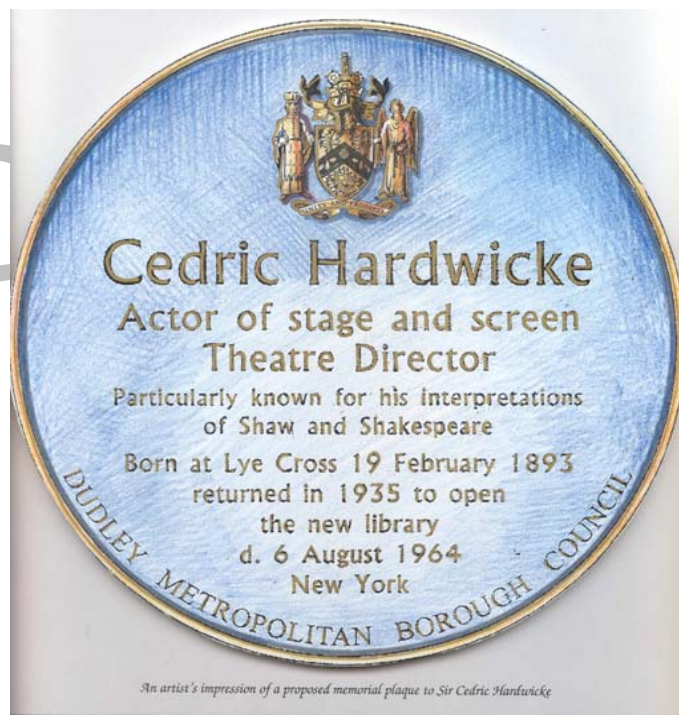


An example of a Commemorative Plaque



Useful contacts:

Steve Field
Borough Artist
Himley Hall
01902 894958

Directorate of the Urban Environment
Culture & Community Services
Claughton House, Rear of Claughton Centre
Blowers Green Rd, Dudley, DY2 8UZ
01384 81xxxx

Customer Service
Centre
01384 812345

For Planning permission enquiries:
Development & Environmental
Protection Division, 3 St. James's Road,
Dudley. 01384 814116

development.control@dudley.gov.uk
www.english-heritage.org.uk

www.dudley.gov.uk
www.planningportal.gov.uk

DUDLEY METROPOLITAN BOROUGH COUNCIL

DIRECTORATE OF THE URBAN ENVIRONMENT

INFORMATION LEAFLET

**Dudley MBC
Commemorative Plaque Scheme**

Nov 2004

Appendix 2

What are Dudley MBC Commemorative Plaques?

They commemorate people or events in Dudley. They are erected on the building where the person lived or worked, or has a very close association with the person or event.

An example of the type of design is shown on the back cover. All Plaques follow the same basic layout, with dates, explanatory text and symbols designed on a case-by-case basis. Plaques are manufactured to the Council's specification on an individual basis, with design assistance from Borough Artist.

The Council recognises the needs and desire of residents to honour and remember the dead in a public way. In addition to the Commemorative Plaque Scheme, families, friends and the wider community are encouraged to consider the benefits to the Borough and community as a whole of using money raised for setting up or linking to an existing Bursary, Award or Prize fund. In this way, the living can have a real link to the past, in a way that encourages and develops the continued celebration and practice of the attributes or skills that the dead person demonstrated.

What are the criteria for commemorative plaques?

1. The person should have been dead for 20 years, or have passed the centenary of their birth or the event, whichever is the earlier.
2. Be considered eminent by a majority of members of their own profession or calling.
3. Have made an important positive contribution to human welfare or given outstanding service.
4. Promoted the Borough in a positive manner through their work or other activities.
5. Bought Dudley to positive national attention through the event being nominated.
6. Be recognisable to the well-informed passer-by
7. Deserve recognition throughout the Borough
8. Have resided or worked in Dudley for a significant period of time.
9. Local History Society or other recognised representative body supports the nomination.

A successful application MUST

- a) Be able to confirm criteria 1 above.
- b) Provide sufficient detail to inform either 2, 3, 4 or 5 above.
- c) Demonstrate the positive recognition of the person or event either 6,7,8 or 9 above.

Appendix 2

Consultation

Before deciding to make an application using the criteria 2,6,7,or 9 above it will be necessary for the applicant to gather some evidence of the strength of recognition and popular appeal of the individual or event. Any information gathering, questionnaire, survey or other measure of support, should be submitted at the same time as the nomination. The nominating individual or organisation must budget for and fund any costs involved in the consultation process.

Who decides who gets a Commemorative plaque?

The Director of the Urban Environment will call an annual meeting to discuss any nominations that have been received, in the preceding 12 month period. Applicants will be notified of the date of the meeting, and may be asked to provide additional information to assist the Director and Lead Member for Culture & Leisure in reaching a decision within the policy.

Can I nominate a person for a commemorative plaque?

Anyone can make a nomination. You can fill in the on-line form, download a copy and fill in by hand, or request an application form from the Council's Customer Services by telephoning 01384 812345 or by writing to The Dudley Commemorative Plaque Scheme, Directorate of the Urban Environment, Leisure Division, Claughton House, Rear of Claughton Centre, Blowers Green Road, Dudley. Any additional and supporting information can be attached when submitting the form.

So that we can process the application efficiently, we require the details and consent of the owner of the building where it is proposed the plaque is to be erected to also be submitted with the application.

Costs

The design and fabrication costs may vary according to the level of work required, but are likely to be in the order of £1,000 (at 2004 prices). The nominating individual or organisation will also pay the cost of installation at the agreed location. The Council will be responsible for assessing the cost and carrying out the installation work. The fee for designing, fabricating and installing the plaque will be required in advance of any design work or on site attendance. Installation costs will be assessed on a case-by case basis.

An administration fee of £50+VAT (at 2004 prices) is payable to enable the Council to process the application, and payment should be included with your initial application form. The nominating individual or organisation must budget for and fund any costs involved in the design, fabrication and installation process.

Appendix 2

**Dudley MBC Commemorative Plaque
Nomination Form**

Details of the person/event to be honoured

Full name of person
or event:

Year of Birth or start date of event:

Year of death or end date of event:

Details of the achievements-reasons why this person/event should be
recognised:

Appendix 2

**Details of the building where the person lived/worked/event
occurred**

Address:

Postcode:

What dates did the person
nominated live/work at this
address:

Details of the property owner where plaque to be fitted

*The council will only consider nominations for plaques where approval of
the owner of the building has been provided in writing:*

Has the owner given permission? ☐ No ☐ Yes – in writing
(Please tick)

Name of owner

Address of owner:

Telephone No. of Owner

Your details

Name:

Telephone No:

Email address:

Address: