

# FINDING HER

## GNV Submission Readiness Checklist

### For Councils and Developers

#### Purpose

This checklist helps councils, developers and naming authorities review their readiness to lodge a geographic naming proposal with Geographic Names Victoria (GNV). It is an internal preparation tool – it is not submitted to GNV.

It is structured around the Naming rules for places in Victoria and the *Geographic Place Names Act 1998*, with a specific focus on commemorative names – particularly proposals that honour women and gender-diverse people in line with the Victorian Government’s current commitment to 70% of new public places being named after women by 2027.

This checklist is part of the **Finding Her** document suite developed by Her Place Women’s Museum. It is designed to be used alongside the **Intersections in Place Checklist, Cultural Framework** for guidance on intersectional and inclusive engagement, and the **Finding Her Nomination Assessment Checklist** for internal story selection on the Finding Her map.

<input type="checkbox"/> <b>Mandatory</b> – must be completed before lodging	<input type="checkbox"/> <b>Recommended</b> – strongly advised	<input type="checkbox"/> <b>Conditional</b> – applies only where stated
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### Stage A Proposal Details

#### Naming authority

<b>Organisation / Naming Authority</b>	
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<b>Contact Person</b>		<b>Position / Title</b>	
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<b>Phone</b>		<b>Email</b>	
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<b>Date checklist completed</b>	
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#### Type of naming authority

<b>Tick one:</b> <input type="checkbox"/> Council / Local Government Authority <input type="checkbox"/> State Government Department or Agency <input type="checkbox"/> Traditional Owner Group / RAP <input type="checkbox"/> Other: _____
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**Proposal type — what is being named or changed?**

**Subject (tick all that apply):**  
 Road    Feature (park, reserve, lake, creek, etc.)    Locality (suburb)

**Action:**  
 New name    Rename (amend existing name)    Boundary change    Road type change

**Special type (if applicable):**  
 Traditional Owner language name    Dual name (English + Traditional Owner)    Commemorative name

**Proposed name details**

**Proposed name**

**Road type**  
 e.g. Street, Road, Court, Lane — see Appendix A of naming rules

**Existing name**  
 If renaming

**Feature type**  
 e.g. park, reserve, lake, creek

**Local Government Area (LGA)**

**Locality / Suburb**

**General location description** — Include address, nearest intersection or landmark

**Stage B Naming Principles Compliance — Naming Rules Section 2**

All naming principles are mandatory and equally important. Confirm compliance with each applicable principle before lodging.  
 Use the Notes column to record how each principle is met — this is your evidence base for the GNV submission.

Ref	Principle	Requirement summary	Complies?	Notes — how requirement is met
A	<b>Public Safety</b>	Name or boundary must not put emergency response or public services at risk. Must not cause	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

		confusion for transport, communication or mail.		
<b>B</b>	<b>Public Interest</b>	Long-term community benefit must outweigh private or short-term interests. Benefits include unambiguous addresses and improved emergency response.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>C</b>	<b>Link to Place</b>	Name must have a demonstrable connection to the local area — Traditional Owner culture, local history, geography, past settlers or land use.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>D</b>	<b>No Duplication</b>	Duplication checks in accordance with the Naming rules for places in Victoria. Locality names must be unique in Australia.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>E</b>	<b>Traditional Owner Languages</b>	Use of Traditional Owner language names is encouraged. Relevant Traditional Owner group(s) must give written consent before public consultation.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>F</b>	<b>Non-Discriminatory</b>	Names must not discriminate or cause offence under the Equal Opportunity Act 2010.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>G</b>	<b>Gender Equality</b>	Gender equality must be considered. Naming after women is actively encouraged. The Victorian Government's current target is for 70% of new commemorative place names to be named after women by 2027.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>H</b>	<b>Dual Names</b>	If proposing a dual English / Traditional Owner name, both names must comply with the naming rules. Prior written consent of the relevant Traditional Owner group required.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>I</b>	<b>Commemorative Names</b>	Names after people must relate to someone of significance to the area. Naming living people is discouraged. Family consent should be sought and documented.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>J</b>	<b>No Commercial Names</b>	Names that primarily serve as advertising for a business or brand are not permitted unless there is a clear and enduring historical connection to place.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>K</b>	<b>Language Standards</b>	Plain English spelling or accepted phonetic spelling of Traditional Owner words. Abbreviations and acronyms generally not acceptable.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>L</b>	<b>No Directional Names</b>	Directional or positional names (e.g. North Road, Eastern Avenue) are generally to be	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

		avoided as they can cause address confusion.		
<b>M</b>	<b>Extent</b>	The full extent of the road, feature or locality must be defined and mapped. Start and end points of roads must be clearly identified.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

◆ **Finding Her**  
 Principle G — Gender Equality is directly relevant to Finding Her proposals. If this is a commemorative naming for a woman or gender-diverse person, reference this principle prominently in your GNV submission and connect it to the Victorian Government’s current 70% target and the *Gender Equality Act 2020*.  
 Her Place Women’s Museum can provide supporting material — including a biography, Finding Her map context, and research evidence — to strengthen your Principle G compliance statement.

