

## Geographic Name Proposals: Required Information Checklist

*This checklist is intended to help proposers identify and provide information required by the NZ Geographic Board Ngā Pou Taunaha o Aotearoa to assess proposals under the NZGB Act 2008. You must complete and attach this checklist with your proposal. If you do not provide the required information it may result in your proposal not being processed.*

	Yes	NA
1. Have you used the relevant Proposal form and completely filled it in?	<input type="checkbox"/>	
2. Have you attached a map or chart (preferably from Land Information NZ - <a href="http://data.linz.govt.nz/">http://data.linz.govt.nz/</a> ) showing the location, and if applicable, with the extent marked for the place(s) or feature(s) you are seeking to name?	<input type="checkbox"/>	
3. Have you provided the type of feature being named?	<input type="checkbox"/>	
4. Have you provided evidence of orthography (eg macrons for Māori names, correct spelling for personal names)?	<input type="checkbox"/>	
5. Have you provided documentary evidence of consultation with local iwi, hapu, marae or other groups with ancestral interests? This applies in New Zealand, offshore islands, and for undersea feature names, but not Antarctica.	<input type="checkbox"/>	
6. For a new name, have you provided reason(s) to justify naming the feature and/or place, for example, the need for location identification for a emergency response, the need for addressing purposes, rights of first discovery/ascent, or the need to recognise history?	<input type="checkbox"/>	<input type="checkbox"/>
7. For an historical name, have you provided sufficient information/evidence about the events, stories and people associated with the place (ie history/origin/meaning)?	<input type="checkbox"/>	<input type="checkbox"/>
8. For a descriptive name, have you provided information to support the way the name describes the feature?	<input type="checkbox"/>	<input type="checkbox"/>
9. For a populated place name, have you provided documentary evidence of consultation with the relevant territorial authority?	<input type="checkbox"/>	<input type="checkbox"/>
10. For a dual or alternative name, have you provided sufficient information/evidence associated with both names?	<input type="checkbox"/>	<input type="checkbox"/>
11. For a personal name in New Zealand or for an undersea feature, have you provided documentary evidence that the person being commemorated is no longer alive, and information or evidence connecting the person with the area or feature and the significance of their association with that place?	<input type="checkbox"/>	<input type="checkbox"/>
12. For a personal name in Antarctica, (which can be assigned after a living person), have you provided sufficient information/evidence to connect the person with the area or feature and the significance of their association with that place?	<input type="checkbox"/>	<input type="checkbox"/>
13. Please confirm that you have referred to the Board's Frameworks document (available on this page: <a href="http://www.linz.govt.nz/regulatory/place-names/propose-place-name/nzgb-naming-policies-principles-and-guidelines">http://www.linz.govt.nz/regulatory/place-names/propose-place-name/nzgb-naming-policies-principles-and-guidelines</a> ) and other relevant standards during the compilation of your proposal.	<input type="checkbox"/>	