Naming of Roads, Parks, Reserves & Public Spaces

Date Adopted:	1 April 2014
Council or Corporate Policy	Council Policy
Responsible Division:	Corporate and Information Services
Supporting documents, procedures & forms of this policy:	Flowchart of Application Process Application Form
References & Legislation:	Geographical Names Act 1966 Roads Act 1993 Geographical Names Board relevant guidelines Naming of Public Places - Aboriginal Names Policy

Contents

1   Purpose of Policy

Leichhardt Council's *Naming of Roads, Parks, Reserves, and Public Spaces Policy* provides direction for Council and the community on the principles and protocols guiding the naming of roads, parks, reserves and public spaces in the Local Government Area (LGA).1 At the same time, the policy seeks to promote the ongoing recognition of Council's rich and diverse history through its naming procedures.

The policy also aims to ensure that the naming of roads, parks, reserves and public spaces within the LGA are uniform with relevant legislation and the guidelines of the Geographical Names Board (NSW) where applicable.

This policy does not apply to State-owned roads, such as the City West Link, The Crescent, Johnston Street, Pyrmont Bridge Road, Balmain Road (passing through Perry and James Streets, Darley Road, Foster, Tebutt, Hathern and Brown Streets)

2   Definitions

Word/Term	Definition (with examples if required)
Geographical Names Board (GNB) (NSW)	The Board is empowered by the Geographical Names Act 1966 which provides it the power to assign names to places; to investigate and determine the form, spelling, meaning, pronunciation, origin and history of any geographical name; and to determine the application of each name with regard to position, extent or other reference.
Local Government Area (LGA)	A reference to the LGA in this policy refers to the Leichhardt Local Government Area, consisting of Leichhardt, Lilyfield, Balmain, Birchgrove, Rozelle, Annandale, and a small part of Camperdown.
Public Road	A public road means any road that is opened, dedicated or declared to be a public road under the *Roads Act 1993* (NSW) or any overriding legislation. For the purposes of this policy, any reference to a public road is a road under the control and authority of Leichhardt Council. This does not include any roads under State Control.
Private Road	A private road is any road that is not a public road. For the purposes of this policy, a private road is one on a private property that is not under Council control.

3   Naming Criteria

All applications to name or re-name roads, streets, parks, reserves or other public spaces in the Leichhardt Local Government Area (LGA) will be considered on their individual merits. However, the following criteria represent the general principles to abide by:

(a)   where appropriate, Aboriginal names should be used;

(b)   second to (a), names embracing the LGA's heritage and community should be used, for example;

      i. names commemorating a person (deceased) who has made a significant contribution to the community, or an event or occasion significant to the community

      ii. Council will support names or places that particularly acknowledge the outstanding achievements of women.

(c)   the proposed name reflects the character, landscape, flora or fauna, or function of the site to be named;

(d)   community support for the proposed name is required;

(e)   Council will not name a road or site after a person who is not yet deceased; except for in exceptional circumstances (for example, when the person has made an outstanding contribution to the community that is unlikely to be contested):

      i. where a name is to be used posthumously, consent will be gained from the surviving partner or immediate family members.

(f)   Council will not approve names that are unduly long, complex, difficult to spell or pronounce, derogatory or offensive, out of place, or of a commercial nature;

(g)   Council will not consider name changes for places and sites that have a widely recognised name (whether it be a formal or informal name), unless that name change is strongly supported by the community.

If the above criteria (and any additional criteria listed in subsequent sections) are met, Council will make an assessment and consider whether a new name is required. If so, Council will follow the procedures listed in [Council Procedure For (Re) Naming Roads] or [References & Legislation] as appropriate.

Where Council has assessed a new name is required, but there are conflicting opinions as to the new name (such as a request for an Aboriginal name and a request for a commemorative name), Council will make its decision after considering relevant factors (such as existing Council policies and plans, community support or complexity of name). Council may also consider the use of dual naming.

