

NEW ZEALAND HERITAGE PLAQUES

TECHNICAL INFORMATION FOR LOCAL COORDINATING COMMITTEES



(ver. 05 - July, 2022)



The Voice of Heritage



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NEW ZEALAND HERITAGE PLAQUES



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INTRODUCTION

Historic Places Mid Canterbury (HPMC), in association with our parent organisation, Historic Places Aotearoa (HPA), have been developing a new concept for heritage information plaques to proudly identify local built heritage within communities across New Zealand.

Based on a similar concept to the London Blue Plaques in the UK, the large (450mm diameter) plaques are made of cast aluminium, with a blue powder coated background, and are designed to be prominently placed on the facades of important local heritage buildings.

As well as informing the public about the significance of the building's history, the plaques are also highly visible, clearly identifying the building as an important piece of local built heritage.

The initiative aims to increase the prominence of these locally significant historic resources and to raise awareness of the importance of retaining, maintaining and celebrating our existing heritage assets.

HPMC have established a standardised format for the plaques and have negotiated a discounted rate for the production of the plaques with our manufacturer.

HPMC have developed these guidelines to assist local heritage groups with supplying Heritage Plaques to go onto heritage buildings within their own region. These guidelines aim to provide a step-by-step walk-through of the process, from start to finish.

For further information about the NZ Heritage Plaques project, please contact the HPA Heritage Plaques Coordinator:

Nigel Gilkison - HPA Heritage Plaques Coordinator

email: blueplaque@historicplacesaotearoa.org.nz

mob: 021 210 7374

CONSISTENT NATIONAL STANDARD

There is currently no recognised, nationally identifiable, coordinated design standard for heritage plaques in New Zealand.

The benefits of a developing a Standardised National Heritage Plaque include:

- **identity recognition** - internationally recognisable, coordinated and consistent national symbol for identifying local heritage assets
- **funding** - better access to and negotiating power with national/nationwide funding streams
- **procurement** - the ability to negotiate bulk discounts for manufacture
- **promotion** - promoting recognition of the scheme, as well as promoting recognition and identification of local heritage as a nationally important issue

LOCAL CONTROL

Local Coordinating Committees (LCC's) will be established to run the programme locally (local HPA Member Organisations or nominated local heritage group), who would be responsible for:

- identifying and selecting heritage places or buildings which might warrant a heritage plaque
- obtaining permission and participation from the building owners and/or relevant authorities
- agreeing wording for plaques (guidance provided)
- securing funding for production of the plaque
- coordinating approvals and permissions to erect the plaque
- ordering the plaques and arranging for their installation
- public promotion, media coverage and an unveiling ceremony
- promoting the scheme to the wider public

GENERAL INFORMATION - OVERVIEW

COST

The cost of the plaques is set by the Local Coordinating Committee (LCC).

Bulk orders of **5 or more Plaques** (must be processed as single order) are generally cheaper to produce than single, one-off plaques.

Note: The above cost does not include delivery or installation.

ORDERING PROCESS

Orders for plaques are to be coordinated by the Local Coordinating Committee (LCC) in each region. Typically this will be the local HPA member organisation (see www.historicplacesaotearoa.org.nz/), but if there is no local HPA member organisation, then another local heritage group may act as the LCC to coordinate plaque orders.

Once the text for each plaque has been agreed, orders can be placed through HPA's Heritage Plaque Coordinator.

PAYMENTS

Full payment for the plaque(s) is to be made to the LCC at the time the order is placed and once the final wording for the plaque(s) has been agreed and the purchaser has confirmed that they wish to proceed with manufacture.

If grant funding is being sought by the purchaser/LCC for the cost of the plaques, this funding must be confirmed and received prior to placing any order.

PROCUREMENT LEAD TIME & DELIVERY

Once the instruction to proceed and full payment for the plaque(s) has been received, please allow approximately 4 weeks procurement lead time for manufacture.

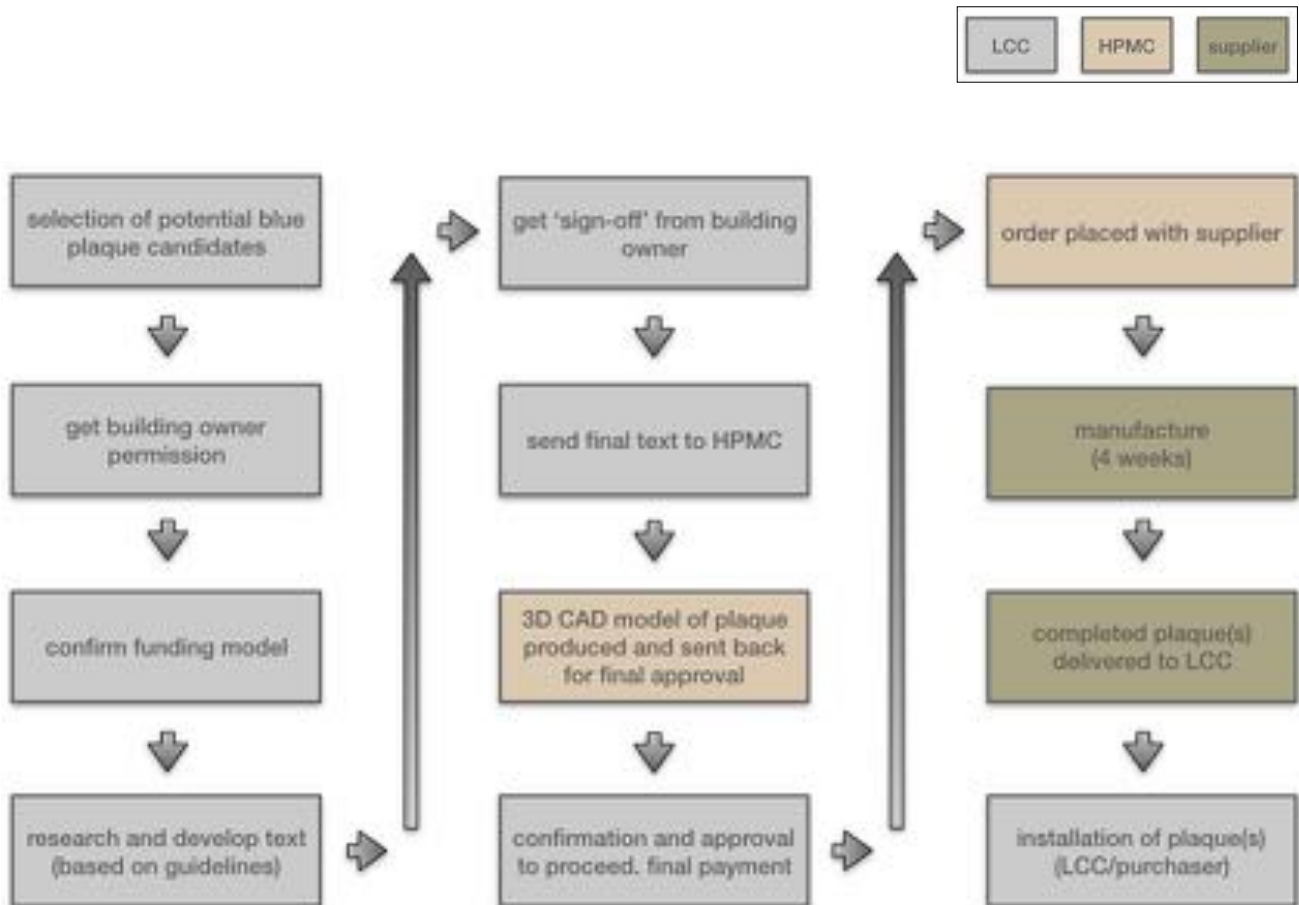
The purchaser will be notified when the plaque(s) are ready and the LCC will coordinate delivery. The cost of delivery of the plaque(s) is not included in the purchase price and will be invoiced separately.

INSTALLATION

Installation to be arranged and paid for by the purchaser/LCC. The cost of installation of the plaque(s) is not included in the purchase price. Please also refer to the **'Installation Guidelines'** which are included at the end of this document.

PROCESS - ORDERING A NZ HERITAGE PLAQUE

The suggested process that LCC's should follow is illustrated in the flowchart below:



Each stage of the above process is described in more detail on the following pages.

1) SELECTION OF PLAQUE CANDIDATES

The LCC is responsible for selecting which buildings will receive Heritage Plaques within their local geographic area.

Priority should be given to Listed buildings - either on the New Zealand Heritage List/Rārangi Kōrero (list maintained by Heritage New Zealand), or on the Schedule of Heritage Items in your local District Plan (schedule maintained by your local Council).

The selection of candidates phase is a really good opportunity to engage with the community and to seek their feedback on which buildings they think deserve plaques.

Historic Places Mid Canterbury runs a stall at the annual 'Waitangi on East' street festival and they use this opportunity to promote the NZ Heritage Plaque scheme and seek the public's opinion on which buildings they think deserve a Heritage Plaque.



The simple and interactive nature of the consultation process, shown above (placing 'heart' stickers on buildings they liked) resulted in a very high level of public participation (of all age groups) and a highly successful community engagement process.

2) GET BUILDING OWNER PERMISSION

The selection of candidates phase is also a really good opportunity to engage with local heritage building owners.

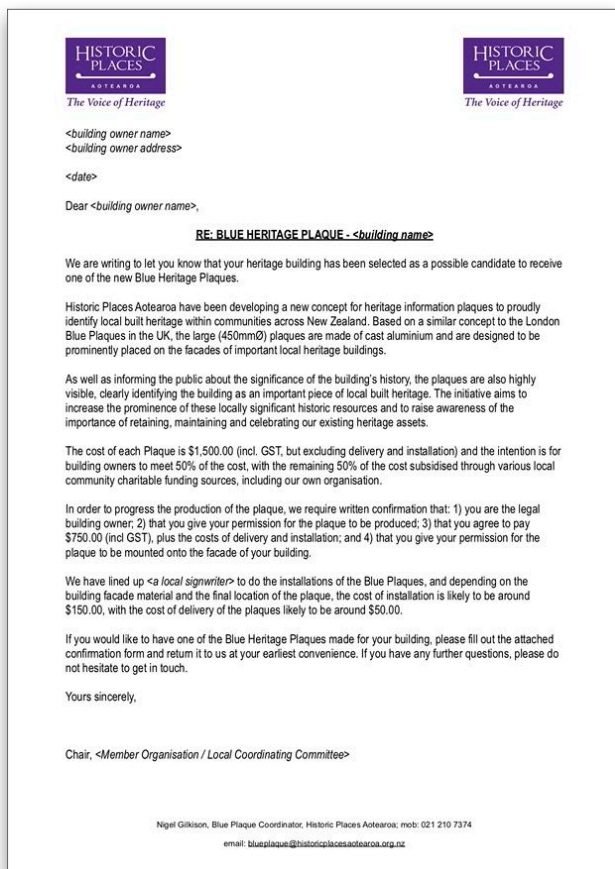
Building owners will need to give their permission for a plaque to be mounted on their building.

Once the plaque is placed on the building, it will normally become the property of the building owner and they will be responsible for maintaining and insuring it.

Depending on the funding model proposed by the local LCC to pay for the plaques, building owners may also be asked to contribute to some (or all) of the cost of the production of the plaques and their installation.

The LCC should also meet with the building owner to discuss possible locations for mounting the plaque on the building's external facade.

Below is an example of a letter that HPMC send out to each building owner, along with a form which the building owner is asked to fill in and return.



HISTORIC PLACES
AOTEAROA
The Voice of Heritage

<building owner name>
<building owner address>

<date>

Dear <building owner name>:

RE: BLUE HERITAGE PLAQUE - <building name>

We are writing to let you know that your heritage building has been selected as a possible candidate to receive one of the new Blue Heritage Plaques.

Historic Places Aotearoa have been developing a new concept for heritage information plaques to proudly identify local built heritage within communities across New Zealand. Based on a similar concept to the London Blue Plaques in the UK, the large (450mmØ) plaques are made of cast aluminium and are designed to be prominently placed on the facades of important local heritage buildings.

As well as informing the public about the significance of the building's history, the plaques are also highly visible, clearly identifying the building as an important piece of local built heritage. The initiative aims to increase the prominence of these locally significant historic resources and to raise awareness of the importance of retaining, maintaining and celebrating our existing heritage assets.

The cost of each Plaque is \$1,500.00 (incl. GST, but excluding delivery and installation) and the intention is for building owners to meet 50% of the cost, with the remaining 50% of the cost subsidised through various local community charitable funding sources, including our own organisation.

In order to progress the production of the plaque, we require written confirmation that: 1) you are the legal building owner; 2) that you give your permission for the plaque to be produced; 3) that you agree to pay \$750.00 (incl GST), plus the costs of delivery and installation; and 4) that you give your permission for the plaque to be mounted onto the facade of your building.

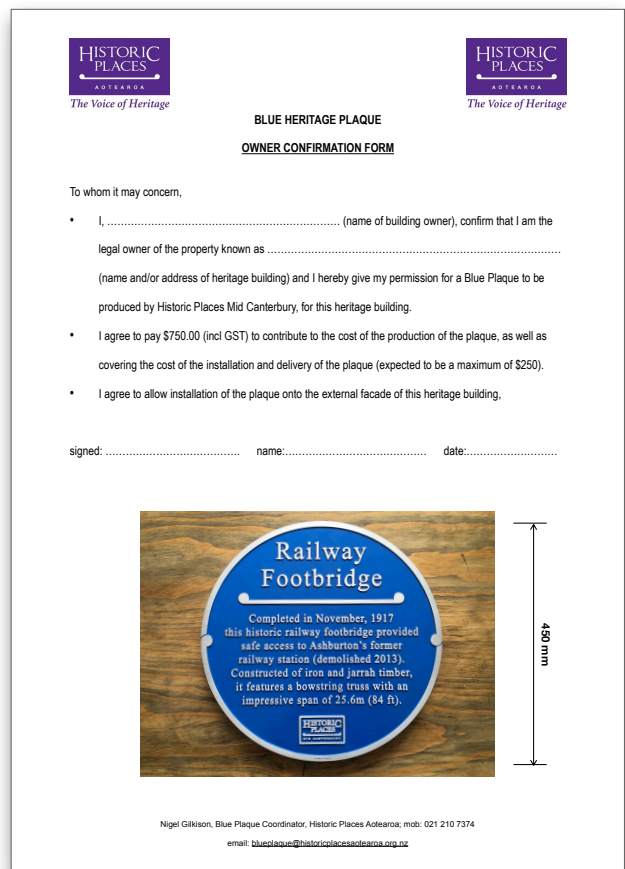
We have lined up <a local signwriter> to do the installations of the Blue Plaques, and depending on the building facade material and the final location of the plaque, the cost of installation is likely to be around \$150.00, with the cost of delivery of the plaques likely to be around \$50.00.

If you would like to have one of the Blue Heritage Plaques made for your building, please fill out the attached confirmation form and return it to us at your earliest convenience. If you have any further questions, please do not hesitate to get in touch.

Yours sincerely,

Chair, <Member Organisation / Local Coordinating Committee>

Nigel Gilkison, Blue Plaque Coordinator, Historic Places Aotearoa; mob: 021 210 7374
email: blueplaque@historicplacesaotearoa.org.nz



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**BLUE HERITAGE PLAQUE
OWNER CONFIRMATION FORM**

To whom it may concern,

- I, (name of building owner), confirm that I am the legal owner of the property known as (name and/or address of heritage building) and I hereby give my permission for a Blue Plaque to be produced by Historic Places Mid Canterbury, for this heritage building.
- I agree to pay \$750.00 (incl GST) to contribute to the cost of the production of the plaque, as well as covering the cost of the installation and delivery of the plaque (expected to be a maximum of \$250).
- I agree to allow installation of the plaque onto the external facade of this heritage building.

signed: name: date:



450 mm

Railway Footbridge
Completed in November, 1917 this historic railway footbridge provided safe access to Ashburton's former railway station (demolished 2013). Constructed of iron and jarrah timber, it features a bowstring truss with an impressive span of 25.6m (84 ft).

Nigel Gilkison, Blue Plaque Coordinator, Historic Places Aotearoa; mob: 021 210 7374
email: blueplaque@historicplacesaotearoa.org.nz

3) CONFIRM FUNDING MODEL

It is up to the individual LCC's to decide on the financial funding methods that are used to pay for the plaques and their delivery and installation.

There are many possible funding options available, including:

- 100% funded by the building owner
- 100% funded by the LCC
- 100% funded by charitable grant funding
- Part funded by building owner / part funded by LCC and/or charitable grant funding

HPMC have used various different funding models to supply plaques in the Mid Canterbury region, but our favoured model is to ask building owners to contribute 50% of the cost, with the remaining 50% being funded through various local charitable grant funding sources.

Possible charitable grant funding sources:

- Local charitable funding organisations (eg Community Trust, Rotary, Lions Club, etc)
- Donations/Sponsorship (private individuals or commercial organisations)
- Local Authority funding (Council or Community board grants)
- Central Government Funding (eg Lottery or Creative NZ funding)

4) RESEARCH AND DEVELOP TEXT

Once the plaque candidates have been confirmed, the next stage is for the LCC to draft up the text to go onto each plaque.

HPA have written **Text Content Guidelines** (see below) which seek to ensure a consistent approach to the layout of the wording on each plaque.

Text may be written in English or te reo Māori, as appropriate.

In order to ensure that the information contained in the text for the plaques is both factually accurate and relevant, **it is recommend that LCC's undertake a Heritage Audit** of each building, thoroughly researching the history of the building, from all available information sources including:

- The Local Council's District Plan - Schedule of Heritage Buildings;
- Heritage New Zealand's database of listed items (ensure that you contact your local HNZ branch, as they may have additional information about the building that is not on their website);
- Any existing Heritage Assessments on the building that have been carried out by qualified heritage professionals;
- Previously published articles or books about the history of the building, or;
- Information from the building owner

Note: It is the LCC's responsibility to ensure the accuracy and grammatical correctness of the text provided. HPMC/HPA do not accept any responsibility for the content of the text on the plaques.

TEXT CONTENT GUIDELINES

The purpose of the plaques is to identify the building as an important piece of local built heritage and to briefly tell the story of why the building is historically significant. The wording on the plaques must focus only on **the most significant historical facts**.

Be aware that building owners, tenants and uses change periodically and that any information which is written onto the plaque will need to stand the test of time and remain relevant well into the future.

Avoid contemporary facts which may become obsolete in the future. e.g. *The bridge has the longest bowstring truss span of any railway bridge in the country.*

Avoid any references to contemporary or recent information about the building which is not historically significant. For example, many heritage buildings will have recently been earthquake strengthened and whilst this is an important part of the ongoing viability of the building, it is not a reason why the building is historically significant.

Avoid using the present tense in the language of the text, as this will render the plaque obsolete as soon as those circumstances change. e.g. *The building is currently managed by the Department of Conservation.*

TITLE TEXT

The title should state the building name as succinctly as possible. e.g. *Railway Footbridge*, rather than *Ashburton's Railway Footbridge* or *'Old Railway Footbridge'*.

The title text should be the *original* name of the building in preference to the current building name. An exception to this could be where a later name has become historically significant in itself and has been adopted locally, as the accepted common name of the building.

BODY TEXT

Maximum of 250 characters, including punctuation & spaces - typically 25-35 words (40 word maximum).

Due to the limitation on the quantity of text, the wording must be concise, pertinent and focus on only two or three of ***the most significant historical facts***, which may include (in order of priority):

- The most significant historical feature of the building (e.g. if the building is associated with a particular significant person or event)
- Date originally built
- Original use/purpose for which it was constructed
- Architect/Designer or Builder (if significant)
- Most significant architectural feature (e.g. distinctive form, typology, design or construction technique)
- Later building uses or associations (only if historically significant) Later building uses or associations (only if historically significant)

5) GET APPROVAL FROM BUILDING OWNER

Once the LCC has agreed the text to go on each plaque, they should run this past the building owner to confirm that they are happy with it. The LCC should also agree a location for mounting the plaque on the external facade of the building with the owner.

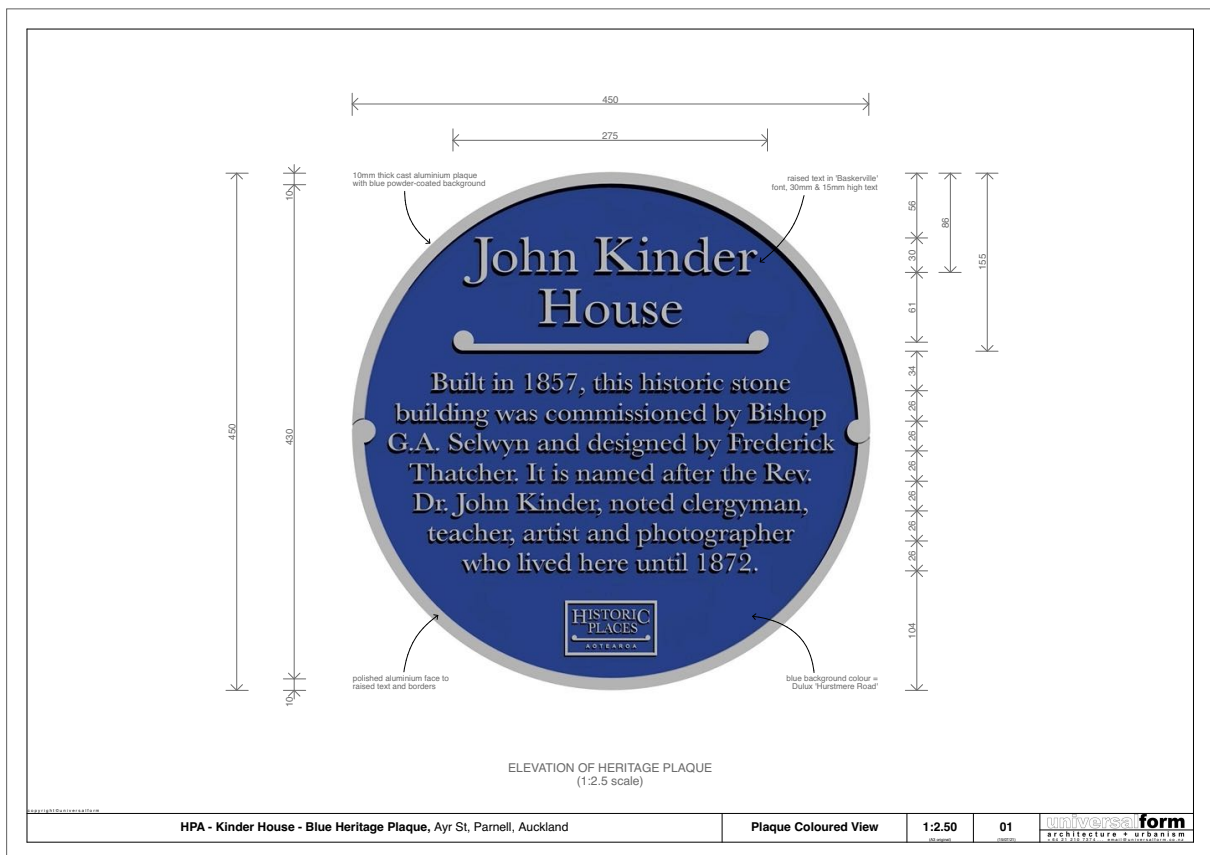
6) SEND FINAL TEXT TO HPMC

The final agreed text for each plaque can be emailed to the HPA Heritage Plaque Coordinator, at the following email address:

blueplaque@historicplacesaotearoa.org.nz

7) PROOF CAD DRAWING SUPPLIED BY HPMC

The final text will be set out into the standard plaque format and a 'proof' drawing will be supplied back to the LCC, showing the proposed design and text layout of each plaque.



8) APPROVAL TO PROCEED & PAYMENT

Prior to issuing final approval to proceed with the production of the plaque(s), the LCC should also **check with the local Council** to see if the proposed installation triggers any district plan rules relating to *signage* or *change to a heritage site*. It would also be prudent to **check with your local Heritage New Zealand office** to enquire if they will need to assess the proposed plaque installation, or provide relevant comment and/or advice.

Once the LCC are happy with the layout of the plaque(s) as shown on the supplied proof(s), please confirm back to HPA Coordinator your written instruction to proceed with the manufacture of the plaque(s) (via email) and arrange for full payment of the plaque(s).

PAYMENT INSTRUCTIONS

Full payment for the plaque(s) is to be made to HPMC bank account via online banking:

Heartland Bank

Ashburton Branch

Account Name: Historic Places Mid Canterbury

Account Number: 03-1783-0546353-003

Note: The cost of delivery and installation of the plaques is **not** included in the purchase price and is to be met by the LCC or the building owner.

9) ORDER PLACED WITH SUPPLIER

Once the LCC have provided written approval to proceed with the manufacture of the plaque(s) and payment has cleared, HPMC will forward the order to the manufacturer to begin production.

10) MANUFACTURE

Please allow 4 weeks procurement lead time for manufacture of the plaque(s).

11) DELIVERY

When manufacture is complete HPMC will notify the LCC that the plaque(s) are ready and HPMC will coordinate delivery to the LCC.

The cost of delivery of the plaque(s) is not included in the purchase price and will be invoiced separately to the LCC for payment.

12) INSTALLATION

It is the responsibility of the LCC to arrange for the installation of the plaque onto the heritage building. Once LCC's take delivery of the plaques, they will need to liaise with the building owner(s) to coordinate installation and agree the final location/positioning of the plaque.

If the plaques are being installed in a public area, please ensure that all Health and Safety procedures are in place to protect people from harm and the building owner, the organising committee and the installer from liability.

It is recommended that LCC's get a skilled local building contractor or signwriter, who is experienced in working with heritage buildings, to install all the plaques within the LCC's region.

The plaques, and the size of the body text, are designed to be read from up to 5 metres distance. Therefore, they can be mounted up to 4m above ground level on an external facade, out of reach of potential thieves or vandals, whilst still being able to be read.

For the plaques in Mid Canterbury, HPMC have engaged a local signwriter to do all of our plaque installations. Signwriters are used to working at height (and the resultant Health and Safety implications) and generally have a good eye for positioning of signs onto a building facade.

Please refer to the ***Installation Guidelines*** on the following pages for more information about the various fixing methods and mounting options that can be employed to install the plaques.



GENERAL INSTALLATION GUIDELINES

Given the likelihood that plaques will be mounted on Heritage Listed structures, careful consideration needs to be given to how and where the plaque is fixed so that it is both safe and secure, but also that it does not damage the facade. Fixing methods that are reversible (i.e the plaque can be removed at some future date), without creating damage to the external building fabric are the preferred scenario.

Working with Heritage New Zealand, we have come up with *recommended installation method* for installing the NZ Heritage Plaques onto heritage listed buildings, which are included at the rear of this document.

The recommended installation method utilises a 400mm diameter circular aluminium composite 'backing plate' (2-3mm thick ACM 'signboard' panel) which is first secured to the wall with masonry anchors, preferably fixing into the existing mortar joints to avoid damaging the wall surface.

The plaque is then glued onto this backing plate with the use of a special high-strength adhesive. The plaques come with 2 x hooked 'tabs' fixed to the rear face, near the top of the plaque, which assist with positioning the plaque and they also help to hold the plaque in place while the adhesive cures.

Installing the backing plate first allows it to be secured straight and plumb, before fixing the plaque. This is particularly useful where the plaque is to be mounted on a rough or uneven surface (eg rough rubble stonework), with the use of spacers/packers behind the backing plate to ensure that it sits plumb with the wall surface and slightly proud of the face of the stonework. This gap can behind the plaque can be back-filled with sealant or lime mortar after the plaque has been installed, if desired.

Other possible fixing options:

- Visible mechanical fixing - using stainless steel countersunk screw fixings through the front face of the plaque (utilising the circular 'koru' features to the left and right sides of the raised metal border). Note that this method is not recommended, as it will necessarily involve drilling holes through the plaque, which will damage the clear powder-coated surface of the plaque, potentially reducing its effective protection.




PUBLICITY & MARKETING OPPORTUNITIES

The New Zealand Heritage Plaques project presents excellent promotional benefits and publicity and marketing opportunities for local heritage groups, heritage building owners and others involved, including sponsors, Local Authorities and grant funding providers.

HPMC have organised unveiling ceremonies for each of the Heritage Plaques they have had produced, using local dignitaries to do the unveilings and inviting our heritage group members, the media and the public along to the ceremony, followed by speeches and a morning or afternoon tea.

An Invitation...




...to attend the unveiling of a new heritage plaque to commemorate the centennial anniversary of Ashburton's historic Railway Footbridge

When: Friday, 24th November at 10:00am

Where: East side of the Railway Footbridge, East Street, Ashburton

There will be a short presentation to unveil the plaque, followed by morning tea at the Ashburton Heritage Centre, 327 West Street - just a short walk across the footbridge

Please RSVP by 22nd November, to Julie Luxton
mob: 027 303 8834, email: jules.glassart@stra.co.nz



The Voice of Heritage

Inaugural Blue Plaque marks 100 years of historic footbridge



What better than a very visible Blue Plaque to tell everyone this building/structure is important, we are proud of it and it is a part of our history!

Historic Places Mid Canterbury is delighted to place the very 'first ever in New Zealand' Blue Plaque on a plinth to commemorate the Centennial anniversary of Ashburton's historic Railway Footbridge. Our thanks to our many supporters and public who joined us last November for the unveiling and morning tea.

The historic footbridge is a great example of heritage that tells a story about our past and will continue to serve a useful purpose well into the future.

The bridge was constructed from recycled railway irons and sleepers and has seen the evolution of railway in Ashburton, from an era when railways were New Zealand's dominating means of transport to today.

The only other surviving example that exceeds it in length is the 29.5metre Dunedin pedestrian overbridge.

Unveiling the plaque are from left – councillor Lynette Lovett, Historic Places Mid Canterbury deputy chair Nigel Gilkison and Historic Places Aotearoa immediate past president, Dr Anna Crighton.

Special thanks go to the Ashburton District Council for funding and to McIntosh Pre-Cast for donating and erecting the polished concrete plinth.

OTHER BENEFITS OF THE NZ HERITAGE PLAQUE SCHEME

- Can be integrated into and assist with identification of buildings for local Heritage Walks or Architectural Tours.
- Raising awareness of our local built heritage by educating locals and visitors about which heritage buildings in our local communities are important, and why.
- A positive, community led, 'bottom-up' initiative to promote and protect significant heritage places and buildings, which can compliment the 'top-down' protection of heritage buildings exercised by Local Authorities and Heritage NZ.
- Can be used as an incentive or award (by Local Authorities or Heritage Organisations), to encourage heritage preservation, re-use and better maintenance of heritage buildings.
- A 'badge of honour' for heritage building owners / occupiers - displaying pride in the adaptive reuse of a heritage building.

CLEANING & MAINTENANCE INFORMATION

The plaques come with a clear protective powder coat finish across the whole of the surface of the plaque.

If a plaque is mounted onto the facade of building, it is assumed that the maintenance of the plaque will be the responsibility of the building owner.

CLEANING & MAINTENANCE

The purpose of this guide is to describe safe, practical methods for cleaning, maintenance, and protection of finished architectural aluminium.

In broad terms, cleaning of externally located powder coating surfaces must take place every three months. Where salts/pollutants are more prevalent such as seaside and industrial areas, a cleaning program should be carried out more frequently.

THREE STEPS TO CLEANING POWDER COATED SURFACES:

- 1) Remove loose deposits with a wet sponge (avoid scratching the surface by dry dusting).
- 2) Using a soft clean cloth and a mild detergent in warm water, clean the powder coating to remove dust, salt or other deposits.
- 3) Always rinse after cleaning with fresh water to remove any remaining detergent.

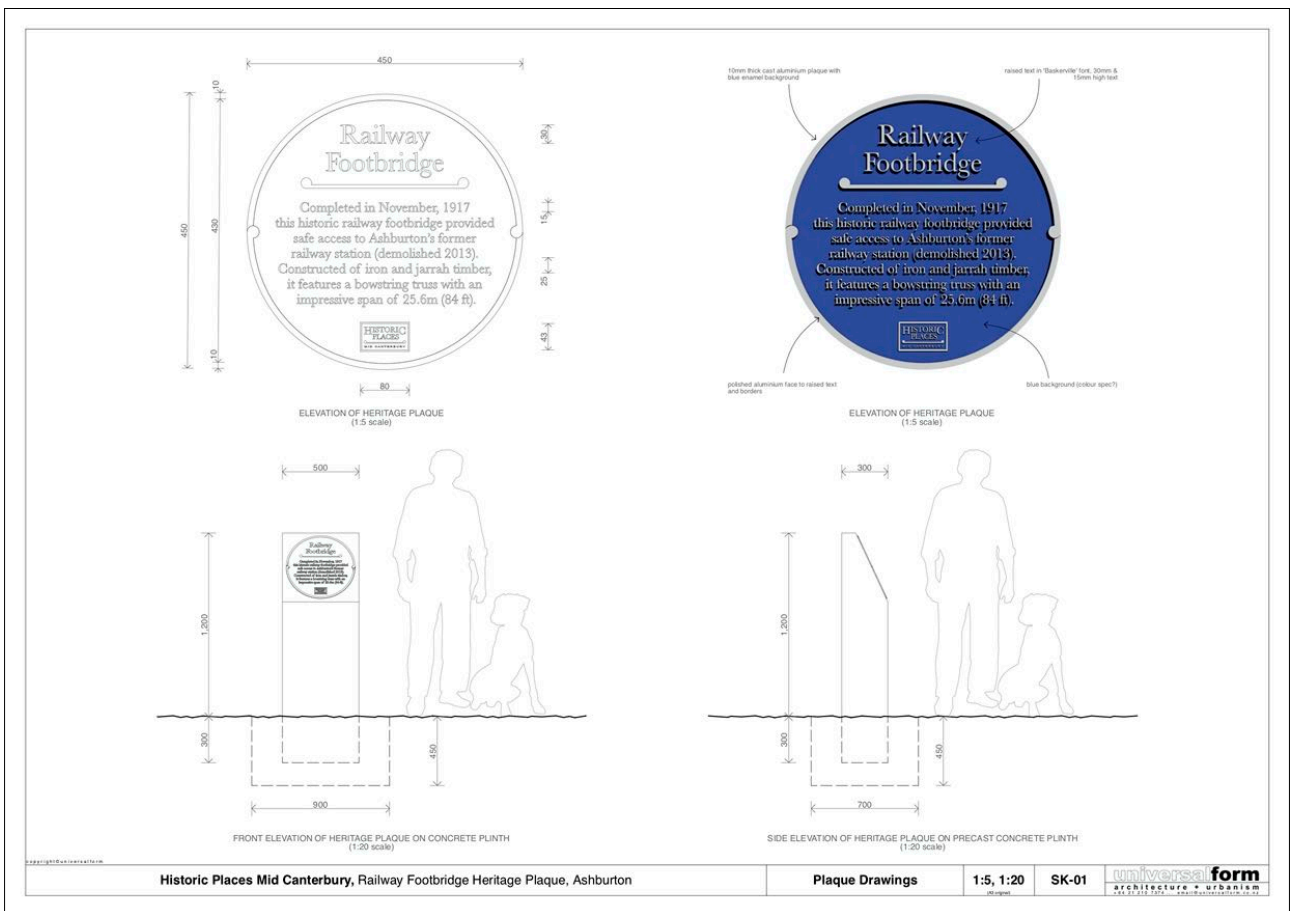
CLEANING PRECAUTIONS:

- Never use aggressive alkaline or acid cleaners on aluminium finishes.
- Do not use cleaners containing trisodium phosphate, phosphoric acid, hydrochloric acid, hydrofluoric acid, fluorides, or similar compounds.
- Strong solvents, paint thinners or abrasive cleaners can cause damage to painted/powder coated surfaces and should not be used.
- If paint splashes or sealants/mastics need to be removed then the following solvents can be used safely: Methylated Spirits, Ethyl Alcohol or Isopropanol.
- Test clean a small section first.
- Do not mix cleaners.
- Clean metal while it is shaded. Do not clean metal when it is hot; also avoid cleaning in freezing temperatures. Surfaces cleaned in these adverse conditions will streak or become tainted and will not restore to the original appearance.
- Do not use excessive abrasive rubbing to remove stubborn stains.
- NOTE: Care should be taken to avoid over spray or run off of cleaner onto other building components such as glazing materials or sealants.

ALTERNATIVE INSTALLATION OPTION - PLINTH

In situations where it is not possible to mount the plaque onto a building facade, an alternative option is to install a precast concrete plinth.

HPMC have developed a plinth design, which was used for the Ashburton Railway Footbridge plaque project.



***RECOMMENDED INSTALLATION METHOD
- DETAILED INSTALLATION GUIDE -***



1) Mark-out the proposed position of plaque with masking tape



2) Position aluminium (ACM) backing plate and mark out hole locations for screw fixings - to align with mortar joints

DETAILED INSTALLATION GUIDE



3) Mark pilot holes in mortar joints



4) Drill holes in mortar joints

DETAILED INSTALLATION GUIDE



5) Insert plastic plugs into holes

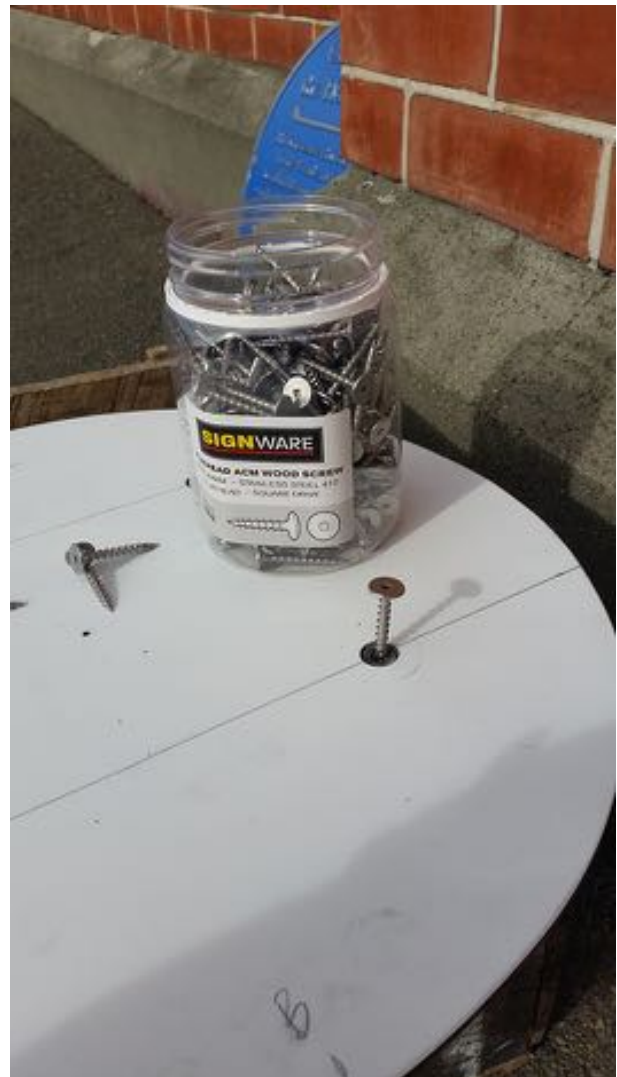


6) Drill recesses into aluminium signboard backing plate using ACM Drill Tool. This will ensure that the screw heads finish flush with the surface of the ACM backing plate

DETAILED INSTALLATION GUIDE



7) Note that circular aluminium 'signboard' (ACM) backing plate is cut smaller than the size of the blue plaque (400mm diameter)



