

# Tasmanian Place Naming Guidelines

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# I. Introduction

## I.1. What are place names?

Place names or toponyms are names of places or geographic entities and are critically important reference points for all members of the community. From natural features, such as rivers and mountains, to localities, streets and reserves, place names are the most common way that people identify locations. While the existence and use of place names may be taken for granted in everyday life, the importance of rigorous processes for assigning appropriate and authoritative names to natural and manmade features generally goes unnoticed.

Consistent use of accurate place names is an essential element of effective communication worldwide, and supports socio-economic development, conservation and national infrastructure. Place names provide the most useful geographical reference system and are used to uniquely identify a feature and its location.

More information on place naming in Tasmania can be found at the following link:

<http://dpiwwe.tas.gov.au/land-tasmania/place-naming-in-tasmania>

## I.2. Place naming authorities

All Australian states and territories, together with New Zealand, have legislative procedures for the approval and recording of place names to ensure that consistency is applied in the selection of names and to promote the use of the correct place names in mapping and electronic applications.

The Committee for Geographical Names of Australia (CGNA) was established in 1984 for the co-ordination of place naming in Australia and New Zealand. In 1993, it became a standing committee within the Intergovernmental Committee on Surveying and Mapping (ICSM). Its membership comprises the principle nomenclature authorities of those two countries, with a number of other members who have responsibilities for place names. In October 2015 the name of the committee was updated to the Permanent Committee on Place Names (PCPN).

In 1953, the *Survey Co-ordination Act 1944* was amended to introduce a statutory system for naming places and to establish the Nomenclature Board as the responsible authority for the naming of all Tasmanian features or places. The Nomenclature Board comprised of members from all those authorities responsible for producing maps at the time, with the objective to ensure consistency in the depiction of place names on topographic paper maps of the day.

With the introduction of new legislation, the *Place Names Act 2020* provides for contemporary Governance arrangements for the place naming process and clarity in the responsibility for the naming of roads and streets. With digital mapping and data management processes, the *Place Names Act 2020* streamlines the underpinning administrative processes and enhances opportunities for compliance with national standards.

## Tasmanian Place Naming Guidelines

Under the provisions of the *Place Names Act 2020* the naming authority may vary depending on the type of feature to be named. Naming authorities under other legislation are listed in Section 10 of these guidelines. Naming authorities under the *Place Names Act 2020* are responsible for developing proposals that conform to these guidelines and undertaking the appropriate community consultation to ensure that the name is acceptable to the community.

Naming authorities for place names approved under the *Place Names Act 2020* are:

- Geographical features – The Minister
- Roads and streets – The relevant council of the municipal area
- Locality names and boundaries – The Minister
- Other cultural features – The Minister

### 1.3. Tasmanian place naming jurisdiction

The extent of the place naming guidelines covers the State of Tasmania, including Macquarie Island. This is restricted to the limit of coastal waters, generally in areas within three nautical miles seaward of the coast. Names for Macquarie Island may also be considered by the Australian Antarctic Division's Place Name Committee for consideration and referring for naming under the *Place Names Act 2020*.

### 1.4. About these guidelines

These guidelines are provided for in the *Place Names Act 2020* and are to apply to all place names approved under the provisions of this Act. These guidelines are intended to be used by all naming authorities to assist in the selection of a conforming name, as well as providing the public and community with the principles that apply to the selection of a name. These guidelines will be used to assess the suitability of a place name proposal for approval.

These guidelines have been developed to conform to established conventions as well as national standards and guidelines. These guidelines have been accepted by stakeholders who contribute to the place naming process and have been endorsed by the Minister. They are to be reviewed every five years, or as required.

The guidelines are made publicly available for viewing via the DPIPWE website and remain published while in effect. Any amendments to the guidelines will be published for a period of not less than one month via the website before taking effect.

<https://dpiipwe.tas.gov.au/land-tasmania/place-naming-in-tasmania/guidelines-and-processes>

Within these guidelines the word 'must' indicates that a statement or condition is mandatory, and the word 'should' indicates a recommendation that is highly desirable.



## 1.5. What can be named?

The *Place Names Act 2020* provides for the following features to be included in this legislation under the definition of a place. These include, but are not restricted to:

- a geographical or topographical feature (whether natural or artificial; or on land, underground or underwater);
- a suburb or locality, habitation, or other feature of community or cultural significance;
- a highway, road, street, lane or thoroughfare that is either open to or lawfully used by the public, or is a private road that contains residences that have, or are capable of having, separate addresses;
- a park, recreation area or sporting ground, walking or bike track that is open to or used by the public; and
- any other area or feature that is, or is likely to be, of public, cultural or historical interest.

Buildings and similar structures are not named under the *Place Names Act 2020*, nor are places that are given, or may be given, a name under any other Act.

The Registrar of Place Names may in addition ‘record’ the names of places not required to be named under this legislation in the interests of the public good (see 11.3).

## 2. Place Naming Process

### 2.1. Who can propose place names?

Any individual, organisation, government (including local government), agency or authority can propose a new name for a feature, or a change to an existing named feature. The proponent in the first instance should contact the relevant authority for undertaking the appropriate community consultation (as per 2.2) and for developing a formal naming proposal.

- Proposals for new or alterations to existing geographical, topographical and cultural features must be referred back to the relevant land management authority for approval. The community should also be consulted to ensure its views are considered. New geographical or topographical names must conform to the requirements for Aboriginal and dual naming (see 3.9 and 3.10).
- Proposals for new or alterations to existing locality names, their boundaries and extents must be directed to the appropriate local government authority.
- Proposals for new or alterations to existing road and street names or extents must be directed to the council of the municipal area.
- Proposals for new or alterations to existing public features such as parks, playgrounds etc must be directed to the relevant landowner or managing authority.

### 2.2. Requirements for consultation

Place names have an important role within the community with many names, including road names, having a direct effect on individuals. It is essential that the community is adequately consulted as part of the process in the development of a place name proposal and opportunity is provided to ensure that the proposed name is acceptable to the community as well as conforming to these guidelines. Public participation in the place naming process lends strength and provides a level of ownership to a naming proposal, which will assist in the approval process.

The level of consultation required is largely dependent upon the type of feature proposed to be named or altered, the significance of the feature to the community and any direct impacts of the proposal to an individual.

For altering or approving names for geographical, topographical and cultural features, proposals may be referred for consultation to relevant land management authorities and community groups, which include progress and ratepayer associations, bushwalking clubs and local history organisations.

For altering a road name, locality name, approving a new locality name, or major changes to a locality boundary, it is critical that extensive community consultation is undertaken, including ensuring affected residents are made aware of the proposal. This can be done by public notices, advertising in local government publications or letters to residents.

## 2.3. Submissions to name places

Submissions from local government for new road or street names, or council maintained cultural features such as walking tracks and parks, are to be submitted through *Placenames Tasmania*. The relevant fields are to be filled out, including background information on the origin of the name together with any relevant file or photo attachments and a spatial location.

Submissions for any other proposals to approve, alter or discontinue the name of a feature must conform to the general principles and structure principles of these guidelines. Proposals may be lodged by any individual, group or organisation through *Placenames Tasmania* or to the Registrar of Place Names using the contact details listed at 2.11. The proponent is to ensure that the necessary consultation has been undertaken, together with evidence of support, or otherwise, from relevant organisations. A map or spatial representation through *Placenames Tasmania* indicating the location and extent of the feature proposed to be named must be included, together with any supporting documentation. Any proposal that does not meet these guidelines or is not supported by evidence of consultation and endorsement will not be successful.

At minimum, naming submissions for geographic or topographical features must include the following information:

- Contact details of the proponent(s) including name, organisation, address, phone and email.
- Proposed name and feature type (eg bay, hill, stream, mountain etc).
- Reason for proposing a name for the feature and why this name may be appropriate.
- Evidence that the proposed name conforms to these guidelines.
- Background, historical or other supporting information, including images.
- Map (LISTMAP PDF file marked up with LISTMAP drawing tools) and/or spatial representation through *Placenames Tasmania* indicating the location and extent of the feature proposed to be named.
- Evidence of community support for the proposed name including any public consultation that has been undertaken.
- Written support from the relevant local government council(s).
- The views of any other individuals, interest groups or organisations that have an interest or management responsibility in the land, such as Tasmania Parks and Wildlife Service, Sustainable Timber Tasmania, Crown Land Services, walking clubs etc.
- New geographic or topographical names must also conform to the requirements for Aboriginal and dual naming (see 3.9 and 3.10).

If no response has been received from an authority after one month has elapsed it can be assumed that the proposal is supported. Evidence of this attempt at consultation can be submitted along with the proposal.

## 2.4. Investigations of proposals

All submissions will initially be assessed by the Registrar of Place Names for conformance to the Tasmanian Place Naming Guidelines. Any submission failing to conform may be rejected or returned to the proponent for development of a revised submission.

Providing a road name proposal conforms to these guidelines, it will be deemed to be approved under the provisions of the *Place Names Act 2020* once accepted into the Register by the Registrar of Place Names. If a road name proposal does not conform to the guidelines it may be referred back to the relevant council and/or to the Place Name Advisory Panel for further review.

Submissions for features other than road names may be referred to the Place Names Advisory Panel for further assessment, including the effects on the community. For the conforming names of cultural features where it is deemed that the name has already been well established and accepted by the community, or where the name is not considered to be contentious and has little effect upon the community, the Registrar of Place Names may advertise the proposed name without reference to the Place Names Advisory Panel.

## 2.5. The Place Names Advisory Panel

A Place Names Advisory Panel is provided for in the *Place Names Act 2020* to consider proposals for place naming and to make recommendations on the selection of a place name. The Place Names Advisory Panel comprises representatives from those bodies having an interest in the naming of places as well as persons having knowledge, background and experience in heritage or historical matters or linguistics.

The Surveyor-General will chair the Place Names Advisory Panel and will provide recommendations to the Minister for the approval of names to be approved, altered or discontinued.

## 2.6. Consultation and advertising of proposals

While appropriate consultation is expected to be undertaken by the proponent prior to submitting a proposal to approve, alter or discontinue a place name, it is necessary to ensure that the whole community has the opportunity to consider and respond to a proposal before being approved. The advertising process provides for this additional consultation and the opportunity to provide feedback in the form of support for, or objection to, the naming proposal.

All proposals to approve, alter or discontinue a place name (other than a road or street name) will be advertised on the *Advertisements* page of *Placenames Tasmania* for a period of between one and three months depending on the significance of the name to the community and the likelihood of public interest, comment or objections.

Where a proposal to approve or alter a road name by a road naming authority has been referred to the Place Names Advisory Panel for review or where the proposed name has a significant effect upon the community, for example, altering the name of a road which a number of residents are addressed to, the proposal may also be advertised on the *Placenames Tasmania Advertisements* page.

Proposals may also be advertised in any or all of the three major regional newspapers if it is felt that the proposals impact on the community is perceived as high or if there is a strong possibility that the proposal may generate strong community interest or discussion.

In some cases, there may be a requirement to undertake additional consultation with specific community groups, such as when a major change to a locality or significant change to a road name is proposed.

### **2.7. Submissions to place naming proposals**

A submission provides an opportunity for members of the community to inform the naming authority that one or more persons support or disagree with a proposal to approve or alter a place name. Any person or organisation can lodge a submission to a naming proposal. Submissions must be lodged through *Placenames Tasmania* or in writing to the Registrar of Place Names (using the contact details listed at 2.11) within the period allocated for feedback during the advertising process.

Submissions must state the reasoning for support or nature of the objection. Objections must include valid concerns about non-conformance with these guidelines as well as any detrimental effect the proposal may have on the objector or the community, together with any relevant supporting information. Any additional relevant information, including written support for the objection from other members of the affected community, should also be attached to the submission.

### **2.8. Considering submissions**

When a proposal is forwarded to the Place Names Advisory Panel by the Registrar, any submissions received through the advertising process outlined in 2.7 will be provided to the Panel.

The Panel will assess any submissions, whether in favour of, or objecting to a proposal. If the Panel decides to uphold an objection it can choose to abandon the proposal or alter the proposal to conform to these guidelines. This will be done in consultation with the proposer.

Once the Place Names Advisory Panel has made a decision on a proposal, the Surveyor-General will provide a recommendation to the Minister as per 2.9.

At the conclusion of the approval process the Place Names Registrar will write to those that have provided submissions advising of the outcome.

## 2.9. Approving place name proposals

The Surveyor-General, as chair of the Panel, will provide a recommendation from the Panel to the Minister in respect to a proposal.

There are two possible outcomes from this consideration:

- The Minister will accept the recommendation;
- The Minister will refuse to take action on the recommendation and request that the Panel make a new recommendation.

Once the Minister has accepted the recommendation, the decision is final and the proposal process for the place name is finalised once the Register is amended. When amended in *Placenames Tasmania*, the approved name, alteration to, or revocation of an approved name or alteration, clarification, extension or reduction of the location, boundaries or extent of the place will be available through *Placenames Tasmania* and published on subsequent mapping publications and spatial data sets delivered through the Land Information System Tasmania (theLIST).

## 2.10. Notification of a place name proposal

The status of the proposal on the *Advertisements* page of *Placenames Tasmania* will be updated to reflect the change of status.

Relevant stakeholders including the proposer will be informed of the outcome of the place name proposal.

A notice will also be published in the *Tasmanian Government Gazette* as required, providing a listing of decisions of the Minister. The gazettal process will exclude road and street names unless they are required to be referred to the Place Names Advisory Panel. (See Section 7 Naming roads and streets).

The Gazette notice will include the following information:

- The *Placenames Tasmania* register number of the feature name;
- The name of the feature (and, if relevant the former name);
- The local government area(s) and locality(ies) that the feature is located in.

## 2.11. Contact details for place name submissions

Submissions can be submitted through *Placenames Tasmania*, along with supporting information, location and documentation, or in writing to the Registrar of Place Names by either:

**Mail:** Registrar of Place Names, Land Tasmania, GPO Box 44, Hobart 7001

**Email:** [Placenames@dpipwe.tas.gov.au](mailto:Placenames@dpipwe.tas.gov.au)

## 3. General Principles

### 3.1. Retrospective application

These guidelines are intended to apply to all names approved or altered under the *Place Names Act 2020* and are not intended to be retrospective. There may be existing names approved under earlier legislation which do not conform to these guidelines, it is not intended that these names be altered unless there is a valid reason for doing so.

### 3.2. Use of approved names

The written form of a place name approved under the provisions of the State's place naming legislation and entered into the Register, *Placenames Tasmania*, is deemed to be an approved name. Such names must be used for all official maps, publications and spatial data products within Tasmania.

The use of unapproved or alternative names can lead to confusion in the community and the use of names other than approved names must be avoided, such as references to the *Railway Roundabout* as the *ABC Roundabout*. Within government the approved name must be used in all documents and publications, either in paper or electronic format.

The approval, alteration or omission of place names must consider public safety and not cause confusion for emergency services, transport, communication, mail services or the general public.

The *Place Names Act 2020* provides for the application of penalties for intentional misuse of approved names.

### 3.3. Altering a name

Place names are intended to be enduring and the changing of an established name merely to correct or re-establish historical usage is not to be considered in itself a reason to change a name, unless it is deemed to be in the public interest or for safety reasons. Consideration needs to be given to the effects upon the wider community, including emergency services, of the consequences of altering a name.

Where the spelling of names have been found to be altered or corrupted by long established usage it is preferred that these names, which have since been widely used and sanctioned by the community, are retained in their current form. The historically correct origin should be noted in the *Placenames Tasmania* register against the feature.

Examples include:

- The island *Pedra Branca*, which arguably should have been translated as *Pedra Blanca* or *Pedro Blanco*.

- The stream *Nicholls Rivulet*, which was named after William Nichols (one 'l'). Although the spelling was corrupted more than 100 years ago, *Nicholls Rivulet* has since been accepted by the community. As the locality and road also bear the same name, altering the name of one feature would introduce inconsistencies with other features derived from this name.

Alterations of road names can be considered if there is a requirement to remove ambiguity or provide clarification for addressing purposes.

Any proposals to alter a name must demonstrate a compelling reason for doing so, and must provide evidence of strong community consultation and support for such a change. For features that impact upon residents, such as road names, the majority of affected residents must be supportive of the change.

### 3.4. Extents of named features

Any proposal to name a feature must clearly define the area or extent of the feature to which the name will apply. The *Placenames Tasmania* system enables a draw feature tool to be used to indicate the position and extent of features. Otherwise, proposals should provide a plan or marked up map (eg [LISTMAP](#) image where the drawing tools have been used to mark up the extent). The Registrar will ensure that any approved place name will have its correct extent recorded against the feature within the *Placenames Tasmania* register. Every approved name will also have its location and extent spatially managed through a LIST spatial dataset.

A feature may hold more than one approved name, for example where separate walking tracks converge into one for a section of both tracks. In this case both names apply to that section of track.

### 3.5. Form and character of names

Place names should be easy to pronounce, spell and write; they should also be simple and concise, and preferably fewer than 50 characters long. Names should not exceed more than three words including the generic part (see 4.2). Names must be in accordance with community standards.

An exception is Tasmanian Aboriginal names. These names, which may seem to be complex at first, will over time become more familiar and easier to use within the community. Aboriginal names should be transcribed as accurately as possible to suggest a pronunciation that is as close as possible to the original form.



### 3.6. Duplication of place names

The purpose of place names is primarily to provide unambiguous direction and reference to identify a named identity. Duplication is to be avoided because of the confusion this may cause, particularly in the case of emergency service response.

Duplications include names that are similar in spelling or sound to any other place name, such as *MacKenzie Rivulet* and *McKenzie Creek*, or *Erica Place* and *Erina Place*.

- Names of geographical or topographical features should not be duplicated within Australia and checks must be made to ensure that the proposed name is not in use within Australia before any proposal to approve a new name is made.
- Names of geographical or topographical features must not be duplicated within Tasmania.
- Locality names must not be duplicated within Australia.
- Names of roads and streets and cultural features, such as parks and reserves, must not be duplicated in Tasmania, see 7.6.

### 3.7. Uniformity of spelling

The specific (name part) of a place name must have the same spelling as the existing name that provides the source for a place name. For example, *McArthur* for *McArthur Road* but not *McArthur* spelt as *MacArthur Road*.

### 3.8. Official language

In Australia, the national language is Australian English. In general, place naming practice must use the form, spelling and style of the official language and corrupted words of Australian English should be avoided. (The Macquarie Dictionary is widely regarded as the primary reference for Australian English).

All new proposals for place names, except where they are proper nouns, must be written in Australian English or, where appropriate, in accordance with the requirements for Aboriginal and Dual Naming (see 3.9 and 3.10).

Place names derived from languages other than English must adopt a form, spelling and style consistent with those languages at the time the name is approved.

### 3.9. Aboriginal place names

The Tasmanian Government acknowledges that places in Tasmania were named by Aborigines long before the arrival of Europeans. The Tasmanian Government acknowledges prior Aboriginal ownership and is committed to preserving Aboriginal heritage and language by ensuring that Aboriginal place names be restored to Tasmanian geographic and topographic features and places.

The use of Aboriginal languages to inform the naming of geographical and topographical features and places in Tasmania is governed by the Tasmanian Government's *Aboriginal and Dual Naming Policy*, which allows for geographical features and places to be given an Aboriginal language name.

The *Aboriginal and Dual Naming Policy* applies to naming Tasmanian features and places in accordance with the *Place Names Act 2020* and does not apply to built infrastructure such as roads, highways, bridges and communication towers.

The *Aboriginal and Dual Naming Policy* provides for:

- giving Aboriginal names to geographical and topographical features or places that do not already have an approved name (the naming of cities or towns is not covered under the Policy);
- replacing an existing approved name with an Aboriginal name; and
- giving an additional Aboriginal name to a feature that already has an approved name (dual naming).

