

## **Appendix 5 – Terms & Conditions Letters**

- Draft letter to Blue Plaque where the applicant is also the building owner
- Draft letter for Blue Plaque where the applicant is not the building owner
- Draft letter from [owner] [new owner] re blue plaque

**Draft letter to Blue Plaque where the applicant is also the building owner**

Dear [ ]

The [house/office block/other description of the building at the address] at [address]  
[('building')] ['land']

Your application for a blue plaque [to commemorate [insert name]] in the form attached to this letter ('plaque') and to be affixed to your [building] [land], has been approved by us subject to your complying with the following conditions: -

1. That you will pay for and commission [ insert name (our recommended supplier)] to produce the plaque, and following our approval of your application, will within [two years] fix this to the [building [ [land] in the position identified on the attached photographs and drawings('works').
2. Before starting the works, it is essential that you obtain all necessary consents, (including that of any tenant or other occupier of the [building] [land] and any required by statute or bylaw) and provide copies to us for our approval.
3. The works must be carried out in a good and workman like manner and in accordance with all necessary consents and the City of London Corporation's standards and guidelines as published from time to time. Please notify us within 7 days of completion of the works and allow us to inspect the completed works within a reasonable time after this. We will let you have details of any defects which we consider need to be made good which you should deal with as soon as is reasonably practicable, and to our reasonable satisfaction.
4. Save as provided in paragraph 6, you must not remove the plaque without our prior written consent.
5. Please inform us of any plans you may have from time to time for the alteration, demolition or redevelopment of the [building [ [land], and, before starting any such works, comply with our reasonable conditions regarding the removal and safe keeping of the plaque. Following completion of your works the plaque must be re-attached to the [building] [land] and in the same position (as specified in paragraph 2 above), or, where the [building] [land] has been demolished and another building constructed in its place, in a position which we have first approved and in which case, references in this letter to [building] [land] shall include any new building or location.
6. If the plaque is damaged, please let us have details of this and the cause (if known) of such damage. If at the time of any such damage you have the benefit of insurance of the building which might cover the cost of repairing such damage, we would be grateful if you can use reasonable endeavours to claim for the cost of this and apply the proceeds of such claim towards the repair of the damage.
7. If you dispose of the [building] [land] (whether by sale or lease) please provide us with full details of the names and addresses of the new owner and request such party to comply with the provisions of this letter by signing and sending to us a letter in the form attached and marked 1.

We will, following completion of the works, inspect the plaque as often as we are reasonably able and if we notice any damage to the plaque may, in our sole discretion, enter on to the [building] [land] to carry out works to repair any such damage.

The terms of this letter are personal to you and are not assignable to any third party. If the plaque has not been fixed to the [building] [land] before [2 years from the City's approval] this agreement shall become null and void.

To confirm your acceptance of the terms of our approval, please sign the attached copy of this letter and return it to us at [address and reference].

Yours [faithfully] [sincerely]

Signed by [name and position] on behalf of the City of London Corporation

Copy letter countersigned by the applicant

**Draft letter for Blue Plaque where the applicant is not the building owner**

Dear [ ]

The [house/office block/other description of the building at the address] at [address]  
[('building')] ['land']

Your application for a blue plaque [to commemorate [insert name]] in the form attached to this letter ('plaque') and to be affixed to the [building] [land], has been approved by us subject to your complying with the following conditions: -

1. That you will pay for and commission [ insert name (our recommended supplier)] to produce the plaque, and following the City's approval of your application, will within [two years] fix this to the [building] [land] in the position identified on the attached photographs and drawings('works').
2. Before starting the works, it is essential that you obtain all necessary consents, (including that of the freehold owner, any tenant or other occupier of the [building] [land] and any required by statute or bylaw) and provide copies to us for our approval.
3. The works must be carried out in a good and workman like manner and in accordance with all necessary consents and the City of London Corporation's standards and guidelines as published from time to time. Please notify us within 7 days of completion of the works and allow us to inspect the completed works within a reasonable time after this. We will let you have details of any defects we consider need to be made good which you should deal with as soon as is reasonably practicable, and to our reasonable satisfaction.
4. Before commencing the works, you will send to us a letter, signed by the owner of the [building] [land] in the same terms as is attached and marked 'owners' letter'.

The terms of this letter are personal to you and are not assignable to any third party. If the plaque has not been fixed to the [building] [land] before [2 years from our approval] this agreement shall become null and void.

To confirm your acceptance of the terms of our approval, please sign the attached copy of this letter and return it to us at [address and reference].

Yours [faithfully] [sincerely]

Signed by [name and position] on behalf of the City of London Corporation

Copy letter countersigned by the applicant

**Draft letter from [owner] [new owner] re blue plaque**

[insert City's address and reference]

Dear Sirs

The [house/office block/other description of the building at the address] at [address]  
[('building')] ['land']

[I am] [We are] the [legal owners/state other interest] of the [building] [land] on which [[name of applicant] has been given approval by letter from you dated [ ] ('letter') to affix a blue plaque ('plaque')] [there is affixed a blue plaque ('plaque') pursuant to [insert details of original letter ('letter')] a copy of which is attached. In consideration of the prestige attached to this award pursuant to that letter, we agree that -

1. [The applicant has [my] [our] authority to install the plaque on [my] [our] building and] [I] [we] will not, save as provided in paragraph 2, remove the plaque without your prior written consent.
2. We will inform you of any plans for alteration, demolition or redevelopment of the [building] [land], and, prior to commencement of any such works, will comply with your reasonable conditions regarding the removal and safe keeping of the plaque. Following completion of the works we will re-attach the plaque in the same position on the[ building] [land] (specified in the letter), or, where the building has been demolished and another building constructed in its place, in a position which is first approved by you and in which case, references in this letter to the [building] [land] shall include any new building or location.
3. We will notify you as soon as practicable of any damage caused to the plaque and any details relating to the cause of such damage. If at the time of any such damage having been caused, we have insurance for the building which might cover the cost of repairing such damage, we will use reasonable endeavours to claim for these costs and will apply the proceeds of such claim towards the repair of the damage.
4. We will notify you if we dispose (whether by freehold or leasehold transfer) of the [building] [land] and give to you full details of the names and addresses of the new owner and will use our reasonable endeavours to require such party to comply with the provisions of this agreement by signing and sending to you a letter in the same form as this letter (save as to date and name).
5. We confirm that you may inspect the plaque periodically as your time allows and that if you notice any damage to the plaque that you may, in your sole discretion as to whether to do so, enter on to the [building] [land] to carry out works to repair any such damage.

Yours [faithfully] [sincerely]

Signed by [name] [new owner]