

# Naming and Civic Commemorative Policy



## Document Information

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## **1. Introduction**

Galway City Council recognises that public commemorations offer opportunities to honour, celebrate or remember a person, groups of people or events of significance.

This protocol sets out the process by which Galway City Council will consider the commemoration of events or individuals, either by the naming of public infrastructure in the ownership or remit of Galway City Council or by the installation of a monument, memorial, or plaque in the public realm within the jurisdiction of Galway City Council.

Commemorations may take the form of permanent and fixed plaques, memorial, monument, the naming of a building/new road etc.

## **2. Civic Commemoration Committee**

The Council will establish a Civic Commemoration Committee to advise and make recommendations on proposed commemorations. The Committee may also make proposals directly to the Corporate Policy Group.

The Civic Commemoration Assessment Committee will be comprised of the:

- Arts Officer,
- Heritage Officer,
- Irish Officer,
- Senior Planner,
- Senior Parks & Environment staff,
- Senior Executive Officer, Corporate Services,
- a Councillor from each Electoral Area for the full term of the Council, and
- the Mayor of the City of Galway.

Where it is deemed necessary, the Committee may call on the advice of additional Council officials and, at its discretion, seek external expert advice in the evaluation of proposals.

### **3. Process for Civic Commemorations**

Galway City Council will agree on civic commemorations in line with the following procedure:

- Proposals for memorials, plaques, monuments or the naming of infrastructure can be made by any person and should be submitted in writing to the Senior Executive Officer, Corporate Services, Galway City Council.
- The Senior Executive Officer, Corporate Services, will circulate the proposal to the members of the Civic Commemoration Committee for comment and will convene a meeting, if required.
- A report will be prepared for consideration by the Corporate Policy Group.
- A commemoration proposal must be endorsed by the majority of the Corporate Policy Group and forwarded to the full Council for approval. A proposal not receiving the endorsement of the majority of the Corporate Policy Group will be rejected.
- Notification will be issued to the proposer regarding the decision taken.

### **4. Criteria for Civic Commemorations**

A commemoration represents a significant acknowledgement of a subject (event or individual), and the Civic Commemoration Committee will use clear criteria to evaluate any proposal. This will include:

#### **Significance Test**

- a) The proposal should establish that the subject for commemoration is of a city, national, or international significance and the subject must have made a unique and outstanding contribution to the life or history of Galway City through outstanding achievement, distinctive service or significant community contribution.
- b) A commemoration is a lasting tribute to a person, persons or an event. Therefore, the Council needs to be confident that the subject of a commemoration is of sufficient importance that the reason behind the decision to

approve the Commemoration will stand the test of time. It is therefore considered appropriate that the Council will only generally consider commemorating persons who have been deceased for at least 10 years and after at least 10 years subsequent to an event taking place.

- c) In considering a proposal for the naming of infrastructure or the erection of a memorial/plaque/monument, consideration will be given to what other commemoration exists, locally or nationally, in honour of the person(s) or event.

### **Consents**

- d) The proposal should supply evidence of consent from members of the family, estate or group connected with the individual(s) or event to be commemorated, where possible.

### **Location Requirements**

- e) The location where the commemoration is proposed should be a suitable location for the memorial having regard to the connection between that location and the person or event being commemorated.
- f) It is likely that many proposals will relate to specific sites (such as a building). In such cases the proposal needs to include any permission (such as the consent of the owner of the building, etc.) that is required. Depending on their nature, design and location, proposals may be subject to planning legislation and/or restrictions due to their proximity to National Monuments or Protected Structures and other public realm considerations. Where these deem the location of the memorial unsuitable a next best location will be examined.

### **Future Care and Maintenance**

- g) The proposal must provide details of how the commemoration will be maintained and cared for in perpetuity. 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 commemoration in perpetuity. Furthermore, Galway City Council will not be responsible for future maintenance and upkeep of Commemorations promoted by a private individual or group.

### **Nature of Commemoration**

- h) The Committee will consider the proposed wording and must agree the text that

forms part of any Commemoration.