4   Criteria and Guidelines for (Re)naming Roads

There is no legislation for the naming of private roads. However, Council strongly recommends individuals in the LGA naming private roads do so using the guidelines provided by the Geographical Names Board (see References and Resources [Geographical Names Act 1966 (NSW)] and /or the criteria and guidelines listed below. In addition to the general principles listed in [Policy Guidelines], the following criteria and guidelines must also be taken into consideration when naming roads:

<u>Sources</u>

Council's preference for sources of names includes:

- Aboriginal names (first preference where name is appropriate);
- local history and heritage (second preference):
    - this includes references to Leichhardt Council's diverse cultural history;
- early explorers, pioneers, settlers and other eminent women and men;
- war/casualty lists;
- names commemorating the contribution of outstanding women;
- thematic names such as flora, fauna or ships;
- names suited to the physical, historical or cultural character of the Council area concerned; and
- commemorative names.

<u>Uniqueness</u>

Name duplications of roads within the LGA must be avoided. This includes homophones or other similarities in names. Eg. "White Street" and "Whyte Street". Similarly, duplicate road names in close proximity to other suburbs or Local Councils are to be avoided. However, roads crossing Council boundaries ought to have one consistent name. So long as it is practicable, roads will have a continuous unique name from the beginning to end of a road, regardless of Council boundaries, landforms and intersecting roads.

<u>Communication</u>

Names should be reasonably easy to read, spell and pronounce. Unduly long names are to be avoided, as are names of three or more words including the road type. (An exception to this may be where multiple words are necessary due to their geographic relationship with the area, eg. "Old South Head Road"). Further, short streets ought to have short names to prevent unnecessary crowding on maps. The use of given names ought to be avoided, unless it is essential to identify an individual to avoid ambiguity. Roads with double destination names are to be avoided and progressively re-named.

<u>Spelling</u>

Where it is intended that a road have the same name as a place or feature with an approved geographical name, particular care will be taken to ensure that the correct spelling is adopted. Where names have been changed or corrupted by long establish local usage, Council will only alter or restore the previous name where community support for the change has been evidenced. Council will not adopt names with abbreviations (eg 'Creek' in 'Wallaby Creek Road' is not to be abbreviated), with the exceptions of "St" for "Saint" and "Mt" for "Mount".

<u>Form</u>

Council will omit apostrophes from road names. Eg Smith's road becomes 'Smiths Road'. Further, where possible, Council will avoid the use of the possessive 's',

unless the euphony becomes harsh. Council will also avoid the use of hyphens, slashes and other diacritical marks. Council will write any numbers in a road name alpha rather than numeric form.

Road Type

The appropriate suffix for the road name (eg street, lane, crescent etc) must be used for the geographical location of the road to be named. An extensive list of various road types is available in the Geographical Names Board's "Guidelines for the naming of roads"

Prefixes

The use of a compass points prefix/suffix such as "north" or "extension" will be avoided, particularly where new roads are to be named. An exception may be granted where it may be appropriate to delineate each half of a road by the addition of a compass point suffix for the purposes of assisting the community and emergency services to locate the appropriate part of the road.

5   Criteria and Guidelines for (Re) Naming Parks, Reserves And Public Spaces

Source

Council's preference for sources of names includes:

- Aboriginal names (first preference);
- local history and heritage;
- this includes references to Leichhardt Council's diverse cultural history;
- Names owing to the peculiarity of topographic features, such as shape, vegetation, animal life etc.(Eg. Wattle Park);
- Early explorers, pioneers, settlers and other eminent women and men;
- Names commemorating the contribution of outstanding women; and
- Commemorative names:

   o First names will only be included where it is necessary to appropriately recognise an individual;
   o Council will usually only use names posthumously, except where an individual has made an exceptional contribution to the Leichhardt Council Community and the attribution of that name is not controversial within the Community; and
   o Names of individuals currently holding public office will not be accepted.

Uniqueness

Name duplication within the LGA is to be avoided. Similarly, topographical features – such as a river or mountain- are to have one continuous name.

