

Appendix 1

Commemorative Plaques Policy adopted by the Education and Leisure committee in 2002:

- That the nominated person is worthy of commemoration, that they are of national or international standing or of such outstanding local importance as to deserve a plaque. They should be regarded either within their profession as eminent or be recognisable to the well-informed passer by.
- That the nomination is vetted by the History Curatorial team and subject to final approval by the appropriate council committee.
- That the person or group who have made the nomination make available finance necessary to see the plaque created, shipped and installed (approximately £350). A letter of financial commitment will be required. Finance must be raised independently: unfortunately Aberdeen City Council officers will not be able to become involved in the fund raising process.
- That the person in question is dead and where appropriate any living relative has granted their consent to the erection of the plaque.
- That an appropriate location for the plaque has been found. Appropriate means that either the person lived within the building upon which the plaque will be fixed or they worked there for a significant period and that the location of the plaque is such that members of the public will normally be able to view it from a public road or street without needing to enter upon private property. It will be necessary to have permission from those either resident within that building or those who work there. Consent will also be required from those who own the building.
- That the plaque will conform to the normal dimensions of other commemorative plaques within Aberdeen City. That is to say that they are cast aluminium, round, 20 inches in diameter and with white raised lettering on a fawn background.
- That no notice of sponsorship will occur on the plaque. However notice of sponsorship will occur on the plaques information on the City Council's Corporate Website and in any forthcoming versions of the plaque leaflet. Aberdeen City Council will retain ownership of the plaque.
- That the wording on the plaque should be in normal English, with exceptions where a piece of fiction or such like is being indicated.