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**OPOTIKI 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 (1) (j) of the Local Government Act 1974 grants the Council general power "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". Guidelines for road naming are set within the Australian/New Zealand Standard (AS/NZS 4819:2011) and are mandatory. Where there is conflict with this policy and the AS/NZS 4819:2011, the standard shall prevail.

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. PURPOSE**

The purpose of this policy is to provide a process for naming and name alteration of roads within the Ōpōtiki 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 that require renaming from incorrect spelling or where there would be a clear benefit to the community from the name change.

Where an additional lot is created that increases the number of lots to six or more on a formed road the owner of the additional lot or lots will be responsible for making the application and also for any associated costs.

If a situation arises where the 6 lots have been established on an unnamed road for over three years then the Council can name the road and seek to recover the cost of this from all the lot owners.

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 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
1. 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

2. 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.

### **A 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
- be in accordance with AS/NZS 4819:2011 e.g. Place, Crescent, Lane, Avenue, (see appendix C)
- 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.

For the complete standard of requirements please refer to the AS/NZS 4819:2011

## **5. MAKING AN APPLICATION**

### **Pre-lodgement meeting**

Applicants are encouraged to speak with a Council officer responsible for road naming prior to submitting their application. At this meeting the officer will provide advice and information, about the consultation process and documentation that will need to be submitted in support of the application.

### **Consultation with neighbours**

It is recommended that the applicant consult all affected property owners to seek their views in relation to the three preferred names being advanced. The applicant should document any consultation carried out and provide evidence of this with their application.

Where consultation has not been carried out by the applicant Council will carry out consultation. Council will make contact with the affected lot owners and occupants through writing, ask them to comment on their preferred name from the three provided by the applicant. They will be given 28 days from the date of the consultation letter to respond.

### **Consultation with Māori**

Consultation must be undertaken with the local iwi authority requesting that they provide a name to be included with the application and accompanied with information as to why the name has been chosen.

### **Consultation on Māori Private Block**

In most cases the same process of providing three names to the Council to consider will apply. However, if all block owners are in agreement on one name then this name will be solely put to

Council to decide upon. Substantial evidence must be submitted with the application to show ownership of the land and confirmation that all owners are in agreement.

### **Renaming roads and naming existing legal but previously unformed roads**

Alterations or changing names of existing roads can be problematic and confusing. Therefore alterations to an existing named road will only be considered by the Council if changes will result in a clear benefit to the community. Benefits of change may include

- a) To correct spelling or pronunciation
- b) To eliminate duplication in spelling or sound
- c) To prevent confusion arising from major changes to a road layout
- d) To make geographical corrections
- e) Where the name causes offense.

The request to alter an existing road name or to name an existing but previously unformed legal road will be reviewed by Council Staff and sent to the planning manager who will determine whether the request is appropriate. If agreed then it will be recommended to the Council. Should the Council accept the application the Council will decide the appropriate level of consultation in accordance with the Council Significance of Engagement Policy and section 82 of the Local Government Act 202.

### **Documentation required for application**

The applicant must provide the following:

- A completed application and checklist
- Map showing the location and boundary of the road to be named
- Documentation of all consultation (both positive and negative) as evidence of the application
- Proposed three names in order of preference
- Background and meaning behind names
- A name put forward by the iwi authority following consultation with them.
- If the application is for a private way and only one name is being submitted evidence to confirm that all owners must be in agreement with proposed name.

### **Timeframe of notification and application**

When a road has been identified by Council for naming the relevant property owner/s will be advised in writing to submit an application and will be provided with a timeframe to complete it. If the owner/s identified by Council do not wish to or fail to submit the application within the prescribed timeframe it will then be completed by Council staff at the cost to the property owner/s. The administration cost associated with implementing this policy will be on an hourly rate basis, which will be the same charge rate as a resource consent planner as specified in the Council's annual fees and charges.

### **Report to the Council**

When a completed application is received it will be reviewed by Council staff, before a report is presented to the relevant Council meeting for Councillors to decide on the name based on the options provided. After Council have approved a name Land Information New Zealand will then be notified and will update their database accordingly.

### **Lodgement**

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

For all private roads property owners will be responsible for signage cost, erection and maintenance.

Where the road name has been previously approved by the Council but, the name does not meet correct naming criteria, Council may contribute to costs. Any contribution towards costs will be agreed by the Councillors at the same time they confirm the name.