<u>Communication</u>

So far as possible, easily pronounced names should be used. The possessive form should be avoided whenever possible without destroying the sound of the name or changing its descriptive application e.g. Howes Valley should be written without the apostrophe. Council prefers not to alter long established placenames, except where necessary to avoid duplication, ambiguity, or due to strong community support for change.

<u>Spelling</u>

Council will avoid the use of hyphens in connecting parts of names, so far as possible. Council will not restore the original name or spelling of a placename where it has been changed or corrupted by long established local use.

<u>Prefixes</u>

The use of compass points prefix/suffix such as "north" will be avoided, unless a well-established placename carries such a prefix or suffix. The naming of forks, arms and branches of a river as North Branch and South Branch is not favoured. Generally, it is preferable to assign independent names to river branches.

6 Dual Naming/Aboriginal Language

A dual name may apply where an already named environmental geographical feature – such as rivers, creeks, beaches, harbours, islands, or mountains – holds significance to the local Indigenous community. Relying on community involvement, a dual name can be assigned where there is strong evidence, in the form of written or oral tradition, of a pre-existing Indigenous place name. Suburbs, towns or streets cannot be given a dual name.

A proposed dual name must be indigenous to the Leichhardt LGA. It will only be assigned where there is definite evidence (preferably historic in the form of written or oral tradition) that a feature has two names. The location and spelling of a name resides in that hands of the traditional owners of the land or the organisation that represents them. Council will therefore be guided by the findings of Leichhardt Aboriginal Torres Strait Island Consultative Committee (LATSICC). If LATSICC is unable to consult, Council will seek guidance from the Metropolitan Aboriginal Lands Council. Council will then follow the protocol for naming parks and reserves.

7 Interpretive Signage/Historical Markers

Where a new name for a park, reserve or public place may not be appropriate, Council may consider installing interpretive signage or historical markers. These forms of signage can be used to explain the significance of a site, as well as its history. Council will consider the value of adding interpretive signage or historical markers to a site. Where a decision is made to add signage, Council will ensure it is congruent with Council's Public Art Policy 2013 , Reconciliation Action Plan 2013, and the Parks Plans of Management.

8   Procedure for (Re)Naming Roads

Council will take the following steps in approving a new name for a road:

1. Council will only consider complete applications made in writing.
2. Applications will be lodged in Pathway and a reference number generated.
3. The Application will be acknowledged by the Receiving Officer.
4. Council's Receiving Officers will consider whether the suggested name meets the criteria and guidelines listed in this Policy

    a. Council will check BOTH the "Leichhardt Local Environmental Plan 2013 Heritage Map" (Issued February 2014) and Schedule 5 - Environmental Heritage "Heritage Items" list in the Leichhardt Local Environmental Plan (2013) to ensure the new name is consistent with heritage in the area (if applicable).

5. Where the naming of a road will impact upon another Council area, Council will give notice to the impacted Council and will consider any submissions made by the impacted Council in response.
6. Council will also send a courtesy notification to the Geographical Names Board (NSW) of the potential upcoming name change.
7. Council will ensure that where an Aboriginal name is to be used, approval has been gained through the Leichhardt Aboriginal and Torres Strait Islander Consultative Committee and/or the Metropolitan Aboriginal Lands Council:

    a. Council will consider whether an Aboriginal name may create recognition of a physical heritage site that may generate exposure to the site and an inherent risk of damage to the heritage property:

        i. Where this is an issue, Council will liaise with the Metropolitan Aboriginal Land Council as to whether Aboriginal name is in the best interests of the community;

8. If, due to any of steps 2-5, the proposal is to be rejected, the receiving officer will write a letter providing reasons for the rejection to the applicant.
9. Council requires there is a reasonably broad level of community support for the new name, consistent with Council's *Community Engagement Framework*, for *Site Specific Matters*; and/or *Locality Improvements.*
10. Council will review and respond to Community comments and concerns. This stage *may* require Council to return to LATSICC or other relevant stakeholders to negotiate changes.
11. Once agreement upon a proposed name has been made, Council will ensure the origin of the name has been clearly stated and recorded in Council documents.
12. If Council wishes to proceed with the name change, notice of the proposed change will be given in the manner consistent with the *Roads Regulation 2008* (NSW).

