



If you need help lodging your form, contact us		
<b>Email</b>	council@northernbeaches.nsw.gov.au	
<b>Phone</b>	1300 434 434	
<b>Customer Service Centres</b>	<b>Manly</b> Town Hall, 1 Belgrave Street Manly NSW 2095	<b>Dee Why</b> Civic Centre, 725 Pittwater Road Dee Why NSW 2099
	<b>Mona Vale</b> 1 Park Street Mona Vale NSW 2103	<b>Avalon</b> 59A Old Barrenjoey Road Avalon Beach NSW 2107

Office use only	
<b>Form ID</b>	4132
<b>Last Updated</b>	March 2020
<b>Business Unit</b>	Parks & Recreation
<b>Application No.</b>	
<b>Receipt No.</b>	

Privacy Protection Notice	
<b>Purpose of collection:</b>	For Council to provide services to the community
<b>Intended recipients:</b>	Northern Beaches Council staff
<b>Supply:</b>	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
<b>Access/Correction:</b>	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Prior to completing this form please read the Naming our Reserves, Facilities and Road Policy on [northernbeaches.nsw.gov.au](http://northernbeaches.nsw.gov.au). Only applications which adhere to the Policy will be considered

## Part 1: Applicants Details

<b>Title</b>	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other:		
<b>First Name</b>		<b>Last Name</b>	
<b>Residential Address</b>			<b>Postcode</b>
<b>Phone</b>		<b>Mobile</b>	
<b>Email</b>			

## Part 2: Reserve, Road and Facility location details

<b>What would you like to name or rename?</b>	<input type="checkbox"/> Reserve <input type="checkbox"/> Road <input type="checkbox"/> Facility
<b>What is the current name of this asset?</b>	
<b>Where is the asset located? Please provide as many details as possible so we can identify the location. Feel free to add any photos, maps or coordinates.</b>	

## Part 3: The Naming Proposal

<b>What do you wish to name the asset?</b>	
<b>Why have you proposed this name?</b>  Please provide as much information as possible and attach any supporting documentation.	
<b>If naming in honor of a person please provide details related to the criteria in the Policy.</b>	
<b>Are there any other names you would also like considered? As possible alternatives to your primary suggestion.</b>	

## Part 4: Application and Approval Process

<ul style="list-style-type: none"> <li>• Applications will be assessed as soon as possible after receiving the fully completed form. Applicants may be contacted for further information.</li> <li>• All requests will be assessed against the current Naming Our Reserves, Roads and Facilities Policy.</li> <li>• All applications will be replied to in writing.</li> <li>• Applications which comply with Council's Naming Our Reserves, Roads and Facilities Policy will be presented to the next available Council Meeting.</li> <li>• If approved the proposal will be placed on public exhibition for at least 2 weeks. All proposals will be presented back to Council.</li> <li>• Once approved, proposals for Reserves and Roads will be forwarded to the NSW Geographic Names Board (GNB) for consideration. Those applications for naming a facility will be determined by Council and implemented accordingly. The GNB is notified of these names to ensure the name, position and origin is recorded in the Spatial Services' Digital Topographic Database and the name shown on maps, where relevant.</li> <li>• Applicants will receive notification of the status of their application at each stage of the process including the final determination.</li> </ul>
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## Part 5: Declaration

<b>On signing this form I acknowledge that the details above are correct, I have read the Naming Our Reserves, Roads and Facilities Policy and accept the terms and conditions of the application process.</b>			
<b>Applicant Name</b>			
<b>Signed</b>		<b>Date</b>	

<b>OFFICE USE ONLY</b>		
<b>Council owned asset</b>	<b>Yes</b>	<b>No</b>
<b>TRIM number</b>		
<b>Request aligns with the current Policy</b>	<b>Yes</b>	<b>No</b>
<b>Asset number</b>		