



**REVISED DRAFT POLICY FOR
COMMEMORATIVE NAMING OF INFRASTRUCTURE AND THE PROVISION OF
MONUMENTS, MEMORIALS AND PLAQUES**

A revised draft policy for commemorative naming of infrastructure and the provision of monuments, memorials and plaques was presented to the meeting of the Commemorative Naming Committee on 22nd March 2017. Following discussions the Committee agreed to recommend the revised draft policy document (attached) to the Arts, Culture and Recreation SPC for consideration.

At the meeting of the Arts, Culture and Recreation SPC on Monday 8th May 2017, it was agreed to recommend the revised policy document to the full City Council for adoption.

See link for current document:

<http://www.dublincity.ie/sites/default/files/content/RecreationandCulture/Documents/PolicyDocument.pdf>

Declan Wallace
Assistant Chief Executive

31st May 2017

POLICY FOR COMMEMORATIVE NAMING OF INFRASTRUCTURE AND THE PROVISION OF MONUMENTS, MEMORIALS AND PLAQUES

1. Context

1.1 Dublin City Council recognises that public commemoration and memorials offer opportunities to honour, celebrate, or remember a person, group of persons or events of significance. They provide an opportunity for the City to highlight important social, cultural and economic contributions to society, to celebrate the uniqueness of the City and to create a 'sense of place' which is identified as being of great importance to citizens and visitors.

1.2 This policy sets out the process by which Dublin City Council will consider the commemoration of events or individuals who have shaped the city, either by the naming of infrastructure or by the installation of monuments, memorials and plaques in the public realm.

1.3 It is important for the City Council to establish a policy on this matter because of:

- The need to have clarity regarding the policy and procedures for the consideration of proposals from individuals and interest groups;
- The high level of demand for the naming of infrastructure and the erection of memorials and plaques;
- The emotive nature of requests where people are recently deceased;
- The need to ensure that a proliferation of memorials and plaques does not detract from the wider amenity and enjoyment of public spaces.

2. Commemorative Naming Committee

2.1 A Commemorative Naming Committee was established by Dublin City Council to make recommendations regarding the naming of key infrastructure and the selection of individuals or events which will be commemorated through the erection of civic monuments or plaques.

2.2 Proposals for the naming of infrastructure and dedication of memorials and plaques must be formally submitted through an agreed process.

2.3 The Commemorative Naming Committee will consider all applications deemed to be valid under the terms of this policy. The Committee may, at its discretion, request additional information on any proposal.

3. The Public Realm

3.1 The Dublin City Council Public Realm Strategy 'Your City Your Space' adopted in 2012 recognises the importance of the public realm in projecting the image of the city 'because it impacts on how we understand ourselves and how we want to present ourselves to others.'¹

3.2 The Policy for naming of infrastructure and erection of plaques notes the following:

The Public Realm Strategy recognises a hierarchy of public spaces within the city and the issue of clutter in city centre. Therefore, the city centre, defined as the area between the two canals will be considered to only merit proposals of the highest profile individuals or events of national and international significance.

¹ Dublin City Council, Public Realm Strategy, Your City Your Space
http://www.dublincity.ie/Planning/Documents/Draft_PRS_291111_web.pdf

4. Placenames, Streets and Public Spaces

4.1 Dublin City Council has established procedures for place-names and the naming of public spaces, streets or re-naming of streets.

4.2 This process is undertaken through the five area offices in the City Council with recommendations made by the Local Area Committees, and process will remain the same.

5. Public Art

5.1 Dublin City Council values the contribution which permanent art can bring to enhancing the public realm.

5.2 Proposals for statues and other permanent visual artworks are considered by the Arts and Cultural Advisory Group.²

6. Committee Composition

6.1 The Commemorative Naming Committee is comprised of eight City Councillors.

6.2 The Committee will be assisted by the following officials:

- Executive Manager, Culture Recreation and Economic Services;
- Relevant Executive Manager of the host Department or Area Manager;
- Dublin City Librarian;
- Dublin City Arts Officer;
- Dublin City Heritage Officer;
- Dublin City Public Art Manager;
- Other Council officials as necessary.

7. Terms of Office

7.1 The Councillor members will be nominated and approved by the City Council and shall reflect the proportionality and distribution of elected representation on the City Council.

7.2 The terms of office of members will be consistent with the term of the Council. Any casual vacancy arising will be filled by nomination and approval by the City Council.

8. Chair

8.1 The Chair will be elected by the Councillor Members on the Committee from among the Councillor Members on the Committee in advance of the inaugural meeting.

