

THE CITY OF LONDON CORPORATION

COMMEMORATIVE

CERAMIC PLAQUES

The Corporation of London is the local authority for the Square Mile of the City of London, the financial and commercial heart of Britain.

The illustration below shows one of the Corporation's Commemorative Plaques. The precise wording of each individual new plaque will depend upon the particular subject matter. It should be noted that such plaques will be considered only for sites within the "Square Mile".

Plaques outside the City of London are primarily the responsibility of English Heritage (020 7973 3000), although some London Boroughs also operate their own system.



APPLICATION FORM FOR A COMMEMORATIVE PLAQUE

This application form is based upon the “The City of London Corporation Commemorative Plaques – Criteria for the Evaluation of Proposals” adopted by the Trees, Gardens and City Open Spaces Committee on 26th April 1996. Copies of the full version of that document are available on request from the Town Clerk (020 7332 1427).

The City Corporation will, from time to time, consider the erection of ceramic plaques to commemorate significant people, places and events in the history of the City. However, it recognises that there may be occasions when this generally desirable method of commemoration and informing the public could result in unnecessary visual clutter. Therefore, each proposal for a plaque will be treated on its individual merits and in relation to the overall street scene in the area where it is proposed to be erected.

The City Corporation requests proposers of plaques to note that many more suggestions for plaques are received than can be approved within the resources available. Although the plaque suggestions falling within the criteria will be considered, the City Corporation reserves the right to determine priorities among suggestions received.

When considering subjects for commemoration, the City Corporation shall consult such individuals, bodies, institutions and organisations as it considers appropriate, **but reserves the right to make the ultimate decision, which shall be final.**

The City Corporation welcomes participation by individuals, organisations and business in the financing of individual plaques, but such an arrangement shall not affect the City Corporation’s consideration for suitability for the subject matter.

Proposers of subjects for commemoration are requested to provide as much evidence as they are able to in support of their proposal, including any copies of published or archival references and a location plan.

Proposers of subjects for commemoration should read the following carefully, answer the relevant questions and supply as much additional useful information as possible.

SUGGESTED TEXT FOR PROPOSED PLAQUE:

Note – This should be for a maximum of 64 characters (including comma’s) OR 6 lines of text, as the ceramic artist has to be able to reproduce the text within the confines of the plaque frame. The City of London reserves the right to change or alter this text, following consultation with both the applicant and the ceramic artist.

(a) **Individual or Groups of People**

Without exception, proposals for the commemoration of famous people shall not be considered until they have been dead for 10 years or until the centenary of birth, whichever is the earlier. In addition, at least one of the following requirements is to be met. Please tick the relevant boxes and use the space at the end of the form or a separate sheet of paper to set out appropriate supporting information.

- (i) There shall be reasonable ground for believing that the subject is regarded as eminent or deserving of recognition.

YES NO

- (ii) They shall have made some important positive contribution to history or society.

YES NO

- (iii) They shall have had such outstanding personalities that the well-informed passer-by immediately recognises their name or names.

YES NO

(b) **Buildings or Sites**

The nature of the current building or use of a site shall not preclude the erection of a plaque, but such issues at technical difficulties of fixing and the need to obtain Listed Building Consent shall be taken into consideration. The following requirement shall be met, but you should note that a building or site shall not be marked solely because it figures in a work of fiction. Please tick the relevant box and use the space at the end of the form or a separate sheet of paper to set out appropriate supporting information.

- (i) There shall be reasonable grounds for believing that the subject is of archaeological, architectural or historic interest.

YES NO

(c) **National/International Organisations**

Such organisations may be deemed worthy of consideration provided that at least one of the following criteria are met. Please tick the relevant boxes and use the space at the end of the form or a separate sheet of paper to set out appropriate supporting information.

- (i) There shall be reasonable grounds for believing that the subject is regarded as eminent or deserving of recognition.

YES NO

- (ii) They shall have made some important positive contribution to society or history and development of the city of London.

YES NO

- (iii) A well-informed passer-by should immediately recognise their name.

YES NO

(d) **Foreign Applications**

In these cases a contribution towards the cost of production or erection would normally be expected, either from the relevant Government or the person / organisation making the proposal and the following criteria must also be met. Please tick the relevant boxes and use the space at the end of the form or a separate sheet of paper to set out appropriate supporting information.

- (i) They should be of international reputation or of significant standing in their own country.

YES NO

- (ii) Their time in the City of London Corporation should have been a significant period within their life and work.

YES NO

- (iii) The form of name, forename or title in the inscription on a plaque should be in accordance with that given in a standard English work of reference or as would be readily recognisable to a reasonably well-informed passer-by.

YES NO

Cost

The City of London welcomes donations towards the cost of realising a Commemorative Blue Plaque.

Supporting Information

(Please also indicate the precise location at which you would wish your plaque to be located).

Address/Location:

This application form, when completed with appropriate details about your proposal for a commemorative plaque, should be sent to the following address:

**The City Surveyor
City of London Corporation
P.O. Box 270
Guildhall
London EC2P 2EJ**

H/DEPARTMENT/PLAQUES