

POLICY	STATUS	AT	DATE	DOC ID
Road Naming Policy	Adopted	Operational ELT Meeting	03/08/2026	A1094389



OPOTIKI DISTRICT COUNCIL

ROAD NAMING POLICY

TABLE OF CONTENTS

1. BACKGROUND.....	2
2. INTRODUCTION	2
3. PURPOSE	2
4. PRINCIPLES	2
5. DEFINITIONS	3
6. APPLICATION OF THE POLICY	3
7. NAMING A NEW ROAD OR PRIVATE WAY	3
8. RENAMING AN EXISTING ROAD OR PRIVATE WAY.....	4
9. NAMING OF PRIVATE WAYS	5
10. PROPERTY ADDRESSING POLICY	5
11. COMPLETING THE ADMIN PROCESS.....	5
12. REVIEW.....	6
13. Appendix A: ROAD NAMING CRITERIA	7
14. Appendix B: SUGGESTIONS FOR ENGAGEMENT WITH IWI/HAPŪ	8
15. Appendix C: ROAD TYPES.....	9
16. Appendix D: APPLICATION FORM FOR ROAD NAME/RENAMING	11

1. BACKGROUND

Sections 319, 319A, and 319B of the Local Government Act 1974 govern the naming and numbering of roads. Under section 319, Council may name or alter the name of any road. Under section 319B, Council may assign or change the number of any area of land, building, or part of a building.

2. INTRODUCTION

This Policy provides clear guidance and a consistent process for naming or renaming roads.

Under section 319 of the LGA 1974, the Council is granted general powers in relation to roads. In particular, section 319(j) authorises the Council to name or change the name of any road and to display the road name on buildings or structures located on, or adjoining, a road.

3. PURPOSE

The purpose of this policy is to:

- a) To provide a consistent and logical approach to road naming and property numbering within the Ōpōtiki District.
- b) Ensure Council meets its statutory obligations under the LGA 1974 when naming roads and numbering properties.
- c) Support community safety by enabling accurate and efficient property identification for emergency services.
- d) Maintain and enhance the character and identity of the district.

4. PRINCIPLES

In applying this Policy, 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.¹
- b) All road names will be approved by the Group Manager of Strategy & Development. All road names will be determined through Council resolution,
- c) The same naming criteria will apply to all roads and private ways.
- d) Road naming processes should be clear, efficient, and practical.
- e) Preference will be given to road names with cultural, historical or geographic significance, or in keeping with an existing theme.
- f) Applicants shall engage with the relevant Iwi/Hapū as part of the road naming process (see Appendix A & B).
- g) Developers are responsible for proposing names for new roads or private ways, subject to Council approval.
- h) Council discourages the renaming of well-established roads unless there is a compelling reason.
- i) Road names will only be changed where there is a clear benefit to the community.
- j) Renaming proposals will only be considered where affected landowners have been consulted and a general majority supports the change.
- k) Properties will only be renumbered where necessary to improve clarity and avoid confusion.
- l) All costs associated with naming or renaming a roads or private ways will be met by the applicant.

¹ [AS/NZS 4819:2011 Rural and urban addressing.pdf](#)

5. DEFINITIONS

Policy – Road Naming Policy.

Applicant(s) – A person or representative who applies to name or rename a road. Typically, a developer who is applying to Council for a Resource Consent for a subdivision.

Iwi/hapū – The authority which represents an Iwi and/or hapū which is recognised by that Iwi/hapū as having authority to do so.

Road – Has the meaning given in Section 315 of the LGA 1974. For clarity, this includes all Council roads, accessways, service lanes and state highways, but excludes motorways.

Private way – For the purposes of this Policy, refers to both a private road and a private way as defined in Section 315 of the LGA 1974.

Road name – For the purposes of this Policy, means the officially approved name for a road or private way, as defined above.

6. APPLICATION OF THE POLICY

6.1. The Policy applies to all roads, including any road vested in Council.

6.2. The Policy also applies to private ways that have, or have the potential to develop, six or more address sites. Development potential is assessed at the time of subdivision.

6.3. Council has full discretion in determining road names and may decide that a road name is not required.

6.4. The Policy only applies to formed roads. It does not apply to unformed or paper roads unless Council determines otherwise.

6.5. Naming a private way does not imply Council acceptance of responsibility for that private way, except for ensuring the name complies with the Road Naming Policy and is recorded with Land Information New Zealand (LINZ).

7. NAMING A NEW ROAD OR PRIVATE WAY

7.1. The Applicant is responsible for proposing suitable names for roads or private ways created or proposed through the subdivision process. 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".

7.2. The Applicant must engage with the local Iwi/hapū in developing three road name options. Applicants are also encouraged to consult local historians, community groups, Community Boards, or members of the public when selecting names.

7.3. At least three distinct name options should be provided, with a preferred option clearly identified (eg. *Dawson Road, McKay Point Road, Sheffield Drive*). Proposed names should not be similar or derivative (eg. *Dawson Road, Dawsons Lane, Dawson McKay Drive*).

- 7.4. Evidence of consultation must be provided where the proposed road name may result in a change to existing property addresses.
- 7.5. All proposed names must comply with *Council's "Road Naming Criteria"* (Appendix 1) and be consulted on with the relevant Iwi/hapū.
- 7.6. The Group Manager of Strategy & Development will review the names and comments before providing a recommendation for resolution by Council to adopt a name.
- 7.7. Where a previously un-named road or private way is vested in Council, the same process will apply.

8. RENAMING AN EXISTING ROAD OR PRIVATE WAY

- 8.1. Council generally does not support changing existing road names. However, a road or private way name may be changed where there is a clear community benefit. Applications to rename a road, private way, or part thereof may be considered where one of the following applies:
- a) The change is required to correct a spelling error
 - b) Two or more road names, within the district have the same or similar spelling or pronunciation, causing confusion.
 - c) The layout of a road or private way is confusing, including where there is a permanently impassable section.
 - d) A geographical correction is required
 - e) A road name has changed or evolved over time, the name and spelling currently in widespread use should be adopted to ensure clarity, consistency, and public certainty, rather than reinstating an old name.
- 8.2. Approval of any road renaming application is not guaranteed and is at the discretion of the Group Manager of Strategy & Development.
- 8.3. Where a road or private way is renamed, the Applicant or petitioners must agree to meet all costs incurred by the Council, including signage, renumbering, administration, and associated costs.
- 8.4. If a request to rename a road or private way is initiated by an Applicant, a *Renaming Road Request Form* (Appendix D) must be submitted with a robust justification. At least three distinct name options must be provided, with a preferred name clearly identified (e.g. *Dawson Road, McKay Point Road, Sheffield Drive*). Proposed names must not be similar or derivative of one another (e.g. *Dawson Road, Dawsons Lane, Dawson McKay Drive*) and must comply with Council's *Road Naming Criteria* (Appendix A).
- 8.5. The application must include written support from at least 80% of the property owners whose properties front the road or private way, with one signature per property. Supporters must also indicate their preferred name. Council staff may request further evidence of consultation with landowners who oppose the proposal.
- 8.6. If the Group Manager of Strategy & Development accept the application, Council may, at its own discretion, undertake further public consultation. This may include notification through local newspapers, social media and Council website. Where applicable, all costs associated with such consultation must be met by the applicant.
- 8.7. The Applicant must consult with the relevant Iwi/hapū and provide evidence of that consultation.

8.8. If accepted by the Group Manager of Strategy & Development, the proposed name change and any consultation feedback will be considered by Council and, if approved, adopted by Council resolution.

9. NAMING OF PRIVATE WAYS

9.1. Where an Applicant seeks to officially name a private way, the proposed name must abide by this Policy. Once a private way name has been approved by Council resolution, it may be formally recorded and recognised.

9.2. The naming of private ways must follow the same process as naming a new road. Where there are multiple property owners, consultation must be undertaken and support obtained from at least 80% of the owners for one of the proposed names. Where the 80% threshold is not achieved due to lack of response, and evidence demonstrates genuine efforts to consult affected owners, the application may proceed forward at the discretion of the Group Manager of Strategy & Development.

9.3. Council has no responsibility for the signage, maintenance or upkeep of any private way.

9.4. Where a private way is to be named is part of a new development, a site plan must be provided. The plan must clearly show the roads to be named and the lots to be numbered as part of the application.

10. PROPERTY ADDRESSING POLICY

10.1. Council may assign or change a number to any area of land, building or part of a building within its district, in accordance with Section 319B of the LGA 1974.

10.2. Property numbering will be carried out in accordance with the Australian/New Zealand Standards: *Rural and urban addressing – AS/NZS 4819:2011*.

10.3. Rural roads are generally numbered using the distance based addressing method. Whether a road is rural is usually determined by the zoning of the property and surrounding properties under the District Plan.

10.4. Urban roads are generally numbered consecutively from the start of the road, with odd numbers on the left-hand side and even numbers on the right-hand side.

10.5. If the zoning of a property changes, Council will review the suitability of the existing numbering, and renumbering may be required.

10.6. Council does not normally assign numbers from a private way. Properties are typically numbered from the adjoining officially named road that provides access. Separate numbering may be considered only where the private way is officially named, and numbers will only be issued once the name has been adopted by Council resolution.

10.7. Where Council decides to renumber a road or private way, affected property owners and residents will be given at least two weeks' notice.

11. COMPLETING THE ADMIN PROCESS

11.1. Where Council resolves to name or alter a road, it must, as soon as practicable, provide a copy of the resolution to Land Information New Zealand and update Council records and systems accordingly.

12. REVIEW

12.1. This Policy will be reviewed every 5 years. Refer to the Policy Index for the Policy Owner.

13. APPENDIX A: ROAD NAMING CRITERIA

Cultural significance	The area/name is significant to Māori
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 or any other native species of the local to the area.
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

GENERAL CRITERIA:

- Council will consider requests from developers when naming new roads created through subdivision.
- Consultation and engagement with the relevant Iwi/hapū is required and must be evidenced.
- Road names must not be offensive, insensitive or commercially based (e.g. *Harvey Norman Place*).
- Names should be easy to spell and pronounce and have an appropriate and meaningful origin.
- Road names should be no longer than 15 characters, excluding the road type (e.g. *Street, Road*).
- Where a personal name is used, preference should be given to surnames only (e.g. *Fairbrother Street* rather than *William Fairbrother Street*).
- Hyphens should be avoided. Where a name is derived from multiple elements, it should either be combined or written as two separate words, ie. naming after Fred Andrews-Jones, use Andrews Jones Street.
- Diacritical marks should not be used to ensure clarity, except for macrons for Māori names.
- Short road names should be used for short roads to support mapping and cartographic purposes.

14. APPENDIX B: SUGGESTIONS FOR ENGAGEMENT WITH IWI/HAPŪ

Engaging with local Iwi/hapū is an important part of responsible and culturally appropriate development. Applicants are responsible for initiating engagement with the relevant Iwi/hapū authority regarding proposing road name.

At a minimum, Applicants should contact the relevant Iwi/hapū authority to advise them of the proposal and determine whether any further engagement or consultation is desired.

In some cases, Iwi/hapū may advise that they have no concerns with the proposal or may provide their support without requiring further consultation. Where this occurs, Applicants may proceed, provided a written record of that response is retained and submitted to Council.

Where the relevant Iwi/hapū authority requests further engagement, Applicants should approach the process with respect, openness, and a focus on building positive relationships. The following suggestions can assist developers in navigating this engagement:

1. Research and understand the relevant Iwi/hapū (values, history, and significant places). Council staff can help confirm the correct Iwi authority (in some locations more than one Iwi/hapū may need to be engaged where boundaries overlap).
2. Identify the right contact person and make an initial approach to the Iwi authority for guidance on how to engage (this may include hapū, leaders, cultural advisers, or liaison officers). Council staff can assist if needed.
3. Arrange an initial meeting to introduce yourself, your project, and the purpose of engagement.
4. Provide clear project information, including location, scope, and any proposed naming themes or relevant history.
5. Respect cultural protocols and tikanga during all engagement. Ask what is appropriate and follow the guidance provided.
6. Work collaboratively on name options. Involve Iwi/hapū in developing and refining names to ensure they are meaningful and appropriate.
7. Discuss the meaning, symbolism, and correct spelling/pronunciation of proposed names.
8. Maintain ongoing communication as the project progresses and advise Iwi/hapū of key milestones or changes.
9. Maintain a clear and comprehensive written record of engagement outcomes, including decisions made and any requirements identified. Complete and well-documented evidence supports Council's assessment of the application; insufficient or missing records may result in the application being declined.

Note: Engagement timeframes can vary. In some cases, road naming may take longer than expected and will depend on the internal processes of the Iwi/hapū authority.

15. APPENDIX C: ROAD TYPES

Suffix	Standard Abbreviation	Definition	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	✓	✓	✓

16. APPENDIX D: APPLICATION FORM FOR ROAD NAME/RENAMING



Application for road name/renaming	
Date of application	
1. Name of person making request	First name: _____ Surname: _____
2. Postal Address of applicant	
3. Contact details	Phone: _____ Mobile: _____ Email: _____
4. Road to be named location	Address: _____ Legal Description: _____
5. Type of naming	☐ New road created from subdivision ☐ Road Re-Naming ☐ Existing Legal Unnamed Road ☐ Private road
6. Proposed road names <i>Please provide three names in order of preference along with their background</i>	
Road 1	
Name	
Road 2	
Name	
Road 3	
Name	

Background	
------------	--

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 80% 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.

	Yes	NA
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. Is it endorsed by the relevant Iwi/hapū, is the spelling correct (including macrons where appropriate), and have you provided evidence of engagement and endorsement?		
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?		