

Tasmanian Place Naming Guidelines

March 2019

Contents

- 1. Introduction6**
 - 1.1. *What are place names?*6
 - 1.2. *Place naming authorities*6
 - 1.3. *Tasmanian place naming jurisdiction*7
 - 1.4. *About these guidelines*7
 - 1.5. *What can be named?*7

- 2. Place Naming Process9**
 - 2.1. *Who can propose place names?*9
 - 2.2. *Requirements for consultation*9
 - 2.3. *Submissions to name places* 10
 - 2.4. *Investigations of proposals* 10
 - 2.5. *The Nomenclature Board* 11
 - 2.6. *Consultation and advertising of proposals* 11
 - 2.7. *Objections to place naming proposals* 11
 - 2.8. *Considering Objections* 12
 - 2.9. *Approving and registering new or altered names* 12
 - 2.10. *Contact details for place name submissions* 12

- 3. General Principles 13**
 - 3.1. *Retrospective application* 13
 - 3.2. *Use of approved or official names* 13
 - 3.3. *Altering a name* 13
 - 3.4. *Extents of named features* 14
 - 3.5. *Form and character of names* 14
 - 3.6. *Duplication of place names* 14
 - 3.7. *Uniformity of spelling* 15

Tasmanian Place Naming Guidelines

3.8.	<i>Official language</i>	15
3.9.	<i>Aboriginal place names</i>	15
3.10.	<i>Aboriginal dual naming</i>	16
3.11.	<i>Personal and commemorative names</i>	16
3.12.	<i>Business and commercial place names</i>	17
3.13.	<i>Unsuitable place names</i>	18
3.14.	<i>Use of protected and restricted words</i>	18
3.15.	<i>Naming of features within Commonwealth land</i>	19
4.	Structure principles	20
4.1.	<i>Applying principles</i>	20
4.2.	<i>Use of generics</i>	20
4.3.	<i>Use of names starting with 'The'</i>	20
4.4.	<i>Capitalisation</i>	21
4.5.	<i>Qualifying terminology and directional indicators</i>	21
4.6.	<i>Abbreviations</i>	21
4.7.	<i>Punctuation and apostrophes</i>	22
4.8.	<i>Numbers and roman numerals</i>	22
4.9.	<i>Diacritical marks</i>	22
4.10.	<i>Hyphens</i>	22
4.11.	<i>Initials and acronyms</i>	23
4.12.	<i>Titles, honorifics and postnominals</i>	23
4.13.	<i>Logograms, symbols and trademarks</i>	23
5.	Naming Geographic Features	24
5.1.	<i>What are geographic features?</i>	24
5.2.	<i>Demonstrated need to name geographic features</i>	24
5.3.	<i>Duplication of geographic feature names</i>	24
5.4.	<i>Grouped feature naming</i>	25

Tasmanian Place Naming Guidelines

5.5.	<i>Offshore and underwater features</i>	25
6.	Naming Localities	26
6.1.	<i>What are Localities?</i>	26
6.2.	<i>Responsibilities for assigning or altering localities</i>	26
6.3.	<i>Altering a locality name</i>	26
6.4.	<i>Principles in the selection of locality name</i>	27
6.5.	<i>Principles in the definition of locality boundary</i>	28
6.6.	<i>Minor alterations to locality boundaries</i>	28
6.7.	<i>Major changes to locality boundaries</i>	29
6.8.	<i>Assigning a new locality</i>	30
6.9.	<i>Assigning, discontinuing or altering the name of an unbounded locality</i>	31
7.	Naming Roads and Streets	32
7.1.	<i>Applying principles</i>	32
7.2.	<i>Roads and streets to be named</i>	32
7.3.	<i>Extents of named roads and streets</i>	32
7.4.	<i>Road and street name elements</i>	33
7.5.	<i>Selection of road and street names</i>	33
7.6.	<i>Duplication of road and street names</i>	33
7.7.	<i>Road and street naming principles</i>	33
7.8.	<i>Suffixes, prefixes and directional names in road and street names</i>	34
7.9.	<i>Road and street naming authorities</i>	34
7.10.	<i>Road and street names for highways and subsidiary roads</i>	35
7.11.	<i>Naming process for private and subdivision roads</i>	35
7.12.	<i>Naming process for other roads and streets</i>	36
7.13.	<i>Altering a road or street name</i>	36
7.14.	<i>Altering road and street extents</i>	37
7.15.	<i>Naming Tourist Drives / Routes</i>	37

Tasmanian Place Naming Guidelines

- 7.16. *Road Route Codes*..... 38
- 7.17. *Signage*..... 38
- 7.18. *Road and street types (Generic)*..... 39
- 8. Naming Reserves** **42**
 - 8.1. *Applying principles*..... 42
 - 8.2. *Use of reserved land classifications*..... 42
 - 8.3. *Changes in extent of reserved land*..... 42
 - 8.4. *Use of marine resources protected area classes*..... 43
 - 8.5. *Naming process for other reserves and parks* 43
- 9. Naming Cultural Features** **44**
 - 9.1. *What are Cultural Features?* 44
 - 9.2. *Pre-existing unofficial names* 44
 - 9.3. *Naming process for cultural features*..... 44
 - 9.4. *Features not required to have approved names* 45
- 10. Other naming authorities**..... **46**
 - 10.1. *Naming cities*..... 46
 - 10.2. *Naming towns*..... 46
 - 10.3. *Naming Land Districts and Parishes* 46
 - 10.4. *Naming reserved land* 46
 - 10.5. *Naming marine resources protected area* 46
 - 10.6. *Naming a jetty*..... 46
- 11. Placenames Tasmania** **47**
 - 11.1. *Description*..... 47
 - 11.2. *Use of approved place name* 47
 - 11.3. *Recorded place names*..... 47
 - 11.4. *Recording of sensitive place names*..... 48
 - 11.5. *Discontinuing or omitting a place name*..... 48
 - 11.6. *Status of place names* 49

I. Introduction

I.1. What are place names?

Place names or toponyms are names of places or geographic entities and are critically important reference points for all members of the community. From natural features, such as rivers and mountains, to cities, streets and reserves, place names are the most common way that people identify locations. While the existence and use of place names may be taken for granted in everyday life, the importance of rigorous processes for assigning appropriate and authoritative names to natural and manmade features generally goes unnoticed.

Consistent use of accurate place names is an essential element of effective communication worldwide, and supports socio-economic development, conservation and national infrastructure. Place names provide the most useful geographical reference system and are used to uniquely identify a feature and its location.

More information on Place Naming in Tasmania can be found at the following link:

<http://dpiwwe.tas.gov.au/land-tasmania/place-naming-in-tasmania>

I.2. Place naming authorities

All Australian states and territories, together with New Zealand have legislative procedures for the approval and recording of place names to ensure consistency is applied in the selection of names and to promote the use of correct place names in mapping and electronic applications.

The Committee for Geographical Names of Australia (CGNA) was established in 1984 for the coordination of place naming in Australia and New Zealand. In 1993, it became a standing committee within the Intergovernmental Committee on Surveying and Mapping (ICSM). Its membership comprises the principle nomenclature authorities of those two countries, with a number of other members who have responsibilities for place names. In October 2015 the name of the committee was updated to the Permanent Committee on Place Names (PCPN).

In 1953, the *Survey Co-ordination Act 1944* was amended to introduce a statutory system for naming places and establish the Nomenclature Board as the responsible authority for the naming of all Tasmanian features or places. The Nomenclature Board comprises of members from authorities recognised as being responsible for the production of mapping products, with the objective to ensure consistency in the depiction of place names.

1.3. Tasmanian place naming jurisdiction

The extent of the place naming guidelines covers the State of Tasmania including Macquarie Island. This is restricted to the limit of coastal waters, generally in areas within three nautical mile seaward of the coast.

Names for Macquarie Island may also be considered by the Australian Antarctic Division's Place Name Committee for consideration and referring for naming under the *Survey Co-ordination Act 1944*.

1.4. About these guidelines

These guidelines are to apply to all place names assigned under the provisions of the *Survey Co-ordination Act 1944*. These guidelines are intended to be used by all naming authorities to assist in the selection of a conforming name as well as providing the public and community with the principles that apply to the selection of a name. These guidelines will be used to assess the suitability of a place name proposal for approval.

These guidelines have been developed to conform to established conventions as well as conforming to national standards and guidelines. They are to be reviewed every five years.

Within these guidelines the word "must" indicates that a statement or condition is mandatory and the word "should" indicates a recommendation that is highly desirable.

1.5. What can be named?

The *Survey Co-ordination Act 1944* provides for the following features to be included under the definition of a place. These include, but are not restricted to:

- A geographic feature (whether or not covered by water); and
- A city, town, suburb or locality, habitation, or other feature of community or cultural significance; and
- A highway, road, street, lane or thoroughfare that is open to or used by the public and is not within a city or town; and
- A park, recreation or sporting ground, walking or bike track that is open to or used by the public; and
- Any other place that is, or is likely to be, of public, cultural or historical interest.

The naming of roads and streets that are within a city or town are the responsibility of the respective council to assign or alter and provide notification to the Nomenclature Office.

Geographic features are those natural features including a mountain, peak, valley, lake, lagoon, river, creek, bay, beach, island, cave, waterfall or reef. Buildings and similar structures are not named under the *Survey Co-ordination Act 1944* nor are administrative areas or places that may be named under other legislation.

Tasmanian Place Naming Guidelines

Placenames Tasmania may in addition 'record' the names of places not required to be named under the Act in the interests of the public good (see section on Recorded Names).

2. Place Naming Process

2.1. Who can propose place names?

Any individual, organisation, government (including local government), agency or authority can propose a new name for a feature, or a change to an existing named feature. The proponent in the first instance, should contact the relevant authority for undertaking the appropriate community consultation as per 2.2 and developing a formal naming proposal.

- Proposals for new or alterations to existing geographical and cultural features, in addition to land management authorities, proposals are to be referred to relevant community groups for consultation. New geographical names must also conform to the requirements for Aboriginal and Dual Naming see 3.9 and 3.10.
- Proposals for new or alterations to existing locality names or boundaries must be directed to the appropriate local government authority.
- Proposals for new or alterations to existing road and street names or extents must be directed to the relevant road authority.
- Proposals for new or alterations to existing public features such as parks, playgrounds, etc. must be directed to the relevant landowner or managing authority.

2.2. Requirements for consultation

Place names have an important role within the community with many names including road names having a direct effect on individuals. It is essential that the community is adequately consulted as part of the process in the development of a place name proposal and opportunity is provided to ensure that the proposed name is acceptable to the community as well as conforming to these guidelines. Public participation in the place naming process lends strength and provides a level of ownership to a naming proposal which will assist in the approval process.

The level of consultation required is largely dependent upon the type of feature proposed to be named or altered, the significance of the feature to the community and any direct impacts of the proposal to an individual.

For altering or assigning names for geographical and cultural features, in addition to land management authorities, proposals are to be referred to relevant community groups for consultation. These include progress and ratepayer associations, bushwalking clubs and local historical organisations.

For altering a road name, locality name, assigning a new locality name, or major changes to a locality boundary, it is critical that extensive community consultation is undertaken including ensuring affected residents are made aware of the proposal. This can be done by public notices, advertising in local government publications or letters to residents.

2.3. Submissions to name places

Submissions from Local Government for new road or street names or council maintained cultural features, e.g. walking tracks and parks, are to be submitted through *Placenames Tasmania*. The relevant fields are to be filled out including background information on the origin of the name together with any relevant file or photo attachments and a spatial location.

Submissions for any other proposals to assign, alter or discontinue the name of a feature must conform to the general principles and structure principles of these guidelines. Proposals may be lodged by any individual, group or organisation through *Placenames Tasmania* or to the Nomenclature Office using the contact details listed at 2.10. The proponent is to ensure that the necessary consultation has been undertaken, together with evidence of support from relevant organisations. A map or spatial representation through *Placenames Tasmania* indicating the location and extent of the feature proposed to be named must be included together with any supporting documentation. Any proposal that does not meet these guidelines or is not supported by evidence of consultation and endorsement will not be successful.

At minimum naming submissions for geographic (natural) features must include the following information:

- Contact details of the proponent(s) including name, organisation, address, phone and email;
- Proposed name and feature type (e.g. Bay, Hill, Stream, Mountain, etc.);
- Reason for proposing a name for the feature and why this name may be appropriate;
- Evidence that the proposed name conforms to these guidelines;
- Background, historical or other supporting information including images;
- Map or spatial representation through *Placenames Tasmania* indicating location and extent of feature proposed to be named (LISTMAP PDF file marked up with LISTMAP drawing tools);
- Evidence of community support for the proposed name including any public consultation that has been undertaken;
- Written support from the relevant local government council(s);
- The views of any other individuals, interest groups or organisation having an interest or management responsibility in the land e.g. the Parks and Wildlife Service, Sustainable Timber Tasmania, Crown Land Services, Walking Clubs etc.
- New geographical names must conform to the requirements for Aboriginal and Dual Naming see 3.9 and 3.10.

2.4. Investigations of proposals

All submissions will initially be assessed by the Nomenclature Office for conformance to the Tasmanian Place Naming Guidelines. Any submission failing to conform may be rejected or returned to the proponent for development of a revised submission.

Providing that a road name proposal within a city or town conforms to these guidelines, it will be deemed to be approved under the provisions of the *Act* once registered into *Placenames Tasmania*. If a road name proposal does not conform to the guidelines it may be referred back to the relevant council and/or to the Nomenclature Board for further review.

Submissions for features other than road names within a city or town will be referred to the Nomenclature Board for further assessment, including potential effects on the community.

2.5. The Nomenclature Board

A Nomenclature Board is provided for in the *Survey Co-ordination Act 1944* to consider proposals for place naming. The Nomenclature Board comprises representatives from those bodies having an interest in the naming of places. The Surveyor-General is the chair of the Board.

2.6. Consultation and advertising of proposals

While appropriate consultation is expected to be undertaken by the proponent prior to submitting a proposal to assign, alter or discontinue a place name, it is necessary to ensure the whole community has the opportunity to consider and respond to a proposal before a name has been approved. The gazettal process provides for this additional consultation and the opportunity to provide feedback in the form of either support for, or objection to, the naming proposal.

All proposals to assign, alter or discontinue a place name (other than a road or street name within a city or town) will be advertised in the *Tasmanian Government Gazette*, with an objection period of one month.

The Gazette notice will include the following information:

- The *Placenames Tasmania* register number of the feature name;
- The name of the feature (and, if relevant the former name);
- The local government area(s) and locality(ies) where the feature is located;

Proposals may also be advertised in any or all of the three major regional newspapers if it is felt by the Board that the proposals impact on the community is perceived as high or if there is a strong possibility that the proposal may generate strong community interest or discussion.

In some cases there may be a requirement to undertake additional consultation with specific community groups, for example if a major change to a locality or significant change to a road name is proposed.

2.7. Objections to place naming proposals

An objection provides an opportunity for members of the community to inform the Nomenclature Board that one or more persons disagree with a proposal to assign or alter a place name. Any person or organisation can lodge an objection to a naming proposal. Objections must be lodged through *Placenames*

Tasmania or in writing to the Nomenclature Office using the contact details listed at 2.10 within the one month objection period after gazettal.

Objections must state the nature of the objection and must include valid concerns about non-conformance with these guidelines. Objections should also state any detrimental effect the proposal would have on the objector or the community, together with any relevant supporting information. Any additional relevant information, including written support for the objection from other members of the affected community, should also be attached to the objection.

2.8. Considering Objections

If no objections are received within the 30 day period after gazettal, the proposal is deemed as being accepted.

If any objections are received, these will be considered by the Nomenclature Board at its next meeting and a recommendation made. The Board's recommendation will be forwarded to the Minister for a final decision. The Minister's decision is final.

There are three possible outcomes from this consideration:

1. The objection(s) will be dismissed and the proposal accepted;
2. The objection will be upheld and the proposal abandoned;
3. The objection will be upheld and the proposal altered to conform to these guidelines.

Notice of objections and subsequent outcomes will be published under the Confirmation Notices section of the next gazettal.

At the conclusion of the objection process the Nomenclature Office will write to the objector(s) advising of the outcome.

2.9. Approving and registering new or altered names

Once a proposal has been approved, the Nomenclature Office will set the status accordingly in *Placenames Tasmania*, which will enable that name to be published on subsequent mapping publications and spatial data sets delivered through the Land Information System Tasmania (theLIST).

2.10. Contact details for place name submissions

Submissions can be submitted through *Placenames Tasmania*, along with supporting information, location and documentation, or in writing to the Nomenclature Office by either:

Mail: Nomenclature Office, Land Tasmania, GPO Box 44, Hobart 7001

Email: Nomenclature.Office@dpiwve.tas.gov.au

3. General Principles

3.1. Retrospective application

These guidelines are intended to apply to all names assigned or altered under the *Survey Co-ordination Act 1944* and are not intended to be retrospective. There may be existing names assigned which do not conform to these guidelines, but it is not intended that these names be altered unless there is a valid reason for doing so.

3.2. Use of approved or official names

The written form of a place name approved under the provisions of the *Survey Co-ordination Act 1944* is deemed to be an 'official' name. Such names must be recorded within the State's register of place names, *Placenames Tasmania*, and these names must be used for all official maps, publications and spatial data products within Tasmania.

The use of unapproved or alternative names can lead to confusion in the community and the use of names other than approved names must be avoided e.g. references to the *Railway Roundabout* as the *ABC Roundabout*. Within government the approved name must be used in all documents and publications either in paper or electronic format.

The assignment, alteration or omission of place names must consider public safety and not cause confusion for emergency services, transport, communication, mail services or the general public.

3.3. Altering a name

Place names are intended to be enduring and the changing of an established name merely to correct or reestablish historical usage is not to be considered in itself a reason to change a name unless it is deemed to be in the public interest or for safety reasons. Consideration needs to be given to the effects upon the wider community including emergency services of the consequences of altering a name.

Where the spelling of names have been found to be altered or corrupted by long established usage it is preferred that these names which have since been widely used and sanctioned by the community, are retained in their current form. The historically correct origin should be noted in the *Placenames Tasmania* register against the feature.

Examples include:

- The island *Pedra Branca*, which arguably should have been translated as *Pedra Blanca* or *Pedro Blanco*.
- The stream *Nicholls Rivulet* was named after William Nichols (one 'L') and although the spelling was corrupted over 100 years ago, *Nicholls Rivulet* has since been accepted by the community. As

the locality and road also bear the same name altering the name of one feature would introduce inconsistencies with other features derived from this name.

Alterations of road names can be considered if there is a requirement to remove ambiguity or provide clarification for addressing purposes.

Any proposals to alter a name must provide a compelling reason for doing so and must provide evidence of strong community consultation and support for such a change. For features that impact upon residents such as road names, the overwhelming majority of affected residents must be supportive of the change.

3.4. Extents of named features

Any proposal to name a feature must clearly define the area or extent of the feature to which the name will apply. The *Placenames Tasmania* system enables a draw feature tool to be used to indicate the position and extent of features. Otherwise, proposals must provide a plan or marked up map (e.g. [LISTMAP](#) image where the drawing tools have been used to mark up the extent). The Nomenclature Office will ensure that any approved place name will have its correct extent recorded against the feature within the *Placenames Tasmania* register. Every approved name will also have its location and extent spatially managed through a LIST spatial dataset.

3.5. Form and character of names

Place names should be easy to pronounce, spell and write; simple and concise and preferably less than 50 characters long. Names should not exceed more than three words including the generic part (see 4.1). Names must be in accordance with community standards.