**Stage C      Background and Justification**

**Historical and cultural background of the proposed name** — Why this name was chosen and its connection to place

**Why is the naming or boundary change needed?** — e.g. public safety issue, new development, community request, duplication resolution

**VICNAMES duplication check result** — Document the search performed, date of search, search parameters and outcome — attach screenshot

**For commemorative names — details of the person being commemorated**

Complete all fields below. Attach the Finding Her Biography if one has been prepared.

**Full name of person being commemorated**

**Years of birth and death**

<b>Primary role(s) / field(s) of contribution</b> e.g. community health, environmental activism, arts, politics	
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<b>Connection to the specific place being named</b> — How did the person's life, work or legacy connect to this location?

<b>Significance of contribution</b> — Why this person, why this place, why now

<b>Evidence of significance</b> — List sources: archival records, publications, oral history, family records, institutional documentation

**◆ Finding Her**  
 Her Place Women's Museum has a full Biography Template and research support to help prepare this section for women and gender-diverse people. A well-documented biography submitted alongside the GNV form significantly strengthens a commemorative name proposal.  
 Contact [hello@finding-her.com.au](mailto:hello@finding-her.com.au) for research support or to check whether a biography already exists through the Finding Her project.

**Stage D Mapping and Extent — Naming Rules Principle M**

A clearly labelled map is mandatory for all proposals (Principle M — Extent). The map must be prepared and ready to attach to the GNV submission via the VICMAP editing service (VES).

**Map must show**

The full extent and course of the road, including clearly identified start and end points	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The location and boundary of the feature, including access points for parks and reserves	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The proposed boundaries of the new or amended locality, including surrounding locality boundaries	Yes <input type="checkbox"/>	No <input type="checkbox"/>

A north arrow and scale included on the map	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<b>Map / spatial file attached?</b> Yes — filename: _____ / No — reason: _____	
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<b>Road: start point</b>	
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<b>Road: end point</b>	
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**Stage E Community Consultation — Naming Rules Section 7**

**⚠ Stop — check before proceeding**  
 Community consultation is mandatory before lodging a proposal with GNV.  
 Proposals must only go to consultation once you are certain the name conforms to the naming rules. Do not run consultation on a name that has not first been assessed for compliance.

**Minimum consultation requirements**

Immediate community notified in writing (letter or email) where addresses are affected	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
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Consultation period was a minimum of 30 days	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
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Letters / emails sent to both ratepayers AND occupiers where these are different persons	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
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For Traditional Owner language names: Traditional Owner group(s) / RAPs consulted before public consultation begins	<b>Principle E</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
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Family consent sought for commemorative names — evidence attached	<b>Principle I</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
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For government agency proposals: relevant councils consulted or notified	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
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**Consultation methods used (tick all that apply)**

<input type="checkbox"/> Letters / Email <input type="checkbox"/> Notices / Signs / Newsletters <input type="checkbox"/> Survey <input type="checkbox"/> Voting poll <input type="checkbox"/> Website / Social media <input type="checkbox"/> Public meeting <input type="checkbox"/> Other: _____
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<b>Consultation period start date</b>	
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<b>Consultation period end date</b> Minimum 30 days	
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<b>Number of people / organisations consulted</b>	
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<b>Who was consulted?</b> — Describe immediate and extended community, organisations, emergency services, etc.

<b>Summary of consultation feedback</b> — How objections were considered and resolved

<b>If objections were received</b> — Confirm that each objector was notified in writing of the naming authority's decision and their right to appeal to the Registrar

◆ **Finding Her**  
The Intersections in Place Checklist (companion document) provides detailed guidance on running inclusive, accessible consultation — particularly for reaching First Nations, CALD, LGBTIQ+, disability and socio-economically diverse communities.

**Stage F**      **Traditional Owner Language Names — If Applicable — Section 7.3**

Complete this stage only if the proposed name is a Traditional Owner language name or a dual name (English + Traditional Owner language).

<b>Language group</b>	
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<b>Meaning of name</b>	
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<b>Traditional Owner group(s) consulted</b>	
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<b>Written consent from Traditional Owner group(s) and family obtained?</b>	<input type="checkbox"/> Yes – copy attached <input type="checkbox"/> No – reason: -----
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**⚠ Stop – check before proceeding**

Traditional Owner consent must be obtained before any public consultation begins – not after. This is a requirement of Principle E. Consultation run before consent is obtained cannot be counted as compliant consultation for GNV purposes.

**Stage G      Commemorative Name – Family Consent – Principle I**

Complete this stage for all commemorative name proposals. Family consent should be sought and documented as a requirement of Principle I.

