

How do I object to a proposal?

The GNB must advertise an address locality naming proposal in the local press and accept submissions and objections for four weeks.

To object to an address locality name proposal, write to the GNB.

Likewise, a road naming authority must advertise a road naming proposal in the local press and accept submissions and objections for four weeks. To object to a road naming proposal, write to the relevant council or authority.

Who informs the community?

If a proposed name is accepted by the GNB, the GNB will seek comment from the community via the local media.

Following successful public consultation the NSW Government will inform the community of the assignment of the name through a notice in the NSW Government Gazette.

How do services find out about the change?

Once an address locality name is gazetted, the GNB notifies and sends **electronic and paper maps** to the council, Australia Post, the Australian Electoral Commission and, through the Department of Lands, the Public Sector Mapping Agencies Ltd. (PSMA).

The ABS and emergency service organisations obtain address locality updates on a monthly basis from the Department of Lands or from individual mapping services who use information supplied by the PSMA.

For road name changes, the road authority must inform Australia Post, the Registrar General, Surveyor General and the RTA and ensure enough details are provided for the road to be identified.

About the GNB

Established in 1966, the Geographical Names Board is the official body for naming and recording details of places and geographical names in NSW.

Under the *Geographical Names Act 1966*, the GNB has the power to:

- assign names to places
- investigate and determine the form, spelling, meaning, pronunciation, origin and history of any geographical name
- determine the application of each name with regard to position, extent or other reference.

The GNB keeps a record of all NSW geographical names and currently has approximately 80,000 places across NSW in its register. These records are easily accessible via www.gnb.nsw.gov.au.

The Secretary
Geographical Names Board
346 Panorama Avenue
PO BOX 143
Bathurst NSW 2795
T 02 6332 8214
F 02 6332 8217
E gnb@lands.nsw.gov.au
www.gnb.nsw.gov.au



GEOGRAPHICAL NAMES BOARD

THE NSW ROAD AND ADDRESS LOCALITY NAMING PROCESS



Department of Lands



The NSW road and address locality naming process forms an important part of our state's heritage by ensuring that names appropriately reflect an area's character.

When new urban or rural developments need to be named or an existing area outgrows its current name, it is the Geographical Names Board's (GNB) responsibility to determine those names.

Why do we have a naming process?

Road and address locality names are important navigation tools; not only for residents but for councils, emergency services and mapping services. These names reduce confusion, lower the incidents of duplication and ensure appropriate names are made official.

Consequently, the naming process has been standardised to ensure that any changes are easily understood by community members and service providers.

What is an address locality?

An address locality is an area that has defined limits—a suburb in urban areas or a locality in rural areas.

It is the area's legal name and should be used in the last line of a street address with a corresponding postcode.

What is the address locality naming process?

The naming of an address locality is carefully considered in consultation with the local community, local councils and service providers.

All proposed names must adhere to the GNB's guidelines for the determination of placenames.

According to the *Geographical Names Act 1996* and the GNB's guidelines and policies:

- anyone can place a **proposal** with the GNB to create or amend an address locality, however, the local council should concur with the proposal
- the council should ensure **wide community consultation** prior to its agreement, as well as seek the agreement of stakeholders such as local resident groups
- a **proposal and map** must be submitted to the GNB by the council, along with evidence of community support
- the GNB considers the proposal and if approved it is advertised in the **NSW Government Gazette** (gazette) and local newspapers. The GNB also provides maps for public consultation to be placed in the relevant council chambers and other public areas stipulated by the council
- the community has **one month** to comment or object to the proposal
- if no **objections** are received the name is formalised by way of notice in the gazette
- if objections are received, the council is asked to **provide feedback** and the GNB either readvertises the proposal, abandons the proposal or makes a recommendation to the **Minister for Lands** for a final determination. Once the Minister makes a decision it is formalised by way of notice in the gazette
- if the change is **approved**, the council then implements boundaries through signposts, rates databases etc. The GNB also recommends councils inform the local media of the change

- the GNB notifies and sends **electronic and paper maps** to the council, Australia Post, the Australian Electoral Commission and, through the Department of Lands, the Public Sector Mapping Agencies Ltd. (PSMA).

The ABS and emergency service organisations obtain address locality updates on a monthly basis from the Department of Lands or from individual mapping services who use information supplied by the PSMA.

How do I find out about the guidelines for the determination of placenames?

Visit www.gnb.nsw.gov.au or phone 02 6332 8214 or 13000 LANDS.

What is the road naming process?

When a road naming authority, such as a local council, wishes to name a road or rename an existing road they must follow the process outlined in the *Roads (General) Regulation 2000*. They must:

- publish a **proposal** notice in a local newspaper
- serve **notice** of its proposal on Australia Post, the Registrar General, Surveyor General and, in the case of a classified road, on the RTA if it is not the authority involved
- ensure that the notice states that **written submissions** on the name may be made to the authority
- if the name is approved, publish the name in the **NSW Government Gazette** and in local newspapers
- inform Australia Post, the Registrar General, Surveyor General and the RTA, giving sufficient particulars to enable the road to be identified.