- i) Wording on commemorations may be in Irish only or in Irish and English (with the font of both languages being the same and the Irish language being printed first). Wording may also be in other languages where appropriate, but this should be agreed in advance.
- j) The design should be high quality and include for appropriate standard of materials and should be relative in scale to the location selected.

### **Public Consultation**

- k) To assist in evaluating any proposal, Galway City Council may, at its discretion, require public consultation, and consultation with other bodies, as appropriate i.e. An Garda Síochána, adjacent landowners.

### **Funding**

- l) Proposals should outline any financial assistance and support that will be made available to Galway City Council to aid it in successfully delivering a civic memorial. Galway City Council may not be in a position to provide funding to proposed civic memorials.

## **5. Types of Commemorations**

In reviewing a proposal, consideration will also be given to the type and suitability of the commemoration being proposed. Any proposals being evaluated must have regard for any adopted Strategy for the area. This protocol deals with a number of types of commemoration:

### **Infrastructure**

- i. Infrastructure includes buildings, bridges, roundabouts and other structures.
- ii. Consideration will only be given to the naming of major infrastructure such as roundabouts, public buildings (non-residential), public facilities and bridges. Minor infrastructure and Fire Stations will not be considered for naming.
- iii. Agreement of funding agencies for such infrastructure may be required, prior to commemoration.

## **Monument**

- i. A monument is deemed to be a three-dimensional structure or a high or low relief, of architectural or sculptural design, erected to commemorate a person or event.
- ii. In considering all proposals for monuments the Civic Commemorative Committee will have regard to its artistic merit and the suitability of the proposed location.
- iii. Proposals for stones/boulders as a monument will generally only be considered in large open spaces.

## **Plaque**

- i. A plaque is an inscribed tablet of metal, stone or other material fixed to a wall or other surface.
- ii. Plaques will conform to a standard design and agreed wording. Galway City Council will provide a design template for plaques which it approves.

## **Community Memorial**

- i. A Community Memorial is typically a tree or bench in a park, street or public space dedicated to a person or group or to commemorate an event.
- ii. Proposals for community memorials, such as a bench or tree planting to be installed in a public park or public space, should first be considered by the relevant Local Area Committee before following the process set out in this protocol.
- iii. The City Council will be responsible for the selection of tree species.

## 6. General Conditions

Once a Commemoration has been erected, it is Council policy that it should remain in situ until otherwise decided by the Council.

However, circumstances such as the sale or demolition of a building on which the commemoration is sited, or through acts of vandalism, etc. may result in the Council not being able to guarantee the retention of a commemoration.

Galway City Council retains the option to remove a commemoration at a future date, if deemed necessary due to planning, infrastructural works, health and safety considerations or any other reason that Galway City Council deems necessary. In so doing, it will liaise with appropriate stakeholders, such as the commemoration applicant/proposer, where possible.

## 7. Residential Developments

Under the Planning & Development Act (2000), Galway City Council is empowered, when granting planning permission, to add conditions that require the developer to consult with the Local Authority in relation to the naming and numbering of the development.

The policy in the Galway City Development Plan enables the naming of new residential developments solely in the Irish language irrespective of whether these are in the Gaeltacht area of the city or not. The specific policy includes the following: *Promote the use of the Irish language in the naming of new residential developments, public roads and parks.*

This highlights Galway City Council's commitment to sustaining and promoting the community use of the language and to make the language more visible in the city.

An Coiste Logainmneacha /The Placenames Committee provides suitable placenames in Irish for new housing developments in the city. Placenames are provided in the context of the local area and are based on the extensive tradition and richness of Irish placenames. The Coiste Logainmneacha may also name non-residential developments

such as commercial developments, community centres and road bilingually or in Irish only, as appropriate.

## **8. Statutory Provisions**

The policy cannot be applied to the changing of the name of a street or locality, this procedure is prescribed under Part 18 of the Local Government Act, 201 (as amended).

This policy will comply with the requirements of the Official Languages Act 2003, as amended.

