



# ROAD NAMING POLICY

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# **ROAD NAMING POLICY**

## **POLICY OBJECTIVE**

The objective of this policy is to provide a consistent and comprehensive approach to the naming of roads in the District.

Roads should be named to reflect the identity of the local area as well as ensuring ease of identification for the Council, emergency services and others. The procedures and guidelines under which the Council wishes to achieve these objectives are detailed below.

The Rodney District Council is responsible for the naming of roads by Local Government Act 1974 Section 319.

## **SCOPE**

This policy will apply to new roads created through subdivision, naming of previously unformed roads and the re-naming of existing roads.

The policy will also include areas that may require an official address such as private ways, private access ways or service lanes.

## **NAMING OF NEW ROADS**

New roads will generally be named as a result of the subdivision process. This process will be initiated by the developer.

### **Procedure for naming new roads**

- The developer is invited to submit a preferred name/s plus two alternatives with reasons for the suggestions, including details of any consultation undertaken.
- The Resource Management Administrator will check the suitability of the name/s against the policy and recommend a name/s to the Regulatory Committee by way of a report - the Resource Management Administrator will inform the developer of the selected name/s.
- The Resource Management Administrator will ensure statutory notifications are made.

## **RE-NAMING OF EXISTING ROADS AND NAMING OF PREVIOUSLY UNFORMED ROADS**

Road re-naming can be initiated by the Council or by private individuals or groups. Naming of previously unformed roads will be initiated by Council after the road has been formed or partially formed.

The re-naming of existing roads will only be undertaken if the Council considers that the change will result in a clear benefit to the community.

Reasons for changing road names may include, to correct spelling, to rectify incorrect Maori names, to eliminate duplication (in spelling or sound), to eliminate confusion as a result of road re-alignment or layout.

Re-naming of roads will require Community consultation to be undertaken by way of a Special Consultative Procedure (in terms of Section 76 - 83 LGA 2002).

#### ***Procedure for re-naming an existing road – Council initiated***

- The GIS Officer will propose a suitable name using this policy.
- The GIS Officer will initiate the Special Consultative Procedures relative to road re-naming after seeking approval to do so from Council.
- The GIS Officer will recommend a name by means of a report to Council.
- The GIS officer will ensure statutory notifications of the new road name are made.
- Council will not be responsible for costs incurred by property owners in notifying other parties of their change of address information.
- All other costs will be met by the council.

#### ***Procedure for re-naming an existing road – Privately initiated***

- The initiator is invited to submit a preferred name/s plus two alternatives with reasons for the suggestions, including details of any consultation undertaken.
- The GIS Officer will check the appropriateness and suitability of name/s for the submission in terms of this policy.
- The GIS Officer will initiate the Special Consultative Procedures relative to road re-naming after seeking approval from Council.
- Agreement by 2/3<sup>rd</sup>s of effected owners is required to propose a road name change.
- The GIS Officer will recommend a name by means of a report to Council.
- The GIS officer will ensure statutory notifications of the new road name are made.
- Council will not be responsible for costs incurred by property owners in notifying other parties of their change of address information.
- All costs (i.e. advertising and Officer time) will be met by the initiator.

#### ***Procedure for naming a previously unformed road***

- The GIS Officer will propose a suitable name using this policy.
- The GIS Officer will recommend a name by means of a report to the Regulatory Committee.
- The GIS officer will ensure statutory notifications of the new road name are made.
- All costs will be met by the Council

## **NAMING OF PRIVATE WAYS, PRIVATE ACCESS WAYS AND SERVICE LANES**

Council policy is to not directly name private ways, private access ways and service lanes. However, if names are required to ensure effective addressing, then the names shall be allocated using this policy and guidelines. For new subdivisions, formal addressing will only be considered where access to six or more lots is involved.

## SIGNAGE

- New Road – A road name sign will be erected by the developer in accordance with Council's Standard for Engineering Design and Construction. This will usually be a condition of the resource consent.
- Re-naming or naming of previously unformed road (Council initiated) – A road name sign will be erected by the Council in accordance with Council's Standard for Engineering Design and Construction.
- Re-naming (Privately initiated) – A road name sign will be erected by the initiator in accordance with Council's Standard for Engineering Design and Construction.
- Private ways in new developments – where names are deemed necessary for addressing purposes, a road name sign will be erected by the developer in accordance with council's Standard for Engineering Design and Construction (the word "Private" will need to be included). This will usually be a condition of the resource consent.
- Private ways, private access ways and service lanes in existence - where names are deemed necessary for addressing purposes, a road name sign will be erected by the Council in accordance with Council's Standard for Engineering Design and Construction (the word "Private" will need to be included).

## APPROVAL CRITERIA AND WEIGHTING

### Criteria

Road names should reflect local historical, cultural or geographical significance and will be selected and approved based on the following criteria:

- Cultural significance – if the area/name is significant to Maori or a culture other than Maori. Supporting documentation will need to be provided.
- Traditional or appropriate Maori name - must be chosen in conjunction with local iwi representatives to ensure appropriateness of meaning and correct spelling. Council can supply contact information of iwi representatives.
- Existing or common theme - continuing an established theme in a neighbourhood. For multiple roads in a new subdivision, a common theme is recommended.
- Significant feature – includes geographic, landscape, flora or fauna local to the area.
- Historical event or person – the name of a notable local historical event or person. Proof will need to be provided. Permission of surviving relatives should be obtained where appropriate.  
Personal name for special service - contain the names of local residents who have achieved prominence in their chosen field such as art, sport, commerce, community service, politics, etc. Permission of surviving relatives should be obtained where appropriate.  
Names from local war memorials will be acceptable where appropriate. Permission of surviving relatives should be obtained where appropriate.
- Names cannot be offensive, insensitive or commercially based.
- Names should be easy to spell, pronounce and have an appropriate meaning.
- Names should be no longer than 12 – 15 characters in length (exclusive of the road type). The use of hyphens to connect parts of names should be avoided. Short names should be chosen for short roads for cartographic purposes.
- A new road shall not be named the same, or similar to a road already in existence in the District.
- Where a new road is within 5km 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.

- The possessive “s” form shall not be used

## Weighting

The following weighting will be used in the decision making process:

Cultural significance (Includes Maori or other cultures)	High
Existing theme	High
Significant feature	High
Historical person or event	High
Personal name for special service	Low

## ROAD TYPE

The road type should be one that most accurately reflects the type of roadway that is being named. The list below should be used where appropriate. However, this list is not exclusive.

In general, the road type “Way” should be used for access ways when required for effective addressing purposes.

Road type	Road name
Relatively short, dead-end Roads, Cul-de-sacs	Place, Court, Close, Grove, Way, Courtyard, Rise
Long cul-de-sacs, Through Roads	Road , Street, Drive, Ridge, Terrace
Loop Road to same Street	Crescent, Loop, Circle
Rural Road	Road
Wide spacious roads	Avenue, Boulevard, Parade
Narrow Road, Service Lane	Lane
Street in Commercial areas	Arcade, Mall, Plaza, Square, Street, Road
Short Road leading to water	Landing
Access way	Way