8.2 The chairperson will serve for a term of one year. Outgoing chairpersons will be eligible for re-election each year.

9. Quorum

Three members will constitute a quorum.

10. Added Expertise

10.1 The Committee may call on the advice of internal and/or external parties (who are not members of the Committee) in the evaluation of proposals.

² See *Policies and Strategies for Managing Public Art* adopted by Dublin City Council in 2009. www.dublincitypublicart.ie

10.2 These experts may be requested to comment on proposals relevant to their expertise and/or be invited to attend and contribute to meeting/s of the Committee. Such experts do not have voting rights.

11. Public Consultation

The Commemorative Naming Committee will seek comment on proposals for the naming of major infrastructure / monuments / statues via the Area Offices / Area Committees, and will engage public comment.

12. Voting

12.1 In the event of a vote on a proposal only those members present at the meeting may cast a vote.

12.2 The Chair will have a casting vote.

13. Final decision

Recommendations of the Commemorative Naming Committee will be brought before the full Council for final decision on major infrastructure and monuments/statues.

14. Commemorative Naming Principles

14.1 A Monument is a lasting tribute to a person, group or event. Therefore the Council needs to be confident that the subject of such a memorial is of sufficient importance that the decision to approve a monument will stand the test of time.

14.2 Where multiple proposals are made for the naming of major infrastructure, civic space or the erection of a monument in the public realm, the Commemorative Naming Committee may establish further criteria which will be publicly announced.

14.3 In such cases, the Committee will endeavour to select a name which best reflects the context, locality and importance of the infrastructure and history of the city.

14.4 Dublin City Council encourages different ways of commemoration. This can be achieved through

- History, archive and research projects which take place within a locality or community or on a city wide basis.
- Community development projects (arts, sport, education, etc) dedicated to the memory of individuals, groups or events.
- The development of digital media which can enable new ways of thinking about and commemorating the past.

14.5 A register will be established which records the naming of infrastructure and the erection of monuments and plaques.

15. Criteria

The following are criteria for all proposals on the naming of City Council infrastructure or the erection of a monument or plaque in honour of a person, group, organisation or event:

15.1 The person/s must have been born in or lived in Dublin or have had strong and/or enduring connections with the city.

15.2 The person/s must have made a unique and outstanding contribution to the life or history of Dublin through outstanding achievement, distinctive service or significant community contribution.

15.3 In the case of an event to be commemorated, this must have occurred in Dublin.

15.4 An event will have to have occurred at least 20 years previously unless it is of extraordinary and long-lasting consequence to the city.

15.5 In considering proposals for naming of infrastructure or erection of civic monuments or plaques, consideration will be given to what other infrastructure; monuments or plaques exist in honour of the person/s or event.

15.6 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.

15.7 All proposals to erect monuments, memorials or plaques will have to comply with planning regulations. The erection of a plaque on a protected structure requires written permission from Dublin City Council's Conservation/Planning Property Development Department.

15.8 Any proposal to erect a plaque on a building that is not protected but that is located within an Architectural Conservation Area will be referred for consultation to the Conservation Office (Planning Department) for clarification.

15.9 Permission of the owners and where relevant lease holders/building managers of private property or buildings will have to have been sought and demonstrated to have been granted in writing at the time of application.

15.10 Evidence of consent must be supplied from members of family, estate or group connected with the individual or event to be commemorated.

15.11 Consideration will be given to the issue of gender balance.

16. Infrastructure

Infrastructure includes buildings, bridges, roundabouts and other structures.

16.1 Consideration will only be given to the naming of major infrastructure such as roundabouts, buildings (non-residential), facilities and bridges. Minor infrastructure will not be considered for naming.

16.2 City parks, Fire Brigade stations, public libraries, civic offices and utility facilities will not be named after individuals or events. Names of parks, Fire Brigade stations and other infrastructure will reflect the locality or townland.

16.3 A majority of the Committee members present must agree on a recommendation for the naming of major infrastructure such as a bridge or major civic building.

17. Monuments

A Monument is deemed to be a three-dimensional structure or a high and low relief, of architectural or sculptural design, erected to commemorate a person or event.

17.1 All proposals for monuments recommended by the Commemorative Naming Committee will be referred to the Arts and Cultural Advisory Group for consideration and recommendation on their artistic merit and technical feasibility.

17.2 A proposal for a monument will be referred to the Arts and Cultural Advisory Group if it is considered to be purely public art and therefore more appropriate to that Committee.

