

# STREET NAMING POLICY

2022 – 2024



# STREET NAMING POLICY

Policy References	
Legal compliance	Local Government Act 1974 Section 319 (1) (j) and 319(A) Flags, Emblems and Names Protection Act 1981 AS/NZS 4819:2011 Rural and Urban Addressing Nelson Tasman Land Development Manual 2020
Associated documents and references	Tasman Resource Management Plan Tasman District Council Street Name Blade Specification

## 1. PURPOSE

1.1. This operational policy specifies Council’s requirements for the naming of roads and private access ways within the District required for the proper and safe addressing of properties.

## 2. SCOPE

2.1. This operational policy applies where a proposed road is being created through subdivision development; the formation of an existing unformed legal road; the naming of an existing unnamed road; and the renaming of a road.

2.2. Clause 2.1 applies equally to qualifying private access ways.

## 3. DEFINITIONS

- 3.1. **Council** means Tasman District Council
- 3.2. **Road** has the same meaning as in the Local Government Act 1974.
- 3.3. **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 access ways provides for a unique address to enable a property to be identified and serviced for electricity, communication services, mail and deliveries.

The Council is responsible for the naming of roads and private access ways and assigning each property a street number.

4.1.2. Council accepts name suggestions from community groups and residents for naming roads and private access ways at any time, but Council reserves the right to use any name it so chooses.

### 4.2. ROADS THAT REQUIRE NAME

4.2.1. Newly formed public roads vested in Council shall be named, including those to be maintained privately.

4.2.2. Formed private access ways may also be named to ensure uniformity, uniqueness, and make certain correct identification, subject to the applicant agreeing to meet the signage installation costs.

4.2.3. Where the road forms an extension to, or is a continuation of, an existing named road or access way, the current road name will automatically apply in accordance with AS/NZS 4819:2011.

### 4.3. APPLYING FOR ROAD NAMES – FIRST STEPS

4.3.1. Any person wishing to name a road should consult 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 road name offered should comply with the guidelines in Appendix 1.

4.3.3. Applicants are encouraged to consult iwi when proposing road names and are expected to where a



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name in Te Reo Māori is proposed. This should be done as soon as possible to avoid delays, and evidence of consultation should be provided. The names must be appropriate, spelt correctly, interpreted correctly and be respectful to Māori culture and traditions.

4.3.4. The Council will provide iwi with the opportunity to provide comment on any road naming proposal.

4.3.5. Where more than one road is to be named, choose a common theme for the names. Where an established theme exists in the area, the new road names should, preferably, be consistent with this theme.

### 4.4. CHANGING EXISTING ROAD NAMES

4.4.1. A name change will be made only if Council considers the change will result in a clear benefit to the community.

4.4.2. Reasons for changing road names may include:

4.4.2.1. Correction of spelling

4.4.2.2. Elimination of duplication of spelling or sound creating confusion with existing road names

4.4.2.3. Prevention of confusion arising from changes to road layout

4.4.2.4. Correction of geographical or cultural errors

4.4.2.5. Assigning different names to either end of a road where a permanent, impassable section separates them.

### 4.5. SUBMIT THE FOLLOWING INFORMATION TO COUNCIL

4.5.1. Any person wishing to name a road or private access way must complete an application form, see Appendix 3, and submit it to the Council. Where this happens as part of the subdivision process, the application should be lodged prior to submitting the s 223 survey plan.

4.5.2. Each application should be accompanied by a map identifying all public roads, private access ways and private access lots within the area of interest, annotated with the proposed status of each road. This includes road to vest in Council, private access lots, private rights-of-way, identifying any staging of development.

4.5.3. Requests for road names must include three preferred names in order of preference, for **each** road shown on the map submitted with the application.

4.5.4. A reason must be given for each name choice consistent with the guidelines in Appendix 1.

### 4.6. REQUIREMENTS

4.6.1. Names must not duplicate existing names in the Tasman, Nelson or Buller Districts. This includes spelling, pronunciation and names with different type designations. Names will be checked by Council for any duplication.

4.6.2. The road type must conform to the definitions in Appendix 2 of this policy.

### 4.7. STYLE GUIDE

4.7.1. All road name decisions are entirely at the discretion of Council whether for reasons of policy 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 will be rejected. Names must not be offensive, insensitive, or ambiguous.

4.7.3. Names shall not use of the possessive, i.e., 's or s'

4.7.4. Names should be 15 characters or fewer including spaces, but not including the road type. In exceptional circumstances, longer names may be accepted.

4.7.5. Names are to either in English or Te Reo Māori, not both because of space reasons. Te Reo Māori names should be in the relevant dialect and phonetic style.

4.7.6. Names with few characters should be chosen for short roads for map labelling purposes.

4.7.7. The cardinal points of the compass as a prefix or suffix should generally not be used.

4.7.8. Hyphens, apostrophes and diacritical marks should be avoided where possible. Te Reo Māori names which require diacritical marks to preserve the correct meaning are an exception.

4.7.9. In general, roads should not be named for commercial organisations or living persons. Road names should not be anagrams, amalgamations, or derivations of the names of living people.



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### 4.8. THE NAMING DECISION

4.8.1. Where a Community Board exists within Tasman District, Council has delegated the power to accept or reject new road names to the Community Board. If Community Boards cannot reach an agreement to name a road which crosses a Ward boundary, Council will decide in consultation with the Community Boards concerned.

4.8.2. Roads not in areas under the jurisdiction of a Community Board shall be named under delegated authority as provided for in the Council's Delegation Register or through the Regulatory Committee as required.

4.8.3. The Asset Information Officer will notify Land Information NZ (LINZ), Quotable Value (QV), the Council Rates and Database Information Officers, and all emergency services in the area, of the road name, and arrange for allocation of street numbers where necessary.

### 4.9. SIGNAGE

4.9.1. Where Council approves a road name in a subdivision, a standard Council road sign will be created and erected at the applicant's expense. This obligation will usually be a condition in the subdivision resource consent and must be complied with prior to the Section 224 certificate issue.

4.9.2. All signage must comply with the standards specified in the *Nelson Tasman Land Development Manual* and the Council's *Street Name Blade Specification*, including location and installation,

4.9.3. In the case of a private road or right of way, Pvt shall follow the name on the sign. The sign may include the first and last property numbers along the road

4.9.4. Council will maintain all Council-approved road name signs.

## APPENDIX 1

# GUIDELINES FOR CHOOSING A ROAD NAME

Road names should be chosen from the following categories and meet the criteria as set out in this policy.

### 1.1. HISTORY

1.1.1. The name of a person, event, industry or activity associated with the area. Such names may include early inhabitants and early notable people associated with the place.

1.1.2. The family name of the former owner of a farm or property, or the name of the farm or property where an historical context can be established.

### 1.2. CULTURE

1.2.1. This category includes Māori and Non-Maori heritage precincts, sites or tracks, or the traditional Māori name of an area.

1.2.2. An example of social or cultural heritage of other nationalities exists in the Upper Moutere where German heritage is recognised in names.

### 1.3. GEOGRAPHY

1.3.1. This category includes geographical, topographical, geological and landscape features.

1.3.2. Native flora and fauna are included in this category, especially where they are widespread, plentiful or unique to the area.

1.3.3. Descriptors of views must be easily identifiable.

### 1.4. THEME (COMMON OR ESTABLISHED)

1.4.1. Where a development creates more than one road, a common theme is recommended for names.

1.4.2. Where a theme exists already, new road names should continue with this theme.

### 1.5. NOTEWORTHY PERSONS

1.5.1. This category includes persons who made a notable contribution to the area or District and are no longer living. The contribution may have been in the field of commerce, community service, conservation, education, local government, medicine, military service, sport, or science, for example.



## APPENDIX 2

# ROAD TYPES

The designation of road type shall conform to Appendix B of AS/NZS 4819:2011, and be selected from the following terms:

Designation	Abbreviation	Description
Ara	Ara	Te reo description of pathway or trail which can be used to connect places
Avenue	Ave	A broad, straight road with trees or other objects at regular intervals
Boulevard	Bvd	A broad main road, often planted with trees and grass plots
Close	Cl	A short, enclosed road
Corner	Cnr	A meeting of two or more roads with a significant identity
Court	Ct	A short, enclosed road
Crescent	Cres	A crescent or half-moon shaped road, beginning and ending on the same road
Crest	Cst	A road running along the top or summit of a hill
Drive	Dr	An especially scenic road. A main connecting route within a suburb or subdivision
Esplanade	Esp	A long, open, level area, typically beside the sea, along which people may walk for pleasure
Expressway	Exp	An urban motorway
Glade	Gld	A road, usually in a valley of trees
Glen	Gln	A road running through a narrow valley
Grove	Grv	A road featuring a copse of trees along the road or nearby
Heights	Hgts	A road traversing high ground
Highway	Hwy	
Lane	Lane	A narrow way, path, or country road. A narrow passage between hedges for buildings, an alley
Parade	Pde	A public promenade or road with good pedestrian facilities along the sides
Place	Pl	A short, sometimes narrow, enclosed road
Plaza	Pl	A public square, marketplace, or similar open space in a built-up area. A shopping centre



### Road Types (cont.)

Designation	Abbreviation	Description
Quay	Qy	A road running along the waterfront
Ridge	Rdg	A road running along the top of a hill or ridge
Rise	Rise	A road leading to a higher place or position
Road	Rd	A route or way between places
Street	St	A township carriageway with buildings, usually on both sides
Terrace	Tce	A road, usually with houses on either side, raised above the road level
Track	Trk	A narrow country road that may end in pedestrian access
View	View	A road commanding a wide panoramic view across the surrounding area
Way	Way	A short, enclosed road

The following are suitable designations for particular road types:

Road Type	Designation
Cul-de-sac, a short dead-end road with a turn-around area at the end	Close, Court, Place, Way
Wide, spacious road	Avenue, Boulevard, Esplanade, Parade
Narrow road	Lane, Track
Right-of-way	Way
Associated with high ground	Crest, Heights, Rise, Ridge, Terrace, View
Associated with low ground	Glade, Glen, Grove
Tree-lined road	Avenue, Glade, Grove



# Application to Name or Rename a Road or Access Way

Applicant name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Valuation Assessment of Parent Title (if a subdivision): \_\_\_\_\_

Resource Consent number: \_\_\_\_\_ Name of closest road: \_\_\_\_\_

Current name of road (if applicable): \_\_\_\_\_

## Proposed names in order of preference

① Name: \_\_\_\_\_

Reason: \_\_\_\_\_

② Name: \_\_\_\_\_

Reason: \_\_\_\_\_

③ Name: \_\_\_\_\_

Reason: \_\_\_\_\_

## Details of any consultation and the results of that consultation:

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## Liability for installation cost for private access way (to be completed by the liable person)

I, \_\_\_\_\_ agree to pay the installation cost when invoiced by Council.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Billing address: \_\_\_\_\_

Please attach a sketch or map showing the roads to be named and the proposed location of the sign:



*Feel free to contact us:*



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