



Road Naming Policy 2022

Policy type

- **Management Policy**

Policy Owner	Roading Manager		
Adopted by	Thames-Coromandel District Council		
Description of policy	This policy is to ensure timely and consistent selection of road names.		
Keywords	Road names, street numbering,		
Policy Number	<i>Leave blank</i>	Doc Set Number	
Supersedes policy no.		Superseded by	
Date policy first adopted		Date this version adopted	13 September 2022
This version effective from:	01 October 2022	Date of next review:	01 October 2027

The Road Naming Policy is used to guide decision-making. The policy includes the procedure for the naming of roads to ensure consistent decisions are made across the organisation.

Objective

The purpose of the Road Naming Policy (and the Road Naming Procedure) is to ensure that:

- Council meets the requirements of the Local Government Act 1974
- There is a clear procedure for road naming
- Tangata whenua are consulted when a Māori road name is proposed
- Consultation and/or engagement is undertaken with community boards and directly affected property owners
- Timely and consistent selection of road names occurs
- Emergency services can correctly identify roads and properties and therefore achieve greater community safety.

Scope

The Road Naming Policy (including the Road Naming Procedure) is consistent with the 'Australian/New Zealand Standard – Rural and urban addressing – AS/NZS 4819:2011', except where otherwise stated below.

This policy applies to:

- The naming of new or unformed public roads and service lanes
- Changing the name of an existing public road or service lane
- The naming of a new or existing private road

- The naming of other formed vehicle access ways to private property i.e., rights-of-way, common access lots.

This policy includes the Road Naming Procedure, which sets out the process required to:

- Name a new public road to be vested to Council
- Change the name of an existing public road; or
- Name an existing unnamed public road or private way that is requires to serve six lots or more.

Background

Section 319 of the Local Government Act 1974 assigns to Council general powers in respect of roads. Specifically, section 319 (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.”*

Council’s Code of Practice for Subdivision and Development November 2013 (the Code) has a ‘Road Naming Procedure’ included as Appendix I2. The Code is a document referenced as a standard in the Proposed Thames-Coromandel District Plan. The Road Naming Procedure in the Code is a matter of to be considered when an application for a subdivision consent is assessed by Council.

The Road Naming Procedure in the Code has been the process used by Council planners for the naming of roads since the Proposed District Plan was approved by Council on 29 April 2016. Since then, several new roads have been vested to Council and named following the Road Naming Procedure.

On 3 August 2021 Council considered a report on road naming and Council passed the following resolution:

“That the Thames-Coromandel District Council:

1-6 ...

- 7. Approves to review the current Road Naming Procedure and to develop a set of guidelines which will consider Iwi consultation requirements on new road names across the District.*

Moved/seconded by: Morrissey/Christie”

This Road Naming Policy has been developed following the review requested by Council and is consistent with guidelines for road naming and numbering of properties.

Policy statement

The Road Naming Procedure attached to this policy outlines the process for determining a road name and is to be followed when the naming of roads is requested in an application to Council for subdivision consent.

The principles listed below for road naming will enable the selection of road names to be done in a timely and consistent manner, so that:

1. The use of Māori road names is actively encouraged
2. Roads shall only have one name

3. Road extents are clearly defined
4. Road names will promote public safety and service delivery
5. Proposed road names shall demonstrate a linkage to the locality
6. Renaming of roads will occur only when compelling or legitimate reasons are evident.

Implementation

The Road Naming Policy must be consistent with the *'Australian/New Zealand Standard – Rural and urban addressing – AS/NZS 4819:2011'* when proposed road names are assessed by Council staff for consideration by a Community Board and Council.

The policy will also apply to a change or alteration of a road name, which may be for the following reasons (this is not an exclusive list):

- To correct spelling
- To eliminate duplication or confusion, particularly for emergency services
- To allow for changes in road layout
- To make geographical corrections
- Where the road name causes offence
- To assign different names to separate ends of a road with an impassable section for vehicles somewhere on the road.

Monitoring and review

Monitoring of the Road Naming Policy (and the Road Naming Procedure) includes a review in March 2028 or on the fifth anniversary after its adoption, whichever date occurs first.

This policy may also be reviewed in response to changing legislative and statutory requirements or in response to an issue that may arise.

Definitions

Access lot	a parcel of land with shared ownership used for the purpose of vehicle access to the respective owners' properties.
Access way	means the same as in section 315 Local Government Act 1974.
Legal road	any road legally established as a public road.
Private road	means the same as in section 315 Local Government Act 1974 and is not maintained by Council.
Private way	means the same as in section 315 Local Government Act 1974; being over private land with restricted access, including rights-of-way and access lots.
Public road	means the same as road in section 315 Local Government Act 1974 and is maintained by Council in accordance with roading policies. This includes a service lane and an access way.
Service lane	means the same as in section 315 Local Government Act 1974.

Different types of roads can also be found in the following standard and guidelines:

- **Australian/New Zealand Standard – Rural and urban addressing – AS/NZS 4819:2011**
 - *Appendix B – Road Types New Zealand*
- **Guideline for addressing in retirement villages – LINZG80700 (07 July 2016)**
 - *Appendix A – Road name types that can be used within retirement villages*
- **Guidelines for addressing in-fill developments – LINZ OP G 01245 (1 November 2019)**
 - *Appendix A – Road types for use within in-fill developments*

Road Naming Procedure

This procedure describes the process for making decisions on the naming of roads in accordance with the Road Naming Policy.

Implementation procedure

The Road Naming Procedure will apply to the following parties:

- Thames-Coromandel District Council staff
- Community Board members
- Land developers vesting and creating public and private roads to be shown on a survey plan for an approved subdivision; and
- Property owners on a public or private road that is proposed to be renamed.

The Road Naming Procedure must be consistent with the '*Australian/New Zealand Standard – Rural and urban addressing – AS/NZS 4819:2011*' when proposed road names are considered by a Community Board and Council.

The standard ensures that road naming is a consistent process that enables approval of road names that minimise confusion and avoids duplication and errors. The standard requires any road (including private roads, private ways and access ways) that serves six or more lots to have a road name.

Process

1. A request for a road name is submitted to Council.

All requests to Council for a road name to be approved shall be in writing. If the request for a new road is part of an approved subdivision, the request shall be made either with the application for a subdivision consent or prior to an application for the RMA s223 certificate.

The application shall include:

- i. Two suggested road names and correct road types (in accordance with the '*Australian/New Zealand Standard – Rural and urban addressing – AS/NZS 4819:2011*' and the selection criteria set out below)
- ii. Proposed road names to be listed in order of preference
- iii. Reasons in support of proposed road names
- iv. Confirmation that the proposed road name is not the same or similar to existing road names in the district; and
- v. Evidence of any consultation or engagement with affected persons on the proposed road name.

Consultation and Engagement requirements:

Consultation with mana whenua by the applicant should be undertaken to confirm the appropriateness of the proposed road name(s) if a Māori name is chosen for a public or private road. Macrons can be used in the spelling of Māori road names(s) and should be considered to ensure appropriate and intended definitions/meanings are reflected.

If an existing public or private road name is proposed to be replaced, the applicant shall show the results of engagement or discussion with affected landowners and stakeholders. Any agreement or comments from those landowners shall be provided to Council. The assessment of the proposed road name shall be the same as for a request for a new road name.

In a situation where agreement is not obtained by a significant majority of the landowners having an existing physical address for the existing public or private road then full evidence of the engagement undertaken in that regard, shall be provided to Council as part of an application, including with parties who are not in agreement.

Selection Criteria:

The selection of a road name for a public road should have significant local content or meaning. Appropriate names should consider the following criteria in no particular order of priority:

- a) A traditional or appropriate Māori name which is acceptable and approved by iwi in the rohe
- b) A common or established theme for the locality
- c) An historical or notable person with an association to the location or is nationally recognized
- d) An historical event associated with the location
- e) A significant feature of social, cultural or topographical importance.

Note: The above criteria are applicable only to public roads. Private roads shall be assessed on a case-by-case basis with regard to the requirements of the *'Australian/New Zealand Standard – Rural and urban addressing – AS/NZS 4819:2011'*.

Specifically, a proposed road name:

- a) Should be original and not duplicate or sound like existing road names
- b) Should preferably be short, without any abbreviation. One exception to this criterium is for "St", which can be used for "Saint" ("Mount" shall be written in full and not be abbreviated)
- c) Should have a short name for short streets to avoid cartographic problems
- d) Should be easy to read and pronounce
- e) Should have a maximum length of 15 characters (including spaces), without hyphens
- f) Shall not be in poor taste or likely to cause offence.

2. Assessment and reporting of the proposed road name(s)

A staff member shall check the proposed road name(s) against the District Roads Index, the *'Australian/New Zealand Standard – Rural and urban addressing – AS/NZS 4819:2011'*, and any other applicable guidelines such as those used for retirement villages and infill development together with the criteria set out above in point 1.

Council staff will advise the applicant if a road name is not suitable and the reasons for this. The applicant will be given an opportunity to amend the road name request.

Once the proposed road name has been assessed and considered to fit the relevant assessment criteria, the staff member will prepare a report to the next available meeting of the relevant Community Board, for consideration and recommendation to Council.

3. Making the decision on the road name

A recommendation on a new road name or the alteration of an existing road name will be made by a Community Board resolution. This recommendation by the Community Board will be forwarded to Council, for Council to make a decision on the road name.

4. Implementation of the approved road name

Advice of new road name is provided to applicant and other Council staff. The new road name is formally recorded in Council records.

Key stakeholders and relevant government agencies are informed of the new road name.

All new signage for new road names in an approved subdivision shall be arranged by and at the cost of the land developer.

Staff costs for work under this road naming policy and procedure are included in the costs charged for the subdivision consent application and are charged on a time/cost basis.

Staff costs for the renaming of an existing road will be charged to the applicant, if considered appropriate.

Council's files and records will be amended to record the new road name.