



BLUE PLAQUES PROGRAM

Terms and Conditions for Installation of a Blue Plaque at Your Property

Thank you for indicating your preliminary agreement to have a Blue Plaque installed at your property. Before manufacture and installation of the plaque can proceed, you must provide your written agreement to the terms and conditions set out below.

The terms and conditions outline the responsibilities of:

- the NSW Government, acting through Heritage NSW (“we” / “our”)
- the property owner/s (“you” / “your”)

in relation to the installation and ongoing management of a plaque at your property.

As manager of the Blue Plaques program, we will:

- help you seek any approvals or exemptions needed to install the plaque and reimburse you for any fees associated with those approvals or exemptions
- develop the plaque wording and supporting story for website, and take responsibility for the historical accuracy of the information
- consult with you on the plaque wording
- pay the cost of plaque manufacture
- approve the position where the plaque is to be installed, following the principles outlined in our *Guidelines for Positioning a Blue Plaque* and in consultation with you
- select and pay for a tradesperson to install the plaque (noting that it is a requirement that we approve the tradesperson to carry out the installation)
- co-ordinate the installation date with you and the tradesperson (which will involve passing on your nominated contact details to them)
- give you easy cleaning instructions to maintain the plaque
- select a tradesperson to repair or replace the plaque following any vandalism, theft, breakdown of materials or damage, and pay for the repair or replacement if you did not cause or contribute to the damage
- promote the plaque once installed as part of the NSW Government’s Blue Plaques Program
- publish on our website the address and position of the plaque and, if your property is normally open to the public, the opening hours for the property.

As the property owner/s, you agree to:

- seek, with our support, any approvals or exemptions needed to install the plaque
- provide feedback (should you wish to) on the plaque wording and supporting story developed by us
- provide feedback (should you wish to) on where the plaque is to be installed, noting the principles outlined in our *Guidelines for Positioning a Blue Plaque*, including that the plaque must be publicly accessible
- allow access to your property for installation and any repair, replacement or removal of the plaque (which may be carried out in Heritage NSW’s absolute discretion), or, if the property is tenanted, ensure your tenants provide such access
- keep the plaque clean and visible

- report any vandalism, theft, breakdown of materials, damage or other problems with the plaque to Heritage NSW as soon as possible
- not attempt to remove or relocate the plaque yourself but to contact Heritage NSW if you would like the plaque removed or relocated
- notify Heritage NSW if you sell your property (so we can communicate with the new owner/s) and leave the plaque in place when you vacate the property.

Note that in merely having a Blue Plaque installed at your property, you are not obliged to:

- pay any costs associated with the installation of the plaque
- pay any costs associated with the repair or replacement of the plaque if the repair or replacement is required as a result of vandalism, theft, breakdown of materials or damage that you did not cause or contribute to
- do historical research or take responsibility for the historical accuracy of the plaque wording or supporting story
- seek a heritage listing for your property
- allow public access inside parts of your property that are not normally open to the public
- promote the plaque (unless you'd like to).

Acceptance of terms and conditions

Please complete the following section if you agree to the above terms and conditions.

Address of property where Blue Plaque is to be installed:

- I/we confirm that I/we have authority to accept these terms and conditions in relation to the above property

** If the owner is a company or other entity and/or you are signing on behalf of the owner/s, please state the nature of your legal capacity to accept these terms and conditions in the space below*

- I/we confirm that I/we have read and understood the above terms and conditions and would like to proceed with the installation of a Blue Plaque at this property.

Name _____

Capacity _____ (eg owner, agent, company director etc)

Signature _____

Date _____

Name _____

Capacity _____ (eg owner, agent, company director etc)

Signature _____

Date _____