An exception are Tasmanian Aboriginal names which whilst may seem to be complex at first, will over time become more familiar and easier to use within the community. They should be transcribed as accurately as possible to suggest a pronunciation as close to the Indigenous form as possible.

3.6. Duplication of place names

The purpose of place names is primarily to provide unambiguous direction and reference to identify a named identity. Duplication is to be avoided because of the confusion this may cause, particularly in the case of emergency service response.

Duplications include names that are similar in spelling or sound to any other place name e.g. *MacKenzie Rivulet* and *McKenzie Creek*, *Erica Place* and *Erina Street*

- Names of geographic (natural) features should not be duplicated within Australia and checks must be made to ensure that the proposed name is not in use within Australia before any proposal to assign a new geographic name is made;
- Names of geographic (natural) features must not be duplicated within Tasmania;

- Locality names must not be duplicated within Australia;
- Names of Roads and Streets and cultural features e.g. parks and reserves should not be duplicated in Tasmania and must not be duplicated within the same locality or local government area or adjoining localities or local government areas.

3.7. Uniformity of spelling

The specific (name part) of a place name must have the same spelling as the existing name that provides the source for a road name. For example, *McArthur* for *McArthur Road* but not *McArthur* spelt as *MacArthur Road*.

3.8. Official language

In Australia, the national language is Australian English. In general, place naming practice must use the form, spelling and style of the official language and corrupted words of Australian English should be avoided. (The Macquarie Dictionary is widely regarded as the primary reference for Australian English).

All new proposals for place names except where they are proper nouns, must be written in Australian English or, where appropriate, in accordance with the requirements for Aboriginal and Dual Naming see 3.9 and 3.10.

Place names derived from languages other than English must adopt the form, spelling and style consistent with those languages at the time the name is assigned.

3.9. Aboriginal place names

The use of Aboriginal place names is governed by a separate State Government Policy, which is currently under review. The objective is to ensure that Aboriginal place names are recognised by all as being part of Australian heritage and need to be preserved.

Aboriginal names must not be assigned to any cultural feature, including road and street names outside the provisions of the above mentioned Policy. The previous Policy is the *Aboriginal and Dual Naming Policy 2012* produced by the Office of Aboriginal Affairs, Department of Premier and Cabinet. The Policy is currently being reviewed.

Key features of *Aboriginal and Dual Naming* are:

- To give preference to Aboriginal names for geographic features or places that do not already have an official or assigned name;
- To enable a transparent dual naming system, where an official name is already in use. The attachment of an Aboriginal name sits alongside the introduced name;
- To provide a consistent guide to attaching Aboriginal names, and how it is approached.

Proposals for the naming of a geographic (natural) feature must conform to these guidelines.

The place name structure principles (in particular the use of generics and the use of capitalisation) may not apply to the assignment of Aboriginal place names (see 4.2 and 4.4).

3.10. Aboriginal dual naming

The dual naming of features is a legitimate means of assigning an additional Aboriginal name to a feature which already has an existing approved name of non-Indigenous origin. The principles, practices and processes for assigning dual names are outlined in these guidelines and must conform to these guidelines.

Dual naming will only apply to natural geographic features where an Aboriginal name is applied to a feature with the same extent or area as the feature that already has an existing approved name of non-Indigenous origin. Where there are dual names assigned to a feature, either or both names may be used as the official name.

The recording and depiction of dual naming on official mapping products, reports, documents and signage must also conform to the following requirements:

- Both approved dual names are to be represented;
- The Aboriginal name will be the preceding name, followed by a solidus ' / ' and then by the non-Aboriginal name e.g. *wukalina / Mount William*. The solidus must be preceded and followed by a space;
- Both the Aboriginal name and the non-Aboriginal name must be in the same font, type, size and colour.

Dual naming does not apply to other features that may incorporate an existing approved name as part of the name. For example the “Great Lake Power Scheme” relates to a man-made infrastructure incorporating the natural feature *yingina / Great Lake*, dual naming only applies to the natural feature, and the Aboriginal name ‘yingina’ is not to be incorporated as part of the name of the infrastructure.

Similarly “Rocky Cape Road” and the shack area named “Rocky Cape Beach” are not to incorporate the Aboriginal ‘pinmatik’ as part of the name.

3.11. Personal and commemorative names

Place names for features commemorating a person should only be assigned posthumously. The person being commemorated should have had a direct and long-term association (over 10 years) with the location or have made a significant contribution to the area. Ownership of the land or recent public service should not in itself be grounds for proposing a commemorative name to a geographical feature, nor should a commemorative name be used to commemorate victims of, or mark the location of accidents or tragedies.

Tasmanian Place Naming Guidelines

Place names commemorating living persons are not effective choices, as community attitudes and opinions can change over time. Better alternatives can be commemorative plaques or naming a particular community facility such as an oval after the person to be commemorated.

Naming authorities must gain consent from family members of the person being commemorated, except if the person has been deceased for more than ten years at the time of proposal.

Place names assigned to geographic features, localities and roads for commemorative purposes should only incorporate the surname, not the first or given names (e.g. *Lake Plimsoll* named after the former Tasmanian Governor Sir James Plimsoll).

Initials of a given name must not be used in any place name.

The first name and surname may be used for cultural features such as parks and sports grounds if necessary to avoid duplication with an existing feature or in cases of a memorial park or reserve, for example *Max Angus Memorial Reserve*.

If a proposed name commemorates a deceased person or family, a brief biography should be included in the proposal documentation containing:

- Full name/s (including parents and children if known);
- Dates of any relevant births, deaths or marriages;
- Information about their life, including the general nature of their occupation and education;
- Details of any civil and community contributions made by the person, such as membership of community organisations, terms of office and achievements;
- Details of any honours or decorations received by the person/s;
- Consent of family or descendants if possible;
- Any other historical information in support of the proposal.

3.12. Business and commercial place names

A place name should not include the name of a commercial business, trade name, or non-profit organisation or any term that may be construed as advertising a commercial or industrial enterprise. The words 'Limited' or 'Proprietary' or their abbreviations, whether in combination with other words or alone must not be used.

Exceptions may apply for cultural (man-made) features where the business or organisation has had a long association with the area and is held in strong regard by the community and/or has contributed to the establishment of the feature. Any proposals must provide the reasons and evidence of the business or organisations' association with the area.

Geographic (natural) features must not include a commercial or business name.

3.13. Unsuitable place names

A proposal to name a place is unlikely to be successful if the proposed name is undesirable, likely to be offensive to members of the public, unduly cumbersome or difficult to pronounce. (Note: Aboriginal names which may appear at first to be complex in spelling and/or pronunciation become familiar and easy to use over time.)

Consideration must be made to the use of place names in diverse cultural situations, ensuring names that can be construed as derogatory, discriminatory, in poor taste or likely to cause offence, must not be used.

3.14. Use of protected and restricted words

The following words are regulated in their use and can only be used if they comply with these regulations:

- 'ANZAC' or any word resembling it is safeguarded by the *Protection of Word 'ANZAC' Regulations 1921 (Commonwealth)*. These regulations describe when the use of 'Anzac' requires the authority of the Federal Minister for Veterans Affairs and the uses that may be excluded from regulation.
- 'Abt Railway', 'Abt Wilderness Railway' or 'Abt Heritage Railway', or any combination of these names, are protected from commercial purposes under the *Abt Railway Development Act 1999* with written permission required of the Ministerial Corporation established under that Act.
- 'Bicentennial', either alone or in combination with other words, previously required written approval of the relevant Federal Minister responsible for the *Australian Bicentennial Authority Act 1980 (Commonwealth)*. This responsibility was removed in 1999 but use of this term should be carefully considered on a case by case basis to ensure appropriate use.
- Defence words or letters include a word, words or groups of letters relating to Australian military forces or any service of body of persons associated with the defence of the Commonwealth. The use of these words is regulated by the *Defence (Prohibited Words and Letter) Regulations 1957 (Commonwealth)*. Applications to use these words must be made in writing to the Minister of Defence.
- 'Royal', either alone or in combination with other words, unless that place has been granted a Royal Charter (i.e. granted by the sovereign on the advice of the Privy Council). E.g. *Royal Tasmanian Botanical Gardens, Royal Yacht Club of Tasmania, and Royal Hobart Hospital*.
- There are certain words and phrases listed in Schedule 6, Part 3 of the Corporations Regulations 2001 (Cth). http://www.austlii.edu.au/au/legis/cth/consol_reg/cr2001281/sch6.html which are not appropriate for place naming.
- The use of Road generics such as 'Court' should also be avoided e.g. naming of care facilities such as *Bishop Davies Court*, except for the naming of a sporting facility or a legal institution (e.g. *Launceston Tennis Club Courts* and *Commonwealth Law Courts*).

3.15. Naming of features within Commonwealth land

The Commonwealth has exclusive power over places it controls, however does not have legislative power to assign or alter a place name.

The guidelines in this document apply to the naming of features within Commonwealth land, but before a place name within Commonwealth land, including a road or street, is assigned or altered, the relevant Commonwealth authority must be consulted.

4. Structure principles

4.1. Applying principles

The following structure principles apply to the naming of all features covered by the Survey Co-ordination Act 1944. These principles conform to national place naming requirements and are to ensure there can be no confusion caused by the place naming process. These principles are to be used in conjunction with other specific principles for geographic names, locality names, road and street names and naming of other cultural features.

4.2. Use of generics

A place name may be composed of a specific and a generic term. If included, the generic term is the part of a place name that indicates the type of feature designated, e.g. 'Street' in *Macquarie Street*, 'Lake' in *Lake Pedder* (where 'Macquarie' and 'Pedder' are, in contrast, the specific terms which identify the feature or place). Populated places do not generally include a generic as part of the toponym, but for geographic (natural features); road and street names and most cultural features the appropriate generic term should form part of the name.