Proposals for the naming of geographic and topographic features and places must conform to these guidelines.

The place name structure principles (in particular the use of generics and the use of capitalisation) may not apply to the approval of Aboriginal place names (see 4.2 and 4.4).

#### 3.10. Aboriginal dual naming

The Aboriginal dual naming of places and features promotes broader community awareness of Aboriginal history and culture. The required principles, practices and processes for the approval of dual names are outlined in these guidelines.

Dual naming will only apply to natural geographic and topographic features where an Aboriginal name is applied to a feature with the same extent or area as the feature that already has an existing approved name of non-Indigenous origin. Where there are dual names approved for a feature, either or both names may be used as the approved name.

The recording and depiction of dual naming on official mapping products, reports, documents and signage must conform to the following requirements:

- Both approved dual names are to be represented.

- The Aboriginal name will be the preceding name, followed by a solidus ‘ / ’ and then by the non-Aboriginal name, as in *wukalina / Mount William*. The solidus must be preceded and followed by a space.
- Both the Aboriginal name and the non-Aboriginal name must be in the same font, type, size and colour.

Dual naming does not apply to other features that may incorporate an existing approved name as part of the name. For example, the *Great Lake Power Scheme* relates to a man-made infrastructure that incorporates the natural feature *yingina / Great Lake*. Dual naming only applies to the natural feature, and the Aboriginal name ‘yingina’ is not incorporated as part of the name of the infrastructure. Infrastructure management authorities may choose to promote the Aboriginal dual name more broadly, as appropriate. Similarly, the dual name *pinmatik / Rocky Cape* does not apply to *Rocky Cape Road* or the shack area named *Rocky Cape Beach*.

### 3.1.1. Personal and commemorative names

Place names for features commemorating a person should only be approved posthumously. The person being commemorated should have had a direct and long-term association (more than 10 years) with the location or have made a significant contribution to the area. Ownership of the land or recent public service should not in itself be grounds for proposing a commemorative name to a geographical feature, nor should a commemorative name be used to commemorate victims of or mark the location of accidents or tragedies.

Place names commemorating living persons are not effective choices, as community attitudes and opinions can change over time. Better alternatives can be commemorative plaques or naming a particular community facility, such as an oval, after the person to be commemorated.

Naming authorities must gain consent from family members of the person being commemorated, except if the person has been deceased for more than 10 years at the time of proposal.

Place names approved for geographic and topographic features, localities and roads for commemorative purposes should only incorporate the surname, not the first or given names (eg *Lake Plimsoll*, named after the former Tasmanian Governor Sir James Plimsoll).

Initials of a given name must not be used in any place name.

The first name and surname may be used for cultural features such as parks and sports grounds if necessary, to avoid duplication with an existing feature, or in cases of a memorial park or reserve, such as *Max Angus Memorial Reserve*.

If a proposed name commemorates a deceased person or family, a brief biography should 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; and
- any other historical information in support of the proposal.

### 3.12. Business and commercial place names

A place name should not include the name of a commercial business, trade name, or non-profit organisation or any term that may be construed as advertising a commercial or industrial enterprise. The words 'Limited' or 'Proprietary' or their abbreviations, whether in combination with other words or alone, must not be used.

Exceptions may apply for cultural (man-made) features where the business or organisation has had a long association with the area and is held in strong regard by the community and/or has contributed to the establishment of the feature. Any proposals must provide the reasons for and evidence of the business's or organisation's association with the area. Geographic and topographic features must not include a commercial or business name.

### 3.13. Unsuitable place names

A proposal to name a place is unlikely to be successful if the proposed name is undesirable, likely to be offensive to members of the public, unduly cumbersome or difficult to pronounce. (Note: Aboriginal names that may appear at first to be complex in spelling and/or pronunciation become familiar and easy to use over time.)

Consideration must be made to the use of place names in diverse cultural situations; names must not be used if they can be construed as derogatory, discriminatory, in poor taste or are likely to cause offence.

### 3.14. Use of protected and restricted words

The following words are regulated in their use and can only be used if they comply with these regulations:

- ‘Anzac’ or any word resembling it is safeguarded by the *Protection of Word ‘ANZAC’ Regulations 1921 (Commonwealth)*. These regulations describe when the use of Anzac requires the authority of the Federal Minister for Veterans Affairs and the uses that may be excluded from regulation.
- ‘Abt Railway’, ‘Abt Wilderness Railway’ or ‘Abt Heritage Railway’, or any combination of these names, are protected from commercial purposes under the *Abt Railway Development Act 1999* with written permission required of the Ministerial Corporation established under that Act.
- ‘Bicentennial’, either alone or in combination with other words, previously required the written approval of the relevant Federal Minister responsible for the *Australian Bicentennial Authority Act 1980 (Commonwealth)*. This responsibility was removed in 1999, however use of this term should be carefully considered on a case-by-case basis to ensure appropriate use.
- Defence words or letters include a word, words or groups of letters relating to Australian military forces or any service of body of persons associated with the defence of the Commonwealth. The use of these words is regulated by the *Defence (Prohibited Words and Letter) Regulations 1957 (Commonwealth)*. Applications to use these words must be made in writing to the Minister of Defence.
- ‘Royal’, either alone or in combination with other words, cannot be used unless that place has been granted a Royal Charter (ie granted by the sovereign on the advice of the Privy Council). Applicable examples include *Royal Tasmanian Botanical Gardens*, *Royal Yacht Club of Tasmania* and *Royal Hobart Hospital*.
- Other certain words and phrases that are not appropriate for place naming are listed in Schedule 6, Part 3 of the *Corporations Regulations 2001 (Commonwealth)*.  
[http://www.austlii.edu.au/au/legis/cth/consol\\_reg/cr2001281/sch6.html](http://www.austlii.edu.au/au/legis/cth/consol_reg/cr2001281/sch6.html)
- The use of road generics such as ‘Court’ should also be avoided, such as naming a care facility *Bishop Davies Court*. Exceptions would be for the naming of a sporting facility or a legal institution (eg *Launceston Tennis Club Courts* and *Commonwealth Law Courts*).

### 3.15. Naming of features within Commonwealth land

The Commonwealth has exclusive power over places it controls, however does not have legislative power to approve or alter a place name.

The guidelines in this document apply to the naming of features within Commonwealth land, but before a place name within Commonwealth land (including a road or street) is approved or altered, the relevant Commonwealth authority must be consulted.

## 4. Structure principles

### 4.1. Applying principles

The following structure principles apply to the naming of all features covered by the *Place Names Act 2020*. These principles conform to national place naming requirements and are to ensure there can be no confusion caused by the place naming process. These principles are to be used in conjunction with other specific principles for geographic and topographic names, locality names, road and street names, and naming of other cultural features.

### 4.2. Use of generics

A place name may be composed of a specific and a generic term. If included, the generic term is the part of a place name that indicates the type of feature designated, such as 'Street' in *Macquarie Street* and 'Lake' in *Lake Pedder* (where Macquarie and Pedder are, in contrast, the specific terms that identify the feature or place). Populated places do not generally include a generic as part of the toponym, but for geographic and topographic features, road and street names and most cultural features the appropriate generic term should form part of the name.

For geographic and topographic names the specific will generally precede the generic, with the exception of the use of the generic 'Mount', 'Cape', 'Lake' and 'Port', where the preference is for the generic to precede the specific (eg *Mount Wellington* not *Wellington Mount*, *Cape Grim* not *Grim Cape*, *Lake Agnes* not *Agnes Lake*, and *Port Dalrymple* not *Dalrymple Port*).

For road and street names and the names of cultural features the specific term must always precede the generic term. For road and street names there are standard generic terms that should be used appropriate to the feature being named (see 7.19).

For all other place names, the generic term for any place name proposals will be reviewed by the Registrar to ensure conformity with the most appropriate standard feature type generic. The prime reference for the generic term is the *Intergovernmental Committee on Surveying and Mapping's* [Glossary of Generic Terms](#).

Aboriginal place names may not contain a specific generic.

### 4.3. Use of names starting with ‘The’

Place names beginning with the definitive article ‘The’ are potentially confusing, since it will not be clear whether ‘The’ is part of the place name or a normal element in the grammar of a sentence. Place names with a leading ‘The’ should not be used unless there is a clear historical reason to do so. They will only be considered in exceptional circumstances, and then only where necessary to give emphasis to a unique or outstanding feature.

‘The’ must not be used to name any new road or locality names, such as *The Avenue*, *The Esplanade*, *The Strand*, *The Gap*, *The Bitters*, *The Dump* and *The Keyhole*.

Consideration should be given to replacing existing occurrences of ‘The’ with an historic specific part of the name, such as *Boyes Basin* or *Derwent Basin* rather than *The Basin*.

### 4.4. Capitalisation

Capitalisation is the writing of a word with its first letter as a capital letter (upper-case) and the remaining letters in lower case. The first letter of words comprising a place name must be capitalised, except where a name includes a preposition and/or the definite article (eg *Bay of Fires*, *Hole in the Wall Creek*, *Isle of the Dead*). An exception is when the definite article is the first word in the place name, such as *The Parthenon*.

Aboriginal names may be depicted in all lower case, where they are derived from the palawa kani language.

Note that some geographic, topographic and cultural names may be depicted in all upper case on mapping products and publications to distinguish significant features.

### 4.5. Qualifying terminology and directional indicators

Qualifying terms such as ‘Upper’, ‘New’, ‘High’ or their opposites, in addition to cardinal directional indicators such as ‘North’ or ‘West’, may be used in place naming other than for roads and streets. However, more distinctive names are preferred.

A road name must not include qualifying terminology or a cardinal indicator or a similar prefix unless it is derived from a name that includes it. For instance, *South Cape Road* and *Upper Scamander Road* are acceptable.

For geographic and topographic features, terms like Upper, Lower, High or cardinal indicators like North, South, East or West must only precede the specific part of the place name and be written in full. For example, *Upper Guide Falls*, *Lower Hut Plains*, *High Black Point* and *West Cloudy Head* are acceptable; *W Cloudy Head* is not acceptable. Qualifying terms and cardinal indicators must not be used as a suffix for any feature as they can lead to confusion. For instance, *Purdie Street North* and *Barossa Creek Lower* are not acceptable.

