

<b>Council Policy Title:</b>	<b>Road Naming and Street Numbering Policy: 2011</b>
<b>Policy Number</b>	
<b>Group Responsible:</b>	Corporate Services
<b>Committee/Council</b>	Environment and Community Development Committee
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<b>Document Location:</b>	<i>Road Naming And Street Numbering Policy</i>

## INTRODUCTION

1. This policy provides a clear framework for the management of road names and street numbers within the Kāpiti Coast District. This policy states the standards that will be used for road naming and re-naming. It also covers street numbering and how inconsistencies in numbering are to be managed by Council.

## 2. BACKGROUND

3. Council wishes that the cultural and historic footprint of the land is retained in the district. A method of doing that is for the names of roads to help tell the story.
4. Council is the authority that names roads and allocates street numbers for the Kāpiti District. Council has general powers under the Local Government Act 2002, section 319(j) to name roads and under section 319(b) to allocate or change street numbers.
5. Under the Act, Council can also correct spelling, rectify incorrect Māori names, eliminate duplication (in spelling or sound) or eliminate confusion as a result of road re-alignment or layout.
6. Unambiguous road names are needed for Emergency Services, Couriers, postal services and delivery agents as well as for residents and their visitors. Maps are generated that utilise the names given by Council, and these are available more via electronic means than through paper map books.
7. In allocating street numbering the New Zealand Standard AS/NZS 4819 should be applied. This standard was developed to assist in the quick identification of properties for emergency and postal services.

8. This standard covers best practice but there is difficulty in ensuring that this applies to all existing situations, particularly in cases with the sub-division of small parcels and cross-leasing. This issue is particularly prevalent around the beach communities, due to the evolution from less populated beach communities into urban environments. It is difficult to get agreement from resident home owners regarding renumbering existing dwellings and therefore inconsistencies related to this standard will continue in the District.
9. This policy also states the responsibility for signs that will be erected.

## **OBJECTIVES**

10. Road and private right-of-way names should consider:
  - being associated to a theme already adopted and agreed to by the Developer and the appropriate Community Board for a geographical area;
  - that the theme for the Civic area in Paraparaumu is previous District Mayors;
  - maintaining a reference to traditional or historical names for sites;
  - that known incorrect names for roads should be corrected by 2014;
  - the views of iwi or hapū if the site is on or near a Māori heritage precinct, site or track, and an appropriate Māori name for the site can be identified;
  - using input from other community groups, such as ‘Friends’ groups around reserves and the Kāpiti Historical Society;
  - honouring local residents who have made significant contributions to the community;
  - recognition of events that have had significant impact on the community;
  - landscape and topographical features;
  - being differentiated from other existing names within this district and adjacent districts, being different when spoken or spelt;
  - allowing developers the opportunity to suggest names for roads within their developments;
  - reflecting the type of road through use of the suffix; and
  - being in proportion to the length of the road (long names on short culs-de-sac can be very difficult to display on a map).
11. Street Numbers should:
  - provide a logical and easy method to identify a property or a building on a property where multiple businesses or buildings exist on a property.

## **POLICY PRINCIPLES**

### **Decision making**

12. Delegations in the Council’s Governance Structure take precedence over this policy. If there are no delegations for this policy in the Governance Structure then:
  - For roads that start and end in different Community Board wards, the Community Boards should make a recommendation to Council;

- For roads that start and end within a Community Board's community, the decisions should be the Community Board's.

### **Consultation with iwi**

13. Consultation with iwi groups for the District will take the following approach:

- Te Whakaminenga o Kāpiti to provide an updated contact list that may assist staff in implementing this policy, and assist Council during the year if issues arise;
- Ngāti Raukawa and Ngā Hapū o Ōtaki: consultation with the relevant hapū on a case by case basis;
- Te Āti Awa ki Whakarongotai: consultation on a case by case basis;
- Ngāti Toa Rangatira, Ngāti Haumia: consultation on a case by case basis;
- developers will be provided relevant contact names and will be expected to discuss opportunities with the relevant iwi. These agreements impact on timeframes and staff will advise that developers should allow up to 4-6 weeks to complete the discussion.

### **Consultation with Historical Societies**

14. Consultation with the Kāpiti and Otaki Historical Societies will take the following approach:

- Developers shall contact the relevant Historical Society from the list provided by Council, outline their development and ask if there are any significant events or people that could be recognised through road names;
- Suggestions or comments from the Societies are to be added to the Developer's request.

### **Development themes**

15. A request by a Developer must allow sufficient time for Council to manage the following process appropriately:

- Developers of larger subdivisions are encouraged to develop themes for road names and have discussions with iwi and the local Historical Society prior to submitting their 223 certificate for the subdivision;
- A report will be submitted to the Community Board who will consider the suitability of the proposed theme;
- Themes are only applicable with a development or adjacent geographical area (i.e. not throughout a ward or the District);
- Subsequent submitted names that are based on the theme for the development are preferable.

