

Road Naming and Property Addressing Policy

*Te Kaupapa Here Tapanga Huarahi
me te Whakanama Rawa*

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1.0 Introduction – Kupu whakataki

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 and utilities such as power, telephone and water. It is essential that properties have a formal and unique address by which they can be identified.

2.0 Background – He tirohanga whakamuri

Named roads can be both public and private roads, including Māori roadways and right of ways. Names are generally required for new roads in subdivisions or when previously unformed roads are constructed. In addition, existing roads may be renamed.

The standard for road naming is set within the Australian/New Zealand Standard (AS/NZS 4819:2011) and are mandatory. Whakatāne District Council adopts this standard as the base criteria, along with additional guidelines.

The Road Naming and Addressing Policy is acknowledged as having a significant impact on the way the District is described through ensuring the identity and history of our area is intact and protected.

The Council acknowledges the need for a Road Naming Policy to take appropriate account of the principles of the Treaty of Waitangi (Te Tiriti o Waitangi), recognising the significant ancestral linkages of hapū to their whenua. This policy aims to ensure there is a process to actively engage with Iwi/hapū when naming roads, in a collaborative and respectful manner, emphasising the importance of partnership, participation and protection.

Whakatāne District Council is the decision-maker for the naming of all roads in the Whakatāne District pursuant to Section 319(1)(j) of the LGA 1974.

3.0 Definitions – Ngā tikanga o ngā kupu

Affected Residents – residents whose address will change when renaming a road.

Applicant – A person or representative who submits an application to name or rename a road. Typically, a developer who is applying to Council for a Resource Consent for a subdivision.

Iwi/Hapū - means the authority which represents an Iwi and/or hapū which is recognised by that Iwi/hapū as having authority to do so.

Private road– For the purposes of this policy ‘private road’ is defined by Section 315 of the LGA 1974.

Private way – For the purposes of this policy ‘private way’ is defined by Section 315 of the LGA 1974.

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

Road Name – In reference to a road: means the word or name used to identify the road but excludes the road type for example, Crescent, Place, Street etc.

4.0 Objectives – Ngā whāinga

The objectives of this policy are:

- a) To provide a clear process for Road Naming and Numbering of Land and Buildings;
- b) To ensure that Whakatāne District Council meets its obligations under the LGA 1974 when naming roads and numbering properties;
- c) To ensure road names are reflective of the history, culture and identity of the area they are located in;
- d) To ensure Iwi/hapū are engaged in road naming processes and that ancestral linkages to land are considered.

5.0 Principles - Ngā mātāpono

To ensure that all new road names are clear, relevant to the locality, reflect the identity of Iwi/hapū of that particular area, and conform to the National Standards for road naming (AS/NZS 4819:2011), the following principles must be adhered to when developing proposed road names in the Whakatāne district for the consideration and approval by the Whakatāne District Council.

- a) In accordance with the National Standards section 4.2.2, any road (including private roads, private ways, and access ways) that serve six (6) or more lots, requires a road name.
- b) The use of Māori road names is strongly encouraged by Council in order to strengthen the District's identity with its extensive and rich Māori history.

However, the Council accepts that for some road names, other relevant local, historical, cultural or environmental themes may mean that an alternative name is more appropriate or acceptable in that situation.

- c) The proposed options and preference for naming new roads, private roads and private ways is the responsibility of the Applicant, in consultation with Iwi/hapū and must be approved by Council (see Appendix 1 and 2).
- d) Collaboration and engagement with Iwi/hapū is a required step in the road naming process (see Appendix 1 and 2), the applicant is strongly encouraged to undertake it themselves and will be supported by council staff where required.
- e) Costs associated with naming or renaming a road or private way will be borne by the applicant.
- f) A road name should be reflective of the history, culture and identity of the area they are located in, and not be offensive, racist, derogatory or demeaning.
- g) In respect of emergency services, a road name should be:
 - Easy to spell and pronounce¹,

¹ AS/NZS 4819:2011 section 3.2.8 Ease of use of locality name: A locality name should be easily pronounced, spelt, and understood when written or spoken; however, in the case of indigenous languages it is accepted that a traditional name which might appear at first to be complex will, over time, become more familiar and easier to use.

