

Department of Planning and Environment

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Nomination Guidelines

Blue Plaques NSW

November 2022



Image credit: Matthew Dunbar Photography



Acknowledgement of Country

The Department of Planning and Environment acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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1 Blue Plaques NSW

About the Program

The Blue Plaques program brings to life the extraordinary people and events that shaped the history of NSW. It is designed for our citizens to learn about the history of their local region by discovering the events that happened and the people that lived, worked, or gathered there.

Thirty-five Blue Plaques have been announced since the program began in June 2021, 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 helped popularise surfing in NSW.

Blue Plaques are nominated by the people of NSW. This ensures that the program celebrates a wide range of people - from local heroes to innovators in a particular field, and even global celebrities who have left their mark on our state.

Applications are open now

The next round of Blue Plaque nominations will open on Sunday 13 November 2022. It will run for a five-and-a-half-week period, closing on Wednesday 21 December 2022. We want to hear from you about who should be commemorated by the next Blue Plaques in NSW.

To read more about the Blue Plaques NSW program, please visit our website:

<https://blueplaques.nsw.gov.au/>



Image Credit: Matthew Dunbar Photography

2 How to nominate a Blue Plaque

Who can make a nomination?

Anyone can nominate a Blue Plaque! You can make a nomination as yourself, or on behalf of an organisation. You can even make multiple nominations for different stories.

You do not have to own the property that you are nominating for a Blue Plaque. However, you will need the owner's written support to nominate a Blue Plaque on their building. We have provided resources to assist you to locate the property owner and seek their support. These are linked on the nominations page on the [Blue Plaques NSW website](#).

How do I lodge a nomination?

To give your nomination the best chance of success, we recommend you take a few steps before you lodge a nomination:

1. Think of an interesting person, people or event to nominate for a Blue Plaque. You may want to contact your local council, universities, schools, community groups, and / or heritage and historical societies to find out more about the story you are nominating. They may also be able to assist with identifying a good plaque location.
2. Read these guidelines and make sure your nomination meets our eligibility criteria. Ineligible nominations won't be considered for a Blue Plaque.
3. Complete our nomination process checklist. This will:
 - a. help make sure you have everything you need to submit your nomination
 - b. link you to some handy resources to make the process as easy as possible.

You can access the Blue Plaques NSW Nomination Form on the nominations page on the [Blue Plaques NSW website](#).

Things to note: You will need to set up a profile with SmartyGrants to submit your nomination. If you need any help, contact the SmartyGrants support team:

- Phone: +61 3 9320 6888
- Email: service@smartygrants.com.au

When do I need to apply by?

Nominations for Blue Plaques open on Sunday 6 November 2022 and close 11pm Sunday 18 December 2022. For more information about key program dates and milestones, see the table below.

Table 1: Program milestones

Milestone	Key Dates
Public nominations open	Sunday 13 November 2022
Nominations round closes	Wednesday 21 December 2022
Nominations are reviewed by Heritage NSW	January – February 2023
Nominators and property owners notified and successful nominations announced	First half 2023
Successful Blue Plaques are installed	Mid 2023



Image Credit: Matthew Dunbar Photography

Eligibility Criteria

Your nomination must meet the eligibility criteria to be considered for a Blue Plaque.

Table 2: Eligibility Criteria

What IS eligible for a Blue Plaque		What is NOT eligible for a Blue Plaque	
To be eligible for a Blue Plaque, you will need to make sure that your nomination:		Your nomination won't be successful if:	
✓	has an interesting story to tell about a real person, people or event that has made a lasting impact on NSW	✗	the story is not about a real person or event (e.g. nominations about places, objects, buildings, and fictitious characters are not eligible for a Blue Plaque)
✓	includes a good location for a plaque that is in NSW and that is: <ul style="list-style-type: none"> • directly relevant to the story, and • is visible and accessible to the public 	✗	there is no strong evidence connecting the nominated person, people or event to the nominated location
✓	is appropriate, sensitive, and engaging to a wide public audience	✗	your nominated person, people or event already has a Blue Plaque elsewhere
✓	is about a person or people who died prior to 1 January 2000 OR is about an event that occurred before 1 January 2000	✗	the nominated person is still alive or died on or after 1 January 2000 OR the nominated event occurred on or after 1 January 2000
✓	has written support from the owner of the property where you are nominating the plaque to be installed (if on private or council-owned property) Nominations involving Commonwealth or State Government owned properties are exempt. If the nomination progresses, we will organise the relevant government approvals.	✗	you do not have written property owner support for the nominated plaque location (if on private or council-owned property). Nominations involving Commonwealth or State Government owned properties are exempt. If the nomination progresses, we will organise the relevant government approvals.
✓	contains information about the nominated person, people or event which is factually correct and demonstrates their lasting impact on NSW	✗	the information you provide about the person, people, or event is not factually accurate

4 Things to consider

What kind of stories are we looking for?

NSW has a unique and diverse heritage, and we want the NSW Blue Plaques program to represent this. This means that we are looking for a range of locations, people and themes when selecting successful Blue Plaques. Some ideas include, but aren't limited to:

- Aboriginal cultural heritage
- LGBTQIA+
- Disability
- Migrants and refugees
- Women
- War time
- Regional stories
- Cultural diversity
- Innovators and educators
- Sports
- Health and science

We are looking for interesting, quirky, and fun nominations, as well as more sombre and reflective stories that should not be forgotten. The person, people or event you nominate do not need to be globally notable or famous, as long as they have made a lasting impact on a community in NSW, or on NSW as a whole.

How to choose a location for your nominated Blue Plaque?

Whilst the NSW Blue Plaques program is about people and events, the locations where the Blue Plaques are installed anchor the story being told.

The best location for a Blue Plaque is one that has a strong and recognisable connection to the person, people or event you are nominating. Some examples include:

- the place where the nominated event happened
- the place where the nominated event was planned
- the house/place where the nominated person or people lived, worked or gathered
- a building that the nominated person or people built

Most importantly, if the location you are nominating is on private or council-owned property you will need the property owner's written support for you to nominate their property. Guidance on how to get property owner support, including how to identify the owner of a building and templates to use, can be found on the nominations page on the [Blue Plaques NSW website](#).

You are not required to organise property owner support if the nominated location is on a building owned by the State or Federal Government. We will coordinate permission for these sites.

Things to note: If multiple nominations are received for the same story, but propose different locations, we will determine which location has a stronger connection to the story.

For all nominations, we may also choose to change the location of a Blue Plaque to a location that we deem more appropriate.



Image credit: Matt Beaver Photography

5 Nomination Checklist

We recommend using the checklist below (prior to completing your nomination form) to ensure that your nomination has the best chance of success.

Table 3: nomination checklist

Check	Step
	I have identified a person, people or event that has made a lasting impact on NSW that I would like to nominate for a Blue Plaque
	I have identified a location for my Blue Plaque nomination that has direct relevance to the nominated person, people, or event
	<p>I have conducted historical research to ensure my nomination is based on historical facts. This research will be used to respond to the following two prompts in the nomination form:</p> <ul style="list-style-type: none"> • Provide a short summary of the person, people, or event that you are nominating, including what their impact was on NSW • What is their connection to the nominated location? <p><i>Guidance on how to develop a factually accurate nomination, including where to find high-quality historical sources, can be found on the nominations page of the Blue Plaques NSW website.</i></p>
	<p>I have contacted the property owner and have received written support to nominate their property for a Blue Plaque (skip this step if you are the property owner of this location, or you are nominating a property owned by the Commonwealth or State Government).</p> <p><i>Guidance on how to seek property owner support can be found on the nominations page of the Blue Plaques NSW website. We highly recommend using the templates in this guidance when seeking property owner support.</i></p>
	I have considered checking in with relevant living family members or the relevant First Nations community (if applicable) to let them know my intention to make a nomination and seek their support.
	I have checked my nomination against the eligibility criteria. Nominations that do not meet the criteria will not receive a Blue Plaque.
	I have created a profile in Smarty Grants and completed the Blue Plaques NSW nomination form

6 Steps in the nomination and selection process

The table below set out each step in the nomination process and guidance on what you need to do.

Table 4: Key steps in the nomination process

Step	The Process
Step 1: Plan	<p>Read these guidelines and the other supporting documents.</p> <p>Complete the Nomination Checklist to make sure you have completed all the necessary steps.</p> <p>Get your supporting documents ready such as written property owner support.</p> <p>Applications that are ineligible, incomplete or don't provide enough information will not progress to the assessment stage.</p> <p>Contact us if you have any questions about your nomination's eligibility, using SmartyGrants or getting property owner support.</p>
Step 2: Send in your nomination	<p>Complete the online nomination form in SmartyGrants. This can be found on the nominations page of the Blue Plaques NSW website.</p> <p>You will receive an email acknowledging receipt of your completed application.</p> <p>Nominations open Sunday 13 November 2022 and must be in by 11pm Wednesday 21 December 2022.</p>
Step 3: Eligibility check	<p>We will do a completeness check and determine if your nomination is eligible. Refer to the eligibility criteria on Page 7. Only applications considered complete and eligible will progress to Steps 4 and 5.</p>
Step 4: Historical fact check	<p>Independent historians will review your nomination to determine its historical accuracy and verify the connection between the nominated person, people or event and the nominated location.</p>
Step 5: Comparative suitability review	<p>Not all nominations that pass the eligibility check and historical fact checking processes may receive a Blue Plaque.</p> <p>To ensure quality and diversity in the Blue Plaques program, we will undertake a comparative suitability review of the nominations. As part of this, we will consider the following questions:</p> <ul style="list-style-type: none"> • will the nominations have broad public interest? • are the nominations already visually recognised (i.e. by a plaque, statue or building) at their proposed locations or elsewhere?

Step	The Process
	<ul style="list-style-type: none"> • is the historical significance of the nominations clear and accurate? • do the nominations adequately represent the diversity of NSW's heritage? • is there a good geographical spread of nominations across NSW? • is there a wide range of themes amongst the nominations? • do the nominations present any compliance issues for heritage items listed under the <i>Heritage Act 1977</i> or the <i>National Parks and Wildlife Act 1974</i>?
Step 6: Decision	<p>Based on the outcomes of steps 3-5, we will make a recommendation to the Minister for Heritage about which nominations should receive a Blue Plaque. The Minister will make the final decision.</p> <p>Heritage NSW may also suggest additional Blue Plaques, outside of the public nomination process, where there is a clear public interest in the person, people, or event. In selecting those plaques, the Minister will consider the degree to which they also meet the eligibility and suitability criteria of the program.</p>
Step 7: Notification	<p>We will let you and the property owner know the outcome of your nomination in the first half of 2023</p> <p>We may choose to do multiple tranches of Blue Plaque installations, drawing from this nomination round. If your nomination is assessed as eligible but does not receive a Blue Plaque in the first announcement, it may be successful in a later announcement.</p>
Step 8: Engagement with property owners	<p>We will work with the property owners and plaque manufactures to determine the best positioning for the plaque, organise approvals and schedule installations.</p>
Step 9: Installation	<p>Blue Plaque Installations will occur from mid-2023.</p>

7 Contact Us

If you have any questions about the Blue Plaques NSW program, feel free to contact us at:

- Email: heritagemailbox@environment.nsw.gov.au
- Phone: 02 9873 8500