



Name	TS03 Place Names Policy
Policy Type	Council Policy
Responsible Officer	General Manager Infrastructure and Planning
Approval Date	19/11/2015
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1 Purpose

This policy sets out the application procedure for the naming of places in Litchfield Council.

2 Principles

Litchfield Council encourages early contact with Council to ensure that place names applications are processed in a timely manner. The Council understands that in accordance with the Place Names Act, the Place Names Committee must “before making a report.... seek the views of interested persons” including “the Council established for the area”. The Minister then considers the report and may approve names.

3 Definitions

For the purposes of this Policy, the following definitions apply:

Place Names	All areas for which the naming responsibility lies with the Place Names Committee under the Place Names Act.
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4 Policy Statement

- 4.1 Litchfield Council fully appreciates the development industry need for timely approvals. This policy is developed to ensure that street name approvals and other place name approvals are processed by Council in a timely manner.
- 4.2 Developers seeking consideration of street names and other place names by the Place Names Committee are encouraged to make an application for Council approval very early in the development process. Developers are required to forward a written application to Council containing the following information.
 - 4.2.1 Details of any naming theme proposed for an area.
 - 4.2.2 List of names proposed and a brief history of the names origins.
 - 4.2.3 Where possible a diagram of the location of the features to be named.
 - 4.2.4 Where streets are to be named the developer is encouraged to provide an excess of names to allow for any name that may be rejected by the Place Name Committee.
 - 4.2.5 A Place Name search to demonstrate that names are not being duplicated in Litchfield Council or surrounding areas.
- 4.3 All applicants are referred to the Northern Territory Rules of Nomenclature on the Place Names Committee website. The naming rules are supported by Litchfield Council.

- 4.4 All applications for Place Names must be brought to Council for decision. Council will not guarantee that it supports a name nor that it won't lay an application on the table while additional information is sought. This process will generally mean that an application can take more than a calendar month to process and the applicant should allow for this.
- 4.5 Once an applicant has Council approval for the proposed names an application which includes the Council resolution may be made to the Place Names Committee.

5 Associated Documents

Litchfield Council Policies

6 References and Related Legislation

Place Names Act
Local Government Act