



How to submit a naming/renaming proposal

STEP 1: Review the Naming Policy

Before completing the form, carefully read the [Naming Policy of the City of Cape Town \(approved 29 August 2012\)](#).

STEP 2: [Complete Annexure A: Naming Policy Application](#)

Fill in all sections of "Annexure A" completely, paying special attention to Part 3 (Motivation).

STEP 3: Provide Supporting Research

When completing Part 3, include relevant research or evidence to support your proposed name. This is especially important when the proposal honours a person.

STEP 4: Attach Proof of Community Support

Submit evidence of community consultation or support as outlined in Section 7.3 of the Naming Policy.

This may include:

- Petitions or referendums
- Minutes or recordings of community/organisation meetings (with attendance registers)
- Community surveys, letters, or emails of support

[Optional: [Download a petition template.](#)]

STEP 5: If the Proposal Involves a Person

Complete [Annexure B: Letter of Consent Form](#) and submit together with Annexure A and all supporting documents.

- The individual being honoured, or
- Their family members/heirs if the person is deceased.

STEP 6: Verify and Submit

Use the checklist to ensure that Part 1–4 are fully completed.

IMPORTANT NOTES

- Do not send original or irreplaceable documents; the City cannot be held responsible for loss or damage.
- Keep copies of all documents for your records.
- Incomplete submissions will not be considered.

WHERE TO MAKE YOUR SUBMISSIONS:

- Email: naming@capetown.gov.za
- Hand Deliver to the Public Participation Unit, Citizen Interface, 14th Floor, Civic Centre, 12 Hertzog Boulevard, Cape Town

For further enquires:

- Email: naming@capetown.gov.za
- Telephone (toll-free): 0800 212 176



Checklist for submitting a naming/renaming 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.



Naming Application Form

1. Applicant Information

Name		Surname	
Tel		Mobile	
Email			

2. Proposal Information

What would you like to name or rename? (Tick "x" the applicable option)

☐ Street	☐ Building/Facility	☐ Natural Area	☐ Institution
☐ Artifact	☐ Public Places	☐ Suburb	

Existing name (if any):	
Proposed name:	

Location details: What is the physical location of the site /facility?

Street Name		Suburb	
Subcouncil		Ward	
Name of Facility (if applicable)			

3. Motivation

Reason for the proposed name: Provide a clear motivation explaining why the name is proposed, including historical, cultural, or community significance. Attach supporting evidence or research as annexures if more space is required.

4. Implementation Details

How should the name change be applied?
(For example: street signage, building signage, plaque, curb painting, etc.)

POPIA Disclaimer:

"by completing this form, I understand and consent that (i) my personal information will be processed by the City of Cape Town, for purposes of and in relation to the City of Cape Town's programmes and community initiatives, and that such processing shall comply with the provisions of POPIA and any other applicable law; (ii) I may, at any stage, withdraw my consent but acknowledge that the City of Cape Town may still process my personal information if the law allows or requires this; and (iii) I also have the right to request access to my personal information and where necessary request the deletion, correction or destruction such person information"