



## **PROCEDURE CONCERNING THE SUBMISSION OF GEOGRAPHICAL NAMES**

Inquiries concerning geographical nomenclature in Newfoundland and Labrador, proposals concerning new names; changes in the form, spelling or application of existing names; should be submitted in writing to:

Newfoundland and Labrador Geographical Names Board  
Dept. of Forestry, Agriculture and Lands  
GIS and Mapping Division  
192 Wheelers Road, P.O. Box 2006  
Corner Brook, NL A2H 6J8  
e-mail: [GMD@gov.nl.ca](mailto:GMD@gov.nl.ca)

An application form for naming features in Newfoundland and Labrador is attached.

### **INFORMATION REQUIRED**

The application form outlines the basic information required for a new name or name change prior to review by the Newfoundland and Labrador Geographical Names Board.

### **WHO MAY PROPOSE NAMES**

Any individual or organization may propose a name at any time for a previously unnamed feature or suggest a change in an existing name, provided they comply with the established principles and procedures. Names in multiple languages will be considered for features.

### **FEATURES WITHIN MUNICIPALITIES**

If the feature you are applying to name or rename is located within a municipal boundary, support or approval from the municipality may be required. For non-geographical features such as roads, bridges, or buildings within a municipal boundary, you should consult directly with the relevant municipality for necessary approvals, as they are the naming authority.

### **TIMELINES**

The consideration of proposed names or name changes may require considerable time, particularly when further research and Indigenous consultation are required.

### **APPLICATION OF PRINCIPLES**

It is recommended that the Guiding Principles of the Geographical Names Board of Canada (see pages 2 and 3) be carefully consulted to ascertain the suitability of proposed names.

The booklet entitled, Principles and Procedures for Geographical Naming, 2011 can be acquired via this web address: <https://www.nrcan.gc.ca/earth-sciences/geography/geographical-names-board-canada/guiding-principles-geographical-naming/9176>

## **PRINCIPLES OF NOMENCLATURE**

Generally speaking, the Newfoundland and Labrador Geographical Names Board is guided by the principles of nomenclature as recommended by the Geographical Names Board of Canada. These principles can be summarized as follows:

### **Principle 1: NAMES GOVERNED BY STATUTORY AUTHORITY:**

The names of municipalities, territorial divisions, reserves, parks, and other legal entities as created by, or as a result of legislation by the appropriate government shall be accepted by the Board.

### **Principle 2: NAMES IN GENERAL PUBLIC USE:**

First priority shall be given to names with long-standing local usage by the general public. Unless there are good reasons to the contrary, this principle should prevail.

### **Principle 3: NAMES GIVEN BY OTHER AGENCIES:**

Names for facilities established by postal authorities, railway companies, and major public utilities shall be accepted if they are in keeping with the other principles. Names established for land divisions by federal, provincial, and territorial departments shall also be accepted, if they conform to the other principles. Active encouragement should be given to such agencies to have open communication with the appropriate names authorities.

### **Principle 4: NAMING AN ENTIRE FEATURE AND IDENTIFYING ITS EXTENT:**

A decision on a name proposal for a physical or cultural feature should specify the geographical limits of the feature to which the name applies. Future approval of different names with the same generic for a part of what is deemed to be the same feature should be avoided.

### **Principle 5: USE OF PERSONAL NAMES:**

A personal name should not be given to a geographical feature unless such application is in the public interest. The person commemorated should have contributed significantly to the area where the feature is located; when such a name is applied, it should normally be given posthumously. The adoption of a personal name during the lifetime of a person concerned should only be made in exceptional circumstances. Ownership of land should not in itself be grounds for the application of the owner's name to a geographical feature. However, where names already in common local use are derived from the names of persons, either living or deceased, Principle 2 takes precedence.

### **Principle 6: APPROVING NAMES FOR UNNAMED FEATURES:**

In approving names for previously unnamed features for which no local names are found to be in use, the following sources are recommended: descriptive names appropriate to the features; names of pioneers; names of persons who died during war service; names associated with historical events connected with the area; and names of Indigenous languages formerly identified with the general area.

### **Principle 7: FORM AND CHARACTER OF NAMES:**

Geographical names should be recognizable words or acceptable combinations of words and should not be disrespectful.

**Principle 8: LANGUAGE FORMS AND TRANSLATION:**

A name should be adopted in a single language form, although other forms may be accepted where in use and when sanctioned by the appropriate names authority. A name should, where possible, be written in the Roman alphabet. A name derived from languages other than English or French should be written according to the considered opinion of linguistic specialists and be acceptable to the appropriate names authorities and the language communities concerned. Names of selected geographical entities of “pan-Canadian” significance, as established by Treasury Board in 1983, are recognized in both English and French for use on federal maps and in federal texts.

**Principle 9: SPELLING STANDARDS IN ENGLISH AND FRENCH:**

The spelling and accenting of names should agree with the rules of the language in which they are written. In English, hyphenation and genitive apostrophe should be approved only when well established and in current usage.

**Principle 10: UNIFORMITY IN THE SPELLING OF NAMES:**

Names of the same origin applying to various service facilities in a community should conform in spelling with the official name of the community. Names with the same specific for associated features should agree in form and spelling.

**Principle 11: DUPLICATION:**

Where established names are duplicated or are similar in sound or spelling, and tend to cause confusion, local assistance will be obtained to achieve distinction among them. In giving new names, duplication to the extent that confusion may result in a local community should be avoided.

**Principle 12: GENERIC TERMINOLOGY:**

A geographical name usually includes both a specific and a generic element. The generic term in a newly-approved geographical name should be appropriate to the nature of the feature. Its position in the name should be dictated by euphony and usage. The generic term will be recorded in English, in French, or in an Indigenous language by the names authority concerned.

**Principle 13: USE OF QUALIFYING TERMINOLOGY:**

Qualifying words may be used to distinguish between two or more similar features with identical specific forms. Such words may be derived from other local names or features, or may be terms such as “upper”, “new”, “west branch”, “nouveau”, “petit”, and “gros”. Wherever possible, however, new names should be distinctive.

**Principle 14: NAMES OF SMALL FEATURES:**

Except where local and historic usage dictates, the official approval of a name of a minor feature should be guided by the relative significance of the feature, the familiarity with the name, and the scale of mapping available.

## Application for Naming a Geographical Feature

**Note:** The personal information collected in this application will not be disclosed to any third parties except as may be required pursuant to the *Access to Information and Protection of Privacy Act, 2015* or as permitted by the applicant.

Proposed Name of Geographical Feature	Type of Geographical Feature
<input style="width: 95%; border: none;" type="text"/>	<input style="width: 95%; border: none;" type="text"/>

Applicant Information <i>(Source submitting this request)</i>			
Name	<input style="width: 95%; border: none;" type="text"/>		
Address	<input style="width: 95%; border: none;" type="text"/>		
City / Town	<input style="width: 25%; border: none;" type="text"/>	Province	<input style="width: 10%; border: none;" type="text"/>
		Postal Code	<input style="width: 15%; border: none;" type="text"/>
Phone Number(s)	<input style="width: 25%; border: none;" type="text"/>	Email Address	<input style="width: 35%; border: none;" type="text"/>

Geographical Feature Identification
<b>Feature Location</b>
Latitude <input style="width: 15%; border: none;" type="text"/> Longitude <input style="width: 15%; border: none;" type="text"/> NTS Map Number <input style="width: 15%; border: none;" type="text"/>
If a change in location, supply present location. <input style="width: 95%; border: none;" type="text"/>
Describe the extent of the feature to ensure accurate definition of geographic location and size. <b><i>Please submit a map outlining the place or geographical feature as precisely as possible (to ensure accurate location).</i></b>
<input style="width: 95%; border: none;" type="text"/>
<b>Feature Background and Significance</b>
Origin or meaning of proposed name. <input style="width: 95%; border: none;" type="text"/>
If named after person:    Living <input type="checkbox"/> Deceased <input type="checkbox"/> No details available <input type="checkbox"/>
Give details of person's life in Newfoundland and Labrador <input style="width: 95%; border: none;" type="text"/>
If a name change, supply present name. <input style="width: 95%; border: none;" type="text"/>

If a descriptive name (*i.e.*, Limestone Point) give details of descriptive origin.

If a local name, is it well known?

If yes, for how long?

Are there any other names for the same feature (local, historical, Indigenous, etc.)?

Reasons for proposing new name or name change.

Please supply the name, and contact information (*i.e.*, address, phone number, email) of other persons or organizations that may be contacted in support of this application.

*(Additional names or petition may be attached on separate sheet)*

### Declaration Statement

I/We ,  
declare that the information contained within this application is, to the best of my/our knowledge,  
true and complete.

If applying as an organization, a duly authorized representative having legal and/or signing  
authority for the organization must sign this form.

Date (yyyy-mm-dd)  Signature of Applicant

### PLEASE FORWARD COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:

Newfoundland and Labrador Geographical Names Board  
Department of Forestry, Agriculture and Lands  
GIS and Mapping Division  
192 Wheelers Road, P.O. Box 2006  
Corner Brook, NL A2H 6J8  
e-mail: [GMD@gov.nl.ca](mailto:GMD@gov.nl.ca)

### For Office Use Only

File  Received By  Date (yyyy-mm-dd)