## Galway City Council

### Civic Memorial Application Form

December 1, 2023

Before completing this application form, please review the Civic Memorial Policy of Galway City Council, available at <https://www.galwaycity.ie/Civic-Naming>

#### Part A Contact Details

By sharing your contact details, **you agree** to Galway City Council using these details to contact you in relation to this application. The Galway City Council Privacy Policy is available at [www.GalwayCity.ie/Privacy-Policy](http://www.GalwayCity.ie/Privacy-Policy)

If writing, please use Block Capitals.

Name of Group/Organisation:	
Contact Person:	
Position in Group/Organisation:	
Address:	
Telephone:	
Email:	

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

Please detail why you/ your group are making this nomination.

Is the person, group of persons, or event, being commemorated of county, national, or international significance?

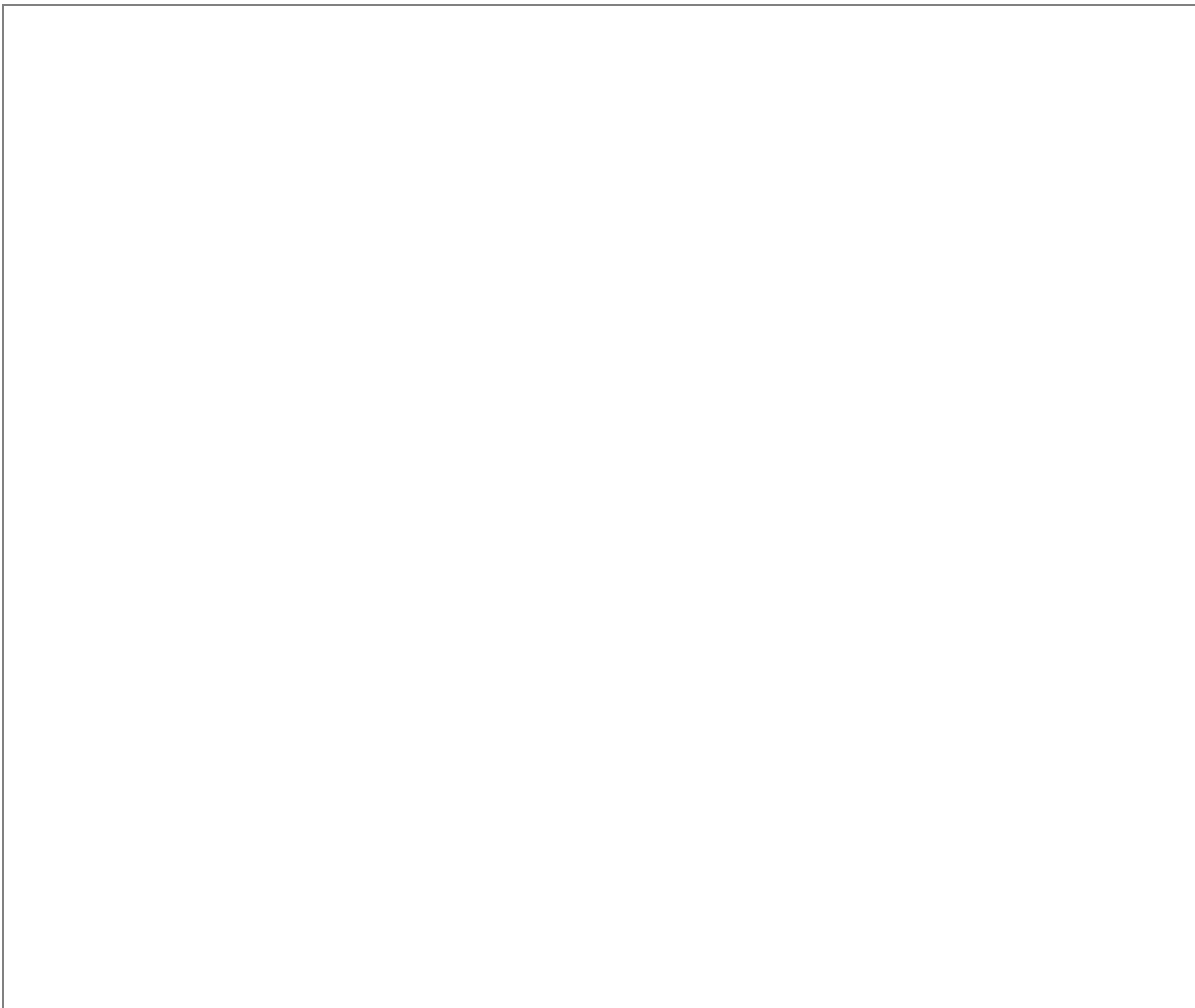
If yes give details and please submit evidence of significance – for example, photos, news articles, publications.

