Naming a Council Reserve, Facility or Road Proposal

northern beaches council

If you need help lodging your form, contact us		
Email	council@northernbeaches.nsw.gov.au	
Phone	1300 434 434	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095 Mona Vale 1 Park Street Mona Vale NSW 2103	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099 Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107

Office use only	
Form ID	4132
Last Updated	February 2023
Business Unit	Parks & Recreation
Application No.	
Receipt No.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Prior to completing this form please read the Naming our Reserves, Facilities and Roads Policy on northernbeaches.nsw.gov.au. Renaming of reserves also need to align with the Geographical Names Board of NSW Policy - Place Naming. Only applications which adhere to these policies can be considered

Part 1: Applicants Details

Organisation name (if applicable)			
First Name		Last Name	
Address			
		Postcode	
Phone		Mobile	
Email			

Part 2: Reserve, Road and Facility location details

What would you like to name or rename?	Reserve Road Facility
What is the current name of this asset?	
Where is the asset located? Please provide as many details as possible so we can identify the location. Feel free to add any photos, maps or coordinates.	

Part 3: The Naming Proposal

a) What do you wish to name the asset?	
b) Why have you proposed this name? Please specify how the proposal aligns with the policy criteria. Provide as much information as possible and attach any supporting documentation including evidence of how the proposed name relates to the asset and the people who may use it.	
c) if proposing an Aboriginal name, have you sought support from relevant Aboriginal stakeholders? If so, please provide details.	
d) if naming in honour of a person, has the proposal got the support of the individual or the family (if deceased)? If so, please provide supporting letter/email and/or contact details for the individual or family.	
e) are there any other names you would also like considered as possible alternatives to your primary suggestion? If yes please provide additional information as per items a - d above.	

Part 4: Application and Approval Process

- Applications will be assessed as soon as practicable after receiving the fully completed form. Applicants may be contacted for further information.
- All requests will be assessed against Council's Naming Our Reserves, Facilities and Roads Policy, the Geographical Names Board of NSW Policy - Place Naming and any relevant strategic directions.
- All applications will be replied to in writing.
- Proposals are supported and consistent with relevant policies and strategic directions will be placed on public exhibition for at least 2 weeks. Community feedback will be reported to Council.
- If approved by Council, proposals for Reserves and Roads may be forwarded to the NSW Geographic Names Board (GNB) for consideration. Applications for naming a facility are determined by Council and implemented accordingly. The GNB is notified of these names to ensure the name, position and origin is recorded in the Spatial Services' Digital Topographic Database and the name shown on maps, where relevant.
- Applicants will receive notification of the status of their application during the process including the final determination.

Part 5: Declaration

On signing this form I acknowledge that the details above are correct, I have read the Naming Our Reserves, Roads and Facilities Policy and accept the terms and conditions of the application process.			
Applicant Name			
Signed		Date	

OFFICE USE ONLY			
Council owned asset		Yes	No
TRIM number			
Request aligns with the current Policy		Yes	No
Asset number			