

## Geographic Name Proposals: list of requirements

Meeting minimum requirements will ensure a proposal is considered

This guide will help you provide the New Zealand Geographic Board Ngā Pou Taunaha o Aotearoa with everything needed to process your proposal.

### Your proposal requires

1. Using and completing the relevant **proposal form**. A separate form is required for each place name if you have more than one. Online proposals forms are [here](#).
2. Reading the relevant naming standard linked from [here](#) is required to complete a proposal.
3. Providing the type of geographic feature being named. For example, bay, maunga, glacier, area. For a list of feature types see [New Zealand Geographic Features](#).
4. Including the reasons for your proposal:
  - a. For a new name, make sure you provide reason(s) 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.
  - b. For an historical name, make sure you provide information or evidence about the events, stories and people associated with the place.
5. Including a map or chart with the exact location of the place or feature you are proposing to name clearly marked.

### Other supporting information and evidence

Please provide as much information and evidence as possible to explain and support your proposal. Please attach and/or describe the supporting information as they relate to the relevant headings below.

6. The history, origin, and/or meaning of the proposed name.
7. Evidence of orthography, for example macrons for Māori names and correct spelling for personal names.
8. Evidence of consultation with local iwi, marae or other Māori groups with ancestral interests. This applies in New Zealand, offshore islands, and for undersea feature names, but not Antarctica.
9. Evidence for a descriptive name, including how the name describes the place or feature.
10. For a personal name in New Zealand or for an undersea feature, evidence that the person the place or feature is being named for is no longer alive and evidence of the significance of their association. Consultation with their family is preferred.
11. For a personal name in Antarctica, which can be after a living person, evidence to connect the person with the area or feature and evidence of the significance of their association with that place. Consultation with the person or their family is preferred.
12. For a populated place such as a city, town, suburb or locality, evidence of consultation with the relevant council.
13. For a dual or alternative name, information or evidence associated with each name.
14. Any other supporting information or evidence relevant to your proposal.