For geographic names the specific will generally precede the generic, with the exception of the use of the generic 'Mount', 'Cape', 'Lake' and 'Port', where the preference is for the generic to precede the specific (e.g. *Mount Wellington* not *Wellington Mount*, *Cape Grim* not *Grim Cape*, *Lake Agnes* not *Agnes Lake*, *Port Dalrymple* not *Dalrymple Port*).

For road and street names and the names of cultural features the specific term must always precede the generic term. For road and street names there are standard generic terms which should be used appropriate to the feature being named, see 7.16.

For all other place names, the generic term for any place name proposals will be reviewed by the Nomenclature Office to ensure conformity with the most appropriate standard feature type generic. The prime reference for the generic term is the *Intergovernmental Committee on Surveying and Mapping's Glossary of Generic Terms*.

Aboriginal place names may not contain a specific generic.

4.3. Use of names starting with 'The'

Place names beginning with the definitive article 'The' are potentially confusing, since it will not be clear whether "The" is part of the place name or a normal element in the grammar of a sentence. Place names with a leading "The" should not be used unless there is a clear historical reason to do so, and will only be considered in exceptional circumstances, and then only where necessary to give emphasis to a unique or outstanding feature.

'The' must not be used to name any new road or locality names. (e.g. *The Avenue*, *The Esplanade*, *The Strand*, *The Gap*, *The Bitters*, *The Dump* and *The Keyhole*).

Consideration should be given to replacing existing occurrences of "the" with an historic specific part of the name (e.g. *Boyes Basin* or *Derwent Basin* not *The Basin*).

4.4. Capitalisation

Capitalisation is the writing of a word with its first letter as a capital letter (upper-case) and the remaining letters in lower case. The first letter of words comprising a place name must be capitalised, except where a name includes a preposition and/or the definite article (e.g. *Bay of Fires*, *Hole in the Wall Creek*, *Isle of the Dead*), unless the preposition is the first word in the place name e.g. *The Parthenon*.

Aboriginal names in the palawa kani language are depicted in all lower case with the exception of the names of Aboriginal people or the names of tribes.

Note that some geographic and cultural names may be depicted in all upper case on mapping products and publications to distinguish significant features.

4.5. Qualifying terminology and directional indicators

Qualifying terms such as 'Upper', 'New', 'High' or their opposites, in addition to cardinal directional indicators such as 'North' or 'West', may be used in place naming other than for roads and streets; however, more distinctive names are preferred.

A road name must not include qualifying terminology or a cardinal indicator or a similar prefix unless it is derived from a name that includes it e.g. *South Cape Road* and *Upper Scamander Road* are acceptable.

For geographic features the terms like 'Upper', 'Lower', 'High' or cardinal indicators like 'North', 'South', 'East' or 'West' must only precede the specific part of the place name and be written in full e.g. *Upper Guide Falls*, *Lower Hut Plains*, *High Black Point* and *West Cloudy Head* are acceptable. *W Cloudy Head* is not acceptable.

Qualifying terms and cardinal indicators must not be used as a suffix for any feature as they can lead to confusion, e.g. *Purdie Street North* and *Barossa Creek Lower* are not acceptable.

4.6. Abbreviations

Whilst standard international and national abbreviations may be used in mapping products, abbreviations will not be approved for any place name. Place names are to be approved and recorded in their full form e.g. *Mount Littlechild*, not *Mt Littlechild*; *Elliott Point*, not *Elliott Pt*; *Nierinna Road*, not *Nierinna Rd*.

The only exception is the honorific 'Saint' which is able to be shortened to the internationally recognised abbreviation of 'St' e.g. *St Georges Road*.

Names beginning with Mc, Mac or O' must not have a space included between the Mc, Mac or O' and the rest of the name e.g. *McKillops Road*, *MacGregor Peak*, *O'Connors Spur*.

A road name may be abbreviated on mapping publications and signage by applying the standard road type abbreviation e.g. *Lansdowne Crescent* can be abbreviated to *Lansdowne Cr*, see 7.16.

4.7. Punctuation and apostrophes

The following types of punctuation must not be included as part of a place name: period (full stop), comma, colon, semi-colon, quotation marks, exclamation mark, question mark, and parenthesis.

An apostrophe to denote the possessive or associated 's' must not be used in a place name e.g. *Andrews Creek* not *Andrew's Creek*; *Smiths Road* not *Smiths' Road*.

An apostrophe forming part of an eponymous name may be used, e.g. *Break O'Day River*, *D'Entrecasteaux Channel*, *O'Brien Close*.

4.8. Numbers and roman numerals

Numbers or roman numerals included as all or part of a place name must be written in full e.g. *Seven Mile Beach* and not *7 Mile Beach*, *Third Avenue* and not *3rd Avenue*.

4.9. Diacritical marks

Diacritical marks must not be used for place names. English language place names do not have diacritical marks. For place names derived from languages other than English, any diacritical marks are not to be carried over to the English form. e.g. *Peron Dunes*, not *Péron Dunes* (named after the French naturalist and explorer François Péron).

4.10. Hyphens

A hyphen to connect the parts of names should not be used, but if so, can only be used for names of administrative features e.g. *Cradle Mountain-Lake St Clair National Park* or incorporating an eponymous hyphenated surname e.g. *Lee-Archer Cave*.

4.1.1. Initials and acronyms

Initials in place names must not be used for any new place names. Initials can lead to confusion through inconsistent application of the name. e.g. *Howard Gatty Memorial Park*, not *HG Memorial Park* or *H Gatty Memorial Park*.

The use of acronyms should be avoided and only applied for man-made features where there is strong community recognition of the acronym for that name e.g. *TCA Ground* (Tasmanian Cricket Association).

4.1.2. Titles, honorifics and postnominals

A title, honorific or postnominal must not form part of a place name.

Titles and honorifics are added to the beginning of a person's name to signify respect, a hereditary entitlement, an official position or a professional/academic qualification, e.g. *Mr (Mister)*, *Dr (Doctor)*, *Gen (General)*.

Postnominals are letters or abbreviations after a person's name which signify that the individual holds a position, office or honour, e.g. *AO (Officer of the Order of Australia)*, *JP (Justice of the Peace)*, *APM (Australian Police Medal)*.

4.1.3. Logograms, symbols and trademarks

Logograms, symbols and trademarks must not form part of a place name. A logogram is a conventional abbreviated symbol for a frequently recurring word or phrase, e.g. *&*, *@* or *©*. A symbol is a character mark, e.g. **, *~* or *>*.

A solidus will be used in the depiction of a feature that is dual named e.g. *wukalina / Mount William* see 3.10.

5. Naming Geographic Features

5.1. What are geographic features?

Geographic features are those natural physical features including mountain, peak, valley, lake, lagoon, river, creek, bay, beach, island, cave, waterfall and reef. These features will not be considered man-made except for some lakes which may have been constructed or enlarged by damming.

5.2. Demonstrated need to name geographic features

With the completion of medium scale mapping coverage of the State, most significant geographical features have already been named, and as part of the mapping process, included in the *Placenames Tasmanian* register. Although there will continue to be some less significant features such as hills and creeks which have not been officially named, the existence of these does not automatically mean there is a requirement to name these features.

The naming of minor features on mapping publications can sometimes detract from the more significant features already named and consideration needs to be made to whether there is a need to name a feature simply due to its existence. A proposal to name a minor tributary of a named creek for example is unlikely to be successful.

Proposals for the naming of geographic features are more likely to be successful if there is a demonstrated need to name a feature, particularly where identification of the feature will be in the interests of the community and emergency service organisations. An example of this would be a newly constructed track leading to a large and yet unnamed hill, where naming this hill would provide a sound basis for naming the track and facilitating identification of the hill in an emergency situation.

5.3. Duplication of geographic feature names

Whilst new names proposed for geographic features must not be duplicated within Tasmania, this does not preclude the use of a different generic (feature type) where it is felt that the duplication will not lead to confusion. Providing the features are within reasonable proximity or where there is an association, it is permissible to duplicate the specific (name part) with a different generic in these cases.

For example *Wellington Falls* is within close proximity of *Mount Wellington*. A series of names may be assigned within a distinct area like *Hartz Mountains*, *Hartz Peak*, *Hartz Lake*, *Hartz Pass* and *Hartz Creek*.

Duplication of geographical place names within Australia is to be avoided and a check should be made to ensure that the name is not already in use in another State or Territory. An initial search from the national place names gazetteer is required to confirm this. The level and likely consequence of any duplication at a national level will be assessed during the approval process. The following link can be used to access the

Australian Place Name Search to determine whether a feature by this name already exists.
www.ga.gov.au/place-names

5.4. Grouped feature naming

When assigning a name to a group or collection of features, the individual features should also have approved names and be linked to the group name e.g. the *Pasco Group* comprises three officially named island features, *North Pasco Island*, *Middle Pasco Island*, and *South Pasco Island*.

5.5. Offshore and underwater features

The naming of water and seabed features is restricted to the limit of coastal waters, generally in areas within three nautical mile seaward of the coast.

The Australian Hydrographic Office must be consulted in the naming process of any features in coastal waters including the naming or altering of any prominent coastal features.

The Australian Hydrographic Office is responsible for the management of undersea feature names outside the limit of coastal waters.

6. Naming Localities

6.1. What are Localities?

A locality is an administrative area which uniquely defines the name of a place to enable property addressing. In metropolitan areas it may also be referred to as a 'suburb'. Because of its unique name and unambiguous boundaries, a locality provides the official reference point for addressing purposes. A locality may include a town having the same name. Localities and their boundaries are intended to be enduring and should only be changed when specifically required.

Tasmanian locality boundaries were formally defined for the first time between 2002 and 2004. Localities cover all the land above high water mark within the island of Tasmania with no voids or overlaps.