* To streamline the process, the GNB will allow Council to only inform one contact within the NSW Government. This fulfils the requirement for notifying the Registrar General, Surveyor General and the GNB. This also meets the requirement under s162 of the *Roads Act 1993* (NSW); for any new Road name to be valid, Council

must give the Geographical Names Board at least one month's notice of the proposed name change.

13. Council will review and respond to any submissions made. This stage *may* require Council to return to LATSICC or other relevant stakeholders to negotiate changes.
14. After considering any submissions made, a decision to proceed with the proposed name change will be made by resolution of Council.
15. New signage will be created and installed according to Council policy. Council will also ensure all relevant maps and locality guides are updated.
16. Council, as the roads authority, must publish notice of the new name in accordance with the *Roads Regulation 2008* (NSW).

9   Procedure For (Re) Naming Parks, Reserves, and Public Spaces

Council will take the following steps in approving a new name for a Park, Reserve or Public Space:

1. Council will only consider complete applications made in writing.
2. Council receiving officers will consider whether the suggested name meets the criteria and guidelines listed in [Policy Statement] and [Criteria And Guidelines For (Re) Naming Parks, Reserves And Public Spaces].
3. Out of courtesy, Council will notify the Geographical Names Board (NSW) of the potential upcoming name change to the Park/Reserve/Public space.
4. Council will check both the "Leichhardt Local Environmental Plan 2013 Heritage Map" (Issued February 2014) and Schedule 5 – Environmental Heritage "Heritage Items" list in the Leichhardt Local Environmental Plan (2013) to ensure the new name is consistent with heritage in the area (if applicable).
5. Council will ensure that where an Aboriginal name is to be used, approval has been gained through the Leichhardt Aboriginal and Torres Strait Islander Consultative Committee and/or the Metropolitan Aboriginal Lands Council:
    a. Council will consider whether an Aboriginal name may create recognition of a physical heritage site that may generate exposure to the site and an inherent risk of damage to the heritage property:

        i. Where this is an issue, Council will liaise with the Metropolitan Aboriginal Land Council as to whether Aboriginal name is in the best interests of the community.

6. If, due to any of steps 2-5, the proposal is to be rejected, the receiving officer will write a letter providing reasons for the rejection to the applicant.
7. Council will ensure there is a reasonably broad level of community support for the new name, consistent with Council's *Community Engagement Framework.*
8. Council will review and respond to Community Comments and concerns. This stage may require Council to return to LATSICC or other relevant stakeholders to negotiate changes.
9. A decision to proceed with the proposed name will be made by resolution by Council.

10. Council will then submit an application with the proposed name change to the Geographical Names Board. The appropriate application will depend on the origin of the name proposed:

    a. New Name → submit GNB "Placename Application Form";
    b. Commemorative Name → Submit GNB "Commemorative Name" Form;
    c. Other names (eg topographical names) are to be submitted in a letter to the GNB containing:

        i. Location of Park/Reserve/Public Place
        ii. *Proposed name (and pronunciation if unclear)*
        iii. Origin of name
        iv. Passed by resolution of Council OR by a delegated authority

    d. Recorded name: where a name has existed previously on Council maps and is in common usage, it may be considered a 'recorded name'. Whilst still required to be submitted in a letter to the GNB, the GNB will not be required to advertise this form of name change.

11. If the proposal is rejected by the GNB, Council will provide a letter to the original applicant explaining the reasons for the rejection of the application.
12. Should the GNB require modification(s) to the proposal, Council will consult with relevant bodies where necessary (eg. LATSICC) and re-submit the application to the GNB.
13. Where the proposed name change is accepted by the GNB, Council will create and install new signage in accordance with Council signage policy. Council will also ensure all relevant maps and locality guides are updated.