## 4.6. Abbreviations

While standard international and national abbreviations may be used in mapping products, abbreviations will not be approved for any place name. Place names are to be approved and recorded in their full form. For example, *Mount Littlechild* and not *Mt Littlechild*, *Elliott Point* and not *Elliott Pt*, and *Nierinna Road* not *Nierinna Rd*.

The only exception is the honorific 'Saint', which is able to be shortened to the internationally recognised abbreviation of 'St', such as in *St Georges Road*.

Names beginning with Mc, Mac or O' must not have a space included between the Mc, Mac or O' and the rest of the name. Examples include *McKillops Road*, *MacGregor Peak* and *O'Connors Spur*.

A road name may be abbreviated on mapping publications and signage by applying the standard road type abbreviation. For instance *Lansdowne Crescent* can be abbreviated to *Lansdowne Cr* (see 7.19).

## 4.7. Punctuation and apostrophes

The following types of punctuation must not be included as part of a place name: period (full stop), comma, colon, semi-colon, quotation marks, exclamation mark, question mark and parenthesis.

An apostrophe to denote the possessive or associated 's' must not be used in a place name. Examples include *Andrews Creek* not *Andrew's Creek*, and *Smiths Road* not *Smith's Road*.

An apostrophe forming part of an eponymous name may be used, such as *Break O'Day River*, *D'Entrecasteaux Channel* and *O'Brien Close*.

## 4.8. Numbers and roman numerals

Numbers or roman numerals included as all or part of a place name must be written in full, such as *Seven Mile Beach* and not *7 Mile Beach*, *Third Avenue* and not *3<sup>rd</sup> Avenue*.

## 4.9. Diacritical marks

Diacritical marks must not be used for place names. English language place names do not have diacritical marks. For place names derived from languages other than English, any diacritical marks are not to be carried over to the English form. For example, *Peron Dunes* is acceptable but not *Péron Dunes* (named after the French naturalist and explorer François Péron).



## 4.10. Hyphens

A hyphen to connect the parts of names should not be used, but if so, can only be used for names of administrative features, such as *Cradle Mountain-Lake St Clair National Park*, or incorporating an eponymous hyphenated surname, like *Lee-Archer Cave*.

## 4.11. Initials and acronyms

Initials in place names must not be used for any new place names. Initials can lead to confusion through inconsistent application of the name, such as *Howard Gatty Memorial Park* and not *HG Memorial Park* or *H Gatty Memorial Park*.

The use of acronyms should be avoided and only applied for man-made features where there is strong community recognition of the acronym for that name, such as the *TCA Ground* (Tasmanian Cricket Association).

## 4.12. Titles, honorifics and postnominals

A title, honorific or postnominal must not form part of a place name.

Titles and honorifics are added to the beginning of a person's name to signify respect, a hereditary entitlement, an official position or a professional/academic qualification. Examples include Mr (Mister), Dr (Doctor) and Gen (General).

Postnominals are letters or abbreviations after a person's name which signify that the individual holds a position, office or honour. Examples include AO (Officer of the Order of Australia), JP (Justice of the Peace) and APM (Australian Police Medal).

## 4.13. Logograms, symbols and trademarks

Logograms, symbols and trademarks must not form part of a place name. A logogram is a conventional abbreviated symbol for a frequently recurring word or phrase, such as &, @ or ©. A symbol is a character mark, such as \, ~ or >.

A solidus will be used in the depiction of a feature that is dual named, such as *wukalina / Mount William* (see 3.10).

## 5. Naming Geographic and Topographic Features

### 5.1. What are geographic and topographic features?

Geographic and Topographic features are natural physical features such as a mountain, peak, valley, lake, lagoon, river, creek, bay, beach, island, cave, waterfall and reef. These features will not be considered man-made except for some lakes, which may have been constructed or enlarged by damming.

### 5.2. Demonstrated need to name geographic and topographic features

With the completion of medium scale mapping coverage of the State, most significant geographical and topographical features have already been named, and as part of the mapping process, included in the *Placenames Tasmanian* register. Although there will continue to be some less significant features (such as hills and creeks) that do not have an approved name, the existence of these does not automatically mean there is a requirement to name these features.

The naming of minor features on mapping publications can sometimes detract from the more significant features already named and consideration needs to be made as to whether there is a need to name a feature simply due to its existence. A proposal to name a minor tributary of a named creek, for example, is unlikely to be successful.

Proposals for the naming of geographic and topographic features are more likely to be successful if there is a demonstrated need to name a feature, particularly where identification of the feature will be in the interests of the community and emergency service organisations. An example of this would be a newly constructed track leading to a large and yet unnamed hill, where naming this hill would provide a sound basis for naming the track and facilitating identification of the hill in an emergency situation.

### 5.3. Duplication of geographic and topographic feature names

While new names proposed for geographic and topographic features must not be duplicated within Tasmania, this does not preclude the use of a different generic (feature type) where it is felt that the duplication will not lead to confusion. In cases where the features are within reasonable proximity or where there is an association, it is permissible to duplicate the specific (name part) with a different generic.

For example *Wellington Falls* is within close proximity of *Mount Wellington*. A series of names may be approved within a distinct area like *Hartz Mountains*, *Hartz Peak*, *Hartz Lake*, *Hartz Pass* and *Hartz Creek*.

Duplication of geographical and topographical place names within Australia is to be avoided and a check should be made to ensure that a 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. The level and likely consequence of any duplication at a national level will be assessed during the approval process. The following link can be used to access the Australian Place Name Search to determine whether a feature with a certain name already exists. [www.ga.gov.au/place-names](http://www.ga.gov.au/place-names)

### 5.4. Grouped feature naming

When approving a name to a group or collection of features, the individual features should also have approved names and be linked to the group name. For instance, the *Pasco Group* comprises three named island features, *North Pasco Island*, *Middle Pasco Island* and *South Pasco Island*.

### 5.5. Offshore and underwater features

The naming of water and seabed features is restricted to the limit of coastal waters, generally in areas within three nautical miles seaward of the coast.

The Australian Hydrographic Office must be consulted in the naming process of any features in coastal waters including the naming or altering of any prominent coastal features.

The Australian Hydrographic Office is responsible for the management of undersea feature names outside the limit of coastal waters.

## 6. Naming Localities

### 6.1. What are localities?

A locality is an administrative area that uniquely defines the name of a place to enable property addressing. In metropolitan areas it may also be referred to as a 'suburb'. Because of its unique name and unambiguous boundaries, a locality provides the official reference point for addressing purposes. A locality may include a town having the same name. Localities and their boundaries are intended to be enduring and should only be changed when specifically required.

Tasmanian locality boundaries were formally defined for the first time between 2002 and 2004. Localities cover all the land above high water mark within the island of Tasmania, with no voids or overlaps.

The authoritative spatial definition of locality boundaries are maintained within *Land Tasmania's* 'Locality Boundaries' spatial dataset, which is available through theLIST.

Offshore islands excluding King Island, Flinders Island and Bruny Island (all which have been divided into individual localities) will adopt the approved island name as the locality name. Generally, this will only apply to those islands that support a habitation requiring an address.

An 'unbounded locality' or neighborhood is an area of community or cultural significance that has historical and local recognition. It is not a locality in the context of property addressing because it does not have defined or registered boundaries. An unbounded locality may be an approved place name, may be signposted and the name may appear on mapping products as a place of reference.

### 6.2. Responsibilities for approving or altering localities

Local Government is responsible for initiating any changes to locality names or major alterations to boundaries. Any requests to propose a new locality or alter a locality boundary from a person, persons or authority other than the relevant local council, must be directed to the relevant council(s) in the first instance.

The relevant council should first consult with the Registrar of Place Names to determine the appropriate process for developing the proposal.

Proposals for major changes to locality boundaries, or the approval of a new locality, will be decided by the Minister upon recommendations by the Place Names Advisory Panel.

### 6.3. Altering a locality name

A locality name and its boundaries are intended to be enduring and form an official reference for addressing purposes. Locality names were approved through a process that consulted with the community in order to establish names that conformed and were accepted within the community.

A locality name should only be changed in exceptional circumstances where there are sound reasons for doing so. This includes an alteration in the spelling.

Any proposal to alter a locality name must take into consideration the impact this change will have on the wider community including service provider organisations, utilities, mail delivery, signage and publications etc.

Any proposal to alter a locality name must conform to these guidelines and provide evidence that a broad-based community consultation has been undertaken, together with evidence that there is strong community support for such an alteration.

If the locality name has been derived from the name of a town or city proclaimed under other legislation, consideration also needs to be made as to how these names can be altered under that legislation.

### 6.4. Principles in the selection of locality name

Localities enable addresses to be uniquely defined. Without clearly defined localities there can be uncertainty in an address. In order to achieve the addressing goals and objectives it is vital that locality names and boundaries are clear and unambiguous.

Selection of a locality name must also take into consideration the impact the name will have on the wider community, as well as the fact that it will form part of the street address.

In addition to the general principles and structure principles of these guidelines, the specific requirements for locality definition and naming are set out in *AS/NZS 4819:2011 – Rural and urban addressing*. The following guidelines have been adopted from this Standard:

- A locality name must not be duplicated or be similar in sound or spelling to any other locality name within Tasmania or any other state or territory within Australia.
- A dual or alternate name must not be approved for a locality.
- A locality name derived from an Indigenous source should be local to the area and be endorsed by the local Indigenous community and supported by evidence to satisfy the naming authority of its authenticity.
- A promotional name of a subdivision or development used for marketing purposes must not be accepted as a substitute for a locality name.
- A neighborhood or regional name (unbounded locality) must not be used as a substitute for a locality name.

- A locality name must not be offensive, racist, derogatory or demeaning.
- A locality name should be easily pronounced, spelt and understood when written or spoken.
- A locality name should be short and ideally consist of only one word.

### 6.5. Locality boundary definition principles

Locality boundaries should be easy to identify and readily interpreted by the community. Locality boundaries should be determined based on good planning principles and define areas with common community interests. The following principles have been developed to meet the Australian standard *AS/NZS 4819:2011 – Rural and urban addressing*:

- A locality boundary must be clearly defined and not overlap another locality boundary.
- Locality boundaries must be contiguous.
- A locality boundary should define a community of interest.
- A locality boundary must not bisect properties in common ownership or land parcels. Some exceptions may apply to large areas, such as reserved land.
- A locality boundary should align with the cadastral fabric.
- Definite and distinct physical features or barriers should be used where appropriate, such as major roads or easily distinguishable topographical features, such as watercourses.
- Localities shall be of a reasonable size for practical purposes and will often include a shopping or education precinct.
- A locality should not be an island within another locality and should have boundaries that run along two or more other localities or the coastline.
- The access point of a property to which an address number is assigned should be used to determine the appropriate locality.
- For minor roads that are deemed to be part of the same community, the locality boundary should be placed as to include all properties addressed to that road.
- The locality for corner blocks should be the same for neighboring properties accessed from the same road.

### 6.6. Minor alterations to locality boundaries

Minor changes to locality boundaries may be required over time due to development or change of access points for address sites, together with the need to maintain conformance with the principles for the definition of locality boundaries. Minor changes may also occur when a small discrepancy has been identified between the existing locality boundary and the locality that has been applied and accepted for an address site. Minor changes will only affect a small number of address sites and must both maintain the intent of the original locality definition and conform to community expectations.

Changes of a minor nature resulting in an amendment to the boundary alignment between localities may be initiated from advice from council of new or changed address allocation or where a discrepancy has

been identified between locality and address datasets. Where a discrepancy has been identified, it may be referred to council for confirmation if addressing information is unavailable to make a determination.

The *Land Tasmania* spatial Locality Boundary Dataset custodian has discretionary authority to amend the spatial locality boundary dataset as required, provided that the changes are of a minor nature and result in an amendment of the boundary alignment between localities where:

- there is no alteration to the locality name; and
- the changes are consistent with council and community expectations; or
- the changes are required to ensure an approved development can be addressed consistently as per the National Addressing Standard; or
- the changes are required to maintain the spatial realignment of locality boundaries following a spatial upgrade of the underlying cadastre.

Minor changes to locality boundaries are not required to undergo any formal approval or notification processes, but will be advised to the Place Names Office for noting.

Alignment of locality boundaries will be regularly undertaken following an upgrade of the cadastre to ensure spatial conformity between parcel boundaries and locality boundaries.

### 6.7. Major changes to locality boundaries

A major change to a locality boundary is where the proposed boundary varies significantly from the intention of the original gazetted locality, where a number of existing residents are affected, and where there exists the potential for not all residents to be in favour of the proposed change. Any proposals to make major changes to locality boundaries must consider the effects on residents and implications on the broader community, as well as the requirements for delivery of postal and emergency services.

Councils must consult in the first instance with the Registrar of Place Names to seek advice on the implications and likely support for such a change.

Any such proposals must include:

- a plan clearly indicating the proposed boundary alterations; and
- evidence supporting the change, which may require surveys as necessary to establish that the majority of all affected householders in the subject localities support the proposal.

The proposal is to be submitted from the relevant council in writing to the Registrar of Place Names, which will consult with the custodial officer of the spatial Locality Boundary Dataset to ensure the boundary conforms to the guidelines. If the *Land Tasmania* custodial officer feels the proposal is in conflict with addressing guidelines or inconsistent with the extent of a locality name, the proposal will be forwarded to the Place Names Advisory Panel for consideration.

The approval process for major locality boundaries alterations will be as for alteration of any other place name.

Upon approval of any proposals to make major changes to locality boundaries, a Central Plan Register (CPR) plan will be lodged and registered, the change will be gazetted, and jurisdictional locality and addressing datasets will be updated. It is the council's responsibility to inform residents and utility service providers of the change.

### 6.8. Approving a new locality

A locality name and its boundary are intended to be enduring, however there may be instances where development has expanded to a point that it is appropriate to consider the creation of a new locality. The council will first determine whether it is absolutely necessary to approve a new locality and whether this is in the best interests of the community. The creation of a new locality will result in the division of an existing locality or localities.

When commencing the process of defining a new locality, or making a significant alteration to an existing locality, the relevant council should consult with the spatial locality boundary custodial officer within *Land Tasmania*, and develop a plan of the proposed locality boundaries that conform to these guidelines and clearly indicates the proposed boundary alterations.

Prior to consultation on a proposal the council must consult with the Registrar of Place Names to ensure that the proposed name meets the guidelines. The Registrar will check with other state and territory jurisdictions to ensure the proposed name is not duplicated elsewhere in Australia, including any reserved locality names that have been registered with the [Permanent Committee on Place Names](#).

It is the responsibility of the relevant council to then undertake the necessary consultation process with the affected residents and develop a proposal that is supported by the majority of affected residents with a name conforming to the provisions in these guidelines.

The Registrar will investigate the proposal in consultation with the Surveyor-General, to ensure that the proposal meets the guidelines. Key stakeholders (Australia Post, Electoral Office) may also be consulted during the investigation to ensure that the proposed boundary amendments are acceptable. In these circumstances, a CPR plan will be lodged and registered indicating the change to the locality boundary and name in most instances.

Proposals will be then referred to the Place Names Advisory Panel for their consideration and if supported will follow the formal place naming process.

After the change to the locality boundary and name has been approved:

- The jurisdictional property address information will be updated.
- The Spatial Locality Boundary Dataset will be updated.



- A notification will be sent to the relevant council(s) advising of the change, together with a copy of the new or amended plan(s) or diagram(s) depicting the changes. This will include advice to council of its responsibility to notify all affected land owners and other key address stakeholders of the new or amended locality details.
- The gazettal of new or amended place names will be provided to all key stakeholders, including Australia Post, advising of this change.

Note: Australia Post reserves the right to alter postcodes for any locality. Upon any change advised by Australia Post the spatial locality data and jurisdictional property address data will be amended with the assigned postcode value.

### **6.9. Approving, discontinuing or altering the name of an unbounded locality**

Any proposals for the approval, discontinuing or altering of the name of an unbounded locality must be supported by the relevant local council with the proposed change conforming to the requirements of these guidelines.

Councils must undertake consultation with affected residents and provide clear indication that the proposal has the support of the majority of affected residents.

Proposals must be received from the council in writing together with supporting information, including evidence of community consultation and support for the proposal.

## 7. Naming Roads and Streets

### 7.1. Applying principles

Road and street names are needed to uniquely and clearly identify roads and streets, and need to be clear and unambiguous. The requirements and guidelines for road naming are set out in *AS/NZS 4819:2011 – Rural and urban addressing*. The following guidelines have been adopted from this Standard.

The general principles and structure principles in these guidelines are to apply to the naming of roads and streets unless otherwise provided for in this section.

### 7.2. Roads and streets to be named

For the purpose of these guidelines, a road or street is any public or private thoroughfare that is trafficable by vehicles and which provides access to a feature or can be used for assigning addresses. The naming of walking tracks and bicycle tracks is covered elsewhere in these guidelines.

All formed roads, including private roads that are generally open to the public or to services, should be named. This includes, but is not limited to the following:

- Highways, motorways and freeways.
- Roads within complexes such as universities, hospitals and retirement villages.
- Roads within National Parks, forests etc.
- Fire trails and vehicular tracks that can be accessed by the emergency services or the public.
- Pedestrian only roads, such as malls, arcades, alleys, footways and walkways.

A short cul-de-sac or private road with five or fewer address sites need not be separately named if adjoining and connected to a named feature.

Note that naming a road on private land does not mean that the naming authority is accepting responsibility for that road, other than ensuring its name conforms to the Standard.

### 7.3. Extents of named roads and streets

A named road or street must include only one contiguous section navigable by vehicles. Unconnected navigable sections, such as where separated by an unbridged stream, pedestrian segment, railing etc must have separate road names approved. This requirement does not apply where the separate sections are:

- two sides of the same road separated by a median strip; or
- part of a State Highway or subsidiary road that is split by a section that has an approved local name where it passes through a town or city.

The use of the cardinal suffix East, West, North or South must not be used as part of a road name to distinguish unconnected sections. In these cases each section must have a separate name approved. The extent of a road or street name is defined by the formation, whether vehicular or pedestrian.

### 7.4. Road and street name elements

A road or street name should ideally consist of a single name part (specific) followed by a standard road type, such as *Dulverton Road*. The use of a double generic must be avoided unless the road name has been derived or relates to a specific geographic feature; for instance *Dulverton Hill Road* is acceptable. Road types must not be used as part of the specific; an unacceptable example would be *Back Street Road*.

All road and street names must include a single road type (generic). The road type must be selected from the 'Road Types (Generic)' (see 7.19). The road type must be chosen to conform to the function and characteristic of the road as described in this table.

### 7.5. Selection of road and street names

A road or street name should be easily pronounced and spelt, and be easily understood when written or spoken in conversation. A road name should be selected that will be acceptable to the community and not be interpreted as offensive, racist, derogatory or demeaning.

The length of a road name should be shorter, rather than longer, especially where the road itself is short. Ideally a road name should comprise only two words, including the generic.

## 7.6. Duplication of road and street names

Names of roads and streets must not be duplicated in Tasmania. For example, if *Smith Lane* in North Hobart exists, another *Smith Lane* must not be approved in Tasmania.

The name (specific) element of a road or street, regardless of any difference in the road type (generic), must not be duplicated or be similar in spelling or sound to an existing road or street name within the same region (North, North-West or South). For example, if *Smith Lane* in North Hobart exists, another road or street with the name *Smith* must not be approved in the South region of Tasmania.

An example of similarity in spelling or sound is the existing *Riverbank Road*, *Riverside Drive* and *Riverview Drive*, all located in Riverside. These are confusing and similarities like this must be avoided.

