



Department of
Sustainability and
Environment

Checklists

Supplementary document to
the Guidelines for
Geographic Names 2010

A Victorian Government initiative



General

The checklists in this document should be used to ensure you have gone through the correct processes when naming or renaming a feature, locality or road.

Before lodging a naming proposal, you should read the 16 principles listed in Section 1 of the *Guidelines for Geographic Names 2010*.

The principles contain important information about using standard Australian English, linking names to places, commemorative names, discriminatory names, recognition and use of Indigenous names, dual names, commercial and business names, directional names, duplicate names, public safety, public interest, consultation, objections, notification and signage.

Section 2 Features checklist

Features owned or maintained by councils:

- Is the feature of greater than local significance (e.g. located in more than two municipalities, in a tourist precinct or major waterway)? If so, a Geographic Place Names Advisory Committee may need to be convened. Refer to Principle 1(G) and Section 1.5(f) for details.

- Does the proposed name conform to the principles in Section 1.8?

	Yes	No	Not applicable
Language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognising the public interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensuring public safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Directional names to be avoided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assigning extent to a feature, locality or road	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Linking the name to the place	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using commemorative names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Names must not be discriminatory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognition and use of Indigenous names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dual names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consultation with the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lodging, considering and addressing objections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notification of a naming decision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Is the 'feature type' used in the name after the feature's name, e.g. Waterlands Park (refer to Principle 2(A))?

- If using a location-based name, is it the name of the locality rather than the name of the neighbourhood, estate or subdivision (refer to Principle 2(C))?

- If the feature is a waterway, have cultural heritage issues been investigated (refer to Principle 2(B))?

- Is the feature privately owned or administered and subject to a naming-sponsorship contract? If so, a base name should be assigned (refer to Principle 2(D)).

- If the naming proposal originally came from a member of the public, does it include sufficient background information on why the name would be appropriate (refer to Section 2.3.1)?

- If the naming proposal comes from a council and relates to the local area, has it been discussed with relevant interest groups such as historical societies and community groups (refer to Section 2.3.1)?

-
- Does the name have Indigenous associations? If so, have the relevant Indigenous groups been consulted and provided their consent (refer to Section 2.3.2, Step 3)?
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- Have the guidelines relating to compliance with the principles been adhered to? If not, is consultation required with emergency response and other service providers (refer to Section 2.3.2, Step 4)?
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- Have the relevant residents, ratepayers and businesses been consulted (refer to Section 2.3.2, Step 5)?
-
- Have objections received during public consultation been addressed (refer to Section 2.3.2, Steps 5 and 6)?
-
- Has a report on the naming proposal been discussed and signed off by all councillors prior to lodgement with the Registrar?
- OR
- If a delegation of authority has been used, have details of the relevant officer been officially provided to the Office of Geographic Names?
-
- Are the following pieces of information attached to the naming proposal being lodged, using the online Notification and Editing Service (NES)?
- A brief report providing:
 - details of the feature (including, if possible, the address and access points for emergency response);
 - background of the proposed name and why it was selected; and
 - indication that the name conforms to the principles of Sections 1 and 2 of the guidelines.
 - Detail of the consultation process including (where relevant):
 - copies of survey material;
 - de-identified (i.e. personal details removed) submissions received from the public;
 - details on how council has addressed any objections lodged;
 - a copy of letters sent to objectors, indicating their ability to lodge an appeal to the Registrar subject to the reasons provided in Principle 1(N);
 - copies of consent from Indigenous communities, if relevant;
 - details of consultation with emergency response and public service providers (if relevant), including copies of correspondence sent and responses received; and
 - a copy of council minutes indicating approval of the proposal, or that council staff have delegated authority.
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Features owned or maintained by State Government departments

- Have you checked the Department of Sustainability and Environment website to see if there are specific guidelines for your department?

- If there are no specific guidelines for your department, the feature can be named:

- in-house;
- through a public competition; or
- through the Minister responsible for the *Geographic Place Names Act 1998*.

Refer to Section 2.4.2 of the guidelines for the process applicable to each of these three options.

- If the naming proposal is being developed in-house, has it been discussed with relevant interest groups (refer to Section 2.4.3, Step 1)?

- If the naming proposal is being developed through a public competition, have you referred to the information contained in the document ***Consulting with the Wider Community as part of the process of naming and renaming features, localities and roads*** and contacted the Office of Geographic Names for advice?

