

Road Naming Policy 2024



Kaipara te Oranganui • Two Oceans Two Harbours

Road Naming Policy			
Category	Council	Business Unit	
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Type	Voluntary – non-statutory	Date first adopted	November 2017
Authorised	Council	Review cycle	5 years
Last review date	31 July 2024	Next review due	07/ 2029
Published	Adopted		

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1. Legislative requirements and National Standards

- 1.1 The legislation and guidance associated with road names is enabling. The final decision making on road names rests with Council (Elected Members).
- 1.2 Section 319(1)(j) of the Local Government Act 1974 provides Council with the general power to name and to alter the name of any road and to place on any building or erect on or adjacent to any road a plate bearing the name of the road.
- 1.3 New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing provides guidance to the naming of roads and sets national standards for the numbering and naming of roads.

2. Purpose

- 2.1 The purpose of the Road Naming Policy is to provide a consistent and transparent process for developers and the community when selecting and obtaining approval for naming new roads and other shared property accesses, or changes to road names. The Policy also ensures that road names are not duplicated.

3. Scope

- 3.1 This Policy applies to all public and private roads and all private ways, including:
 - a) Roads that are created through subdivision development.
 - b) The formation of existing unformed legal roads (Paper Roads)
 - c) The naming of existing un-named public or private roads and private ways.
 - d) Re-naming an existing public road or paper road.

4. Process overview.

Process	Reason/meaning
Application from Developer	It is the developer's responsibility to make an application for new road names in accordance with the processes set out in this policy.
LINZ approval	LINZ (Land Information NZ) approval is required to ensure that there is no duplication of road names or names that are too similar within the district.
Council	The elected members of Kaipara District Council.
Council Decision	Council makes the final decision on new or altered road names.
Stakeholders informed	Applicant and other stakeholders are informed of the decision.
RAPID numbers issued	RAPID Numbers are issued following the confirmation of road names and Section 224 (RMA) sign-off.
Road	As defined by Section 315(1) of the Local Government Act 1974

5. General provisions.

- 5.1 Kaipara District Council (elected members) is responsible for the final decision making on road names (public or private) and names for private ways and assigning each property number.
- 5.2 All properties upon issue of a title will have a unique address to enable a property to be identified for emergency services and serviced as required for power, mail, and deliveries.

6. Roads that require names.

- 6.1 Newly formed public roads that are to be vested in council shall be named in accordance with this Policy.
- 6.2 Formed private roads and ways providing access to six or more Lots are encouraged to be named. Reference can be made to the Surveyor-General/Land Information New Zealand “Guidelines for addressing in-fill developments LINZ OP G 01245, 1 November 2019” for guidance.
- 6.3 Formed private roads and ways that service less than six Lots can be named if the developer chooses to do so. (Note: where it is probable that there will be further subdivision off a Private Road or Private Way, a road name will be deemed desirable).
- 6.4 Where the private way forms an extension to, or is a continuation of, an existing named private way, then the current name will automatically apply.

7. Applications for new road names

- 7.1 An application for a new road name can be made by the developer, subdivider, or any existing property owner within the subdivision.
- 7.2 An application for a new road name must include the following information:
 - a) The applicant details.
 - b) A list of current road names in use within or adjacent to the development area.
 - c) A plan identifying all public roads, private ways, private access lots, etc., within the area of interest annotated with the proposed status of each road, i.e. road to vest in Council, private access lot, private right of way, etc.
 - d) Where the development is a staged subdivision, a concept plan of the development showing all stages.
 - e) Three proposed names, setting out the order of preference for each road shown on the plan, for example, if there are four new roads, a total of 12 names need to be submitted.
 - f) A reason for each name including any meaning, origins, historical background, relationship with a theme, link with the area.
 - g) A statement of any common or existing established road name theme in the area.
 - h) The outcome of any consultation undertaken.
- 7.3 It is the Applicant’s responsibility to ensure sufficient time is allowed to make and issue a decision prior to issuing a Section 224 (RMA) Certificate.
- 7.4 Payment for the signs and their installation must be received prior to issue of 244(c) RMA Certificate.

8. Road name requirements

- 8.1 Road names shall not be duplicated within the Kaipara District (Note: Council will seek LINZ approval for road names to ensure this requirement is met).
- 8.2 Road names with similar spelling or pronunciation within the same town or community will be avoided. For consistency with the guidance given by AS/NZS 4819:2011 Rural and urban addressing, the following types of road names should be avoided:
- a) Names, that in the Council's opinion, have the potential to cause offence.
 - b) Names, that in Council's opinion, are insensitive, ambiguous or have a double meaning.
 - c) Abbreviated names or terms.
- 8.3 The following types of road names are discouraged unless there is a compelling reason for the name:
- a) Roads named after any commercial organisation.
 - b) Long (*15 characters or more – excluding suffixes*) or difficult to pronounce names.
 - c) Names with hyphens, apostrophe marks or a possessive 's', unless it is a Māori name that requires a macron (*or similar*) to preserve the correct meaning.
- 8.4 The following types of road names are encouraged:
- a) Easy to spell and pronounce, consisting of a single word alongside an appropriate suffix (*note: short names should be used for short streets for mapping purposes*).
 - b) Names with an historical or cultural attachment or significance to the area.
 - c) Have meaning to the local community.
 - d) Reflect the local natural environment.
 - e) Consistent with a theme for the development or nearby area.

Note: A road name should be easily pronounced and spelt and be easily understood when written or used in conversation.

9. Te Reo names and assistance

- 9.1 Developers of any road (vested in Council or private way) proposing to use Te Reo Māori names are encouraged to check the spelling and any cultural sensitivity of proposed road names. Council staff can be contacted for assistance with Iwi consultation, including relevant contact details. The final decision on any names submitted for approval by Council is that of the applicant.

Note: Applicants may wish to utilise established Iwi authorities relevant to the area where the road is located when proposing a Te Reo road name. The Iwi authorities are:

- a) *Te Uri o Hau*
- b) *Te Roroa*

10. Renaming existing roads

- 10.1 Council will consider renaming an existing road:
- a) Where there is a demonstrable benefit to the community.
 - b) To correct spelling.

- c) To eliminate duplication in spelling or pronunciation.
 - d) To prevent confusion arising from significant changes to road layout.
 - e) To assign different names to separate ends of a road with a permanently impassable section along its length.
 - f) To make geographical corrections.
 - g) To correct cultural references and context.
- 10.2 Council will consider the wider context of the existing road name, including any long-established usage and whether a change will result in confusion among the wider community.
- 10.3 Council will consider the wider cost to the local community, including local businesses that may utilise the existing road name.
- 10.4 When a request to rename a private road or private way is made, evidence of consultation with property owners / residents that have access onto the road must be provided.
- 10.5 In addition to the information set out in 7.2 (above), an application to rename a road must include an explanation as to how the renaming will be of benefit to the community.
- Note: meeting any or all the requirements set out in 10.1 to 10.5 does not guarantee that the application will be successful. Council's decision will be final.*

11. Suffixes

- 11.1 Road name suffixes (e.g. Avenue) provide a physical description of the road or private way and provides context for the road.
- 11.2 A road name without an appropriate suffix will only be considered if there is an exceptional reason for not having a suffix.
- 11.3 Available suffixes are set out in Appendix A, along with a description of where they are appropriate.
- 11.4 Alternative suffixes (not set out in Appendix A) may be considered where:
- a) The available suffixes are not appropriate to the road; and
 - b) The proposed suffix provides an accurate reflection of the physical or geographical context of the road.

12. Signage

- 12.1 The developer is responsible for the cost of providing and erecting the road / private way road name signage and any other required supplementary name plate. *Note: Unless otherwise agreed between Council and the developer, the cost of signage will be invoiced by Council. Signage requirements will normally be a condition of Resource Consent.*
- 12.2 All signage must comply with Council Engineering Standards, including the appropriate background colours and signage that differentiate between public and private ways. *Note: specifications can be found in Council's Engineering Standards.*
- 12.3 Council will maintain all compliant Council approved road name signs, including signs for private ways, where located on a public road or other public land, consistent with Council's Engineering Standards.

