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**South Dublin County Council**

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| **Policy on Infrastructure Naming, provision of Memorials & Plaques** | **November 2016**  |
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**South Dublin County Council**

**Policy on Infrastructure Naming and provision of Memorials & Plaques**

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8. **Introduction**

The Land Use Planning and Transportation Strategic Policy Committee have considered the matter of the naming of public infrastructure and the associated requests to the Council regarding the provision of memorials and plaques. The view of the SPC was that a policy to identify those public infrastructure assets in South Dublin County Council that should be considered for naming, the process by which this will be done and the criteria to be used should be developed. Underpinning the development of the policy is the basis that the naming criteria to be used will reflect the values, landscape and heritage of the County and award recognition to significant persons or events in the history of the County.

The draft policy document incorporates a framework for the evaluation and approval of proposals for the naming of certain types of public infrastructure and for the consideration in addition of the installation of commemorative plaques or memorials in public places and on buildings or in parks as determined by a specific committee to be established under the office of the Mayor.

1. **Purpose**

The purpose of Naming Infrastructure Assets is to honour individuals and groups for contributions and achievements that deserve recognition. Furthermore, this policy and its associated procedure will enable the Council to develop and maintain a consistent approach that enables infrastructure naming to reflect community values. The policy may also present an opportunity to emphasise important landmarks, geographical features, heritage or history that may be more relevant and valuable to commemorate.

In addition the Policy will:

* Establish an agreed process across all Departments for the naming of public infrastructure within the jurisdiction of South Dublin County Council;
* Provide clear direction on the policy and procedures for the consideration of proposals from individuals and interest groups for the remembrance of key people or events in the history or development of South Dublin;
* Establish the extent of an appropriate range options for consideration including categories of names, heritage and landscape references etc.
* Ensure that the plaques and memorials erected in public places and on buildings or structures are to a consistent standard and advance the tourism objectives of the County Tourism Strategy
* Protect the amenity and enjoyment of public spaces and areas by controlling the number of memorials and plaques within these public places.

The Policy as recommended by the Land Use Planning and Transportation SPC will take effect from its date of adoption by the Council.

1. **What should be named/Scope:**

This policy applies to Infrastructure Assets under the Council’s control. The naming of Infrastructure Assets may arise either in the case of existing significant unnamed assets at the instigation of Council or the community or as a result of new assets being constructed or dedicated as part of Council capital works programmes.

**3.1. Definitions of Infrastructure /Assets:**

There are two types of assets which come under this policy:

1. Infrastructure – includes but is not limited to existing and new roads, bridges, significant roundabouts, footbridges, footpaths, carparks, cycleways, greenways and other road related infrastructure
2. Community – includes but is not limited to Libraries, arts and community centres, civic buildings, parks, playgrounds, sporting fields, art installations (excluding Public Art programme), monuments
* In relation to new public buildings, infrastructure and facilities which may be suitable for commemorative naming, consideration should be incorporated as part of the Part 8 Public Consultation process for the project and proposed to the committee as part of the Part 8 Report.
* In general, only new structures or facilities will be considered for commemorative naming as existing buildings and structures may already have a name associated with them.
* Public/Social Housing is excluded from this policy as the name for these development will be decided by the Housing Department
	1. **Guiding Principles:**
	2. In general only SIGNIFICANT new ROADS and or INFRASTRUCTURE or SIGNIFICANT existing ROADS and or INFRASTRUCTURE where a name isn’t in usage will be considered for commemorative naming.
	3. Roundabouts will be named in relation to their geographical location to provide directional information for road users (subject to the guidelines and criteria associated with the roundabout sponsorship scheme) and will not be named after individuals or events.  Roundabouts are not necessarily a permanent road feature as road junctions and intersections can be subject to alteration to meet traffic management requirements and roundabouts may be removed or changed to signalised junctions.  For this reason the above guidance will always be applied.

1. **Naming Criteria**

As the naming of public infrastructure or the provision of a memorial is a long-term commitment the Council needs to establish certain criteria regarding this.  The naming of infrastructure needs to be appropriate to its function and location, whereas for the erection of a lasting tribute to a person, group or event it is essential that the subject matter of the memorial is of sufficient importance and significance to the County to merit its installation.