The authoritative spatial definition of locality boundaries are maintained within *Land Tasmania's* 'Locality and Postcode Boundaries' spatial dataset which is available through theLIST.

Offshore islands excluding King Island, Flinders Island and Bruny Island (all which have been divided into individual localities) will adopt the approved island name as the locality name. Generally this will only apply to those islands that support a habitation requiring an address.

An 'unbounded locality' or neighborhood is an area of community or cultural significance which has historic and local recognition. It is not a locality in the context of property addressing because it does not have defined or registered boundaries. An 'unbounded locality' may be assigned a place name, may be signposted and the name may appear on mapping products as a place of reference.

6.2. Responsibilities for assigning or altering localities

Local Government is responsible for initiating any changes to locality names or their boundaries. Any requests to propose a new locality or alter a locality boundary from a person, persons or authority other than the relevant local council, must be directed to the relevant council(s) in the first instance.

The relevant Council should first consult with the Nomenclature Office to determine the appropriate process for developing the proposal.

Proposals for major changes to locality boundaries, or the assignment of a new locality, will be decided on by the Nomenclature Board.

6.3. Altering a locality name

A locality name and its boundaries are intended to be enduring and form an official reference for addressing purposes. Locality names were assigned through a process that consulted with the community in order to establish names that conformed and were accepted within the community.

A locality name should only be changed in exceptional circumstances where there are sound reasons for doing so. This includes an alteration in the spelling.

Any proposal to alter a locality name must take into consideration the impact this change will have on the wider community including service provider organisations, utilities, mail delivery, signage, publications, etc.

Any proposal to alter a locality name must conform to these guidelines and provide evidence that a broad-based community consultation has been undertaken, together with evidence that there is strong community support for such an alteration.

If the locality name has been derived from the name of a town or city proclaimed under other legislation consideration also needs to be made to how these names can be altered under that legislation.

6.4. Principles in the selection of locality name

Localities enable addresses to be uniquely defined. Without clearly defined localities there can be uncertainty in an address. In order to achieve the addressing goals and objectives it is vital that locality names and boundaries are clear and unambiguous.

Selection of a locality name must also take into consideration the impact the name will have on the wider community and that it will form part of the street address.

In addition to the general principles and structure principles of these guidelines, there are specific requirements for locality definition and naming are set out in *AS/NZS 4819:2011 – Rural and urban addressing*. The following guidelines have been adopted from this Standard.

- A locality name must not be duplicated, or be similar in sound or spelling to any other locality name within Tasmania or any other state or territory within Australia;
- A dual or alternate name must not be assigned to a locality;
- A locality name derived from an indigenous source should be local to the area and be endorsed by the local indigenous community and supported by evidence to satisfy the naming authority of its authenticity;
- A promotional name of a subdivision or development used for marketing purposes must not be accepted as a substitute for a locality name;
- A neighborhood or regional name (unbounded locality) must not be used as a substitute for a locality name;
- A locality name must not be offensive, racist, derogatory or demeaning;
- A locality name should be easily pronounced, spelt and understood when written or spoken;
- A locality name should be short and ideally consist of only one word.

6.5. Principles in the definition of locality boundary

The creation of a new locality will result in the division of an existing locality or localities. Prior to commencing the process of defining a new locality, or making a significant alteration to an existing locality, the relevant council should consult in the first instance with the custodian of the State's authoritative locality boundary dataset within *Land Tasmania*. The following principles have been adapted from AS/NZS 4819:2011 – *Rural and urban addressing*.

- A locality boundary must be clearly defined and not overlap another locality boundary;
- Locality boundaries must be contiguous;
- A locality boundary should define a community interest;
- A locality boundary must not bisect properties in common ownership or land parcels. Some exceptions may apply to large areas e.g. reserved land;
- A locality boundary should align with the cadastral fabric, road centre lines or easily distinguishable topographical features such as watercourses;
- The access point of a property to which an address number is assigned, should be used to determine the appropriate locality;
- For minor roads that are deemed to be part of the same community the locality boundary should be placed as to include all properties addresses to a street within that street i.e. place the boundary on the back fence;
- The locality for corner blocks should be the same for neighboring properties accessed from the same road;

6.6. Minor alterations to locality boundaries

Minor changes to locality boundaries may be required over time due to development or change of access point for address sites, together with the need to maintain conformance with the principles for the definition of locality boundaries. Minor changes may also occur when a small discrepancy has been identified between the existing locality boundary and the locality which has been applied and accepted for an address site. Minor changes will only affect a small number of address sites and must both maintain the intent of the original locality definition, and conform to community expectations.

Changes of a minor nature resulting in an amendment to the boundary alignment between localities may be initiated from advice from council of new or changed address allocation or where a discrepancy has been identified between locality and address datasets. Where a discrepancy has been identified, it may be referred to Council for confirmation if addressing information is unavailable to make a determination.

The *Land Tasmania* spatial Locality Boundary Dataset custodian has discretionary authority to amend the spatial locality boundary dataset as required, provided that the changes are of a minor nature and result in an amendment of the boundary alignment between localities where:

- there is no alteration to the locality name, and;

- the changes are consistent with council and community expectations, or;
- the changes are required to maintain the spatial realignment of locality boundaries following a spatial upgrade of the underlying cadastre.

Minor changes to Locality Boundaries are not required to undergo any formal approval or notification processes.

Alignment of Locality Boundaries will be regularly undertaken following an upgrade of the cadastre to ensure spatial conformity between parcel boundaries and locality boundaries.

6.7. Major changes to locality boundaries

A major change to a locality boundary is where the proposed boundary varies significantly from the intention of the original gazetted locality, and where a number of existing residents are affected, and where there exists the potential for not all residents to be in favour of the proposed change. Any proposals to make major changes to locality boundaries must consider the effects on residents and implications on the broader community as well as the requirements for delivery of postal and emergency services.

Councils must consult in the first instance with the Nomenclature Office to seek advice on the implications and likely support for such a change.

Any such proposals must include:

- a plan clearly indicating the proposed boundary alterations; and
- evidence supporting the change, which may require surveys as necessary to establish that an absolute majority of all affected householders in the subject localities support the proposal.

The proposal is to be submitted from the relevant council in writing to the Nomenclature Office who will consult with the custodial officer of the spatial Locality Boundary Dataset to ensure the boundary conforms to the guidelines. If the *Land Tasmania* custodial officer feels the proposal is in conflict with addressing guidelines or inconsistent with the extent of a locality name, the proposal will be forwarded to the Nomenclature Board for consideration.

The approval process for major locality boundaries alterations will be as for alteration of any other place name.

For any proposals to make major changes to locality boundaries, once approved a Central Plan Register (CPR) plan will be lodged and registered, the change will be gazetted and jurisdictional locality and addressing datasets will be updated. It is the Council's responsibility to inform residents and utility service providers of the change.

6.8. Assigning a new locality

A locality name and its boundary are intended to be enduring; however there may be instances where development has expanded to a point that it is appropriate to consider the creation of a new locality. The council will first determine whether it is absolutely necessary to assign a new locality and whether this is in the best interests of the community.

Prior to developing a proposal the Council must consult with the Nomenclature Office to ensure that the proposed name meets the guidelines. The Nomenclature Office will check with other State and Territory jurisdictions to ensure the proposed name is not duplicated elsewhere in Australia including any reserved locality names that have been registered with the [Permanent Committee on Place Names](#).

It is the responsibility of the relevant Council to then undertake the necessary consultation process with the affected residents and develop a proposal that is supported by an absolute majority of affected residents with a name conforming to the provisions in these guidelines.

The Council should consult with the spatial locality boundary custodial officer within *Land Tasmania* and develop a plan of the proposed locality boundaries that conform to these guidelines and clearly indicates the proposed boundary alterations.

The Nomenclature Office will investigate the proposal in consultation with the Surveyor-General, to ensure that the proposal meets the guidelines. Key stakeholders (Australia Post, Electoral Office) may also be consulted during the investigation to ensure that the proposed boundary amendments are acceptable. In these circumstances, a CPR plan will be lodged and registered indicating the change to the locality boundary and name in most instances.

Proposals will be then referred to the Nomenclature Board for their consideration and if supported will follow the formal place naming process.

After the change to the locality boundary and name has been approved:

- The jurisdictional property address information will be updated;
- The Spatial Locality Boundary Dataset will be updated;
- A notification will be sent to the relevant council(s) advising of the change, together with a copy of the new or amended plan(s) or diagram(s) depicting the changes. This will include advice to council of council's responsibility to notify all affected land owners and other key address stakeholders of the new or amended locality details; and
- The gazettal of new or amended place names will be provided to all key stakeholders including Australia Post advising of this change.

Note: Australia Post reserves the right to alter postcodes for any locality. Upon any change advised by Australia Post the spatial locality data and jurisdictional property address data will be amended with the assigned postcode value.

6.9. Assigning, discontinuing or altering the name of an unbounded locality

Any proposals for the assigning, discontinuing or altering of the name of an unbounded locality must be supported by the relevant local council with the proposed change conforming to the requirements of these guidelines.

Councils must undertake consultation with affected residents and provide clear indication that the proposal has the support of the majority of affected residents.

Proposals must be received from the council in writing together with supporting information, including evidence of community consultation and support for the proposal.

7. Naming Roads and Streets

7.1. Applying principles

Road and street names are needed to uniquely and clearly identify roads and streets and need to be clear and unambiguous. The requirements and guidelines for road naming are set out in *AS/NZS 4819:2011 – Rural and urban addressing*. The following guidelines have been adopted from this Standard.

The general principles and structure principles in these guidelines are to apply to the naming of roads and streets unless otherwise provided for in this section.

7.2. Roads and streets to be named

For the purpose of these guidelines, a road or street is any public or private thoroughfare which is trafficable by vehicles that provides access to a feature or can be used for assigning addresses. The naming of walking tracks and bicycle tracks is covered elsewhere in these guidelines.

All formed roads, including private roads that are generally open to the public or to services, should be named. This includes, but is not limited to the following:

- Highways, motorways, freeways;
- Roads within complexes such as universities, hospitals and retirement villages;
- Roads within National Parks, forests, etc.;
- Fire trails and vehicular tracks that can be accessed by the emergency services or the public;
- Pedestrian only roads, such as malls, arcades, alleys, footways and walkways.

A short cul-de-sac or private road with five or less address sites need not be separately named if adjoining and connected to a named feature.

Note that naming a road on private land does not mean that the naming authority is accepting responsibility for that road, other than ensuring its name conforms with the Standard.

7.3. Extents of named roads and streets

A named road or street must include only one contiguous section navigable by vehicles. Unconnected navigable sections, such as where separated by an unbridged stream, pedestrian segment, railing etc. must be assigned separate road names. This requirement does not apply where the separate sections are:

- Two sides of the same road separated by a median strip; or
- Part of a State Highway or subsidiary road that is split by a section that is assigned a local name where it passes through a town or city.

The use of the cardinal suffix East, West, North or South must not be used as part of a road name to distinguish unconnected sections. In these cases each section must be assigned a separate name. The extent of a road or street name is defined by the formation, whether vehicular or pedestrian.

7.4. Road and street name elements

A road or street name should ideally consist of a single name part (specific) followed by a standard road type e.g. *Dulverton Road*. The use of a double generic must be avoided unless the road name has been derived or relates to a specific geographic feature e.g. *Dulverton Hill Road* is acceptable. Road types must not be used as part of the specific e.g. *Back Street Road* is unacceptable.

All road and street names must include a single road type (generic). The road type must be selected from the 'Road Types (Generic)' see 7.17. The road type must be chosen to conform to the function and characteristic of the road as described in this table.

7.5. Selection of road and street names

A road or street name should be easily pronounced and spelt and be easily understood when written or spoken in conversation. A road name should be selected that will be acceptable to the community and not be interpreted as offensive, racist, derogatory or demeaning.

The length of a road name should be shorter, rather than longer, especially where the road itself is short. Ideally a road name should comprise of only two words including the generic.

7.6. Duplication of road and street names

The name (specific) element of a road or street name, regardless of any difference in the road type, must not be duplicated or similar in spelling or sound to an existing road name within the locality, an adjoining locality or in the same local government area. For example 'Smith Lane' extending off 'Smith Street' is not permitted. Likewise the existing *Riverbank Road*, *Riverside Drive* and *Riverview Drive* all located in *Riverside* are confusing and duplications and similarities like this should be avoided. An unbroken section of road crossing an administrative boundary must keep the same name.

Road and street names ideally should not be duplicated within the State or at minimum not duplicated within the same region (North, North West or South). Road types must not be used to differentiate roads of the same or similar sounding generic e.g. Reed Street, Reid Avenue, Read Road.

7.7. Road and street naming principles

The structure principles in these guidelines apply to the naming of roads and streets. These are set out in *AS/NZS 4819:2011 – Rural and urban addressing* and summarised as follows:

- A road name must have the same spelling as any name from which it is derived;
- A road name must not be abbreviated or contain an abbreviation, initial, or acronym e.g. 'Mount' not 'Mt' except that 'Saint' can be abbreviated to 'St';
- The definitive article 'The' must not be used as the sole name element (specific) in a road name e.g. *The Esplanade* is not acceptable;
- A road name must not contain a preposition e.g. *Avenue of the Allies*;
- A road name must not contain a possessive apostrophe e.g. *St Georges Terrace*, not *St George's Terrace*. Apostrophes forming part of an eponymous name may be included e.g. *O'Connors Road*;
- A road name must not contain a full stop or any diacritical marks or characters;
- The use of either Arabic or Roman numerals must not be used for a road name. The use of numerals in written format should be avoided because of possible confusion with an address e.g. *Second Avenue* should be avoided;
- Hyphens and the word 'and' must not be used as part of a road name. If the name from which the road name was derived includes a hyphen, it may be replaced with a space.
- Road names should not use an existing feature as the specific part of a name e.g. *Church Road*, *Jetty Street*, *Racecourse Crescent*, *School Road*, *Wharf Road*, *Cemetery Road* are not acceptable. In these cases it is preferable to use an additional supporting specific e.g. *Kings Wharf Road*;
- Road names must not use descriptors as the specific part of a name e.g. *Tourist Drive*, *Scenic Avenue*, *Heritage Road*, *Historic Drive* are not acceptable;
- The specific part of the road name must not include a road generic e.g. *White Street Road*, *Yellow Crescent Drive*, *Esplanade Road* are not acceptable;
- Destination to destination names e.g. *Guildford-Hampshire Road* are not acceptable;

7.8. Suffixes, prefixes and directional names in road and street names

A road or street name must not contain qualifying terminology, a cardinal indicator, or a similar prefix e.g. Upper, Lower, North, South unless the road name is derived from a name that includes it e.g. *Upper Esk Road* is permissible as the name has been derived from the *Upper Esk* locality. If appropriate, these terms must precede the specific part of the road name.

A directional indicator such as East, West, North or South must not be used as a suffix to uniquely define road extremities e.g. *White Road East* and *White Road West*. Directional indicators must never precede the specific part of the road name e.g. *East John Street* is unacceptable.

7.9. Road and street naming authorities

Road and street naming, except within a proclaimed city or town, is the responsibility of the Nomenclature Board. The naming of roads and streets that are within a proclaimed city or town are the responsibility of the respective council to assign or alter and provide notification to the Nomenclature Office.

The key road naming authorities are intended to be:

- Department of State Growth for all State maintained roads and highways;
- Local Government for all council maintained roads as well as private roads and public thoroughfares within the area;
- Parks and Wildlife Service for roads within Nature Conservation Act Reserves;
- Sustainable Timber Tasmania for roads within Permanent Timber Production Zone land;
- Hydro Tasmania for roads within Hydro Electric Commission owned or vested land

Some smaller private roads providing access to a facility or feature may be maintained by other Government or utility organisations. It is intended that the naming of these is undertaken by Local Government in conjunction with the land owner.

The Commonwealth does not have the power to name roads within its land, and any naming of roads within Commonwealth facilities should be done in conjunction with Local Government.

7.10. Road and street names for highways and subsidiary roads

State highways and subsidiary roads are proclaimed, but not named, under the *Roads and Jetties Act 1935*. The proclamation will include classifications which are separate from the road name. A classification such as 'State Highway', 'Main Road', 'Secondary Road', 'Developmental Road' or 'Tourist Road' must not be used as part of a road name e.g. *Waterhouse Developmental Road* or *Anthony Main Road* are not acceptable.

A highway or subsidiary road must be named like any other road, noting that the road types 'Highway' or 'Road' are acceptable as appropriate.

A section of a classified highway that passes through a town may be given a separate name provided that each section of road has only one name e.g. where the *Tasman Highway* passes through *Bicheno* the approved name for those thoroughfares are *Burgess Street* and *Foster Street*.

If a highway or subsidiary road is realigned, the approved name will automatically transfer to the new location of the physical alignment of the highway or subsidiary road. For a substantial realignment the remaining section of the highway or subsidiary road will be required to be renamed.

7.11. Naming process for private and subdivision roads

The relevant road authority is to ensure that the selection of a new road name conforms to the guidelines.

The process of selecting a name should be commenced during the development approval process with the name to be approved once construction of the road has commenced. The name should be approved prior to the sealing of the subdivision plan by council.

For private roads, including those within complexes including aged care facilities, the selection of the name needs to also be made in conjunction with the authority responsible for the development.

Tasmanian Place Naming Guidelines

It is recommended that Councils consult with the Nomenclature Office at an early stage of proposal to ensure conformity with the guidelines and thus achieve an efficient approval.

The relevant council is to ensure that the proposed road name conforms to the guidelines and undertake appropriate advertising and consultation to ensure community support. Road and street name proposals must be endorsed by the elected council members.

Proposals are to be submitted electronically through *Placenames Tasmania*, together with all required information including the location and extent of the name to be applied and any supporting information e.g. council meeting minutes, subdivision plan, etc. Information on the background of the name and where it was derived from must be also included.

A road or street name proposal, that is within a proclaimed city or town, that is received from council through *Placenames Tasmania* will be reviewed by the Nomenclature Office to ensure conformity to the guidelines, and once accepted into the register, will be deemed to be approved or official from that date.

Road and street names within a proclaimed city or town will be noted only at the next Nomenclature Board meeting and are not required to be gazetted.

All other proposals will be dealt with by the Nomenclature Board.

7.12. Naming process for other roads and streets

Proposals for the naming of existing roads that do not already have an approved name are to be submitted via *Placenames Tasmania* or advised to the Nomenclature Office using the contact details listed at 2.10. The proponent (if not council) should consult with the relevant council, as the name may impact on property addressing and/or community knowledge and expectation.

Providing the road name conforms to the guidelines, a proposal received from the relevant road authority, that is not within a proclaimed city or town, will be reviewed by the Nomenclature Office and be referred to the Nomenclature Board for further assessment, including the effects on the community.

Any proposals which do not meet the requirements in the guidelines will be in the first instance referred back to the proponent for further consideration with a recommendation from the Nomenclature Office on possible options for ensuring conformity to the guidelines.

7.13. Altering a road or street name

A road or street name is intended to be enduring and should not be altered unless there are sound reasons to do so including, but not limited to:

- redesign of the road
- changed traffic flow
- addressing issues or changes

- misspelling of a name (unless 'Common Usage' applies – 'See 3 General Principles')
- avoidance of duplication
- non conformity to these guidelines

A road or street extent is sometimes broken into two or more segments by road redesign or redevelopment so that it is no longer continuous. In these cases parts of the resulting segments must be renamed.