An unbroken section of road crossing an administrative boundary must keep the same name.



## 7.7. Road and street naming principles

The structure principles in these guidelines apply to the naming of roads and streets. These are set out in *AS/NZS 4819:2011 – Rural and urban addressing* and summarised as follows:

- A road name must have the same spelling as any name from which it is derived.
- A road name must not be abbreviated or contain an abbreviation, initial, or acronym, such as ‘Mt’ for ‘Mount’. The exception is that ‘Saint’ can be abbreviated to ‘St’.
- The definitive article ‘The’ must not be used as the sole name element (specific) in a road name. For instance *The Esplanade* is not acceptable.
- A road name must not contain a preposition, such as *Avenue of the Allies*.
- A road name must not contain a possessive apostrophe, as in *St Georges Terrace* and not *St George’s Terrace*. Apostrophes forming part of an eponymous name may be included, such as in *O’Connors Road*.
- A road name must not contain a full stop or any diacritical marks or characters.
- The use of either Arabic or Roman numerals must not be used for a road name. The use of numerals in written format should be avoided because of possible confusion with an address. For instance, *Second Avenue* should be avoided.
- Hyphens and the word ‘and’ must not be used as part of a road name. If the name from which the road name was derived includes a hyphen, it may be replaced with a space.
- Road names should not use an existing feature as the specific part of a name, as in *Church Road*, *Jetty Street*, *Racecourse Crescent*, *School Road*, *Wharf Road* and *Cemetery Road*. In these cases it is preferable to use an additional supporting specific, such as *Kings Wharf Road*.
- Road names must not use descriptors as the specific part of a name. For example, *Tourist Drive*, *Scenic Avenue*, *Heritage Road* and *Historic Drive* are not acceptable.
- The specific part of the road name must not include a road generic. Unacceptable examples include *White Street Road*, *Yellow Crescent Drive* and *Esplanade Road*.
- Destination to destination names are not acceptable, such as *Guildford-Hampshire Road*.

## 7.8. Suffixes, prefixes and directional names in road and street names

A road or street name must not contain qualifying terminology, a cardinal indicator, or a similar prefix (eg Upper, Lower, North, South) unless the road name is derived from a name that it includes. For instance, *Upper Esk Road* is permissible as the name has been derived from the *Upper Esk* locality. If appropriate, these terms must precede the specific part of the road name.

A directional indicator such as East, West, North or South must not be used as a suffix to uniquely define road extremities, such as *White Road East* and *White Road West*. Directional indicators must never precede the specific part of the road name; for example, *East John Street* is unacceptable.

## 7.9. Road and street naming authorities

Road and street naming is the responsibility of the relevant road authority. For the application of the provisions of the *Place Names Act 2020* the key road naming authorities are intended to be:

- Local government for all council maintained roads, as well as state maintained roads and highways, private roads and public thoroughfares within the area.
- Tasmania Parks and Wildlife Service for roads within Nature Conservation Act Reserves.
- Sustainable Timber Tasmania for roads within Permanent Timber Production Zone land.
- Hydro Tasmania for roads within Hydro Electric Commission owned or vested land.

Some smaller private roads providing access to a facility or feature may be maintained by other government or utility organisations. It is intended that the naming of these is undertaken by local government in conjunction with the land owner.

The Commonwealth does not have the power to name roads within its land, and any naming of roads within Commonwealth facilities should be done in conjunction with local government.

### 7.10. Road and street names for highways and subsidiary roads

State highways and subsidiary roads are proclaimed, but not named, under the *Roads and Jetties Act 1935*. The proclamation will include classifications that are separate from the road name. A classification such as 'State Highway', 'Main Road', 'Secondary Road', 'Developmental Road' or 'Tourist Road' must not be used as part of a road name. For example, *Waterhouse Developmental Road* or *Anthony Main Road* are not acceptable.

A highway or subsidiary road must be named like any other road, noting that the road types 'Highway' or 'Road' are acceptable.

A section of a classified highway that passes through a town may be given a separate name provided that each section of road has only one name. For instance, where the *Tasman Highway* passes through *Bicheno*, the approved name for those thoroughfares are *Burgess Street* and *Foster Street*.

If a highway or subsidiary road is realigned, the approved name will automatically transfer to the new location of the physical alignment of the highway or subsidiary road. For a substantial realignment the remaining section of the highway or subsidiary road will be required to be renamed.

## 7.11. Naming process for private and subdivision roads

The road authority is to ensure that the selection of a new road name conforms to the guidelines.

The process of selecting a name should be commenced during the development approval process with the name to be approved once construction of the road has commenced. The name should be approved prior to the sealing of the subdivision plan by council.

For private roads, including those within complexes such as aged care facilities, the selection of the name needs to also be made in conjunction with the authority responsible for the development.

It is recommended that councils consult with the Registrar at an early stage of proposal to ensure conformity with the guidelines and thus achieve an efficient approval.

The relevant council is to ensure that the proposed road name conforms to the guidelines and that it undertakes appropriate advertising and consultation to ensure community support. Road and street name proposals should be endorsed by the elected council members.

Proposals are to be submitted electronically through *Placenames Tasmania*, together with all required information including the location and extent of the name to be applied and any supporting information (eg council meeting minutes, subdivision plan etc). Information on the background of the name and from where it was derived must be also included.

A proposal received from council through *Placenames Tasmania* will be reviewed by the Registrar of Place Names to ensure conformity to the guidelines, and once accepted into the register, will be deemed to be approved from that date.

Any proposals which do not meet the requirements in the guidelines will be in the first instance referred back to Council for consideration and if necessary referred to the Place Names Advisory Panel for deliberation.

## 7.12. Naming process for other roads and streets

Proposals for the naming of existing roads that do not already have an approved name are to be submitted via *Placenames Tasmania* or advised to the Registrar of Place Names using the contact details listed at 2.11. The proponent (if not council) should consult with the relevant authority, as the name may impact on property addressing and/or community knowledge and expectation.

Providing the road name conforms to the guidelines, a proposal received from the road authority will be reviewed by the Registrar of place names and once accepted into the register will be deemed to be approved from that date

Any proposals which do not meet the requirements in the guidelines will be in the first instance referred back to the proponent for consideration and if necessary referred to the Place Names Advisory Panel

for deliberation. Road and street names will not be gazetted unless they are required to be referred to the Place Names Advisory Panel.

### 7.13. Altering a road or street name

A road or street name is intended to be enduring and should not be altered unless there are sound reasons to do so. These include, but are not limited to:

- redesign of the road
- changed traffic flow
- addressing issues or changes
- misspelling of a name (unless 'Common Usage' applies – see 3 General Principles)
- avoidance of duplication
- non conformity to these guidelines

A road or street extent is sometimes broken into two or more segments by road redesign or redevelopment so that it is no longer continuous. In these cases parts of the resulting segments must be renamed.

A cul-de-sac that is developed into an open ended road should have the road type altered to that consistent with an open ended road, and likewise an open ended road that is developed into a cul-de-sac should have a road type altered to that appropriate for a cul-de-sac.

Any proposal to alter a road name must provide evidence that affected residents have been consulted. The council, together with the relevant road authority if appropriate, is to undertake this consultation.

### 7.14. Altering road and street extents

The extent of a named road or street may be altered as the result of a subdivision process. The initial naming process should consider any possible future alterations for a road or street so that the allocation of property addressing can be planned to meet future requirements. Generally the same name will apply for any extensions to a subdivision street, and a contiguous unbroken road must have the same name.

For major new road realignments and bypass roads, the name must be selected so as not to cause any confusion with existing road names or property addressing. For a contiguous section of road, preference is to adopt the name of the existing road rather than allocate a new name. For example, the Kingston bypass section of road extends the name *Southern Outlet* rather than creating a new name.

The extent of a named road or street may also be altered for addressing purposes, such as when a new rural dwelling is built requiring the extent of the existing named road to be increased.



## 7.15. Reserving road and street names

A road or street name may be proposed prior to formal council approval through Placenames Tasmania. This will essentially 'reserve' a name to ensure that a duplicate isn't created during the period of seeking formal council approval. A reserved name can be proposed through Placenames Tasmania as per the process outlined in 2.3, with a note added to the 'Reason' field of "Reserved name pending council approval". Once submitted the Registrar will undertake the normal validation, and if the name adheres to the Guidelines, will approve the name and alter the status to *Not for Publication (Reserved)*. The name will be an entry in the Register and as such another duplicate cannot be approved. As a reserved name, it will not appear on mapping products or spatial data. Once the formal council approval process has completed, council must notify the Registrar and if possible, provide an extract from council minutes of the decision, at this stage the Registrar will alter the status of the name to approved.

## 7.16. Naming Tourist Drives / Routes

A tourist drive or route may be created to facilitate vehicular travel around Tasmania and/or the promotion of a road or network of roads as a tourist experience. The name of a tourist drive or route is not to be confused with the approved road name. Tourist drives or routes are not road names and while may be signposted, will not normally appear on paper or digital map publications nor have an effect on property addressing.

A tourist drive or route name may be approved for a number of component roads and/or parts of roads comprising of a network that constitutes a tourist drive or route. However, to maintain the statewide significance of tourist drives, names should only be approved where it provides a meaningful and significant tourist experience.

The route name may include a specific name, a descriptor such as 'tourist', 'scenic', 'heritage', 'historic', 'cultural' (eg *Heritage Highway*) and a generic consisting of 'drive', 'route', 'track', 'trail' or 'way' (eg *Great Eastern Drive*).

Proposals for naming tourist drives must be supported by the relevant road authority and the Tourism Supply Unit, Department of State Growth.

## 7.17. Road Route Codes

Tasmanian Road Route Codes were introduced in 1979 and are a route numbering system. This largely follows the British hierarchical system where ‘A’ roads comprise the state highway network, ‘B’ roads are the remaining important road networks and ‘C’ roads are local roads providing access to tourist features or connections to major roads. The Department of State Growth is responsible for assigning and amending Route Codes. The Road Route Code is separate from the road or street name(s).

