

Application for the Naming of Public Places

This application form has been developed to allow all relevant stakeholders the opportunity to have input into the naming of City of Onkaparinga's public places, including parks, reserves and buildings.

This application form will be assessed against our Place Naming Policy and Place Naming Procedure. These documents can be accessed from our website www.onkaparingacity.com

1. Definitions

Public place is defined as 'a place to which the public has access, but does not include any part of a community parcel divided by a plan of community division under the *Community Titles Act 1996* (*Local Government Act 1999, section 4*). A public place includes council owned land, buildings and open space such as parks and reserves, but does not include suburbs, townships, roads, rivers or beaches.

Place means any area, region, locality, or any geographical or topographical feature, and includes any building or feature upon council owned or managed land that is, or likely to be, of public or historical interest.

Park means an area of open space that is open to the public, generally used for passive and/or active recreation, e.g. Huntingdale Park, Happy Valley Sports Park.

Reserve means a place set aside for special use, such as the preservation and/or protection of flora and fauna, e.g. Tingira Reserve, Pimpala Conservation Reserve.

Garden means a place set aside to grow vegetables, fruit, herbs, flowers or other plants, e.g. Willunga Jubilee Rose Garden.

Common name is defined as a name:

- a) assigned to the public place using the road or street on which it is located, and/or
- b) used by more than one community of interest (for example community groups, schools, businesses, etc.), and/or

Spelling for common names is with a lower case 'p' or 'r', i.e. Smith Avenue park or King Street reserve. This allows us to differentiate between common and formal place names.

Formal name means a name resolved by Council.

Proposed name means the name specified in the place naming application, or suggested by key council staff, or by the community during community engagement.

Recognised name means an existing name for a place, such as a formal, signed or recorded name.

Recorded name means the name by which a place is designated on a map, plan or other record.

Signed name means the name recorded on any on-site signage.

2. Council Process

The naming process involves the following steps:

- Assessment of the naming request and background information
- Community engagement (Stage 1) to seek any known or potential names for the public place
- Assessment of all name suggestions to determine their alignment with our Place Naming Policy
- Report to Council presenting name options and seeking permission to undertake Stage 2 of the community engagement
- Community engagement (Stage 2) to seek feedback on the potential names
- Report to Council with community engagement outcomes and place name recommendation for consideration
- Council decision by resolution
- Notify applicant and any other stakeholders of council's decision in writing.

This process will take several months to complete.

3. The following conditions will apply to all applications

- Any name assigned to a public place will be on the basis that such naming does not compromise any future sale or use of the land.
- Generally, places that have already been allocated a name by council will not be re-named.
- Generally, no memorial will be erected on the land, recognition will be by the recording of the name and the provision of signage, unless Council has specifically approved such memorial (e.g. Returned Services Park monument or similar).
- Other than council owned buildings, council assets within a public place (such as playgrounds, park benches, BBQs, shelters and trees) will not be named.

To commence the Public Place Naming process the following information is required. Please ensure that all information is provided. Failure to provide requested information will either result in a delay in processing your application or rejection of the request until this further information is received.

Is this application for the naming of:

- Public space Developed or undeveloped reserve Topographical or geographical feature

1. Proposed name (to be restricted in length to 20 characters unless otherwise approved by Council). The name should meet the definition of the public place (e.g. park/reserve/garden)

2. Current or common name – existing Aboriginal or European name if known.

3. Property description (allotment/location). Please attach a copy of an aerial map from Google Maps or a street directory showing the boundary of the public place to be named.

4. Does the nomination contain any Aboriginal words representing the vocabulary of the original inhabitants of the region?

- Yes No

If yes, please attach information about how you sourced the name.

5. History of the land relative to the naming application. Please attach a copy of the certificate of title, and historical photographs if available.

6. Is the nomination for a person or community group? Please provide history of the person/feature/organisation relative to the naming application. If the application is for a person please include date of birth, date of death, occupation, education, etc.

7. If the nomination is for a person please attach a copy of written approval from a family member or next of kin consenting to the use of the individual's name. If the nomination is for a community group please attach a copy of written approval from the group.

8. Were the services that the nominated person provided to the community on a paid or volunteer basis? (Please provide detail.)

9. Outline the person or community group's historical attachment to the area.

--

10. Outline the level of contribution to the community made by the nominated person or group. Include a description of civil and community achievements, awards or honours conferred.

--

11. Please attach letters of support from any stakeholders affected by the proposal.

Applications for the naming of Public Places will be accepted on the understanding that all applications have had regard to Council's Place Naming Policy and Place Naming Procedure.

Nominators Details

Name of applicant:	
Organisation (if applicable):	
Position within organisation (if applicable)	
Postal Address:	
Email:	Phone:
Signature	Date:

Where applicable please ensure the following attachments required are submitted with this application:

- Q3. Aerial map
- Q4. Information on how the name was sourced
- Q5. Certificate of title/photos
- Q7. Written consent to use family name
- Q11. Letter/s of support

For more information contact Dale Sutton, Team Leader Engagement & Grants on 8384 0623.