

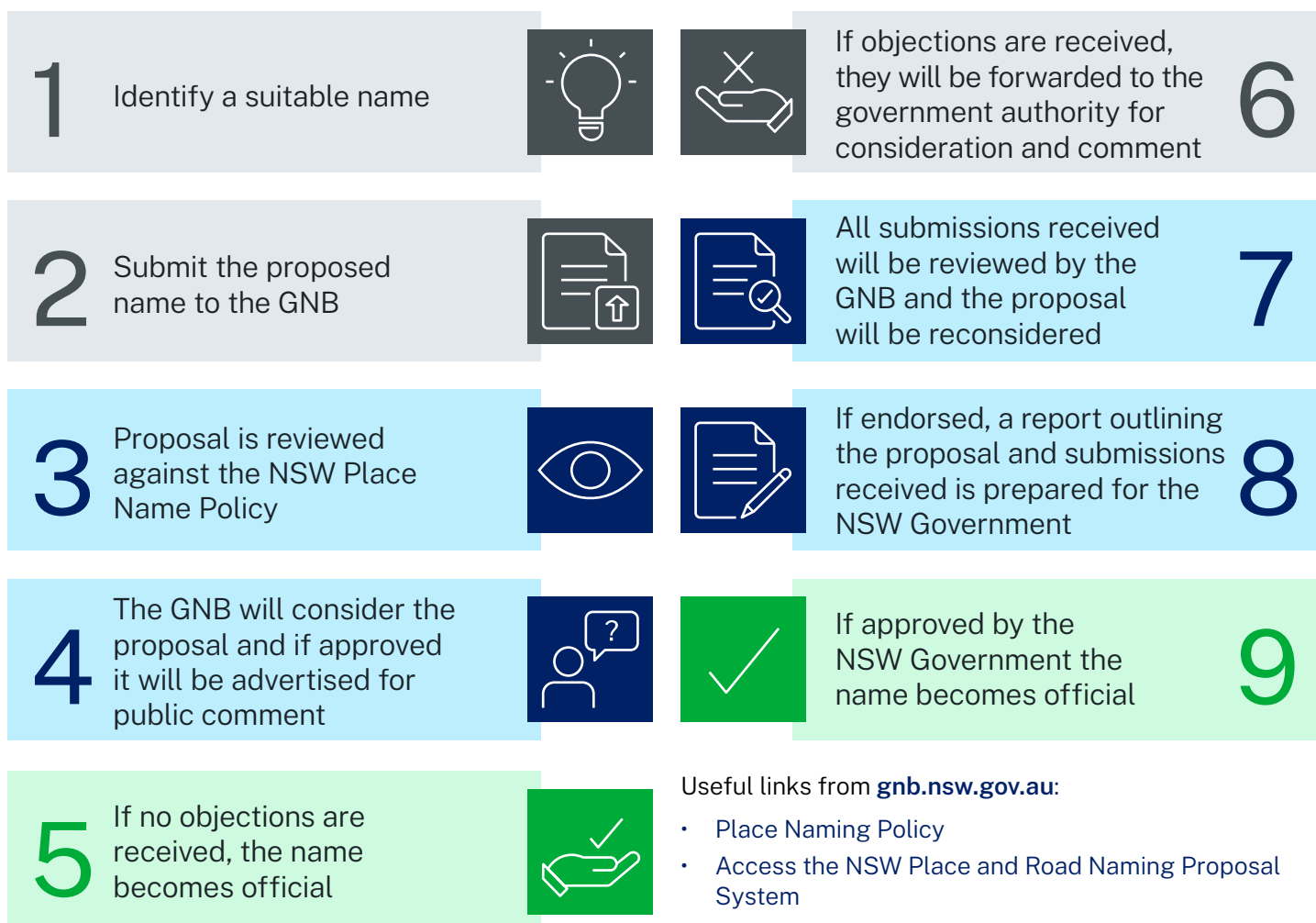
Naming a place: A guide for government authorities

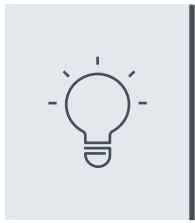
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Government authorities are responsible for ensuring places are officially assigned by the Geographical Names Board (GNB). As well as it being a legislative requirement, authoritative place naming is essential for emergency services, postal and service delivery as well as professional and personal navigation. The NSW Place Naming Policy sets out guidelines and principles for the selection of place names in NSW.

Government authorities who want to submit an application to name a place should be aware of the GNB application process outlined below.

Place naming process overview:





1

The government authority should engage with community and any other relevant stakeholders to identify a suitable name that complies with the NSW Place Naming Policy.

Naming a feature or place using Aboriginal language or a traditional Aboriginal name, requires engagement with the local Aboriginal community in the first instance.

For local government, the proposal should also be supported by a council resolution.



2

Submit the proposed name to the GNB with supporting documentation using the NSW Place and Road Naming Proposal System.



3

The GNB Secretariat reviews the proposal against the NSW Place Name Policy and prepares a report for consideration by the GNB at its next meeting.



4

The GNB will consider the proposal and the name will either be approved to be advertised for public comment, deferred or rejected.

✓ If supported, the GNB Secretariat opens the proposed name to members of the public for comment. The proposed name will be advertised in a local newspaper and on the GNB website for public comment, for a period of one month.

⌚ If deferred, the GNB Secretariat will seek further information to support the proposal.

✗ If rejected, GNB will contact the applicant and advise them to reconsider the submission.



5

If no objections are received the name is approved and can be officially assigned.



6

If objections are received, all submissions (excluding personal information) will be provided to the applicant for review and comment.



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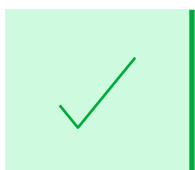
The GNB Secretariat will prepare a report outlining the submissions received and feedback from the applicant.

All submissions received will be reviewed by the GNB and the name will either be endorsed for approval by the NSW Government, deferred or rejected.



8

The NSW Government will consider the proposal and the name will either be: approved (with or without modification), deferred, or rejected.



9

If approved, the name becomes official and will be updated in the official NSW mapping database and Geographical Names Register. The government agency responsible for managing the feature is required to install signage reflecting the new name.