



Checklist for Submitting a Naming Proposal

Please ensure that your submission includes the following documents and supporting evidence. Incomplete submissions may not be considered for processing.

Required Documents

- ☐ Completed and Signed Application Form (Annexure A)
- ☐ Research Information supporting the proposed name or subject
- ☐ Separate Written Motivation (optional)
- ☐ Completed and Signed Letter of Consent (Annexure B)
Note: Required only if the proposal refers to a person. The form must be completed by the individual concerned or, in the case of a deceased person, by a family representative.

Evidence of Public Support (in compliance with Section 7.3 of the Naming Policy)

To demonstrate compliance with Section 7.3, please attach **one or more** of the following forms of evidence.

- ☐ Petition Showing Community Support (refer to Annexure C for a template)
- ☐ Community/Organisation Meeting Minutes or Recordings, with Attendance Register
- ☐ Survey Data
- ☐ Other Supporting Evidence (e.g., letters of support, emails, or declarations)

PLEASE NOTE: All evidence must include verifiable details, such as full names, contact numbers, and/or addresses of the supporting individuals.