- Unique and not duplicated within the Whakatāne District, as well as neighbouring districts of Kawerau and Ōpōtiki,
- Short for ease of use.

However, Council retains the authority to exercise discretion regarding matters of cultural significance.

- h) The Whakatāne District Council considers that road names are intended to be enduring, therefore the renaming of roads is strongly discouraged, unless there are compelling issues or reasons to support the change (refer to clause 6.4.2)

6.0 Policy – Te kaupapa here

6.1 Application of the Policy

- 6.1.1 The Road Naming and Property Addressing Policy will apply to all roads, including any road vested in Council.
- 6.1.2 The Road Naming and Property Addressing Policy will apply to private ways and private roads.
- 6.1.3 The Road Naming and Property Addressing Policy will only apply to formed roads and will not apply to unformed or paper roads unless Council deems it necessary.

6.2 Naming a New Road

- 6.2.1 New roads are generally created as the result of a subdivision. It is the Applicant's responsibility to complete a road naming application at the point at which the Resource Consent is being considered.
- 6.2.2 The Applicant will need to engage with the local Iwi (who may delegate to a Hapū authority) in developing up to three road name options.
- 6.2.3 Following consultation, up to three proposed options should be submitted in order of preference and include a rationale for each name being included. Evidence of consultation with iwi/hapū must be provided. (Refer to appendix 1 for guidelines to approach Iwi/hapū, and appendix 2 for the application process).
- 6.2.4 The General Manager Infrastructure will review the names and comments and prepare a report for Council providing a recommendation to Council to adopt a name.
- 6.2.5 Council has full discretion in deciding road names and may determine that the road name options are not suitable, and the process requires repeating.
- 6.2.6 If the Council is satisfied that all reasonable efforts have been made to complete process stages (appendix 2), and/or there is evidence that a delay is causing a negative impact to the applicant and/or the consenting process, the Council will make a decision based on the information on hand.

6.3 Naming of Private Roads or Private Ways

- 6.3.1 Council does not have any statutory power to approve the names of private roads or ways. If an applicant wishes to officially name a private road or way, it must abide by this policy. Once the private road or way name has been accepted by resolution of Council, the name can then be officially recorded and recognised.
- 6.3.2 The naming of private roads and ways must follow the same process as naming a new road. If there are multiple property owners, then the application must be accompanied by letters of support signed by all of the owners whose properties access the private road or way (that is, one signature per property in support of the road name). Staff can request further evidence of consultation if necessary.
- 6.3.3 Naming a private road or way does not mean Council is accepting responsibility for that private road or way. Council has no responsibility for the signage, maintenance, or upkeep of any private road or way.

6.4 Renaming an Existing Road, Private Road or Private Way

- 6.4.1 Road name changes as directed through legislation, including Treaty Settlements will not require approval by the Council and are not subject to this policy.
- 6.4.2 The Council does not promote the changing of existing road names. However, applications can be made to change the name of a road, private way, or part thereof, where 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 is causing 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) The change is required for reasons of cultural significance.
- 6.4.3 A change in road name will be made only if Council consider that the change will result in a clear benefit to the community. There is no guarantee that an application for a change of road name will be accepted.
- 6.4.4 The applicant can be an individual or group but, must be a property owner in the affected road or private way.
- 6.4.5 The applicant must provide evidence that all the affected property owners and residents support the proposed change. A proposal to rename a road or private way, with the evidence of affected property owners and residents, must be approved by Council. The proposal can be delivered by deputation or public form to the relevant Council Committee or by a report from staff containing the proposal. Council may exercise their discretion in considering the evidence of affected property owners and residents if deemed appropriate.
- 6.4.6 Once Council has approved the proposal to change an existing road or private way, the applicant must follow the same process as for the naming of a new road.

