Application for a Memorial Plaque at Freshwater Bay

To apply for a memorial plaque to be placed on the Memorial Wall at Freshwater Bay Foreshore, complete the application form attached.

To be eligible:

1. The person named on the plaque is/are to be deceased, is to have had a connection to the Shire, or has lived in the Shire of Peppermint Grove, unless there are extenuating circumstances.

2. The applicant is to complete the application form and submit it to the Shire of Peppermint Grove for approval.

3. The application will be assessed by the Chief Executive Officer. If approved, the applicant will be contacted for payment. The fee is set annually in the Shire's Schedule of Fees and Charges.

4. There will be no charge for affixing of the commemorative plaque, however the cost of its removal and/or replacement will be charged to the applicant.

5. The Shire reserves the right to remove a plaque without notice at any time for any reason.

Application Form for a Memorial Plaque 12.03.2026

Name;……

Address; ……

Phone; ……

Email; ……

Name of person the plaque is commemorating

……

Your connection to this person

……

If not a resident, how is the person named connected to the Shire?

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The text on each plaque will be centred and limited to a maximum of 110 letters

In Loving Memory of
JOE BLOGGS
18 September 1938 to 19 July 2025
Cherished husband of Ethel
Father of Tom, Dick & Harry
Rest in Peace

Detail the proposed text to be displayed……

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The plaques are a standard size 150mm x 150mm and made from stainless steel.

Once the CEO of the Shire has approved the application, a fee of $440 inc. GST (fees and charges 2026-27) is to be paid prior the Shire commissioning the memorial plaque engraving. You will be contacted by email to approve the artwork.

Reserving a Space on the Memorial Wall

To reserve a future memorial plaque position on the Peppermint Grove Memorial Wall at Freshwater Bay, please note the following:

Reserve a location

Reserved locations, identified by a reserved plaque, may be purchased for $110 each (including GST).

Select the plaque position

The future memorial plaque position must be selected from the beige-highlighted squares shown on the memorial wall diagram. Please contact the Shire to request the most up-to-date diagram showing the available positions.

Installation of the reserved plaque

Once a position has been selected and payment received, a reserved plaque will be installed in that position and will remain there until the memorial plaque is required.

When the person passes away

Following the person's passing, the memorial plaque application paperwork must be completed and the applicable fee paid.

Approval, engraving and installation

Once the proposed wording and artwork have been reviewed and approved, the memorial plaque will be engraved and installed in place of the reserved plaque.

Family or representative responsibility

This arrangement can only proceed where an Executor, Guardian, or relative is aware of the prior arrangement with the Shire and is able to act on behalf of the family to ensure the person's wishes are carried out.

PAYMENT OPTIONS

In person, Monday to Friday during cashier hours 8.30am to 4.15pm.
By mail, post to Shire of Peppermint Grove, PO Box 221, COTTESLOE, WA 6911.

By telephone; 08 9286 8600 Credit card (Visa or Mastercard accepted over the phone) American Express is only accepted in person.

Cash or Cheque made payable to Shire of Peppermint Grove.

Office Use Only; Chart of Accounts: 11340/1001/0420