



Ōpōtiki District Council
Road Naming Policy

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1. INTRODUCTION

This Road Naming Policy (the “Policy”) has been designed to give guidance and process when naming or renaming roads. The Policy will ensure that there will be a uniform, effective and consistent approach to the naming of roads and addressing for emergency services, postal services and the general public.

Section 319 of the Local Government 1974 assigns to the Council general powers in respect of roads. Specifically, section 319 (1) (j) empowers the Council *“To name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road.”* The decision of the council is final. AS/NZS 4819:2011 has been taken into account to ensure consistency across districts when considering road names and property addressing.

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.

This Policy applies to roads as defined by the Local Government Act 1974 (the Act). Other associated definitions should be taken from the Act. This includes, but is not limited to, access lot, access way, legal road, private roads, private ways, Māori roadways, right of way, road, service lane.

2. OBJECTIVE

The purpose of this Policy is to create a consistent and effective approach to the naming and addressing of roads within the district.

3. ROADS THAT WILL REQUIRE A NAME

All formed roads that have 6 or more lots accessing off of it, or that are likely to have 6 or more in future, shall be named. This includes new legal roads, existing formed legal road, new private roads and private ways (including right of ways and access lots). This will also include roads which there is a clear benefit to the community to name.

Road renaming can include a full rename or a minor correction to spelling.

If an existing road or access way is extended, then the current name will automatically fall onto the new section of road.

4. CRITERIA FOR A ROAD NAME

- Culturally significant, traditional or appropriate name - The area/name is significant to any culture.
 - Common or established theme in an area- Continuing an established theme in a neighbourhood.
 - Historical/significant person or event - The name of a notable local historical event or person.
 - Significant geographical or topographical features - Includes geographic, landscape, flora or fauna local to the area.
 - 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.
 - Family name – when land is gifted or has been in family ownership for an extended time, it may be appropriate for a family name to be used.
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5. ROAD NAME REQUIREMENTS AND GUIDANCE

A good road name must:

- Be shorter, rather than longer, especially where the road itself is short.
- Be of a practical length in comparison to the length of the road, to enable the name to be easily displayed on road maps.
- The “road type” is to be in accordance with AS/NZS 4819:2011 e.g. Place, Crescent, Lane, Avenue, etc.
- Be less than 16 characters in length including spaces but excluding suffix “road type”.
- Share a common theme if more than one road needs to be named, for example, naming roads in a new subdivision.
- Be spelt with characters from the modern English alphabet and macrons where appropriate.
- Have any number written in full.
- Not be vulgar, offensive, insensitive or commercially based.
- Not duplicate or closely resemble, in either spelling or pronunciation, another existing road name in the Ōpōtiki District or neighbouring District.
- Not duplicate or closely resemble a proposed road name that has been submitted to Council for consideration.
- Not duplicate the name of a park or reserve unless the road is in close proximity to the park or reserve in question. Close proximity means adjacent to, parallel with or adjoining the road.
- Not include an apostrophe, unless forming part of an eponymous name (e.g. O’Connor), or a full stop.
- Not be a possessive e.g. Smith’s Street.
- All road signs for private ways shall be annotated “Private” at the applicant’s expense.

6. PROCESS REQUIREMENTS

- 1) Pre-lodgement meeting – The applicant is to meet with Council staff to discuss the reasons for naming or renaming a road. From there, Council staff will advise groups to consult and potential costs.
 - 2) Apply to Council – The applicant is to submit an application to Council with the deposit fee, justification and evidence of all consultation that has taken place (both positive and negative). The applicant is to propose three (one preferred and two alternative) names based on the criteria. For a full road rename, the applicant is to propose three names and is required to provide written approval of >65% of owners before Council will consider the application. For a rename mandated by legislation, or a minor correction (spelling or grammar), only one proposed name is required. Multiple names can be included on one application. If the application does not meet the criteria, requirements or any other matter, it may be returned.
 - 3) Assessment – The application will go through a preliminary assessment with Council staff for completeness and consultation undertaken, before the application is provided to Councillors.
 - 4) Further consultation – Where required, the applicants will be in consultation with affected parties. Council will confirm who needs to be consulted. This will be similar to notification under the Resource Management Act 1991. All responses will be required within eight (8) weeks from notification. All consultation will be taken into consideration.
 - 5) Decision – Full Council to make decision. Council may approve or decline the application and their decision is final.
 - 6) Public notification of decision – Council advertises the resolution to change the name in the local newspaper, their website and will notify consulted parties.
 - 7) Implementation – Council will formalise the road name, erect signage and inform agencies of the name change.
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7. COST ALLOCATION

The applicant will bare all costs to rename or name a road. This will include actual and reasonable costs for time, assessment, advertising, signage, formalisation of name with LINZ, etc. Applicants will range from Council, individuals, groups, iwi, to developers, etc. Where the road name has been previously approved by Council (or Council staff), but the name does not meet correct naming conventions, Council may contribute to costs.

8. ROAD NAME SIGN SPECIFICAITONS

When the new name is confirmed, the road name sign is required to comply with Council requirements.

9. ADDRESSING

Addressing is to occur in accordance with AS/NZS 4819:2011 (or newer).

10. COMPLIANCE WITH AUSTRALIAN / NEW ZEALAND STANDARD

Compliance with the Australian/New Zealand Standard - Rural and Urban addressing AS/NZS 4819:2011 (or newer) is mandatory. Where there is conflict with this Policy and the before mentioned standard (or newer), the standard shall prevail.

11. LODGEMENT OF ROAD NAMES

In accordance with section 319A of the Local Government Act 1974, if the Council names any road for the first time, or alters the name of a road, the Council will as soon as practicable send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor General.

12. REVIEW

This Policy will be reviewed:

- i. within five years after the first Policy is adopted by the Council and then at intervals determined by the Council, or
 - ii. earlier than five years at the request of the Council.
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