



Guidance Notes ***when proposing an Official Geographic Name within New Zealand***

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 assign, alter, discontinue or approve names for geographic features.

Notes

- Assigned names apply to *new* official geographic names¹.
- Altered names apply to *existing* geographic names, whether official or recorded², and include spelling changes.
- Discontinued names apply to *existing* geographic name names, whether official or recorded.
- Approved names apply to *existing* recorded geographic names. The Board has discretion not to publicly notify these.
- Refer to Section 4 of the Act for definitions of official geographic name, geographic feature and feature, place, locality, suburb, and recorded name.

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 proposer 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-maoriv2.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 proposal. 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, territorial authorities, local communities, historical societies, recreational organisations, etc.

The proposal form

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

1. *Proposal to assign a new name, alter an existing name, discontinue an existing name, or approve a recorded name*

This applies to a geographic feature or place in New Zealand, with a primary or specific name and the generic geographic feature type, where applicable and appropriate, e.g. Kaiwharawhara Stream, Kaiwharawhara (suburb), Kaiwharawhara Point.

Any other applicable details relating to the proposal should be included.

2. *Current or alternative geographic name*

If the geographic feature or place already has a name, add it here. Details of this name, such as whether it is an official geographic name (i.e. gazetted) or whether it is a recorded name, should be provided, if known.

¹ Official geographic name is one that has been gazetted by the Board, or included in Treaty settlement legislation, or is a pre-2008 Crown protected area name.

² Recorded name is not official but is shown in at least two publications that are publicly available and, in the Board's view, are authoritative.

3. *Geographic feature type*

The generic description or term for the type of feature or place being named is to be added here, e.g. Stream, Valley, Point, Ridge, Peak.

4. *Location*

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

5. *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 5a 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.

6. *Origin*

- a Give a description of who or what the proposed name is named after or for or about.
- b Outline the traditional or historical background of proposed name.
- c Is the proposed name used locally? If so, for how long has it been in local usage?

Refer to territorial authorities, the Department of Conservation, historical records/plans/maps, historical societies and history books for supporting information.

7. *Name duplication*

- * Check the online Geographic Place Names Database for possible duplication of the proposed name at: <http://www.linz.govt.nz/placenames/search/index.aspx>
- * The Board’s rules state that duplication should be avoided wherever possible. Avoid the exact same combined specific and generic components of a full name. The Board may accept proposals where just the specific component of the name is duplicated, if the generic provides sufficient distinction.
- * Duplication of names is undesirable as it may cause confusion for emergency response services.

8. *Other Supporting Information*

- * Provide a photograph if possible.
- * 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 proposal.
- * Include details of any consultation.