

P18-005 Road Naming and Numbering Policy

Approved by the Council on 2 October 2018.

1. INTRODUCTION

The New Plymouth District Council (the "Council") is responsible for the naming of roads and numbering of land and buildings under sections 319, 319A and 319(j) of the [Local Government Act 1974](#) (LGA 1974).

A wide range of people use road names and property numbers to accurately locate properties, including: emergency services; postal and delivery services; service deliveries like power, telephone and water; and the general public.

This policy revises or replaces previous road naming provisions, and adds a new address numbering policy to provide certainty and consistency for clients, the Council and wider community.

Council has also adopted the Land Information New Zealand [AS/NZ 4819:2011 – Australian/New Zealand Standard – rural and urban addressing standards](#) (the "LINZ Addressing Standard"), as the basis for this policy throughout the New Plymouth District.

2. OBJECTIVES

The objectives of this policy are to:

- a) Provide a clear, consistent and logical approach to road naming in the New Plymouth District;
- b) Ensure the road naming process is as efficient and cost-effective as possible;
- c) Provide opportunities for Māori to develop capacity, and participate in Council decision-making as required under [section 81](#) of the *Local Government Act 2002*; and
- d) Ensure the character of the District is maintained and enhanced.

3. DEFINITIONS

Road: means a road as defined in section 315 of the LGA 1974.

Name (as in the name of the road): means the word or name used to identify a road, excluding the road type (e.g., Crescent, Place, Street, etc.).

Private ways (e.g., rights-of-way, common access lots, etc.): for the purposes of this policy, "private way" refers to both private roads and private ways as defined by section 315(1) of the LGA 1974.

4. PRINCIPLES

When implementing this policy, the Council will be guided by the following principles:

- a) This policy should be read and applied alongside the LINZ Addressing Standard;
- b) All names for roads and private ways will be confirmed through Council resolution, as set out in s319A of the LGA 1974;
- c) Te Huinga Taumatua Committee (the "Committee") is the authority delegated to make road naming and re-naming decisions under this policy;

- d) Facilitate where required, affected parties in reaching a consensus on the name of a road;
- e) Completing road naming and renaming requirements for roads and private ways will be the responsibility of the applicant, and must be approved by the Council;
- f) Where appropriate, Council supports tangata whenua to develop capacity, and participate in road naming processes;
- g) Costs associated with the naming or renaming of a road or private way will be borne by the applicant; and
- h) Council has full discretion in approving road names, including road type designations.

5. RESPONSIBILITY

The New Plymouth District Council is responsible for implementing this policy.

6. ROAD NAMING POLICY

- a) This policy will apply to:
 - All roads, including any road vested in Council; and
 - Private ways that have:
 - Six or more primary address sites; or
 - The potential to develop six or more primary address sites (where “potential to develop” is determined at the point of subdivision); and
- b) This policy will only apply to formed roads and not unformed or paper roads unless the Council deems necessary.

7. ROAD NAMING CRITERIA

- a) All proposed road names must comply with the **Council Road Naming Criteria** attached to this policy as **Appendix 1**, which details the:
 - Preferred themes for proposed road names across the District in order of priority; and
 - General road naming criteria based on the LINZ Addressing Standard;
- b) Further to **Appendix 1(1A)(e)**, where a proposed name is that of a living person:
 - That person will not have been convicted of a [Category 3](#) or [4](#) offence(s) under the [Criminal Procedure Act 2011](#); and
 - Where a living person after whom a road is named is later convicted of a Category 3 or 4 offence(s) under the *Criminal Procedure Act 2011*, the Council reserves the right to initiate a renaming of the road concerned; and
- c) The criteria for submitting a road name to Council is attached to this policy as **Appendix 2**.

8. COUNCIL NOTIFICATIONS

8.1 Affected parties

For the naming or renaming of a road or private way:

- a) An *affected party* may include, but is not limited to:
 - i) Any property owners or occupiers whose property address will require changing as a consequence of the naming of a road;
 - ii) Tangata whenua actively carrying out their cultural obligations as *Kaitiaki* (customary guardians) in the area;
 - iii) A mandated iwi authority or post-settlement governance entity (PSGE); and
 - iv) Any other person(s) directly affected as determined by Council;
- b) To ensure sufficient time for affected parties to participate in road naming or renaming processes, Council officers will, no less than twelve weeks before the closing date for submissions:
 - Identify, then notify affected parties where a road requires naming or renaming; and
 - Include in any out-going communications, information including:
 - i) Name of the applicant;
 - ii) Reason for naming or renaming a road;
 - iii) Entitlements as an affected party;
 - iv) Planned engagement and consultation activities; and
 - v) Final date Council accept road naming proposals.

8.2 Interested parties

For the naming or renaming of a road or private way:

- a) An *interested party* may include, but is not limited to:
 - The general public; local residents; societies, social groups, clubs and organisations; property owners of neighbouring areas; or
 - Any other person(s) not directly affected as determined by the Council;
- b) Council officers may, where appropriate, identify then contact an interested party no less than twelve weeks before the closing date for submissions, and include in any out-going communications, information including:
 - i) Name of the applicant;
 - ii) Reason for naming or re-naming a road;
 - iii) Entitlements as an interested party;
 - iv) Planned engagement and consultation activities; and
 - v) Final date Council accept road naming proposals; and
- c) In some situations, Council officers may determine that it is appropriate to directly contact an interested party, in relation to a proposed road name.

8.3 Applicant's obligations to consult

Neither **8.1(b)** and **8.2(b)(c)** above, replaces or releases an applicant from consulting with all affected parties (see **9.1(d)** and **9.2(h)** below).

9. ROADS AND PRIVATE WAYS

9.1 Naming new roads and private ways

- a) The applicant is responsible for completing all road naming requirements for new roads or private ways;
- b) For roads created as a result of a new subdivision, the developer will be responsible for completing all road naming requirements;
- c) Private ways with six or more primary address sites, or the potential to develop six or more primary address sites (where "potential to develop" is determined at the point of subdivision) must be named;
- d) The applicant must provide evidence that consultation has been undertaken in good faith with all affected parties, and that they:
 - Have had an opportunity to propose a name; and
 - Support the final list of names proposed;
- e) Evidence that road naming conditions have been, or are nearing completion (e.g., road names identified, consultation completed, or new road names approved) must accompany the survey plan, when it is submitted to Council for approval under *s223 Resource Management Act 1991*;
- f) The applicant should submit names for any new road or private way on the Council **Road Name/Renaming Request Form**;
- g) All proposed names must comply with the **Council Road Naming Criteria** attached to this policy as **Appendix 1**;
- h) Indicating a preferred option, the applicant should provide the following:
 - A maximum of four proposed names for each new road; or
 - A maximum of two proposed names for each new private way;
- i) Where the applicant prefers not to provide options for a road name, Council officers will recommend additional names;
- j) Where a previously unnamed road or private way is vested in Council, the process above will apply; and
- k) To remove all doubt:
 - i) Where an applicant submits a request to name a new road:
 - As an affected party, tangata whenua must be consulted;
 - Where required, Council will facilitate discussions between an applicant and affected parties to reach a consensus on road naming; and
 - Interested parties are ineligible to propose a name; and
 - ii) Where an applicant submits a proposal to name a new private way:
 - Interested parties are ineligible to propose a road name. However, the Council will contact tangata whenua for the purposes of **1A(ii)(a)** of the **Council Road Naming Criteria (Appendix 1)** refers); and
 - iii) New Plymouth District Council Community Boards are not an affected party as they receive Council *Road Naming Reports* for comment.

9.2 Renaming an existing road or private way

- a) Any member of the public may apply to the Council to change the name of an existing road or private way;
- b) Criteria for renaming a road or private way are attached to this policy as **Appendix 3**;
- c) A request must be submitted on the Council **Road Name/Renaming Request Form**;
- d) All proposed names must comply with the **Council Road Naming Criteria** attached to this policy as **Appendix 1**;
- e) The request should be accompanied by supporting evidence such as research, historical documentation, maps, photographs, etc.;
- f) Indicating a preferred option, the applicant should provide the following:
 - Four names for each existing road; or
 - Two names for each existing private way;
- g) Where the applicant prefers not to provide options for a road name, Council officers will recommend additional names;
- h) The applicant should provide evidence that consultation has been undertaken in good faith, and that where possible, affected parties:
 - Agree with the proposal to change the existing name;
 - Have had an opportunity to propose a name; and
 - Support the final list of names proposed; and
- i) To remove all doubt:
 - i) Where an applicant submits a request to rename a road:
 - As an affected party, tangata whenua must be consulted;
 - Where required, Council will facilitate discussions between an applicant and affected parties to reach a consensus on road naming; and
 - While interested parties may submit a road name, Council will prioritise proposals from an applicant and affected parties; and
 - ii) Where an existing private way requires renaming, interested parties are ineligible to propose a name. However, Council will contact tangata whenua for the purposes of **1A(ii)(a)** of the **Council Road Naming Criteria** (**Appendix 1** refers); and
 - iii) New Plymouth District Council Community Boards are neither an affected or interested party as they receive Council *Road Naming Reports* for comment.

9.3 Naming private ways

- a) Council has no statutory power to allocate names to private ways;
- b) If an applicant wishes to officially name a private way, they must comply with this policy and the **Council Road Naming Criteria** (**Appendix 1** refers); and

- c) Council has no responsibility for the signage, maintenance or upkeep of any private way.

9.4 **Naming and renaming roads in retirement villages**

In addition to the relevant provisions in this policy:

- a) All formed roads in a retirement village should be named, with the exception of short roads or cul-de-sacs with five or less primary address sites;
- b) Only road name types and abbreviations from the [LINZ Retirement Village Guideline](#) (the "LINZ Retirement Village Guideline") may be used for all formed roads in a retirement village;
- c) Proposed names for roads in a new retirement village must comply with both the LINZ Retirement Village Guideline and **Council Road Naming Criteria** attached to this policy as **Appendix 1**; and
- d) While not intended to apply retrospectively, the LINZ Retirement Village Guideline and relevant provisions in this policy may be applied where the need to evaluate addressing in an existing retirement village arises.

10. **COUNCIL ROAD NAMING REPORT**

- a) The minimum information requirements for all road naming reports are attached to this policy as **Appendix 4**;
- b) The criteria for the final listing of proposed names in a road naming report is attached to this policy as **Appendix 5**; and
- c) Once the Committee has reached a decision, Council officers will inform all affected parties, and where relevant, interested parties of the outcome.

11. **POPPY PLACES PROJECTS**

11.1 **Special markings – RSA Poppy**

- a) The New Zealand Poppy Places Trust encourages Councils and local communities to:
- Identify road names or landmarks that have a link to New Zealand's military international involvement in a conflict or operational service;
 - Research and record the history of these places on the [Poppy Places Trust](#) website; and
 - Encourage participation in organised events to commemorate, educate and mark a road or landmark sign with the RSA Poppy image;
- b) Use of the Returned Servicemen's Association (RSA) Poppy image on a road or landmark signs requires the approval of the Poppy Places Trust;
- c) Under the Poppy Places Trust criteria:
- A road or landmark name must have a link to New Zealand's international military involvement since the Second Boer War (1899-1902); and
 - All requests to commemorate a road or landmark as a Poppy Place requires Council support.

11.2 Definitions

For clarity, the following definitions apply only to this provision, and do not supersede or replace those at **3. Definitions** of this policy:

- **Road:** any new or existing road or private way in the New Plymouth District;
- **Landmark:** may include, but is not limited to bridges, cemetery, cenotaph, cycleway, hall, obelisk, park, pool or tree(s); and
- **Road or landmark name:** may include, but is not limited to an individual(s), battle, military campaign, place or associated military equipment or materials.

11.3 Initiating a Poppy Places Project

- a) Any member of the public may request to have a road or landmark in the New Plymouth District commemorated as a Poppy Places Site, subject to the following:
 - i) The request is submitted on the Council **Poppy Places Request Form** attached to this policy as **Appendix 6**;
 - ii) The request form has been fully completed, and is supported by evidence clearly demonstrating:
 - A link between the identified road or landmark name and New Zealand's international military involvement in a conflict or operational service;
 - All sources are referenced, and where relevant, has the copyright holder's consent to use; and
 - Where appropriate, support from relevant stakeholders like next-of-kin, tangata whenua, local communities and groups;
 - iii) Preferably, the road or landmark has a close link to the historical, social and cultural heritage of the New Plymouth District; and
 - iv) Where a road or landmark is not owned or administered by Council, the request has the owner or governing body's support;
- b) The process for requesting the commemoration of a road or landmark as a Poppy Place site is attached to this policy as **Appendix 7**; and
- c) All costs associated with a request to commemorate a road or landmark with the RSA Poppy image will be borne by the submitter.

12. ROAD NUMBERING

- a) Council may allocate or change a number allocated to any area of land, a building or part of building within the District as set out under s319B of the LGA 1974;
- b) Road numbers will be allocated according to the requirements set out in the LINZ Addressing Standard;
- c) Numbers will only be issued after a road name has been approved by Council resolution;

- d) Council will consider property numbers for a private way, only where it has a road name approved under this policy; and
- e) Where Council decides to renumber a road or private way, affected parties will be notified as per section 8 of this policy.

13. STATUTORY NOTIFICATIONS

The statements in this section detail the implementation requirements and responsibilities, once a new name is chosen.

- a) **Implementation of a new road name**
To meet the requirements of Section 319A of the *Local Government Act 1974*, Council staff will as soon as is practicable send a copy of the resolution to name or rename a road to the Registrar-General of Land and the Surveyor-General.
- b) **Assistance to affected parties**
The Council may provide non-financial assistance to affected parties of a road, a private way that has been named or renamed. The assistance may include informing other statutory bodies of the change of address e.g. electoral role, New Zealand Post, Land Information New Zealand.
- c) **Costs**
Any costs incurred by an affected party as a result of the naming, renaming of a road or private way will be the responsibility of the affected party. Costs may include the physical renumbering of properties and replacement of business and commercial stationery.
- d) **Physical works – road name signs**
 - i) Section 319 (j) of the *Local Government Act 1974* provides the Council with the authority to install road name signs showing the new name of the road;
 - ii) *Land Transport Rule Traffic Control Devices 2004* Rule 54002 Clause 4.4(5), authorises the RSA poppy as a logo to be placed on street signs. The logo commemorates and recognises, as part of the heritage of New Zealanders, the participation of New Zealand in military conflicts and military operational service overseas since 1900;
 - iii) To align with the New Plymouth District Plan *Financial Contributions Policy*, for roads formed as part of a subdivision, any road name sign will be installed at the cost of the developer. The maintenance of the road signs will transfer to the Council if and when the road is vested with the Council;
 - iv) For the renaming of Council owned and maintained roads, the Council will cover the costs to install and maintain the new signs;
 - v) For private ways, the installation and maintenance of the road name sign is at the cost and responsibility of the owner;

- vi) The Council will determine the physical location of all road name signs on roads and private ways; and
- vii) All signs have to be installed by a Council approved contractor.

POLICY CONTACT

The policy holder is the Policy Development Team, Strategy Group.

POLICY REVIEW

This policy shall be reviewed three yearly from the date the policy is adopted.

APPENDIX 1

1A COUNCIL ROAD NAMING CRITERIA

i. District-specific

In the following order of priority, preference will be given to road names that describe:

- a) A site, area or name of cultural or historical significance to tangata whenua (supporting evidence required).
- b) A site, area or name of cultural or historical significance to local community(s) (supporting evidence required).
- c) An already established theme in a neighbourhood, or a proposed common locally relevant theme in a new subdivision with multiple new roads.
- d) Distinctive or significant geographic feature, landscape, flora or fauna unique or characteristic to the area.
- e) A local resident or whānau/family recognised as having achieved prominence in a chosen field of expertise (supporting evidence required).

ii. General (LINZ Addressing Standard)

Road names must meet the following general criteria:

- a) Not be likely to give offence or be inappropriate to use.
- b) Be spelt correctly.
- c) Not duplicate or be similar in spelling or sound to an existing road name in the district.
- d) A single length of road should only have one name. It should not be divided, for example, at an intersection with another road, and given more than one name.
- e) The road type is selected from the LINZ Addressing Standard, Appendix B - Road Types New Zealand.
- f) Not consist of conjoined names of places or localities found along or at the ends of the road.
- g) Not contain abbreviations, initials or acronyms except for "St" that can be used for "Saint".
- h) Not use the word "The" as the sole name element (e.g. The Avenue).
- i) Not be of a similar derivative, e.g., McKay Drive, McKay Place and McKay Lane.
- j) Not include a preposition (e.g. Avenue of the Allies).
- k) Preferably be a maximum length of 15 letters (excluding the road type).

- l) Not contain possessive apostrophes (e.g. St Georges Terrace, not St George's Terrace). Apostrophes forming part of an eponymous name may be included (e.g. O'Connor Road).
- m) Not use a road type in the first part of a road name, e.g. Boulevard Street.
- n) Not contain a full stop.
- o) Contain only characters from the standard alphabet with the exception of letters requiring a macron.
- p) Not contain hyphens.
- q) Not contain Arabic or Roman numerals with numbers to be written in full.
- r) Not contain qualifying terminology, cardinal indicator, or a similar prefix (e.g. Upper, New, North, and South).
- s) Should not contain a directional or similar device as a suffix to uniquely define road extremities (e.g. White Road East and White Road West).

APPENDIX 2

2A COUNCIL CRITERIA FOR SUBMITTING ROAD NAMES

Proposing a road name

- a) Council will only accept, in either hard copy or email, a proposed road name on a completed official Council *Name/Renaming Request Form*;
- b) All requests must include an explanation about how the proposed name meets the relevant criteria in this policy;
- c) Where Council has received an application to name or rename a road on the official Council request form, a receipt of acknowledgement will be sent to the submitter;
- d) Council may decline a request to name or rename a road, if the official Council form has not been correctly completed, or if there is insufficient information to be able to fully assess the merits of the proposed name;
- e) Where a road naming request is declined, Council will notify the submitter, and include the reason(s) why;
- f) A proposed Māori road name must be accompanied by a written endorsement from an appropriately mandated tangata whenua entity or entities;
- g) While a mandated iwi authority or PSGE may propose a road name, proposals from a mandated authority or PSGE representing the Treaty settlement interests of tangata whenua for the immediate area concerned will be prioritised; and
- h) Where a road name has been proposed, either informally, or as part of road name or renaming application, and has not been used, the Council may contact the submitter to request that it be added to an approved list of unused names to be used in the future.

APPENDIX 3

3A COUNCIL CRITERIA FOR RENAMING A ROAD OR PRIVATE WAY

Renaming a road or private way

- a) A request to rename a road may be submitted where the following applies:
 - i) Two or more road names in the District have the same spelling or sound similar;
 - ii) Qualifying terminology such as *Upper* or *Lower* makes it confusing for postal and delivery services, emergency services, service providers and the public;
 - iii) Planned change in the layout of an existing road or private way;
 - iv) Change as part of a *Poppy Places Project* (**11. Poppy Places Projects** refers);
 - v) The evidence demonstrates the advantages of a proposed road name change clearly out-weighs any disadvantages to the affected community; or
 - vi) Correct a spelling mistake;

- b) With respect to **3A(a)(vi)** above, Council may exercise discretion in whether a request to correct a misspelt road name, will require approval under this policy.

APPENDIX 4

4A COUNCIL ROAD NAMING REPORT

Content criteria

The criteria for reporting must include, as a minimum, the following information:

- a) The road's location, including map(s);
- b) Any overlapping or adjacent Statutory Acknowledgement or Deed of Recognition areas or interests;
- c) Explanation why the road is required to be named or renamed;
- d) Where possible, a detailed account of the meaning, origins, circumstances, etc. behind a proposed name;
- e) Evidence of the extent of engagement and consultation undertaken;
- f) List of all names proposed;
- g) List of the final proposed names, rationale for their selection and preferred option; and
- h) Where relevant, a summary of details if the road a Poppy Places Project or recognised Poppy Places Sites.

APPENDIX 5

5A COUNCIL ROAD NAMING REPORT

Final list of proposed road names

When selecting proposed names for the final list in the Council Road Naming Report, the following criteria will apply:

- a) **Where more than four names are considered appropriate:**
In the event more than four merit inclusion on the final list, Council officers will table all names for the Committee's consideration;
- b) **Where a total of four names are received:**
If the total number of proposals received numbers four, all names will be tabled before the Committee for their consideration;
- c) **Where a total of three or less names are received:**
If a total of three or less names are received, alternative names may be proposed by Council officers. In such cases, affected parties will be:
 - Notified of the new proposed name(s);
 - Provided an explanation for why the name(s) have been proposed; and
 - Offered the opportunity to provide feedback; and
- d) Where possible, at least one name with a Māori association must be included in any final list of proposed road names.

APPENDIX 6

COUNCIL POPPY PLACES REQUEST FORM

Date submitted:	<i>(Date request submitted to Council)</i>	Council reference no:	<i>(No. issued by the Council)</i>
Responsible authority:	<i>(Who is the responsible territorial authority)</i>		
Contact email:			
Street Name:	<i>(What is the existing or proposed New Plymouth District street or landmark)</i>		
Road type:	<i>(St., Road, Avenue, Place, Way, etc.)</i>		
Landmark Name:	<i>(Address or location where the object or feature is situated)</i>		
Landmark type:	<i>(Cenotaph, obelisk, statue, tree, bridge, school, archway, etc.)</i>		
Location details:	Address:		
	Suburb:		
	Town/City:		
	Postcode:		
	<i>(Include further details like: map references; GIS coordinates; or photographs)</i>		
Location map:	<i>(Insert a map of the street or place from the Council, Google or similar source, which provides as much detail of the street or place as possible)</i>		
File ref. no.:	<i>(The Council will provide the file reference number, and a copy of the original resolution approving the name)</i>		
Why Poppy Road or Landmark status is being sought:	<i>(Briefly summarise what significance the identified road or landmark has in terms of its association with New Zealand military conflicts and operational services overseas)</i>		
The story:	<i>(In this section, provide the full written narrative. There is no word limit because this will depend on the information available. You may attach to the back of this form additional evidence to further support your submission, including: survey maps; certified copies of historical documents; list of stakeholders engaged; letters of support; and list of bibliographic references. For photographs, please use the following format when acknowledging the owner or source: Title; Author; Source and License)</i>		
Commemoration Arrangements:	<i>(How will the event be marked?)</i>		
Submitter's full name:			
Email:			
Contact number:	Landline:		
	Mobile:		
Author's full name:	<i>(if different from above)</i>		
Email:			
Contact number:	Landline:		
	Mobile:		

Sponsors details:	<i>(Name of an individual, whānau/family, school, community group, etc., which may be sponsoring the street or place sign)</i>		
Email:			
Contact number:	Landline:		
	Mobile:		

Tracking: <i>(For Council use only)</i>	Date/outcome of assessment:	<i>date/month/year</i>	<i>Approved/Declined</i>
	Date request forwarded to Poppy Places Trust:	<i>date/month/year</i>	
	Date to appear on Poppy Places Trust website:	<i>date/month/year</i>	

Date received by Poppy Places Trust: <i>(For Poppy Places Trust use only)</i>	<i>(Date request received by Poppy Places trust)</i>	Poppy Places reference no:	<i>(No. issued by the Poppy Places Trust)</i>
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APPENDIX 7

COUNCIL POPPY PLACES PROJECT PROCESS

1. **Researching a name**

The first step is to *research the story* behind the identified road or landmark name.

The [*Pua Wānanga Research Centre*](#), *Puke Ariki Museum*, New Plymouth may be your first port of call for advice on undertaking research into your identified road or landmark name.

The Centre will be able to tell you what information they currently hold, and provide advice on other possible sources, including the local RSA, National Army Museum, Torpedo Bay Navy Museum, Airforce Museum of New Zealand, Alexander Turnbull Library and the National Library of New Zealand.

You may also wish to contact the Poppy Places Trust at info@poppyplaces.nz for guidance on research.

2. **Drafting the story**

The next step is to now *draft the story*.

This will require pulling together the information you have gathered, to create an initial story, which is informative, and leaves a reader with a better understanding of the meaning, person or circumstances behind a name.

At this stage, the story does not need to be a full and final version. What is more important is that your research provides enough information to provide the Council and the Poppy Places Trust with assurances that your proposal is factually correct and verifiable.

You can also seek advice from the Trust about the range of options available for presenting a story, including a preferred format (for example, video, audio and/or text).

3. **Completing and submitting the Council's Information Form**

Once you feel you have enough evidence, and the key elements of the story, the next step is to *complete the Council [Poppy Places Project Request Form](#)*.

The purpose of the form is to gather all the relevant evidence together, which will assist the Poppy Places Trust to assess the proposal. Details sought includes:

- a) Information on the responsible authority, authority contact email, location details including maps, road naming file numbers, etc;
- b) Why a Poppy Place status is being sought;

- c) The story behind the road or place name;
- d) How its status as a Poppy Place will be commemorated; and
- e) Submitter and sponsor details.

Because some information will not be publically available, the Council will provide the following:

- File reference number; and
- Copy of the Council resolution approving the name.

You can also attach additional relevant documentation to further support your submission, including: draft of the story; certified copies of historical documents like survey maps, photographs, diary book entries, historical letters, etc.; list of stakeholders engaged; letters of support; and a list of bibliographic references.

It is important to reference your sources. And where photos, images and other material have been copied, the source must be referenced, along with consent to use by the copyright holder.

The Poppy Places Trust prefers that any proposal has the Council's full support. So once you have completed the form, return it and any accompanying documents to us either by [email](#) or hard copy.

We will send you a *Receipt of Acknowledgement* via email within 5 days of having received the document.

Council officers will then assess the information form against the following broad criteria:

- a) Sufficient information and evidence is provided to enable the Council to make an informed decision of whether to support the proposal or not;
- b) The road or landmark is in the New Plymouth District;
- c) The identified name is that of an existing or proposed road or landmark;
- d) Where appropriate, next of kin have been contacted and their written support obtained; and
- e) The evidence provided clearly demonstrates:
 - A link between the identified road or landmark name and New Zealand's military involvement in a conflict or operational service overseas;
 - All sources are referenced, and where relevant, has the copyright holder's consent to use; and
 - Support from relevant stakeholders like next-of-kin, tangata whenua, local communities and groups.

Where support is declined, the Council will inform you of its decision, detailing the reasons why.

Similarly, where a proposal is supported, the Council will explain how it arrived at its decision.

We will then forward on a copy of your documentation, coupled with the Council's assessment to the Poppy Places Trust's for their consideration. The Council will contact you once the Trust's decision is known.

Where approved, the Trust will assign you a Poppy Places number. You may use this number as evidence that a road or landmark has been assigned to you for the purposes of conducting research into the story behind the name. You may then wish to continue your research into the name, engage with the wider community to gather further information and/or support, or carry out a final edit on the current version of your story.

4. **Finalising the story**

The next step is to now *finalise the story*.

Describing the events or circumstances behind a name, is often a poignant way of ensuring an overseas New Zealand military association behind a road or landmark name is not forgotten. So a story that engages and connects a reader to the main subject or theme is preferred.

This may be done as an individual, or as part of a community effort, for example: a school or class project; local community initiative; tangata whenua initiative; or a family seeking to record the deeds of a family member or descendant.

Once a final version of the story is ready, just send a copy to the Council, and we will submit the document to the Trust on your behalf, where it will be displayed on both the Council and Trust's websites.

As a guide, you can find examples of Poppy Places stories on the [Poppy Places Trust](#) website.

5. **Celebrating a Poppy Place**

The last step is to celebrate the designation of a road or landmark as a Poppy Place. Ideally, a community event should be held to mark the occasion. While usually coinciding with the publication of the story on the Council and Poppy Places Trust websites, you may choose to place the story on hold until an appropriate date of your choosing.

And the type of ceremony is entirely up to yourself and others who have, or wish to be involved. Councillors and/or Community Board members would be more than happy to attend such a ceremony, with the Council able to provide communications support to promote the event to a wider audience.