17.3 Proposals may be subject to planning legislation-

17.4 An individual should be commemorated with only one monument.

18. Plaques

A Plaque is an inscribed tablet fixed to a wall or other surface. Plaques are typically installed to commemorate the place of residence or work of a notable individual or the occurrence of a significant event. The Department of the Arts, Heritage and the Gaeltacht, Architectural Heritage Protection Guidelines recognises the value which a plaque can have in marking the historical context of a building including existing fixtures and features.

18.1 Dublin City Council has adopted a commemorative plaque scheme.

18.2 This plaque scheme is intended to facilitate the commemoration of people, organisations and events that have made a unique and significant contribution to the life or history of Dublin through outstanding achievement, distinctive service or significant community contribution.

18.3 The plaque has been carefully designed to be legible from a distance, hence the number of characters that can be accommodated on the plaque is restricted.

18.4 The Commemorative Naming Committee will only grant permission to proposals for plaques that comply with the DCC plaque scheme.³

18.5 Plaques can only be affixed to the original building or to where the frontage consists of a facsimile frontage on the original site.

18.6 The facade of the proposed building for the plaque must be in appropriate condition and decorative order and be suitable for the display of the plaque at a height which is readable.

18.7 Dublin City Council Commemorative Plaques which are made from granite with a steel base are not suitable to be placed in the ground.

18.8 An individual should be commemorated with only one plaque or memorial.

18.9 The erection or replacement of business and organisation plaques or nameplates is not covered under this policy.

19. Community Memorials

A Community Memorial is a discreet memorial (for example a tree or bench in a park, street or public space) dedicated to a person or group or to commemorate an event.

19.1 Proposals for community memorials such as a bench or tree planting to be installed in a city park, or public space will be directed to Dublin City Council Parks and Landscape Services Division for recommendation. It is also a matter for the Area Committee.

³ <http://www.dublincity.ie/main-menu-services-recreation-culture/commemorative-naming>

19.2 In exceptional circumstances and subject to the discretion of the City Parks Superintendent other forms of memorials will be considered (subject to the availability of suitable locations).

See link to Guidelines on Memorials in Parks [Click here](#)

20. General Procedures

20.1 Proposals must be made in writing on an official application form available from Dublin City Council by post, email or download at www.dublincity.ie/

20.2 A marked map and photographs of the proposed location must be submitted with the completed application form.

20.3 The text of the proposed wording for a monument or plaque must be provided along with visualisations (design, drawings) of the proposal. Dublin City Council will have the final say on the text for a plaque.

20.4 The Commemorative Naming Committee will only consider complete and valid proposals.

20.5 Support material such as publications, texts, photographs, videos etc will be accepted. All reasonable care will be taken with such support material. Dublin City Council and its promoters or managers do not accept responsibility for any loss or damage which may occur. Applicants will be required to collect support material within one month of being informed of the decisions of Dublin City Council.

20.6 The design and text of any wording associated with the naming of infrastructure or the erection of a monument must be agreed with Dublin City Council.

20.7 Wording on monuments and plaques will be in English and Irish.

20.8 The costs involved in naming infrastructure or the erection of a monument or plaque will be borne by the proposers. Proposers will have to demonstrate that the required funding is available for the proposal.

20.9 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. Furthermore Dublin City Council will not be responsible for future maintenance and upkeep of plaques promoted by a private individual or group.

20.10 It is acknowledged that plaques can add to the special interest of a building and it is recommended that they are retained *in situ* and not removed.

20.11 Dublin City Council may initiate the naming of infrastructure or the erection of a monument or plaque through the Commemorative Naming Committee, and in such circumstances may fund or part-fund the initiative.

20.12 All works carried out as part of a proposal to the Commemorative Naming Committee must comply with all relevant legislation including Dublin City Council bye-laws.

20.13 The decision to permit the erection of a plaque is subject to a written contract or agreement with Dublin City Council.

20.14 This policy will be reviewed every five years by the Commemorative Naming Committee. This committee may make proposals in such a review.

21. Appeals

Appeals will be considered only where a claim is made on the official form, that the Commemorative Naming Committee's consideration of a proposal was procedurally unfair, unreasonable or inadequate.

22. Adoption

22.1 This Policy Document was approved by Dublin City Council at its meeting held on [date to be added].

Dublin City Council
Culture, Recreation and Economic Services
Block 4, Ground Floor,
Civic Offices
Dublin 8
cra@dublincity.ie
01-2222172