

<b>Central Hawke's Bay District Council</b>	<b>POLICY MANUAL</b>	
	<b>Document #</b>	2.11
<b>NAMING OF STREETS AND ROADS POLICY</b>	<b>Approved by:</b>	Council
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	<b>Page:</b>	Page 1 of 5

## 1. NEW ROADS

Requests for new road names are to be submitted with the application for subdivision consent. The subdivider shall submit three names in order of preference with reasons for the suggestions and results from any consultation undertaken.

In cases where subdividers/developers do not wish to submit preferred options for road names, the Chief Executive or a delegated officer will provide three options which will be included in the report that requests a new road name.

The Finance and Planning Committee will consider the request and recommend to Council road names for the new roads with reference to the following Naming of Streets and Roads Policy approval criteria and style guide.

## 2. RENAMING ROADS

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

A name change will only be made if Council considers 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;

- a) Spelling correction.
- b) Prevention of duplication in spelling or sound.
- c) Prevention of confusion arising from major layout changes to roading.
- d) Geographical corrections.
- e) Issues of cultural sensitivity.

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:

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

The Finance and Planning Committee will consider the request and recommend to Council new road names for the roads with reference to the Naming of Streets and Roads Policy approval criteria and style guide.

### **3. APPROVAL CRITERIA**

The following factors shall be taken into account when selecting names:

- a) Historical or geographical significance.
- b) Well known or previously well known names of farms, properties or run holdings.
- c) Maori names of local significance. Appropriate consultation and advice from the Maori Consultative Committee may be required.
- d) Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, science, politics, local government, military etc. Naming after persons living should generally be avoided. Permission of surviving relatives should be obtained where deemed appropriate.
- e) Continuing an established theme in a neighbourhood.
- f) A significant feature in the area (for example, geographical feature, landscape, flora or 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 cannot be identified).
- g) Where an existing street is being extended, the street extension will be the same as that of the existing street.
- h) Names cannot be offensive, insensitive or commercially based.
- i) Council may not necessarily accept the marketing name for the development as a road name for any road within a development.
- j) A new road shall not be named the same or similar to a road already in existence within the Central Hawke's Bay District.
- k) In some circumstances reference to the New Zealand Geographic Board Nga Pou Taunaha o Aotearoa, Rules of Naming in New Zealand may be made by Council to guide its decisions regarding street naming.

### **4. 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 will reflect the public nature of a road or the geography of the area. For example, an urban road would be a "Street", "Place", "Avenue" or "Crescent" whereas a remote rural road would be a "Road".
- b) 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. Under no circumstances will initials be used in any part of the name.

- c) Short names for short streets, private rights of ways and the like are suggested for practical reasons.
- d) Printed symbols such as apostrophes and hyphens should not be used, to ensure the clarity of signs is maximised.

## ROAD TYPES

- The road type must reflect the functions and characteristics of the road
- The road type must be selected from the list in Appendix B of the Standard AS/NZS 4819:2011
- Council reserves the right to require the use of a different term if it believes that the term suggested is not suitable

## NUMBERING

Once the Road/ Accessway name has been approved, Council will allocate numbers to the affected properties. Council will update their records and forward details to LINZ, NZ Post and the local delivery centre in Napier, Chorus, Emergency Services contacts via Corelogic (Terralink & Property IQ) and Hawke's Bay Regional Council via Quoteable Value. Property Owners will need to update their own records and contact details accordingly.

## **5. PRIVATE WAYS AND ACCESS DRIVES**

Clause 4.2.1 of the NZ Standard Rural and urban addressing AS/NZS 4819:2011 states that all formed roads, including private roads, that are generally open to the public or to services shall be named except as set out in Clause 4.2.2 where it allows roads and accessways servicing five sites or less to not be named. The District Plan requires that access to more than ten lots must be by legal road.

## REQUEST FOR A NEW ACCESSWAY NAME

- The subdivider/developer shall submit to Council three names in order of preference with reasons for the suggestions and results from any consultation taken
- Proposed names must comply with NZ Standard Rural and urban addressing AS/NZS 4819:2011
- In cases where subdividers/developers do not wish to submit preferred options for private accessway names, the Chief Executive or a delegated officer will provide three options
- Preferred option(s) will be presented to the Council
- Council and Land Information New Zealand (LINZ) can approve or decline the preferred name if they believe that it is not suitable

## ACCESSWAY NAME SELECTION

The following provides some guiding principles on choosing new names. Short names that consist of a single word are preferred.

The Name must:

- be unique, clear and unambiguous.
- be shorter in length, rather than longer, especially where the road itself is short

- be easily pronounced and spelt and be easily understood when written or in conversation

The Name must not:

- be offensive, racist, derogatory or demeaning
- include apostrophes or hypens
- be the same or similar to an existing road name within the Central Hawkes Bay District

### SIGNAGE & COSTS

- Accessway signage, installation and maintenance is at the cost and responsibility of the subdivider/ developer
- Signage must comply with the relevant sign rules as set out in the District Plan. The main contact for signage requirements is the Senior Planner Landuse Consent at Council
- The subdivider/developer may wish to add the words Private Way to the road sign

**Current and future maintenance and road sealing of Private Accessways does not fall under the responsibility of Council.**

## AS/NZS 4819:2011 Appendix B: list of the 32 official road types

Road Type	Abbreviation	Description	Open Ended	Cul-de-sac	Pedestrian Only
Alley	Aly	Usually narrow roadway in a city or towns.	x	x	
Arcade	Arc	Covered walkway with shops along the side.			x
Avenue	Ave	Broad roadway, usually planted on each side with trees.	x		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	x		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	x	x	
Close	Cl	Short enclosed roadway.		x	
Court	Crt	Short enclosed roadway, usually surrounded by buildings		x	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	x		
Drive	Dr	Wide main roadway without many cross-streets.	x		
Esplanade	Esp	Level roadway along the seaside, lake or a river.	x		
Glade	Gld	Roadway usually in a valley of trees.	x	x	
Green	Grn	Roadway often leading to a grassed public recreation area.		x	
Grove	Grv	Roadway that features a group of trees standing together.		x	
Highway	Hwy	Main thoroughfare between major destinations.	x		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway.	x	x	x
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	x		
Mall	Mall	Wide walkway, usually with shops along the sides.			x
Mews	Mews	Roadway in a group of houses.		x	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	x		
Place	Pl	Short, sometimes narrow, enclosed roadway.		x	
Promenade	Prom	Wide flat walkway, usually along the water's edge.			x
Quay	Qy	Roadway alongside or projecting into water.	x	x	
Rise	Rise	Roadway going to a higher place or position.	x	x	
Road	Rd	Open roadway primarily for vehicles.	x		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	x	x	
Steps	Stps	Walkway consisting mainly of steps.			x
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	x		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	x	x	
Track	Trk	Walkway in a natural setting.			x
Walk	Walk	Thoroughfare for pedestrians.			x
Way	Way	Short enclosed roadway.		x	x
Wharf	Whrf	A roadway on a wharf or pier.	x	x	x