10 Policy Review

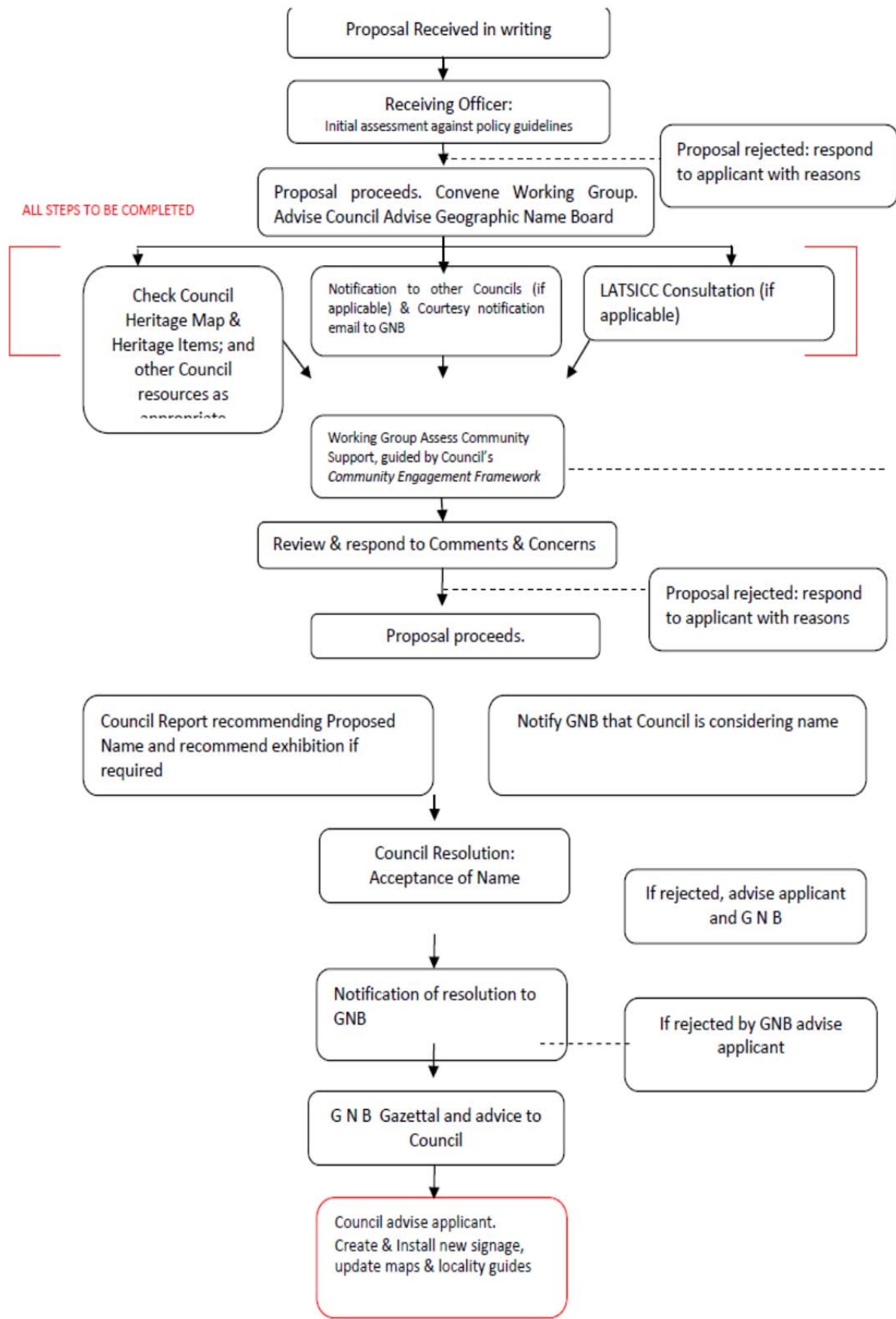This policy must be reviewed by 1 July 2017.

11 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	10 December 2013	Council	
2	1 April 2014	Group Manager, Community and Cultural Services (Refer C568/13)	Version 1 Adopted incorporating minor amendments, updating references to LEP 2013

12 Flowchart

See below

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                    ┌────────────────────────────────┐
                    │   Proposal Received in writing  │
                    └────────────────────────────────┘
                                   │
                                   ▼
                    ┌────────────────────────────────┐
                    │      Receiving Officer:         │
                    │ Initial assessment against      │       ┌────────────────────────────┐
                    │ policy guidelines               │┄┄┄┄┄┄│ Proposal rejected: respond │
                    └────────────────────────────────┘       │ to applicant with reasons  │
                                   │                          └────────────────────────────┘
                                   ▼
                    ┌────────────────────────────────┐
ALL STEPS TO BE     │ Proposal proceeds. Convene      │
COMPLETED           │ Working Group. Advise Council   │
                    │ Advise Geographic Name Board    │
                    └────────────────────────────────┘
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ALL STEPS TO BE COMPLETED

Proposal Received in writing

Receiving Officer:
Initial assessment against policy guidelines

Proposal rejected: respond to applicant with reasons

Proposal proceeds. Convene Working Group. Advise Council Advise Geographic Name Board

Check Council Heritage Map & Heritage Items; and other Council resources as appropriate

Notification to other Councils (if applicable) & Courtesy notification email to GNB

LATSICC Consultation (if applicable)

Working Group Assess Community Support, guided by Council's *Community Engagement Framework*

Review & respond to Comments & Concerns

Proposal rejected: respond to applicant with reasons

Proposal proceeds.

Council Report recommending Proposed Name and recommend exhibition if required

Notify GNB that Council is considering name

Council Resolution:
Acceptance of Name

If rejected, advise applicant and G N B

Notification of resolution to GNB

If rejected by GNB advise applicant

G N B Gazettal and advice to Council

Council advise applicant.
Create & Install new signage, update maps & locality guides

APPLICATION FOR NAME PROPOSAL

Section 1 – APPLICANT DETAILS

Please print clearly and give all contact details. If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead.

Family / Organisation Name			
Given Name		Contact person (if company)	
Street Address			
Mailing Address (if different from above)			
Phone No:		Mobile:	
Email:			
Signature:			

Section 2 – NAMING PROPOSAL

Area and Name Details

Leichhardt Municipal Council' policy is for names that reflect Aboriginal heritage or the local area heritage particularly those that acknowledge the outstanding achievements of women.

Please identify the location of the area or object to be named and provide the proposed. Please attach a map of the area with the extent of the item identified clearly. Texta on a printed Google map is sufficient.

		Council Check
Has a map of the area been attached?	Yes ☐ No ☐	
Type of naming proposal	Park/Reserve: ☐ Road: ☐ Other: ☐	
Council controlled land/road?	Yes ☐ No ☐ Not sure ☐	
Does this proposal change the address of current residents?	Yes ☐ No ☐ Not sure ☐	
Does the proposal affect a State or LEP 2013 heritage item/ Conservation area?	Yes ☐ No ☐ Not sure ☐	
Location/Description of area to be named		
Aboriginal name		
Proposed name		
Previous/informal name (if applicable)		
Source of name	☐ Aboriginal (please provide LATSICC approval in community support section) ☐ Early explorer, pioneer, settler or other eminent persons	

	Local history or heritage ☐		War/casualty list ☐	
	Thematic name (flora, fauna, ships) ☐		Other ☐	
Has any relevant supporting documentation been attached	Yes ☐	No ☐	Not applicable ☐	

Please explain the significance and/or history of the proposed name in the following section.

Leichhardt Municipal Council considers the (re)naming of places to be a serious responsibility. The section below will help Council determine whether the proposed name is suitable.

Council would prefer the following in digital format (such as a word document or an email) or typed, printed and attached to the application to improve legibility. It is recommended to attach any documentation (such as excerpts from history books) to support your claim. If you need any assistance please contact the receiving officer (Julie Leslie 9367 9297).

Name Guideline Check

This section helps the applicant choose an appropriate name.

