

Guidance Notes ***when requesting to Alter a District or Region*** ***Name of a Local Authority***

Introduction

Under the New Zealand Geographic Board (Ngā Pou Taunaha o Aotearoa) Act 2008, which came into force on 1 November 2008, the New Zealand Geographic Board Ngā Pou Taunaha o Aotearoa (the Board) may determine to alter an existing district or region (as defined under Section 5 of the Local Government Act 2002) name of a local authority, at the request of the relevant local authority.

Notes

- Refer to Section 4 of the Act for definitions of district and region.
- Section 11(2) of the Act, Other functions of the Board: Without limiting section 260 of the Local Government Act 2002, the Board may alter the name of a district or region if, by resolution, a meeting of the relevant local authority—
 - (a) consents to the alteration; or
 - (b) requests the alteration.
- Section 11(2) of the Act, Other functions of the Board: If the Board carries out the function provided for by subsection (2), the provisions of sections 16 to 20 apply as if the district or region affected were a geographic feature.
- Section 22 of the Act, Alteration of name of local authority:
 - (1) This section applies if the Board carries out the function to alter the name of a district or region provided for under section 11(2).
 - (2) Before the Board may give public notice of a determination to alter the name of a district or region, it must request the Minister to recommend to the Governor-General to make an Order in Council under section 260 of the Local Government Act 2002 to amend the name of the relevant local authority in Schedule 2 of that Act to give effect to the alteration.
 - (3) An Order in Council must specify the date when the amendment takes effect, which must allow the Board sufficient time to give public notice as required by section 23(2)(a).
- Section 23 of the Act, Notification of alteration of name of district or region:
 - (1) As soon as is reasonably practicable after the Governor-General has made an Order in Council in accordance with section 22(2), the Board must give public notice of the determination to alter the name of the relevant district or region.
 - (2) The notice required by subsection (1) must—
 - (a) be given in accordance with section 21(2); and
 - (b) state the date on which the determination takes effect, which must be the date stated in the Order in Council made under section 22(2).

Research and consultation

There are many sources to help with research, e.g. local public libraries, old maps, manuscripts, the internet, etc.

Whether or not a requester has undertaken their own consultation with iwi, the Board will follow its usual processes in terms of the 'Protocol for Māori Place Names' – see <http://www.linz.govt.nz/docs/placenames/proposingaplacename/protocol-maoriiv2.pdf>. However, this process may be abbreviated where good documentary evidence of iwi consultation is provided.

It is important that copies of all documentary evidence from sources consulted are attached to the request. It is also important that evidence is provided of any consultations that have taken place with interested parties. This could include local iwi, the Department of Conservation, neighbouring local authorities, community boards, local communities, historical societies, recreational organisations, etc.

The request form

To ensure the request is complete, the following notes are provided for assistance. The following numbers correspond to the numbers on the request form.

1. Request to alter a district or region name

This applies to an alteration to the current district or region name, as defined under Section 5 of the Local Government Act 2002. Any other applicable details relating to the requested altered district or region name should be included.

2. *Existing district or region name*

Add the existing district or region name, with details of its establishment and authority.

3. *Location*

- a Description and general vicinity – give a description of the requested altered district or region name and its location. Provide the general vicinity or land district if known.
- b Topographic map or hydrographic chart – annotate the location of the requested altered district or region name on a map, with its extent clearly marked.
- c Positional coordinates of the mid-point of the requested altered district or region name are to be provided in terms of either NZMG (New Zealand Map Grid), NZTM (New Zealand Transverse Mercator 2000), NZGD2000 (New Zealand Geodetic Datum 2000) or latitude / longitude.

4. *Māori or European name*

The task of finding out the meanings and origins of Māori names can be difficult. Many of the names are to some extent tapu (sacred) because of their association with an important tupuna (ancestor). Exploring the origins and meanings of many Māori names must be done with respect and understanding for the significance of the names. Knowledgeable Māori will be interested to know why enquiries are being made and may seek assurance that due respect is accorded to the possible cultural significance of what is being discussed.

Refer to the New Zealand Geographic Board Ngā Pou Taunaha o Aotearoa publication ‘Ngā Tahu Pūmahara - The Survey Pegs of the Past’, downloadable from <http://www.linz.govt.nz/placenames/about-geographic-board/new-zealand-geographic-board-publications/index.aspx>. This booklet will provide useful information when researching Māori place names. Hard copies are available from HSA Systems Ltd, 16 Nicolaus Street, Upper Hutt, phone: (04) 527 0412, fax: (04) 527 0413, email: mapcentre@hsa.co.nz.

- a Māori name – provide its source and an English translation, if known. A definition or literal translation from a Māori/English dictionary may not be sufficient. Possible sources for this translation are local iwi authorities, trust boards, local marae or rūnanga, or Te Taura Whiri i te Reo Māori (the Māori Language Commission). Include the source of any translations. Confirm the spelling of Māori names with Te Taura Whiri i te Reo Māori (the Māori Language Commission).
- b European name – check whether an existing original Māori name exists. Sources are as for 4a above. Include the sources checked. Note that the Board has a responsibility to collect and encourage the use of original Māori names.
- c Provide documentary evidence of the sources consulted.

5. *Origin*

- a Give a description of who or what the requested altered district or region name is named after or for or about.
- b Outline traditional or historical background of requested altered district or region name.
- c Is the requested altered district or region name used locally? How long has it been in local usage?

Refer to other agencies such as the Department of Conservation, historical records/plans/maps, historical societies and history books for supporting information.

6. *Name duplication*

- * Check the online Geographic Place Names Database for possible duplication of the requested altered district or region name: <http://www.linz.govt.nz/placenames/search/index.aspx>
- * The Board’s rules state that duplication should be avoided wherever possible.
- * Duplication of names is undesirable as it may cause confusion for emergency response services.

7. *Other supporting information*

- * Other sources may include historical societies, the Alexander Turnbull Library (Cartographic Collection), Māori Land Court records, mountain/tramping clubs, newspaper records, the Ministry of Fisheries, the Ministry of Agriculture and Forestry, etc.
- * Add extra pages as necessary and copies of all supporting evidence and references that may assist the requested altered district or region name proposal.
- * Include details of any consultation.

8. *Date of meeting that the relevant local authority resolved to consent to or request to*

Provide evidence of the local authority resolution that consented to the alteration or requested the alteration.