## 7.18. Signage

All approved road and street names must have appropriate signage at intersections and junctions. Signage for private roads should indicate reference to the fact that they are private and not open for general public access. The approved name of a road or street must be used for signage associated with the feature.

Abbreviations of road and street type generics may be used in signs but must conform to those standard types listed in 7.19.

Note: The existence of a named sign for a road or street is not a matter that alone provides justification for the assignment of an approved name.

## 7.19. Road and street types (Generic)

The following table is an extract from *AS/NZS 4819:2011 – Rural and urban addressing*. Road and street types must be selected from this list as appropriate for open ended, cul-de-sac or pedestrian only features.

| Road Type | Abbreviation | Description  | Open ended | Cul-de-sac | Pedestrian only |
|-----------|--------------|--|------------|------------|-----------------|
| ALLEY     | ALLY         | Usually narrow roadway in cities or towns, often through city blocks or squares  | ✓          | ✓          |                 |
| APPROACH  | APP          | Roadway leading to an area of community interest (eg public open space, commercial area, beach etc)                                | ✓          |            |                 |
| ARCADE    | ARC          | Passage having an arched roof, or any covered passageway, especially one with shops along the sides                                |            |            | ✓               |
| AVENUE    | AV           | Broad roadway, usually planted on each side with trees   | ✓          |            |                 |
| BOARDWALK | BWLK         | Promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront |            |            | ✓               |
| BOULEVARD | BVD          | Wide roadway, well paved, usually ornamented with trees and grass plots  | ✓          |            |                 |

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| Road Type | Abbreviation | Description  | Open ended | Cul-de-sac | Pedestrian only |
|-----------|--------------|--|------------|------------|-----------------|
| BREAK     | BRK          | Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak                       | ✓          |            |                 |
| BYPASS    | BYPA         | Alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement | ✓          |            |                 |
| CHASE     | CH           | Roadway leading down to a valley   | ✓          | ✓          |                 |
| CIRCUIT   | CCT          | Roadway enclosing an area  | ✓          |            |                 |
| CLOSE     | CL           | Short, enclosed roadway  |            | ✓          |                 |
| CONCOURSE | CON          | Roadway that runs around a central area (eg public open space or commercial area)                                    | ✓          |            |                 |
| COURT     | CT           | Short, enclosed roadway  |            | ✓          |                 |
| CRESCENT  | CR           | Crescent-shaped thoroughfare, especially where both ends join the same thoroughfare                                  | ✓          |            |                 |
| CREST     | CRST         | Roadway running along the top or summit of a hill  | ✓          |            |                 |
| DRIVE     | DR           | Wide thoroughfare allowing a steady flow of traffic without many cross streets                                       | ✓          |            |                 |
| ENTRANCE  | ENT          | Roadway connecting other roads   | ✓          |            |                 |
| ESPLANADE | ESP          | Level roadway, often along the seaside, lake or river  | ✓          |            |                 |
| FIRETRAIL | FTRL         | Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak                       | ✓          |            |                 |
| FREEWAY   | FWY          | Express, multi-lane highway, with limited or controlled access   | ✓          |            |                 |
| GLADE     | GLDE         | Roadway, usually in a valley of trees  | ✓          | ✓          |                 |
| GRANGE    | GRA          | Roadway leading to a country estate, or focal point, public open space, shopping area etc                            | ✓          |            |                 |
| GROVE     | GR           | Roadway that features a group of trees standing together   | ✓          | ✓          |                 |
| HIGHWAY   | HWY          | Main road or thoroughfare, a main route  | ✓          |            |                 |
| LANE      | LANE         | Narrow way between walls, buildings or a narrow country or city roadway  | ✓          | ✓          |                 |
| LOOP      | LOOP         | Roadway that diverges from and re-joins the main thoroughfare  | ✓          |            |                 |
| MALL      | MALL         | Sheltered walk, promenade or shopping precinct   |            |            | ✓               |
| MEWS      | MEWS         | Roadway in a group of houses   |            | ✓          |                 |
| PARADE    | PDE          | Public promenade or roadway that has good pedestrian facilities along the side                                       | ✓          |            |                 |

## Tasmanian Place Naming Guidelines

| Road Type | Abbreviation | Description  | Open ended | Cul-de-sac | Pedestrian only |
|-----------|--------------|--|------------|------------|-----------------|
| PARKWAY   | PWY          | Roadway through parklands or an open grassland area  | ✓          |            |                 |
| PASSAGE   | PSGE         | Narrow street for pedestrians  |            |            | ✓               |
| PATH      | PATH         | Roadway used only for pedestrian traffic   |            |            | ✓               |
| PLACE     | PL           | Short, sometimes narrow, enclosed roadway  |            | ✓          |                 |
| PLAZA     | PLZA         | Roadway enclosing the four sides of an area forming a market place or open space   |            | ✓          |                 |
| PROMENADE | PROM         | Roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking   | ✓          |            |                 |
| QUAYS     | QYS          | Roadway leading to a landing place alongside or projecting into water  | ✓          |            |                 |
| RAMP      | RAMP         | Access road to and from highways and freeways  | ✓          |            |                 |
| RETREAT   | RTT          | Roadway forming a place of seclusion   |            | ✓          |                 |
| RIDGE     | RDGE         | Roadway along the top of a hill  | ✓          |            |                 |
| RISE      | RISE         | Roadway going to a higher place or position  | ✓          | ✓          |                 |
| ROAD      | RD           | Open way or public passage primarily for vehicles  | ✓          |            |                 |
| SQUARE    | SQ           | Roadway bounding the four sides of an area to be used as an open space or a group of buildings   | ✓          | ✓          |                 |
| STEPS     | STPS         | Route consisting mainly of steps   |            |            | ✓               |
| STREET    | ST           | Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides   | ✓          |            |                 |
| SUBWAY    | SBWY         | Underground passage or tunnel that pedestrians use for crossing under a road, railway, river etc   |            |            | ✓               |
| TERRACE   | TCE          | Roadway usually with houses on either side raised above the road level   | ✓          | ✓          |                 |
| TRACK     | TRK          | Roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (eg Tasmania) these are often associated with walking rather than vehicular movement | ✓          |            | ✓               |
| TRAIL     | TRL          | See 'Track'  | ✓          |            | ✓               |
| VIEW      | VIEW         | Roadway commanding a wide panoramic view across surrounding areas  | ✓          | ✓          |                 |
| VISTA     | VSTA         | Roadway with a view or outlook   | ✓          | ✓          |                 |

## Tasmanian Place Naming Guidelines

| Road Type | Abbreviation | Description   | Open ended | Cul-de-sac | Pedestrian only |
|-----------|--------------|---|------------|------------|-----------------|
| WALK      | WALK         | Thoroughfare with restricted access used only by pedestrians  |            |            | ✓               |
| WAY       | WAY          | Roadway affording passage from one place to another. Usually not as straight as an avenue or street | ✓          |            |                 |
| WHARF     | WHRF         | A roadway on a wharf or pier  | ✓          | ✓          | ✓               |

## 8. Naming Reserves

### 8.1. Applying principles

Reserved land, under the provisions of the *Nature Conservation Act 2002*, is named by the responsible Minister upon proclamation of that reserve. Under that Act, it states that the Nomenclature Board is required to be consulted on the selection of a reserve name. This obligation will remain, although will now be the responsibility of the Place Names Advisory Panel.

It is preferred that for these reserves, the name includes the specific part of the name derived from the significant geographical feature within the reserve.

Names for other reserves and parks are to be selected and proposed by the managing authority in accordance with the principles in these guidelines.

### 8.2. Use of reserved land classifications

Crown land proclaimed as a reserve under the *Nature Conservation Act 2002* must include the correct reserved land classification in the name (eg National Park, State Reserve, Nature Reserve, Game Reserve, Conservation Area, Nature Recreation Area, Regional Reserve, Historic Site, Private Sanctuary, and Private Nature Reserve).

Where land is not reserved under the *Nature Conservation Act 2002* it is an offence under that Act to use, alone or in combination with other words, the name of any reserved land classification, unless authorised by the responsible Minister. Selection of names like *Margate Historic Site* or *State Reserve* would not be permitted.

The use of the word 'Reserve' as a generic should ideally be restricted to areas of land reserved under the *Nature Conservation Act 2002*. Consideration should be made to using the generic 'Park' for other types of recreation areas, including those managed by local government.

### 8.3. Changes in extent of reserved land

An existing name may be applied to an extension of a reserve under the *Nature Conservation Act 2002* if the additional area is contiguous to the originally named area. Where the additional area is not contiguous, a different name must be approved.

The existing name should be altered if a reduction in the extent of land reserved under the *Nature Conservation Act 2002* results in the exclusion of the feature that was the source for the name (eg if the reduction of an area named *Luncheon Hill Regional Reserve* resulted in the exclusion of *Luncheon Hill*, it should be renamed).

## 8.4. Use of marine resources protected area classes

Marine Resources Protected Areas are named by the responsible Minister under the *Living Marine Resources Management Act 1995*. This Act also prohibits the use, without the specific consent of the Minister, alone or in combination with other words, the name of any of the following listed classes of marine resources protected areas in reference to any place:

- Marine Nature Resources Protected Area
- Marine Park
- Marine Protected Area
- Marine Sanctuary
- Marine Resources Protected Area

Selection of names like *Marine Park Road*, *Marine Area Road*, *Marine Nature Road*, and *Marine Reserve* etc would not be permitted.

## 8.5. Naming process for other reserves and parks

The naming of other reserves and parks is to comply with the general principles and structure principles of these guidelines. Features to be named as reserves or parks must be open to the public. The naming process for any other reserves and parks that are not named under the *Nature Conservation Act 2002* is the same as for naming cultural features. The generic 'Park' is preferred for these features over the generic 'Reserve' (see 8.1).

For ease of identification, consideration should be given to naming small council parks or playgrounds after the name of the street in which they are located, providing that the name is not duplicated, such as *Hawthorn Road Park*.

