

## **ROAD NAMING POLICY OF THE HOROWHENUA DISTRICT COUNCIL**

### **Introduction.**

*This policy is to assist decision makers in the Horowhenua District Council to meet their responsibility in the naming of roads within the District. This relates to new roads, unnamed existing roads (e.g. paper roads) and to private roads and accessways. It does not relate to road numbering, that function being the responsibility of officers of the Council already.*

*As well as preventing potential confusion or mistakes for users a consistent approach to road names can provide a transparent and balanced process for the naming of key infrastructural assets, and provide a way of recognising and enhancing our District's history, culture and identity,*

### **Naming of Streets, Roads and Private Ways**

*Council has the authority under section 319(j) and 319A of the Local Government Act 1974 to name roads. New names are usually needed for new roads in subdivisions, or when a previously unnamed road is constructed.*

### **New Road Names**

*Where new roads need to be named as a result of a new subdivision or development the subdivider/developer shall be given the opportunity of suggesting up to three options, in order of preference. When submitting the preferred options comment should be given on why the names have been chosen, including any meaning and historical background and consultation undertaken, in support of the application.*

*In cases where subdividers/developers do not wish to submit preferred options for road names, Council officers will prepare a list of options for consideration and a decision.*

*Before submitting a name, a developer should review names in use with staff and/or Land Information New Zealand and provide evidence of having done so. Failure to provide such background information may lead to delays whilst staff confirm the suitability of the proposed name/s.*

*Similarly, when a developer proposes a Maori name confirmation of the views of local Iwi must be provided. If this is not provided there may be some delay while staff seek this confirmation.*

*Ideally the road names are to be submitted at the time of the application for consent for the subdivision or development, or no later than application for approval of the Land Transfer Plan.*

*The full costs of the signs and their erection are to be paid for by the subdivider/developer.*

*Where a new road name is required as a result of a Council subdivision it shall be referred to an ordinary Council meeting for a decision provided that prior consultation with the Foxton Community Board shall be undertaken where appropriate.*

### **Private Ways**

*It is not the Council policy to directly name private ways. If however names are to be endorsed for private ways then the names shall be in accordance with the Approval Criteria and Style Guide and subject to the specific criteria below.*

*Whilst the Council has no responsibility in naming private accessways it does have a responsibility to number properties within it, hence the following criteria.*

*Where the Council is requested to endorse the name of a private right of way it will apply the following criteria.*

1. *The Council will not endorse the use of any name for a private right of way serving four or less properties by direct access off it. In such cases it will number those properties off the parent street in the normal way.*
2. *Where a private right of way provides direct access to five or more properties then the Council may endorse the selected name of that property and if it does so will number the properties off that right of way as for a new street.*

### **Renaming Roads and Naming of Existing Legal but Previously Unformed Roads**

*The Council does not encourage the changing of road names because of the cost of the procedures and the inconvenience and cost caused to the public.*

*A name change will only be made if Council considers that there is a very good reason to change the name, that the change will result in a clear benefit to the community and, the owners of land fronting the road are generally in agreement with the proposal.*

*Reasons for changing road names may include;*

- *spelling correction,*
- *prevention of duplication in spelling or sound,*
- *prevention of confusion arising from major layout changes to roading,*
- *geographical corrections,*
- *issues of cultural sensitivity,*
- *is requested to do so by emergency services.*

*Council will only institute a name change if a budget is available to meet the costs or suitable arrangements have been made to meet the costs.*

*Where an owner or occupier of a property in a particular road or a member of the public seek to have a road name changed and the change does not meet the above criteria for changing road names, Council will only consider initiating the change if:*

- *The request takes the form of a petition signed by at least 80% of the owners whose properties front the road.*
- *The name suggested by the applicants must be acceptable to the Council in terms of the criteria for naming new roads.*
- *The applicants or petitioners agree to meet the all costs and disbursements incurred by the Council (including costs of signs, renumbering, administration etc).*

*Decisions to change road names will be made by the Council at an ordinary meeting.*

*Consequential changes to property numbers (where necessary) will be undertaken by Council in its customary manner.*

### **Approval Criteria**

*The following factors shall be taken into account when selecting street and road names:*

- a. *Names of local historical or geographical significance.*
- b. *Well known, or previously well known, names of farms or properties.*
- c. *Maori names of local significance. Appropriate consultation and advice may be required.*
- d. *Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, politics, local government, military, etc. Naming after persons living is generally avoided. Permission of surviving relatives should be obtained where appropriate.*
- e. *Continuing an established theme in a neighbourhood.*

