

Erection of Sign - Commercial, Industrial or Institutional Property

Applicant Details

Applicant Name

Postal Address

Phone

Mobile

Fax

Email Address

Contractor Name

Apply for a permit to erect a roadside memorial:

Address and location where roadside memorial is being erected:

Dimensions of sign (including heights from pavement level if free standing or projecting sign):

Wording/Colours:

Date of proposed erection

I/We agree to be bound by the conditions determined by the Council or its delegate.

Signature:

Date:

OFFICE USE ONLY

Receipt Number:

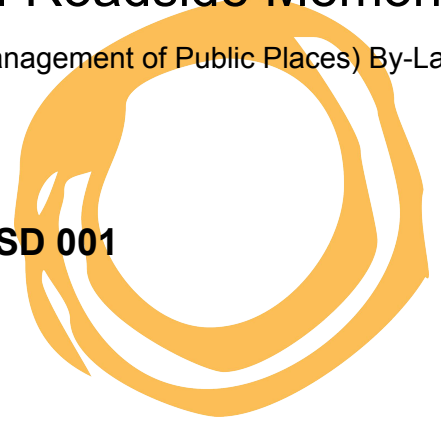
Date:

Approval is granted for the purpose and times specified above subject to the following conditions:

Delegate of Council:

Date:

Position of Delegate:



Procedural Statement and Directives No. TSD 001

Related Council Policy: Policy 417 Roadside Memorials

Year Revised: 2012

Responsible Department: Technical Service

Responsible Position: Director Technical Service Dept

Approved by Chief Executive Officer _____ Date _____

Next Review Date 2014

Strategic Plan Outcomes

Strategy 1.3.1: Maintain and develop roads, footpaths, tracks verges, road corridors including car parking, at appropriate standards

Strategy 3.2.1: Improve overall litter control

Strategy 3.2.7: Maintain graffiti removal and reduction strategies



1. PURPOSE

The main purposes of these procedures are:

- Roadside Memorials within the Municipality are managed.
- Memorials erected are placed in a safe area on a road verge.
- Memorials do not obstruct the use of the road or road verge by pedestrians' cyclists or road users.
- Acknowledging the views of direct property owners and families and neighbours.
- Be considerate and respectful of the needs of persons wishing to install roadside memorials.
- Approve the placement of roadside memorials.
- If necessary carry out public Consultation.
- Remove any roadside memorials not conforming to this policy.
- Not approve or provide roadside memorials for animals.
- Will only approve or provide roadside memorials for accident sites where fatalities have occurred.

2. GUIDING PRINCIPLES

The Procedural Statement and Directive in this document adhere to:

- The Management of roadside memorials
- Ensuring memorials are placed in a safe area on a road verge.
- providing a means for assisting people to grieve for their loved ones as a result of a fatal road crash

3. DEFINITIONS

Act: Refers to Local Government Act

Council: Refers to Alice Springs Town Council

Council officer: Technical Service Department employee of the Alice Springs Town Council

Public Consultation: Consult residents adjacent to any proposal

Policy: Council Roadside Memorial Policy 417

Regulation: Northern Territory or Local Government Regulation- which ever is applicable to the situation

Road: Roads under the care and control of the Alice Springs Town Council

Road Reserve: Is the road corridor between property boundaries including the road and verges for Roads under the care and control of the Alice Springs Town Council

Roadside Memorial: Is an object or image constructed, erected, planted, painted or placed within the road reserve in honour of family or friends whose lives have been lost on the road or road reserve.

4. PROCEDURAL STATEMENT

A number of Roadside Memorials have been erected within Alice Springs Council Municipality commemorating the loss of loved ones following fatal road crashes. The size, shape and type of memorials vary and the locations of some Memorials are placed in inappropriate locations on the verge of roads within the Municipality.

The intent of this PSD is to ensure that any Roadside Memorials within the Municipality are managed, and any memorials erected are placed in a safe area on a road verge, so that they do not obstruct the use of the road or road verge by pedestrians, cyclists or road users, whilst acknowledging the views of direct property owners and families and neighbours.

Who's this Policy apply to

The Roadside Memorial Policy only applies to Council controlled road reserves. It does not cover private and other public land.

Council's Roadside Memorial permit system should be used for approval and location of memorials

The Roadside Memorial Policy provides a means for assisting people to grieve for their loved ones as a result of a fatal road crash.

PROCEDURE

In dealing with requests the following criteria will be considered:

- Council Officers will provide assistance to any family or friends, with prior family agreement, who wish to have a Roadside Memorial erected, so that the memorial is positioned in a safe manner and does not obstruct any road user, pedestrian or cyclist.
- Only one roadside memorial shall be allowed per deceased person for a period of up to **14 months only**
- At the expiration of 14 months, Council will consider an application to replace the cross with a plaque
- All cost involved with the installation and maintenance of the memorial will be born by the applicant
- A Roadside Memorial will only be considered for a person/s who has/have been killed as a result of a road crash within the Municipality,
- Memorial Register will be maintained to ensure that if contact is required, the person responsible for the erection of the memorial can be contacted.
- Roadside Memorials can be erected within the Municipality upon receipt of written application

A memorial should be located in a position where it will not distract driver's attention from the driver task or interfere with the role of any traffic control item.

- Views of residents adjacent to any proposal roadside memorial should be sought
- A memorial should be located in a position where it will not be hazardous to passing traffic or prevent appropriate maintenance of the road reserve.
- Applicants should be made aware of any possible risks in visiting roadside memorials and should be advised on safe practices in this regard eg stopping clear of traffic.
- Wherever possible, the location should be chosen to minimise risk.
- A memorial must be constructed of material or installed in a way that will not cause injury if struck by a vehicle. Where a long lasting memorial is required which incorporates a plaque, it should be placed horizontally as close to the surface level as possible.

5. PUBLIC CONSULTATION PROCESS

The views of residents adjacent to any proposal roadside memorial should be sought and respected by those responsible for placing the memorials.

Should there be conflicting views between affected parties, The Alice Springs Town Council will facilitate discussions and will identify a location and type of roadside memorial that takes into consideration the views raised

Any objection or complaint from nearby residents or from road users regarding any aspects of memorials, including the activity of visitors to the memorial, should be carefully considered and if necessary the memorial should be relocated or removed

Crosses:

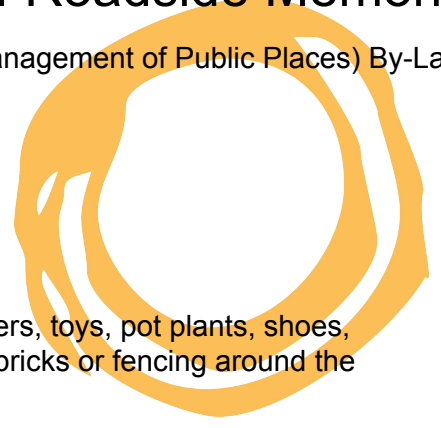
- Crosses are to be constructed from pieces of timber 40mm x 19mm
- Crosses should not be more than 850mm long (600mm out of the ground) or 400mm wide
- Painted white and are non-reflective

Crosses shall be located:

- At least 1 Metre away from the line of any guideposts
- As far from the edge of any road as possible
- 1 metre from the edge of any public access way/footpath or best fit as directed by a Council officer

Crosses shall not be located:

- Where they may obstruct the role of any traffic control item
- In close proximity to residential dwellings, where they may cause concern to the occupants
- On Landscaped verges without the permission of the house holder/Council
- On traffic islands, medians or roundabouts
- Within 30m of traffic signals or is a suitable location is approved by a Council officer
- On any roadside structure



6. ADDITIONAL REQUIREMENTS

Roadside memorials should be without memorabilia such as artificial flowers, toys, pot plants, shoes, clothing etc. There should also be no footings, decorative kerbing, rocks, bricks or fencing around the memorial, as such items may be a visual distraction to road users.

One (1) roadside memorial shall be allowed per deceased person for a period of up to 14 months only. Consideration may be given to removing memorials more than 14 months old. At the expiration of 14 months, Council will consider an application to replace the cross with a plaque, which is mounted on a concrete footing flush with verge surface at the expense of the applicant.

Installation of Roadside Memorials

A Council Officer may install or assist in the installation of approved roadside memorials, ensuring its placement is in accordance with Council's requirements and consideration is given for the safety of road users.

Maintenance of Roadside Memorials

Council does not accept responsibility for the maintenance of any roadside memorial, or the loss, damage, removal or relocation of roadside memorials that may occur due to road maintenance, construction activities or vandalism.

Roadwork's/Maintenance Near Approved Roadside Memorials

Council will continue to perform all construction and maintenance works required within road reserves that contain roadside memorials. Where works may affect the ground on which an approved roadside memorial is located, the memorial will be carefully shifted away from the area for the duration of works and then reinstated as close as practical to the original location at the conclusion of works.

Roadside Memorial Removal Procedure

- Any roadside memorial presenting a safety hazard will be removed without notice; however every effort will be made to contact the responsible person/s regarding the removal of the roadside memorial.
- Where memorials require removal due to their poor state of repair or have been in place for more than 14 months, the responsible person shall be contacted by an appropriate Council officer. If Council is unsuccessful in contacting the appropriate person, a notice will be attached to the memorial inviting the person who has placed, or requested the placement of the memorial, to contact the Alice Springs Town Council within 30 days.
- If Council is not contacted within the given timeframe, the roadside memorial will be photographed, registered in Council's records and removed and it will be stored for a period of up to 60 days.

OTHER

This PSD is only applicable for Roadside Memorials which have been placed, or are to be placed, on roads under the control of Alice Springs Town Council