

How to propose a road name in the NSW Place and Road Naming Proposal System:

- Add **New Road** or **Get Bulk Upload Template**
- Select **Proposal Type** (Public Road, Non-Dedicated/Private Road or Road Name Pre-Approval)
- Select **Local Government Area**
- Select **Address Locality (Suburb)** -the map will zoom to the suburb selected for the proposal
- Enter the **Proposed Road Name**
- Select **Road Type** (not required for pre-approval)
- Select the appropriate **Radius** from the drop down - refer to section [6.7.4 Uniqueness Duplication](#) of the NSW Address Policy and User Manual.
- Use the polyline or polygon tool to draw the extent of the proposed road on the map - *hint: use the polygon tool to draw around a subdivision extent when proposing bulk roads*
- Click **Evaluate**

***Proposal Type**
 Public Road Non-Dedicated/Private Road Road Name Pre-Approval

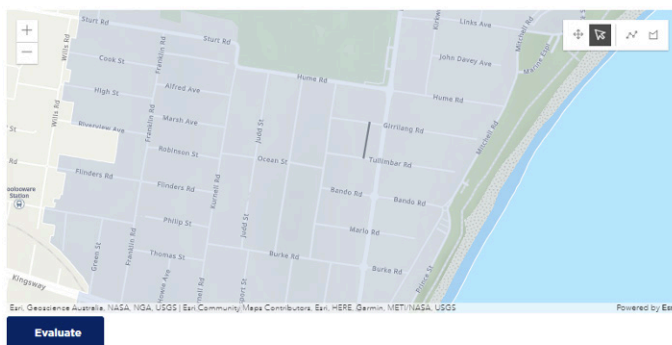
***Local Government Area** ***Address Locality (Suburb)**
 SUTHERLAND SHIRE CRONULLA X

***Proposed Road Name** ***Road Type** ***Radius**
 Parker Avenue 10km - Metropolitan

Road Name Extent

Please draw the extent of the proposed road on the map.

- Select either the polyline or polygon tool from within the map
- Left click to mark the start of the road
- Add additional points to mark out the road
- Double click for the extent to be completed
- Click Evaluate to undertake a road name evaluation



The system will notify on the screen if there are any potential issues. The proposal can still be progressed with these warnings.

- Enter the **Extent** description (not required for pre-approval)
- Enter the **Origin** details
- Select option for **Does this proposed name commemorate a person?**
- Add a map (not required for pre-approval)
- Select **Save**

On the next screen, the user can **Save as Draft**.

Once the **Road Name Agreements** have been ticked, council can **Submit Proposal**.

The GNB Secretariat will assess the proposal.

From **Manage Proposals** on council's dashboard, council can **View Proposal** and then **View Audit/Records**. This includes:

- A csv file listing all roads within the radius. This includes duplicates and similar sounding names with a similarity score.
- A road name evaluation report. This lists the proposal details and potential issues with the proposed name.

The GNB encourages council to perform a [Road Name Evaluation](#) outside of the system prior to submitting a road name proposal. This allows council to generate a list of all road names within proximity of the proposed new road/s to identify those that are not appropriate due to duplication in either spelling or sound.