

Road Naming and Property Addressing Policy

Adopted:

Commences: 20 March 2014

Review date: 20 March 2019

1.0 INTRODUCTION

The Council is responsible for the naming of roads and numbering of land and buildings, under section 319, 319A and 319B of the Local Government Act 1974 (LGA 1974). Road names and property numbers are used by a wide array of users for the accurate and quick identification of properties including; emergency services, postal and delivery services, personal visitors, service deliveries such as power, telephone and water. It is essential that properties have a formal and unique address by which they can be identified.

This Policy formalises the procedure that has been followed in previous years and creates certainty for applicants, the Council and the wider community.

A standard for street addressing has been developed by ICSM (Intergovernmental Committee on Surveying and Mapping), *AS/NZS 4819:2011 – Australian /New Zealand Standard – Rural and urban addressing*, and released for local governments and other organisations to voluntarily adopt. Whakatāne District Council has chosen to adopt this standard as the base criteria, along with additional guidelines to be used throughout the Whakatāne District.

2.0 OBJECTIVES

The objectives of this policy are;

- a) To provide a consistent and logical approach to road naming and the numbering of properties in the Whakatāne District.
- b) To ensure the Council meets its obligations under the LGA 1974 when naming roads and numbering properties.
- c) To ensure a safer community by facilitating accurate property identification by emergency services.
- d) To ensure the character of the District is maintained and enhanced.

3.0 PRINCIPLES

In the application of this policy, the Council will be guided by the following principles;

- a) This Policy should be read and applied alongside AS/NZS 4819:2011 – Australian /New Zealand Standard – Rural and urban addressing
- b) All road names will be determined through Council resolution, as set out in Section 319A of the LGA 1974.
- c) All road names, including those of roads and private ways, will be determined using the same criteria.
- d) The process for naming a road should be as smooth and efficient as possible.
- e) Costs associated with naming or renaming a road or private way will be borne by the applicant.
- f) Preference will be given to road names with cultural, historical or geographic significance, or in keeping with an existing theme.
- g) Naming of new roads or private ways will be the responsibility of the developer and must be approved by the Council.
- h) The Council does not encourage the changing of road names that are already well established unless good reason is provided.
- i) A change in road name will only be made if the Council consider that the change will result in a clear benefit to the community.

- j) A change in road name will only be considered if the owners of the land fronting the road or private way have been consulted to determine whether the majority are generally in agreement with the proposal.
- k) Council will only renumber properties where it is considered necessary to prevent confusion and provide clarity.
- l) Where a Māori name is suggested, consultation will be carried out with relevant iwi.

4.0 DEFINITIONS

Road – The definition of road is given in Section 315 of the LGA 1974. For clarification this includes all Council roads, access ways and service lanes and state highways; it does not include motorways.

Private way – For the purposes of this policy ‘private way’ refers to both private road and private way, as defined by Section 315 of the LGA 1974.

Road name – For the purposes of this policy ‘road name’ is defined as the official name of a ‘road’ or ‘private way’ as defined above.

5.0 BACKGROUND

Sections 319, 319A and 319B of the LGA 1974 apply to the naming and numbering of roads.

Council may name or alter the name of any road, under Section 319 LGA 1974.

Council may number or alter the number of any area of land, building or part thereof, under Section 319B LGA 1974.

6.0 RESPONSIBILITY

The Whakatāne District Council is responsible for the application of this policy.

7.0 ROAD NAMING POLICY

7.1 Application of the Policy

- 7.1.1 The Road Naming Policy will apply to all roads, including any road vested in Council.
- 7.1.2 The Road Naming Policy will apply to private ways, where there are six or more address sites on a private way or the potential to develop six or more address sites (where potential to develop is determined at the point of subdivision).
- 7.1.3 Council has full discretion in deciding road names and may determine that a road name is not required.
- 7.1.4 The Road Naming Policy will only apply to formed roads and will not apply to unformed or paper roads unless Council deem necessary.
- 7.1.5 Naming a private way does not mean the Council is accepting responsibility for that private way, other than ensuring its name is in line with the Road Naming Policy and updating Land Information New Zealand (LINZ).