- Does the proposed name (or list of names) conform to the principles in Section 1.8?

	Yes	No	Not applicable
Language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognising the public interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensuring public safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Directional names to be avoided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assigning extent to a feature, locality or road	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Linking the name to the place	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using commemorative names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Names must not be discriminatory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognition and use of Indigenous names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dual names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consultation with the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lodging, considering and addressing objections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notification of a naming decision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

-
- Is the 'feature type' used in the name after the feature's name, e.g. Waterlands Park (refer to Principle 2(A))?

 - If using a location-based name, is it the name of the locality rather than the name of the neighbourhood, estate or subdivision (refer to Principle 2(C))?

 - If the feature is a waterway, have cultural heritage issues been investigated (refer to Principle 2(B))?

 - Is the feature privately owned or administered and subject to a naming sponsorship contract? If so, a base name should be assigned (refer to Principle 2(D)).

 - Does the name have Indigenous associations? If so, have the relevant Indigenous groups been consulted and provided their consent (refer to Section 2.4.3, Step 3)?

 - Have the guidelines relating to compliance with the principles been adhered to? If not, is consultation required with emergency response and other service providers (refer to Section 2.4.3, Step 4)?

 - If considering the public consultation, have you contacted the Office of Geographic Names to ensure the proposal has merit and confirm the framework for consultation (refer to Section 2.4.3, Step 5)?
-

When the proposal has been finalised, are you seeking:

- The Registrar's endorsement of the proposed name or shortlist of names (refer to Sections 2.4.2 and 2.4.4(a)); or
- Assistance from a Geographic Place Names Advisory Committee to make a final determination on the proposed name (refer to Sections 2.4.2 and 2.4.4(b))?

In both instances, contact the Office of Geographic Names to seek advice on how to submit the proposal for the Registrar's consideration. Also refer to Section 2.4.3, Step 6 for information on the documentation required for this process.

Traditional Indigenous Australian names for features

What type of proposal is being considered?

Registration of a traditional name (refer to Section 2.5.1).

OR

Recording of a traditional or historical name (refer to Section 2.5.2).

If registration of a traditional name is being proposed, does the feature already have an officially registered name? For information on how to search for registered feature names, refer to VICNAMES User Note 1.

If a name is already registered for the feature, the traditional Indigenous name will be considered as a dual name (refer to Section 2.5.1 and Principle 1(L)).

If registration of a traditional name is being proposed, does the feature already have an unofficial name used by the wider community?

If an unrecorded and/or unregistered name is used by the wider community for the feature, the traditional Indigenous name will be considered as a dual name (refer to Section 2.5.1 and Principle 1(L)).

When recording of a traditional or historical name is being proposed, are you aware that the name will be recorded in VICNAMES but will not appear on official maps (refer to Section 2.5.2)?

Has the traditional name been verified by the area's traditional owner group(s), and is there oral or written evidence of this verification? Refer to Section 2.5.1, Step 2 or Section 2.5.2, Step 3 as well as ***Consulting with Indigenous Groups as part of the process of naming and renaming features, localities and roads.***

Have you contacted the Office of Geographic Names to seek advice on whether the proposal should be submitted to the naming authority or directly to the Registrar?

Does the proposal to be submitted to the naming authority or Registrar contain the following information?

Details of the feature's location (including, if possible, the address and access points for emergency response).

Background of the traditional or historical name (including traditional language and, if possible, its cultural heritage).

Copies of consent statements from all relevant Indigenous groups.

Section 3 Localities checklist

- Does the locality cover more than one municipal area, or is it part of a State Government project? If so, specific guidelines apply (refer to Section 3.3).

- If proposing a new or changed name, does the proposal conform to the principles in Section 1.8?

	Yes	No	Not applicable
Language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognising the public interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensuring public safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Directional names to be avoided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assigning extent to a feature, locality or road	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Linking the name to the place	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using commemorative names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Names must not be discriminatory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognition and use of Indigenous names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dual names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consultation with the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lodging, considering and addressing objections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notification of a naming decision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Have you checked the proposal against the principles and explanatory boundary map diagrams in Section 3.1?

- Does the proposal include background details on why the council should consider changing the existing boundaries or creating the new locality?

- Does the proposal include a detailed map of the existing and proposed boundaries?

- If relevant, has consideration been given to naming the locality after a local historical figure or event?

- If the new locality relates to a major land redevelopment project, has a public naming competition been considered?

- Does the proposed name have Indigenous associations? If so, have the relevant Indigenous groups been consulted and provided their consent (refer to Section 3.2.2, Step 3)?

Have the guidelines relating to compliance with the principles been adhered to? If not, is consultation required with emergency response and other service providers (refer to Section 3.2.2, Step 4)?

Have the relevant residents, ratepayers and businesses been consulted (refer to Section 3.2.2, Step 5)?

Have objections received during public consultation been addressed (refer to Section 3.2.2, Steps 5 and 6)?

Has a report on the naming proposal been discussed and signed off by all councillors prior to lodgement with the Registrar?

OR

If a delegation of authority has been used, have details of the relevant officer been officially provided to the Office of Geographic Names?

Are the following pieces of information attached to the naming proposal being lodged, using the online Notification and Editing Service (NES)?

- A brief report providing:
 - details of the existing and proposed boundaries for the new locality and existing localities in the area;
 - background of the proposed name and why it was selected; and
 - indication that the name and boundaries conform to the principles of Sections 1 and 3 of these guidelines.

- Detail of the consultation process including (where relevant):
 - copies of survey material;
 - de-identified (i.e. personal details removed) submissions received from the public;
 - details on how council has addressed any objections lodged;
 - a copy of letters sent to objectors indicating their ability to lodge an appeal to the Registrar subject to the reasons provided in Principle 1(N);
 - copies of consent from Indigenous communities, if relevant;
 - details of consultation with emergency response and other service providers (if relevant), including copies of correspondence sent and responses received; and
 - a copy of council minutes indicating approval for the proposal, or that council staff have delegated authority.

Section 4 Roads checklist

Roads coordinated by municipal councils

- Have you referred to the *Roads Management Act 2004* and the *Local Government Act 1989* to determine the coordinating road authority for the road(s) in question (refer to the introduction to Section 4 for details)?

- If proposing a new or changed name, does the proposal conform to the principles in Section 1.8?

	Yes	No	Not applicable
Language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognising the public interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensuring public safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Directional names to be avoided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assigning extent to a feature, locality or road	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Linking the name to the place	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using commemorative names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Names must not be discriminatory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognition and use of Indigenous names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dual names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consultation with the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lodging, considering and addressing objections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notification of a naming decision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Does the proposal conform to the requirements of the principles in Section 4.1? If not, have emergency services been consulted (refer to Section 4.2.2, Step 4)?

- Does the road name use an acceptable road type (refer to Principle 4(D) and Appendix 1)?

- Have you checked the list of unacceptable road names, e.g. 'the' or 'and' are unacceptable, as are numbers, hyphens, directions or destinations (refer to Principle 4(E))?

- If the proposed name has Indigenous connections, have the relevant Indigenous groups been consulted and given their approval (refer to Principle 1(K))?

- Have residents, ratepayers and businesses been consulted if the proposal affects their address (refer to Section 4.2.2, Step 5)?

- Have the concerns or objections raised by residents, ratepayers and businesses been addressed (refer to Section 4.2.2, Step 6)?

-
- If the majority of immediate community members have opposed the proposal but there is an underlying service provision need to change the name or adjust the boundary, do you require assistance from the Office of Geographic Names and emergency response or other service providers?

If so, contact the Office of Geographic Names for advice.

If the road is coordinated by a municipal council:

- Has a report on the naming proposal been discussed and signed off by all councillors prior to lodgement with the Registrar; or
- Have details of the relevant officer been officially provided to the Office of Geographic Names if a delegation of authority has been used?
-

- Has signage been considered in line with Principles 1(P) and 4(G)?
-

- Are the following pieces of information attached to the naming proposal being lodged, using the online Notification and Editing Service (NES)?
- A brief report providing:
 - details of the existing and proposed extent of the road (in accordance with Principle 4(B));
 - background of the proposed name and why it was selected;
 - details on why a renaming is proposed (if relevant); and
 - indication that the name conforms to the principles of Sections 1 and 4 of these guidelines.
 - Details of consultation, including copies of survey material and de-identified (i.e. personal details removed) submissions received from the public. Discussion should include details on how council has addressed any objections lodged, and include copies of letters sent to objectors indicating their ability to lodge an appeal to the Registrar subject to the reasons provided in Principle 1(N).
 - Copies of consent from the Indigenous communities, if relevant.
 - If relevant, details of consultation with emergency response and public service providers, including copies of correspondence sent and responses received.
 - A copy of council minutes indicating approval for the proposal, or a copy of the report prepared under delegated authority.
-

Roads coordinated by State Government departments or authorities

- Have you referred to the *Roads Management Act 2004* and the *Local Government Act 1989* to determine the coordinating road authority for the road(s) in question (refer to the introduction of Section 4 for details)?

If there is more than one coordinating road authority, are you preparing this proposal as a collaborative project?

- The road can be named:
- in-house;
 - through a public competition; or
 - through the Minister responsible for the *Geographic Place Names Act 1998*.

Refer to Section 4.3.2 of the guidelines for the process applicable to each of these three options.

- If the naming proposal is being developed in-house, has it been discussed with relevant interest groups (refer to Section 4.3.3(a))?

- If the naming proposal is being developed through a public competition, have you referred to the information contained in the document ***Consulting with the Wider Community as part of the process of naming and renaming features, localities and roads*** and contacted the Office of Geographic Names for advice?

- If proposing a new or changed name, does the proposal conform to the principles in Section 1.8?

	Yes	No	Not applicable
Language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognising the public interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensuring public safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Directional names to be avoided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assigning extent to a feature, locality or road	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Linking the name to the place	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using commemorative names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Names must not be discriminatory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognition and use of Indigenous names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dual names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consultation with the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lodging, considering and addressing objections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notification of a naming decision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

-
- Does the proposal conform to the requirements of the principles in Section 4.1?
-
- Does the road name use an acceptable road type (refer to Principle 4(D) and Appendix 1)?
-
- Have you checked the list of unacceptable road names, e.g. 'the' or 'and' is unacceptable, as are numbers, hyphens, directions or destinations (refer to Principle 4(E))?
-
- If the proposed name has Indigenous connections, have the relevant Indigenous groups been consulted and given approval (refer to Principle 1(K))?
-
- Have residents, ratepayers and businesses been consulted if the proposal affects their address?
-
- Have the concerns or objections raised by residents, ratepayers and businesses been addressed (refer to Section 4.2.2, Step 6)?
-
- If the majority of immediate community members have opposed the proposal but there is an underlying service provision need to change the name or adjust the boundary, do you require assistance from the Office of Geographic Names and emergency response or other service providers?
- If so, contact the Office of Geographic Names for advice.
-

Are you seeking:

- The Registrar's endorsement of the proposed name or shortlist of names (refer to Sections 4.3.5 and 4.3.6(a)); or
- Assistance from a Geographic Place Names Advisory Committee to make a final determination on the proposed name (refer to Sections 4.3.5 and 4.3.6(b))?
- In both instances, contact the Office of Geographic Names to seek advice on how to submit the proposal for the Registrar's consideration.
-
- Has signage been considered in line with Principles 1(P) and 4(G)?
-

Roads located in residential or commercial subdivisions

- Are you aware that the road naming authority is the municipal council, but it is not the coordinating road authority and, therefore, is not responsible or liable for maintenance or other management of the road (refer to Sections 4.4.1 and 4.4.5 for details)?

- Does/do the name/names conform to the principles in Section 1.8?

	Yes	No	Not applicable
Language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognising the public interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensuring public safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Directional names to be avoided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assigning extent to a feature, locality or road	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Linking the name to the place	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using commemorative names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Names must not be discriminatory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognition and use of Indigenous names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dual names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consultation with the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lodging, considering and addressing objections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notification of a naming decision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Does/do the proposed name/names conform to the requirements of the principles in Section 4.1? If not, contact the Office of Geographic Names for advice.

- Does/do the road name/names use an acceptable road type (refer to Principle 4(D) and Appendix 1)?

- Have you checked the list of unacceptable road names, e.g. 'the' or 'and' are unacceptable, as are numbers, hyphens, directions or destinations (refer to Principle 4(E))?

- If the proposed name/s has/have Indigenous connections, have the relevant Indigenous groups been consulted and given approval (refer to Principle 1(K))?

- Have residents, ratepayers and businesses been consulted if the proposal affects their address? Refer to the information contained in the document *Consulting with the Wider Community as part of the process of naming and renaming features, localities and roads* and contact the Office of Geographic Names for advice.

- Have any concerns or objections raised by residents, ratepayers and businesses been addressed?

