

## **APPENDIX 3**

### **Stage 1: (Re)naming request guidelines**

#### **Proposed procedure and guidelines**

These procedures and guidelines have been established to ensure that the (re)naming of parks and leisure facilities is approached in a consistent manner.

#### **1.0 Initial requests for (re)naming of Parks and Leisure facilities**

- All requests for the naming or renaming of a park and leisure facility shall be made in writing to the Director of Parks and Leisure Department.

#### **1.1 Initial requests should contain the following information:**

- The proposed name.
- Reasons for the proposed name.
- Written documentation indicating community support for the proposed name.
- Description / map showing location and boundaries of the park.

#### **1.2 Detailed form for (re)naming Parks and Leisure facilities**

- On verification of the initial request the Parks and Leisure Department will send out a detailed form that specifies the criteria that will have to be met if a Parks and Leisure facility is to (re)named. The proposed criteria is outlined below:

#### **1.3 Proposed Criteria:**

##### **1.3.1 Where the request made is to memorialise a person:-**

- The person must have made a “significant contribution” to the life of the area / City / or made a significant positive contribution to parks and leisure objectives within the community where the facility is located.
- The person must have lived within the locality / District Electoral Area of the Park and Leisure facility.
- The person must have been deceased for a minimum of five years.
- If the nominee is deceased then appropriate relatives or friends will be contacted asking if they approve of the request. If the relatives or friends do not approve, the naming process will not be pursued.

It is recommended that a park not be named for a living person, except in the event that the person / family have made a significant financial contribution to the improvement / development of the park or facility.

### **1.3.2 Where the name requested relates to a specific unique location;-**

- The name should provide a sense of place, reflecting the geographic location, community, neighbourhood or street where the park, facility or amenity is located.
- The name should reflect the historical significance of the area or reflects unique characteristics of the site (unique flora / fauna).

### **1.3.3 In ALL (re)naming cases;-**

- The applicant will bear the cost of the (re)naming in terms of signs, plaques etc.
- The name, once bestowed, is permanent.

### **1.3.4 Names should not be considered which:**

- Cause confusion due to duplication or names sounding similar to existing named facilities / locations within the City.
- Unlawfully discriminate within the meaning and scope of the provisions of Section 75, the Good Relations Plan (2007) and the Shared Future agenda.
- Are party-political in intention or use.

Existing names will not be changed without consideration of the historical significance of the existing name, the cost and impact of changing existing signs, rebuilding community recognition and updating records (i.e. letterhead, databases, and promotional materials).

All signs that indicate the name of a park and leisure facility shall comply with Belfast City Council's Parks and Leisure design standards. Specialised naming signage should not be permitted.

Each application will be considered on a case-by-case basis.