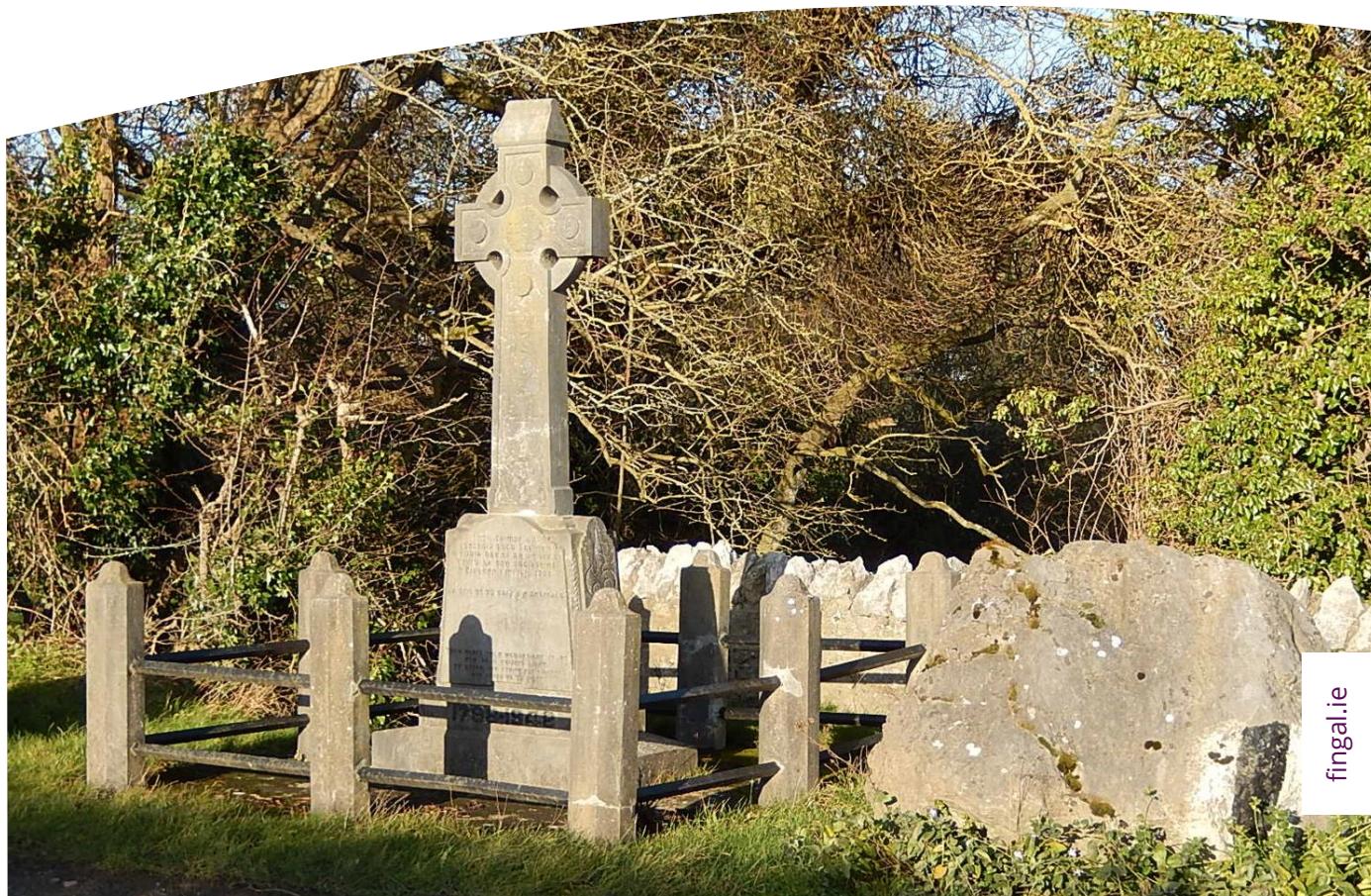




# NAMING & COMMEMORATIVE MEMORIAL POLICY:

Naming of Infrastructure &  
Installation of Commemorative  
Monuments or Plaques





## CONTEXT

The commemoration of significant historical events, anniversaries or people associated with or who have made important social, cultural or economic contributions to Fingal is supported by Fingal County Council. To assist with this the Council sets out in this document a framework for the evaluation and approval of proposals for the installation of commemorative plaques, memorials or monuments in public places and buildings; or the naming of certain types of public infrastructure to honour or celebrate individuals, groups or events of significance in Fingal.

Fingal County Council has developed a Naming and Commemorative Memorial Policy in order to:

- Establish an agreed process across all Departments for the naming of public infrastructure within the ownership or control of Fingal 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 Fingal;
- Ensure that the plaques and memorials erected in public places and on buildings or the naming of public infrastructure relate to events or persons that made a significant or outstanding contribution to Fingal and have an association with the chosen location;
- Safeguard the amenity and enjoyment of public spaces and areas by controlling the number of memorials and plaques within these public places.

This Policy was approved by the Elected Members at the County Council meeting held on 9<sup>th</sup> May 2016 and takes effect from that date. There are plaques or memorials that predate this Policy and so were not subject to the framework that has now been established. These existing earlier memorials or plaques therefore should not be taken as a precedent for future approvals but the direction provided within this document should be followed and adhered to.



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## SECTION 1: NAMING AND COMMEMORATIVE MEMORIAL ASSESSMENT COMMITTEE

The Council will establish a Naming and Commemorative Memorial Assessment Committee to make recommendations regarding any proposals for the naming of infrastructure within Fingal County Council's ownership or control and for the installation of commemorative plaques or memorials. Any proposals must be submitted through an agreed process as set out in Section 7 of this document.

The Committee will consider all valid applications and may request additional information on any proposal.

### Committee Composition

The Naming and Commemorative Memorial Assessment Committee will consist of 9 members as follows:

- 6 Councillors - two representatives from each Area Committee area
- 3 local or community representatives – one from each Area Committee area

assisted by Council officials including the Architectural Conservation Officer, Heritage Officer and Directors of Service representing Council Departments as appropriate.

Where it is deemed necessary the Committee may call on the advice of additional Council officials and external parties in the evaluation of proposals.

### Terms of Office

The Councillor members will be nominated and approved by Council and shall reflect the proportionality and distribution of elected representation on the Council. Councillor members will serve for a term consistent with the term of the Council. Any vacancy arising will be filled by nomination and approval by Fingal County Council.

### Chair

The Chair will be elected by the Councillors on the Committee from amongst those serving on it. The elected chair will serve for a term of one year. Outgoing chairpersons will be eligible for re-election each year.



### **Quorum**

The quorum will be 5 to include at least one local or community

### **Public Consultation**

The Committee may advertise seeking public comment on proposals.

### **Committee Meetings**

The Committee will meet as required but no more frequently than once a quarter.

### **Decision**

The Committee will through consensus make a recommendation on a proposed name or memorial and this will be brought before full Council for final approval. In the event that no consensus is forthcoming and a vote is required only the Councillors present may cast a vote. The Chair will have a casting vote.



## SECTION 2: CRITERIA FOR SUBJECT MATTER

As the naming of public infrastructure or the creation of a memorial is long-term 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 integral that the subject matter of the memorial is of sufficient importance and significance to Fingal to merit its installation.

The following criteria will be applied for all proposals:

- For commemorative monuments or plaques or the commemorative naming of public buildings or facilities, the individual to be commemorated must have been born or lived in Fingal or have had strong and/or enduring connections with the Fingal area and its history or have made an important social, cultural or economic contributions to society in Fingal
- Proposals to commemorate living persons 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. A lesser period may be considered by the Council in very exceptional cases.
- For an event to be commemorated by a monument, plaque or naming of a public building it must have occurred in Fingal and must mark a significant anniversary of an event of importance in the history and development of Fingal.
- An event will have to have occurred at least 20 years previously unless it is of extraordinary and long-lasting consequence to Fingal.



## SECTION 3: NAMING OF PUBLIC INFRASTRUCTURE

Public Infrastructure relates to the physical networks, structures and facilities that serve the county and the local community. Only structures that are in the remit/ownership of Fingal County Council can be considered as the local authority would not have the right to name infrastructure not in its own control.

### **Public Roads and Streets**

- Only new public streets or roads being built by Fingal County Council or existing ones where a name is not in use will be dealt with by the Naming & Commemorative Memorial Committee. The names should reflect the local/historical context of the area. The changing of existing names can lead to confusion and so will generally not be considered.
- Roundabouts will be named in relation to their geographical location to provide directional information for road users and will not be named after individuals or events. Roundabouts are not necessarily a permanent road feature as road junctions and intersections are often subject to alteration to meet traffic management requirements and roundabouts may be removed or changed to signalised junctions. Deviations from this may be considered in very exceptional circumstances.
- Any proposals being evaluated must have regard for any adopted Public Realm Strategy for the area

### **Public Buildings & Facilities (Parks, Arts & Community Centres, Civic Buildings, Sports Facilities, large Infrastructural facilities)**

- Public buildings and facilities may be suitable for commemorative naming. This should be considered as part of the planning process for the project.
- In general, only new structures or facilities will be considered for commemorative naming as existing buildings and structures will already have a name associated with them.



Public/Social Housing is excluded from this policy as the name for these developments will be decided by the Housing Department

**NOTE:**

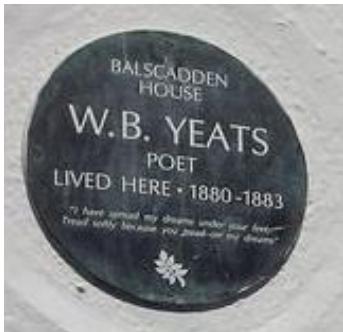
Private Developments – The naming of new private developments (including housing estates, private roads, industrial parks, commercial centres, etc.) is dealt with through the planning process where it is a condition of the planning permission for the developer to submit appropriate names that reflect the local or historical context of the area, for agreement by the planning authority.



## SECTION 4: TYPES OF COMMEMORATIVE MEMORIALS

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

**Plaque** – 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 of an important individual or the location 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.





## SECTION 5: GENERAL REQUIREMENTS FOR PLAQUES AND MONUMENTS

- 5.1 (a) Wording on commemorative plaques, monuments or statues should be kept to a minimum. (b) The requirements of the Official Languages Act 2003 must be complied with by a public body (i.e. local authority, HSE, Government department, Universities, State Agencies etc.,) and the wording must be in Irish only or in Irish and English. For all other groups and organisations proposing a commemorative memorial the use of Irish in addition to any English text is encouraged but not compulsory.
- 5.2 The location chosen must have a direct link with the individual or event being honoured.
- 5.3 Normally an individual or event can only be commemorated with one plaque or monument within the Fingal area.
- 5.4 In general only one commemorative plaque should be erected on any building/structure.
- 5.5 Installation of a memorial commemorating a person or an event will not be considered within 20 years of the death of that person or the event occurring, except in exceptional circumstances. This is to allow for the development of a historical perspective and for consideration of the criteria for significance
- 5.6 Plaques and memorials shall be designed in consideration of the general character of the area and sited so as not intrude upon or damage the structure or natural environment or otherwise create a public risk.
- 5.7 Their construction should require little maintenance and should be resistant to vandalism.
- 5.8 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 are likely to require planning permission.
- 5.9 The erection of a plaque, memorial or monument on, or within the curtilage of, a Protected Structure may require planning permission.



- 5.10 Proposals to erect a plaque on a building that is located within an Architectural Conservation Area (but is not a Protected Structure) will be referred for consultation to the Conservation Office of Fingal County Council for clarification as to whether it will materially affect the character of the Architectural Conservation Area and so would require planning permission.
- 5.11 Any proposal to insert a monument/statue within a designated natural heritage site of international or national Importance (such as a Special Area of Conservation, Special Protection Area, Natural Heritage Area, etc.) must be assessed in accordance with the relevant requirements so that any potential direct or indirect impacts on the protected site are avoided.
- 5.12 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 and the Gaeltacht or in the case of a National Monument ministerial consent will be required from the Minister of Arts, Heritage and the Gaeltacht. 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)).
- 5.13 Fingal County Council may issue more detailed guidance in the future on a standard design and standard format for the content of commemorative plaques.

**NOTE:**

- 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 through the Arts Office of Fingal County Council (see <http://fingalarts.ie/public-art/>).



## **SECTION 6: DEDICATION OF TREES AND BENCHES IN FINGAL PARKS AND OPEN SPACES**

The Draft Open Space Strategy 'Keeping it Green' was adopted by the Council on 9<sup>th</sup> November 2015. Section 3.4 sets out the policy for the Memorial dedication of Benches and Trees and this should be complied with.

## **SECTION 7: PROCEDURE TO MAKE A PROPOSAL FOR NAMING OR FOR A MEMORIAL**

Where a proposal for naming or for a memorial is initiated by a member of the public or a group, the following must be adhered to. Permission to erect a plaque or memorial in the public realm or on a public building/structure is subject to the written agreement of Fingal County Council. The design and text of any wording associated with the erection of a monument or plaque must be agreed with the Council.

- 7.1 Proposals for commemorative plaques and monuments or the naming of public infrastructure and public buildings must be made in writing to:

Naming and Commemorative Memorial Assessment Committee,  
Fingal County Council,  
P.O. Box 174,  
County Hall,  
Swords,  
Main Street,  
Co. Dublin. K67 X8Y2

- 7.2 A marked map and photographs of the proposed location must be submitted  
7.3 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.  
7.4 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.

- 7.5 Where feasible evidence of consent must normally be supplied from members of the family, community or group connected with the individual or event to be commemorated.
- 7.6 Evidence of consent from the owners (including where relevant Fingal 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.
- 7.7 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.
- 7.8 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.
- 7.9 Fingal 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.

**DATE OF ADOPTION OF COMMEMORATIVE MEMORIAL POLICY - 9<sup>th</sup> MAY 2016.**