

**APPLICATION TO NAME COUNCIL-OWNED OR ADMINISTERED  
PUBLIC SPACES, STRUCTURES AND OTHER ASSETS (MAJOR ASSETS)**

This application applies to all Council-owned or administered bridges, buildings and community facilities, parks, reserves, open spaces, waterways, places and other assets within the region. This does not apply to roads, suburbs or population centres. The proposed name(s) must meet the guidelines under Council's policy of same name and if approved will be entered into the Council Asset Name Register. Click here to view the policy.

**Is this the correct application?**

- Major Assets such as parks and buildings (Requires public consultation & formal council approval)
- Minor Assets such as a plaque on a plinth, bench or small garden
- Plaque installation in a volunteer recognition walk

**APPLICANT DETAILS**

Title	<input type="text"/>	Surname	<input type="text"/>	Given Names	<input type="text"/>
Organisation	<input type="text"/>				
Postal Address	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Phone Number	<input type="text"/>	Email	<input type="text"/>		

**REQUEST DETAILS**

**Request Type**

<input type="checkbox"/> New	<input type="checkbox"/> Change to existing	<input type="checkbox"/> Removal
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**Infrastructure Type**

<input type="checkbox"/> Park	<input type="checkbox"/> Landmark	<input type="checkbox"/> Reserve	<input type="checkbox"/> Facility
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**LOCATION DETAILS**

Location of Request	<input type="text"/>
Lot & Plan Details (if applicable)	<input type="text"/>

**APPLICATION DETAILS**

**Proposed Name**

Option 1

Option 2

**Current Name**

<input type="checkbox"/>	Plaque	<input type="checkbox"/>	Sign	<input type="checkbox"/>	Other (please specify)
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**Significance of preferred names eg. history, contribution, sporting, icon (if insufficient space, please provide attachment)\***

(\*required information)

**SUPPORTING DOCUMENTATION**

- Site plan and/or map
- Supporting and historical evidence to support validity of the claim

Any application for the naming of parks and recreation reserves in memory of a deceased person must be supported by a letter from the next of kin/family and two letters of character reference:

- Letters attached
- Not applicable (person is living)

Any application for the naming of parks and recreation reserves in acknowledgement of a living person must be supported by a police certificate based on an Australia-wide check of name only.

- Police certificate attached
- Not applicable (person is deceased)

Any application for the naming of parks and recreation reserves in acknowledgement of a living person must be supported by written permission from that living person:

Permission attached     Not applicable (person is deceased)

An application for the naming of parks and recreation reserves in acknowledgement of a deceased person must be supported by written permission from that person's next of kin:

If the person is deceased, are you their next of kin?     Yes     No

If you are not their next of kin, please provide contact details:

Title     Surname     Given Names

Organisation

Postal Address

Suburb     State     Postcode

Phone Number     Email

- Evidence to support removing or renaming asset
- Third party supporting documentation – applicable for naming of major assets such as regional/district park, bridge, sports facility, building, reservoir, lookout.

**DECLARATION OF APPLICANT**

I/We, the applicant, declare that the above information is correct in all aspects, at the time of lodgement of this application with Central Highlands Regional Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise Central Highlands Regional Council in writing prior to any such change being implemented.

Signature     Date

**INTERNAL CHECKLIST (to be completed by CHRC Officers)**

- Is the asset already named?     Yes     No
- Is the name in the application suitable?     Yes     No
- Has the "named" person given permission?     Yes     No
- Include the recommended community consultation plan:

Action	Audience	Responsible	Due Date	Completed
<i>Eg Have Your Say</i>	<i>General Public</i>	<i>Manager Parks &amp; Recreation</i>	<i>01/06/2023</i>	<i>30/05/2023</i>

Proposed date for discussion at Strategic and Briefing Forum:

Proposed date for decision at General Council Meeting: