



MINIMUM REQUIREMENTS FOR GEOGRAPHIC NAME PROPOSALS New Zealand Geographic Board Ngā Pou Taunaha o Aotearoa (NZGB) - September 2016 - Version 3

General Minimum Requirements for the NZGB to process Geographic Name Proposals

For all proposals:

- The applicable Proposal Form¹ that the NZGB has agreed to must be used², and completely filled out.
- The type of feature being named must be specified. An appropriate generic geographic term should be included for the name, although for populated places and historic sites a generic term is not generally used. English or Māori generic terms may be appropriate.
- A map or chart (preferably from Land Information New Zealand) showing the location and if applicable, the marked up extent of the proposed name.
- Evidence of the spelling must be provided (eg macrons for Māori names, correct spelling for personal names).
- Proposers must confirm that they have referred to the NZGB's [Frameworks](#) document and other relevant standards when compiling their proposal.

For personal name proposals:

- In New Zealand and for undersea feature names, documentary evidence must be provided that the person being commemorated has been deceased for at least two years. Sufficient information/evidence must be provided to connect the person with the area or feature, and the significance of their association with that place.
- In Antarctica (where names can be assigned after a living person), sufficient information/evidence must be provided to connect the person with the area or feature and the significance of their association with that place.

For other types of proposals:

- Historical names: sufficient information/evidence must be provided about the events, stories and people associated with the place (ie history/origin/meaning).
- Descriptive names: sufficient information/evidence must be provided to support the way in which the name describes the feature, unless it is obvious from other information provided.
- New names: sufficient reason(s) must be provided to justify/warrant naming the feature or place, eg the need for a location identifier for emergency response, the need for addressing purposes, first discovery/ascent rights, or the need to recognise history.
- Dual or alternative names: sufficient information/evidence associated with both names must be provided.

Note:

- Only the relevant territorial authority can propose District and Region names.
- Only the Department of Conservation can propose Crown protected area names.
- Only the responsible agency can propose railway station and line names.

Consultation:

- Proposers must provide documentary evidence of having consulted with local iwi, hapu, marae or other groups with ancestral interests, for proposals in New Zealand, its offshore islands, or for undersea feature names. This is to identify any original Māori names and keep relevant Māori groups informed.
- If the proposed name is for a populated place (such as a city, town, suburb, locality, settlement) in New Zealand or its offshore islands, then the proposer must consult with the relevant territorial authority/ies, and provide documentary evidence.

¹ Proposal Form means the document template available from the Secretariat

² This also applies to proposals from the NZGB or Secretariat, unless the NZGB decides otherwise in a particular case

General exceptions

- The United States Advisory Committee on Antarctic Names is not required to fill out the Antarctic Names Proposal form, which the NZGB has agreed to.
- Names proposed under Treaty of Waitangi settlement claim negotiations are not subject to this document.

Proposals may be rejected³ from being processed

- If these general minimum requirements are not met.
- If the proposal falls outside the NZGB's naming policies.
- If the proposal is for a place name (recorded or official) of low priority, such as:
 - for a minor feature,
 - of low impact or risk to emergency response,
 - of low public value in terms of New Zealand's heritage and culture,
 - of low public use.

Purpose of these Minimum Requirements

- To specify the NZGB's requirements for proposals, including evidence required.

Authority of the NZGB: NZGB Act 2008

- s.15(2)
A proposal must—
 - (a) be in the form provided for the purpose by the NZGB; and
 - (b) meet the requirements specified by the NZGB; and
 - (c) include the evidence necessary to support the proposal
- clause 7 Schedule 1
Procedure generally
Unless otherwise expressly provided by or under this Act, the Board may regulate its own procedure.

³ [Rejection may be by the NZGB or any person acting under the NZGB's delegation](#)