

South Dublin County Council

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| Draft v 2 AMENDED Policy on Naming of Infrastructure and Provision ofMemorials & Plaques | March 2024 |

**South Dublin County Council**

Policy on Naming of Infrastructure

and

Provision of Memorials & Plaques

**Contents**

1. **XYX**
2. **XYZ**
3. **XYZ**

**Introduction**

The Land Use Planning and Transportation Strategic Policy Committee (LUPT SPC) 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 is that a policy to identify those public infrastructure assets in South Dublin County that should be considered for naming (awarding recognition to significant persons), and the process by which this will be done, including 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, the landscape and heritage of the County and

**Purpose**

The purpose of Naming Infrastructure Assets is to provide a mechanism for honouring individuals and / or groups for contributions and achievements that deserve recognition.

This policy document incorporates a framework for the evaluation and recommendation for approval of proposals for the naming of certain types of public infrastructure ie owned by and within the jurisdiction of South Dublin County Council, by a specific committee established under the office of the Mayor namely the Naming of Infrastructure Committee

Ancillary to this Policy on Naming of Infrastructure is the criteria for the potential installation of commemorative plaques, benches or memorials in public places, on public buildings or any adjoining public open space, and in parks.

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, local landscape and heritage. It also sets out the process by which South Dublin County Council will consider the remembrance of individuals who have shaped the county by the naming of public infrastructure owned by, and within the jurisdiction of South Dublin County Council.

The Policy will:

* Establish an agreed process across all Council 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 of 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 APPROVED BY THE COUNCIL will take effect from its date of adoption by the Council.

**Scope:**

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, because of new assets being constructed or dedicated as part of Council capital works programmes.

Similarly, the renaming of existing infrastructure may be considered.

This policy applies to request for naming of Infrastructure Assets owned by, and within the jurisdiction of South Dublin County Council, and the provision of memorials in public places, on public buildings or any adjoining public open space, and in parks.

While requests for installation of memorials (benches, trees and plaques) in the public realm will fall within the scope of the policy, the decision on permission/ recommendation will be outside the scope of the Naming of Infrastructure Committee. In the interest of clarity and transparency, such requests will be considered, in line with the set criteria used for the naming of infrastructure referred to further below, but with final decisions to be taken by the relevant directors within the Council.

This policy does NOT apply to Public /Social Housing. The name of these developments will be determined by the Housing Department.

This policy does NOT apply to public roundabouts. Roundabouts will be named having regard to their geographical location to provide directional information for road users (subject to the guidelines and criteria associated with any roundabout sponsorship scheme). Similarly, roundabouts are not necessarily a permanent road feature and road junctions and intersections can be subject to alteration to meet traffic management requirements resulting in roundabouts being removed or changed to signalised junctions.

This policy does NOT apply to Public Artwork as a separate process exists for its commission and approval though the County Arts Office.

This policy does NOT apply to proposals for commemorative remembrance on private property.

This policy does NOT apply to requests for memorials and plaques from family members in cases of tragic deaths. Such requests will be dealt with on a case-by-case basis by the relevant Department of the Council.

This policy does NOT apply to general directional or information signage, display boards, or banners. Neither does it apply to plaques for businesses/commercial names.

**Definitions of Infrastructure /Assets:**

The following is an outline of Council infrastructure / assets which come within the remit of this policy:

* Existing and new roads,
* Existing and new bridges,
* Footbridges,
* Carparks,
* Cycleways
* Community Centres
* Greenways,
* Other road related infrastructure
* Libraries
* Arts and Community centres,
* Civic Offices,
* Parks,
* Playgrounds,
* Teen Spaces,
* Swimming Pools,
* Sporting Fields other outdoor facilities
* Pavilions and Changing Rooms

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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. However, requests for commemorative naming of existing, or the renaming of existing buildings, may be considered in line with the set criteria used for the naming of infrastructure referred to further below .

It is considered ideal, in relation to the development of new public infrastructure which may be suitable for commemorative naming, that the name be incorporated as part of the Part 8 Public Consultation planning process for the project. Accordingly, the naming proposal should be referred to the Naming of Infrastructure Committee as part of the Part 8 Consultation planning referral process, and the responding observation and recommendation of the Naming of Infrastructure Committee shall be included in the Chief Executive’s Report.

**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, and it is essential in the case where lasting tribute to a person, event or group is proposed, 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:

* Proposals to commemorate living people will not be considered. Nominees will have to have died at least 20 years previously, or have passed the centenary of their birth, whichever is earlier. This period allows for the development of a historical perspective and for consideration of the criteria for significance
* Naming proposals shall have due regard to local heritage, historical context and landscape of the area in which the infrastructure is located
* For the commemorative naming of public infrastructure, buildings or facilities, the individual to be commemorated must have been born or lived in South Dublin County , or have made important social, cultural or economic contributions that have had a lasting impact within South Dublin County.
* In the case of an event to be commemorated, this must have occurred within the county and will have to have occurred at least 20 years previously, unless it is of extraordinary and long-lasting consequence to the county.
* Normally an individual or event should be commemorated with one plaque or monument within the County.

**Type of Commemorative**

The provision of commemoratives can support heritage and cultural awareness in addition to promoting tourist sites and locations. The council receives many requests 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.

However, proposals to erect monuments, memorials or plaques on private property will not be considered. Such proposals, if proposed by private entities, 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, which facilitates public engagement and submissions.

In general, only one commemorative plaque should be erected on any building, structure or any adjoining public open space, and the types of commemoratives 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.

**Siting, Design, Size and Wording**

Early advice should be sought on the proposed provision 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.

 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/)).

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.

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

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.

**Dedication of Trees and Benches in South Dublin Parks & Open Spaces, and public buildings (eg Parks , Libraries , Community Centres**

South Dublin County Council may allow memorials including trees and or benches within its buildings, or any adjoining public open space, areas under the control and/or maintenance of the Council ( subject to the availability of suitable locations) and in parks.

* 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.

* 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.
* The location of the bench shall be at the discretion of South Dublin County Council and a small commemorative plaque/plate (conforming to a specification to be provided) will be permitted on the backrest of a bench.
* A fee will be payable by the applicant as a contribution to the cost of associated works including administration.

Requests should be sent in writing to the relevant Directorate who will assess the request in line with established criteria. Such requests will not be for consideration by the All Party Infrastructure Naming Committee and will be determined by the relevant Director.

**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 (excluding plaques benches and trees) may be initiated on a request by elected members, community groups/ representatives or members of the public or other groups.

* Proposals for naming of Infrastructure will be validated by the relevant Director of Services before referral to an All-Party Infrastructure Naming Committee which is chaired by the Mayor (or other chair as appointed by the Council).
* 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.
* 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 relevant South Dublin County Council department 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, unless otherwise agreed by the relevant Director. 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 to maintain the appearance of the plaque in perpetuity.

 In summary:

The following information will be required for submission prior to consideration of any proposal by the NIC:

1. Provide evidence that the principle of proposal is agreed by the relevant Department
2. Provide a map or image showing the Exact Location
3. Provide confirmation that the land is owned by the Council
4. Provide an initial design idea for the Plaque/Memorial (this can be developed by the Council once agreed in principle)
5. The Plaque wording, this should be provided both in English and as Gaeilge
6. Evidence of consultation and agreement (if possible) with the relevant bodies/families
7. An estimated of cost and evidence of how this will be funded.

Proposals which have fulfilled the above can be made in writing to:

**Infrastructure Naming Committee,**

**Mayor’s Office County Hall, Tallaght, Dublin 24.**

**Membership of All Party Infrastructure Naming Committee.**

The membership of the All Party Infrastructure Naming Committee will consist **7** Councillor Members –

**6** Councillor Members with the Mayor as ex officio.

Proposals/ requests will be reviewed quarterly by the Naming of Infrastructure Committee who will decide if that the proposal is in the public interest.

Where a decision is made to grant a request, the committee may initiate a consultation process to determine a name for specified elements of infrastructure, which may be in addition to names already proposed.

The Infrastructure Naming Committee will make a single recommendation to the Organisation Procedure and Finance prior to referral to full Council for adoption.

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