

This form is available in Welsh

**Neath Port Talbot County Borough Council
Commemorative Blue Plaque Scheme**

Guidelines for Applicants

The Blue Plaque Scheme is intended to celebrate notable people, places and events within the Neath Port Talbot. Below you'll find some useful information to help your application.

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 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.

How many Blue Plaques will have their costs covered each year by the Council?

Two each year but applicants can self-fund a Blue Plaque providing they can cover all costs (the manufacture and installation of the 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.

Who decides on the recipients of Blue Plaques?

The Blue Plaque Scheme is coordinated and facilitated by the HeritageNPT Team, part of the Property & Regeneration Team. 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 panel's recommendations are reported to the Council's Cabinet Members for them to decide what applications are awarded approval or not.

All applications need to be made directly to the HeritageNPT Team for consideration. 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.

Applicants will need to submit their application via the Online application process [\(insert website link\)](#).

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.

Each application is considered on its own merit as evidenced by any and all information that you provide.

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

The assessment and approval process will 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.

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.

Who or what can Plaques commemorate?

Following best practice adopted throughout Wales we have certain criteria in selecting nominations for Blue Plaques, being:

People

It is anticipated that the person would have been deceased for at least twenty years and 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.

Places, Locations & Buildings

Must be locally or nationally recognised as having special significance and worthy of lasting recognition.

Events

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

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.

Values

Nominations must consider and reflect the values of Neath Port Talbot Council listed below and detailed in in our Corporate Strategy. 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 supported to engage and participate in daily life and available opportunities.

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.

Researching your candidate (Person, Place, Location, Building and Event):

When nominating, please supply as much information as possible to support the authenticity of the People, Places, Locations & Buildings and Events you are nominating. By 'authentic' we mean that it has either to have been inhabited by the person or that the person had a strong association with the place through their life, profession or vocation/work or is a place, location, building or event of significance.

Address information can initially be found in accounts of the person's life. Further detail can be found from sources such as electoral register and census returns. Many of these are available on genealogy sites which in Wales can be accessed free of charge in [libraries](#) and [local archives](#).

If there is already a plaque to someone elsewhere in the Country, can they still be nominated?

Provided there is a clear connection to the Borough then yes.

What wording should go on the plaque?

A plaques wording sets out its reason for being and why it has been affixed to a particular building; for instance, which may have been where a notable person was born or where a significant event took place. There are some basic elements that are included on the plaque these are:

1. Name or Person, Place or Event.
2. Notable date(s)
3. The inscription, this tells you a little more about the importance and history of that site and why it is worthy of recognition and should be no more than approximately 10-15 words for each language.

RAY MILLAND

1907-1986

Actor and Director born here.

CASTLE HOTEL

12TH March 1881

Welsh Rugby Union founded here.

ALFRED RUSSEL WALLACE

1823-1913

Anthropologist and Biologist lived here.

All of our blue plaques are bilingual with the Welsh text positioned to be read first, if your application is successful, the translation will be done for you.

Where does the plaque go?

A plaque is placed on a suitable building or structure to recognise the place where a person was born or lived for some time, a building or note or where an event took place.

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.

Why do I need to secure permission for the plaque before making the application?

Often obtaining permission to erect a plaque on a building is the longest and most difficult part of the application process. To speed this up and so we can be more confident in your application; we ask that you secure any and all necessary permissions to include in your application.

The HeritageNPT Team can assist you in this process, so email them.

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

If you are having trouble contacting a property owner or securing permission, please contact your local history society before submitting your application as they may be able to help. Details for your local history society are readily available online.

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

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

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.

If my application is successful, what next?

Once a decision has been reached you will receive a letter to say whether your application has been successful or not. We hope to have your plaque erected and on display within 4 months of confirmation of a successful application.

Plaques can take anywhere up to 6 weeks for manufacture (from signing off the design to delivery of the plaque).

During this time, we will work with you to confirm the artwork, design and wording for the plaque and give you enough time to organise any unveiling ceremony.

What happens if my application is unsuccessful? Can I or my organisation put a plaque up?

Neither the Council nor any other body has a monopoly on plaques and unfortunately, we can only fund a limited number a year.

When we are unable to fund the plaque, we encourage and welcome nominators to please consider other sources of funding to self-fund their own plaque working with the HeritageNPT Team.

We encourage local organisations to recognise people, places or events through the installation of a Blue Plaque, ensuring that this is with the permission of the property owner and does not transgress any planning or other regulation. Advice on plaques can be sought by contacting NPTCBC's HeritageNPT Team at regeneration@npt.gov.uk

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