

PLAQUES & PEOPLE PROTOCOL APPLICATION/NOMINATION FORM

Please complete all sections before submitting this application.

Your contact details

Name _____

Address _____

_____ Post Code _____

Telephone Home _____ Mobile _____

Email Address _____

Nomination

Person Group Event

Name _____

Information: History. Dates. _____

Reason for applying _____

Plaque Memorial

See recommended size and type – Information as a guide supplied.

Inscription Required _____

Funding Requirement

Do you have funding? Yes No

Do you require funding? Yes No

Do you have access to Funding? Yes No

Any other relevant information?

Use separate sheet of paper if necessary.

Send completed form to

Maidstone Borough Council, Maidstone House, King Street, Maidstone, Kent ME15 6JQ

PLAQUES & PEOPLE PROTOCOL GUIDANCE AND INFORMATION FORM

CRITERIA FOR NOMINATION

Relevant and significant contribution and association with Maidstone Town and the Borough.

To include events, persons or groups. To mark an anniversary or person now deceased *

The Person nominated should [At least one of the following]

- Have a strong and notable connection to the County Town
 - Lived in the Borough and made a contribution of good work.
- A person of historical standing who has by accident or design made Maidstone culturally richer or made a significant contribution to the life of the Borough

* There may be a case where a person is still living

A PLAQUE [Approved basic design] the "Maidstone" Plaque.

"Smooth Grey Slate 18" [460mm] x 18" [460mm] x 1.25" [30mm] Inscription to be "V" cut in the stone in Times Roman style and letters enamelled in light Grey. Prominent features such as a named person or event to be gilded using 23crt Gold letters"

OWNERSHIP & MAINTENANCE

This would remain with the Maidstone Borough Council [or the ruling body] who will be responsible for arranging the installation of the plaque or memorial [A fee may be payable] and the future upkeep and repair as part of our Heritage and cultural strategy.

THE APPLICATION

Your application, in the first instance will be scrutinised and verified by the nominated officer at MBC. If accepted for processing your application for a nomination will go before the Heritage, Culture & Leisure Committee for examination, deliberation and consideration.

You will be informed of the decision of the Committee and you may be contacted for further information or any clarification that may be required.

The Application form should be submitted to Officer

At Maidstone Borough Council

Maidstone House

King Street

Maidstone

ME15 6JQ

Email

Tel 01622 602000