				Council Check
Does the name ensure public safety and service delivery				
• As far as you are aware does the proposed name reduce risk for public and operational safety for emergency responses	Yes ☐	No ☐	N/A ☐	
• As far as you are aware does the proposed name reduce confusion for transport, communication and mail services	Yes ☐	No ☐	N/A ☐	
Language				
• Has standard Australian English been used?	Yes ☐	No ☐	N/A ☐	
• Is the name easy to pronounce, spell and write (Aboriginal names excepted)?	Yes ☐	No ☐	N/A ☐	
• Is the name short and not complex?	Yes ☐	No ☐	N/A ☐	
• Have diacritical marks (symbols such as ´, ˎ or ¯) been removed?	Yes ☐	No ☐	N/A ☐	
• Have all punctuation marks been removed?	Yes ☐	No ☐	N/A ☐	
• Have possessive apostrophes been removed?	Yes ☐	No ☐	N/A ☐	
• Have prepositions been removed (e.g. *on, above, through, down, beside, of the*)?	Yes ☐	No ☐	N/A ☐	
• Has the definite article *the* been removed (e.g. *The* Esplanade)?	Yes ☐	No ☐	N/A ☐	
• Have abbreviations, initials or acronyms been removed?	Yes ☐	No ☐	N/A ☐	
• Have Arabic numerals or roman numerals been removed (e.g. 3 or 4ᵗʰ or *IV* or *X*)?	Yes ☐	No ☐	N/A ☐	
Uniqueness, Duplication				
Has the name been used elsewhere in the local government area				
• Used previously for another park/place?	Yes ☐	No ☐	N/A ☐	
• Used previously for another road/street/lane?	Yes ☐	No ☐	N/A ☐	
Acceptable Road Names				
• Does the name promote/celebrate Aboriginal heritage?	Yes ☐	No ☐	N/A ☐	
• Does the name promote/celebrate local heritage?	Yes ☐	No ☐	N/A ☐	
• Does the name promote/celebrate the outstanding achievements of (local) women?	Yes ☐	No ☐	N/A ☐	
• Is the name racist, derogatory or demeaning?	Yes ☐	No ☐	N/A ☐	
• Is the person who the name commemorates deceased?	Yes ☐	No ☐	N/A ☐	
• Is a commercial or business name been used?	Yes ☐	No ☐	N/A ☐	
• If the name proposal is for a road has a first name been used (e.g. Robert Askin Drive)?	Yes ☐	No ☐	N/A ☐	
• Have you checked the spelling of the proposed name is correct?	Yes ☐	No ☐	N/A ☐	
Suffixes, Prefixes and Directional Indicators				
• Has qualifying terminology, a cardinal indicator or a similar prefix been removed (e.g. Upper, Lower, Old, New)?	Yes ☐	No ☐	N/A ☐	
• Have directional or similar devices been removed (e.g. East, West)?	Yes ☐	No ☐	N/A ☐	
Amending Names				
• Does the proposal seek to change an existing road/place/park name?	Yes ☐	No ☐	N/A ☐	

Road Types			
• For road naming proposals: has an appropriate road type been chosen?	Yes ☐ No ☐ N/A ☐		

Section 3 – COMMUNITY SUPPORT

Please document the extent of community support for the name proposal. Please note that this section must be filled out for the application to be lodged.

Please note that Council will not accept a proposal that changes existing addresses (that is, change a road name where existing properties are addressed to) unless there is existing significant community support for the proposal. In this case community support and historical documentation standards will be high.

Road/Suburb naming proposal			Council Check
• Does this proposal affect resident's current addresses?	Yes ☐ No ☐ N/A ☐		
• If yes, do you have support from all owners and residents directly affected? Please provide documentation that includes owners/resident's address and signature	Yes ☐ No ☐ N/A ☐		
Community support			
• Is the name proposal supported by the local community (people within the Leichhardt government area)? Please note the number of people supporting.	Yes ☐ No ☐ # _____		
• Is the name proposal supported by the wider community (people outside the Leichhardt government area)? Please note the number of people supporting.	Yes ☐ No ☐ # _____		
• Have you attached evidence of support?	Yes ☐ No ☐		

Methods of engagement used

Please identify the methods of community engagement used. Evidence of engagement will be requested e.g. an example flyer, a screenshot and URL of a website/social media, newspaper clipping. An indication of the size of the target audience would be advantageous.

