

**Application to name park or recreation reserve under council control**



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**Parks and Reserves**  
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**ABN: 92 967 232 136**

**Applicant details:**

Name:

Organisation:

Position:

Postal address:

Home number:  Mobile:  Work:

An objective of the process adopted by council is to ensure consistency, openness and transparency in the determination of requests for the naming of parks or recreation reserves under the control of council. Another objective is to ensure that criteria and processes are established to consider the desirability of naming parks and recreation reserves after a nominated person.

**Application details:**

In order to satisfy the intent and objectives of the park and recreation reserve naming process you are requested to provide the following information.

Proposed name of park (park name is to be restricted in length to twenty (20) characters unless otherwise approved by council):

Current name of park (if applicable):

Real property description: Lot:  Plan:

History of the land relative to the naming application:

History of the person/feature/organisation relative to the naming application:

Is the nomination for a person or organisation? If yes, identify the level of contribution made by them to the community:

Were the services to the community on a paid or volunteer basis? (provide details):

Outline the person's historical attachment to the area:

If a feature or other name outline reasons for proposed name change:

Any application for the naming of parks and recreation reserves in memory of a deceased individual must be supported by a letter from the next of kin or family, and two letters of character reference:

Letters attached       Not applicable (person is living)

Any application for the naming of parks and recreation reserves in memory of a living person must be supported by a police certificate based on an Australia-wide check of name only available through any Queensland police station:

Police certificate attached       Not applicable (person is deceased)

Any application for the naming of parks and recreation reserves in memory of a living person must be supported by written permission from that living person:

Permission attached       Not applicable (person is deceased)

**Customer summary:**

All applications for the naming of parks and recreation reserves, in memory of a person, will also require a statutory declaration signed by the nominator that they know that the nominated person is of good character.

The following conditions will apply to all applications:

- Council will not permit the naming of freehold land unless designated for public open space for use as a park for recreation or environmental purposes;
- Any naming approved will be on the basis that such naming does not compromise any future council use of the land;
- Generally, no memorial will be erected on the land; recognition will be by naming only, unless council has specifically approved such memorial (e.g. returned services park monument or similar);
- Explanatory text, relevant to the significance of the park or recreation reserve, will be included on newly approved park signs, where applicable.

Applications for the naming of parks and recreation reserves will be accepted on the understanding that:

- All applications that are able to satisfy the conditions as set out will be presented to council at a briefing session and will then be considered in a confidential report to council for resolution and further proceed or otherwise;
- All approved proposals will be advertised for public comment, both on site and in local newspapers, with a thirty (30) day duration for public comment. Any submissions received will be considered in a further report to council.

Signature:

Date:

**Privacy statement**

*Moreton Bay Regional Council is collecting your personal information for the purpose of assessing your application to name a park or recreation reserve under council control. Council will use your personal information to update council's customer information records and to contact you about other functions and services of council.*