

How to make a submission on a naming proposal



There is legislation that covers how naming is conducted, The *Geographic Place Names Act* 1998 and current *Guidelines for Geographic Names* require that a document describing a naming proposal be prepared and public comment be invited on it. They also set out processes to be followed.

Interested individuals and organisations are encouraged to make submissions, whether for or against a proposal. Submissions may be made on the form overleaf or on plain paper, but should quote the Council Reference (NP-) number shown on the document describing the proposal.

Submissions must be in writing (which includes email or facsimile) and clearly show the name and postal address of the person or organisation making the submission. Note that legislation allows only written submissions to be considered. Council cannot take verbal submissions or views expressed in newspaper comment (eg: a *Letter to the Editor*) into account when making a decision on a naming proposal.

PRIVACY NOTICE

A submission is a public document, but name and contact details are used only to contact the submitter in relation to the naming proposal and are not made available to other parties.

Submissions must be addressed to the Place Names Officer. Do not send a submission to another officer or Councillor, as it may not be received in time for proper consideration. A late submission can only be accepted if there is just cause for late lodgement and it is not too late to be considered with other submissions. Submissions may be lodged by:

Mail to: Lani Smith, Place Names Officer City of Ballarat Reply Paid 655 BALLARAT VIC 3353 (no postage stamp is required)	Delivery to: Lani Smith, Place Names Officer The Phoenix 25 Armstrong Street South BALLARAT CENTRAL
Email to: ballcity@ballarat.vic.gov.au	Fax to: (03) 5333 4061

All valid submissions received by the Place Names Officer before the closing time will be considered before Council makes a decision. **No individual submission can be considered before the public comment period closes.**

Usually, all submissions are summarised in an attachment to the report to Council, and a full copy (with submitters' names and addresses blanked out) is available to Councillors and senior officers at the meeting.

All relevant points made in submissions generally receive equal consideration, but the following should be noted:

- Offensive, vexatious or invalid submissions will not be considered.
- If two or more submissions are received from the same organisation, person or property, they will be treated as one submission unless they contain conflicting viewpoints.
- If conflicting viewpoints must be resolved, submissions from essential services and persons directly affected by a proposal will be given greater weight than those from other sources.
- Unless exceptional circumstances apply, submissions based only on the cost or inconvenience of notifying change of address will be discounted, as these points are always taken into account if proposals affect existing addresses. Council will not generally reimburse residents or businesses for the costs of notifying change of address or of buying new stationery or house/property numbers.
- If a submission should reveal significant new information, consideration of that naming proposal may be deferred to allow further research.
- Names suggested must conform to the current Guidelines for Geographic Names available upon request or via <http://services.land.vic.gov.au/vicnames/>
- Comments in submissions should be relevant to the naming proposal. Other issues (eg: road maintenance or speeding traffic) should not be included in submissions, but reported to the City separately by telephone (03 5320 5500), mail, email, or in person.

**If no submissions are received in respect of a naming proposal,
it will be assumed there are no objections to that proposal.**

After Council has made a decision on a naming proposal an appeal against that decision may be made to the Registrar of Geographic Names within 30 days of publication of the name, but only if the objector can demonstrate that either:

- Council did not address the objections during their deliberations, or
- the proposal does not conform to the principles of the current *Guidelines for Geographic Names*.

Please contact the Registrar's office (telephone 8636 2530) for advice before making an appeal to the Registrar.

Attention: Place Names Officer

NAMING PROPOSAL SUBMISSION

Please see over for guidance on making a submission



Naming Proposal (as shown on the document describing the proposal):

Council Reference No:

Please ensure your name and postal address are clearly shown and your submission is signed and dated. A submission is a public document, but this section will be blanked out and not available to other parties.

CONFIDENTIAL

Organisation:

(only if this submission is on behalf of a community group, eg: historical society, progress association, etc.)

Name:

Postal Address:

Postcode:

Telephone:

Signature:

Date:

Your comments may include any relevant points but should say whether you consider the name is suitable and/or you support it. In order to be valid, submissions of objection should demonstrate how the name is not compliant with the current Guidelines.

Comments: