



Road Naming and Numbering Policy

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1.0 INTRODUCTION

The naming of public roads and allocation of property addresses is the responsibility of Local Authorities as assigned under section 319 of the Local Government Act 1974.

The Road Naming and Numbering Policy has been developed by the Wanganui District Council (WDC) to provide a consistent and comprehensive approach to the naming and numbering of roads, while meeting legislative, Land Information New Zealand (LINZ), NZ Post and the Emergency Service requirements throughout the Wanganui district. This Policy formalises and improves the systems and processes that have been used in the past for naming and numbering roads in the Wanganui district.

This Policy will apply to the issuing of both urban and rural numbering, naming new roads being created through subdivision, naming of previously unformed roads and the renaming of existing roads.

2.0 LEGISLATION

Section 319 of the Local Government Act 1974 sets out the requirements for the naming of roads and allocation of property numbers for local authorities.

319A Naming of roads

If the council names any road for the first time, or alters the name of a road, the council must as soon as practicable send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General.

319B Allocation of property numbers

- (1) For electoral, postal, and other purposes the council may allocate a number to any area of land or building or part of a building within its district and may change the number allocated to any such area of land or building.
- (2) The council shall comply with any request from a Chief Surveyor to allocate a number to or change the number of any area of land or building or part of a building in its district.
- (3) The principal administrative officer shall advise the Chief Surveyor of the land district in which the land or building is situated of the numbers allocated under subsection (1) or subsection (2) of this section.

The above form the basis for road naming and numbering by local authorities.

3.0 NAMING OF NEW ROADS

Roads are named to ensure ease of identification for the Council, public and private services such as emergency, postal and courier services. New roads will generally be named as a result of the subdivision process. This process

will be initiated by the developer and should be encouraged at an early stage of the subdivision process.

The developer is invited to submit three names in order of preference with reasons for the suggestions, including details of any consultation undertaken. If there is an existing common or established theme in the area, priority will be given to maintaining the integrity of this theme. If, however, the developer wishes to suggest names that are not in keeping with the theme, or there is no established theme, the name should reflect one of the following characteristics:

1. Traditional or appropriate Maori name
2. Historical person or event
3. Significant geographical or topographical features
4. Personal name for special service
5. Personal name linked to the developer

In cases where the developer does not wish to submit preferred options, the Chief Executive or a delegated officer will provide three options that will be included in the report that requests a new road name.

The planner processing the subdivision application will check the name(s) against this Policy and recommend a name(s) to the relevant committee by way of a report. The name to be adopted will be determined through Council resolution.

All costs incurred in naming a road created by a subdivision will be met by the developer as part of the subdivision process. The Resource Management Administrator will be responsible for ensuring that the developer is informed of the adopted name(s) and that the statutory notifications are made.

4.0 NAMING OF PREVIOUSLY UNFORMED ROADS

Naming of previously unformed roads will be initiated by the Council after the road has been formed or partially formed.

In the case where there is an unformed road that requires naming, Council's Infrastructure Team will inform the Planning Team when the road is being formed. The Planning Team will then be responsible for preparing an item to the relevant committee proposing a new name in accordance with Section 3.0 of this Policy.

All costs incurred in naming a previously unformed road will be met by the Council. The Resource Management Administrator will be responsible for ensuring that the statutory notifications of the new road name are made.

5.0 RE-NAMING AN EXISTING ROAD

Due to the cost of the procedures and the inconvenience caused to the public, the Council does not encourage the changing of road names.

Road re-naming can however be initiated by the Council or by private individuals or groups. Reasons for changing road names may include:

- a) spelling correction
- b) prevention of duplication in spelling or sound
- c) prevention of confusion arising from major layout changes to roading
- d) geographical corrections
- e) issues of cultural sensitivity

When Council deems a name change necessary or is requested to do so by emergency services, Council may make a decision to change that name. Where an owner or occupier of a property in a particular road or a member of the public seek to have a road name changed and the change does not meet the above criteria, Council will only consider initiating the change if:

- a) the request takes the form of a petition signed by at least 80% of the owners whose properties front the road; and
- b) the name suggested by the applicants is acceptable to Council in terms of the criteria for naming new roads; and
- c) the applicants or petitioners agree to meet the costs and disbursements incurred by Council (including costs of signs, renumbering, administration etc).

A name change will only be made if Council considers that the change will result in a clear benefit to the community and the owners of the land fronting the road are generally in agreement with the proposal.

The name to be adopted will be determined through Council resolution.

6.0 ISSUING OF RURAL ADDRESS NUMBERS

The **R**ural **A**ddress **P**roperty **I**dentification system (RAPID) is used when issuing rural addresses. The RAPID system of addressing is a distance measured from the start of the road.

The following rules apply:

- a) RAPID numbers will only be allocated to rural properties as defined in the Wanganui District Plan.
- b) Rural RAPID numbers shall be calculated by dividing the distance, in metres from the datum point (the start of the road) by 10 and rounding to a whole number according to the convention of assigning odd numbers on the left, even number on the right in the direction of measurement. Distances are measured to the vehicle entrance of the main dwelling of the property.

- c) Changes to RAPID numbers are discouraged as it reflects the distance along the road and every 1 represents 10 metres. Therefore any changes to the number may compromise the integrity of the numbering system.
- d) All addresses must be unique. Properties with shared entranceways will be allocated alphanumeric Rapid Numbers.
- e) Consistency and predictability are to be strived for at all times.
- f) A RAPID property address does not affect the rural delivery number; which is still retained for postal address purposes.

7.0 ISSUING OF URBAN ADDRESS NUMBERS

Urban Street address numbering is usually carried out in accordance with the guidelines listed in AS/NZS 4819:2003. However there are times where this Policy takes precedence over the procedures listed in the NZS document (Refer to Diagram 1 and 2). The following points apply to the issue of urban address numbers:

- Address numbers are issued according to the convention of assigning odd numbers on the left, even numbers on the right, in the direction of numbering. Roads have typically been numbered away from the Whanganui River.
- Address number ranges are discouraged in New Zealand therefore Council will not allocate an address range. An address range may be held in Councils electronic files but, a principal address will be allocated to the property and primarily used.
- Numbers shall be allocated for the full expected development potential of each site. For larger urban sites with development potential, additional urban address numbers, based on the frontage required for normal house block properties, shall be reserved to allow for development potential. A reasonable surplus of unused address numbers is more manageable outcome than a shortfall.
- The numbering of multiple developments on a single lot shall be alphanumeric, ie 21A in the direction of the road. Refer to *Diagram 1*.
- If some flats use a different entrance, especially a different street, then it is acceptable to assign a different number and street name within the same group or the same parcel.
- Reserves may be allocated a street number for administrative purposes.
- Corner address sites are addressed depending on which road provides the main access to the dwelling.
- All addresses shall be unique.
- Existing street numbering anomalies may be corrected to conform with this Policy where practicable. Council will inform all identified parties prior to modifying any street numbers.
- Where Council chooses to renumber a street, the residents affected by the renumbering shall be given at least 90 days notice before the renumbering takes place. Residents affected by the renumbering will

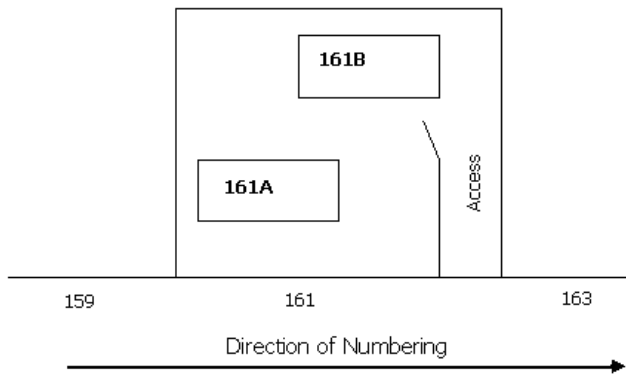
also be provided with mail redirection forms and Council will pay reasonable costs associated with the renumbering. (A maximum dollar value will be set by Council at the time the renumbering takes place.)

- Although State Highways are owned and managed by the New Zealand Transport Authority, Council is still responsible for addressing properties off State Highways. Urban and rural numbering of State Highways shall be in accordance with urban and rural numbering outlined in this Policy.
- Private right of ways shall be numbered with an alphanumeric numbering system in accordance with *Diagram 2*.

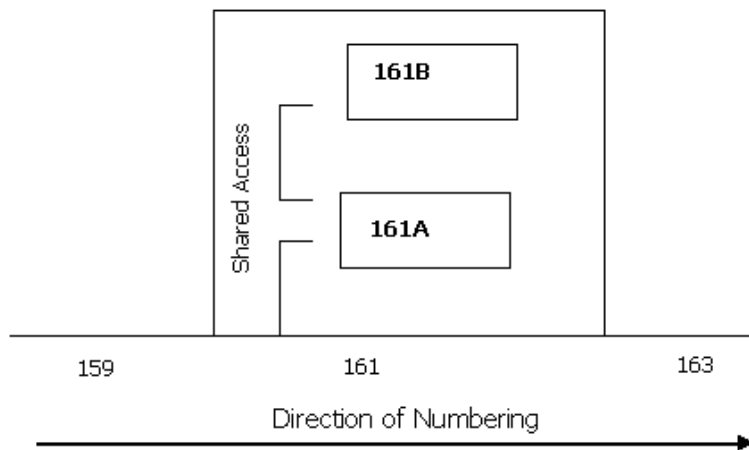
Diagram 1 – Allocating an address requiring an alphanumeric number

An alphanumeric number is allocated depending on the direction of numbering and the point of access to the properties. The following two examples demonstrate how the alphanumeric numbers are allocated to two properties on one parcel of land:

1. Separate Access



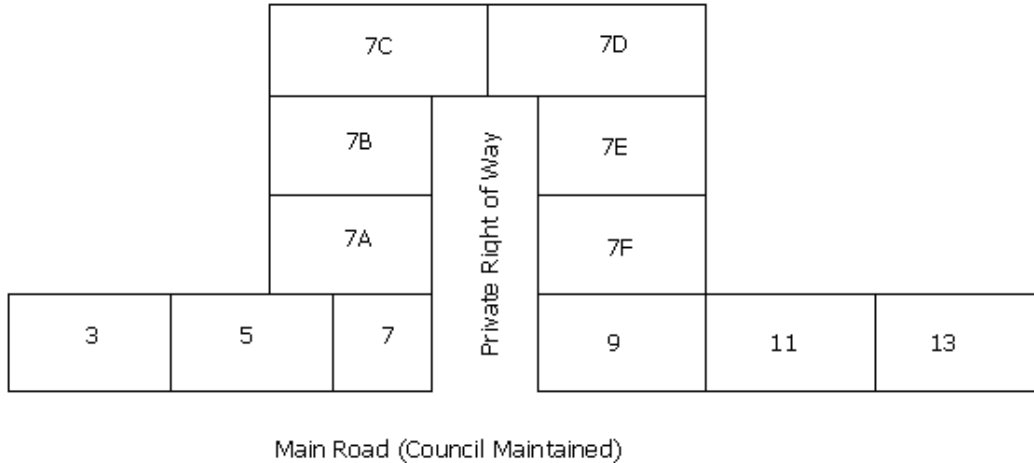
2. Shared Access



In the case of infill subdivision, where there is an existing whole number allocated to a dwelling, the whole number will remain with the existing dwelling and alphanumeric numbers allocated to the additional sites.

Diagram 2 - Allocating Private Right of Way Numbers

Private rights of ways shall be numbered using an alphanumeric numbering system.



Note: Council has no responsibility for the signage, maintenance or upkeep of any private right of way.

On rare occasions Council may use a unit numbering system where a development is part of a Unit Title development.

APPENDIX A Approval Criteria

➤ Guide for naming of Public Roads

Alley:	A narrow street or passage, usually enclosed.
Avenue:	Wide straight roadway or street planted either side with trees.
Boulevard:	Once a promenade on a site of demolished fortifications; now applied to any wide street or broad main road.
Circle:	A street surrounding a circular or oval shaped space.
Close:	A short no exit street.
Common:	A street with a reserve or public open space along one side.
Court:	An enclosed, uncovered area opening off a street.
Crescent:	A crescent shaped street generally with both ends intersecting the same street.
Crest:	A roadway running along the top or summit of a hill.
Drive:	A main connecting route in a suburb.
End:	A no exit street.
Esplanade:	Level piece of ground especially one used for public promenade.
Gate:	A very short street.
Glade:	A tree covered street or passage between streets.
Glen:	In narrow valley.
Green:	As for Common, but not necessarily bounded by a reserve.
Grove:	An alleyway cut out in a wood but not extensive.
Heights:	A roadway traversing high ground.
Hill:	Applies to a feature rather than a route.
Lane:	A narrow passage between hedges or buildings, an alley.
Lookout:	A roadway leading to or having a view of fine natural scenery.
Mead:	Mowed land.
Mews:	A road traditionally rural residential area converted to a residential area.
Parade:	A public promenade or roadway.
Place:	An open space in a town.
Quay:	Along the waterfront.
Ridge:	A roadway along the top of a hill.
Rise:	A roadway going to a higher place of position.
Road:	Route or way between places (generally in the rural area).
Square:	A street surrounding a square or rectangular shaped space.
Street:	An urban road.
Terrace:	A street along the face or top of a slope.
Track:	A narrow country street that may end in pedestrian access.
View:	Street with a view of significance.
Way:	Only to be used for private roads, rights of way etc, see above.

- Discretion shall be used with respect to the length of the road name. In general road names should not be longer than 15 characters in length, however in exceptional circumstances longer road names may be allowed. Road names will usually be one word only exclusive of classifier. New road names should be easy to spell and pronounce.
- Road names that duplicate other existing street names are not permitted. Road names should not have identical sounding names with different spelling, include punctuation (eg apostrophes, hyphens), or be regarded as offensive, insensitive or commercially based.

- Where a new road is within 5km of a bordering local authority, a check must be made (with the adjoining local authority) to ensure that the same, or a similar road name is not in existence in that authority.
- Rights of way, private ways and access lots will not be named.