-
- If the majority of immediate community members have opposed the proposal but there is an underlying service provision need to change the name or adjust the boundary, do you require assistance from the Office of Geographic Names and emergency response or other service providers?

If so, contact the Office of Geographic Names for advice.

- Has a report on the naming proposal been discussed and signed off by the municipal council prior to lodgement of the plans for certification?

OR

- If a delegation of authority has been used, have details of the relevant officer been officially provided to the Office of Geographic Names?
-

- Has signage been considered in line with Principles 1(P) and 4(G)?
-

- If the naming, renaming or boundary change proposal is being lodged **after** the plan of subdivision has been certified, are the following pieces of information attached to the naming proposal being lodged, using the online Notification and Editing Service (NES)?

- A brief report providing:
 - details of the existing and proposed extent of the road(s) (in accordance with Principle 4(B))
 - background of the proposed name(s) and why it (they) was selected;
 - details on why a renaming is proposed (if relevant); and
 - indication that the name(s) conforms to the principles of Sections 1 and 4 of these guidelines.
 - Details of consultation, including copies of survey material and de-identified (i.e. personal details removed) submissions received from the public. Discussion should include details on how council has addressed any objections lodged, and include copies of letters sent to objectors indicating their ability to lodge an appeal to the Registrar subject to the reasons provided in Principle 1(N).
 - Copies of consent from the Indigenous communities, if relevant.
 - If relevant, details of consultation with emergency response and public service providers, including copies of correspondence sent and responses received.
 - A copy of council minutes indicating approval for the proposal, or a copy of the report prepared under delegated authority.
-

Private Roads located on private property

- Are you aware that the road naming authority is the municipal council, but it is not the coordinating road authority and, therefore, is not responsible or liable for maintenance or other management of the road? Refer to Sections 4.5.1.

- Has/have the private property road/roads already been developed?

- If so, is/are the road name/names already in use by the immediate community?

- Does Australia Post deliver mail to the general facility or individual sites within the complex? Contact should be made with Australia Post to discuss mail delivery options for the property.

- Does/do the name/names conform to the principles in Section 1.8?

	Yes	No	Not applicable
Language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognising the public interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensuring public safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Directional names to be avoided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assigning extent to a feature, locality or road	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Linking the name to the place	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using commemorative names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Names must not be discriminatory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognition and use of Indigenous names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dual names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consultation with the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lodging, considering and addressing objections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notification of a naming decision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Does/do the proposed name/names conform to the requirements of the principles in Section 4.1? If not, have emergency services been consulted?

- Does/do the road name/names use an acceptable road type (refer to Principle 4(D) and Appendix 1)?

- Have you checked the list of unacceptable road names, e.g. 'the' or 'and' are unacceptable, as are numbers, hyphens, directions or destinations (refer to Principle 4(E))?

- If the proposed name/names has/have Indigenous connections, have the relevant Indigenous groups been consulted and given approval (refer to Principle 1(K))?

-
- Have residents, ratepayers and businesses been consulted if the proposal affects their address? Refer to the information contained in the document *Consulting with the Wider Community as part of the process of naming and renaming features, localities and roads* and contact the Office of Geographic Names for advice.
-
- Have the concerns or objections raised by residents, ratepayers and businesses been addressed?
-
- Has a report on the naming proposal been discussed and signed off by the municipal council?
OR
 If a delegation of authority has been used, have details of the relevant officer been officially provided to the Office of Geographic Names?
-
- Has signage been considered in line with Principles 1(P) and 4(G)?
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- Has a report on the naming proposal been discussed and signed off by the municipal council?
OR
 If a delegation of authority has been used, have details of the relevant officer been officially provided to the Office of Geographic Names?
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- Are the following pieces of information attached to the naming proposal being lodged using the online Notification and Editing Service (NES)?
- A brief report providing:
 - details of the existing and proposed extent of the road(s) (in accordance with Principle 4(B));
 - background of the proposed name(s) and why it (they) was selected;
 - details on why a renaming is proposed (if relevant); and
 - indication that the name(s) conform(s) to the principles of Sections 1 and 4 of the guidelines.
 - Copies of consent from the Indigenous communities, if relevant.
 - If relevant, details of consultation with emergency response and public service providers, including copies of correspondence sent and responses received.
 - A copy of council minutes indicating approval for the proposal, or a copy of the report prepared under delegated authority.
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