

1. Purpose

- 1.1 This policy specifies the Council’s requirements for the naming of roads and private access ways within the Westland District for assigning addresses that can be readily and unambiguously identified and located.
- 1.2 This policy is intended to assist the Council to fulfil its custodial responsibility for the ongoing maintenance, accuracy and quality of addresses in a manner that is consistent across New Zealand as prescribed within AS/NZS 4819:2011 Rural and Urban Addressing, and section 319(1)(j) and 319A of the Local Government Act 1974.

2. Scope

- 2.1 This policy applies where a proposed new road, and/or qualifying private access way is being created either through subdivision development, or the formation of an existing unformed legal road, and to the naming of existing unnamed, or the renaming of, roads or private access ways.

3. Definitions

Road	Has the same meaning as in the Local Government Act 1974.
Private Access Way	For the purpose of this policy, means a properly constructed private road or a registered right-of-way serving five or more properties

4. Policy

4.1 General

- 4.1.1 The naming of roads and private accesses provides for a unique address to enable a property to be identified and serviced for utility services, power, communications, mail and deliveries, and location of properties by emergency services. Westland District Council is responsible for the naming of roads and private access ways assigning each property a number.
- 4.1.2 The Council may at any time accept road name suggestions from developers, community groups/associations and residents for naming roads and private access ways however the Council reserves the right to use any name it so chooses.

4.2 Roads that Require a Name

- 4.2.1 Newly formed public roads vested in the Council shall be named including those to be privately maintained.
- 4.2.2 For uniformity and uniqueness and to facilitate location, formed private access ways may also be named, subject to completing the application form in Appendix 3 of this Policy and agreeing to meet the installation costs.
- 4.2.3 Where the road forms an extension to, or is a continuation of, an existing named access way, then the current road will automatically apply in accordance with AS/NZS 4819:2011 Rural and Urban Addressing.

4.3 Applying for Road Names

- 4.3.1 Any person applying to name a road should consult with any affected property owners serviced by, or to be serviced by, the road concerned and be able to provide evidence of such consultation.
- 4.3.2 Any person applying to name a road should consult with Poutini Ngai Tahu when Māori names are proposed. The names must be appropriate, spelt correctly, interpreted correctly, and not be offensive to Māori. Consultation with Poutini Ngai Tahu should be undertaken early to avoid delays and the applicant should provide evidence of consultation.
- 4.3.3 Where more than one road is being named a common theme for the road names should be considered. Where there is an established theme in an area, new road names within the area should reflect this theme.
- 4.3.4 Developers should firstly establish, in conjunction with Poutini Ngai Tahu, if there are any original place names appropriate to that area.

4.4 Changing Existing Road Names

- 4.4.1 A name change will only be made if the Council considers that the change will result in a clear benefit to the community.
- 4.4.2 Reasons for changing road names may include:
- To correct the spelling
 - To eliminate duplication in spelling or sound
 - To prevent confusion arising from major changes to road layout
 - To make geographical corrections
 - To assign different names to separate ends of a road with a permanently impassable section somewhere along the length
- 4.4.3 When a private access way is requested to be renamed, a minimum of 80% of the property owners/residents must approve of the change.

4.5 Information to be Provided with Application

- 4.5.1 Any person wishing to name a road shall provide a plan identifying all public roads, private ways, and private access lots 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, detailing any development stages.
- 4.5.2 Any request to name a road shall include three proposed names, in order of preference, for each road shown on the plan.
- 4.5.3 Any request should provide the reason for each name, including any meaning, origin, historical background, relationship with a theme, or link with the area. Refer to Appendix 1 of this Policy for further guidance.

4.6 Requirements

- 4.6.1 Ensure that road names are not duplicated in the Westland District (both spelling and pronunciation to be considered); this includes same road names with different suffix. Council's Transportation Manager (District Assets) will verify this.
- 4.6.2 Ensure that road type appropriately matches the definition of the suffix, such as "road", "avenue", and conforms to Appendix 2 of this Policy.

4.7 Style Guide

- 4.7.1 All road names are entirely at the discretion of Council whether for policy reasons or other considerations.
- 4.7.2 Names should be easy to spell and pronounce and have an appropriate meaning. Unduly long, cumbersome or difficult to pronounce names are to be avoided. Names cannot be offensive, insensitive, ambiguous, nor have a double meaning.
- 4.7.3 The possessive "s" is discouraged in road names.
- 4.7.4 Names should generally be 15 characters or less including spaces but excluding suffix. In exceptional circumstances longer road names may be allowed.
- 4.7.5 Short names should be chosen for short roads for mapping purposes.
- 4.7.6 Cardinal points of the compass as a prefix or suffix to a road name should not be used.
- 4.7.7 Maori names may require diacritical marks such as macrons to preserve the correct meaning but generally hyphens, apostrophe marks, and diacritical marks should be avoided.
- 4.7.8 Generally roads should not be named after any commercial organisation or any living person. Road names should not be anagrams, amalgamations or derivatives of people's names.

4.8 Road Name Decision

- 4.8.1 The naming decision shall rest with the Council
- 4.8.2 Council shall engage in consultation with Te Runanga o Ngati Waewae and/or Te Runanga o Makaawhio in the determination of appropriateness of any name recommended for new and unnamed roads.
- 4.8.3 Renaming of existing roads, including unnamed and unformed roads, will be a decision of the Council. Where applicable, the Council will comply with the consultation principles in section 82 of the Local Government Act 2002.
- 4.8.4 Council's Transportation Manager (District Assets) will notify Land Information NZ, Quotable Value, Council's Rating and IT departments and all emergency services in the area of the name of the road and arrange for allocation of street numbers as appropriate.

4.9 Signage

- 4.9.1 If Council approves the name of a road as part of a subdivision, a standard Council road sign shall be created and erected at the applicant's expense. This requirement will usually be a condition of resource consent to be complied with before section 224 certificate is issued.
- 4.9.2 All signage is required to comply with any standards which are specified in Council's Engineering Standards and Policies.
- 4.9.3 Council will provide and erect nameplates and posts for newly named existing public and private access ways that are not part of a recent subdivision.
- 4.9.4 Council will maintain all council approved road name signs.

5. Related Documents and Acts

- 5.1 The following Standards and Acts relate to this policy
 - AS/NZS 4819:2011 Rural and Urban Addressing.
 - Local Government Act 1974

6. Policy Review

- 6.1 A review of this policy will take place in November 2022

Adopted:	26 August 2021	Date for Review:	November 2022
Authorised by:	Council	Version	1

Appendix 1 – Guidelines for choosing a Road name

Road names should be chosen from the following categories provided they meet the criteria in clause 4.5 and 4.6 of this policy. A name may fall in more than one category.

1.1 History

- 1.1.1 The name of a historical person, event, industry or activity associated with the area. Such names may include early settlers (Māori / European) and early notable people. Maori ancestral names are only to be used with the consent of Poutini Ngai Tahu
- 1.1.2 The family name of a former deceased owner of a property or the name of the farm or property may be used if a historical context is established.

1.2 Culture

- 1.2.1 This category includes the name of a Māori heritage precinct, site or track or traditional appropriate Māori name for the area, and any other social or cultural heritage site of importance to cultures other than Māori.
- 1.2.2 All Māori names are to be submitted to representatives on Council of Te Runanga o Ngati Waewae and/or Te Runanga o Makaawhio to ensure that they are appropriate, spelt correctly, interpreted correctly and are not offensive to Māori (see also Clause 4.3.2).
- 1.2.3 Joint non-Māori/Māori names will not generally be considered.

1.3 Geography

- 1.3.1 This category includes
 - local geographical, topographical, geological and landscape features.
 - Local flora and fauna; trees, plants and animals that are widespread and plentiful in the area.
- 1.3.2 Descriptors of views must be readily identifiable.

1.4 Theme (Common or established themes in an area)

- 1.4.1 Where more than one road is being created in a development, a common theme is recommended for the names.
- 1.4.2 Where there is an established theme in an area, new road names should reflect this theme.

1.5 Noteworthy Person

- 1.5.1 Persons who have made a notable contribution to the area or the district fall into this category. The contribution which can be duly recognised may be in conservation, community service, sport, arts, military, commerce, local government or other sphere of activity.
- 1.5.2 Names from local war memorials will be considered where appropriate. Permission of surviving relatives should be obtained where appropriate.

Appendix 2 Road types

The suffix describing any road shall generally conform to AS/NZS 4819:2011

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

Appendix 3 - Application to Place “Private Right-of-Way Signage” within Council Road Reserve

Name of applicant (on behalf of right-of-way users): _____

Address of applicant: _____

Contact telephone number: _____

Date of application: _____

Name of Authorised Iwi Representative: _____

Iwi Representatives Summary: _____

Name of right-of-way signage (Approved by Council): _____

Name of road where sign is to be installed: _____

Proposed names (in order of preference) with reasons given for the choice:

1. Name	Reason
2. Name	Reason
3. Name	Reason

Liability for Installation Cost (To be completed by person liable)

<p>I _____ agree to pay the installation cost when invoiced by Council.</p> <p>Signature: _____ Date: _____</p> <p>Address for Invoice: _____</p> <p>_____</p>
--

Your application to place private right-of-way signage within the Road Reserve area is approved subject to the following conditions:

1. Written approval of the name must be obtained from all right-of-way residents and attached to this application.
2. The name must be that approved by Council.
3. The sign can be installed within the Road Reserve area.
4. Council will arrange for the sign to be installed.
5. The right-of-way residents shall meet the cost of installation of the first sign. Council will assume responsibility for the sign thereafter.
6. The sign shall display the right-of-way name followed by the letters "Pvt"

Application: Approved / Declined

Signed: _____

Date: _____

Westland District Council Transportation Manager

→ Please attach sketch showing proposed location of sign