



HERITAGE PLAQUES: RECOGNISING HOW HERITAGE MATTERS TO OUR CITY

*There are two types of plaques available (pictures on reverse side). A larger worded plaque identifies the property and includes a short history of the building (40-70 words). Alternatively, a smaller plaque with the words "LOCAL HERITAGE PLACE" on it may suit owners who prefer a simple yet effective approach to the recognition of the property's heritage value.*

*If you are interested in having a heritage plaque installed at your property, please fill out and return this form. Should you have any queries, please contact Meagan Cox on (08) 8203 7521 or [m.cox@adelaidecitycouncil.com](mailto:m.cox@adelaidecitycouncil.com).*

**NAME OF OWNER:** .....

**ADDRESS OF HERITAGE PROPERTY:** .....

**POSTAL ADDRESS:** .....

**PREFERRED CONTACT NUMBER:** .....

**EMAIL:** .....

**PLEASE SELECT WHICH STYLE OF PLAQUE YOU PREFER FOR YOUR PROPERTY:**

**(circle):**

- LARGER WORDED PLAQUE
- SMALLER LOCAL HERITAGE PLACE PLAQUE

**IF 'LARGER WORDED' IS CIRCLED, DO YOU HAVE SUITABLE HISTORICAL INFORMATION?**

**(circle):**        YES        NO

I/We, the undersigned, being the owner/agent of the above heritage property acknowledge interest in receiving a plaque for the property.

I/We, understand that all due care will be taken and I/we agree to indemnify the Corporation against any claims or damages arising from the installation of the plaque, and against any claims or damages arising from the removal or attempted removal of the plaque.

In the event that the heritage plaque is damaged or stolen, I/we, agree to notify the Corporation at the earliest opportunity.

Signature:.....

Date:.....

Please return signed form to:

**Meagan Cox**  
**Heritage Officer (Promotions)**  
**Adelaide City Council, GPO Box 2252, ADELAIDE SA 5001**

**Fax: (08) 8203 7575 or Email : [m.cox@adelaidecitycouncil.com](mailto:m.cox@adelaidecitycouncil.com)**

**NOTE:**

- ◆ Limited access onto the property may be necessary to install the plaque
- ◆ You will be consulted to agree on wording and installation details and will be notified in advance of installation
- ◆ It is assumed that if you are not the occupier of the property, you will ensure that any tenants are aware of the installation of the plaques
- ◆ Displaying a heritage plaque does not place you under any obligation to allow public access to your property
- ◆ Following installation, the plaque becomes your personal property and has been designed to ensure ease of cleaning and maintenance



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**SAMPLE – LARGER WORDED PLAQUE (FRONT AND REAR)**

Size: 280 mm (Width) x 205 mm (Height)  
Lugs: 30 mm (Length) x 4 mm (Diameter)



**SAMPLE – LOCAL HERITAGE PLACE PLAQUE (FRONT AND REAR)**

Size: 150 mm (Width) x 100 mm (Height)  
Lugs: 30 mm (Length) x 4 mm (Diameter)

**INSTALLATION:**

Plaques will generally be installed by drilling two or four small holes (depending on the type of plaque) into the installation surface. Lugs are then fixed into the holes through the use of non-damaging adhesive. The installation method may vary depending on the surface.

The plaques must be located in plain sight of the footpath allowing interaction between the building, the plaque and the public. The location must take into consideration the heritage buildings fabric, size and style and have minimal physical impact on the building.