Please demonstrate that nominations are for persons deceased for at least 10 years, or in the case of an event, after at least 10 years after the event taking place.

## **Part C                      Details of the Proposed Memorial**

Please describe the proposed memorial, including the following:

- The person, group of persons, event being commemorated.
- The full text, if any, to be included in the memorial.
- Evidence [sources] that the text for the memorial is factually correct.
- Drawings and/or photographs of the proposed memorial.
- Details of the design of proposed memorial / plaque.
- Details of the fixing of the proposed memorial / plaque.
- Details of any groundworks, power, lighting or other works/ utilities envisaged.



**Part D Location of Proposed Memorial.**

Please detail the location(s) for the proposed memorial.

Please detail how the location proposed is a suitable location for the memorial, having regard to the connection between that location and the person or event being commemorated.

A marked map and photographs of the proposed location should be supplied with the application, listing possible alternative locations in order of preference.

Has this event, place or person been commemorated in another location in Galway City, or nationally? If so, please give details.

**Part E Consents (If Applicable)**

If the proposed location is not Galway City Council property, consent must be obtained in writing from the landowner, prior to making this application.

Please submit details of the landowner, and details of such consent.

[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:	
Name of contact person:	
Tel. of contact person:	

Email of contact person:	
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The proposal should supply evidence of consent from members of the family, estate or group connected with the individual(s) or event to be commemorated, where possible. Please submit details of such consent.

Name of contact person:	
Tel. of contact person:	
Email of contact person:	

**Part F Project Costs of Proposed Memorial.**

Please provide details of proposed costs associated with the proposed memorial to include design, production, installation, marketing and maintenance.

Where relevant please supply quotes or tenders if available.

Please indicate prices in € inclusive of VAT.

<b>Item</b>	<b>Cost in € inclusive of VAT</b>
1)	€
2)	€
3)	€
4)	€
5)	€
6)	€
7)	€
8)	€
9)	€
10)	€
11)	€
12)	€
13)	€
14)	€
15)	€
<b>Total:</b>	€

Please detail any financial assistance and support that will be made available to aid in successfully delivering a civic memorial, including the funding source.

Has this funding been confirmed/ secured by the nominee?

Galway City Council may not be in a position to provide funding to proposed civic memorials.

**Part G      Maintenance of Proposed Memorial.**

Please submit detail of a maintenance plan for the proposed memorial, including funding sources and persons/ bodies responsible.

## **Part H Declaration**

I understand that the proposal will comply with the current Galway City Council Development Plan, relevant Local Area Plan, and Planning and Development Acts and Regulations, Public Realm Strategy, Bye Laws and other relevant legislation and policies as appropriate.

I have read the Galway City Council Civic Memorial Policy, agree with the terms and I am satisfied that this proposal complies with the policy.

Signed:	
Please print name:	
On behalf of:	

Witnessed by:	
Please print name:	
Date:	

## **Part I Submission of proposals for memorials**

Proposals for memorials should be submitted in writing to Galway City Council.

Proposals must demonstrate compliance with regard to the Galway City Council Civic Memorial Policy.

All supporting material should be submitted with the proposal and shall be addressed to:

Senior Executive Officer  
Corporate Services  
Galway City Council  
City Hall  
College Road  
Galway, H91 X4K8.

