



Explanations in this guide are intended to assist you to complete the Application for Poppy Place status - road or landmark form.

Researching a name

The first step is to research the story behind the identified road or landmark name.

The Pua Wānanga Research Centre at Puke Ariki Museum, New Plymouth may be your first port of call for advice on undertaking research into your identified road or landmark name.

The Centre's staff will be able to tell you what information they currently hold and provide advice on other possible sources.

These may include the New Plymouth RSA, National Army Museum, Torpedo Bay Navy Museum, Airforce Museum of New Zealand, Alexander Turnbull Library and the National Library of New Zealand.

You may also wish to contact the Poppy Places Trust at info@poppyplaces.nz for guidance on research.

Drafting the story

Drafting the story will require pulling together the information you have gathered, to create an initial story. This needs to be informative and leave the reader with a better understanding of the meaning, person or circumstances behind a name.

At this stage the story does not need to be a full and final version. What is more important is that there is enough information to provide New Plymouth District Council (NPDC) and the Poppy Places Trust (the Trust) with assurances that your proposal is factually correct and verifiable.

You can also seek advice from the Trust about the range of options available for presenting a story, for example, through video, audio and/or written narrative.

Completing the application form

When you have gathered your evidence and developed the key elements of the story, the next step is to complete the Application for Poppy Place status - road or landmark form.

The purpose of the form is to gather all the relevant evidence, which will assist the Trust to assess the proposal. Details sought include:

- a. Information on the responsible authority, including authority contact email and location details including maps, road naming file numbers, etc.
- b. Why a Poppy Place status is being sought.
- c. The story behind the road or place name.
- d. How its status as a Poppy Place will be commemorated.
- e. Submitter and sponsor details.

Because some information will not be publically available, NPDC will provide the following:

- File reference number.
- Copy of NPDC resolution approving the name.

You can also attach additional relevant documentation to further support your submission. This may include a draft of the story, certified copies of historical documents (e.g. survey maps, photographs, diary book entries, historical letters, etc.), a list of stakeholders engaged, letters of support and a list of bibliographic references.

It is important to reference your sources. Where photos, images and other material have been copied, the source must be referenced, and consent for use obtained from the copyright holder.

As the Trust prefers that a proposal have NPDC's full support, please send the completed application form to NPDC either by email and/or hard copy.

You will then receive an acknowledgement of receipt via the email address provided within five days of receiving your application.

Processing the application

Once your application has been received NPDC will assess the information supplied against the following broad criteria:

- a. Sufficient information and evidence is provided to enable an informed decision to support the proposal or not.
- b. The road or landmark is in New Plymouth District.
- c. The identified name is that of an existing or proposed road or landmark.
- d. Where appropriate, next of kin have been contacted and their written support obtained.
- e. The evidence provided clearly demonstrates:
 - A link between the identified road or landmark name and New Zealand's military involvement in a conflict or operational service overseas.
 - All sources are referenced and where relevant, has the copyright holder's consent to use.
 - Support from relevant stakeholders such as next of kin, tangata whenua, local communities and groups.

Where support is declined, NPDC will inform you of the decision and explain the reasons why.

Similarly, where a proposal is supported NPDC will outline how it arrived at its decision.

NPDC will then forward a copy of your documentation, together with its assessment to the Trust for their consideration. NPDC will then contact you once the Trust's final decision has been received.

Where approved, the Trust will assign you a Poppy Place number. You may use this number as evidence that a road or landmark has been assigned to you for the purposes of conducting research into the story behind the name. You may then wish to continue your research into the name, engage with the wider community to gather further information and/or support, or carry out a final edit on the current version of your story.

Finalising the story

The next step is to finalise the story.

Describing the events or circumstances behind a name is often a poignant way of ensuring an overseas New Zealand military association behind a road or landmark name is not forgotten. A story that engages and connects a reader to the main subject or theme is preferred.

This may be done as an individual, or as part of a community effort - such as a school or class project, local community initiative, tangata whenua initiative, or a family seeking to record the deeds of a family member or descendant.

As a guide, you can find examples of Poppy Places Trust stories on their website <http://poppyplaces.nz>.

When a final version of the story is ready, please email to: roadnaming@npdc.govt.nz.

NPDC will forward your application to the Trust on your behalf, where it will be displayed on their website.

Celebrating a Poppy Place

The last step is to celebrate the naming of a road or landmark as a Poppy Place.

Ideally, a community event should be held to mark the occasion. While usually coinciding with the publication of the story on the Poppy Places Trust website, you may choose to place the story on hold until an appropriate date of your choosing.

The type of ceremony is entirely up to yourself and others who have, or wish to be involved.

Councillors and/or Community Board members would be more than happy to attend such a ceremony.

NPDC would be able to provide communications support to promote the event to a wider audience.