APPENDIX 2
(Re)naming Parks and Leisure Facilities Process

Stage 1

- Initial request is submitted to the Director of Parks and Leisure. (Appendix III)
- A detailed form outlining the criteria for (re)naming parks and leisure facilities is sent to the applicant. (Appendix III)
- An initial assessment is carried out, using the information provided on the detailed form, by an internal Working Group* to determine whether the request meets the defined criteria.
- The internal working group will present a paper to committee outlining its findings and recommendation for information.

*This will comprise the Director of Parks and Leisure or his/her representative and two other officers from the department.

Meets criteria

Doesn't meet criteria

Stage 2

- Applicant is informed that an initial screening has shown that the request meets the criteria and they are now required to carry out consultation to demonstrate that there is widespread support for the name change.
- Consultation to be undertaken as defined in the guidelines. (Appendix IV)

A paper is brought to committee advising them of the recommendation.

Stage 3

- The applicant will submit their consultation findings to the internal working group.
- The internal working group will undertake a final verification of the consultation.
- A paper outlining the recommendation is brought to committee for information and final approval, subject to the necessary equality screening taking place.

Letter sent to applicant informing them of the decision and why it was taken.

Stage 4

Letter sent to applicant informing them of the decision.