

CITY OF GLASGOW

COMMEMORATIVE  
PLAQUE GUIDE

Materials, Considerations, Financing,  
Planning Permission, Installation, Future,  
Supporting Information, Links

2012

The following guidance has been produced to assist people/organisations making suggestions for the erection of commemorative plaques.

### About commemorative plaques

Plaques commemorate people, events and famous landmarks and buildings in Glasgow.

Plaques can be erected:

- on the building where the person was born, lived or worked for a significant period in the city or which has a very close association with the person or event
- on buildings where an event or incident of important international, national or local significance occurred on a local or national famous building or landmark
- In the pavement/footway

### What type of plaque are you proposing?

Plaques of various different styles or materials exist in Glasgow including bronze, painted, brass, stone and aluminium. These plaques are traditionally applied to buildings and many examples can be seen throughout the city. However, plaques have many various applications and therefore you may wish to consider what type of plaque is appropriate for your location.

### Considerations for proposing a plaque

#### Proposing a person:

Any nominated person worthy of commemoration and is of international, national, or local importance and;

- are regarded as eminent by a majority of members of their own profession or vocation
- has made some important positive contribution to Scottish society
- has made a marked contribution to the city of Glasgow
- are regarded by a local community as important

Proposals will not be considered where the person is commemorated by a plaque elsewhere in the city.



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1. Merchant City Trail - Virginia Street
2. City Centre Trail - Cochrane Street
3. Lt John Young Memorial - Hyndland

### Proposing a historical place/building:

Proposals will also be considered for the commemoration of sites or buildings of special historical interest where:

- the building or site is of particular architectural importance
- the building or site has a connection with a historic person
- the building or site has a connection with a historic event
- the site is of local interest

An appropriate location for the plaque should be identified, where members of the public are able to view it from a public road or street without having to enter any private property.

Permission should be sought and acquired from those resident within that building, the owners of the building and where relevant those who work there.

Permission should also be sought on a site where you consider there maybe issues of Health and safety to the public.

A plaque will not be erected on a building if its only claim is that it appeared in a work of fiction.

### Proposing an event:

Proposals will also be considered for the commemoration of events of special historic interest and:

- brought Glasgow to positive international or national attention
- the event is significantly important in Glasgow's local history
- the event happened at least five years previously

### Financing your plaque

The finance necessary to have plaques created and installed are required to be raised by individuals, groups/organisations. Some funding in the form of grant support from the Council's Area Committees may be available to constituted local groups and organisations. Further information on this can be obtained through the Council web-site by clicking on the following link to [Area Committees](#).



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1. Alexander Thomsom Heritage Trail
2. Cheapside Street Memorial - River Clyde
3. Glasgow Landmarks - Miller Street

## Planning permission

In some cases planning permission may be required. If the chosen location is a listed building or in a conservation area, permission may be required from Glasgow City Council Development and Regeneration Services at 229 George Street, Glasgow G1 1QU.

The nominating individual will be responsible for making enquiries, making appropriate applications and making sure that all the correct permissions necessary are in place before the plaque can be installed.

Advice on planning permission can be sought from Glasgow City Council Planning Service, telephone 0141 287 6060. Advice from Land and Environmental Services should also be sought if you wish to install a plaque into a footpath, telephone 0141 287 9000.

## Installation of plaque

The nominating individual will be responsible for arranging the installation of the plaque.

## Pavements and public realm areas

There is a general presumption against installation of plaques on public pavements, as metal plaques can be slippery for pedestrians and have increased liability costs. In exceptional circumstances the Council may accept a stone plaque, made of an approved type of granite such as Carin Granite or Altamira. A sample of the stone will need to be submitted to the Council prior to the works commencing. The stone could be flamed textured but it will need to be roughened so as to prevent pedestrians from slipping.

Works on public pavements can only take place through section 56 consent of the Road Scotland Act. A temporary road order may also be required, which will need to be submitted to Land & Environmental Services at least six weeks in advance and advertised by Glasgow City Council. The fees for the advertisement and relevant permits will be the responsibility of the applicant. The applicant will need to satisfy themselves that the installation of a plaque will not affect underground services. Following the installation works, the applicant will have to carry out remedial works to the public pavement around the plaque. Maintenance of the plaque shall be the sole responsibility of the applicant and should it be removed, for whatever reason, the pavement will need to be re-instated to the satisfaction of the Road's Authority.



