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Naming of Roads, Open Spaces and Council Facilities Policy

Purpose and scope

1. The purpose of this Policy is to provide a process for naming roads, open spaces and Council Facilities in Hamilton city.
2. This policy applies to the naming (and renaming) of roads (including private roads and private ways), open spaces and Council facilities.

Definitions

Definition	Detail
Applicant	An individual or entity which is making an application. This may include Council, a consent holder or the party developing the infrastructure including but not limited to a Developer.
Area	One kilometre radius from the centre of a road, open space or Council facility.
Council	Hamilton City Council.
Council facility	A facility that is provided for public amenities including artistic, social or cultural facilities. Such facilities may include but are not limited to community halls, civic spaces and centres as well as major sport, recreation and entertainment facilities.
Culturally significant	Ancestral land, water, waahi tapu, valued flora and fauna, and other taonga significant to Tangata Whenua.
Name	The word or name used to identify a road, open space or Council facility. Name excludes the road type (see definition: road types).
Open space	Includes all parks and reserves administered by Council.
Park	Land owned by Council with a primary recreation function, not held under the Reserves Act 1977.
Private roads and private ways	Roads and accessways as defined under section 315(1) of the Local Government Act 1974 and includes right-of-ways, common access lots, retirement village roads. Also included is common property within a Unit Development as defined under section 5 of the Unit Titles Act 2010.
Reserve	As defined under s 2 of the Reserves Act 1977.
Road	Road as defined in section 315 of the Local Government Act 1974, and includes access ways and service lanes as defined in section 315, any square and any public place intended for the use of the public generally.
Road types	Road types in accordance with The Australian/New Zealand Standard on Rural and urban addressing AS/NZS 4819:2011 (outlined in Schedule 1 below).

Principles

3. Council has a role in ensuring that the city's history, local identity and local culture is recognised and maintained.

4. Council shall provide a consistent approach to determining appropriate names for roads, open spaces and Council facilities.

General Procedure

5. An application to name or rename a road, open space or Council facility must include evidence that the name(s) reflect one or more of the following:
 - a. The identity of Hamilton and/or local identity.
 - b. The historical significance of particular locations.
 - c. The cultural significance of the area to Tangata Whenua.
 - d. People important in the history of an area.
 - e. Events, people and places significant to a community or communities locally, nationally or internationally.
 - f. Flora and Fauna significant or important to the history of an area.
6. Prior to making an application, applicants are to consult Council staff to provide guidance as to the appropriate Tangata Whenua of an area. Applicants are to provide each Tangata Whenua group with at least 10 working days to identify if the area has cultural significance and provide feedback to the applicant. The purpose of the feedback is to provide non-binding advice to the applicant as to how culturally significant an area is to Tangata Whenua. The applicant must provide evidence that they have given Tangata Whenua an opportunity to provide feedback in accordance with this section.
7. Section 6 does not apply to private roads.
8. Where there is a theme or grouping of names in an area, names submitted could have an appropriate association with other names in the area.

Public and Private Roads

Criteria for all road names

9. Any proposed road names should also meet the following criteria:
 - a. Not be duplicated in Hamilton or in the Waipa or Waikato Districts.
 - b. Preferably be short (generally not longer than 12 characters).
 - c. Be single words to avoid cartographic problems.
 - d. Be easy to spell and pronounce.
 - e. Not sound similar, or be similar in spelling, to an existing road name.
 - f. Not include a preposition, e.g. Avenue of the Allies.
 - g. Not be abbreviated or contain an abbreviation excepting that “St” can be used for “saint” and ‘Mt’ can be used for “mount”.
 - h. Not be in poor taste or likely to cause offense.
 - i. Not lead with ‘The’.
 - j. Road types must comply with Schedule 1.

Naming of new public and private roads

10. The applicant must make an application to the Planning Guidance Unit by completing the application form for Road and Open Space Naming/Renaming. Up to two names can be proposed by the applicant.
11. Council’s Planning Guidance Manager is empowered to consider and determine all new road name applications.
12. At the Planning Guidance Manager’s discretion, applications may be referred to Council.

13. Council's Planning Guidance Unit will maintain an archive of the new road names and the reasons for selection of such names.

Renaming existing public and private roads

14. Council's Planning Guidance Manager will consider and determine road renaming applications originated due to the following:

- a. To avoid confusion, duplication or ambiguity caused by the existing road name.
- b. To avoid confusion and duplication of addresses associated with road name.
- c. Following a change in layout.
- d. To address a spelling correction.
- e. To address geographical corrections.
- f. Where Council is requested to do so by emergency services.
- g. Where an infrastructure change necessitates the renaming of part of a road, e.g. an existing road is severed by a new road.

15. For applications initiated under section 14, the following process applies:

- a. The applicant completes the application form for Road Open Space Naming/Renaming which is submitted to the Planning Guidance Unit.
- b. The Planning Guidance Unit Manager will consider and determine the application.
- c. The Planning Guidance Unit will notify all owners and occupiers on the road of the decision and if applicable, the new name.

16. Council will consider and determine road renaming applications originated due to the following:

- a. Where 90 percent of the property owners on the road are in agreement to the change.
- b. For issues of cultural sensitivity.
- c. Where there is a demonstrated community desire.
- d. By an elected member.

17. For applications initiated under section 16, the following process applies:

- a. The applicant completes the application form for Road Open Space Naming/Renaming which is submitted to the Planning Guidance Unit.
- b. The Planning Guidance Unit will notify all owners and occupiers in the road of the proposed name change.
- c. Submissions on the proposed name change can be made to the Planning Guidance Unit within twenty (20) working days of notification.
- d. The Planning Guidance Unit will prepare a report for Council outlining the request, the rationale for the change, the response from affected owners/occupiers on the road and a recommendation to Council.
- e. Council will consider and determine the recommendation in regard to the change of name.
- f. The Planning Guidance Unit will notify all owners and occupiers in the road of the decision and if applicable, the new name.

18. The costs associated with a change must be met in full by the applicant(s) except where the name change is initiated by Council Resolution.

Open spaces

19. Applications for naming and renaming open spaces must be made to the Parks and Open Spaces Unit by completing the Application Form for Road and Open Space Naming/Renaming.

20. Any naming or renaming of open spaces must consider the obligations set out in Part 6 of the Local Government Act 2002.

21. Reserves must be named or renamed by resolution of Council and in accordance with the Reserves Act 1977.
22. Council's Park and Open Spaces Unit Manager will consider the application, prepare a report outlining the request and make a recommendation to Council.
23. If Council resolves to change the name, the Parks and Open Spaces Unit will implement the changes to signage and maps.

Council facilities

24. The Council Unit responsible for the Council facility will propose names for the Council facility to the Chief Executive.
25. The Chief Executive will consider the proposed names, prepare a report outlining the request and make a recommendation to Council.

Naming rights and sponsorship

26. Council can grant naming rights for an open space or Council facility or parts of an open space or Council facility.
27. All requests to grant naming rights or sponsorship opportunities, whether permanent or for a fixed period of time, will be determined by Council.

Monitoring and implementation

28. Implementation of the policy will be monitored by the General Manager City Growth.
29. The policy will be reviewed every three years or at the request of Council or in response to changed legislative and statutory requirements or in response to any issues that may arise.

References

- This Policy complies with The Australian/New Zealand Standard on Rural and urban addressing AS/NZS 4819:2011.
- Sections 319(1)(j), 319A and 319B of the Local Government Act 1974 apply to the Naming of Roads.
- Council may name or alter the name of any road under Section 319 Local Government Act 1974.
- Section 5 of the Unit Titles Act 2010 applies only to provide a meaning of common property.
- Where a reserve is vested in Council, the Minister of Conservation or Council may specify or change the name of a reserve by notice in the Gazette (Section 16(10) Reserves Act 1977).

SCHEDULE 1 – AS/NZS 4819 – TYPES OF ROADS

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or towns.	√	√	
Arcade	Arc	Passage having an arched roof or covered walkway with shops along the sides.			√
Avenue	Ave	Broad roadway, usually planted on each side with trees.	√		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	√		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	√	√	
Close	Cl	Short enclosed roadway.		√	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		√	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	√		
Drive	Dr	Wide roadway without many cross-streets.	√		
Glade	Gld	Roadway usually in a valley of trees.	√	√	
Green	Grn	Roadway often leading to a grassed public recreation area.		√	
Grove	Grv	Roadway that features a group of trees standing together.		√	
Highway	Hwy	Main thoroughfare between major destinations.	√		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway. (reserved exclusively for non-public roads)	√	√	√
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	√		
Mall	Mall	Wide walkway, usually with shops along the sides	√		
Mews	Mews	Roadway having houses grouped around the end.		√	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	√		
Place	Pl	Short, sometimes narrow, enclosed roadway.		√	
Promenade	Prom	Wide flat walkway, usually along the water's edge.			√
Quay	Qy	Roadway alongside or projecting into the water.	√	√	
Rise	Rise	Roadway going to a higher place or	√	√	

		position.			
Road	Rd	Open roadway primarily for vehicles.	√		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	√	√	
Steps	Stps	Walkway consisting mainly of steps.			√
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	√		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	√	√	
Track	Trk	Walkway in natural setting.			√
View		A road with a view	√	√	
Walk	Walk	Thoroughfare for pedestrians.			√
Way	Way	Short enclosed roadway. (reserved exclusively for non-public roads)		√	√
Wharf	Whrf	A roadway on a wharf or pier.	√	√	√