

## Application for Myall Remembrance Park Services Memorial Wall Plaque

### IMPORTANT NOTICE

Western Downs Regional Council is collecting personal information you supply on this form in accordance with *Local Government Act 2009* and *Western Downs Regional Council Local Laws*. The personal information collected on this form will be used to arrange for a memorial plaque. Your personal information will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

### TERMS OF REFERENCE

- Only persons who have served in the Australian Armed Forces and have a registered service number will be eligible to be memorialised on the Myall Remembrance Park Services Memorial. This includes participation in active duty, reserve service or peace keeping missions.
- Council has determined the size and design for plaques to be affixed to the memorial and therefore will be responsible for arranging for the procurement of such to ensure conformity.
- The wording, badges and layout for each plaque shall conform to the example provided on page 2 of this application.
- Plaques will not be ordered until Council receives a duly completed Application for Myall Remembrance Park Services Memorial Wall Plaque, Statement of Service and Permission to use Service Badge together with the prescribed fee.

### Applicant Details

|                           |  |              |  |
|---------------------------|--|--------------|--|
| Surname:                  |  | Given names: |  |
| Postal address:           |  |              |  |
| Suburb:                   |  | Postcode:    |  |
| Phone (h):                |  | Phone (w):   |  |
| Phone (m):                |  | Fax:         |  |
| Email Address:            |  |              |  |
| Relationship to deceased: |  |              |  |

### Deceased Details

|   |          |  |  |
|---|----------|--|--|
| Surname:                                  |          | Given names:   |  |
| Date of death:                            |          | Service Number:  |  |
| Rank in Service:                          |          | Service Badge Number:  |  |
| Statement of Service Attached:            | YES / NO | Note: It is the responsibility of the customer to provide a statement of service or any official document that shows the service number. |  |
| Permission to use Service Badge attached: | YES / NO | Note: It is the responsibility of the customer to obtain the required letter of approval for use of the service badge.                   |  |

*(Please Note: To obtain a copy of the letter of approval to use the Service Badge, please go to <http://www.dva.gov.au/commemorations-memorials-and-war-graves/office-australian-war-graves> or alternatively contact the Office of Australian War Graves on:*

*Department of Veteran's Affairs (from anywhere in Australia): 1800 555 254  
 Callers from Regional Australia: 133 254)*

Postal address: Western Downs Regional Council, PO Box 551, DALBY QLD 4405  
 E-mail: cemeteries.WDRC@wdrc.qld.gov.au

# Diagram of Memorial Plaque

Actual plaque size: 100mm x 75mm

|  |
|--|
| <p><b>BADGE:</b> _____</p> <p><b>SERVICE NUMBER    RANK IN SERVICE</b></p> <p>_____</p> <p><b>GIVEN NAMES</b></p> <p>_____</p> <p><b>SURNAME</b></p> <p>_____</p> <p><b>DATE OF DEATH</b></p> <p>___/___/___</p> |
|--|

**Example:**



## Declaration of applicant

- I, the undersigned hereby authorise Western Downs Regional Council to order and place a memorial plaque on the Myall Remembrance Park Services Memorial as specified above.
- I understand that the placing of any other memorial, name plate, token, tribute or flower containers is PROHIBITED.
- Western Downs Regional Council will not be liable for any additions or alterations to the above inscription after same has been inscribed on the plaque.
- Western Downs Regional Council acts in good faith when it relies on advice provided by applicants and does not accept responsibility for allowing a plaque that might be the subject of later dispute between family members or other parties.

Name:

Signature:

Date:

### OFFICE USE ONLY

Fees paid:

Receipt number:

## Service Badges

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
|          |          |          |          |          |
| <b>F</b> | <b>G</b> | <b>H</b> | <b>I</b> |          |
|          |          |          |          |          |

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