Method	Details	This method used?	Evidence attached?	Council Check
Direct Letters/letter box drop		Yes ☐ No ☐	Yes ☐ No ☐	
Email		Yes ☐ No ☐	Yes ☐ No ☐	
Social Media		Yes ☐ No ☐	Yes ☐ No ☐	
Website		Yes ☐ No ☐	Yes ☐ No ☐	
Newsletter		Yes ☐ No ☐	Yes ☐ No ☐	
Press release, newspaper ad		Yes ☐ No ☐	Yes ☐ No ☐	
Community noticeboard		Yes ☐ No ☐	Yes ☐ No ☐	
Brochure/flyer		Yes ☐ No ☐	Yes ☐ No ☐	
Banner		Yes ☐ No ☐	Yes ☐ No ☐	
Fairs/events		Yes ☐ No ☐	Yes ☐ No ☐	

Meetings/ focus groups		Yes ☐ No ☐	Yes ☐ No ☐	
Surveys (please provide survey design)		Yes ☐ No ☐	Yes ☐ No ☐	

Additional information

How will the proposed name benefit the community?

Are you aware of any community reservations about the proposed name or proposed name change?

Flow chart for naming roads and places

Name proposal is received by Council

DECISION POINT
The application will be checked that it is correctly filled out by the receiving officer within 5 working days

→ Not filled out correctly → You will be asked to update the application form. Please contact the receiving officer if you need any assistance

↓ Filled out correctly

The application will be lodged and you will receive a letter of lodgement from the receiving officer

DECISION POINT
The receiving officer will undertake a high level review to ensure the name proposal meets the guidelines within 5 working days

→ Does not meet guidelines → The application will be rejected and you will be notified of the reason for rejection. You will be invited to modify the proposal to meet the guidelines. Please contact the receiving officer if you need any assistance

DECISION POINT ↓ Meets guidelines
The receiving officer will undertake a high level review of community consultation, name significance an/or history to ensure submission standards are met within 5 working days

→ Does not meet requirements → The application will be rejected and you will be notified of the reason for rejection. You will be invited to modify the proposal to meet the standards. Please contact the receiving officer if you need any assistance

Small impact proposals will go straight to notification

Large impact proposals (medium to large sized parks, renaming proposals) will be assessed by the working party prior to notification of stakeholders

Notification will be sent to various stakeholders:
- Leichhardt councillors
- LATSICC
- Adjoining council if on boundary
- Local history groups (via email)
- Precinct committees (via email)
- Road naming proposal: residents and owners directly affected and/or adjacent
- Places/Parks naming proposal:
    - Pocket parks: residents and owners within 60m
    - Local parks: residents and owners within 200m.
    - Regional/large parks: Notification area for larger parks to be determined at the time
- Advertise on Council's weekly newsletter, website and social media
- Local newspaper if appropriate

Submissions will be received over a 60 day period. This period may be longer for more significant place name proposals

DECISION POINT
The working group will convene to assess the submissions and community support for the proposal will be assessed within 10 working days

→ Rejected → If the proposal is not supported or has extremely weak support the application will be rejected and you will be notified of the reason for rejection. If appropriate you will be invited to modify your proposal so that supports community sentiment. Please contact the receiving officer if you need any assistance

↓ Accepted

Small impact proposals will not go before Council

A report for council will be written and included in the next available ordinary meeting of the Council. You and stakeholders that made a submission will be notified of this date.

DECISION POINT
Council will make a resolution on the name proposal

→ Rejected → Notification of rejection will be sent to the applicant and stakeholders who have made a submission. The application will be closed;

↓ Accepted

The receiving officer will lodge an application with the Geographical Names Board (GNB). The GNB will undertake their own review and notification process

The GNB accepts the name proposal and publishes the new name in the Government Gazette

Council will update internal databases and signage.

Notification of acceptance will be sent to the applicant and stakeholders who have made a submission

→ The application will be finalised and closed