

## **KAUPAPAHERE, RĀRANGI HIHIRA | MINIMUM REQUIREMENTS**

### **for geographic name proposals**

#### **New Zealand Geographic Board Ngā Pou Taunaha o Aotearoa (NZGB)**

#### **July 2022, Version 3.3**

#### **Purpose of these Minimum Requirements**

To specify the NZGB's requirements for place or feature name proposals, including evidence required.

#### **For all proposals**

- The relevant Proposal Form<sup>1</sup> that the NZGB has agreed to must be used and completed. Online proposals forms are [here](#).
- The type of geographic feature being named must be provided. An appropriate geographic feature term should be included as part of most place names eg Whanganui *River* or *Maunga* Kākaramea. However, for populated places and historic sites a generic term is not generally used eg Tauranga. English or Māori generic terms may be appropriate. For a list of geographic feature types, see [New Zealand Geographic Features](#).
- A map or chart must be provided showing the exact location and where possible, the marked-up area or boundary of the geographic feature.
- Evidence of the orthography must be provided, for example macrons for Māori names and correct spelling for personal names.
- Proposers must refer to the NZGB's [relevant standard](#) when making their proposal.

#### **For personal name proposals**

- In New Zealand and for undersea feature names, evidence must be provided that the person the feature is being named for is no longer alive. Information or evidence must be provided to connect the person with the area or feature, and the significance of their association with that place. Consultation with the family is preferred.
- In Antarctica, names can be assigned for a living person. Evidence must be provided to connect the person with the area or feature and the significance of their association with that place. Consultation with the person is preferred.

#### **For other types of proposals**

- Historical names: evidence must be provided about the events, stories and people associated with the place.
- Descriptive names: evidence must be provided to support the way in which the name describes the place or feature.
- New names: reason(s) must be provided to justify naming the place or feature, for example to assist with location identification for emergency response, for addressing purposes, first discovery, or to recognise an historic event.
- Dual or alternative names: information or evidence associated with each name must be provided.

#### **Note**

- Only the relevant council can consent to or request an alteration of its District or Region name.
- Only the Department of Conservation can propose Crown protected area names.
- Only the responsible agency can propose or agree to proposals for railway station and railway line names.

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<sup>1</sup> Proposal Form means the document template available from the Secretariat and online from [here](#).

### **Consultation**

- Proposers must provide evidence of having consulted with local iwi, hapū, 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 in New Zealand or its offshore islands (such as a city, town, suburb or locality), then the proposer must consult with the relevant council and provide evidence of that consultation.

### **General exceptions**

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

### **Proposals may be rejected<sup>2</sup> from being processed**

- If these minimum requirements are not met.
- If the proposal falls outside the NZGB's naming policies or jurisdiction.
- If the proposal is for a place or feature name 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.

### **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.

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<sup>2</sup> Rejection to process a proposal may be by the NZGB, the NZGB Chairperson or any person acting on behalf of the NZGB