

FINDING HER

MAP Nomination Submission Form

Nominating an existing public commemoration for
Victoria's Finding Her digital map
Her Place Women's Museum · herplacemuseum.com

Privacy notice
Information collected through this form is used to assess nominations for the Finding Her map. Personal and sensitive information will be handled in accordance with the *Privacy and Data Protection Act 2014* and will not be published without consent.

Before you submit

This form is for nominating an **existing** public commemoration to be added to the Finding Her Digital Map – a road, lane, park, reserve, mural, plaque, sculpture, monument or building – that honours a woman or gender-diverse person. It is not for proposing new names.

The following must be complete and ready to attach before lodging this form:

- ✦ **Biography:** 600–1,000 words covering the person's life, achievements and connection to the site
- ✦ **Image:** A high-resolution image of the person and/or the commemoration site (see Section 4 for specifications)
- ✦ **Family / community permissions:** Written consent from family or appropriate community representatives to use name, story and images
- ✦ **Cultural assessment:** For First Nations women: written confirmation that consultation with the relevant Traditional Owner group(s) or Registered Aboriginal Party (RAP) has been completed and their approval obtained

* Required fields are marked with an asterisk throughout this form.

1 Your Details

* Your name	
Organisation (if applicable) <small>e.g. historical society, council, community group</small>	
* Email address	
Phone number	
* Relationship to the person / site <small>e.g. family member, researcher, community member, local historian</small>	

2 The Person Being Commemorated

<p>* Full name As it should appear on the Finding Her map</p>	
<p>Known as / preferred name If different from above</p>	
<p>Year of birth</p>	
<p>Year of death If applicable – leave blank if living</p>	
<p>* Is this person living? Yes / No</p>	
<p>* First Nations heritage? Yes / No / Prefer not to say</p>	
<p>LGBTIQA+ identity? Yes / No / Prefer not to say – Finding Her is committed to inclusive commemoration</p>	

Field of contribution

Select all that apply. These will be used as directory tags on the Finding Her map.

- Academia Advocacy Adventure Arts and Entertainment Business
- Humanitarian Leadership Media Medicine Mental Health Philanthropist
- Politics Science Sport Tech Trailblazer War

Why does this person deserve to be on the Finding Her map?

In 2–3 sentences, describe why this person's contribution is significant and lasting. This is separate from your full biography – it is the panel's first impression of the nomination.

*** Summary of significance** – 2–3 sentences – political, economic, social or cultural contribution to Victoria or Australia

*** Connection to geographic place** – How did this person shape state/national life, community or culture?

3 The Commemoration Site

Finding Her features existing, physically present, public commemorations. The site must be in Australia and accessible to the public.

<p>* Name of the commemoration e.g. Amphlett Lane, Hanna Watts Park, Mirka Mora Mural</p>	
<p>* Type of commemoration</p>	

*** Type of commemoration — tick one:**

Road / Street / Lane
 Park / Reserve / Garden
 Building / Facility
 Mural / Public artwork
 Sculpture / Monument
 Plaque (outdoor)
 Playground / Recreation facility
 Other:

<p>* Street address of site Or nearest intersection / landmark</p>	
<p>* Suburb / Town</p>	
<p>* Local Government Area (LGA)</p>	
<p>* Metropolitan or Regional? Metropolitan Melbourne / Regional Victoria</p>	
<p>* Is the site publicly accessible? Yes / No / Seasonal / restricted access — explain:</p>	
<p>Is there existing signage or a QR code at the site? Yes / No</p>	
<p>Year the commemoration was established Approximate is fine if the exact year is unknown</p>	
<p>Who established / manages the site? e.g. council name, government agency, private owner</p>	
<p>Has the site been officially gazetted by your state authority? e.g. Geographic Names Victoria</p>	

Connection between the person and the site

*** Why is THIS site the appropriate place to commemorate this person?** – Describe the historical, geographic or cultural connection between the person and this specific location

4 Biography & Images (Refer to the Biography Data Collection Form)

Biography requirements

Your biography must be **600–1,000 words** and should cover:

- ✦ The person’s life – early life, background and community context
- ✦ Key achievements and contributions, with specific examples
- ✦ Connection to the nominated site and to Victoria
- ✦ Why their story matters today
- ✦ Sources and references (include at least 3 verifiable sources)

The biography should be written for a general public audience – accessible, engaging and respectful.

* I have attached a biography of 600–1,000 words as a separate document Filename: _____	<input type="checkbox"/>
I have included at least 3 verifiable sources / references within or attached to the biography	<input type="checkbox"/>

Image requirements

Where possible, images must be supplied at high resolution (minimum 300 dpi / 1500px on the shortest side). Confirm copyright and permission to use for each image below. Do not submit images from the internet without confirmed rights.

* Image of the person attached? Yes / No – explain why not:	
Image filename(s)	
* Image source / copyright holder e.g. State Library Victoria, family collection, photographer name	
* Permission to use image confirmed? Yes / No – do not submit if permission has not been confirmed	
Image of the site attached? High-resolution photograph of the road sign, mural, plaque, sculpture, etc.	

Site image filename(s)	
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5 Permissions & Cultural Assessment

These permissions must be in place before you submit. If you are still seeking any of the below, please wait until they are confirmed before lodging this form.

Family / community permissions

* Family contact name The person who granted permission on behalf of the family / community	
* Relationship to person commemorated e.g. daughter, niece, community elder, estate representative	
* Permission granted for	<input type="checkbox"/> Use of name <input type="checkbox"/> Use of biography <input type="checkbox"/> Use of images <input type="checkbox"/> Publication on Finding Her map
* Form of permission	<input type="checkbox"/> Written consent letter (attached) <input type="checkbox"/> Signed permission form (attached) <input type="checkbox"/> Email confirmation (attached)
* Permission document filename	

Additional notes on family / community permissions – Include any conditions placed on use, or context about the permission process

First Nations cultural assessment

If the person being commemorated is a First Nations woman, consultation with family and the relevant Traditional Owner group(s) or Registered Aboriginal Party (RAP) is required before submission. This is consistent with GNV Naming Rules Principle E and Finding Her’s First Nations commitment.

* Does this nomination involve a First Nations woman? Yes / No – if No, skip the rest of this section	
Traditional Owner group(s) / RAP consulted	

<p>Nature of consultation e.g. in-person meeting, written correspondence, community gathering</p>	
<p>Date consultation completed</p>	
<p>* Approval / endorsement obtained? Yes / No – do not submit if approval has not been obtained</p>	
<p>Family consulted and approval / endorsement obtained on biography</p>	
<p>* Supporting document filename Attach written evidence of consultation and approval</p>	
<p>Language or Country name of the site (if applicable) e.g. Wurundjeri Country, Bunurong Country</p>	

Cultural assessment notes – Summarise the consultation process and any conditions or preferences expressed by the Traditional Owner group(s)

6 Place Name Registration Status

Complete this section for roads, parks, reserves, laneways and other named places only. Skip this section for murals, plaques, sculptures and public artworks that do not have a registered place name.

<p>* Is the place name officially registered in VICNAMES? Yes / No / Unknown</p>	
<p>VICNAMES registration number (if known)</p>	
<p>Has a VICNAMES duplication check been completed? Yes (date: _____) / No</p>	
<p>Naming authority for this site The council, state agency or other body responsible for this road / park / reserve</p>	
<p>Has the naming authority been contacted about this nomination? Yes / No / In progress</p>	

If the place name is NOT yet registered in VICNAMES, tick all that currently apply:

- The naming authority is aware of and supportive of this nomination
- Community support has been demonstrated (e.g. a petition, letters of support, council motion)
- A formal GNV submission is planned or in progress
- I would like Her Place to assist in connecting with the naming authority

7 Supporting Materials

List all documents you are attaching to this submission. Ensure filenames match those entered in earlier sections.

Document	Filename
*	Completed submission form (this document)
*	Biography (600–1,000 words)
*	Image of the person (high resolution)
*	Family / community permission document
	Image of the commemoration site
	First Nations cultural assessment / approval document
	Additional supporting images
	Letters of support or community endorsement
	Research sources / bibliography
	Other: -----

8 Declaration

Declaration	Confirm
The commemoration I am nominating is an existing public commemoration	<input type="checkbox"/>
The person being commemorated identifies as a woman or gender-diverse person	<input type="checkbox"/>
The person being commemorated made a significant and lasting contribution to Victoria or Australian public life	<input type="checkbox"/>
To the best of my knowledge, this person has not disrespected others on the basis of race, tradition or sexual orientation	<input type="checkbox"/>
I have attached a biography of 600–1,000 words	<input type="checkbox"/>

I have obtained and attached written family or community permission to use the person's name, biography and images	<input type="checkbox"/>
All images I am submitting are high resolution, and I have confirmed copyright / permission to use them	<input type="checkbox"/>
If the person is First Nations: I have completed and attached evidence of consultation with and approval from the relevant Traditional Owner group(s) or RAP and family	<input type="checkbox"/>
I understand that successful and eligible nominations not selected in this round will be retained by Her Place Women's Museum for future consideration	<input type="checkbox"/>
All information in this submission is accurate and complete to the best of my knowledge	<input type="checkbox"/>

Submitter name	Date of submission
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How to submit

Email this completed form and all attached documents to: herplace@herplacemuseum.com

Subject line: Finding Her Nomination – [Person's Name]

Nominations open annually. Visit herplacemuseum.org.au for current round dates and further information.

✦ **Next step: submit a nomination for formal place naming**

You may also wish to explore formal place naming through the [Remember a Local – Name a Place campaign](#) on Engage Victoria. Nominations are reviewed by Geographic Names Victoria and may be shared with the relevant council for consideration, in line with Victoria's place naming rules.

This is a separate process from inclusion on the Finding Her map.