A cul-de-sac that is developed into an open ended road should have the road type altered to that consistent with an open ended road and likewise an open ended road that is developed into a cul-de-sac should have a road type altered to that appropriate for a cul-de-sac.

Any proposal to alter a road name must provide evidence that affected residents have been consulted. The council, together with the relevant road authority if appropriate is to undertake this consultation.

7.14. Altering road and street extents

The extent of a named road or street may be altered as the result of a subdivision process. The initial naming process should consider any possible future alterations for a road or street so that the allocation of property addressing can be planned to meet future requirements. Generally the same name will apply for any extensions to a subdivision street and a contiguous unbroken road must have the same name.

For major new road realignments and bypass roads, the name must be selected so as not to cause any confusion with existing road names or property addressing. For a contiguous section of road, preference is to adopt the name of the existing road rather than the allocation of a new name. e.g. the Kingston bypass section of road extends the name *Southern Outlet* rather than the creation of a new name.

The extent of a named road or street may also be altered for addressing purposes, for example a new rural dwelling is built requiring the extent of the existing named road to be increased.

7.15. Naming Tourist Drives / Routes

A tourist drive or route may be created to facilitate vehicular travel around Tasmania and/or the promotion of a road or network of roads as a tourist experience. The name of a tourist drive or route is not to be confused with the approved road name. Tourist drives or routes are not road names and whilst may be signposted, will not normally appear on paper or digital map publications nor have an effect on property addressing.

A tourist drive or route name may be approved for a number of component roads and/or parts of roads comprising of a network that constitutes a tourist drive or route, however to maintain the state-wide significance of tourist drives, names should only be assigned where it provides a meaningful and significant tourist experience.

Tasmanian Place Naming Guidelines

The route name may include a specific name, a descriptor such as 'tourist', 'scenic', 'heritage', 'historic', 'cultural' e.g. *Heritage Highway* and a generic consisting of 'drive', 'route', 'track', 'trail', 'way' e.g. *Great Eastern Drive*.

Proposals for naming tourist drives must be supported by the relevant road authority and the Tourism Supply Unit, Department of State Growth.

7.16. Road Route Codes

Tasmanian Road Route Codes were introduced in 1979 and are a route numbering system. This largely follows the British hierarchical system where 'A' roads comprise the state highway network, 'B' Roads are the remaining important road networks and 'C' Roads are local roads providing access to tourist features or connections to major roads, e.g. B68. The Road Route Code Advisory Group is responsible for assigning Route Codes. The Road Route Code is separate from the road or street name(s).

Refer to <http://dpiwve.tas.gov.au/land-tasmania/place-naming-in-tasmania/tasmanian-road-route-codes> for more information about Tasmanian Road Route Codes.

7.17. Signage

All approved road and street names must have appropriate signage at intersections and junctions. Signage for private names should indicate reference to the fact that they are private and not open for general public access. The approved name of a road or street must be used for signage associated with the feature.

Abbreviations of road and street type generics may be used in signs, but must conform to those standard types listed in 7.18.

Note: The existence of a named sign for a road or street is not a matter that alone provides justification for the assignment and approval of an official name.

7.18. Road and street types (Generic)

The following table is an extract from *AS/NZS 4819:2011 – Rural and urban addressing*. Road and street types must be selected from this list as appropriate for open ended, cul-de-sac or pedestrian only features.

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
ALLEY	ALLY	Usually narrow roadway in cities or towns, often through city blocks or squares	✓	✓	
APPROACH	APP	Roadway leading to an area of community interest (e.g. public open space, commercial area, beach etc.)	✓		
ARCADE	ARC	Passage having an arched roof, or any covered passageway, especially one with shops along the sides			✓
AVENUE	AV	Broad roadway, usually planted on each side with trees	✓		
BOARDWALK	BWLK	Promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront			✓
BOULEVARD	BVD	Wide roadway, well paved, usually ornamented with trees and grass plots	✓		
BREAK	BRK	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak	✓		
BYPASS	BYPA	Alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement	✓		
CHASE	CH	Roadway leading down to a valley	✓	✓	
CIRCUIT	CCT	Roadway enclosing an area	✓		
CLOSE	CL	Short, enclosed roadway		✓	
CONCOURSE	CON	Roadway that runs around a central area (e.g. public open space or commercial area)	✓		
COURT	CT	Short, enclosed roadway		✓	
CRESCENT	CR	Crescent-shaped thoroughfare, especially where both ends join the same thoroughfare	✓		
CREST	CRST	Roadway running along the top or summit of a hill	✓		
DRIVE	DR	Wide thoroughfare allowing a steady flow of traffic without many cross streets	✓		
ENTRANCE	ENT	Roadway connecting other roads	✓		
ESPLANADE	ESP	Level roadway, often along the seaside, lake or river	✓		

Tasmanian Place Naming Guidelines

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
FIRETRAIL	FTRL	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak	✓		
FREEWAY	FWY	Express, multi-lane highway, with limited or controlled access	✓		
GLADE	GLDE	Roadway, usually in a valley of trees	✓	✓	
GRANGE	GRA	Roadway leading to a country estate, or focal point, public open space, shopping area etc.	✓		
GROVE	GR	Roadway that features a group of trees standing together	✓	✓	
HIGHWAY	HWY	Main road or thoroughfare, a main route	✓		
LANE	LANE	Narrow way between walls, buildings or a narrow country or city roadway	✓	✓	
LOOP	LOOP	Roadway that diverges from and re-joins the main thoroughfare	✓		
MALL	MALL	Sheltered walk, promenade or shopping precinct			✓
MEWS	MEWS	Roadway in a group of houses		✓	
PARADE	PDE	Public promenade or roadway that has good pedestrian facilities along the side	✓		
PARKWAY	PWY	Roadway through parklands or an open grassland area	✓		
PASSAGE	PSGE	Narrow street for pedestrians			✓
PATH	PATH	Roadway used only for pedestrian traffic			✓
PLACE	PL	Short, sometimes narrow, enclosed roadway		✓	
PLAZA	PLZA	Roadway enclosing the four sides of an area forming a market place or open space		✓	
PROMENADE	PROM	Roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking	✓		
QUAYS	QYS	Roadway leading to a landing place alongside or projecting into water	✓		
RAMP	RAMP	Access road to and from highways and freeways	✓		
RETREAT	RTT	Roadway forming a place of seclusion		✓	
RIDGE	RDGE	Roadway along the top of a hill	✓		
RISE	RISE	Roadway going to a higher place or position	✓	✓	
ROAD	RD	Open way or public passage primarily for vehicles	✓		

Tasmanian Place Naming Guidelines

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
SQUARE	SQ	Roadway bounding the four sides of an area to be used as an open space or a group of buildings	✓	✓	
STEPS	STPS	Route consisting mainly of steps			✓
STREET	ST	Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides	✓		
SUBWAY	SBWY	Underground passage or tunnel that pedestrians use for crossing under a road, railway, river etc.			✓
TERRACE	TCE	Roadway usually with houses on either side raised above the road level	✓	✓	
TRACK	TRK	Roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (e.g. Tasmania) these are often associated with walking rather than vehicular movement	✓		✓
TRAIL	TRL	See 'Track'	✓		✓
VIEW	VIEW	Roadway commanding a wide panoramic view across surrounding areas	✓	✓	
VISTA	VSTA	Roadway with a view or outlook	✓	✓	
WALK	WALK	Thoroughfare with restricted access used only by pedestrians			✓
WAY	WAY	Roadway affording passage from one place to another. Usually not as straight as an avenue or street	✓		
WHARF	WHRF	A roadway on a wharf or pier	✓	✓	✓

8. Naming Reserves

8.1. Applying principles

Reserved land, under the provisions of the *Nature Conservation Act 2002*, is named by the responsible Minister upon proclamation of that reserve. Under that Act, it states that the Nomenclature Board is required to be consulted on the selection of a reserve name.

It is preferred that for these reserves, the name includes the specific part of the name derived from the significant geographical feature within the reserve.

Names for other reserves and parks are to be selected and proposed in accordance with the principles in these guidelines by the managing authority.

8.2. Use of reserved land classifications

Crown land proclaimed as a reserve under the *Nature Conservation Act 2002* must include the correct reserved land classification in the name (e.g. National Park, State Reserve, Nature Reserve, Game Reserve, Conservation Area, Nature Recreation Area, Regional Reserve, Historic Site, Private Sanctuary, and Private Nature Reserve).

Where land is not reserved under the *Nature Conservation Act 2002* it is an offence under that act to use, alone or in combination with other words, the name of any reserved land classification, unless authorised by the responsible Minister. Selection of names like *Margate Historic Site* or *State Reserve* would not be permitted.

The use of the word 'Reserve' as a generic should ideally be restricted to areas of land reserved under the *Nature Conservation Act 2002* and consideration should be made to using the generic 'Park' for other types of recreation areas including those managed by local government.

8.3. Changes in extent of reserved land

An existing name may be applied to an extension of a reserve under the *Nature Conservation Act 2002* if the additional area is contiguous to the originally named area. Where the additional area is not contiguous, a different name must be assigned.

The existing name should be altered if a reduction in the extent of land reserved under the *Nature Conservation Act 2002* results in the exclusion of the feature that was the source for the name (e.g. if the reduction of an area named *Luncheon Hill Regional Reserve* results in the exclusion of *Luncheon Hill*, it should be renamed).

8.4. Use of marine resources protected area classes

Names of Marine Resources Protected Areas are named by the responsible Minister under the *Living Marine Resources Management Act 1995*. This Act also prohibits the use, without the specific consent of the Minister, alone or in combination with other words, the name of any of the following listed classes of marine resources protected areas in reference to any place:

- Marine Nature Resources Protected Area
- Marine Park
- Marine Protected Area
- Marine Sanctuary
- Marine Resources Protected Area

Selection of names like *Marine Park Road*, *Marine Area Road*, *Marine Nature Road*, and *Marine Reserve* etc. would not be permitted.

