials covered by this part of the Policy are for events or individuals who have made a significant contribution to local heritage, culture and/or community development and the public recording of the event/individual to enhance the 'sense of place'.
- 9.2 The Civic Memorial Policy may be superseded by any byelaws which may be in force in respect of a particular location or category of locations.

10.0 Commemorative Trees

Limerick city and County Council will accept contributions for benches and tree planting in a park, street or other public space (subject to the availability of suitable locations), under the following conditions :

- 10.1 The location of the tree and selection of tree species shall be at the discretion of the Executive Superintendent, Parks.

10.2 The sponsor shall be required to meet the cost of the work.

10.3 The Executive Superintendent, Parks, reserves the right to remove or relocate the tree at any time, should it be considered necessary.

11.0 Commemorative Benches in Parks

Regarding commemorative benches in parks, the selection of the location, bench and plaque will be at the discretion of the Executive Superintendent, Parks.

11.1 The bench shall be installed by the Parks Department. The plaque shall be installed on the uppermost backboard and the inscription is to be agreed with the Executive Superintendent, Parks. The plaque shall be maintained for the lifetime of the bench, or for a minimum of 5 years.

11.2 The applicant shall be required to meet the cost of the purchasing and installation of the donated bench.

11.3 The Executive Superintendent, Parks reserves the right to remove or relocate the bench at any time, should it be considered necessary.

12.0 Civic Memorial and Public Art Technical Committee

The Civic Memorial and Public Art Technical Committee will consider all applications deemed to be valid under the terms of this Policy.

12.1 Proposals for all civic memorials and public art pieces must be formally submitted as per Appendix 1. The Civic Memorial and Public Art Technical Committee will consider all applications deemed to be valid under the terms of this Policy. The Committee may, at its discretion, request additional information on any proposal.

12.2 The Civic Memorial and Public Art Technical Committee comprises of the following:

- Senior Executive Officer, Corporate Services, Governance & Customer Services
- Senior Executive Architect
- Limerick City and County Librarian
- Limerick Arts Officer
- Architectural Conservation Officer
- Local Studies Librarian or Decade of Centenaries Co-Ordinator (as appropriate)
- Executive Superintendent, Parks
- Relevant Metropolitan/Municipal District Engineer
- Senior Planner
- Limerick Heritage Officer
- Senior Executive Officer, Environment
- Other such officials, as appropriate.

12.3 The Committee may call on the advice of internal and/or external parties (who are not members of the Committee) in the evaluation of proposals. These experts may be requested to comment on proposals relevant to their expertise and/or be invited to attend and contribute to meeting/s of the Committee.

12.4 Depending on the proposal, the Civic Memorial and Public Art Technical Committee may seek public comment or convene public meetings on proposals which are of interest to a locality.

12.5 Recommendations of the Civic Memorial and Public Art Technical Committee will be brought to Protocol Committee for consideration. The Protocol Committee will consider the recommendations on all applications and determine whether the applications be brought before the full Council, the Municipal District, or the appropriate Strategic Policy Committee for a final decision.

13.0 General Procedures when applying for a Civic Memorial/Public Art Piece

13.1 Only complete and valid proposals will be considered by the Civic Memorial and

Public Art Technical Committee.

- 13.2 Proposals must be made in writing on an official application form, see appendix for sample, available from Limerick City and County Council by post, email or download at www.limerick.ie
- 13.3 A marked map and photographs of the proposed location must be submitted with the completed application form.
- 13.4 The costs involved in naming infrastructure or the erection of a monument or plaque, including installation will be borne by the proposers. Proposers will have to demonstrate that the required funding is available for the proposal.
- 13.5 Limerick City and County Council may initiate the naming of infrastructure or the erection of a monument or plaque through the Civic Memorial and Public Art Technical Committee, and in such circumstances may fund or part-fund the initiative.
- 13.6 Financial support for memorials will not normally be made available by Limerick City and County Council, except through existing appropriate Council Grant Schemes.
- 13.7 It is a matter for the original promoter of a plaque to maintain the “goodwill” agreement with the building owners and to maintain the appearance of the plaque in perpetuity.
- 13.8 It is acknowledged that plaques can add to the special interest of a building and it is recommended that they be retained in situ and not removed.
- 13.9 The decision to permit the erection of a plaque is subject to a written contract or agreement with Limerick City and County Council.
- 13.10 Support material such as publications, texts, photographs, videos, etc. will be

accepted. Limerick City and County Council does not accept responsibility for any loss or damage which may occur. Applicants will be required to collect support material within one month of being informed of the decisions of Limerick City and County Council.

13.11 The text of the proposed wording for a monument or plaque must be provided along with visualisations (design, drawings) of the proposal.

13.12 Limerick City and County Council will support the use of bilingual wording on memorials (Gaeilge and English), and other languages, as appropriate.

13.13 The design and text of any wording associated with the naming of infrastructure or the erection of a monument must be agreed with the Civic Memorial and Public Art Technical Committee and approved by Limerick City and County Council.

13.14 The proposal should provide evidence that the text for the memorial is factually correct (supporting material such as publications, texts and photographs).

