

## **Policy on Road Naming within Papakura District (December 2005)**

### **Introduction**

This policy document outlines the rationale and process for adopting a standardised approach to the naming of roads and distinct geographical areas within the Papakura District.

### **Rationale for a Standardised Approach to Road Naming**

There are three primary reasons for adopting a standardised approach to road naming:

Identity – recognising and enhancing our District history, culture, and identity

Utility – ensuring that road names chosen are appropriate in order to prevent potential confusion or mistakes for users, including commercial and emergency services

Consistency – providing a consistent, transparent, and balanced process for the naming of this key infrastructural asset within the community.

#### *Identity and the importance of names*

Names are central to identity. The names we give and use affect our appreciation of the people and objects that we name. They convey the sense of importance we assign to them and express how we relate to them within our day-to-day living. The names chosen to identify landmarks and features in Papakura are important and have the power to shape how we understand and relate to our District.

Within a geographical location, the names assigned to landmarks, roads, and areas convey much about how we understand our natural and built environment. The words and names we use can identify a location by virtue of its appearance, cultural or historical significance, or can give honour to a person or group who have some form of association with the area.

#### *Utility and the 'usefulness' of road names*

Road names are, perhaps most importantly, a tool to identify locations and plan journeys. For this reason it is important that the road names that are used are easily distinguished from other road and place names already in use, are easy to

recognise and pronounce, and assist in the locating of addresses when members of the public, utility and emergency services, and visitors are planning or making a journey.

In this respect, identifying general locations or suburbs through the use of thematically related names can assist in general orientation and navigation.

*Consistency – the maintenance of existing themes and the transparency of process*

A standardised process for the naming of new roads ensures the continuity of existing thematic naming and provides for the establishment of new thematic areas in specific locations while also ensuring that the process of allocating road names is transparent.

## **Definitions.**

Within this document:

**Road:** means a road as defined in sections 2 and 315 of the Local Government Act 1974

**Name** (in reference to a road): means the word or name used to identify the road but excludes the road type (e.g. Crescent, Place, Street etc).

**Thematic Area:** means an area within the District within which an identified theme has been identified and is currently, or shall be, used as the basis for allocating road names.

**Register:** means a combined list of (a) areas within the District holding specific historical, cultural, or environmental significance to one or more groups within the District in which the theme attached to the area is identified, and (b) a list of approved but unallocated road names.

## **Implementation**

The implementation of this policy shall be the responsibility of the CEO who may delegate Council Officers to allocate road names listed on the Register of Approved but Unallocated Road Names to new roads within the District using the guidelines contained within this policy.

## **Process**

The identification of thematic areas and road naming process shall have three principal components

- 1 The identification and assessment of appropriate names and themes
- 2 The establishment and maintenance of a names and themes register
- 3 The allocation of names

### **1 The identification and assessment of appropriate names and themes**

#### *a) Identifying Thematic Areas*

A number of thematic areas currently exist within the District. Where possible it is desirable that the thematic nature of road names be retained in any new developments.

*As a principle, Council will allocate new road names in thematic areas that are in keeping with the existing theme.*

In greenfields development areas Council has the opportunity to recognise aspects of local history, and areas of environmental and cultural significance by designating thematic areas.

*Council will identify and incorporate a minimum of one thematic area within greenfields developments and new subdivisions.*

*Where it is proposed that an area recognised as being of particular significance to Maori is included within the thematic register, appropriate consultation will be undertaken and any appropriate approvals obtained before the area and proposed theme are added to the register.*

#### *Assessment of Potential Themes and Names*

Proposed themes and names will be assessed on the basis of Appropriateness and Permissions, and Utility.

## 1 Appropriateness and permissions

Where a theme or name is suggested, consideration will be given to whether the theme or name is in keeping with the specific area it is identified for, and/or whether it has an identifiable connection to some aspect of the Papakura District.

Where a Maori name or theme is proposed, consultation with Maori will be undertaken to determine the appropriateness of the suggestion and the spelling and translation of the name.

Where a theme or name is suggested that is identified with living person or a group that is currently active, the suggestion will generally not be considered other than in exceptional circumstances.

Where a theme or name is suggested that is identified specifically with a person who has died less than 15 years previously, explicit permission from the next-of-kin, (or an appropriate family representative) is required for the use of the name to be considered acceptable.

Where a theme or name is suggested that is identified specifically with a person who has died more than 15 years previously, permission of the next-of-kin (or appropriate family representative) shall be sought. If no family members can be located the name shall then be assessed on its merits.

## 2 Utility (applies to road names only)

Other than in exceptional circumstances, the following guidelines shall normally be used to assess the appropriateness of a suggested road name.

- The name is a single word or name that is not hyphenated
- The name does not contain any inflection marks (e.g. macrons, accents)
- The name is not longer than 12 letters
- The name is not already used to name or identify another road or landmark feature within the District and surrounds
- The name does not sound similar to existing road names in use within the District and surrounds
- The name would not be considered offensive (including when translated into another language)

Where a suggested name passes these criteria it shall then be submitted to the New Zealand Post Central Address Site for comment and approval on the basis of its utility and availability.

If New Zealand Post recommends the name as suitable it shall then be submitted to the District Development Committee for approval and inclusion on the register. The District Development Committee may:

- 1) Approve the name for inclusion on the Approved but Unallocated Road Names or;
- 2) Give Provisional Approval for the name to be included on the Register of Approved but Unallocated Road Names providing that such approvals and permissions as are necessary are obtained prior to the name's inclusion or;
- 3) Reject the name.

## **2 Establishment and maintenance of a names and themes register**

Council will maintain a register of existing and approved thematic areas and approved but unallocated names.

Where an approved road name is appropriate for use in a thematic area, the name will be listed with that area on the register.

A list shall be kept of suggested names that have been rejected and the reason for their rejection in order to prevent duplication of work should the name be suggested again at a later date.

The current Council practice of maintaining a list of existing (allocated) road names within the District shall be continued.

A list of individuals, groups, and reference materials that may be of assistance in providing background information or research into the cultural, environmental, or historical importance of names and areas within the District shall be appended to the register. Where a private individual is identified within the list their name shall be included only with their written permission.

### **3 Assigning Road Names and Themes**

Any approved but unallocated name shall be considered appropriate for use within the District. Where an approved name is chosen for use, the Central Address Site of New Zealand Post must be consulted to ensure that the name has not been used elsewhere subsequent to its approval and addition to the register.

When assigned, the road name and details of the road location to which it has been applied will be conveyed to the GIS Officer, who shall also inform the organisations contained on the GIS "Notification of New Road Names" List.

Once assigned, a road name shall be removed from the register and added, together with a brief background of the significance of the name for the District, to a list of assigned road names.

As appropriate, thematic areas shall be formally identified and assigned through Council resolution.

**Process for assessing suggested names for inclusion in register of approved road names.**  
 To be read in conjunction with Road Naming Policy