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1. John MacClean Memorial - Candleriggs
2. Police Commemoration - Trongate
3. Merchant City Trail - Italian Centre

## Maintenance of your plaque

The future maintenance of any commemorative plaque is the responsibility of the applicant. Glasgow City Council accepts no responsibility for the upkeep of commemorative plaques, unless arrangements have been made for the finished plaque to be handed over to the Council.

## Thinking about the future

Glasgow is also looking at ways in which plaques and trails can be more interactive in order to further enhance the learning experience for the visitor. Current application technology developed by Glasgow City Marketing Bureau facilitates geo-targetted trail advertising, events information and push messaging capability and profiling opportunities for direct linkage to on and offline multimedia trail information. Further information on this application and plans for future developments including augmented reality can be obtained by contacting Ursula Ketterer at [ursula.ketterer@seeglasgow.com](mailto:ursula.ketterer@seeglasgow.com)

## Supporting information

If you are interested in proposing a commemorative plaque, you should provide as much relevant information as possible to your Local Area Committee. This could include:

### General:

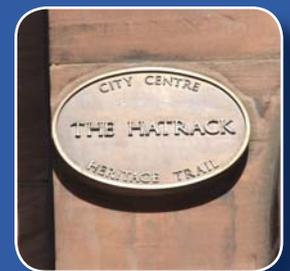
- Proposed location for the plaque (with agreement from owner if this is not the applicant)
- Dimensions and materials of the proposed plaque
- Appropriate information on fixings and display
- Size of the plaques depends upon design and how they fit in with the local surroundings. Rectangular plaques should be not be smaller than 30mm x 18 to 21mm, Round plaques should be around the same dimensions. The overall concept of the plaque is important and the size should look appropriate to the design. Advice should be sought from planners if oversized plaques are to be used
- Any suggested wording for the plaque which must be succinct and clearly understood



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1. Charles Rennie Mackintosh - Sauchiehall Street
2. Robert Burns Tribute - Virginia Street
3. Hatrack Building - St Vincent Street

- It is important that the text stands out on the plaque and is legible to the reader. A font such as Arial or other easy to read font is advised.
- The size of the text depends very much upon the size of the plaque and the material it is made from. In general text in plaques made from stainless steel, bronze and painted materials, should be no smaller than 25mm. In the case of stone or granite the size of the text should be no smaller than 50mm. Where appropriate text can be filled in and painted to make it more legible. However the overall concept of the plaque is important and the text should look appropriate to the design.

### Proposing a person:

- Relevant details about the person/giving reasons why the person should be commemorate
- Name of person, including (where appropriate) titles, honour, qualifications etc, dates of birth and death
- Text giving person as a heading, and some interpretation of the significance of the person and their importance

### Proposing a historical place/building:

- Text giving historical place/building as a heading, date of when place/building was built or in use and some interpretation of the significance of the place/building and their importance
- Relevant details about the place giving reasons why the place should be commemorated

### Proposing an event:

- Relevant details about the event giving reasons why the event should be commemorated
- Text giving event as a heading, date of event and some interpretation of the significance of the event is important



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1. Trades/Merchants Plaque - Hutcheson Street
2. Brass Plaque - St Vincent Street
3. Memorial Stone Plaque - George Street

## Useful Links

### Please click on the following:

- [Historic Glasgow](#)
- [Glasgow City Council Heritage & Design](#)
- [Glasgow Outdoor Heritage Trails](#)
- [Merchant City Architectural Trail](#)
- [Charles Rennie Mackintosh Society](#)
- [Alexander Greek Thomson Society](#)



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1. Stock Exchange - Royal Exchange Square
2. Heritage Trail Plaque - Virginia Court
3. Merchant City Plaque - Bell Street



Glasgow City Council  
Development and Regeneration Services  
231 George Street, Glasgow, G1 1RX  
Richard Brown Executive Director