

This form is also available in Welsh



NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Commemorative Blue Plaque Scheme

POLICY

Heritage NPT Team

Property & Regeneration

The Quays

Brunel Way

Baglan Energy Park

Neath

SA11 2GG

regeneration@npt.gov.uk

1. Introduction	3
2. Costs and Funding	3
3. Criteria	3
3.1. People.....	4
3.2. Places, Locations & Buildings	4
3.3. Events	4
3.4. Understanding & Raising Awareness.....	4
3.5. Values	4
3.6. Welsh Language	5
4. Procedure	6
4.1. Application	6
4.2. Historical Evidence	6
4.3. Consent.....	6
4.4. Selection & Approval Process.....	7
4.5. Design, Material and Manufacture	8
4.6. Installation and Unveiling	8
4.7. Promotion and Outreach	9
4.8. Maintenance	9

1. Introduction

Neath Port Talbot County Borough Council's (the 'Council') Commemorative Blue Plaque Scheme is intended to celebrate notable people, places and events within the county borough. Blue Plaques are one of the most effective and visible means of celebrating our history and the historic environment. Plaques connect the past and present, they can increase a sense of pride among local communities and can educate about history and heritage, making both more accessible to people of all ages and backgrounds. They can also play an important conservation role, helping to highlight buildings with historic associations and to preserve them for the future.

The Blue Plaques Scheme is part of the Council's commitment and vision to ensure that 'Our local environment, culture and heritage can be enjoyed by future generations', and helps to fulfil its purpose, namely '*To help Neath Port Talbot residents to live good lives*'. The Council aims to create a Neath Port Talbot where everyone has an equal chance to participate in the rich culture of the borough, be healthier, happier, safer and prosperous with a sense of belonging, citizenship and place. All this is reflected in the Well-being of Future Generations Action 2015, in which a '*vibrant culture*' is one of the seven national goals.

2. Costs and Funding

The Blue Plaque Scheme is coordinated and facilitated by the HeritageNPT Team, part of the Property & Regeneration Team.

The budget for the provision of new plaques will be covered by the Council and will be confirmed on an annual basis in anticipation of the following financial year.

At the time of writing, the Council can cover the cost of two new Blue Plaques a year, across the County Borough. If a business, group or individual can self-fund a Blue Plaque, they will still need to submit their nomination via the online application process. The Council will arrange the manufacture and installation of the Blue Plaque and recover these costs from self-funding applicants. Self-funding applicants will have to cover manufacture and installation costs upfront.

There must be a suitable building or structure on which the plaque can be placed, where it is safe, visible and accessible to the public.

3. Criteria

The below criteria will be utilised by the Council to determine applications and are set out to ensure fair and consistent consideration is given to each application. The decision of the Council as to whether to grant a Blue Plaque is at the sole discretion of the Council and there shall be no avenues of appeal against any decision taken.

The Council also reserves the right to refuse to consider an application at its own discretion and there shall be no avenues of appeal against any decision taken. For example, if the Council feels that it would be inappropriate to authorise a Blue Plaque.

The Council will generally not support the nomination of a person convicted of a criminal offence unless there are extenuating circumstances to justify support or of a person who does not reflect our communal values listed below in section 3.4.

3.1. People

It must be demonstrably eminent that the person has been in a public sphere, and or completed work worthy of lasting recognition.

Any plaque placed for a person should have a strong connection with the building and/or structure it is placed upon even if that building has undergone a change of use.

Without exception, proposals for the commemoration of people shall not be considered until they have been deceased for twenty years.

3.2. Places, Locations & Buildings

Must be locally or nationally known, of having special significance and worthy of lasting recognition. A building marked by a plaque must be clearly visible from the public highway or must be accessible to the public.

3.3. Events

At least twenty years must have elapsed before an event can be recognized by a plaque.

3.4. Understanding & Raising Awareness

Nominations must outline how the proposed blue plaque will increase understanding, raise awareness of the history and significance of the proposed person/building/location/event.

3.5. Values

Nominations must consider and reflect the values of Neath Port Talbot Council listed below and detailed in our Corporate Plan 2022-2027 [Recover, Reset, Renew](#).

By doing so, enables everyone to be included and play their part in the celebration and promotion of our diverse cultural heritage in Neath Port Talbot.

Connected- Access and inclusion for everyone to opportunities, services and sites.

Caring- Equality, fairness and respectfulness of everyone's uniqueness.

Collaborative – Working in partnership with one another and other stakeholders we can achieve more for everyone and our communities.

Confident- Self – assurance that everyone feels valued and supported to engage and participate in daily life and available opportunities.

3.6. Welsh Language

The Welsh language contributes to our culture including poetry, music, literature and our sense of identity, community and way of life.

The Blue Plaque Scheme celebrates and supports the people, places and events at the heart of our history and historic environment that celebrates and promotes our treasured language heritage.

The Welsh Language Standards (No.1) Regulations 2015 place a statutory requirement on the Council to ensure all projects and schemes coordinated and facilitated by them must include ways that there are more positive impacts for the Welsh language. These positive impacts include promotion of the Welsh language and opportunities to use the language on a daily basis for everyone. Whilst we have a legal duty to comply with the Welsh Language Standards, the Council has a pride in our beautiful language and is committed to encouraging and facilitating the use of Welsh as part of our everyday lives.

Nominations must state how planned actions will have a positive impact on opportunities to use Welsh and ensure that the Welsh language is treated no less favourably than the English language.

Examples:

- Access to bilingual heritage information such as contained on the Blue Plaque will increase vocabulary and provide opportunities for discussion in Welsh.
- Language learners can make valuable group visits to Blue Plaque sites and listen to speakers in Welsh talk about the site.

4. Procedure

4.1. Application

Application forms and guidance notes are available upon request from the HeritageNPT Team. All applications must be submitted to the HeritageNPT Team who as the selection panel check and vet all applications and make recommendations on applications to the Council's Cabinet Members. The Council's Cabinet Members decide whether applications are approved or not.

*Online application [\(insert link\)](#).

Any member of the public including businesses, community groups, individuals or organisations (the nominating party) can make applications for a Blue Plaque.

Applications may be submitted in Welsh and any application submitted in Welsh will be treated no less favourably than an application submitted in English.

4.2. Historical Evidence

As part of the application, the nominating party needs to provide evidence that the application, be it for a person, place or event satisfies the criteria for the Blue Plaque and is worthy of lasting recognition.

This information is vetted and checked for factual accuracy by the panel as part of the selection process.

4.3. Consent

Consent should be sought from the property owner (and where relevant) the local planning authority at this stage to avoid any unnecessary delays or, in extreme cases a complete failure, in successful applications. The nominating party needs to provide the contact details of the owner of the property or location where the plaque is proposed to be installed. A contact email address or number of the owner needs to be included in the application. This enables the HeritageNPT Team to confirm that consent has been granted by the owner.

Some buildings or sites are Listed Buildings or Scheduled Monuments and we can assist you to secure Listed Building Consent (LBC) or Scheduled Monument Consent (SMC). Please contact the HeritageNPT Team for further assistance and guidance.

There is no fee for LBC or SMC and the HeritageNPT Team will work with the nominating party and Cadw to obtain this consent if required.

4.4. Selection & Approval Process

The submission window for applications will be open from 1st April 2025 to 30th September 2025, subsequently the application window will be live for the same six-month period April to September in following years.

The selection panel will proactively work with nominators to ensure that successful applications are varied and are representative of our communities.

The assessment and approval process could take up to 3 months. Self-funded applications can apply on an ad hoc basis but still need to be approved by the Council's Cabinet Members.

Each application is considered on its own merit as evidenced by any and all supporting information provided with it, including assessing the suitability of the proposed building or structure for installation. The selection panel may undertake its own research to substantiate applications.

In cases where a Blue Plaque plays an integral part in significant up and coming commemorative celebrations taking place within the county, then applications can be fast tracked for selection and approval. The selection panel will assess each application on a case-by-case basis, report their recommendations to the Council's Cabinet Members for their final decisions on whether applications are supported or not.

The selection panel is made up of the current members of the HeritageNPT Team within Neath Port Talbot Council:

- Environmental Design & Heritage Officer
- Heritage Strategy Officer
- Community Heritage Officer

The selection panel will check and vet all applications to ensure that all criteria has been met, and that the application is appropriate. The selection panel will report their recommendations on applications to the Council's Cabinet Members. The Council's Cabinet Members can either approve/reject applications or to be provided with a list of applications that they can choose from and select ones for approval.

The HeritageNPT Team will inform the applicant of the outcome of their application. The decision of the Council's Cabinet Members is final and there are no grounds of appeal.

4.5. Design, Material and Manufacture

For consistency of design and standardisation of the plaque, the Council will liaise with the manufacturer of the Blue Plaque. The Council will arrange the manufacture and installation of the Blue Plaque and recover these costs from self-funding applicants. Self-funding applicants will have to cover manufacture and installation costs upfront.

A standard Ceramic plaque is 450mm (18 inches) in diameter and 20mm (2cm or 0.8 inches) wide.

The plaques are attached by 2 concealed keyholes cut in the back of the plaque. For design and installation queries check with the HeritageNPT Team.

Working together with the nominating party, the HeritageNPT Team will propose the artworks and wording for the Blue Plaque to the nominee. The HeritageNPT Team will then arrange translation and submit to the manufacturer to draw up the first draft of the artwork for the plaque that will collectively be agreed upon.

The artwork for the plaque will be sent to the manufacturer by the HeritageNPT Team to proceed with the manufacture of the plaque.

This process should take no longer than 4 months from the date of confirmation of a successful application. It will take 6 weeks from signing off the design and delivery of the plaque, if all the necessary consents are in place.

All plaques will be bilingual with the Welsh text positioned to be read first. The plaque will identify and acknowledge the importance of Our Place, namely **Neath Port Talbot County Borough** a significant cultural and historical place in Wales. All plaques will display bilingually this place name.

4.6. Installation and Unveiling

It is the responsibility of the nominating party to organise the unveiling of the plaque and any celebrations surrounding this.

This includes coordinating events with the relevant historic society, property owners and any family members or persons of interest to the plaque.

The HeritageNPT Team will arrange for the installation of the plaque on the nominating party's behalf.

Dependent on location, it is recommended to undertake unveilings at the actual building or structure on which the plaque is to be affixed as this gives a sense of place.

Neither the Council nor the HeritageNPT Team is able to contribute towards the cost of any events/unveiling ceremonies.

4.7. Promotion and Outreach

Twice a year, the Council's Communications and Marketing team, by request from the HeritageNPT Team, will issue a press release with details of the successful applications and blue plaques to be awarded.

Promotion surrounding plaque unveilings will be the responsibility of the nominating party, who must ensure that the HeritageNPT Team and the Communications and Marketing team is informed of any unveiling event.

4.8. Maintenance

All blue plaques remain the property of the Council regardless of whomever owns the building or structure to which it is attached and regardless of whomever pays for its manufacture and installation.

The HeritageNPT Team relies on the community to report any loss or damage to blue plaques to the Council. This is to protect the Blue Plaque due to any change in circumstances.

If, for any reason a property owner requests that a blue plaque be removed from a building or structure, the HeritageNPT Team will, as far as is practically possible work with the original nominating party to identify a suitable alternative.

If, for any reason the HeritageNPT Team receives a request from a member of the public to remove or take down a blue plaque this request will be dealt with on a case-by-case basis, working with the relevant historical society, the member of the public, and the original nominating party.