

## Appendix 3 - Roles and Responsibilities and Cost Breakdown

### Activity and Responsibilities Matrix

	Activity	HES	Panel	Culture	London Archives	Regen Comms	Other	Applicant
Launch	<b>Public Engagement &amp; (re)Launch</b>							
	Launch planning and coordination	x					x	
	Scheme promotion (website, social media, press)			x		x	x	
	Corporate Sponsorship engagement					x	x	
Process	Budget control	x						
	Receipt, filing and acknowledgment of application	x						
	Historical, biographical and contested heritage checks				x		x	x
	Applications shortlisting		x					
	Submission to Committee		x					
	Outcome information to applicants and post-approval support	x						
	Statutory Permissions							x
	Building Owner's permission (T&Cs)	x					x	x
	Manufacturing and Delivery							x
	Installation							x
	Unveiling Ceremony							x
Admin	Media Comms			x		x	x	
	Website update - including database and Maps	x					x	
	Website comms and stories	x		x		x	x	
	Full database Maintenance including refused applications	x						
	Plaques maintenance	x						

## Cost Breakdown

Blue Plaque Proposed Costs Breakdown		
Item	Cost/Estimate	Responsibility
Application fee (mandatory)	£500	Applicant
Factual & biographical checks (contested heritage)	Free	The London Archives
Plaque manufacture and delivery	£1,500	Applicant
Listed Building Consent documents (if applicable)	tbc	Applicant
Listed Building Consent fee	Free	N/a
Planning Permission documents (if applicable)	tbc	Applicant
Planning Permission fee (if applicable)	tbc	Applicant
Applicant/Building owner Terms & Conditions	Free	Applicant / HES
Installation of plaque	Tbc (£500-£3000 estimate)	Applicant
Parking, highway permission, etc	tbc	Applicant
Database and maps update	Free	CoL (HES & GIS)
Website update	Free	CoL
Ceremony	tbc	Applicant
Future maintenance	tbc	CoL (HES)

### Fixed Costs to Applicants:

- Application fee: £500
- Plaque manufacture and delivery to site: £1,500