

Nomenclature Board of Tasmania

Guidelines for submitting proposals for Tasmanian Place Names

General

Proposals for the naming of places within Tasmania can be submitted by organisations or individuals. Before submitting a proposal, it is recommended that you review the following documents which detail the principles applicable to place naming within Tasmania:

- [Rules for Place Naming in Tasmania](#)
- [Aboriginal and Dual Naming Policy](#)

The following guidelines provide a summary of the Nomenclature Board of Tasmania's requirements prior to considering any submissions. If a proposal doesn't comply with these guidelines it is unlikely to be successful. Submissions for geographical features must be in writing and include all supporting information including a map of the proposed extent of the feature, as detailed further in these guidelines and included in the checklist.

Road and Street Names

Proposals for naming or altering the names of public roads and streets (excluding highways) are submitted by the relevant municipal council. Proposals will need to conform to the Rules for Place Naming in Tasmania and any duplication with existing street names within Tasmania should be avoided.

The naming of private roads and streets is encouraged where street numbering to these streets will improve service delivery. As addressing is a council responsibility, the initial proposal will need to be submitted to council for their endorsement.

Submission or assignment of all proposals for road and street names are to be made by the relevant council using the *Placenames Tasmania* proposal process.

Geographic Names

Geographic features are those natural features including rivers, streams, lakes, mountains, bays etc. In addition to the [Rules for Place Naming in Tasmania](#), the naming of these features is also subject to the [Aboriginal and Dual Naming Policy](#). This policy provides for preference to be given to Aboriginal names for any geographic feature or place that does not already have an existing name.

The purpose of place names is primarily to provide unambiguous direction and reference to identify geographical identities. Duplication of place names within Australia is to be avoided and a check should be made to ensure that the name is not already in use in another State or Territory. An initial search from the national place names gazetteer is required to confirm this. This can be accessed from: www.ga.gov.au/place-names

Personal Names

If personal names are to be used for geographical features, the name should only be applied posthumously. The person commemorated should have contributed significantly to the area where the feature is located. The submission will need to provide substantiation of this contribution including any other supporting information. If the name commemorates a deceased person or family, a brief biography will need to be included in the proposal documentation containing:

- Full name/s (including parents and children if known)
- Dates of any relevant births, deaths or marriages
- Information about their life, including the general nature of their occupation and education
- Details of any civil and community contributions made by the person, such as membership of community organisations, terms of office and achievements
- Details of any honours or decorations received by the person/s
- Consent of family or descendants if possible
- Any other historical information in support of the suggestion.

Aboriginal and Dual Names

Any proposal for the use of Aboriginal names for Tasmanian features and places must be first referred to the Tasmanian Aboriginal Centre (TAC) who will then undertake the necessary Aboriginal community consultation to confirm acceptance by the community. If appropriate, the TAC will then prepare and submit a proposal for an Aboriginal or dual name to the Nomenclature Board.

Checklist for proposing new Geographic Names

The following steps must be taken by the proponent for the submission of a new geographic name before it will be considered by the Nomenclature Board:

Checklist for proposing new Geographic Name	
<input type="checkbox"/>	Contact details for proponent including name, organisation, address, phone and email
<input type="checkbox"/>	Proposed name including feature type (see schedule 2 of Rules for Place Names in Tasmania)
<input type="checkbox"/>	Map indicating location and extent of feature proposed to be named (Preferably a LISTMAP PDF file marked up with LISTMAP drawing tools)
<input type="checkbox"/>	If a personal or family name is to be commemorated, all details noted above
<input type="checkbox"/>	Ensure that this name is not duplicated within Tasmania or Australia
<input type="checkbox"/>	Check for conformity against Rules for Place Names in Tasmania
<input type="checkbox"/>	Confirmation from the TAC that this proposal is supported
<input type="checkbox"/>	An indication of the level of community support for this proposal, and how this support was determined e.g. community meeting or petition

<input type="checkbox"/>	The views of the local council together with the any other individuals, interest groups or organisation having an interest in the land e.g. the Parks and Wildlife Service, Forestry Tasmania, Crown Land Services, Walking Clubs etc.
<input type="checkbox"/>	Any comments from any affected individuals or interest groups.

Other cultural names

Other cultural names include parks, walking tracks etc. Whilst these names are generally allocated by the administering authority, it is preferred that the assignment of these names is done through the legislative process to ensure that there is one official name allocated, and that name conforms to the rules and guidelines for place naming. By making these names official it will also ensure that these names are made publically available through **Placenames Tasmania** and through the Land Information System Tasmania (**The LIST**). It will also ensure that subsequent duplications of these names are avoided which could lead to confusion for identification and location of features.

Submissions for these names should be made by the relevant authority responsible for administering the feature, together with supporting evidence if appropriate that the community has been consulted and is supportive of the proposal.

Proposals for naming these features are to be by the relevant organisation using the **Placenames Tasmania** proposal process.

Submissions

Submissions must be provided in writing, along with supporting documentation, to the Nomenclature Board of Tasmania by either:

Mail: Nomenclature Office, Land Tasmania, GPO Box 44, Hobart 7001

Email: Nomenclature.Office@dpiwwe.tas.gov.au

For any assistance of enquiries regarding place name proposals contact the Nomenclature Office by email Nomenclature.Office@dpiwwe.tas.gov.au

Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to the Nomenclature Board of Tasmania. Information provided to the Nomenclature Board of Tasmania may also be subject to claims under the *Right to Information Act 2009*.