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

## **6. RELEVANT LEGISLATION**

Local Government Act 2002

Local Government Act 1947

## **7. REVIEW**

This policy will be reviewed:

- Within five years after the first policy is adopted by the Council and then at intervals determined by the Council or
- Earlier than five years at the request of the Council
- Refer to policy index for policy owner.

## Appendix A: List of definitions

Definition	Details
Applicant	Individual or entity which is making an application to have the road names or changed.
Council Staff	Staff member of the District Council i.e administration officer
Hapū	section of a large kinship group and the primary political unit consisted of a number of whānau sharing descent from a common ancestor, usually being named after the ancestor, but sometimes from an important event in the group's history
Iwi	a number of related hapū usually shared adjacent territories forming a looser tribal federation
Private road	means any roadway, place, or arcade laid out or formed within a district on private land, whether before or after the commencement of this Part, by the owner thereof, but is intended for the use of the public generally
Private way	means any way or passage whatsoever over private land within a district, the right to use which is confined or intended to be confined to certain persons or classes of persons, and which is not thrown open or intended to be open to the use of the public generally; and includes any such way or passage as aforesaid which at the commencement of this Part exists within any district
Road	means the whole of any land which is within a district, and which— (a) immediately before the commencement of this Part was a road or street or public highway; or (b) immediately before the inclusion of any area in the district was a public highway within that area; or (c) is laid out by the council as a road or street after the commencement of this Part; or (d) is vested in the council for the purpose of a road as shown on a deposited survey plan; or (e) is vested in the council as a road or street pursuant to any other enactment;—and includes— (f) except where elsewhere provided in this Part, any access way or service lane which before the commencement of this Part was under the control of any council or is laid out or constructed by or vested in any council as an access way or service lane or is declared by the Minister of Works and Development as an access way or service lane after the commencement of this Part or is declared by the Minister of Lands as an access way or service lane on or after 1 April 1988: (g) every square or place intended for use of the public generally, and every bridge, culvert, drain, ford, gate, building, or other thing belonging thereto or lying upon the line or within the limits thereof;— but, except as provided in the Public Works Act 1981 or in any regulations under that Act, does not include a motorway within the meaning of that Act or the Government Roading Powers Act 1989
Road type	Road types in accordance with The Australian/New Zealand Standard on Rural and urban addressing AS/NZS 4819:2011 (see appendix b).
Whānau	extended family or family group
The Council	refers the elected members of the Council





**Road renaming**

Please state the current road name and your reason for requesting the name change below then complete the rest of the form. Also, please ensure you attach the written consents of at least 85% of affected residents and attach to the application form.


**Road naming guide**

Type of Roads	Road Names
Relatively short, dead-end roads, cul-de-sacs	Place, Court, Close, Grove, Way, Rise, Courtyard
Loop road to same street	Crescent, Loop, Circle
Long cul-de-sac through road	Road, Street, Drive, Ridge, Terrace
Narrow road, service lane	Lane
Wide spacious road	Avenue, Boulevard, Parade
Streets in commercial area	Arcade, Mall, Plaza, square, Street, Road
Short road leading to water	Landing

**Road naming/Renaming Application:  
Required Information Checklist**

This checklist is intended to help applicants identify and provide information required by the Ōpōtiki District Council under the Road Naming Policy. If you do not provide the required information it may result in your proposal not being processed

	<b>Yes</b>	<b>NA</b>
1. Do you have the application to apply for a road new name/rename and is it completely filled in?		
2. Have you arranged a pre-lodgement meeting with the relevant Council staff to discuss the application process and procedures		
3. Have you attached a map showing the location and boundary of the road to be named?		
4. Have you consulted with the relevant parties (affected property owners, Māori etc.)?		
5. Do you have documentation of all consultation (both positive and negative) taken as evidence for your application?		
6. In the application have you proposed three names and set them in order of preference?		
7. Can you confirm that the proposed names do not have the same name of already existing roads within the Ōpōtiki district?		
8. Is the background provided for the three names proposed?		
9. If the road name is Māori is it endorsed by the local whanau/hapū/iwi and is it spelt correctly?		
10. Does the road name and type comply with the road name and road type criteria set in the Council policy and section 4 of the AS/NZS 4819:2011?		
11. If your application is for a Māori land block and only one name is being submitted is there considerable documentation to show that all owners are in support of the proposed name?		

## Appendix C: Road Types



Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in 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, especially where both ends join the same thoroughfare		✓	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare	✓		
Drive	Dr	Wide main 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 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 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	✓	✓	✓