



BLACK POINT PROGRESS ASSOCIATION INC.

BLACK POINT HERITAGE AREA: MEMORIAL WALL APPLICATION FOR SITE BOOKING AND PLAQUE PLACEMENT

For the commemorative memorial of people who held a close affinity to the
Black Point community.

Information:

The Memorial Wall has been established as part of the Black Point Heritage Area, providing a place for families to acknowledge those individuals who have passed away and who held a close connection to Black Point.

The wall also provides a source of historical information about people who have made a major contribution or have had a long term past association with our community.

The establishment of the Memorial Wall, criteria and application process have been developed in accordance with Yorke Peninsula Council (YPC) policy P0096 "Memorial Plaques Outside of Designated Burial Areas", the YPC Development Plan and building regulations and is consistent with processes established for similar memorials in other Yorke Peninsula communities.

The site booking register, payments, supply and erection of the Plaques is administered by Mr Iain McQueen, McQueen Funeral Services PTY.LTD. Minlaton SA.

Criteria and conditions:

- Applicants must be authorised representatives of the family/deceased estate of the person who is to be commemorated
- Applications will only be approved for people who have a direct association /affinity with the Black Point community (property owner, long term visitor/ lessee, Association member, Life member or someone who has made a significant contribution to the Black Point community). The verification of the person's association must be completed on the application form by a current or past member of the BPPA or a resident.
- The wall is for commemoration of deceased persons only. A plaque for boats, animals or any other inanimate objects is not permitted.
- Booking (Reservation) of sites in advance is permitted. Site reservation for future plaques is limited to 2 sites per family. The full site fee must be made at the time of the booking to secure the site. A small annual holding fee (\$10) will apply and is payable in December each year. Failure to pay the annual holding fee will result in the reserved site and all previous payments being forfeited. No refunds will apply.
- All applications must be approved by the Black Point Progress Association committee, prior to the application being lodged with McQueen Funeral Services
- Only plaques purchased through McQueen Funeral Services can be placed on the wall. All plaques will be uniform in size and materials, consistent with specifications as determined for the Black Point Memorial Wall. (Aluminium 150 x 100mm)
- Applicants are responsible for all costs associated with the site booking fee, the plaque and any costs associated with replacement, repair, maintenance or removal of the plaque.
- The site booking fee is \$100 per site. (This does not include cost of plaque as at November 2015 this is \$150). There are no preferential bookings for site position on the wall, you will be allocated the next available position by McQueen Funerals,

Thank you for choosing the Black Point Heritage Area as a place to memorialise a member of your family.

Black Point Progress Association Committee

BLACK POINT MEMORIAL WALL APPLICATION FORM PART A

The form is to be completed by an authorised relative or estate representative of the deceased person/s, who is/are to be commemorated.

APPLICANT DETAILS	<input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mr	Last Name:	
		First Name(s)	
		Address:	
		Phone:	Mobile:
		Email:	
Account	Name of person/ company: responsible for payment (if different from above):	Name /Company name	Contact details

The following information is about the person who is to be commemorated

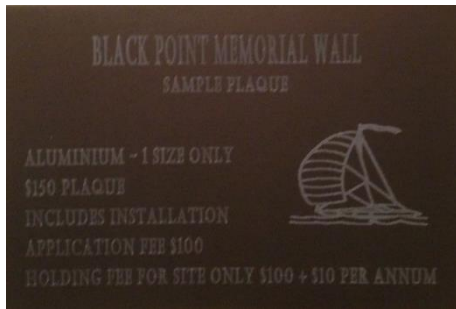
DETAILS OF THE PERSON WHO IS TO BE COMMEMORATED	Name of person/family who is to be commemorated on the Memorial Wall:	
	Shack/lot number (if applicable):	
	Period when they were associated/visited/owner at Black Point :(e.g. from 1998-2014)	
	Please provide a brief description of their connection/role within the Black Point Community and why the placement of a plaque on the Black Point Memorial Wall has been chosen.	

VERIFICATION OF THE INFORMATION	Applicant /person completing this form	Signature	Date:
	Name of Black Point community representative	This person signs to verify the information provided is accurate and confirms the person who is to be commemorated, has a close connection with the Black Point community	
	Community Representative signature	NAME: Signature	Date:

BPPA	Endorsement by BPPA representative	BPPA signature, confirms this application meets the criteria and guidelines	Signature:
		Name: Position:	Date:

When endorsed by the BPPA, you will be advised and your approved application will be sent to McQueens Funerals

Plaque specifications:



Material: Engraved Aluminium Plate
Size: 100mm x 150mm (Note: all plaques are the same size)

Sample only

OFFICE USE ONLY	<input type="checkbox"/> Application received	Date / /
	<input type="checkbox"/> Paid	Date / /
	<input type="checkbox"/> Copy of approved application sent to McQueens Funerals	Date / /



BLACK POINT MEMORIAL WALLSITE BOOKING AND PLAQUE DETAILS FORM - PART B

Application TYPE (please indicate with X):

Site booking and Plaque (to be installed now) * For individual or family on one plaque
 Site booking and Plaque for 1 person (now) and site booking for second person /family member **
 Site Reservation only 1 person /family member **
 Site Reservation only for 2 people (sites) / family members **

Please note:
 * Forms are required for each individual person,(or for 1 family-all details on the one plaque) to obtain relevant details for the Plaque
 ** Site. Booking Fee is \$100 payable to BPPA at the time of application. An annual site holding fee (\$10 per annum) is payable in December each year. Invoicing for annual holding fees for site reservations is managed by the BPPA.

Section 1. FOR SITE RESERVATIONS ONLY

1. NAME OF PERSON SITE IS RESERVED FOR _____ Date of Birth / / . Date of Death / / . Last address:	<u>Office Use Only</u> Reserved Site position Single: North, South Double: North, South Paid Booking Fee \$100
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2. NAME OF PERSON SITE IS RESERVED FOR _____ Is adjoining site to Person 1 required ? <input type="checkbox"/> YES <input type="checkbox"/> NO Date of Birth / / . Date of Death / / . Last address:	<u>Office Use Only</u> Reserved Site position Single Wall: North, South Double Wall: North, South Paid Booking Fee \$100
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Name of person responsible for holding fee payments: (\$10 per annum until plaque is selected and erected).

Name: _____

Address: _____

Contact details: mobile: _____

I acknowledge that the reservation for the site is subject to payment of the initial site fee and payment of the annual holding fee and that failure to pay the holding fee will result in the site allocation and all previous payments being forfeited. No refunds will apply.

Signature _____ Name _____

Please forward Parts A and B with the site reservation fee to:

**The Secretary,
 BPPA.
 63 Barker Rd,
 Prospect.
 S.A. 5082.**

Section 2. PLAQUE DETAILS.

(This section is optional if you are applying for site reservation only. This information is required to be submitted to McQueen Funerals at the time the plaque order is required)

1. NAME OF PERSON TO BE COMMEMORATED _____

Date of Birth / / . Date of Death / / .

Last address:

Information to be engraved on Plaque.

Motifs / Photos

Is a Motif required **Yes / No** Style Number _____

Mounting Position e.g. Top right corner etc _____

Please note that for orders of plaques that require service badge motif's. We will need: a copy of the discharge papers, or else the pay book. If the former cannot be located, as much war ser-vice information about the person that you can obtain. eg. Full Name, Service Number, Service (Army, Navy, Air force), Rank, Unit etc. This information is to enable us to get approval to use the service badge motif.

Is a Photo required Yes / No

Please supply B&W or colour photo if more than one person is in the photo, indicate who the photo is for.

Plaque Approval.

- 1) Please check the layout, the spelling and dates.
- 2) Make any changes if necessary and mark them on the layout.
- 3) Sign below, by signing below you are indicating that you have checked the layout and that you are authorising us to order the plaque.

Signature Date...../...../.....

Office use Only

Site position

Single: North-Seafront (SF), South-Black Point Drive (BPD),

Double: SF, BPD

Position Number

Date Plaque installed: / /

Payment details

Total site Reservations @ \$100 each \$
1 x Plaque and installation @\$150 \$

TOTAL Received: \$
Cash / cheque / credit card