

Policy

NAMING POLICY

TEAM:	Environmental Services
RESPONSIBILITY:	Planning Manager
ADOPTED:	22 February 2018
REVIEW:	Every five years, or as required
CONSULTATION:	None required
RELATED DOCUMENTS:	Ashburton District Plan, Local Government Act 1974, Local Government Act 2002, Supply and Installation of Road Name Signage Policy, AS/NZS 4819: 2011 Standard for rural and urban addressing

Policy Objective

This policy aims to:

- provide clarity and consistency in the naming of assets vested or intended to vest in Council,
- allow residents the opportunity to suggest names which are significant and relevant to the community, the local area and/or the District,
- allow developers the opportunity to suggest names in line with the theme of developments to ensure coherency and consistency, and
- ensure names are appropriate and do not duplicate or cause confusion with existing names.

This policy applies to the naming of roads, open spaces and rights of way in the District. This policy excludes bridges and other infrastructure, naming of which will be treated on a case-by-case basis.

Definitions

Council means Ashburton District Council.

Open Space means an area of land or water owned or managed by Ashburton District Council that offers unrestricted access to the public for the purpose of the amenity, recreation or enjoyment of people in the District. This commonly includes (but is not limited to): parks, reserves and public gardens; but excludes buildings, roads, footpaths, swimming pools, public conveniences and stockwater races. This includes any land which is vested in or under the control of Council, whether or not that land has been vested as a reserve under the Reserves Act 1977.

Road means the whole of any land which is vested in the council for the purpose of a road or as defined in Section 315 of the Local Government Act 1974.

Private right-of-way means a vehicle access, shared between two or more properties, and which is not vested in Council as a road.

Policy Statement

1. Application Process

- 1.1. Requests for naming or renaming of a road, private right-of-way or open space requires formal application to Council by completing the application form provided in Appendix 1 or 2.
- 1.2. Applications should include three proposed names for the road or right-of-way in order of preference, together with a brief explanation of the background to the names proposed on the application form provided by Council. Applicants will be contacted if further information is required.
- 1.3. The decision on any proposed name or name change will be made by the Environmental Services Committee of Council, taking any submissions or community views into account where applicable.
- 1.4.

2. Consideration of Requests for Name

- 1.1. Matters considered by the Council when reviewing naming applications will assess the following:
 - 2.1.1 The suitability of the name with respect to roads and private rights-of-way under the road naming standard used by the Council (AS/NZS4819:2011).
 - 2.1.2 The potential for confusion with other names within the District, whether it be by duplicating or sounding similar to an existing name.
- 1.2. Other matters Council may consider include (but are not limited to) whether the name:
 - 1.2.1. reinforces a theme already associated to an area;
 - 1.2.2. includes references to traditional or historical names significant to the local area or the District;
 - 1.2.3. recognises events that have had a significant impact on the community;
 - 1.2.4. honours local residents who have made significant contributions to the community; and/or
 - 1.2.5. relates to landscape and topographical features.
- 1.3. These criteria act as a guide only and Council maintains the final authority to approve/deny names.

3 Changing a name

- 3.1 Changing of existing names has to be carefully considered as there are often people who might be directly affected by the change (having to change postal details etc.). There may also be people who have a direct link to the existing name and who would like it to stay as it is.
- 3.2 Council officers can initiate a change of name in exceptional circumstances. These include:
- duplication, confusion or ambiguity,
 - changes to the road layout or system,
 - misspelling of existing name,
 - if complaints regarding the name have been received,
 - if the name is causing an issue for emergency of postal services, and
 - inappropriate allocation of existing name.
- 3.3 Members of the community can request a name change. The reason for this change must be included in the application to Council. The application must justify the need for the changing of the name and why the proposed new name has a greater value in terms of history and character of the District than the existing name.
- 3.4 Applications from members of the community for the change of a name must include a list of people they consider might be affected by the proposal and whether there has been correspondence between the parties.
- 3.5 Where possible, Council officers will attempt to contact those people they consider might be affected by the change and give them the opportunity to comment on the proposal. This may include suggesting names or providing comment on those proposed.
- 3.6 Members of the community can request a name change. The reason for this change must be included in the application to Council. The application must justify the need for the changing of the name and why the proposed new name has a greater value in terms of history and character of the District than the existing name.
- 3.7 If an application from a member of the community suggests that a person or persons have given their approval for a proposed change, the application must be accompanied by written evidence to this effect which has been signed by that person.
- 3.8 Council will consider the criteria specified in clause 2 when approving or denying a change of name.

4 Roads

- 4.1 All proposed road names should comply with Section 4 'Road definition and naming' of the AS/NZS 4819:2011 Standard for rural and urban addressing.
- 4.2 Road names cannot exceed 25 characters in length (including spaces but excluding property numbers).

Naming of New Roads As a Result of Subdivision

- 4.3 New roads that will vest in Council as the result of a subdivision must be named, through the formal application process above.

- 4.4 Following adoption of a new road name, a map showing the new road and property numbers (as determined by Council) shall be sent to the applicant, essential service providers, relevant public agencies and emergency services.
- 4.5 Road signs are to be supplied and installed by the applicant in accordance with Council specifications.

5 Private Rights-of-Way

- 5.1 As per the AS/NZS 4819:2011 Standard for rural and urban addressing, Council may agree to private rights-of-way servicing six or more properties being named, either by the developer who creates the right-of-way or upon request from all the residents of the right-of-way.
- 5.2 Unless exceptional circumstances exist, private rights-of-way that give access to less than six properties cannot be named. These circumstances will be determined by Council.
- 5.3 For addressing purposes, where a private right-of-way is named, the numbering will then be allocated in terms of that right-of-way.
- 5.4 Where a right-of-way is not named, then numbering will occur with respect to the adjoining road.
- 5.5 The name of a private right-of-way must end with “Lane.”
- 5.6 The person(s) requesting the naming of a right-of-way will be required to supply and install one sign containing two messages; one with the name of the right-of-way and the second one stating “Private Right-of-Way.” The sign must comply with Council standards as per the Ashburton District Plan and any relevant bylaws. Council holds no liability of responsibility for the maintenance of the sign.
- 5.7 The approval of a name for a private right-of-way does not in any way confer on that right-of-way the status of a legal road, nor does it commit Council to provide any services or responsibility for maintenance that would occur if the private right-of-way was a legal road.

Naming Application

Application Form

Please return this form to: info@adc.govt.nz or **Ashburton District Council, PO Box 94, Ashburton 7740**

About this form

Council Policy requires that where public assets will vest in Ashburton District Council, which are to be named, the naming follows a formal process.

Application Process

Applications for naming must include three proposed names in order of preference, together with a brief explanation of the background to the names proposed. Applications should be made using the application form overleaf. Please be aware that due to the six weekly cycle of Council Committee meetings, a decision on any proposed names may take up to eight weeks.

Assessing Proposed Names

The decision on any road name or name change will be made in conjunction with the Australia/NZ standard for Addressing as well as:

- The suitability of the name with respect to roads and private rights-of-way under the road naming standard used by the Council
- The potential for confusion with other names within the District, whether it be by duplicating or sounding similar to an existing name.
- Other matters Council may consider include (but are not limited to) whether the name:
 - reinforces a theme already associated to an area;
 - includes references to traditional or historical names significant to the local area or the District;
 - recognises events that have had a significant impact on the community;
 - honours local residents who have made significant contributions to the community; and/or
 - relates to landscape and topographical features.

While a name may be suggested by an applicant, applicants should be aware that the final decision on naming will be made by the Council.

Following the Decision

Following adoption of a new road name, a map showing the new road and property numbers (as determined by Council) shall be sent to the applicant, essential service providers and emergency services.

Please note that road signs are to be supplied and installed by the applicant in accordance with Council specifications.

Address of site:

Council reference:

Date of application:

Contact Details:

Name:

Address:

Phone:

Mob:

Email:

Signature of applicant:

Please use the following table to list three alternative names for each of the roads you wish to name.

Choice 1 (primary choice)	Choice 2	Choice 3

Please use this box to provide a brief justification for each of the names, or a summary as to why they have been chosen.

If you have needed additional space for names and/or supporting information, please attach the documents to this application form and check this box.

Renaming Application

Application Form

Please return this form to: **info@adc.govt.nz** or **Ashburton District Council, PO Box 94, Ashburton 7740**

About this form

Council Policy requires that where public assets are to be renamed, the proposed naming follows a formal process.

Application Process

Applications for re-naming must demonstrate that there is a need for the change, this might be due to safety, to make a correction or to more appropriately reflect the history or character of the site or area.

Please be aware that due to the six weekly cycle of Council Committee meetings, a decision on any proposed names may take up to eight weeks.

Assessing Proposed Names

The decision on any road name or name change will be made in conjunction with the Australia/NZ standard for Addressing as well as:

- The suitability of the name with respect to roads and private rights-of-way under the road naming standard used by the Council
- The potential for confusion with other names within the District, whether it be by duplicating or sounding similar to an existing name.
- Other matters Council may consider include (but are not limited to) whether the name:
 - reinforces a theme already associated to an area;
 - includes references to traditional or historical names significant to the local area or the District;
 - recognises events that have had a significant impact on the community;
 - honours local residents who have made significant contributions to the community; and/or
 - relates to landscape and topographical features.

While a name may be suggested by an applicant, applicants should be aware that the final decision on naming will be made by the Council.

Following the Decision

Following adoption of a new name, a map showing any affected road and property numbers (as determined by Council) shall be sent to the applicant, essential service providers and emergency services.

Please note that signs are to be supplied and installed by the applicant in accordance with Council specifications.

Address of site:

Council reference:

Date of application:

Contact Details:

Name:	
Address:	
Phone:	Mob:
Email:	
Signature of applicant:	

Please use the following table to list three alternative names for each of the roads you wish to name.

Existing Name	Proposed Name

Please use this box to provide a justification as to why the current name should be changed and a summary of reasons why the proposed name is more appropriate.

If you have needed additional space for names and/or supporting information, please attach the documents to this application form and check this box.