8) Use 'Signware' ACM stainless steel flat head sign screws

DETAILED INSTALLATION GUIDE



9) Insert each screw so it is flush with face of ACM backing plate



10) The backing plate secured into position

DETAILED INSTALLATION GUIDE



11) Use 'Siroflex' Grip & Grab adhesive and 3M Automotive Acrylic Plus Attachment Tape to fix plaque to backing plate



12) Peel one side of 3M Automotive Acrylic Plus Attachment Tape and place backing plate. Use a roller to ensure adequate adhesion

DETAILED INSTALLATION GUIDE

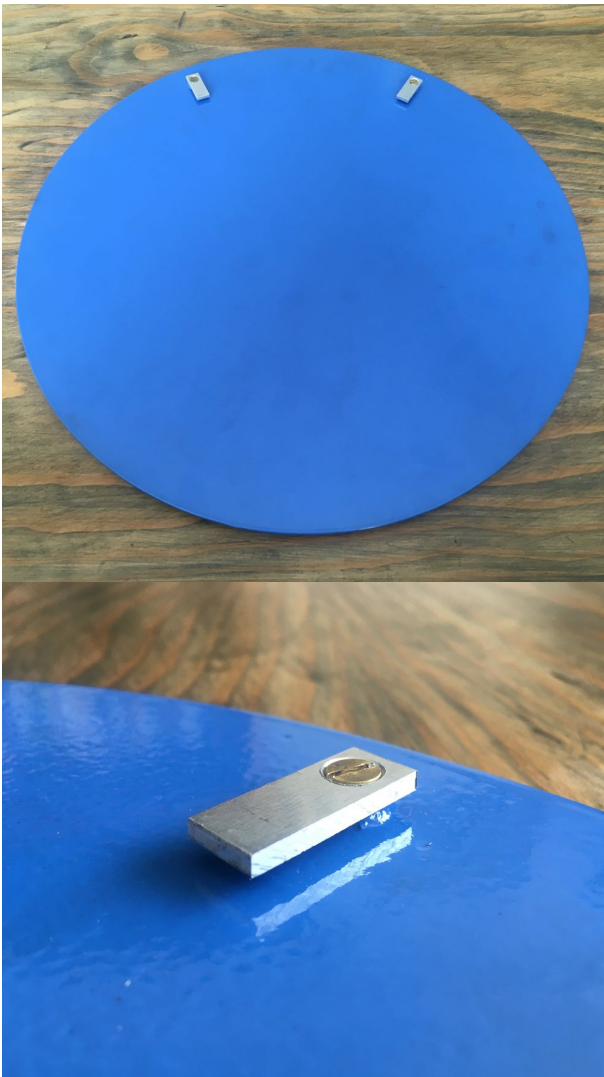


13) Apply 'Siroflex' Grip & Grab adhesive to the backing plate



14) Peel off other side of protective strip from 3M Automotive Acrylic Plus Attachment Tape

DETAILED INSTALLATION GUIDE

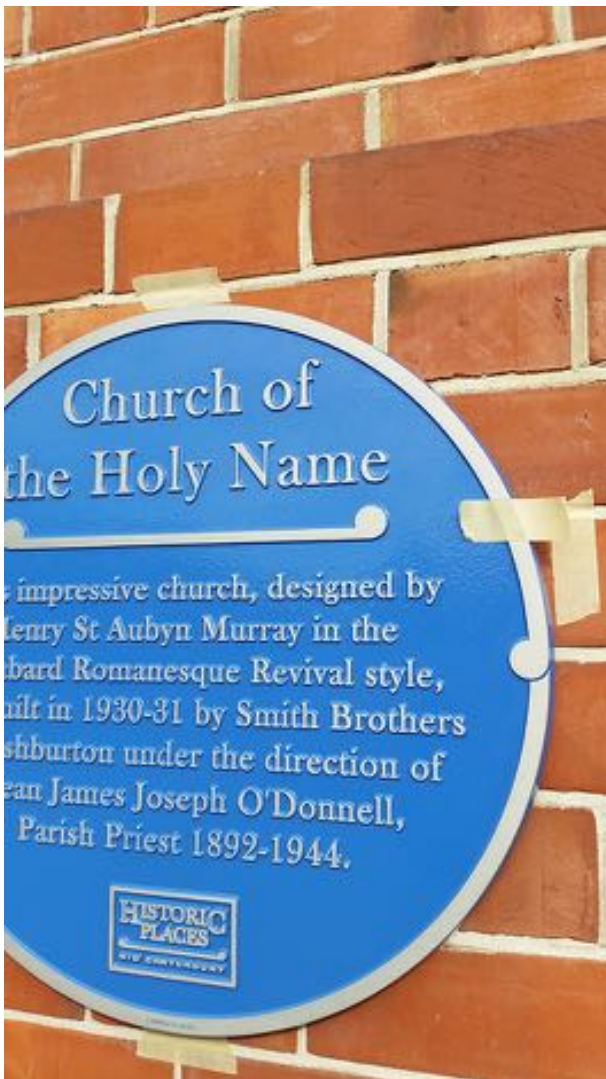


15) Ensure that rear of plaque is clean and dry. Note that the hooked 'lugs' on the back of the plaque are designed to hook over the top of the backing plate to ensure the correct positioning and to hold it on place while the adhesive cures.



16) Position plaque lightly over adhesive on backing plate, ensuring that the rear tabs hook over the top edge of the backing plate and check that it is centred and level.

DETAILED INSTALLATION GUIDE



17) Press firmly on plaque all around to ensure good contact



18) Once plaque is correctly positioned and secured in position, the masking tape can be removed

DETAILED INSTALLATION GUIDE



19) There should be a 5-10mm gap all around the edge of the plaque (depending on the substrate). This can be filled with a grey-coloured flexible waterproof silicone sealant, or a lime-based mortar, if desired, or it can be left as is.



20) The finished article!