13. Relevant Legislation and Standards

13.1 The following is relevant legislation with respect to this Road Naming Policy:

- a) Local Government Act 1974 (Section 315)
- b) Local Government 1974 (Section 319)
- c) AS/NZS 4819:2011 Rural and urban addressing

14. Definitions

14.1 Road has the same meaning as Section 315(1) the Local Government Act 1974.

14.2 For the purposes of this Policy, a road may take any of the following forms:

- a. Public Road: a road that is vested in Council, or forms part of the State Highway network, and is intended for public use. It may include an accessway or service lane vested or controlled by Council.
- b. Private Road: a road on private land that is not vested in Council, nor maintained by Council (but normally maintained by an organised body corporate or other legal entity) but is intended for general public use.
- c. Private Way: a privately owned and maintained way where access is confined to certain persons and not intended for the use of the public generally e.g. a jointly owned access lot (JOAL)/right of way.
- d. Paper Road: a public road that appears on a survey plan but has not been formed.

Appendices

Appendix 1 Approved Road Name Suffix Definitions

The road type, physical or geographical context of the road should be appropriate to the suffix used and its definition. Road names without a suffix are strongly discouraged. An alternative suffix (*not listed in the Appendix*) may be utilised where there is a compelling reason, and the suffix provides accurate physical or geographical context.

Suffix	Definition
Alley	A narrow roadway for people or vehicles in cities and towns
Avenue	A generally broad straight roadway with trees or other objects at regular intervals
Boulevard	A broad main street often planted with trees and grass plots
Circle	A roadway that forms a circle or part of a circle
Close	A short, enclosed road
Corner	A short roadway containing a sharp bend or corner
Court	A short, enclosed road
Crescent	A crescent or half-moon shaped street rejoining the road from which it starts
Crest	A roadway running along the top or summit of a hill
Cul-de-sac	A short, enclosed road
Drive	An especially scenic road or street. A main connecting route in a subdivision or suburb
Esplanade	A level roadway, often along a seaside, river or lake
Glade	A roadway usually in a valley of trees
Glen	A roadway through a narrow valley
Grove	A road that often features a group of trees standing together
Heights	A roadway traversing high ground
Lane	A narrow way, path, country road or street. A narrow passage between hedges or buildings, an alley
Parade	A public promenade or roadway with good pedestrian facilities along the side
Place	A short sometimes narrow enclosed roadway. Cul-de-sac
Quay	A roadway along the waterfront
Ridge	A roadway along the top of a hill
Rise	A roadway going to a higher place or position
Road	Route or way between places. General usage. Defined in Local Government Act 1974, Section 315
Row	A roadway with a line of professional buildings on either side
Street	A township carriageway that has buildings usually on both sides. General usage
Terrace	A roadway usually with houses on either side raised above the road level
Track	A narrow country road that may end in pedestrian access
Vale	A roadway along low ground between hills

Suffix	Definition
View	A roadway commanding a wide panoramic view across the surrounding areas
Walk	A thoroughfare with restricted vehicle access used mainly by pedestrians
Way	A winding or curved track or path for passing along

Appendix 2 Suitable suffixes for different road types.

Note: This section is intended for guidance only.

Road Type	Suffix
Cul-de-sac (short dead-end street with turnaround at the end)	Close, Court, Place
Wide spacious street	Avenue, Boulevard, Parade
Urban or residential streets in established communities – general usage.	Street
Urban routes or connector – general usage.	Road

Appendix 3 Suitable suffixes for private roads and ways.

Note: This section is intended for guidance only.

Road Type	Suffix
Narrow road and right of way	Lane, Track, Way
Associated with high ground	Crest, Heights, Rise, Ridge, View
Associated with low ground	Glade, Glen, Grove, Vale
Tree lined road	Glade, Grove