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# Road Naming Procedures

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May 2013  
*Reviewed June 2015*



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## 1 INTRODUCTION

Buller District Council is responsible for naming (and renaming) roads within its boundaries.<sup>1</sup> Roads are named to reflect the identity of the local area and/or the towns and to ensure ease of identification for the Council, the public and key public and private services such as emergency, postal and courier services.

Road naming in the Buller District has been governed by the *Road Naming Procedures* since it was adopted in 2013. The procedures were created based on the Wellington City Council Procedures, with their permission, as the Buller District Council recognised it required a system for responding quickly to requests for new road names, outside of Council's formal committee process.

It provides a comprehensive resource for elected members, Council officers and the public, that clearly outlines the three main processes relating to road naming:

- Process for allocating a name to a road ó *Part A*
- Process for renaming an existing road ó *Part B*
- Process for including a road name on the List of Approved but Unallocated Road Names ó *Part C*.

These revised procedures also take into account Council's obligations under the Treaty of Waitangi.

## 2 RESPONSIBILITY FOR IMPLEMENTING THE PROCEDURES

The Council's Operations Department is responsible for implementing these procedures. All enquiries should be directed to the unit by telephoning (03) 788 9111, emailing [info@bdc.govt.nz](mailto:info@bdc.govt.nz) or writing to:

Operations Department  
Buller District Council  
P O Box 21  
WESTPORT 7866

## 3 WHAT DO THE PROCEDURES AIM TO ACHIEVE?

The aim of these procedures is to clearly outline the processes for approving and allocating names to new and currently unnamed roads and for renaming existing roads.

## 4 WHAT IS THE SCOPE OF THE PROCEDURES?

The procedures apply to new or currently unnamed roads, including roads with existing names that are not officially recognised.

For the purposes of these procedures, the definition of a 'road' includes:

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<sup>1</sup> The authority for naming roads comes from Section 319(1)(j) of the Local Government Act 1974.

- any road that is currently named as a ðroadð, ðstreetð, ðlaneð, ðavenueð, ðdriveð, ðwayð, ðcrescentð or any other ðroad typeð name.
- places that need a name as they need to be identified within an official address. This includes private rights of way, state highways, service lanes, pedestrian accessways, wharves and courtyards. It does not include motorways.

## **5 HOW WILL THE PROCEDURES WORK?**

The procedures will be applied when:

- a new subdivision is created
- a road is created by a process such as a gazette notice
- a request is received to name a new or currently unnamed road
- a request is received to rename a road
- a request is received to have a name approved for use as a potential road name
- a request is received for a new road name, to facilitate the issuing of new address numbers.

### **5.1 Identification of a New or Currently Unnamed Road for Naming**

The Operations Department will primarily be aware that a road needs to be named when:

- Council's Planning Department is approached by a developer requesting a resource consent for a new subdivision, or
- a developer approaches the Operations Department directly requesting that a name be allocated, or
- Council's addressing team approaches the Operations Department requesting that a name be allocated to facilitate the issuing of new addresses.

When a new or unnamed road is identified, Council will use the decision-making framework outlined in Part A of these procedures to determine an appropriate name.

#### **5.1.1 Private rights of way**

To ensure names are easily identifiable on maps, a private right of way will usually only be considered for naming if at least 6 dwellings use the right of way. However, if it is considered possible that future subdivision down the right of way will result in the need to allocate a road name, consideration should be given to naming the right of way at the earliest opportunity. This will help to avoid the situation where Council issues addresses, and then later has to change them. The final decision on whether or not a right of way will be named will be made at the discretion of the Operations Department.

#### **5.1.2 Roads on areas of significance to Maori**

In general, if the unnamed road is on or near a Maori heritage precinct, site or track, and an appropriate Maori name for the road can be identified, the Operations Department will give precedence to the iwi's name for the road.

A Maori heritage precinct, site or track will usually be determined from the Council's District Plan. However, if Council staff have reason to believe that the area may be of significance to Maori, but the area has not yet been identified as a significant area, Council staff will also consult with manawhenua on an appropriate name.

### 5.1.3 Thematic names

In general, if the road is situated in a town that has a predominant naming theme, the Operations Department will give precedence to a name following that theme.

The suburbs that are currently considered to have a predominant naming theme are:

Locality	Theme
Westport	Ex English and NZ Prime Ministers, and Ex Westport Mayors

This list may change as

- new themes become established
- themes may lose predominance because of the number of exceptions.

### 5.1.4 Exceptional circumstances

In the circumstance that a road to be named is situated in a suburb with a predominant naming theme as well as being situated on or near an area that is of significance to iwi, officers will make a recommendation to Council based on the weighted criteria outlined in Section 4 of Part A.

### 5.1.5 Name to remain in perpetuity

Once a road name is allocated and formal notice has been made to the relevant agencies (for example, the West Coast Regional Council (WCRC) and Land Information New Zealand (LINZ)), the name will remain in perpetuity. Any further change to the road name will be subject to the process outlined in Part B of these procedures.

### 5.1.6 Allocating an appropriate name

Where a road is vested in or will be vested in Council, the final decision on allocating an appropriate name will be made by Council. Road names will be considered by Council as required, at its regular meetings.

In the case of a road that is not and will not be vested in Council (for example, a right of way), the final decision on allocating an appropriate name will be made by Council staff.

### 5.1.7 Formalising “unofficial” names

Where a road name has been used unofficially for many years, the name is appropriate, and has clearly been accepted by the public, then the name can be formally approved by Council in the case of roads vested in or to be vested in Council, and by Council staff in the case of other roads.

## 5.2 Request to Change the Name of an Existing Road

The decision-making framework for renaming will be applied when:

- a member of the public requests that a road name be changed
- the emergency services or Council propose a name change.

In both all cases, Council will usually only consider changing the name if a significant majority of the residents or business owners in the road support the proposed change or there is significant public benefit in making the change, especially for emergency services.

The process for changing the name of an existing road is detailed in Part B of these procedures.

### **5.3 Council's 'List of Approved but Unallocated Road Names'**

Unallocated potential road names for Buller District are kept on the Council's List of Approved But Unallocated Road Names. Part C of these procedures outlines the process for having a name approved and added to the list.

The list is maintained by The Operations Department and given to WCRC. WCRC also holds similar lists for the other territorial local authorities within the West Coast Region. Councils that wish to allocate a name to a road first contact WCRC with the proposed name, to ensure that it is not already in use or reserved for use by another Council. This ensures that duplication of road names is avoided (for such reasons as public safety, as it ensures clarity for emergency services).

Names approved for addition to the List of Approved But Unallocated Road Names will remain there until they are either allocated to a road or removed as the result of a review of the list.

From time to time a road name may no longer need to be used as two or more roads may be joined into one road or a road may be permanently closed. In both of these cases, the road name(s) may be included back on the list for potential reallocation, usually for a new or renamed road in the same general area.

### **5.4 Review of the List**

The list will be formally reviewed every three years, as part of the review of these procedures.

Councillors can suggest new names, at any time, to The Operations Department. The Council can also decide to remove any of the names. A reason for removing a name would be if it had been on the list for many years, and appeared unlikely to be used in the foreseeable future or if the name was no longer deemed appropriate for use as a road name.

## **6 ROAD NAME SIGNS**

The guidelines for road naming signs are outlined in a separate document held by Council's Roading Engineer.

New roads that have had names officially allocated, and existing roads that have been officially renamed, must have a **Road Name Sign** either installed or updated to reflect this. For Local Roads this is Council's responsibility, unless the road adjoins or is on a state highway. In this case both NZTA and their representative (Opus) should be consulted, in order to agree who will do the installation.

**7 WHO ELSE SHOULD BE CONSULTED – when a road is to be named?**

<b>Contact</b>	<b>Position</b>	<b>Email address</b>
NZTA (Only required if the new road is on, or intersecting a SH.)	Senior Asset Manager West Coast	As per the BDC -Road Naming ConsultationsøE-List, (as at time of writing this is a non-generic email address)
West Coast Regional Council	IT Manager	roadnames@wrc.govt.nz
BDC Staff	Various	As per the BDC -Road Naming ConsultationsøE-List

**8 WHO SHOULD BE ADVISED – after a road is named?**

**By Post:**

Chief Fire Officer  
**Westport Fire Brigade**  
 Palmerston Street  
 WESTPORT

**By email**

<b>Contact</b>	<b>Email address</b>
AA Guides and GeoSmart	mapupdates@geosmart.co.nz
BDC All Staff (Council-wide) group	AllStaffCouncil-wide@bdc.govt.nz
Fire Service	data.change@fire.org.nz
Kiwimaps	kiwimaps@xtra.co.nz
LINZ	addresses@linz.govt.nz
Local Electorate office	west.coast-tasman@elections.org.nz
NZ Post	AddressCaptureTeam@nzpost.co.nz
NZ Post	Addressing@nzpost.co.nz
Police_GIS	Police.GIS@police.govt.nz
Terralink	data.acquisition@terralink.co.nz
NZTA	See the BDC -Road Naming NotificationsøE-List for the current non generic email address
West Coast Regional Council	roadnames@wrc.govt.nz

- The LINZ email address above satisfies BDCs legal requirements for notifying the Registrar General of Land, the Surveyor-General, and the Chief Surveyor of the Land District.

**Road Names Distribution List**

Email the notifications using the -Road Names Distribution Listø email group, which can be found in -Global Contactsø on Councilø email system. This is a more complete list than that above, in that it contains additional non generic email addresses for other individuals who have indicated a wish to be notified, such as the local branches of the Police and St John.



**BDC Roading Engineer**

Separately email Council's Roading Engineer, to arrange installation of any new Road Name signage for the new road.

**File R7/20**

File a copy of the documentation on the 'Road Names' central file.

## **PART A:**

### **DECISION-MAKING FRAMEWORK FOR ALLOCATING A ROAD NAME**

#### **1. STEPS IN THE DECISION-MAKING FRAMEWORK**

The following process describes the decision-making framework (outlined in Diagram 1) for allocating a name to a new or previously unnamed road.

##### **Step 1 Unnamed road identified**

The Operations Department will be informed of the need for a new road name by:

- Council's Planning Department, once they are approached by a developer for a resource consent,
- or by the developer directly,
- or by Council's addressing team, requiring a new road name for addressing purposes.

##### **Step 2 Consultation**

The Operations Department will consider if there is an appropriate name for the road, taking into account input from Council's manawhenua partners and the road's developer.

- **Council's Manawhenua Partners**

The Operations Department will consult with manawhenua if:

- the road is on or near a Maori heritage precinct, site or track as outlined in the Council's District Plan (which can be viewed also on Council's GIS under Nāgi Tahu Nohoanga Sites, and Ngāi Tahu Statutory Acknowledgments), or
- Council staff have reason to believe the area surrounding the road may be of significance to iwi, or
- the proposed name for the road is likely to be significant to manawhenua.

If the area is of significance to iwi, The Operations Department will seek input from local iwi on the significance of the area. The manawhenua will be requested to identify an appropriate name for the road. Written justification of significance will be requested if Council does not currently hold this information.

- **The Developer**

The developer may wish to:

- suggest a name off Council's -List of Approved but Unallocated Names (the process for allocating a road name is likely to be much quicker if the name has already been approved by Council), or
- recommend a new name that has not already been approved. In doing this, the developer may wish to consult with people who are connected to the local area, such as:
  - Local historians
  - Local community groups
  - Community Boards in their respective areas
  - Members of the public.

##### **Timeframe**

Should Council's manawhenua partners and the developer wish to suggest a name, they will be asked to provide details within two weeks of the request for suggestions.

If there is only one suggested name and that name is on the List of Approved But Unallocated Road Names, proceed directly to Step 7 for roads that are vested in or will be vested in Council, or to Step 9 for roads that are not and will not be vested in Council.

If there is more than one suggested name and all of the names are on the List of Approved But Unallocated Road Names, proceed directly to Step 6.

### **Step 3 West Coast Regional Council (WCRC) check name**

Names will be given to WCRC to check against the lists they hold of all road names currently used and reserved for use by Councils throughout the WCRC region.

WCRC will recommend that the name be declined if it is:

- the same as one already in use or reserved for use by another Council,
- already in use and only the road type is different (for example, Huia Road might exist and the suggested name is Huia Crescent).

### **Step 4 Name assessed**

In order to be accepted as an official name on the LINZ national database, the name must conform to the requirements in the NZ Addressing Standard AS/NZS4819-2011. Officers will also assess the name against the style guide and approval criteria (outlined in Sections 2 and 3 of this decision-making framework).

### **Step 5 Maori names**

If the name is a Maori name, but not one chosen by the iwi, then the name will be checked through a Maori language service to ensure that it is not offensive to manawhenua and Maori and is spelt and interpreted correctly.

A Maori name suggested by the manawhenua under Step 2 will be deemed to be spelt and interpreted correctly.

### **Step 6 Choosing the most appropriate name**

If more than one name is suggested through consultation with manawhenua and the developer, the Council will determine the most appropriate name based on the guidelines provided in Section 4 of this decision-making framework.

Where both an English name and a Maori name have been suggested, a joint English/Maori name will not generally be considered. This is because road naming signs need to be easily read by a driver who is travelling at the given speed for an area. A joint name may result in a road sign being unclear or confusing.

### **Step 7 Report given to Council**

This step applies where the road is vested in or will be vested in Council.  
If the road is not and will not be vested in Council, proceed directly to Step 9.

The Operations Department will write a report for the Council, providing a recommendation on the most appropriate name for the road. Where more than one name is suggested, The

Operations Department will provide information on the alternative names and give the reasons for recommending one name over the others.

If a developer does not agree with The Operations Department's recommendation, that information will be included in the report. The developer will be informed that they may lodge a written objection which will be forwarded with The Operations Department's recommendation to the Council.

Compelling reasons why The Operations Department may not recommend a suggested name could include:

- the name either duplicates or sounds similar to a road name already allocated in either the Buller District, other West Coast Regional Council districts, or the Tasman District Council area
- the name is the same as that of a park or suburb in another part of the district
- the name is offensive
- the name would be more appropriately allocated in another area of Buller
- the name has been reserved for use by another Council within the WCRC Region
- WCRC recommends that the name should not be used.

All recommendations will be based on one member of The Operations Department recommending the name.

**Step 8 Referred to Council**

Revoked Clause

**Step 9 Name allocated**

For roads that are vested in or will be vested in Council - if Council approve the name, The Operations Department will allocate it by informing stakeholders as described in 'Who Should be Advised - after a road is named' Section 8, pages 7-8, above.

For roads that are not and will not be vested in Council - The Operations Department will allocate the name by informing stakeholders as described in 'Who Should be Advised - after a road is named' Section 8, pages 7-8, above.

## 2. STYLE GUIDE FOR NAMES

To ensure a consistent standard of road naming, the following style guide should be applied:

1. Possessive forms (for example John Smith's Road) should be avoided except if they destroy the sound of the name or change the descriptive application. The apostrophe should not be used.
2. In general hyphens should be avoided. Preferably, the name should be written either as one word or as separate words. Hyphens should be retained for Maori names if the removal of the hyphen would change the meaning of the name.
3. Words should be spelt correctly. (Note: Where an incorrect name has become established by local usage the Council may in its discretion retain the incorrect form. See Part B: *Renaming an Existing Road* for the occasions when an incorrectly spelt road name can be renamed.)
4. Diacritical marks such as macrons will not be used, to ensure the clarity of signs is maximised.
5. Full names will only be used where the name is of a reasonable length. Full names that are longer than 15 letters (including the space between the names) will not usually be considered. In these instances, consideration will be given to using only the surname.
6. In general the road type of a road will reflect the public/private nature of a road or the geography of the area. For example, a private right of way may be called a Way.

### 3. APPROVAL CRITERIA

All recommended road names *must* meet the following approval criteria:

1. The name is not considered to be in poor taste or likely to cause offence.
2. The name is not difficult to pronounce and/or cannot be misheard or misread to be the same as a current road name in the Buller District.
3. The name is not already being used elsewhere in the district; for example, for a road, park or suburb. However, if a park has the same name and it adjoins the road, then the name may be used.
4. The name has significant local content or meaning. The name should reflect one of the following:

#### **A. Traditional or Appropriate Maori Name**

The traditional Maori name in an area that is recognised, or believed to be, a Maori heritage precinct, site or track, by the Council's manawhenua partners.

#### **B. An Established Theme**

If a naming theme is already established in a suburb, the names for that suburb should remain consistent with the theme.

#### **C. Historical Person or Event**

The name of a notable person or event from early history should ideally have a local association with the area. Preferably the name should have a Buller association. For example, they could be settlers or early notable people or events. Naming after persons living or recently deceased should generally be avoided.

#### **D. Significant feature**

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).

#### **E. Personal name (surname) for special service**

This can be for conservation, sport, community service or other sphere of activity with local association which can be duly recognised. Naming after persons living or recently deceased should generally be avoided.

#### **F. Published name in any work**

If the area has a local/popular use name that has been used in a published work and the work is considered as authoritative by Council, then that name may be appropriate for the road.

However, the name will not be considered to be official by virtue of it being published.

#### **G. Cultural Significance other than Maori**

If the area is significant to a culture other than Maori, written evidence of the significance must be provided.

5. In order for the name to be accepted by LINZ it *must* conform to the requirements of ASNZS4819-2011

## 4. WEIGHTING THE NAMES

### 4.1 Areas of Significance to Maori and Thematic names

As outlined in sections 5.1.2 and 5.1.3 of these procedures, two main considerations for naming are:

- whether or not the area surrounding the road is recognised as a Maori heritage precinct, site or track (criterion A on the previous page), or
- if the new road is placed within an area (shown as a Locality on Council's GIS) with a predominant naming theme (criterion B on the previous page).

Should either of these considerations apply, the recommended name will usually be the one that is respectively either chosen by the manawhenua or is the best fit with the theme.

Where both of these considerations apply, The Operations Department will use the weighted criteria below to provide a recommendation to Council to make the final decision in the case of roads vested in or to be vested in Council, and will use these criteria to make a decision in the case of roads that are not and will not be vested in Council.

### 4.2 Other Roads

When more than one name is suggested for a road, and the road does not fit into either criterion A or B, then The Operations Department will compare the names against each other using the weighting framework in the below table. The weighting reflects the relative importance of the criteria and enables names to be ranked in order of merit, with the highest scored being the highest ranked.

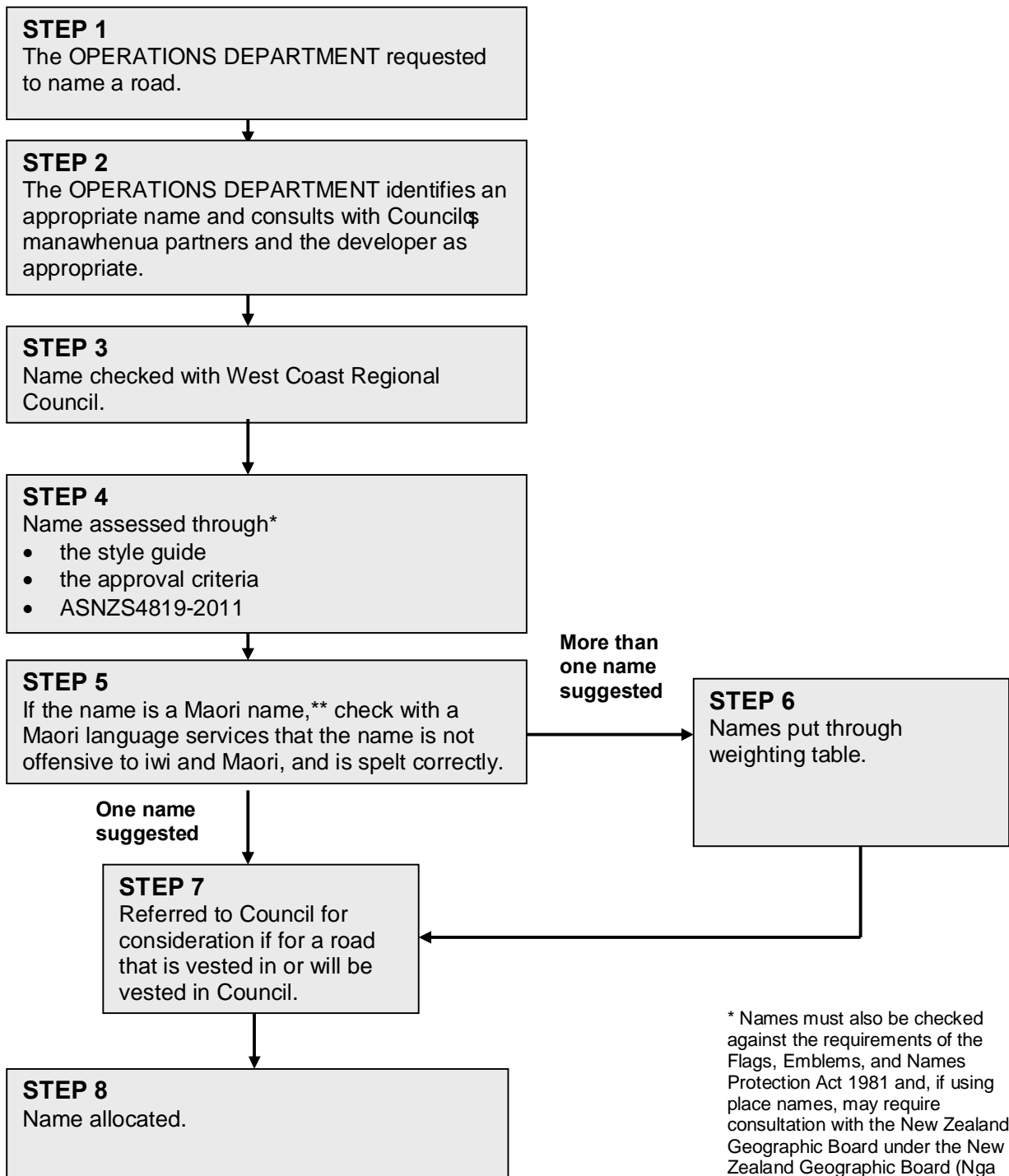
**Table 1: Weighting of Criteria**

<b>Criterion</b>	<b>Weighting</b>
C. Historical Person or Event *	Medium 2
D. Significant feature	Medium 2
E. Personal name (surname) for special service *	Low 1
F. Published name in any work	Low 1
G. Cultural Significance	High 3
<b>Score</b>	

\*Note that there may be more than one name suggested. If so the officer responsible will need to make an assessment on the relative merits of each name under the same criterion with regard to the following:

- extent of local knowledge about person or event
- contribution to area of interest.

**DIAGRAM 1: DECISION-MAKING FRAMEWORK FOR ALLOCATING A NAME TO A ROAD**  
 (Where the name is not already on the “Approved But Unallocated List”)



\* Names must also be checked against the requirements of the Flags, Emblems, and Names Protection Act 1981 and, if using place names, may require consultation with the New Zealand Geographic Board under the New Zealand Geographic Board (Nga Pou Taunaha o Aotearoa) Act 2008.

\*\* This does not include Maori names suggested by iwi under Step 2. These names shall be considered correct.



## **PART B: PROCESS FOR RENAMING AN EXISTING ROAD**

The following process describes the decision-making framework for renaming a road, regardless of whether or not that road is or will be vested in Council (outlined in Diagram 2).

### **1. REASONS TO RENAME A ROAD**

Appropriate reasons for renaming a road would be:

- the name is duplicated in another suburb of Buller or within the WCRC region
- two or more roads have been joined
- a current road is significantly realigned to the extent that a new name would be appropriate
- two or more roads follow each other and it is not clear where the road changes its name
- the name has been incorrectly spelt
- the road is commonly known by a different name.

It is not, however, Council's aim to rename all existing roads where one of these reasons applies. Changing a name can be very disruptive for residents who may have lived in the road for many years and businesses, which may have used the name in publications and advertising. However, all requests for renaming will be given due consideration.

### **2. THE PROCESS FOR RENAMING A ROAD**

#### **Step 1 Request to rename a road**

The request to change a name is received ó information and background as to why the road should be renamed is included with details on the proposed name (for example, the history of the name).

#### **Step 2 Consultation**

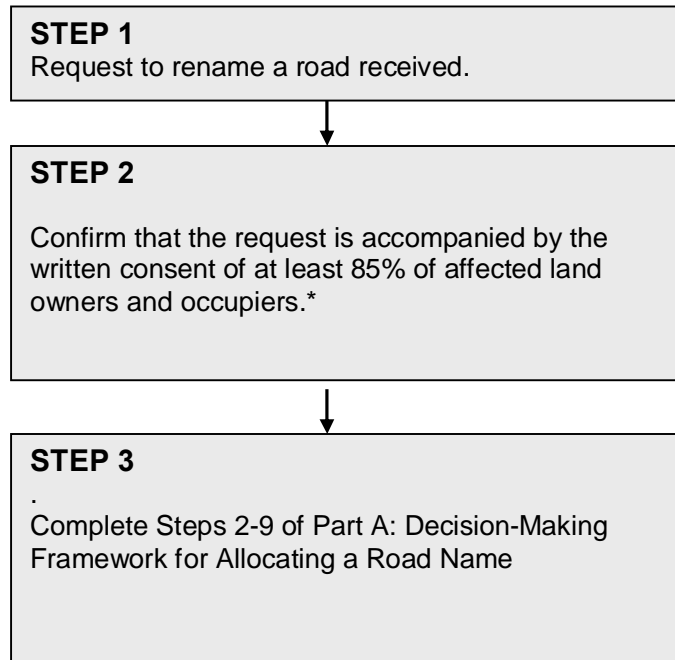
The request must be accompanied by the written consent of at least 85% of affected property owners and occupiers.

Where, in the opinion of Council, an appropriate reason exists to change the road name and changing the road name would result in a clear benefit to the community, this consultation requirement can be amended or waived.

#### **Step 3 Consideration of proposed name**

Steps 2-9 of Part A: Decision-Making Framework for Allocating a Road Name are followed for the proposed road name.

**DIAGRAM 2: PROCESS FOR RENAMING AN EXISTING ROAD**



\* Where, in the opinion of Council, an appropriate reason exists to change the road name and changing the road name would result in a clear benefit to the community, this consultation requirement can be amended or waived.

## **PART C:**

### **DECISION-MAKING FRAMEWORK FOR ADDING A NAME TO THE 'LIST OF APPROVED BUT UNALLOCATED ROAD NAMES'**

The following process describes the decision-making framework for adding a name to the List of Approved But Unallocated Road Names (outlined in Diagram 3).

#### **1. STEPS IN THE DECISION-MAKING FRAMEWORK**

##### **Step 1 Potential road name identified**

Potential road names may be suggested by:

- members of the public
- manawhenua
- Community Boards (Makara/Ohariu and Tawa) for their respective areas
- local community groups
- local historians
- Councillors
- Council staff.
- Developers

##### **Step 2 Name checked through a Maori language service**

If the name is a Maori name, and is not a name suggested by the manawhenua, it will be checked through a Maori language service to ensure that it is not offensive to manawhenua and Maori and is correctly spelt and interpreted. Names suggested by the manawhenua will be deemed to be correct.

##### **Step 3 Named checked by the West Coast Regional Council**

Every name will be given to WCRC to check against lists they hold of all road names currently used and reserved for use by Councils throughout the West Coast region.

##### **Step 4 Name assessed**

The Operations Department will assess the name through the:

- style guide
- approval criteria
- ASNZS4819-2011

outlined in Part A of these procedures.

##### **Step 5 Approval sought**

The Operations Department will provide a report on the name, including information about the reason why the name is appropriate for a road, to Council for consideration.

**Step 6 Name added to the 'List of Approved but Unallocated Names'**

Once approved, the name can be added to the List of Approved But Unallocated Road Names with the following information:

- date of approval
- any caveats on the use of the name (for example, limitations to a particular area)
- the correct spelling
- the correct interpretation (if the name is Maori)
- reasons why the name is appropriate to be used as a road name.

The list will also show the last date it was forwarded to Council.

**DIAGRAM 3: DECISION-MAKING FRAMEWORK FOR ADDING A NAME TO THE 'LIST OF APPROVED BUT UNALLOCATED ROAD NAMES'**

