



ROAD NAMING POLICY

Effective from 01 June 2022

This policy provides a framework for the naming of new roads and altering of naming of existing roads within the Invercargill City Council catchment.

Purpose

The aim of the Invercargill City Council Road Naming Policy is to ensure the timely and consistent selection of road names that reflect the identity of the local community, including through enabling Māori culture to be more visible in the city. To support this, Council is working with Mana Whenua to produce a list of appropriate Te Reo names which can be used by the community. At the time this list is available it is the intention of Council to update this policy.

In addition, this policy specifies the Council's requirements for correct addressing used by emergency services, making our community safer.

Scope

This policy applies to the naming and renaming of roads, both public and private and other accesses that are being created either through subdivision development, gazette notice or the formation of existing unformed legal road. It is to apply from the date the policy is adopted by the Council and does not apply to road naming completed prior to that date.

Governing legislation, Authorities and Standards

Section 319 of the Local Government Act 1974 assigns to the Council general powers in respect of roads. Specifically section 319 (j) empowers the Council, "To name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road." The decision of the Council is final.

The Invercargill City Council abides by the Australia Standard / New Zealand Standard (AS/NZS) 4819:2011 Rural and Urban Addressing.

Definitions

This policy applies to roads as defined by the Local Government Act 1974 (the Act).

Terms used in this policy:

Access Lot	Private Way, being a parcel of land with shared ownership used for the purposes of access to the respective properties of the owners.
Access Way	Legal Road established for the purposes of providing pedestrian access usually between roads and/or public land.
Legal Road	any road legally established as a public road (section 315 (a)-(f) of the Act).
Private Roads	as defined by the Act being roads on private land, but intended for the use of the public generally.
Private Ways	as defined by the Act being roads on private land with restricted access (e.g. rights of way).
Right of Way	Private Way, being an easement granted to one or more parties over land for the purposes of access.
Road	land defined as road by section 315 of the Act, which includes land intended for use by the public generally. This includes access ways and service lanes, but excludes motorways.
Service Lane	Legal Road established for the purpose of providing alternative service vehicle access to property or similar purpose.

Invercargill City Council Road Naming Policy

Roads that require a name

To ensure uniformity and effective addressing to allow location finding, the following roads and other access ways will be named under this policy.

- New legal road, including service lanes and access ways.
- Existing unnamed legal roads to be formed for vehicular traffic or public walkway.
- New private roads and private ways (including rights of way, access lots) where there are more than five allotments to use this road for their primary access and addressing.
- Any other road where there are clear benefits to the community in establishing a formal name.
- Existing named roads where alteration of the name is proposed.

- Where the access way forms an extension to, or is a continuation of, an existing named access way, then the current access way name will automatically apply.

Names for roads created by private subdivision

- The developer of a private subdivision is required to submit at least three proposed road names (noting which their preferred option is) for each new road created to Council. The developer should use the criteria within the Procedure for Naming a Road to select appropriate names.
- *Note: It is intended that at the next revision of this policy, one of the three proposed names be in Te Reo and a list of appropriate names will be provided for this purpose.*

Road names that can be used for the allocation of addresses

- All road names approved under this policy can be used in the allocation of property numbers and addresses, except for new Service Lanes and Access Ways.

Selection of a road name

- New road names shall not be the same as, or similar to, existing road names within the City.
- Roads are to have only one name.
- Roads names must be spelled correctly, interpreted correctly, and not be offensive.
- New road name applications must be accompanied by the reason for each name, including any meaning, origins, historical background, and relationship with a theme and/or linkages with the area. Names must reflect historical, geographical or cultural significance associated with the area, a common or established theme in the area or the name of a noteworthy person.
- Roads should not be named after any commercial organisation or any living or recently deceased person.
- Road names must not be anagrams, amalgamations or derivatives of people's names.
- Names should be 15 characters or less including spaces but excluding suffix. Under special circumstances this could be extended slightly, however factors such as ease of emergency services and others to find / say the road name need to be considered.
- Short names should be proposed for short streets for mapping purposes.
- Names in Te reo or having reference to Māori persons or culture, must be accompanied by feedback from the relevant Runaka noting the name is appropriate.
- Further detail can be found on page 8 of this policy.

Altering a name of an existing road

- Altering the name of an existing named road will only be undertaken if the Council considers that the change will result in a clear benefit to the community.
- Benefits of changing road names may include:
 - To correct the spelling or punctuation.
 - 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.
- When a private road or access way is requested to be renamed a minimum of 80% of the property owners/residents must approve of the proposed change. There is no guarantee that a request will be approved.
- Where the name causes offence.

Punctuation

- Macrons can be used in the spelling of Te Reo road names.
- Macrons are to be considered only for new names or where other changes to the spelling of a road name are proposed or where the use of macrons is of demonstrable importance to Mana Whenua.

Consultation

- Proposals for the naming of roads shall be consulted with anyone directly affected.
- Mana Whenua, through the appropriate Runaka, are to be consulted for all proposals involving Te Reo names. This is to ensure Te Reo road names are relevant, appropriate and grammatically correct. In addition, there are two mana whenua representatives on the Performance, Policy and Partnership Committee. Via this committee, mana whenua have visibility and representation for all newly proposed road names, not just Te Reo names.
- Proposals to alter a road name shall be consulted by the applicant with the general public. Council can provide guidance on how this could be conducted.
- Evidence of consultation must be submitted to the Council.

Signage

- The Council will erect all signage at the cost of the applicant.

PROCEDURE FOR NAMING A ROAD

Step 1 - A proposal is submitted

In the case of a road resulting from a subdivision, new road names should be applied as early as possible. This is due to the time it can take to complete consultation, if the proposed road names require it. Council recommends proposed road names are submitted at the time an application for subdivision resource consent is submitted. If it is not done at this time, it should be done no later than the time of the issue of the RMA section 223 certificate or equivalent stage.

In the case of an existing unnamed road the application can be made at any time.

Proposals to alter a road name can be made at any time.

In all other cases the application can be made just prior to formation or legalisation of the road.

The applicant is to submit to the Council a documented request for the formal approval of a road name.

Each application shall be accompanied by:-

- Proposed new road name, including suffix
- For a new road created by subdivision provide:
 - The preferred name plus at least two alternatives listed in order of preference.
 - The legal description of the road and a copy of the subdivision plan legalising, or proposing to legalise, the road.
- A location map highlighting the road.
- A background to the names, and how they comply with the selection of a road name criteria noted on page three of this Road Naming Policy.
- If proposing to alter an existing road name, include a justification showing clear benefits to the community for the change in accordance with the policy and guidelines.
- Evidence of what consultation has taken place for the three names being submitted for consideration and approval, including where relevant, evidence of consultation with Mana whenua.
- The applicant's contact details.

Where a proposal involves the naming of multiple roads, one application may be submitted for all names.

Step 2 – Staff assessment for compliance

Council staff receive the application and check the preferred and alternative names for compliance with the Road Naming Policy and Procedure.

- Proposals not complying with the policy are rejected and the applicant advised immediately.

- Where the proposal does not fully comply with the Road Naming Policy and Procedure, the applicant is advised of this. The applicant is given the opportunity to amend the proposal or request that it proceed as originally proposed.

Step 3 - Consultation

The developer or person requesting the road name must consult with and request comment from affected parties. Usually, this involves the property owners, but may also include anyone directly associated with the road or the proposed name(s), e.g. relatives of named people, Mana Whenua or associated organisations. Generally, there is no requirement to complete broader public consultation.

Below are the contact details for the two Papatipu Rūnaka in Invercargill District:

Waihōpai Rūnaka
Postal Address: PO Box 7017, South City, Invercargill
Phone: (03) 216 9074
Email: info@waihopai.org.nz

Awaura Rūnaka
Postal Address: 12 Bradshaw Street, PO Box 19, Bluff 9814
Phone: (03) 212 8652
Email: office@awaruarunaka.iwi.nz

Step 4 – Formal consideration

The Council approves, amends or declines the name proposed for the road by way of a formal resolution of the Performance, Policy and Partnership Committee. Where the Performance, Policy and Partnership Committee wishes to amend the proposed name, the resolution of the matter shall be left on the table to enable the amendment to be checked for compliance with this policy and to obtain the agreement of the proposer of the name.

The Council formally advises the applicant of the Council's decision.

Step 5 – Implementation

Where the road is part of a subdivision or road legalisation, the road name is not official until it is vested as a road on deposit of the District Plan. In other cases the road name is official immediately, or from a date specified in the Committee resolution. In all cases, the road signage needs to be erected as soon as is practicable after it has been approved by the Council. This is to provide addresses to allow for the delivery of construction supplies etc.

Immediately following Council approval of the name of any road, Council will advise Land Information NZ, and other relevant agencies and organisations.

Council will arrange for the erection of street signs showing the name of the road. All costs associated with the creation and erection of such signs are borne by the applicant. The signs shall be erected as soon as practicable after the date of the Council's resolution and/or close to the date decreed by the Performance, Policy and Partnership Committee (as appropriate). The sign must conform to the Council's street sign specification.

SELECTION OF A ROAD NAME

Similarity

There must not be another road name the same or similar within the Invercargill City Council territory.

Identical names or homophones will not be accepted. If the road name consists of more than one word (excluding the suffix) then the significant part of the word should not be the same as the significant part of any other road name.

Alternative Names

Roads are to have only one name (refer to page three of this policy). It not acceptable to have a road which can be known by two names.

Where a name change is being considered, the new name must completely replace the use of the existing name and not offered as an alternative.

Appropriateness

The name should have significant local content or meaning, with the meaning readily available to reference and verify.

The name must reflect one of the following:

- **A common or established theme** - Where more than one road is being created in a subdivision, a common theme is recommended for the names. If a naming theme is already established in a suburb or subdivision, the names for that suburb or subdivision should remain consistent with the theme.
- **An historical person** - The name of a notable person from early history. This person should ideally have a local association with the immediate location or the wider Invercargill area.
- **An historical event** - The name of a notable event from early history, which should ideally have a local association with the immediate location or the wider Invercargill area.
- **A significant feature of social, cultural or physical importance** - It is appropriate to name a road after 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).
- **A traditional or appropriate Māori name** - If the name is Māori, the name must be checked by the applicant with local Mana Whenua to ensure that it is acceptable to Mana Whenua, and has been spelled and interpreted correctly.
- **A personal name for special service** – This can be for conservation, sport, arts, research, community service or some other sphere of activity with a local or national association. Naming after persons living or recently deceased should be avoided.

Note - The criteria mentioned above have less weight in the consideration of naming Private Ways and Private Roads. However all other criteria still applies.

Alphabet and diacritics – Only the English and Māori alphabets should be used. This means special characters and diacritical marks should not be used, except for the use of macrons in the spelling of Māori names.

Amalgamation or Derivative Names – Names that have been created by combining parts of two (or more) words or names into a single new word is to be avoided, as it may be difficult to identify the constituent parts of the name or how the name meets the appropriateness criteria above.

Marketing Names – The council may not necessarily accept the marketing name for a development as a road name for any road within a development.

Naming Access Ways – Access Ways are to follow one of the following conventions:

- a new unique name ending with either “Path”, “Walk” or “Way”, e.g. Tutukiwi Walk.

Naming Service Lanes – Service lanes should end in either “Lane” or “Service Lane”.

Spelling and length – Names are preferably short, simple to spell and easy to recall. Overly long names are difficult to fit on mail, maps and street signs. Names over 15 characters (including the space between the names but not including the suffix) will not normally be approved.

Taste - The name should not be considered to be in poor taste or otherwise likely to cause offence.

Using names of people and organisations - Full names should only be used where the name is of a reasonable length and the first name needs to be used to correctly identify the individual being commemorated. Full names that are longer than 15 characters will not normally be approved (refer spelling and length above). Consultation, approval and evidence of these are required in accordance with step 3 on page six of this policy.

Use of apostrophes, possessive ‘s’ and hyphens – The possessive ‘s’ is not permitted except to avoid harsh euphony. Where used it should be without an apostrophe. Apostrophes and hyphens are discouraged, except where required to correctly spell a name (e.g. O’Conner Road, or naming a road after someone who has a hyphenated last name).

Use of destination names – There are some historical examples of destination names that use hyphens, for example Lorneville-Dacre Highway. The intent is to keep these historical names for now, however not approve any new roads in this way going forward.

Use of a directional suffix – North, South, East, West and Central have been used previously to names roads within the Invercargill region. An example being Marama Ave North. The intent is to keep existing road names using directional suffix, however not approve the use of these any further.

Naming of Public Walkways – Walkways in Invercargill have been allocated Māori bird names to date. The intent is for this to continue where practical.

Road Name Suffix – The road name suffix for the road should be the one that most accurately reflects the type of roadway that it is. A list of suggested suffixes and their meanings is included in the table below.

Suffix	Standard Abbrev	Definition
Alley	Aly	Usually narrow roadway in a city or town.
Ara	Ara	Roadway
Arcade	Arc	Covered walkway with shops along the sides.
Avenue	Ave	A generally broad straight roadway with trees or other objects at regular intervals
Boulevard	Blvd	A broad main street often planted with trees and grass plots
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.
Close	Cl	A short enclosed roadway.
Court	Crt	A short enclosed roadway; usually surrounded by buildings.
Crescent	Cres	A crescent shaped roadway, especially where both ends join the same thoroughfare.
Drive	Dr	An especially scenic road or street. A main connecting route in a subdivision or suburb.
Esplanade	Espl	Level piece of ground especially one used for public promenade
Glade	Gld	A roadway usually in a valley of trees.
Green	Grn	Roadway often leading to a grassed public recreation area.
Grove	Grv	A road that often features a group of trees standing together.
Lane	Lane	A narrow roadway between walls, buildings or a narrow country roadway.
Loop	Loop	Roadway that diverges from and re-joins the main thoroughfare.
Mews	Mews	Roadway in a group of houses.
Parade	Prde	A public promenade or roadway with good pedestrian facilities along the side.
Place	Pl	A short sometimes narrow enclosed roadway.
Quay	Qy	A roadway along or projecting into water.
Rise	Rise	A roadway going to a higher place or position.
Road	Rd	Open roadway primarily for vehicles.
Square	Sq	Roadway which forms a square shape, or an area of roadway bounded by four sides.
Steps	Stps	A set of steps for pedestrian access only.
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.
Te Ara	Te Ara	Roadway.
Terrace	Tce	A roadway on a hilly area that is mainly flat.
Track	Trck	A narrow country road that may end in pedestrian access.
Walk	Walk	Thoroughfare for pedestrians.
Way	Way	Short enclosed roadway.
Wharf	Whrf	A Roadway on a wharf or pier.
View	View	A roadway commanding a wide panoramic view across the surrounding areas – Kildare View

ALTERING A ROAD NAME

A reason for altering the name of a road 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 (e.g. for consistency with NZ Geographic Board decisions)
- To assign different names to separate ends of a road with a permanently impassable section somewhere along the length
- Where the name causes offence

NAMING UNNAMED LEGAL ROADS

It is not practical to name all of these roads especially where most of them may never be formed. Names should only be considered where these roads are to be formed for vehicular traffic, established as a public walkway or used for addressing.

ROAD NAME REGISTER

(Road names pre-approved by the Performance, Policy and Partnership Committee)

Names can be suggested for inclusion on to the Road Name Register by members of the public, Councillors or staff.

Suggested names must meet the provisions of the Road Naming Policy noted on page three.

Selection criteria. Suggested names for the approved list should include any locality constraints (e.g. some names may only be suitable for the locality in which they are known for).

Consultation. Mana Whenua will be consulted for any Māori names proposed. Suggested person names will require consultation with appropriate family members if possible. Similarly names of organisations or groups or closely associated with an organisation or group will require consultation with that group. Evidence of this will need to be provided when the suggested name is submitted to the Council for consideration at the Performance, Policy and Partnership Committee.

Approval. Names approved by the Performance, Policy and Partnership Committee will be listed on the Council website in the meeting minutes. If objections are received they will be considered at the following Committee meeting.

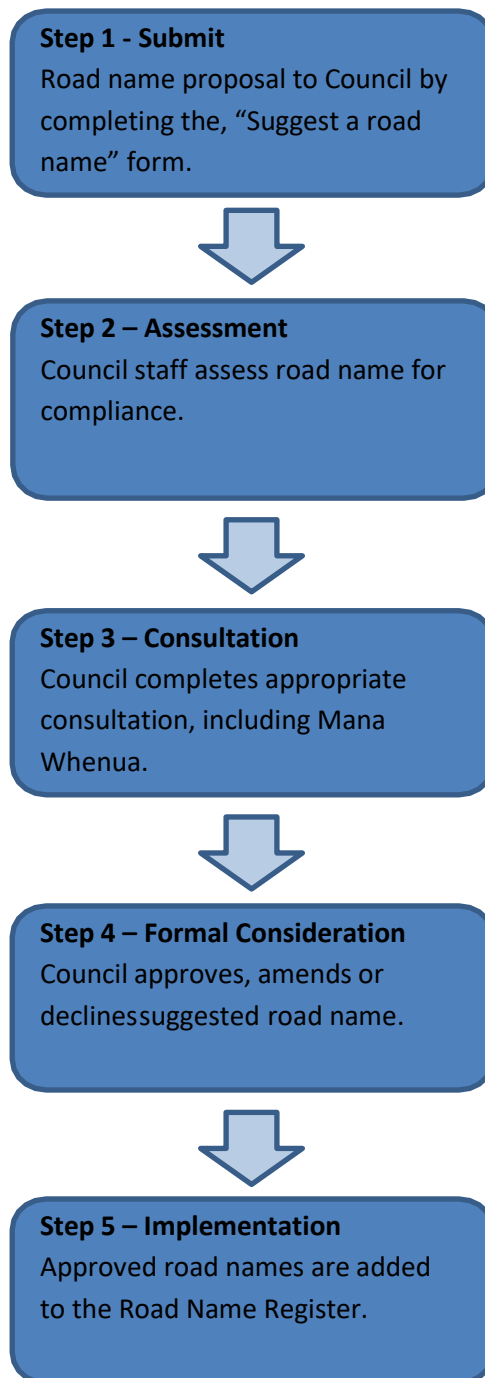
Use of the Road Name Register. Developers may use names from the list (following any limitations which may be attached to the road name). Proposals will otherwise follow the same approval process as other proposals. The Performance, Policy and Partnership

Committee may use the Road Name Register for road names not involving private subdivision, or where no acceptable name has been provided by a developer.

Diagram 1: Procedure for Creating or Amending a Road Name



Diagram 2: Procedure for suggesting a name for inclusion on the Road Name Register



Revision History:	NIL
Effective Date:	01 June 2022
Review Period:	This is an interim policy and will be reviewed after one year, unless earlier review is warranted by another reason.
New Review Date:	01 June 2023
Associated Documents / References:	Local Government Act 1974 Section 319. AS/NZS 4819:2011 Rural and Urban Addressing (Not open source – hard copy kept with the Property Records Officer at Council)
Supersedes:	N/A
Reference Number:	A3579347
Policy Owner:	Invercargill City Council/ Manager – Financial Services