## 9. Naming Cultural Features

### 9.1. What are cultural features?

Cultural features are artificial (man-made) features that have relevance to the community. Examples include but are not limited to public features such as walking and bicycle tracks, parks, reserves, recreation and sports grounds, and significant public infrastructure such as bridges and dams.

Cultural features may appear and be named on topographic mapping products as well as spatial data products where these may be classified as 'Features of Interest'.

### 9.2. Pre-existing unapproved names

There have been many place names applied by relevant authorities to features such as council maintained walking tracks, parks and other similar features. While the use of these place names over time has demonstrated acceptance by the community through general usage, signage and depiction on mapping products, many have not been formally approved through any legislative process. Some of these names are 'recorded' as unapproved in the *Placenames Tasmania* register. In the interests of the public and to ensure consistent use and application, the approval of these names should be formalised through the provisions of the *Place Names Act 2020*.

### 9.3. Naming process for cultural features

While names for cultural features are generally allocated by the administering authority, it is preferred that the approval of these names is done through the legislative process to ensure that there is one approved name allocated, and that the name conforms to the rules and guidelines for place naming. By approving these names it will also ensure that these names are made publically available through *Placenames Tasmania* and through *theLIST*. This ensures that subsequent duplications of these names are avoided, which could lead to confusion for identification and location of features.

Proposed names must conform to the general principles and structure principles of these guidelines. Proposals must be lodged or supported by the authority responsible for administering or maintaining the feature, together with supporting evidence, if appropriate, that the community has been consulted and is supportive of the proposal. Any proposals received from individuals or groups will be referred to the relevant authority for it to make a formal proposal, or support the proponent proposal. Proposals can be submitted through the *Placenames Tasmania* proposal facility, or in writing using the contact details listed at 2.11.



The naming process for cultural features will be as detailed in the Place Naming Process, Section 2 of these guidelines. Management authorities proposing names may not require the full range of information as set out in 2.3,

### **9.4. Features not required to have approved names**

The *Place Names Act 2020* does not include buildings or similar structures in the definition of a place. These features can be named by the relevant authority and it is suggested that these guidelines are referred to in these cases. Names of these features may be recorded as unapproved but suitable for publication in the Place Names Register, and may be depicted on mapping products if it is felt this is in the public interest. Examples can include names of educational facilities, nursing homes, hospitals etc.

Names of commercial businesses, property names, private structures etc are not named under the *Place Names Act 2020* and should not be recorded in the Place Names Register.

## 10. Other naming authorities

### 10.1. Naming cities

The Governor, on the recommendation of the relevant Minister, has the authority to assign, amend or substitute the name of a city under section 16A of the *Local Government Act 1993*.

### 10.2. Naming towns

The responsible Minister is to consult with the Registrar of Place Names before assigning a name to a town under section 186 of the *Local Government Act 1993*.

The Governor may by proclamation constitute, abolish, define, or redefine areas of town lands including, on the recommendation of the Place Names Advisory Panel, assigning names in the proclamations constituting them under section 5 of the *Crown Lands Act 1976*.

### 10.3. Naming land districts and parishes

The Governor may by proclamation constitute, abolish, define, redefine, or name land districts and parishes under Section 4 of the *Crown Lands Act 1976*.

### 10.4. Naming reserved land

The Governor, on the recommendation of the responsible Minister and after consultation with the Registrar of Place Names, may assign a name to reserved land under sections 11, 12, 13, 17 and 19 of the *Nature Conservation Act 2002*.

### 10.5. Naming marine resources protected area

The Minister may assign a name to a marine resources protected area when establishing that area under section 112 of the *Living Marine Resources Management Act 1995*.

### 10.6. Naming a jetty

The Minister may assign a name to a jetty or marine facility by proclamation under the *Roads and Jetties Act 1995*.

# 11. Placenames Tasmania

## 11.1. Description

**Placenames Tasmania** is the authoritative register of Tasmanian place names approved under provisions of the *Survey Co-ordination Act 1944* or the *Place Names Act 2020*. It is publicly available at [www.placenames.tas.gov.au](http://www.placenames.tas.gov.au). Users can search and view details for a place name, including the status, whether approved or otherwise. Background and feature notes can also be searched and viewed, where available, and a location map provides the extent of the feature. Advanced searching options enable a complex search to be made within the database on a number of fields.

An extract of **Placenames Tasmania** is freely available under the State's open data provisions and can be accessed from the LIST Nomenclature tab at the following link:

<http://listdata.thelist.tas.gov.au/opendata/>

**Placenames Tasmania** includes:

- All place names that have been approved under legislative provisions.
- The status of a place name, including permissible for publication status.
- References to the relevant approval processes and approval dates.
- Historical information about place names if known.
- Unapproved or recorded place names that are in common use.
- Historical, rescinded or superseded place names.
- Spatial locations and extents of place names.
- A system for tracking the progress of place naming proposals.
- The ability to store images and/or documents relevant to the naming of a feature.
- The ability to propose place names.
- The ability to propose changes to, and provide information about existing place names.

## 11.2. Use of approved place name

Names classified in the register as 'approved' have been formally approved under the provisions of the *Survey Co-ordination Act 1944*, or the *Place Names Act 2020*, or have been assigned under other legislation that outranks the above legislation. Such names must be used for all official maps, publications and spatial data products within Tasmania.

The *Place Names Act 2020* provides for the application of penalties for the intentional misuse of approved place names.

### 11.3. Recorded place names

There are many features that have been named by private persons or organisations, including government authorities. These can include schools, shopping centres, aged care facilities, tourist attractions and other public facilities. While often not required to be named under legislation, these names are well known and accepted by the community and are important as references to a place that may be used by the public and required to be located by emergency service organisations.

*Placenames Tasmania* may record these names and associated locations if it is felt they should be recorded in the public interest. Generally only those features that may be required to be depicted on mapping products or held within the jurisdictional spatial dataset will be recorded. Names of commercial businesses, including restaurants or individual shops, will not be recorded.

There will also be names of some geographical and topographical features that have not been formally approved, but where there is evidence of past or current use. These names and locations may be recorded within *Placenames Tasmania*, but will be classified as unapproved and restricted for publication on mapping products unless a process is undertaken to formalise the naming as per these guidelines. These names and their associated extent will be searchable through *Placenames Tasmania* and LISTmap

### 11.4. Recording of sensitive place names

The details, location or co-ordinates of a place name may be restricted from access by the public where:

- an application is made for the protection of Aboriginal heritage identified under the *Aboriginal Lands Act 1975*;
- there are state or national security implications; or
- the responsible Minister has identified other reasons.

These names, while approved, will have the classification 'Not for Publication (Confidential)' and will not have a spatial component publicly available. Sensitive place names must not be depicted on any public mapping products or included in LIST spatial datasets, although their location may be made available to emergency services organisations.

### 11.5. Discontinuing or omitting a place name

An approved place name may be discontinued or omitted from official maps, publications and spatial data products within Tasmania. A place name will generally be discontinued where the feature relating to the place name no longer exists, where the feature has been renamed or where the place name has been deemed to be offensive to sectors of the community.

The names of natural geographic or topographic features will generally not be discontinued unless there is a strong reason for doing so, such as the name being deemed offensive to the community. Any proposals to discontinue a geographic or topographic name must include adequate community consultation, together

with endorsement from the Place Names Advisory Panel. Only the Minister can approve the discontinuation of a geographical or topographical name.

The process for discontinuing the name of a man-made (cultural) feature must be undertaken with the endorsement of the relevant authority for managing the feature, such as the road authority for roads, council for public parks etc. The Registrar can discontinue the name for a man-made feature if it no longer exists.

*Placenames Tasmania* will continue to hold these records, and details will continue to be publically available through the website. The status will be altered to a 'Not for Publication' category and the name will no longer be classed as an approved name. These names must not appear on future maps and publications within Tasmania, but may still exist in spatial data products and LISTmap to provide location.

### 11.6. Status of place names

*Placenames Tasmania* provides the capacity to note whether a place name has been approved for use through provisions in legislation, together with the legislative provisions applied in approving that name. Although a place name can either be approved or not, the status field provides the additional capacity to indicate those place names that are permitted for publication. This is to cater for both approved names that have been restricted for publication, such as confidential names, and recorded names that while not formally approved can be published on mapping products in the interests of public good.

Only those names with a status of 'Normal' are permitted for depiction on official maps and publications within Tasmania. *Placenames Tasmania* and LISTmap allow some unapproved names to be searchable, including features classified as superseded, rescinded and historical.

| Status                             | Description  |
|------------------------------------|--|
| Normal                             | Publication allowed. All geographic and topographic features, localities and road names must be approved names. Some names of other cultural features may not be formally approved but their use is well accepted. |
| Not For Publication (Confidential) | An approved geographic or topographic feature name where the location is restricted from access from the public due to sensitive reasons and will not appear on mapping products.                                  |
| Not For Publication (Historical)   | A name that was approved but has since been rescinded as the feature it related to no longer exists. These names are no longer approved.   |
| Not For Publication (Omitted)      | An approved name that has been removed (omitted) from publication on mapping products.   |
| Not For Publication (Recorded)     | A name that was noted for recording only and was not intended to be approved through any formal approval process. These names are not approved.  |
| Not For Publication (Rescinded)    | A name that previously was approved but has since been revoked. These names are no longer approved.  |
| Not For Publication (Reserved)     | A reserve or road name where the name has been approved in principle for use once the feature has been established. Proposals for new road names are to be reviewed for conflicts with these names.                |

## Tasmanian Place Naming Guidelines

|                                  |  |
|----------------------------------|--|
| Not For Publication (Superseded) | A name that has been superseded by another name that was not previously approved. These names are not approved.  |
| Not For Publication (Unofficial) | A name that has been noted but has not undergone any formal approval process. These mainly relate to geographic or topographic names but may include other features. These names are not approved.   |
| Not For Publication (Disallowed) | A name not approved at a Nomenclature Board Meeting or Place Names Advisory Panel Meeting, or intended to be approved but objected to with Minister's decision to uphold objection and not approve the name. These names are not approved. |