

Naming of Buildings and Infrastructure Policy

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit	Property and Economic Development
Responsible Officer	Manager Property and Economic Development
Affected Business Units	Property and Economic Development
ECM Document Set ID	4549183

Purpose

To provide a consistent approach for the naming of buildings, infrastructure and facilities.

Objective

The objectives of this policy are to:

1. Ensure a transparent and consistent approach for the naming of buildings, infrastructure and facilities.
2. Encourage the names of buildings, infrastructure and facilities to be of significance to the community and provide an opportunity to honour individuals and groups who deserve recognition.
3. Provide the opportunity to emphasise important landmarks, geographical features or historical events.

Scope

This policy applies to, and sets out the requirements for, the naming of buildings, infrastructure and facilities within the City of Bayswater.

This policy does not provide guidance to the naming of parks, reserves and roads. *Policies and Standards for Geographical Naming in Western Australia* sets out the requirements for naming these geographical features which are to be formally approved by Landgate.

Definitions

For the purpose of this policy —

Buildings, infrastructure and facilities means the physical structures that provides a community benefit or service within the City of Bayswater. For instance, libraries, educational facilities (school), sporting and recreation centre, community hall, places of worship or a similar area used by the local community.

Requirements

Naming of buildings, infrastructure and facilities

The naming and renaming of buildings, infrastructure and facilities shall be in accordance with the following:

1. Any person, community group, organisation, government department or local authority can request a new name or an amendment to an existing name.
2. The naming of a building, infrastructure or facility shall be determined by Council.
3. A formal request in writing shall be submitted to the City of Bayswater which clearly outlines how the name satisfies the requirements of this policy.
4. Suitable names for such features should be assessed against the following criteria:
 - (a) Whether the name has geographical, historical, cultural or local significance.
 - (b) If a living person is nominated, they must have contributed significant time, money or services to the community that were not part of their work, for at least 10 years.
 - (c) Named after people who have been recognised in their field of expertise at a state, national or higher level.
 - (d) Names shall not include persons who have been convicted of criminal offences.
 - (e) Family names that have already been used are not to be considered even though it refers to a different family. Consideration may be given to using the person's full name for example Joe Smith Library.
 - (f) Buildings, infrastructure and facilities named after a person may include an appended functional title where this would serve to clarify the location of the building or assist in identification.
 - (g) Any new name for a building, infrastructure or facility shall not conflict with existing names.
 - (h) Corporate names shall not be supported for permanent recognition. Exceptions allowed if there is a proven historical association with the area.
5. Requests for naming after a person must contain the following details of the person intended to be recognised:
 - (a) Name.
 - (b) Date of birth and year of death, if applicable.
 - (c) Detailed information and supporting documentation (such as letters, newspaper articles, oral histories, photographs) to demonstrate the person's contribution(s) and/or relevance to the local community.
 - (d) Evidence of all efforts to liaise with family members of the person who is being recognised in the name to gain their support.
6. Names are expected to be permanent, and re-naming is discouraged. Renaming will only be considered in exceptional circumstances and where significant community support has been demonstrated.
7. Council may approve short term names for the purposes of event promotion or sponsorship.
8. Landgate is to be notified of such naming actions so that the information is included in the State's Gazetteer and made available for use by the community, essential and emergency service responders.

Related Legislation

Section 2.7(2)(b) of the *Local Government Act 1995*

Related Documentation

- Policies and Standards for Geographical Naming in Western Australia (Landgate)
- Aboriginal and Dual Naming Guidelines (Landgate)
- Landgate Naming and Renaming online application forms and Policies and Standards for Geographical Naming in Western Australia are available here [Toolkit for Local Government - Landgate](#)

Document details

Relevant delegations	Nil.		
Risk evaluation	Low		
Strategic link	Environment and Liveability Maintain the identity and heritage of our neighbourhoods while supporting an increase in high quality density around transport nodes		
Council adoption	23 April 1996	Resolution	
Reviewed/modified	22 September 1998	Resolution	
Reviewed/modified	25 January 2005	Resolution	
Reviewed/modified	1 March 2016	Resolution	
Reviewed/modified	15 August 2017	Resolution	9.1.11
Reviewed/modified	25 July 2023	Resolution	10.5.1.10
Next review due	July 2027		