The following criteria will be applied for all proposals:

* For the commemorative naming of public infrastructure, buildings or facilities, the individual to be commemorated must have been born or lived in South Dublin or have made important social, cultural or economic contributions that have had a lasting impact in the County of South Dublin.
* *Guidelines may be developed to outline the information that will be required from any proposer and in cases where historical verification is relevant this will be a pre requisite*
* For commemorative monuments or plaques the individual to be commemorated must have been born or lived in South Dublin or have made important social, cultural or economic contributions to society in South Dublin.
* Any proposals to commemorate living persons will not be considered. Nominees will have to have died at least 50 years ago.
1. **Provision of Plaques & Memorials**

The provision of plaques and memorials can support heritage and cultural awareness in addition to promoting tourist sites and locations. The council receives many request for recognition of historic figures and events by way of plaque on their residence or at a location of significance so there is validity to inclusion of this category of commemoration in the policy.

The following guidelines would apply:-

**5.1** Wording on commemorative plaques, memorials or statues should be kept to a minimum. The use of Irish and English is desirable and proposers should be aware of the need to comply with the requirements of the Official Languages Act 2003 at all times

**5.2** Normally an individual or event can only be commemorated with one plaque or monument within the County.

5.3 In general only one commemorative plaque should be erected on any building/structure.

**5.4** Installation of a memorial commemorating a person will not generally be considered within 50 years of the death of that person. For an event the period is also 50 years.  This allows for the development of a historical perspective and for consideration of the criteria for significance.

**5.5** The design should be consistent with County Branding templates and construction should require little maintenance and should be resistant to vandalism.

**5.6** All proposals to erect monuments, memorials or plaques will have to comply with planning regulations.  Due to the general nature and size of monuments or statues proposals for these may require planning permission, this facilitates public engagement and submissions.

**5.7** Early advice should be sought on the erection of a plaque, memorial or monument on, or within the curtilage of, a Protected Structure, ACA, Conservation area, Heritage or Biodiversity site (including Special Areas of Conservation and proposed Natural Heritage Areas), as planning permission may be needed in order to proceed.

**5.8** The erection of a plaque, memorial or monument on, or in the vicinity of, a Recorded Monument will require 2 months prior notification to the National Monuments Service of the Department of Arts, Heritage, Regional Rural and Gaeltacht Affairs or in the case of a National Monument ministerial consent will be required from the Minister of Arts, Heritage Regional Rural and Gaeltacht Affairs.  There are official forms that must be submitted in relation to notification or consent which are available from the National Monuments Service ([www.archaeology.ie](http://www.archaeology.ie/)).

**5.9** Requests for memorials and plaques from family members in cases of tragic deaths will not come under this policy, such requests will be dealt with on a case by case basis by the relevant Department of the Council.

The types of Commemorative Memorials that should be considered to mark significant historical events, anniversaries or people are as follows:

**Plaques** – A flat tablet of metal, stone or other material which includes text or images and is fixed to a wall or other surface. Plaques are generally erected to commemorate the residence or a location associated with an important individual or the site of a significant event.

**Monuments or Statues** – A three-dimensional structure or object of architectural or sculptural design erected in memory of a person, association, anniversary or event.

The size, composition, and positioning of the plaque, monument or statue should be appropriate to, and reflective of, the event or person being commemorated and to the location proposed.