- f. *Where more than one road is being created in a subdivision, a common theme is recommended for the names.*
- g. *A significant feature in the area (for example, geographical feature, landscape, flora, fauna). Naming after features which do not exist in the area should be avoided (for example, naming after native trees or plants that are not evident in the area, or views that can not be identified).*
- h. *Where an existing street is being extended, the street extension will be the same as that of the existing street.*
- i. *Names cannot be offensive, insensitive or commercially based.*
- j. *All road signs for private ways shall be annotated "Private" at the applicants expense.*
- k. *The Council may not necessarily accept the marketing name for a development as a road name for any road within a development.*
- l. *A new road shall not be named the same, or similar to a road already in existence within the District.*
- m. *It is desirable for short roads to have short names (for reasons of printing the names on maps).*
- n. *Individuals full names will only be used where the name is of reasonable length and the first name needs to be used to correctly identify the individual being commemorated. Full names longer than 15 letters will not usually be considered. In these instances, consideration will be given to using only the surname.*
- o. *Diacritical marks such as macrons should not be used, to ensure the clarity of signs is maximised.*
- p. *The use of hyphenated names should be avoided if possible.*
- q. *Where possible it is desirable that the thematic nature of road names be retained in any new developments in an area*

*Note that the proposed road names will be checked against Council's database to avoid duplication.*

### **Style Guide for Names**

*To ensure a consistent standard of road naming, the following style guide should be applied:*

- a. *In general the "road type" of a road/private way will reflect the public/private nature of a road, or the geography of the area and in accordance with the naming guide below:*

<b>Type of Road</b>	<b>Road Name</b>
<i>Relatively short, dead-end Roads, Cul-de-sacs</i>	<i>Place, Court, Close, Grove, Way, Courtyard, Rise, Mews, View</i>
<i>Loop Road to same Street</i>	<i>Crescent, Loop, Circle, Terrace</i>
<i>Rural Road</i>	<i>Road, Track, Terrace</i>
<i>Long cul-de-sacs, Through Roads</i>	<i>Road, Street, Drive, Ridge, Terrace</i>
<i>Narrow Road, Service Lane</i>	<i>Lane</i>
<i>Wide spacious roads</i>	<i>Avenue, Boulevard, Parade, Street</i>
<i>Street in Commercial areas</i>	<i>Arcade, Mall, Plaza, Square, Street, Road</i>
<i>Private Rights of Way/roads</i>	<i>Court, Lane, Grove, Place.</i>

**NOTE:** *The above is a guide only and people are welcome to make other suggestions. However, it is Council's prerogative to name streets and the Council may refuse to approve names considered unsuitable for any reason.*

### **Additional Notes**

*When the new name is confirmed, the standard format Council name sign shall be erected. For new roads in subdivisions the developer shall pay Council for the required sign(s) and installation. For existing legal but previously unformed roads and roads being renamed the Council shall meet the cost of sign(s) and installation.*

*If a developer erects its own ornamental name sign(s) and/or post, in addition to the Council name sign, and that ornamental name sign is damaged or stolen, then the Council shall not be responsible for the repair or replacement of that name sign.*

*These sign types should ordinarily be positioned on private property (or the property boundary).*

*If a developer requires a sign to be positioned within the road reserve, an application must be submitted to the Council's Community Assets Department for consideration. They may, or may not, approve the application in their sole discretion.*

### **Notification:**

*Where a new road name is approved the Council will notify statutory bodies as required under section 319A of the Local Government Act 1974 as well as emergency services operating in the District (Fire, Police, Ambulance, New Zealand Post in particular) and any other agencies of relevance at officer discretion."*

*"THAT under the provisions of Clause 32 of Schedule 7 of the Local Government Act 2002 the authority to name roads (under Sections 319 and 319A of the Local Government Act 1974) be delegated as follows with a right of review to the Hearing Committee by any objector within 10 working days of being notified of the decision. Delegations approved shall be exercised in accordance with the policy approved by the Council.*

- i) Road names within the geographical area of the Foxton Community Board be delegated to the Foxton Community Board.*
- ii) Road names elsewhere in the District be delegated to the Chief Executive Officer."*



Monique Davidson  
Chief Executive