

---

Commemorative  
Plaques, Memorials  
and Monuments

---

Procedures and  
Policy Document

---

Cork City Council  
Commemorative Motions  
Committee

---

April 2015

---

# **Cork City Council Procedures and Policy Document for Commemorative Plaques, Memorials and Monuments in the Public Realm**

## **Introduction**

### **Context**

Cork City Council recognises that commemoration plaques, memorials and monuments in the public realm offer opportunities to honour, celebrate, or remember a person, groups of people or events of significance.

The commemorative plaques, memorials and monuments already placed within Cork city form an integral part of our heritage. They not only link us with our past but they enhance our present, they provide an opportunity for the city to highlight important social, cultural and economic contributions to society, to celebrate the uniqueness of the City and to create a 'sense of place' which is identified as being of great importance to citizens and visitors.

There are a number of ways to commemorate an individual or event. This includes commemoration ceremonies, community development projects (arts, sport, education, etc) dedicated to the memory of individuals, groups or events, history, archive research and digital media projects which take place within a locality, community or on a city wide basis. Cork City Council encourages such methods of commemoration.

A commemorate plaque, monument or memorial is a lasting tribute to a person, group or event. Therefore the Council needs to be confident that the subject of such a remembrance is of sufficient importance that the decision to approve a monument will stand the test of time.

This procedure and policy document sets out the process by which Cork City Council will consider the commemoration of events or individuals which have shaped the city.

A need for Cork City Council to establish a policy on this matter has been identified due to:

- Need to have clarity regarding the policy and procedures for the consideration of proposals from individuals and interest groups.
- Need to regularise the unauthorized installation and variable quality and appearance of some existing plaques, memorials and monuments.
- The high level of demand for the erection of commemorative plaques, memorials and monuments.
- The emotive nature of requests where people are recently deceased.
- The need to ensure that a proliferation of memorials and plaques does not detract from the wider amenity and enjoyment of public spaces.

### **Definitions of Plaques, Memorials and Monuments**

- Commemorative plaques are usually an inscribed tablet fixed to a wall or other surface and are typically installed to commemorate the place of birth, residence or work of a notable individual or a significant event.
- A memorial is a discreet remembrance dedicated to a person, group or event e.g. a tree or bench.
- A monument is deemed to be a three dimensional structure of architectural or sculptural design erected to commemorate a person or event.

## **Proposed Structure for Assessment**

A Commemorative Motions Committee has been established by the Cork City Council part of whose remit is to assess proposals for the installation of commemorative plaques, memorials and monuments.

The Committee consists of Cork City Council Elected Members and Cork City Council staff from various departments eg Environment and Recreation Directorate (Parks Dept), Cork City Libraries, Arts Officer, Cork City and County Archives and the Heritage Officer. The Committee may also call on the advice of other Cork City Council staff members such as representatives from the Roads Directorate, Conservation Officer and City Archaeologist and external experts as appropriate.

It is proposed that the Commemorative Motions Committee will meet twice a year specifically to consider applications. Initially the Committee will also consider existing proposals on file. The Commemorative Motions Committee will then make recommendations to Council through the Strategic Planning and Economic Development Strategic Policy Committee. The final decision will rest with the Council.

## **Procedure**

Proposals must be made in writing on an official application form and submitted by the stated deadline.

The following information should accompany all applications

- A map and photographs of the proposed location.
- The text and illustrations for plaques and text and scaled drawings or sketch for memorials or monuments.
- Relevant supporting material e.g. publications, reports, photographs, evidence from heritage or historical groups, academic reports etc.
- Evidence of funding.
- Maintenance strategy.
- Evidence of planning permissions where required and appropriate consultation with relevant Cork City Council staff.
- Evidence of appropriate approvals from building owners and immediate family members where appropriate.

## **Criteria**

### **General**

- Each application will be dealt with on a case by case basis.
- The nomination should comply with the criteria outlined below.
- Once a plaque, memorial or monument has been erected, it should remain in situ for a period of at least 15 years.
- Plaques, memorials and monuments less than 0.6 square meters in area will not require planning permission.
- Plaques, memorials and monuments in the curtilage of a protected structure may be subject to planning permission and will require approval from the Conservation Officer.
- The design, location, and fixing methods of a plaques, memorials and monuments needs careful consideration if it is to be placed on or in the curtilage of a protected structure. It is important that a plaque, memorial or monument does not have a negative architectural, visual or physical effect on the structure.

