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**Leitrim County Council Policy**

**Regarding Commemorative Plaques, Memorials and Monuments in Public Spaces and Buildings**

Leitrim County Council recognises that public commemoration plaques, memorials and monuments offer opportunities to honour, celebrate, or remember a person, group of persons or events of significance. This policy sets out the process by which Leitrim County Council will consider the commemoration of events or individuals who have shaped the County, either by the naming of infrastructure or by the installation of monuments, memorials and plaques in the public domain.

It is important that Leitrim County Council has a policy on this matter due to;

* The need to have clarity regarding the policy and procedures for the consideration of proposals from individuals and interest groups.
* The increased level of demand for the naming of infrastructure and the erection of plaques, memorials and monuments.
* The emotive nature of requests where people are deceased.
* The need to ensure that a proliferation of memorials and plaques do not detract from the wider amenity and enjoyment of public spaces.

**CIVIC MEMORIALS**

**Guiding Principles and Policy**
Civic memorials represent a significant civic acknowledgement of a subject. It is, therefore, necessary that clear criteria are used to evaluate any proposal. A monument is a lasting tribute to a person, group or event. Therefore Leitrim 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. Applications to erect civic memorials are required to be made on the official application form and should be submitted for assessment to the ‘Commemorative Plaques, Memorials and Monuments Committee’ which consists of 6 elected members, 2 from each Municipal District and who will be assisted by the council's Culture Team which comprises the Director of Services for Housing, Corporate Services, Community and Cultural Services and key staff representing Arts, Libraries and Heritage.

**Civic Memorial Criteria**
The following are criteria for all proposals on the naming of Leitrim County Council infrastructure or the erection of a monument or plaque in honour of a person, group or event:

* The proposal should ensure the memorial is of a county, national or international significance.
* The person/s to be commemorated must have been born or lived in Leitrim or have had strong and/or enduring connections with the County.
* The person/s must have made a unique and outstanding contribution to the life or history of Leitrim through outstanding achievement, distinctive service or significant community contribution and evidence of this contribution must be provided.
* The proposal should establish that County Leitrim is the appropriate geographic location for the memorial, monument or plaque (i.e. there is a strong association with the county by virtue of birth, death, contribution to the county, etc.) and/or that there is a strong association between the site and the event or person being commemorated).
* The memorial must be in keeping with the proposed location (i.e. in terms of design and materials) and demonstrate consideration and understanding of the natural and built environment and the communities adjacent to the proposed site.
* The proposal must demonstrate high design quality, appropriate aesthetic and artistic merit as well as due consideration for health and safety.
* The proposal will provide the following technical information: site location map, text on memorial, drawings and/or photographs, details of design and details of fixing.
* The proposal must provide details of how the memorial will be maintained and cared for in perpetuity. Leitrim County Council will not be responsible for future maintenance and upkeep of memorials approved under this policy, other than memorials on council-owned buildings.
* Leitrim 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 Leitrim County Council not being able to guarantee the retention of a civic memorial.
* To assist in evaluating any proposal, Leitrim County Council may, at its discretion, require a public consultation to be conducted.
* To assist in evaluating any proposal, Leitrim County Council may, at its discretion, seek expert advice.
* An event to be commemorated will have occurred at least 10 years previously unless it is of extraordinary and long-lasting consequence to the County.
* Proposals will generally only be considered in relation to persons who are deceased for a period of 10 years.
* In considering proposals for naming 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.
* All proposals to erect monuments, memorials or plaques will have to comply with the County Development Plan, the relevant Local Area Plan and Planning and Development Acts and Regulations, Bye Laws and other relevant legislation, as appropriate.
* 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 to the Planning Section for report and advice.
* The erection of a memorial on a Recorded Monument or National Monument may require permission from the National Monuments Service at the Department of Housing, Local Government and Heritage and will be referred to them as appropriate.
* 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.
* Where possible, evidence of consent will be supplied from members of family, estate or group connected with the individual or event to be commemorated.
* Following the consideration of applications, all decisions by the Council, and the reason(s) for those decisions, will be communicated to the applicant in writing.

**Plaques**

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

* Leitrim County Council must approve design template and wording.
* Plaques can only be affixed to the original building or to where the frontage consists of a facsimile frontage on the original site.
* Generally, an individual can only be commemorated with one plaque or memorial.

The erection or replacement of business plaques or nameplates is not covered under this policy.

**Monuments**A monument is deemed to be a three-dimensional structure of either high or low relief, of architectural or sculptural design, erected to commemorate a person or event.

Proposals may be subject to planning legislation depending on their nature and design.
It is likely that monuments would generally require planning permission. Generally, an individual can only be commemorated with one monument.

If such structures are proposed within or adjoining a public road to include a grass verge, they would also require consents under the Roads Acts (Road Opening License or other).

**Infrastructure**
Infrastructure includes buildings, bridges, roundabouts and other structures.
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.
Parks, fire stations, libraries and utility facilities will not be named after individuals or events. The names will reflect the locality or townland.
Generally, an individual can only be commemorated with one piece of infrastructure.

**General Procedures**

* The Council will consider only complete and valid proposals.
* Proposals must be made in writing on an official application form. A marked map and photographs of the proposed location must be submitted with the completed application form.
* 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.
* Financial support for memorials will not normally be made available by Leitrim County Council, except through existing appropriate council grant schemes.
* Support material such as publications, texts, photographs, videos, etc. will be accepted.
* The text of the proposed wording for a monument or plaque must be provided along with visualisations (design, drawings) of the proposal.
* The design and text of any wording associated with the naming of infrastructure or the erection of a monument must be agreed and approved by Leitrim County Council.
* The proposal should provide evidence that the text for the memorial is factually correct (supporting material such as publications, texts and photographs).

**Submission of proposals for memorials**
Proposals for memorials should be submitted in writing, on the official application form to Leitrim County Council and demonstrate compliance with regard to this policy.

**Note**

There are plaques and memorials which predate this policy and were not subject to the framework that has now been established. These existing earlier memorials/plaques will not be taken as a precedent for future approvals.