

Appendix 3 - Roles and Responsibilities and Cost Breakdown

Activity and Responsibilities Matrix

	Activity	HES	Panel	Culture	London Archives	Regen Comms	Other	Applicant
Launch	Public Engagement & (re)Launch							
	Launch planning and coordination	X					X	
	Scheme promotion (website, social media, press)			X		X	X	
Process	Corporate Sponsorship engagement				X		X	
	Budget control	X						
	Receipt, filing and acknowledgement 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
Admin	Installation							X
	Unveiling Ceremony							X
	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