## Part J Final Check List

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	C	
Evidence [sources] that the text for the memorial is factually correct	C	
Drawings and/or photographs of the proposed memorial	C	
Details of the design of proposed memorial / plaque	C	
Details of the fixing of the proposed memorial/ plaque	C	
Details of any groundworks, power, lighting or other works/ utilities envisaged	C	
Marked map and photographs of the proposed location of memorial	D	
Details of landowners and/or appropriate consent (if required)	E	
Details of consent of family, estate or group connected with individual(s) or event to be commemorated	E	
Details of cost	F	
Details of memorial 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.
- Health and safety measures must likewise be a priority for consideration with all associated works to any proposed memorial.
- Galway City 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 as a public or civic memorial needs to be considered from the outset and developed with Galway City Council.

## Marking Scheme – Civic Commemorations

The Civic Commemoration Committee will use this marking scheme to review proposed commemorations. Commemorations will then be considered by the Corporate Policy Group, which may or may not recommend consideration of the full Council.

### Significance Test

	Yes	No	Score 1-10, where 1 is <u>least</u> impact/ least positive, and 10 is <u>most</u> impact/ most positive.	Notes
a) Commemoration is of a city, national, or international <b>significance</b>				Score higher for greater significance
b) The subject has made a unique and outstanding <b>contribution</b> to the life or history of Galway City through outstanding achievement, distinctive service or significant community contribution.				Score higher for a greater contribution.
c) <b>Time</b> – in the case of persons, they are deceased for at least 10 years. In the case of events, it is at least 10 years since the event.				Score lower if it is less than 10 years
d) Are there <b>other commemorations</b> , locally or nationally, in honour of this person or event?				Score lower if other commemorations exist
<b>Total Score page 1</b>				

	Yes	No	Score 1-10, where 1 is <u>least</u> impact/ least positive, and 10 is <u>most</u> impact/ most positive.	Notes
e) If not GCC land, has the <b>consent of the landowner</b> been demonstrated?				Score lower if consent not demonstrated
f) Has <b>consent</b> from members of the family, estate or group connected with the individual(s) or event to be commemorated been demonstrated?				Score lower if consent not demonstrated
g) Is <b>agreement of funding agencies</b> required for the naming?				
h) Is the <b>location</b> proposed a suitable location for the memorial having regard to the connection between that location and the person or event being commemorated?				Score higher for more suitable location
i) Is the <b>maintenance plan</b> appropriate, with a 'goodwill' agreement in place with building owners where required?				Score higher for well-written and resourced plan, addressing longer term care/ management, including vandalism and repair of damage.
j) Have <b>costs for maintenance</b> been identified, including sources of funding for same?				Per (i) above.
k) Is the <b>wording</b> of the commemoration appropriate?				Score higher for appropriate wording. Wording can be changed, if commemoration approved to proceed.
<b>Total Score page 2</b>				

	Yes	No	Score 1-10, where 1 is <u>least</u> impact/ least positive, and 10 is <u>most</u> impact/ most positive.	Notes
l) Is the wording proposed in <b>Irish</b> , or Irish and English?				Score lower if no Irish proposed. Wording can be changed, if commemoration approved to proceed.
m) Are other languages proposed?				For consideration on a case by case basis.
n) Is the proposed <b>design</b> high quality, with appropriate <b>materials</b> and <b>scale</b> for the location proposed?				Score higher for high quality design, cognisant of relevant policies/ public realm requirements.
o) Has <b>funding</b> been secured for the proposal? p) What proportion of costs does it cover?				Score lower for a higher financial contribution required by GCC
q) Does the commemoration have regard for any adopted <b>strategies or policies</b> in the area?				Score higher for proposals complementing strategies or policies in the area.
r) Is <b>procurement</b> of the commemoration in line with public procurement policy, and providing value for money?				Score lower if value for money not demonstrated sufficiently.
s) Has the application included all elements listed in the <b>final check</b> of the application form?				Score lower if missing any elements.
t) Has the application provided <b>sufficient evidence</b> and back up material to support the application?				Score higher for detailed evidence and back up material.
<b>Total Score page 3</b>				

**Recommendation**

Total Score Page 1	
Total Score Page 2	
Total Score Page 3	
<b>Grand Total Score:</b>	
Total available marks (10 per item)	
Recommend <u>proceeding</u> with the commemoration	
Recommend <u>not</u> proceeding with the commemoration	

**Comments of Committee**