

<b>Policy Name:</b>	<b>Draft Wairoa District Council Road Naming and Numbering Policy</b>	<b>File Reference:</b>	B01.07.02
<b>Person Responsible:</b>	Policy Analyst	<b>Date Policy Adopted:</b>	
<b>Review Period:</b>	Tri-annually	<b>Status:</b>	Draft
<b>Next Review Due By:</b>	10 June 2011	<b>Revision Number:</b>	3
<b>Supersedes:</b>	Previous Policies	<b>Date Last Revised:</b>	26 May2008

---

DRAFT

## CONTENTS

1.0	INTRODUCTION.....	3
2.0	LEGISLATION .....	4
3.0	ISSUING OF RURAL ADDRESS NUMBERS .....	4
	<i>Diagram 1 – RAPID number allocation.....</i>	<i>5</i>
4.0	ISSUING OF URBAN ADDRESS NUMBERS .....	6
	<i>Diagram 2 – Allocating an address requiring a alphanumeric number.....</i>	<i>7</i>
	<i>Diagram 3 - Private Ways .....</i>	<i>7</i>
5.0	STATE HIGHWAYS.....	8
6.0	ISSUING OF RURAL & URBAN ROAD NAMES .....	8
7.0	EXISTING ROADS FOUND TO BE UNNAMED .....	11
8.0	CHANGING AN EXISTING ROAD NAME .....	12
	APPENDIXES .....	14
	Appendix One – Road Name Application Form .....	15
	Appendix Two – Process followed by Council .....	17

## 1.0 INTRODUCTION

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

The Policy for Road Naming and Property Addressing has been developed by Wairoa District Council (WDC) to ensure a quick response to the allocation of new unique addresses and guarantees information consistency, whilst meeting legislative, LINZ (Land Information New Zealand) NZ Post and the Emergency Services requirements throughout our growing district.

In 1999 a standard for street addressing was developed by the ICSM (Intergovernmental Committee on Surveying and Mapping) and in 2003 it was made available as a New Zealand Standard, available through Standards New Zealand. This standard has been termed Geographic Information – Rural and Urban Addressing AS/NZS 4819:2003 (AS/NZS 4819:2003).

Local Authorities and other organisations may choose to voluntarily adopt the principles laid out in this standard.

WDC has chosen to adopt this standard along with the additional guidelines detailed in this Policy. For the avoidance of doubt this Policy should be read in conjunction with AS/NZS 4819:2003.

This Policy formalises the systems and processes that have in the past been used in the Wairoa District.

It is important to note this Policy has been developed not only to maintain consistency of address issuing and road naming through out the Wairoa District, but also to ensure that addresses are not guessed or issued unknowingly. Badly issued addresses can cause severe problems with not only the Emergency Service departments, but also with a large number of other surrounding residents if the situation has to be corrected.

The following information is contained in this Policy:

- A description of the legislative framework that empowers territorial local authorities to provide street names and numbers in the District.
- Additional procedures for street naming and street numbering in the Wairoa District not referred to in the AS/NZS 4819:2003 standard.
- Information regarding the naming of roads and streets.

In addition the policy also provides (in the appendixes attached) guidance on:

- Internal processes for issuing of property addresses and road naming.
- Current road and street names in the Wairoa District.

## 2.0 LEGISLATION

### Local Government Act 1974 – Sections not repealed by the Local Government Act 2002

#### Sec 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.

##### *History*

Section 319A was inserted, as from 19 January 1981, by s 37 Local Government Amendment Act 1980 (1980 No 82). Section 319A was substituted, as from 7 July 2004, by s 5 Local Government Amendment Act 2004 (2004 No 64).

#### Sec 319B - Allocation of property numbers naming

- 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.

##### *History*

Section 319B was inserted, as from 30 March 1985, by s 29 Local Government Amendment Act 1985 (1985 No 60).

## 3.0 ISSUING OF RURAL ADDRESS NUMBERS

*Refer to AS/NZS 4819:2003 Standard - Section 2 & Appendix A*

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

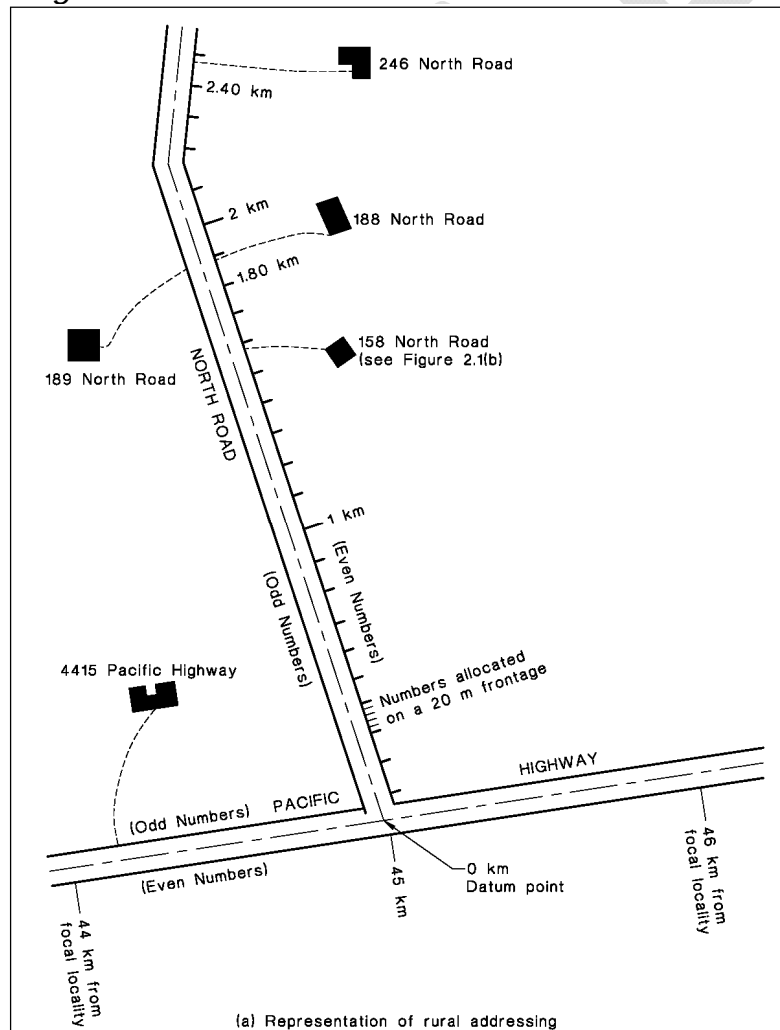
The following rules apply:

- RAPID numbers will only be allocated to rural properties as defined in the Wairoa District Plan.
- Rural RAPID address 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 numbers on the right in the direction of measurement. Distances are measured to the vehicle entrance to the main dwelling of the property.

- RAPID Numbers will be allocated with the lowest number located at the end of the road closet to the nearest emergency services depot. In this way emergency services will find it less difficult to find and locate rural properties.
- 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.
- All addresses must be unique.
- Numbers shall be allocated to the full potential development of each site.
- Consistency and predictability are to be strived for at all times.
- A RAPID property address does not affect the rural delivery number; the RD number is still retained for postal address purposes.

**Diagram 1 – RAPID number allocation**



*Elements of the Rural Address Model  
taken from AS/NZS 4819:2003  
(Incorporating Amendment No. 1)  
Figure 2.1*

#### 4.0 ISSUING OF URBAN ADDRESS NUMBERS

*Refer to AS/NZS 4819:2003 - Section 3 & 5*

Urban street address numbering is generally carried out in accordance with the guidelines listed in AS/NZS 4819:2003. However (see diagram two and three below) there are times where this Policy takes precedence over the procedures listed in AS/NZS 4819:2003.

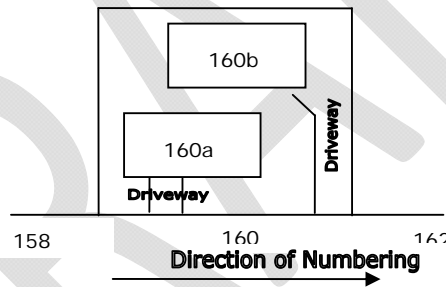
- Address number ranges are discouraged in New Zealand therefore Council will not allocate an address range. An address range may be held on the Councils electronic files but, a principal address will be allocated to the property and primarily used.
- Additional urban address numbers, based on the frontage allowed for normal house block properties, will be allocated or reserved for larger address sites in accordance with their development potential. A reasonable surplus of unused address numbers is a more manageable outcome than a shortfall.
- Address numbers are issued according to the convention of assigning odd numbers on the left, even numbers on the right in the direction of measurement.
- The numbering of multiple developments on a single lot (ie: cross leases) shall be alphanumeric, ie: 21a in the direction of the road. *Refer to Diagram 2 and Diagram 3.*
- 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.
- Diagram 2 gives a demonstration of how street numbers are allocated for cross leased properties or subdivided properties requiring an alphanumeric number.
- A property which has been subdivided into many separate titles will be allocated a bar number where it is not clear to number according to direction (see Diagram 3 on private right of ways).
- Reserves may be allocated a street number for administrative purposes.
- Corner Address Sites (section 5.3.6 of AS/NZS 4819:2003) are addressed depending upon which road provides the main access to the dwelling.
- Where practicable, numbering shall occur from the end of the street closest to the town's CBD. Where this is not practical i.e. where the road runs parallel to the CBD roads will be numbered from north/east to south/west.
- Numbers shall be allocated to the full expected potential development of each site.

- The right side of the street shall be allocated even numbers and the left odd numbers.
- All addresses must be unique.
- Existing street numbering anomalies may be corrected to conform with this policy where practicable. Council will inform all identified affected parties prior to modifying any street numbers.
- When Council chooses to renumber a street the residents affected by the renumbering will 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).

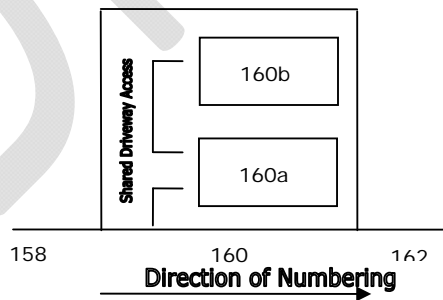
**Diagram 2 – Allocating an address requiring an alphanumeric number**

An alphanumeric number is allocated depending on the direction of numbering and the point of access to the properties. The following two diagrams demonstrate how the alphanumeric numbers are allocated to 2 properties on one parcel of land.

1. Separate Driveway Access

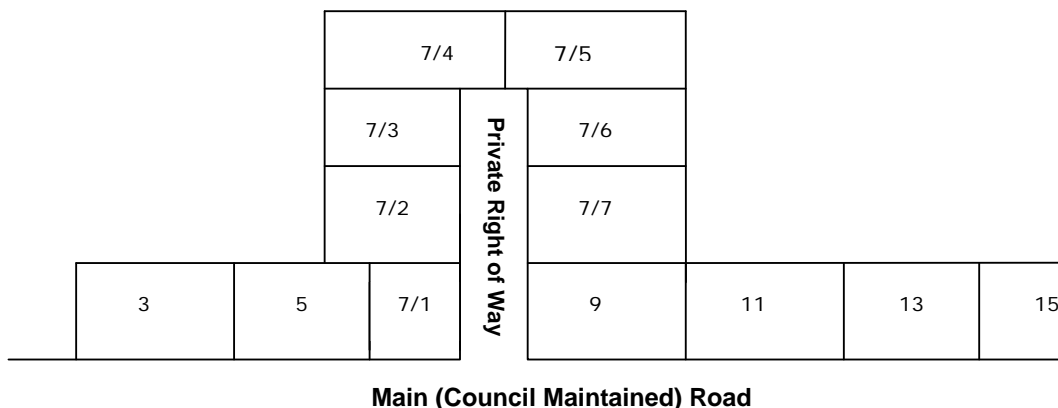


2. Shared Driveway Access



**Diagram 3 – Allocating Private Right of Ways a Bar Number**

Private rights of ways will be numbered utilising a bar numbering system. The number before the bar will depict the location of the private right of way in relation to the maintained Council road, while the number after the bar will depict the location of the property along the private right of way.



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

## 5.0 STATE HIGHWAYS

Although State Highways (SH) are owned and managed by Transit NZ, Council is still responsible for addressing properties off State Highways.

Where a property along a State Highway falls into an urban area, it will be numbered in accordance with the Urban Address allocation rules. Similarly, where the property falls in the rural area, it will be numbered in accordance with the RAPID numbering rules.

## 6.0 ISSUING OF RURAL & URBAN ROAD NAMES

Roads are named to ensure ease of identification for the Council, public and private services such as emergency, postal and courier services.

An application form for road names should be submitted with the Resource Consent application documents (see appendix one). At least three suggested names should be supplied. The name should reflect one of the following local characteristics:

1. Traditional or appropriate Māori name
2. Common or established theme
3. Historical Person or Event
4. Significant geographical or topographical features
5. Personal name for special service

Discretion should be used with respect to the length of the road name. In general road names should be no longer than 15 characters in length, however in exceptional circumstances longer road names may be allowed.

Road names that duplicate other existing street names are not permitted and road names that are the same as the names of parks and reserves should also be avoided to avoid confusion, unless the road is adjacent to the park or reserve in question. Road names which closely resemble other names in either spelling or

pronunciation should be avoided (please refer to the current Wairoa District Plan for a list of street names).

