

Blue Plaques Guidance: Seeking property owner support

This document provides guidance and templates for identifying a property owner and seeking their support for your Blue Plaque nomination

How to identify if the property is private, local council or State / Commonwealth Government-owned:

Government-owned:

- Use the ePlanning Spatial Viewer tool (<https://www.planningportal.nsw.gov.au/spatialviewer>) to confirm if the property is owned/managed by the NSW Government. To do this, enter the property address and tick the 'Government Property Index' layer. If the property is owned by the NSW Government, it will appear with a cross hatch pattern. You may need to zoom out to view this properly. You can also access the NSW Government Property Index in a searchable list format here: <https://pp.planningportal.nsw.gov.au/government-property-index-list>.
- Use the Commonwealth Owned Land dataset (<https://data.gov.au/dataset/ds-dga-abf537fa-fbd5-44a3-bff2-a39580face9a/details?q=>) to confirm if the property is owned/managed by the Commonwealth Government. Please note that this dataset does not include land owned by a Corporate Commonwealth Entity or Commonwealth Company. It also does not include land used for, or co-located with, Defence bases or intelligence.

Local council-owned:

- Many local councils have a publicly available land register on their website where you can view a map or a list of all council-owned property.
- If your local council does not have a publicly available land register, contact your local council to ask them directly.

Private property:

- If the property you are nominating is not owned by the State or Commonwealth Government, or a local council, it is likely privately owned land.

How to seek support from a council or government to nominate their property:

Council-owned:

- To seek the support of a local council to nominate a Blue Plaque for their property, identify your local council's general email address and send them an email explaining what the Blue Plaques program is, why you are nominating their property, and what this will mean for them.

- In addition to their written support, we will also require the property owner's name and contact details.
- We recommend you provide the council with the following template letter and resources to enable them to make an informed decision:
 - Template: Letter template to council to seek support for your nomination (located at the end of this guidance)
 - Resource: FAQs for property owners
 - Resource: Terms and conditions for property owners

The two resources are available on the nominations page of the Blue Plaques NSW website (<https://blueplaques.nsw.gov.au/>).

Government-owned:

- You are not required to seek property owner support if your nominated location is on State or Commonwealth Government property. Heritage NSW will manage these approvals if the nomination is otherwise eligible.

How to identify the owner of the private property you want to nominate:

Talk to your neighbours:

- If you are nominating a residential property in your local area, it's likely one of your neighbours will know the current owner and can help put you in contact.
- If the property has significant heritage value, your local historical society, museum, or library may be able to assist you to determine who the current owner is.

Knock on the property's door or leave a letter:

- For residential properties, consider knocking on the property door to introduce yourself and explain your nomination. Alternatively, you may want to use the template below to leave a letter in their mailbox. Please note that this approach will only work if the property owner currently lives in the property.

Contact the property's real estate agent:

- If the property is currently leased, consider contacting the real estate agent and explaining your intention to nominate the property for a Blue Plaque. The real estate agent may be willing to share the request and your contact details with the property owner.

Contact your local council:

- Consider contacting your local council and explaining your intention to nominate a private property for a Blue Plaque. Your local council may be willing to share the request and your contact details with the property owner.

How to seek written support from a private property owner to nominate their property:

- Once you have confirmed the property owner's name and contact details, we recommend that you contact them to explain what the Blue Plaques program is, why you would like to nominate their property as the installation location, and what this will mean for them.
- We recommend you provide the property owner with the following template letter and resources to enable them to make an informed decision:
 - Template: Letter template to property owner to seek their support for your nomination (located at the end of this guidance)
 - Resource: FAQs for property owners
 - Resource: Terms and conditions for property owners
- The two resources are available on the nominations page of the Blue Plaques NSW website (<https://blueplaques.nsw.gov.au/>).

TEMPLATE: LETTER TO PROPERTY OWNER OR COUNCIL

Dear [Property Owner Name OR local council Name],

My name is [your name]. You are receiving this [email/letter] because I am interested in nominating a Blue Plaque commemorating [person, people, or event]. As part of this nomination, I would like to recommend that it be installed on your property at [address of property]. I am seeking your written support for me to lodge this nomination with Heritage NSW.

The Blue Plaques NSW program was launched in June 2021 and aims to bring to life the extraordinary people and events that shaped the history of NSW. It is designed for the people of NSW to learn more about the history of their local region by discovering the historical figures that lived, worked, or played there.

Thirty-five Blue Plaques have been announced to date, including those of pioneering female aviator Nancy Bird Walton, Dr Charles Perkins who dedicated his life to civil rights for Aboriginal and Torres Strait Islander communities, and Hawaiian surfer Duke Kahanamoku who popularised surfing in NSW.

A second nomination round for new Blue Plaques opened on 13 November 2022. I would like to nominate [person, people or event] for a Blue Plaque because... [provide a brief summary of the nomination's subject, what is their legacy on a community in NSW or NSW as a whole, and what is their connection to the property].

There are no costs associated with having a Blue Plaque at your property. I encourage you to read the FAQs for Property Owners and the Terms and Conditions for Property Owners to understand what this Blue Plaque nomination will mean for you if it is successful. Both of these documents are available on the nominations page on the Blue Plaques NSW website (These templates are available on the nominations page of the Blue Plaques NSW website (<https://blueplaques.nsw.gov.au/>)).

If you are interested in having a Blue Plaque for [person, people, or event] installed at your property, please complete the box below providing your support for my nomination and your contact details and send it back to me. Nominations close on Wednesday 21 December, so I ask that you please provide your response prior to this date.

If you have any questions about this nomination, please contact me at [your contact details].

If you have any questions about the Blue Plaques NSW program, please contact Heritage NSW at X or visit the Blue Plaques website at <https://blueplaques.nsw.gov.au/>.

Kind regards,

[Your Name]

[IMPORTANT NOTE TO THE NOMINATOR: When submitting the property owner's support as part of the nomination form, do not provide the information in the boxes below in isolation. Please also include evidence that the property owner or local council provided this information (i.e. upload the email from them providing the below information)].

Property Owner support for Blue Plaque nomination

I, [\[property owner's name\]](#) support [\[nominator's name\]](#) nominating my property at [\[address of property\]](#) for a Blue Plaque. I give Heritage NSW permission to contact me regarding this nomination.

My contact details are:

Full name:

Email address:

Phone number:

Local council support for Blue Plaque nomination

[\[Name of local council\]](#) support [\[nominator's name\]](#) nominating our property at [\[address of property\]](#) for a Blue Plaque. The council give Heritage NSW permission to contact the person below regarding this nomination.

Our contact details are:

Name of council contact:

Position in council:

Email address:

Phone number: