



# Woollahra Council Plaque Scheme

File Reference: 474.G Plaque

## About this form

Having made certain that your idea for a plaque meets the full criteria for nomination, a formal nomination may be submitted to the Woollahra Plaques Advisory Committee.

## Documentation

Please complete the following questions. Eligible nominations will be researched by the Local History librarian for consideration by the Committee.

## Lodgement & Fees

There is no cost associated with lodgement of a plaque nomination. Lodgement may be made at any time during the year.

## Any questions

Please contact Woollahra Libraries on 9391 7100 or email [localhistory@woollahra.nsw.gov.au](mailto:localhistory@woollahra.nsw.gov.au)

## ▼ Details of nomination

**1. Name of the person, or historical event, you are nominating for a plaque**

---

**2. Birth and death dates of the person**

---

**3. Reasons why the nominated person, or historical event, deserves a plaque**

---

**4. Information about the person's life and achievements or the historical event**

---

**5. List of Woollahra Local Government Area addresses associated with the subject being nominated, with dates of occupation or association**

## ▼ Details of applicant

**Applicant's name, address and contact details.** Title: Mr  Mrs  Miss  Ms  Other: .....

Family name (or company): .....

Given names: .....

Postal address: .....

..... Post Code: .....

Phone (1) (....) ..... Fax (....) .....

Phone (2) (....) ..... E-mail: .....

Contact person (Only if a company etc) .....

## ▼ How to lodge this application

**Address the application to:** Woollahra Plaques Advisory Committee, Local History, Woollahra Libraries

**Post:** PO Box 61  
Double Bay 1360

**Phone:** (02) 9391 7100

**Fax:** (02) 9362 0111

**Email:** [localhistory@woollahra.nsw.gov.au](mailto:localhistory@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** Please contact Woollahra Libraries on 9391 7100 or email [localhistory@woollahra.nsw.gov.au](mailto:localhistory@woollahra.nsw.gov.au)

## ▼ Privacy notification

### Personal Details

The personal details requested on this form will only be used for the purposes of the Woollahra Plaques Advisory Committee. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Committee may not be able to process your application. Access to the information is restricted to Woollahra Plaques Advisory Committee and Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

# Consent and design

## Consent

Before a plaque can be installed, the location of individual plaques needs to be consistent with current planning, heritage and environmental policies and Plans of Management for Woollahra Council. In cases where a plaque is to be installed on privately owned buildings or sites, permission must be requested and given by the owners of the building in question. If an owner is not in agreement then the proposal cannot go ahead at that address.

Nomination for a plaque and the decision to award one is not a substitute for the assessment of heritage significance carried out for potential heritage items. The award of a plaque does not represent a decision of Council to elevate a building or place to the status of a heritage item.

## Design

The design of the plaque is decided by Woollahra Council.

---

### Office use only

# ▼ Signatures

## Owner's consent

*Must be signed by the owner of the land. If more than one owner, every owner must sign.*

*If the owner is a company or owner's association this must be signed by a director under common seal.*

As owner of the land to which this plaque nomination relates, I consent to this nomination.

In cases where a plaque is to be installed on privately owned buildings or sites subject to a covenant, the benefit of which covenant is given to Council to install and enter and maintain and repair, and the burden of which lies with the subject land and successors in title.

☒ Signature: ..... Date: .....

If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence.

.....  
*(eg, power of attorney, executor, trustee, company director)*