



## University of Otago Campus Memorial Application Form

NOTE: This request form is a function of the 2013 Campus Memorial Policy, which governs the installation of memorials to students, staff and alumni on campus. The Policy can be viewed at [www.otago.ac.nz/administration/policies/otago045266](http://www.otago.ac.nz/administration/policies/otago045266). We recommend that applications be discussed with the Property Services Division Resource Planner before being formally lodged.

<b>Applicant Name</b>		<b>Telephone</b>	
<b>Address</b>		<b>Cellphone</b>	
<b>Requested By (Department)</b>		<b>Email</b>	

**Memorial in remembrance of (name and relationship to University):**

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**Reasons for memorial:**

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**Memorial items requested:**

<b>Item</b>	<b>Selection (Please Tick)</b>
Option 1- Plaque for Memorial Garden	
Option 2- Native Tree for Water of Leith	
Option 3 - Native Tree for Water of Leith and Plaque for Memorial Garden	

All memorials are payable by the applicant (if being paid by a University Department, please do this through the normal works request and job code system).

**Please provide details for the item/s you have selected:**

**Wording to appear on plaque (please restrict to 50 words):**

*Plaques will be placed in the future Campus Memorial Garden once available*

**Preferred species of tree (select from attached list):**

*Planting areas are located on the banks of the Water of Leith within the University Campus.*

**Entry for Commemorative Register (please restrict to 150 words):**

*Entries may be edited for format, length, duplication of information and typographical errors.*

**Registrar or Director of Student Services:**

Signature

Title

Date

**Office Use Only**

Date request received: \_\_\_\_\_

Date Memorial Register updated: \_\_\_\_\_

Date completed and applicant advised: \_\_\_\_\_

## **Campus Memorials Policy- Specimen Tree List for Riparian Planting**

- List sourced from Landscape Development Plan and Wildlands report for the Otago Regional Council. See attached map for planting locations.

Ribbonwood

Lacebark

NZ Beech Varieties

Ngaio

Southern Rata

Rimu

Tree Fuchsia

Broadleaf

Manuka

Kanuka

Totara

Miro

Matai

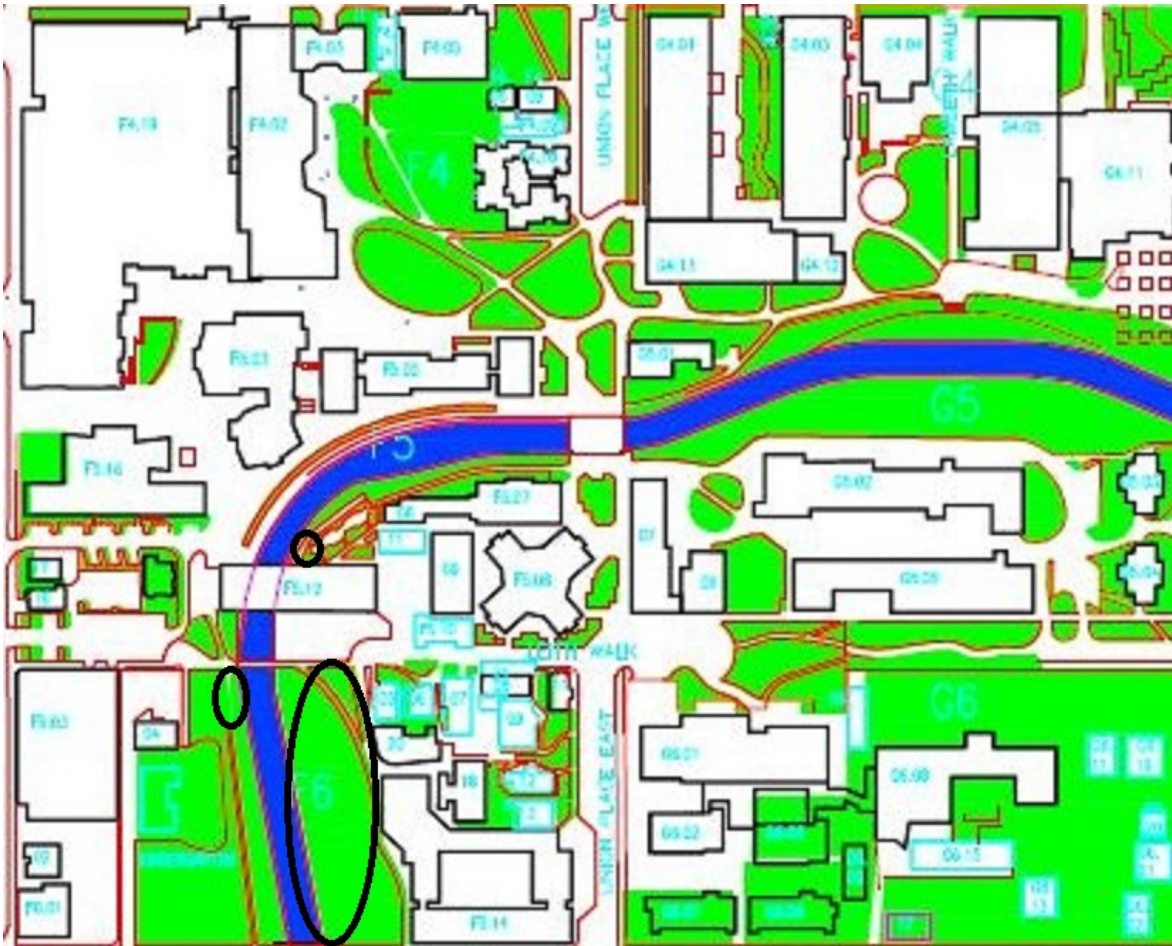
Cabbage Tree

Kahikatea

Kowhai

Lancewood

Lemonwood



Tree planting sites shown circled:

True left bank Water of Leith adjacent to ITS building- Leith Bend

True left bank Water of Leith between Leith and Clyde Streets- Shingle Reserve

True right bank Water of Leith next to Leith footbridge.