<input type="checkbox"/>	<b>Family or next of kin identified and contacted</b>
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<input type="checkbox"/>	Principle I	<b>Family consent to the naming obtained and documented – evidence attached</b>
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<input type="checkbox"/>	Principle I	<b>If consent was not obtainable: efforts documented and reason recorded</b>
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<input type="checkbox"/>	<b>Family have been made aware of the Finding Her project and invited to contribute to the biography</b>
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<b>Family contact name</b>	
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<b>Relationship to person being commemorated</b>	
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<b>Form of consent obtained</b>	<input type="checkbox"/> Written letter <input type="checkbox"/> Signed consent form <input type="checkbox"/> Email <input type="checkbox"/> Consent document filename: _____
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**◆ Finding Her**

Her Place Women’s Museum has a Family Invitation Letter template that can be sent to family members on behalf of a council or developer where privacy laws prevent direct contact. Contact [hello@finding-her.com.au](mailto:hello@finding-her.com.au) for a copy.

**Stage H      Documents to Prepare Before Lodging – Naming Rules Section 10**

Prepare all documents below before lodging. Tick each item when ready.

**Required for all proposals**

- GNV submission form drafted and ready to lodge**
- Principle M** **Map clearly showing the full extent or boundaries of the road, feature or locality**
- Background information and historical justification for the name**
- Principle D** **Evidence of VICNAMES duplication check — date of search, parameters and result**
- Principle Section 7** **Copies of consultation notices, letters, emails or survey materials**
- Principle Section 7** **De-identified record of objections received — personal details removed**
- Principle Section 7** **Copies of written responses sent to objectors, including advice on right of appeal**

**Required where applicable**

- Principle Section 10** **Copy of council resolution or evidence of delegated authority — for council proposals**
- Principle E** **Written consent from Traditional Owner group(s) — for Traditional Owner language names**
- Principle I** **Evidence of efforts to obtain family consent — for commemorative names**
- Principle Section 10** **Copy of council minutes or departmental approval confirming acceptance of the proposal**
- Finding Her Biography and supporting evidence — for proposals honouring women or gender-diverse people**

**Document log**

Document	Filename / reference	Ready <input type="checkbox"/>
GNV submission form		<input type="checkbox"/>

Map / spatial file		<input type="checkbox"/>
Background and justification		<input type="checkbox"/>
VICNAMES duplication check		<input type="checkbox"/>
Consultation materials		<input type="checkbox"/>
Objection records (de-identified)		<input type="checkbox"/>
Objector response letters		<input type="checkbox"/>
Council resolution / delegated authority		<input type="checkbox"/>
Traditional Owner written consent		<input type="checkbox"/>
Family consent documentation		<input type="checkbox"/>
Biography / Finding Her evidence		<input type="checkbox"/>
Other supporting material		<input type="checkbox"/>

**Stage I**      **Ready to Lodge — Internal Sign-off**

**Before lodging, the authorised officer confirms all stages of this checklist are complete:**

- All naming principles (Stage B) have been assessed and compliance confirmed
- Community consultation (Stage E) has been completed and all records are ready
- All supporting documents (Stage H) are prepared and ready to attach
- Council resolution or delegated authority to lodge has been obtained
- The completed GNV submission form has been reviewed and approved for lodgement

**Authorised Officer Name**

**Position / Title**

**Signature**

**Date**

**After lodging — what to expect**

Lodge your completed GNV submission form and all supporting documents via the VICMAP Editing Service (VES) at [land.vic.gov.au](http://land.vic.gov.au). GNV will acknowledge receipt and assess the proposal’s compliance with the naming rules.

If the proposal does not conform, GNV will advise on options to address non-compliance. Only compliant names will be gazetted in the Government Gazette and registered in VICNAMES.

Where objections were received, GNV will not proceed for 30 days after the relevant naming authority has notified objectors, allowing time for appeals to the Registrar.

The Registrar may refer proposals of greater than local significance to a Geographic Place Names Advisory Committee.

**GNV:** [land.vic.gov.au/place-naming](http://land.vic.gov.au/place-naming)    **VICNAMES:** [lassi.land.vic.gov.au/landing/enquiry/VICNAMES](http://lassi.land.vic.gov.au/landing/enquiry/VICNAMES)    **VES lodgement:** [land.vic.gov.au](http://land.vic.gov.au)

### Her Place Women's Museum — support for councils and developers

Her Place Women's Museum is available to support councils and developers at any stage of a commemorative naming proposal involving women or gender diverse people. We offer biography research, family engagement support, cultural consultation guidance, and evidence packages to strengthen GNV submissions.

[herplace@herplacemuseum.com](mailto:herplace@herplacemuseum.com) | 03 8456 2828 | [herplacemuseum.org.au](http://herplacemuseum.org.au) | [findingher.org.au](http://findingher.org.au)

**Related documents in the Finding Her Resource suite:** [Intersections in Place Checklist](#) · [Finding Her Nomination Submission Form](#) · [Biography Template](#) · [Finding Her Family Invitation Letter](#) · [Finding Her Place — Guide to Commemoration](#) · [GNV Submission Readiness Checklist](#) · [Finding Her Cultural Protocols Framework](#)