Private right of ways may be given a name, however Council will utilise a bar numbering system to number the private right of way. In addition signage for private rights of way is the responsibility of the residents of that right of way. All named private right of ways will be termed Way (see 7.0 below).

### **6.1 Style Guide for Road Names**

The following provides some guiding principles to inform the process of choosing new street names.

A list of road names in the district is provided in the Wairoa District Plan. New road names may have been added since the adoption of the District Plan, please contact Council for a current list of street names.

- i. Street names may be chosen to give special recognition to the Tangata Whenua of the Wairoa District. (If a name is chosen in Te Reo then local Iwi must be consulted).
- ii. Street names may be chosen in memory or honour of local residents who have made a significant contribution to the community.
- iii. Street names may be chosen in memory and honour of other events which have had a significant impact on the community.
- iv. Street names may be chosen to reflect the nature of topographical features in the vicinity.

In all cases street names are required to be consistent with other street names in the vicinity. If more than one street needs to be named for example, naming streets in a new subdivision, then street names suggested in the subdivision should share a common theme.

### **6.2 Terms used at the End of the Road Name**

Terms such as "road", "avenue", etc are to be used in circumstances appropriate to the situation with the following definitions acting as a guide. Council reserves the right to require the use of a different term if it believes that the term suggested is not suitable:

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.

In determining a suitable road name Council may take into account any additional relevant factors outside its stated policy as may arise on a case by case basis.

### **6.3 Process followed after Name is Submitted by Developer**

The application form along with supporting information should be submitted to the Chief Executive Officer. The Chief Executive Officer will consider the suggested road names and recommend a road name for consideration by Council.

In some situations the Chief Executive Officer may suggest to Council that it would be prudent to consult more widely with the affected community on the suggested road names. When Council agrees that consultation is appropriate a consultation strategy will be prepared.

Once the road name is referred to Council it has the ability to accept or decline the road name.

### **7.0 EXISTING ROADS FOUND TO BE UNNAMED**

If Council becomes aware that an existing road in the District does not have a name Council will first investigate that the road is in fact unnamed by checking with Land Information New Zealand.

The procedure that follows will depend on the situation.

- a) If there is a commonly used name then the local residents and other affected parties will be invited to comment on the suitability of the commonly used name.
- b) If there is no commonly used name or disagreement about the commonly used name then the Chief Executive Officer will be invited to develop a list of suggested names and ask for community feedback or comment to determine the community's preference.

In situation a) or b) above the Chief Executive Officer will, after taking into account the views of residents, affected parties and the wider community, suggest a name to Council. Council staff will check the suggested name for duplication with other road names in the district.

Council will decide if the name is suitable and may adopt this name as the commonly used name for the road.

## **8.0 CHANGING AN EXISTING ROAD NAME**

Council does not generally encourage the changing of road names because of the cost of the procedures and the inconvenience caused to the public. A name change will only be made if Council considers that there is a very good reason to change the name, that the change will result in a clear benefit to the community and the owners of land fronting the road are generally in agreement with the proposal

Reasons for changing road names may include;

- spelling correction
- prevention of duplication in spelling or sound
- prevention of confusion arising from major layout changes to roading
- geographical corrections
- issues of cultural sensitivity

Council will only institute a name change if a budget is available to meet the costs or suitable arrangements have been made by private parties to meet the costs. These costs include

- Providing property owners of the affected road with reasonable costs for replacement letterbox numbers (a maximum dollar value will be set by Council at the time of the road name change taking effect).
- Providing residents of the affected road with change of address forms.
- Notifying emergency services and other affected organisations with the change of road name.

Where an owner or occupier of a property in a particular road, a member of the public or a group within the community seek to have a road name changed in addition to 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.
- b) The name suggested by the applicants must be acceptable to Council in terms of the criteria for naming new roads.

- c) The applicants or petitioners agree to meet all costs and disbursements incurred by Council (including costs of signs, renumbering, administration etc).

Decisions to change road names will be made by Council.

Consequential changes to property numbers (where necessary) will be undertaken by Council in line with the arrangements laid out in this Policy.

DRAFT

## Appendixes

DRAFT



<b>If names are in Te Reo (Māori) have you consulted with local Iwi?</b>

<b>Have you check with Council to ensure property numbers have been allocated?</b>

**Note:** For Council to make an informed decision full information must be provided. Each application must include a plan of the roads that require new names or a change of name. This plan must include the proposed road(s) location.

Please include and attach on separate sheets any information that is pertinent to the names that have been chosen. Then return this form and any supplementary information to:

**Wairoa District Council**  
**PO Box 54**  
**Wairoa 4108**

DRAFT

**Appendix Two – Process followed by Council for New Road Names**