- Plaques, monuments and memorials adjacent to a Recorded Monument and Place (RMP) will require 2 months written notice to the National Monuments Service and will require written approval from the City Archaeologist. Plaques attached to an RMP will not be considered.
- Permission of the owners and where relevant lease holders/building managers of private property or buildings will have to be demonstrated to have been granted in writing at the time of the application.
- All new plaques, memorials and monuments will be added to the existing Cork City Council plaques database of plaques and will outline details of sponsorship and proposers.

#### Criteria for Commemorating a Person

- The person nominated must be deceased at least twenty years or have had the centenary of their birth whichever occurs first.
- Permission needs to be sought from any surviving immediate family member of the person nominated.
- The person nominated should be considered eminent by a majority of his or her own professional body or field and/or be recognisable to the well informed passer-by.
- The person nominated has made a unique and outstanding positive contribution to Cork City and/or made an outstanding positive national or international contribution through their work, achievements, service or community contribution.
- The person nominated should be a native of the city or have lived in the city for a significant period of time or have had strong and/or enduring connections to the city
- Only in exceptional cases will a commemoration be considered if a person is already commemorated elsewhere in the city.

#### Criteria for Recognising Buildings

- As this document deals with historical commemorative plaques the nominated building must be in existence at least fifty years or have had the centenary of the laying of its foundation or completion whichever occurs first.
- The nominated building should be considered significant by a majority of professional bodies within the field and be of architectural, historical, artistic, cultural, scientific, social, technical or archaeological interest.
- The nominated building should have made a positive contribution to Cork City.
- The nominated building may have brought positive national or international attention to Cork through its design or use.
- The nominated building should be recognisable to the well informed passer-by.

#### Criteria for Commemorating an Event

- The event must have occurred at least fifty years ago or have had the centenary of the event whichever occurs first.
- The event should be considered of significance by a majority of professionals associated with it and be recognisable to the well informed passer-by.
- The event should have made a significant contribution to or promotion of Cork City's heritage and history.
- The event should have brought national or international attention to Cork City.

### Criteria for Memorials

Nominations for memorials such as a bench or a tree to be installed in a city park or public space will be dealt on a case by case basis. The design and dimensions will be referred to the Parks Department of Cork City Council for approval.

### Criteria for Monuments

- The person/persons, building or event that is being commemorated by a monument should have had a highly significant impact on the city, nationally or internationally.
- The person/persons, building or event commemorated must be considered eminent by historians and be recognisable by the well informed passer-by.
- Monuments will be subject to planning permission depending on their size and design.
- Only in exceptional cases will a monument be considered if the person/persons, building or event is already commemorated elsewhere in the city.
- The design and dimensions will be referred to the Arts Office for comment on its artistic merit.

### **Plaque Design**

A design template for commemorative plaques will be created. Only in exceptional circumstances will alternative designs be considered by the Committee. No sponsorship logos will be considered on these plaques. However all subsequent PR will acknowledge the sponsors and promoters of the plaque and they will also be acknowledged in the plaques database. (See Criteria - General)

### **Costs**

All costs associated with the fabrication and maintenance of plaques, memorials and monuments will be borne by the proposer. Cork City Council will undertake to install any plaques and a fee will be charged to undertake this piece of work. (approx €50 to be reviewed annually)

### **Language**

It is recommended that all plaques, memorials and monuments be bilingual and in other languages where appropriate.

### **Application Form**

A draft application form is below



# Cork City Council

## Application Form for Commemorative Plaques, Memorials or Monuments

All Applications to be sent to: Commemorative Motions Committee c/o Carmel Currid, Corporate and External Affairs, Cork City Council, City Hall Cork.

Tel: 021 4924373; E-mail: [carmel\\_currid@corkcity.ie](mailto:carmel_currid@corkcity.ie)

**Name of Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tel:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

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

**Type of Commemoration e.g. Plaque, Memorial or Monument:**

\_\_\_\_\_

**Proposed Location for the plaque, memorial or monument:**

\_\_\_\_\_

**Information Required:**

- Map and Photograph of proposed location
- Text and proposed design
- Supporting information as outlined above
- Evidence of funding
- Maintenance Strategy
- Evidence of planning permission and appropriate consultation with relevant Cork City Council staff
- Evidence of appropriate approvals from building owners and family members

**Biographical and /or Historical Information on the Person nominated: (500 words)**

I/we have read the criteria as set out in the Commemorative Plaques, Memorials and Monuments Procedures and Policy Document. I understand that the recommendations of the Commemorative Motions Committee and Cork City Council are final.

Please tick box to confirm.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_