

**Nomination for a Commemorative Plaque – marking an event or building/institution**

**To be completed in all sections and returned to The Chairman, BHCPP, VisitBrighton, Town Hall, Bartholomews Square, Brighton, BN1 1JA or to [roger.amerena@btinternet.com](mailto:roger.amerena@btinternet.com)**

The Brighton and Hove Commemorative Plaque Panel welcomes nominations from members of the public, institutions, societies, associations and community groups.

The Panel has two principle tasks with regard new nominations. The first is to determine whether, using the accepted criteria, a nominee merits consideration and the second is to determine which of the nominees to be considered can be installed in the current year.

In order to support the panel, any person making a nomination is asked to provide some background information to support the application.

Please enter below the information to support the nomination process:

- 1. Event or building to be commemorated**
  
- 2. Date of event or dates during which the building was occupied for the institution being commemorated**
  
- 3. Address/es at which nomination is proposed (please provide a photo of the location if at all possible)**
  
- 4. Is/are the building/s, those originally inhabited by the nominee?**
  
- 5. Is/are the building/s and the site of the proposed plaque visible from the public highway?**

**6. Outline of event or the main achievement/reason for nomination. (Please limit your response to 250 words. You may provide supporting documents as an appendix if necessary)**

**7. Further sources of details**

**8. If you are the owner of the property, we require sight of your title deeds. If you are not the owner of the property, please advise if you have had any correspondence with the owners/freeholders, what views are held and where possible a copy of the title deed and a consent from the freeholder in writing**

**9. The panel has limited resources at its disposal to install new plaques and make good any existing plaques. Can you please indicate if any monies are available to support the nomination you are making?**

While this will not influence the decision of the panel to determine merit or grant a plaque, private financial support may allow for earlier installation than would otherwise be possible. As a guide, it is estimated that the total costs of a plaque are presently £1,500 including the costs of the plaque itself, building works, decoration etc.

**10. Please give your details (Print name, address, email and phone) for future correspondence**

**11. Before proceeding with the instillation of the commemorative plaque a disclaimer will be required signed by the freehold setting out their agreement to the panels terms of reference**