8.5. Naming process for other reserves and parks

The naming of other reserves and parks is to comply with the general principles and structure principles of these guidelines. Features to be named as reserves or parks must be open to the public. The naming process for any other reserves and parks that are not named under the *Nature Conservation Act 2002* is the same as for naming cultural features. The generic 'Park' is preferred for these features over the generic 'Reserve'. See 8.1.

Consideration should be given to naming small council parks or playgrounds after the name of the street in which they are located for ease of identification, providing that name is not duplicated e.g. *Hawthorn Road Park*.

9. Naming Cultural Features

9.1. What are Cultural Features?

Cultural features are artificial (man-made) features that have relevance to the community. Examples include but are not limited to public features such as walking and bicycle tracks, parks, reserves, recreation grounds and sports grounds or significant public infrastructure such as bridges and dams.

Cultural features may appear and be named on topographic mapping products as well as spatial data products where these may be classified as 'Features of Interest'.

9.2. Pre-existing unofficial names

There have been many place names applied by relevant authorities to features such as council maintained walking tracks, parks and other similar features. Whilst the use of these place names over time has demonstrated acceptance by the community through general usage, signage and depiction on mapping products, many have not been formally assigned through any legislative process. Some of these names are 'recorded' as unapproved in the *Placenames Tasmania* nomenclature register. In the interests of the public and to ensure consistent use and application, the approval of these names should be formalised through the Nomenclature Board.

9.3. Naming process for cultural features

Whilst names for cultural features are generally allocated by the administering authority, it is preferred that the assignment of these names is done through the legislative process to ensure that there is one official name allocated, and that name conforms to the rules and guidelines for place naming. By making these names official it will also ensure that these names are made publically available through *Placenames Tasmania* and through *theLIST*. This ensures that subsequent duplications of these names are avoided which could lead to confusion for identification and location of features.

Proposed names must conform to the general principles and structure principles of these guidelines. Proposals must be lodged or supported by the authority responsible for administering or maintaining the feature together with supporting evidence, if appropriate, that the community has been consulted and is supportive of the proposal. Any proposals received from individuals or groups will be referred to the relevant authority for them to make a formal proposal, or support the proponent proposal. Proposals can be submitted through the *Placenames Tasmania* proposal facility, or in writing using the contact details listed at 2.10.

The naming process for cultural features will be as detailed in the Place Naming Process, Section 2 of these guidelines.

9.4. Features not required to have approved names

The *Survey Co-ordination Act 1944* does not include buildings or similar structures in the definition of a place. These features can be named by the relevant authority and it is suggested that these guidelines are referred to in these cases. Names of these features may be recorded as unapproved but suitable for publication in the Place Names Register and may be depicted on mapping products if it is felt this is in the public interest. Examples can include names of educational facilities, nursing homes, hospitals etc.

Names of commercial businesses, property names, private structures etc. are not named under the *Act* and should not be recorded in the Place Names Register.

10. Other naming authorities

10.1. Naming cities

The Governor on the recommendation of the relevant Minister has the authority to assign, amend or substitute the name of a city under section 16A of the *Local Government Act 1993*.

10.2. Naming towns

The responsible Minister is to consult with the Nomenclature Board before assigning a name to a town under section 186 of the *Local Government Act 1993*.

The Governor may by proclamation constitute, abolish, define, or re-define areas of town lands including, on the recommendation of the Nomenclature Board, assigning names in the proclamations constituting them under section 5 of the *Crown Lands Act 1976*.

10.3. Naming Land Districts and Parishes

The Governor may by proclamation constitute, abolish, define, re-define, or name land districts and parishes under Section 4 of the *Crown Lands Act 1976*.

10.4. Naming reserved land

The Governor, on the recommendation of the responsible Minister, and after consultation with the Nomenclature Board, assigns the name of reserved land under sections 11, 12, 13, 17 and 19 of the *Nature Conservation Act 2002*.

10.5. Naming marine resources protected area

The Minister may assign a name to a marine resources protected area when establishing that area under section 112 of the *Living Marine Resources Management Act 1995*.

10.6. Naming a jetty

The Minister may assign a name to a jetty or marine facility by proclamation under the *Roads and Jetties Act 1995*.

11. Placenames Tasmania

11.1. Description

Placenames Tasmania is the authoritative single register of all approved or official Tasmanian place names assigned under provisions of the *Survey Co-ordination Act 1944*. It is publically available at www.placenames.tas.gov.au. Users can search and view details for a place name, including the status, whether official or otherwise and where available background and feature notes on the name. A location map provides the extent of the feature. Advanced searching options enable a complex search to be made within the database on a number of fields.

An extract of **Placenames Tasmania** is freely available under the State's open data provisions and can be accessed from the LIST Nomenclature tab at the following link:

<http://listdata.thelist.tas.gov.au/opendata/>

Placenames Tasmania includes:

- All place names that have been approved under legislative provisions;
- The status of a place name including permissible for publication status;
- References to the relevant approval processes and approval dates;
- Historical information about place names if known;
- Unofficial or recorded place names that are in common use;
- Historic, rescinded or superseded place names;
- Spatial locations and extents of place names;
- A system for tracking the progress of place naming proposals;
- The ability to store images and/or documents relevant to the naming of a feature.
- The ability to propose place names;
- The ability to propose changes to, and provide information about existing place names.

11.2. Use of approved place name

Names classified in the register as 'official' or 'approved' have been formally assigned under the provisions of the *Survey Co-ordination Act 1944* or have been assigned under other legislation that outrank the above legislation. Such names must be used for all official maps, publications and spatial data products within Tasmania.

11.3. Recorded place names

There are many features that have been named by private persons or organisations, including government authorities. These can include schools, shopping centres, aged care facilities, tourist attractions and other public facilities. Whilst often not required to be named under legislation, these names are well known and

accepted by the community and are important as references to a place which may be used by the public and required to be located by emergency service organisations.

Placenames Tasmania may record these names and associated locations if it is felt they should be recorded in the public interest. Generally only those features which may be required to be depicted on mapping products or held within the jurisdictional spatial dataset will be recorded. Names of commercial businesses including restaurants or individual shops will not be recorded.

There will also be names of some geographical (natural) features which have not been formally approved, but where there is evidence of past or current use. These names and locations may be recorded within *Placenames Tasmania*, but will be classified as unapproved and restricted for publication on mapping products unless a process is undertaken to formalise the naming as per these guidelines.

11.4. Recording of sensitive place names

The details, location or coordinates of a place name may be restricted from access by the public where:

- an application is made for the protection of Aboriginal heritage identified under the *Aboriginal Lands Act 1975*; or
- there are State or national security implications; or
- The responsible Minister has identified other reasons.

These names, whilst official or approved will have the classification 'Not for Publication (Confidential)' and will not have a spatial component publically available. Sensitive place names must not be depicted on any public mapping products or included in LIST spatial datasets, although their location may be made available to emergency services organisations.

11.5. Discontinuing or omitting a place name

An approved or official place name may be discontinued or omitted from official maps, publications and spatial data products within Tasmania. A place name will generally be discontinued where the feature relating to the place name no longer exists, where the feature has been renamed or where the place name has been deemed to be offensive to areas of the community.

The names of natural geographic features will generally not be discontinued unless there is a strong reason for doing so, e.g. the name has been deemed offensive to the community. Any proposals to discontinue a geographic name must include adequate community consultation, together with endorsement from the relevant authorities.

The process for discontinuing the name of a man-made (cultural) feature must be undertaken with the endorsement of the relevant authority for managing the feature e.g. the road authority for roads; council for public park, etc. The Nomenclature Office can discontinue the name for a man-made feature if it no longer exists.

Placenames Tasmania will continue to hold these records and details will continue to be publically available through the website. The status will be altered to a 'Not for Publication' category and the name will no longer be classed as an approved or official name. These names must not appear on future maps and publications within Tasmania, but may still exist in spatial data products and LISTmap to provide location.

11.6. Status of place names

Placenames Tasmania provides the capacity to note whether a place name has been approved for use through provisions in legislation, together with the legislative provisions applied in approving that name. Although a place name can either be approved (official) or not, the status field provides the additional capacity to indicate these place names that are permitted for publication. This is to cater for both approved names that have been restricted for publication for example confidential names, and recorded names that whilst not formally approved can be published on mapping products in the interests of public good.

Only those names with a status of Normal are permitted for depiction on official maps and publications within Tasmania. LISTmap allows some unofficial names to be searchable, including features classified as superseded, rescinded and historical.

Status	Description
Normal	Publication allowed. All geographic features, localities and road names must be approved names. Some names of other cultural features may not be formally approved but their use is well accepted.
Not For Publication (Confidential)	An approved geographic feature name where the location is restricted from access from the public due to sensitive reasons and will not appear on mapping products
Not For Publication (Historical)	A name that was approved but has since been rescinded as the feature it related to no longer exists. These names are no longer approved.
Not For Publication (Omitted)	An approved name that has been removed (omitted) from publication on mapping products
Not For Publication (Recorded)	A name that was noted by the Nomenclature Board for recording only and was not intended to be assigned through any formal approval process. These names are not approved.
Not For Publication (Rescinded)	A name that previously was approved (official) but has since been rescinded. These names are no longer approved.
Not For Publication (Reserved)	A reserve or road name where the name has been approved in principle for use once the feature has been established. Proposals for new road names are to be reviewed for conflicts with these names.
Not For Publication (Superseded)	A name that has been superseded by another name that was not previously approved (official). These names are not approved.
Not For Publication (Unofficial)	A name that has been noted by the Nomenclature Office but has not undergone any formal approval process. These mainly relate to geographic names but may include other features. These names are not approved.
Not For Publication (Disallowed)	A name not approved at a Nomenclature Board Meeting, or intended to be assigned but objected to with Ministers decision to uphold objection and not approve the name. These names are not approved.