

## **Guidance Notes**

### ***when proposing to Alter a District or Region Name of a Local Authority***

#### **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 (NZGB) may determine to alter an existing district or region (as defined under Section 5 of the Local Government Act 2002) name of a local authority, at the consent or request of the relevant local authority.

#### **Notes**

- Refer to Section 4 of the Act for definitions of district and region.
- Section 11(2) of the Act, Other functions of the Board: Without limiting section 260 of the Local Government Act 2002, the Board may alter the name of a district or region if, by resolution, a meeting of the relevant local authority—
  - (a) consents to the alteration; or
  - (b) requests the alteration.
- Section 11(2) of the Act, Other functions of the Board: If the Board carries out the function provided for by subsection (2), the provisions of sections 16 to 20 apply as if the district or region affected were a geographic feature.
- Section 22 of the Act, Alteration of name of local authority:
  - (1) This section applies if the Board carries out the function to alter the name of a district or region provided for under section 11(2).
  - (2) Before the Board may give public notice of a determination to alter the name of a district or region, it must request the Minister to recommend to the Governor-General to make an Order in Council under section 260 of the Local Government Act 2002 to amend the name of the relevant local authority in Schedule 2 of that Act to give effect to the alteration.
  - (3) An Order in Council must specify the date when the amendment takes effect, which must allow the Board sufficient time to give public notice as required by section 23(2)(a).
- Section 23 of the Act, Notification of alteration of name of district or region:
  - (1) As soon as is reasonably practicable after the Governor-General has made an Order in Council in accordance with section 22(2), the Board must give public notice of the determination to alter the name of the relevant district or region.
  - (2) The notice required by subsection (1) must—
    - (a) be given in accordance with section 21(2); and
    - (b) state the date on which the determination takes effect, which must be the date stated in the Order in Council made under section 22(2).

Note: the NZGB has jurisdiction over the name only and not the extent of the region or district.

#### **Research and consultation**

There are many sources to help with research, e.g. local public libraries, old maps, manuscripts, the internet, etc.

Proposers are encouraged to consult as appropriate. The NZGB will follow its usual processes in terms of the '[Kaupapa for Māori Place Names](#)'. However, this process may be abbreviated where good documentary evidence of iwi/hapū/marae 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 may include relevant Māori groups, local authorities within a region, neighbouring local authorities for a district or region, local communities, Department of Conservation, community boards, 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 alter a district or region name*

This applies to an alteration to the current district or region name, as listed under Schedule 2 of the [Local Government Act 2002](#). Any other applicable details relating to the proposed altered district or region name should be included.

2. *Existing district or region name*

Add the existing district or region name, with details of its establishment and authority.

3. *Location*

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

4. *Māori or European name*

The task of finding out the meanings and origins of Māori names can be difficult. Some may be tapu (sacred), such as when associated with an important tūpuna (ancestor). Exploring the origins and meanings of Māori names must be done with respect and understanding for the significance of the names. 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](#)’.

- 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 orthography of Māori names with Te Taura Whiri i te Reo Māori (the Māori Language Commission) or from one of their licenced translators.
- b European name – sources are as for 4a above. Include the sources checked. Note that the NZGB has a function to collect and encourage the use of original Māori names. Check whether an original Māori name exists for the geographic area of the region or district.
- c Provide documentary evidence of the sources consulted.

5. *Origin*

- a Give a description of whom or what the proposed altered district or region name is named after or for, or about.
- b Outline the traditional or historical background of the proposed altered district or region name.
- c Is the proposed altered district or region name already used locally? How long has it been in local usage?

Refer to other agencies such as the Department of Conservation, historical records/plans/maps, historical societies and history books for supporting information.

6. *Name duplication*

- \* Check the online [Gazetteer](#) for possible duplication of the proposed name.
- \* The NZGB’s rules state that duplication should be avoided wherever possible.
- \* Duplication of names is undesirable as it may cause confusion for emergency response services.

7. *Other supporting information*

- \* Other sources may include historical societies, the Alexander Turnbull Library (Cartographic Collection), Māori Land Court records, mountain/tramping clubs, newspaper records, relevant Crown agencies, etc. See list of possible [resources](#).
- \* Add extra pages as necessary and copies of all supporting evidence and references that may assist the proposed altered district or region name.
- \* Include details of any consultation.

8. *Consultation with other local authorities*

Provide documentary evidence of consultation with other relevant local authorities.

9. *Date of meeting that the relevant local authority resolved to consent to or request*

Provide documentary evidence of the local authority resolution that consented to or requested the alteration.