- 6.4.7 The applicant is required to provide evidence to Council of consultation with the relevant Iwi/hapu, this must include views on the proposed change.
- 6.4.8 The Applicant must agree to meet the costs incurred by Council (including costs of signs, renumbering, administration, and engagement etc). The Council may choose to contribute to these costs if there is deemed to be a wider public benefit in renaming the road.

7.0 Property addressing policy – Te kaupapa here whakanama rawa

- 7.1.1 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.
- 7.1.2 Road numbers will be assigned within the standards set out in the Australian/New Zealand Standards: Rural and urban addressing – AS/NZS 4819:2011.
- 7.1.3 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.
- 7.1.4 Urban roads will generally be numbered consecutively from the start of the road, with odd numbers on the left and even on the right.
- 7.1.5 If a property changes as a result of subdivision, consideration will then be given to the suitability of the current numbering and renumbering may be required.
- 7.1.6 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 consider 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.
- 7.1.7 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.

8.0 Accountability – Takohanga

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

9.0 Review – Te arotake

This policy will be reviewed in five years, the next review is scheduled for 2029.

10.0 Appendix 1 - Kupu āpiti 1

Guidelines for engagement with Iwi/hapū authorities

Engaging with local Iwi/hapu authorities is a crucial aspect of responsible and culturally sensitive development. When seeking to consult with Iwi/hapū authorities for the purpose of selecting a suitable road name, it is important to approach the engagement process with respect, openness, and a commitment to fostering positive relationships. The following guidelines can help developers navigate this engagement:

1. Research and Understand the Iwi/hapū:

Before initiating contact, conduct thorough research to understand the cultural values, history, and significant landmarks of each Iwi/hapū. Council staff can assist to identify the correct Iwi authority (note in some areas you may be required to speak to more than one as boundaries intersect).

2. Identify Key Contacts:

The first approach should be to reach out to the appropriate Iwi authority who can provide direction for your engagement. This may be with the Iwi and/or may include local hapū, tribal leaders, cultural advisors, or community liaison officers. Establishing contact with Iwi first is essential for effective engagement. Council staff can assist if required.

3. Schedule a Preliminary Meeting:

Request a preliminary meeting to introduce yourself, your development project, and the purpose of engagement. Clearly express your desire to collaborate and seek their guidance on identifying culturally appropriate street name options.

4. Provide Project Information:

Share detailed information about your development, including its location, purpose, and any relevant themes or historical context.

5. Respect Cultural Protocols:

Familiarise yourself with the cultural protocols and tikanga (customs) of each Iwi/hapū. Be prepared to follow these protocols during meetings and engagements, showing respect for their cultural practices.

6. Collaborative Naming Process:

Iwi/Hapū representatives should be involved in the naming process. This collaboration ensures that the selected names are culturally meaningful and resonate with the community. Maintain flexibility and be open to adjustments based on their feedback.

7. Discuss Symbolism and Significance:

Engage in discussions about the symbolism and significance behind proposed street names. Ensure that the names chosen reflect the shared values and history of the iwi, fostering a sense of pride and connection within the community.

8. Document Agreements:

Record agreements, decisions, and any specific requirements discussed during the engagement. This documentation ensures clarity and serves as a reference point for both parties, this is also required for Council processes under clauses 6.2.3 and 6.4.7.

10. Maintain Ongoing Communication:

Establish a communication plan to keep the Iwi/Hapū informed about the development's progress. Maintain an open line of communication for any future considerations or collaborations.

The developer must be aware that in some instances the process for naming a road is not clear cut and could take longer than expected and may be subject to the internal processes of the Iwi/hapū authority concerned.

12.0 Appendix 3 – Kupu kupu āpiti 3

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.	√		
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	√	√	√

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
		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.			√
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.	√	√	√