



Name	INF04 Place Names
Policy Type	Council
Responsible Officer	Director of Infrastructure and Operations
Approval Date	9/12/2020
Review Date	8/12/2024

## 1. Purpose

This policy sets out the application process and considerations for the naming of places in Litchfield Council.

## 2. Scope

This policy applies to all new place names within Litchfield Council.

## 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 NT 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 NT Place Names Committee are encouraged to make an application for Council approval very early in the development process, typically a minimum of eight weeks prior to expected submission of the names to the NT Place Names Committee. 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 origin of the name(s).
  - 4.2.3 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 NT Place Name Committee.
  - 4.2.5 A Place Name search from the NT Place Names Register to demonstrate that names are not being duplicated in Litchfield Council, adjoining local government areas, or adjoining localities not within a local government area.

- 4.3 All applicants are referred to the Guidelines for NT Place Naming on the NT Place Names Committee website. The naming rules are supported by Litchfield Council.

However, in special circumstances, Council may consider supporting a proposed name that is not in accordance with the Guidelines for NT Place Naming to honour an individual considered to have made a significant historical contribution within the Litchfield municipality. In that instance, Council should provide commentary to the applicant recognising that Council's support is not in accordance with the Guidelines for NT Place Naming and providing justification for Council's support for the proposed names.

- 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 will not 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 timing.
- 4.5 Once Council has made a resolution in relation to the proposed place name, the resolution will be provided to the applicant and can be submitted by the applicant to the NT Place Names Committee.
- 4.6 Council recognises the NT Government place names process in that the NT Place Names Committee is the body that considers proposed place names in light of their compliance with the Guidelines for NT Place Naming and national standards. If the proposed place name meets the Guidelines and standards, it is then recommended by the Committee to the Minister for approval.

## **5. Associated Documents**

Litchfield Council Development and Subdivision Standards

## **6. References and Legislation**

Northern Territory Place Names Act

Guidelines for NT Place Naming

Permanent Committee on Place Names Brochure

Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing

## **7. Review History**

<b>Date Reviewed</b>	<b>Description of changes (Inc Decision No. if applicable)</b>
19/11/2015	Approved
19/11/2016	Updated
17/01/2018	Updated

09/12/2020	Updated
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