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1. **Dedication of Trees and Benches in South Dublin Parks and Open Spaces**

South Dublin County Council may allow memorial trees or benches within its parks and open spaces (to include areas under the control and/or maintenance of the Council) subject to the availability of suitable locations

* The location of the tree or bench shall be at the discretion of South Dublin County Council.
* In the case of a tree the Council will be responsible for the selection of tree species, planting and maintenance works required and in the case of a bench the Council will select the type and be responsible for its installation.
* In the case of a tree a small memorial plate (conforming to a specification to be supplied) will be permitted in a location to be identified by the Council.
* A small commemorative plaque/plate (conforming to a specification to be provided) will be permitted on the backrest of a bench.
* Other than the plaque/plate conforming with the Council’s requirements nothing else will be permitted in the vicinity of or on a tree or bench.
* A fee will be payable by the applicant as a contribution to the cost of associated works including administration.
* In the event of vandalism or failure of a tree (within 18 months of planting), the Council will arrange on a one-off basis for a replacement.  Vandalised benches will not be replaced.
* The Council reserves the right to remove or relocate a bench or tree at any time should it be considered necessary.
* The Council may decide as an alternative to maintain a Register of Memorial Trees.
* Requests should be sent in writing to the Senior Executive Officer, Environment, Water and Climate Change Directorate.

**7. Procedure to manage proposals/ requests for Infrastructure Naming, or for a memorial or plaque**

Proposals for infrastructure naming or for the provision of a memorial or plaque may be initiated on a request by elected members, community groups/ representatives or members of the public or other groups, the following must be adhered to:

* Proposals for naming of Infrastructure will be validated by the relevant Director of Services before referral to an All-Party Infrastructure Naming Committee which will be chaired by the Mayor.
* Permission to erect a plaque or memorial in the public realm or on a public building/structure is in all cases subject to the written permission of South Dublin County Council.
* The design and text of any wording associated with the erection of a monument or plaque must be agreed in advance with the Council.
* The Council will carry out the procedure set out below to make a determination on requests and will notify applicants accordingly.

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| Proposals for commemorative plaques and monuments or the naming of public infrastructure and public buildings must be made in writing to:**Infrastructure Naming Committee,****Mayor’s Office****County Hall,****Tallaght,****Dublin 24.*** Proposals/ requests will be reviewed quarterly.
* The Committee will make a determination that the proposal is in the public interest.
* For the proposed naming of public infrastructure or public buildings the case should be set out relating to the appropriateness of the name and how it is of relevance to the location of the piece of infrastructure or building.
* *Historical data will be verified as appropriate*
* The text of the proposed wording for a monument or plaque must be provided along with dimensions, details of the materials and visualisations (design, drawings) of the proposal.  Supporting material such as publications, texts, photographs, videos, etc. will be accepted but cannot be returned so original documents should not be submitted.
* A marked map and photographs of the proposed location must be submitted.
* Where feasible evidence of consent must normally be supplied from members of the family, descendants, community or group connected with the individual or event to be commemorated.
* Evidence of consent from the owners (including where relevant South Dublin County Council), or lease holders /building managers of private property or buildings where appropriate, will have to be provided in writing at the time of application.
* The costs involved in the erection of a monument or plaque will normally be borne by the proposers.  Proposers will therefore have to demonstrate in their application how funding will be raised for the proposal.
* 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 plaque in perpetuity.
* ​South Dublin County Council will not be responsible for future maintenance and upkeep of plaques promoted by a private individual or group and/or erected on privately owned structure/land.  The proposers should include details on the provision of ongoing upkeep and maintenance of the memorial.

Decisions on requests will be made by the committee and a where a decision is made to grant a request, the committee may initiate a consultation process to determine a name.The Infrastructure Naming Committee may initiate a public consultation to seek proposals for names (which may be in addition to names already proposed) for specified elements of infrastructure.The Infrastructure Naming Committee will make a single recommendation to the full Council for adoption. |
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| **NOTES:**Private Developments – The naming of new private developments (including housing estates, private roads, industrial parks, commercial centres, etc.) is dealt with through the planning process where it is a condition of the planning permission for the developer to submit appropriate names that reflect the local or historical context of the area, for agreement by the planning authority. <http://www.sdcc.ie/services/planning/commencement-and-completion/commencing-planning/naming-and-numbering>  |

* The Naming & Commemorative Memorial Policy does not cover general directional or information signage, display boards, or banners.  Neither does it apply to plaques for businesses/commercial names.
* Public Artwork is not subject to the Naming & Commemorative Memorial Policy as a separate process exists for its commission and approval though the County Arts Officer.