

Poppy Places – Application Request

Explanatory Notes

These notes refer to the form for the Poppy Places - Application Request

1. About the Proposed Place *This is for the Place's web page*

- 1.1. Place Name:** *(For web. This will be the actual name of the street or memorial and the town. For example, Poppy Place, Green Lane, Auckland)*
- 1.2. Reason for the name** *(up to 50 words): (For web, key information appears under photo. This section is important in that it verifies the street or place and identifies why the street was so named. For example a street could be named after a military person of note who came from the locality or the street could be a battle that local people were involved in. Please add as a separate file copies of evidence from Council records confirming why a street was named)*
- 1.3. Summary of the Place** *(up to 250 words): (For web. At start of story. Include here detail such as where the street or place is situated. For example detail such as a new suburb or established suburb, residential or industrial area, main thoroughfare or cul-de-sac. Is the length of the street significant and what of adjoining streets? Does the street contain the local memorial?)*
- 1.4. The Story:** *(For web. In this section the narrative is written. There is no specific amount of detail as it will solely depend on what the individual did, what the campaign or battle involved or if it was named after a piece of military equipment the details could be very involved. For example there is a wealth of information on the Airspeed Oxford Bomber of WW2, that Oxford Crescent in Upper Hutt which is named after. Have a look at the website for examples of stories)*
- 1.5. Authors:** *(For web. All the people involved in the production of the story should be listed here including their contact details)*
- 1.6. Authority Records:** *(For web. Who is the controlling authority of the place or memorial e.g. City or District Council and what are their contact details?)*
- 1.7. References:** *(For web. List all applicable references used and the source of materials)*
- 1.8. Gallery: (Story Images, attach as individual JPEG or similar files)** *Please include a photograph of the Poppy Place that can be used as part of the identification information. For example, a street scene including the street sign. Also include any Photographs, Diagrams, Maps or Charts as a separate file or attachment. These items are uploaded to the Gallery on the website and being separate facilitates an easy uploading process.)*

Note: You must ensure that any images, photos or other material used does not infringe copyright law.

It is the responsibility of the person providing the images, photos or other material to obtain clearance from the copyright holder. If you are the copyright holder, by providing the images, photos or other material to Poppy Places, you authorise Poppy Places to publish it,

All images must include attribution of the owner or source.

(Please use the following format when attributing images:

Title: Author: Source: Licence)

Example: "Huts at Featherston Military Camp" - Archives New Zealand . Licensed under the Creative Commons Attribution-Share Alike 2.0 Generic license
- 1.1. Commemoration:** *(For web. Please include any details regarding the commemoration ceremony and place any photos in separate files). Can be followed up later by email*

2. Location Information for Mapping

[https://d.docs.live.net/11973f82907bec81/Poppy Places/Project Management/8.SOPs/SOP 01 02 V4 Application Template Explanatory Notes.docx](https://d.docs.live.net/11973f82907bec81/Poppy%20Places/Project%20Management/8.SOPs/SOP%2001%2002%20V4%20Application%20Template%20Explanatory%20Notes.docx) Friday, 27 December 2024

2.1. Authority: *Name of the TLA, church, private, trust, etc, that can authorise this change*

2.2. Address: *(Street Name only)*

2.3. Suburb:

2.4. Town/City:

2.5. Post Code: