**Commemorative Plaque Application Form and Additional Information**

Please read the **Commemorative Plaque Permission Guidance** before completing this form.

**About you**

Name of applicant (individual or group)

Email

Phone number

**About the plaque**

What station would the plaque be at?

Describe the event/person that the plaque would commemorate

Why does this event/person deserve commemoration?

What’s the link to the location/station (if not already made clear)?

Exact wording of proposed plaque

Dimensions: ………cm by ………..cm

Materials:

Proposed position of plaque (please include photos/plan)

How do you propose to fund the plaque?

(Your total funds should include the mounting, fitting and any maintenance required)

Have you undertaken any consultation in your local area about the need/desire/relevance of your proposed plaque?

If so, please tell us about it

When do you hope to install the plaque?

Do you propose an unveiling ceremony?

If so, please tell us about it (e.g. when, who will unveil, invited guests etc.)

**Future assessment and maintenance**

Who would be responsible for monitoring the plaque’s ongoing condition?

Name:

Phone Number: Email address:

Signature of person accepting responsibility:

**Applicant’s signature**

I certify that I am authorised to submit this application and the information is true and accurate to the best of my knowledge.

Signature:

Please email your application, including photos/plans to [community@scotrail.co.uk](mailto:community@scotrail.co.uk) with Plaque Application and the station in the subject line (e.g. Plaque Application – Robroyston)

**Additional Information**

Please read the Commemorative Plaque Permission Guidance before completing this form.

All sections of the application form must be completed before you submit the form.

Please ensure you include photos of proposed positioning of plaque. If you have any photos of the proposed design, this would also be useful in decision-making.

ScotRail will not fund plaques, nor the installation costs, even where installation requires ScotRail staff to do it. Therefore, this should be factored into your funding calculations.

Decisions on applications will be made by a panel of representatives from ScotRail (including station staff/area manager for the station identified).

**For ScotRail Use only**

|  |  |
| --- | --- |
| Date Received |  |
| Name |  |
| Position |  |
| Decision required by date |  |
| Notification of decision date |  |