

APPLICATION FOR MEMORIAL WALL PLAQUE (Used for Freedom Memorial Wall Warilla)

1. Details of the Applicant

Mr Ms Mrs Other

Given name Family name

Unit/Street No. Street Name Suburb Postcode

Daytime Telephone Mobile Email

Applicant Signature Date Relationship to Deceased

2. Details of the Deceased

Given Name Surname

Unit War Service Unit Service Number

Campaign Rank Status

3. Inscription

Line 1

Line 2

Line 3

Line 4

Line 5

Line 6

Additional Lines

Sample Wording: In Memory of – Lovingly remembered by his family - Always served his country and flag - 1922-1992

4. Privacy Notice

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The information on this form is being collected by Shellharbour City Council for the purpose of providing you with a service. Your personal information will be used by Council staff for the purpose of determining your request. This completed form will be placed on a relevant file and/or saved in Council's electronic records management system. You may apply to Council for access to this information. Requests for correction of your personal information can be made under the *Privacy & Personal Information Protection Act 1998*. Please see Council's **Privacy Management Plan** or contact Council's Public Officer for more information.

5. Checklist for Customer Service

Application Number

Debtor Number (CEM000000)

Fees

Paid by **CHEQUE** **EFT** **CASH**

Amount \$ **Rec. No**

DATE **Mail** **Counter**

6. Office Use Only

Application Scanned and linked to P&R

Noted in Misc Accounts

Plaque ordered from Everlon Bronze

Requisition Number

Layout Proof Received Date: _____

Layout Approved by family and sent to Everlon Bronze Date: _____ Initial: _____

Noted in Plaques Ordered

Administration Officer

Date

7. Plaque Placement Details

Date Plaque Delivered

Plaque Collected By

Works Order Number

Date Plaque Placed on Freedom Wall

Date and Time Family Advised

8. Sample Plaques and Sizing

Plaques are 75mm x 115mm Cast Bronze with standard border and font.