8.0 NAMING A NEW ROAD OR PRIVATE WAY

- 8.1.1 New roads or private ways are usually created as the result of a subdivision. At the point at which a Resource Consent is being considered, the developer should apply for any relevant new roads or private ways to be named and submit a “New Road Name Request Form”.
- 8.1.2 It is the developer’s responsibility to suggest appropriate names for any roads or private ways that are created or to be created, as a result of the subdivision. If a developer is having difficulty in choosing a name, they may wish to consult with local historians, community groups, Community Boards, iwi and members of the public. If the developer does not wish to provide options for a road name, Council staff will recommend appropriate names. At least three distinct names should be provided, with a preferred name signalled (eg. Dawson Road, McKay Point Road, Sheffield Drive). The three names should not be similar or derivative (eg. Dawson Road, Dawsons Lane, Dawson McKay Drive).
- 8.1.3 Evidence must be provided of consultation with landowners whose property address may change.
- 8.1.4 New road names are to comply with the Council’s “Road Naming Criteria” attached as Appendix 1. If a Māori name is recommended, then consultation with relevant iwi is required, to ensure the name is spelt and interpreted correctly and deemed appropriate.
- 8.1.5 Council’s General Manager Infrastructure will review the names and comments before providing a recommendation for resolution by Council to adopt a name.
- 8.1.6 *(Note: As at ... Council provided the Policy Committee with delegated authority to approve road names.)*
- 8.1.7 Where a previously un-named road or private way is vested in Council, the same process will apply.

8.2 Renaming an existing road or private way

- 8.2.1 In general the Council does not promote the changing of existing road names. However, applications can be made to the Council to change a road name for a road, private way or part thereof, where one of the following applies;
- a) The change is required to correct a spelling mistake.
 - b) Two or more road names, in the District, have the same spelling or sound which causes confusion.
 - c) The layout of a road or private way causes confusion, including the presence of a permanently impassable section.
 - d) A geographical correction is required.
 - e) A road name has changed or been corrupted over time. The name and spelling that is currently in common use should be adopted rather than trying to reinstate an old name.
- 8.2.2 A change in road name will only be made if the Council consider that the change will result in a clear benefit to the community. There is no guarantee that an application for a road name change will be accepted.
- 8.2.3 When renaming an existing road or private way, the applicant or petitioners must agree to meet the costs incurred by the Council (including costs of signs, renumbering, administration, etc.).

- 8.2.4 When a name change is initiated by a member of the public, including an owner of a property on the road, a “Renaming Road Request Form” must be completed and a robust justification for the request provided. At least three distinct names should be provided, with a preferred name signalled (eg. Dawson Road, McKay Point Road, Sheffield Drive). The three names should not be similar or derivative (eg. Dawson Road, Dawsons Lane, Dawson McKay Drive). The new proposed names are to comply with the Council’s “Road Naming Criteria” attached as Appendix 1.
- 8.2.5 The application must be accompanied by a list of comments of support signed by at least 80% of the owners whose properties front the road or private way (with one signature per property) in support of changing the road name and indicating their preferred choice. Staff can request further evidence of consultation with land owners opposed to the change be provided.
- 8.2.6 Where appropriate the application should be accompanied by research from the local historical society and Council Archives.
- 8.2.7 The proposed name change will be put to the relevant Community Board (or Boards where the road borders or cuts through more than one Community Board Area) for comment. If the road or private way currently has a Māori name or a Māori name is recommended, then consultation with relevant iwi is also required, to ensure the name is spelt and interpreted correctly and deemed appropriate. The proposed name change and any comments will be considered by the Council and authorised by a resolution of Council.

8.3 Naming of Private Ways

- 8.3.1 Council does not have any statutory power to allocate names to private ways. If an applicant wishes to officially name a private way it must abide by this policy and the “Road Naming Criteria” attached as Appendix 1. Once the road name has been accepted by resolution of Council, the road name can then be officially recorded and recognised.
- 8.3.2 Generally, the naming of private ways will follow the same process as naming a new road. However, if there are multiple property owners then it would follow the process of renaming an existing road or private way.
- 8.3.3 Council has no responsibility for the signage, maintenance or upkeep of any private way.

9.0 PROPERTY ADDRESSING POLICY

- 9.1.1 Council may allocate a number to any area of land or building or part of a building within its district and may change the number allocated to any such area of land or building, as set out in Section 319B of the LGA 1974.
- 9.1.2 Road numbers will be assigned within the standards set out in the *Australian/New Zealand Standards: Rural and urban addressing – AS/NZS 4819:2011*.
- 9.1.3 Rural roads will usually be numbered using the distance-based address numbering method. Rural roads are generally defined through the zoning of a property and neighbouring properties in the District Plan.
- 9.1.4 Urban roads will generally be numbered consecutively from the start of the road, with odd numbers on the left and even on the right.

- 9.1.5 If the zoning of a property changes, consideration will then be given to the suitability of the current numbering and renumbering may be required.
- 9.1.6 Council does not normally number properties off a private way, instead numbering from the adjoining, officially named road which gives access to the private way. The Council will give consideration to issuing separate numbers, only if the private way is officially named. Numbers will only be issued once the road name has been accepted through a resolution of Council.
- 9.1.7 In all cases where Council decides to renumber a road or private way, property owners and residents affected by the renumbering will be given a minimum of two weeks' notice.

