

APPLICATION FORM FOR COMMEMORATIVE PLAQUE IN LINCOLN

Propose an individual or event

The Lincoln Commemorative Plaque Scheme commemorates people and events which have contributed to the social, political and cultural heritage of the city.

To be commemorated a person should have lived or worked in City of Lincoln for at least five years, and at least 20 years should have elapsed since their death. An event should have passed its 20th anniversary and have been of historical significance to the city. No more than one plaque will be approved for each individual or event.

This is a City of Lincoln scheme and therefore only proposals for plaques within the administrative boundaries of City of Lincoln Council can be considered.

Please read the additional guidance and assessment criteria before completing the nomination form. Please complete section 1, either section 2 or 3 and section 4 in order that the application can be considered for approval in principle. This will involve comment by the Historic Environment Advisory Panel to inform a decision by the Development Manager and Conservation Officer.

Once an application is approved in principle the proposer will be asked to apply for relevant planning consents and officers will work with proposers to advise on the best location on the building and appropriate wording for the plaque.

SECTION 1. Details about yourself (proposer)

Fields marked with * are mandatory.

Title:*

First name:*

Surname:*

Email address:*

Telephone:

Address, with post code:*

Organisation, if representing one:

Position in that organisation:

Relationship with or interest in the subject being proposed:

SECTION 2. Nomination for an individual figure

Fields marked with * are mandatory.

If you are nominating a plaque to commemorate more than one person, please complete this section fully for each individual, using separate forms for each. If you are nominating a building with wider historical associations please skip to Section 3.

Nominee's first name*

Nominee's surname*

Nominee's formal title

Profession or occupation

Date of birth

Date of death* (*The proposed person MUST have died at least twenty years ago to be eligible for consideration*)

Please give a brief account of the life and achievements of the person you are proposing (200-300 words) *

Please explain why you believe this person deserves a plaque, and how they meet the following selection criteria (**200-350** words) *

Please copies of documentary evidence and sources (references or links) of other information that you think will help us in decision-making.

Please provide the address at which it is proposed the plaque will be displayed and nature of the association of the nominee with the named address.* (If there is more than one possible site for the plaque please list all here)

Please confirm that, as far as you are aware, the proposed site for the plaque is the original building, being largely unaltered from the time when the nominee would have been associated with it.* (*Please provide a photograph of the building as it is today and, if possible, photograph as it was at the time of the nominee's association*)

SECTION 3. Nomination for a building with wider historical associations.

Fields marked with * are mandatory.

Proposed address, including post code.*

Please explain why you believe this building deserves a plaque, and how it meets the selection criteria * (**200-350** words).

Date which the event or association took place *

APPENDIX D

Briefly, please provide any information you have about the building, such as date, architect and builder.

Please confirm that, as far as you are aware, the proposed site for the plaque is the original building, being largely unaltered from the time when the event or association with the building took place with it.* *(Please provide a photograph of the building as it is today and, if possible, photograph as it was at the time of the event/association)*

SECTION 4. Consents

Is the building Listed? * *(If the answer to this is 'yes' you will need to apply for consent once the application has been approved in principle)*

Is the building in a Conservation Area or a non-domestic building? * *(If the answer to this is 'yes' you should take advice on whether consent will be required once the application has been approved in principle)*

Who owns the building? Please provide contact details.*

Please provide a document signed by the owner to say they agree to erection of the proposed plaque on their building, they will not remove it without the written consent of the council, and that this requirement will pass to subsequent owners of the building, as well as confirmation that the owner will enter into a legal agreement with the council to do this.*