14.0 Submission of applications for Civic Memorials/Public Art Pieces

Applications for civic memorials/public art should be submitted on the official application form (Appendix 1) and demonstrate compliance with regard to this policy.

All applications shall be addressed to:

Civic Memorial and Public Art Technical Committee
Corporate Services, Governance & Customer Services,
Limerick City and County Council,
Corporate Headquarters,
Merchant's Quay,
Limerick.

Appendix 1:



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

Civic Memorial / Public Art Application Form

Limerick City and County Council

Please note that this form is an application for the erection of a Civic Memorial or a Public Art display. This is not an application for funding.

Please note completion of this form does not imply a successful outcome of the application.

Any queries in relation to this application form or in relation to the Civic Memorial Policy please contact corporate@limerick.ie

Part A: Contact Details

Name of Group/Organisation:.....

Contact Person:.....

Position in Group/Organisation:.....

Address:.....

.....

Tel:..... E-mail:.....

Part B: Significance of person, group of persons or event

Is the person, group of persons or event being commemorated of city, county, national, or international significance? If yes give details and please submit evidence of significance.

[illegible]

Part C: Details of the proposed Memorial or Public Art Piece

Describe the proposed memorial/public art piece. Include the following:

- The person, group of persons, event being commemorated
- The full text, if any to be included on memorial/ public art piece
- Evidence [sources] that the text for the memorial/ public art piece is factually correct
- Drawings and/or photographs of the proposed memorial/ public art piece
- Details of the design of proposed memorial / plaque/ public art piece
- Details of the fixing of the proposed memorial / plaque/ public art piece

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice. There are no margins, text, or other markings on the page.

Part D: Location of proposed Memorial or Public Art Piece

Proposed location of proposed memorial/public art piece. Please note a marked map and photographs of the proposed location should be supplied with the application, listing possible alternative locations in order of preference.

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Has this event, place or person been commemorated in another location in Limerick city or county. If so, give details.

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Part E: Consents (If Applicable)

If the proposed location is not Local Authority property, please submit written consent form the landowner authorising the erection of the proposed civic memorial or public art piece.

[Landowner in this instance has a broad interpretation to include the private individual, corporate, political religious or institutional body that owns or is responsible for the site, building or other structure proposed as a location for the proposed memorial.]

Name of landowner:.....

Tel. of landowner:.....

Email of landowner:

Part F: Project Costs of Proposed Memorial/Public Art Piece

Please provide details of proposed costs associated with the proposed memorial/public art piece to include design, production, installation, marketing and maintenance. Where relevant please supply quotes or tenders if available.

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Detail any financial assistance and support that will be made available to aid in successfully delivering a civic memorial/public art piece.

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Please note that Limerick City and County Council may not be in a position to provide funding to proposed civic memorials/public art pieces.

Part G: Maintenance of Proposed Memorial/Public Art Piece

Submit detail of a maintenance plan. Limerick City and County Council will not be responsible for future maintenance and upkeep of memorials/public art pieces approved under this policy.

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Part H: Declaration

I understand that the proposal will comply with Limerick City and County Development Plan, relevant Local Area Plan and Planning and Development Acts and Regulations, Bye Laws and other relevant legislation as appropriate. I have read Limerick City and County Council Civic Memorial Policy, agree with the terms and I am satisfied that this proposal complies with the policy.

Signed:

On behalf of:

Witnessed by:

Date:

Part I: Submission of proposals for memorials

Proposals for memorials should be submitted in writing to Limerick City and County Council and demonstrate compliance with regard to the Civic Memorial Policy for Limerick City and County Council. All supporting material should be submitted with the proposal and shall be addressed to:

Civic Memorial and Public Art Technical Committee
Corporate Services, Governance & Customer Services,
Limerick City and County Council,
Corporate Headquarters,
Merchant's Quay,
Limerick

Please check you have submitted all detail listed below with this application form

	Part	Tick
Full contact details	A	
Evidence of county, national or international significance	B	
Details of the person, group of persons or event being commemorated	B, C	
The full text, if any to be included on memorial/public art piece	C	
Evidence [sources] that the text for the memorial/public art piece is factually correct	C	
Drawings and/or photographs of the proposed memorial/public art piece	C	
Details of the design of proposed memorial/public art piece	C	
Details of the fixing of the proposed memorial/public art piece	C	
Marked map and photographs of the proposed location of memorial/public art piece	D	
Details of landowners and/or appropriate consent (if required)	E	
Details of cost and financial assistance	F	
Details of memorial/public art piece maintenance	G	
Signed and dated declaration 'Part H'	H	
Address and submission details to the council are correct	I	

Additional information and consideration:

- Where relevant, evidence of tenders submitted should demonstrate value for money.
- Insurance particulars may be required in terms of the erection/installation of a proposed memorial/public art piece.
- Health and safety measures must likewise be a priority for consideration with all associated works to any proposed memorial/public art piece.
- Limerick City and County Council will not be responsible for future maintenance and upkeep of memorials approved under this policy. An agreed programme for the 'taking in charge' of any proposed memorial/public art piece as a public or civic memorial/public art piece needs to be considered from the outset and developed with the Civic Memorial and Public Art Technical Committee.