Appendix 1

ROAD NAMING CRITERIA

Road names should reflect local historical, cultural or geographical significance, using the following criteria:

Cultural significance	The area/name is significant to Maori or a culture other than Maori. Supporting documentation will need to be provided.
Existing or common theme	Continuing an established theme in a neighbourhood. For multiple roads in a new subdivision, a common theme is recommended, ie, tree names, bird names, etc.
Significant feature	Includes geographic, landscape, flora or fauna local to the area. Naming after features which do not exist in the area should be avoided, ie, Pukeko Close is appropriate, Giraffe Avenue is not.
Historical event or person	The name of a notable local historical event or person. Proof will need to be provided. Naming after living or recently deceased should be avoided. Communication with surviving relatives should be carried out where appropriate.
Personal name for special service	The names of local residents who have achieved prominence in their chosen field such as art, sport, commerce, community service, politics, etc. Naming after living or recently deceased should be avoided. Communication with surviving relatives should be carried out where appropriate.

1.0 GENERAL CRITERIA:

- 1.1.1 Requests from developers will be given regard when naming new roads in subdivisions.
- 1.1.2 Names cannot be offensive, insensitive or commercially based, ie. not Harvey Norman Place.
- 1.1.3 Names should be easy to spell, pronounce and have an appropriate meaning.
- 1.1.4 Names should be no longer than 15 characters in length (exclusive of the road type).
- 1.1.5 When wishing to use a personal name, consideration should be given to using only the surname, ie. Fairbrother Street rather than William Fairbrother Street.
- 1.1.6 The use of hyphens to connect parts of names should be avoided. Either run together if applicable or use as two separate words, ie. naming after Fred Andrews-Jones, use Andrews Jones Street.
- 1.1.7 To ensure clarity, diacritical marks should not be used, except for the use of macrons for Māori names.
- 1.1.8 Short names should be chosen for short roads for cartographic purposes.

- 1.1.9 A new road shall not be named the same, or similar to a road already in existence in the district.
- 1.1.10 Avoid names with identical sounds but different spellings, ie. Beach/Beech.
- 1.1.11 A new road name should not repeat or be similar to one used up to 5km into a bordering local authority.
- 1.1.12 Where a new road is within 5 km of a bordering local authority, a check must be made (either through NZ Post or LINZ) to ensure that the same, or a similar road name is not in existence in that authority.
- 1.1.13 The possessive or plural "s" form should not be used, ie. Lawson Road, not Lawsons Road.
- 1.1.14 Cardinal points of the compass as a prefix or suffix to a road name should not be used.
- 1.1.15 The road type should appropriately match the definition of the suffix. An excerpt from *AS/NZS 4819:2011* is provided below as a guide. Other road types may be considered.

2.0 APPROPRIATE ROAD TYPES:

Appropriate Road Types as outlined in *AS/NZS 4819:2011*;

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or towns.	√	√	
Arcade	Arc	Covered walkway with shops along the sides.			√
Avenue	Ave	Broad roadway, usually planted on each side with trees.	√		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	√		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	√	√	
Close	Cl	Short enclosed roadway.		√	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		√	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	√		
Drive	Dr	Wide roadway without many cross-streets.	√		

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Esplanade	Esp	Level roadway along the seaside, lake, or a river.	√		
Glade	Gld	Roadway usually in a valley of trees.	√	√	
Green	Grn	Roadway often leading to a grassed public recreation area.		√	
Grove	Grv	Roadway that features a group of trees standing together.		√	
Highway	Hwy	Main thoroughfare between major destinations.	√		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway.	√	√	√
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	√		
Mall	Mall	Wide walkway, usually with shops along the sides.			√
Mews	Mews	Roadway in a group of houses.		√	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	√		
Place	Pl	Short, sometimes narrow, enclosed roadway.		√	
Promenade	Prom	Wide flat walkway, usually along the water's edge.			√
Quay	Qy	Roadway alongside or projecting into the water.	√	√	
Rise	Rise	Roadway going to a higher place or position.	√	√	
Road	Rd	Open roadway primarily for vehicles.	√		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	√	√	
Steps	Stps	Walkway consisting mainly of steps.			√

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	√		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	√	√	
Track	Trk	Walkway in natural setting.			√
Walk	Walk	Thoroughfare for pedestrians.			√
Way	Way	Short enclosed roadway.		√	√
Wharf	Whrf	A roadway on a wharf or pier.	√	√	√

Appendix 2 - Decision Tree
(attached for reference only)