## **Road names and private right-of-ways**

16. To ensure that road names reflect the objectives:

- Staff, using input from the Community Boards, will create a list of possible road names with a rationale that states the significance of the names for the district. These names are to be used as alternatives to Developer's suggested names if required. The names may be in recognition of residents that have made an outstanding contribution to the community or New Zealand, historical events or places;
- the recipients of the Mayoral Awards will be added to the above list and can be used provided they are unique within this district and that of neighbouring districts;
- developers (or residents of private right-of-ways) shall provide three suitable names for each road on their plans when submitting their engineering survey drawings, in order of preference and with rationale behind each name;
- Developers shall consult with iwi or hapū prior to submitting proposed names to Council (contact names will be provided by Council). Developers must state what consultation they have had with hapū or iwi, the Historical Society or other community groups for the names proposed to help ensure accuracy and consistency;
- proposed names should avoid the names of kin unless they have strong historical links to the geographical area;
- staff will advise Developers if the submitted names are unique in the region or are likely to be considered unreasonable by a Community Board;
- if proposed names are not consistent with an agreed theme, Council staff will research other options in line with this policy's objectives;
- a report with the Developer's proposed names and any names resulting from Council's research, which includes consideration of the list provided by each Community Board and consultation with iwi or hapū if this has not already occurred, will be submitted to the appropriate Community Board for their consideration;
- the Community Board will consider and select a name from those proposed in the report for each road to be named, or reject all names and ask for a further report as delegated by Council;
- For roads that start and end in different communities, should there be disagreement on selected names between Community Boards, Council shall make the decision considering the input from each affected Community Board;
- private right-of-ways do not need to be named. However Developers or residents can propose names for un-named private right-of-ways in which case this process is followed. Signs for private right-of-ways shall be met by the developer or residents making the request;
- Paper roads should not be named until they are formed.

## **Changing road names**

17. Road names can be changed to correct spelling, reduce ambiguity or to correct suffixes.
18. To correct the spelling of a road:
  - the corrected name will be validated with hapū or iwi and/or local historians;
  - the Community Board will consider if it is appropriate to consult on the change with the community to correct the name;
  - if consultation with the community is required staff will report back to the Community Board on the results; and
  - the Community Board shall accept or reject the final recommendation.
19. If a member of the community wishes to change a name of a road:
  - the proposed name must be validated by Council staff for uniqueness and appropriateness, including consultation with appropriate iwi if required;
  - affected residents must be consulted by the person or group proposing the change, and a minimum 75% of responses must be in favour of that change; and
  - the Community Board shall accept or reject a recommendation.
20. Council staff can initiate a change of name to correct duplication or ambiguity within the district or region if this is causing issues for emergency services or postal services. This process must involve:
  - consultation with hapū or iwi to seek resolutions for Māori names, and seek alternative names for the report;
  - submitting a report with a proposed list of names to the Community Board for their consideration. The board can reject the recommendations or select a proposed name, or names, for consultation with the community;
  - consultation is required with affected residents stating the benefits and disadvantages of the change to establishing the level of support. A minimum of 75% of responses need to be in favour of the recommended change; and
  - the Community Board shall accept or reject a recommendation.
21. Council staff can initiate a change to the suffix for a road due to changes of a road's use or form by:
  - consulting with affected residents stating the benefits and disadvantages of a change and establishing if a minimum of 75% of responses are in favour of a change; and
  - tabling a report Community Board with a recommendation; and
  - the Community Board shall accept or reject the recommendation.

## **Street numbering**

22. Street numbers for new developments must be:
  - set by Council staff following the New Zealand Standard AS/NZS 4819; and
  - clearly displayed from the main street entrance.
23. Correcting street numbers will not be applied retrospectively unless:
  - there is significant risk of delay or confusion for emergency services; or
  - it is initiated by a request from the affected residents.

## **Sign installation and maintenance**

24. In new developments:

- developers are responsible for the cost of installing Street Signs;
- street signs are to be installed to Council's specifications by Council staff. This shall be prior to the issue of a 224 certificate.

25. Maintenance of signs:

- are not the responsibility of Council where a development company has erected its own ornamental nameplate in addition to the Council street sign, and that ornamental nameplate is damaged or stolen. Council will maintain the standard street signage only;
- that were installed by Council are the responsibility of Council.

26. Where a road name is changed and the changes were initiated by:

- Council, the cost shall be at Council's expense;
- initiated by another party, the costs shall be met by that party.

# APPLICATION OF THE POLICY

## Responsibilities of Community Boards

### 1. Prior to receiving reports

- The Community Boards may provide input to staff to develop and maintain a list of names, historic places or events that they believe are significant within their ward. This list should include an explanation as to the contributions those individuals have made or relevance of the places or events.

## Responsibilities of Developers

### 1. Prior to issue of a section 223 certificate;

- Identify and validate any significant names that could be applied to a subdivision's roads by the relevant hapū or iwi. Contact details are provided by Council staff.
- Consider developing a theme for road names in the proposed sub-division. Submit this theme and rationale with the 223 application.
- Provide three proposed road names for each road to Council for consideration prior to applying for a 224 certificate. Recognise that Council's meeting cycles require 10 weeks to process requests. For each road give reasons for each proposed name and an order of preference. State what discussion has been had with iwi representatives and the outcomes.

### 2. Prior to issue of a section 224 (c) certificate;

- The developer must supply and erect street name signs with the approved names as designated by Council in accordance with Council's standard for Street Signs.

## Responsibilities of Te Whakaminenga o Kāpiti

### 1. At the start of each triennium

- Provide or review a contact list for members of Te Whakaminenga o Kāpiti.
- This list will, where possible, identify a list of contacts that can assist developers and staff to gauge appropriateness of suggested road names, or provide alternatives for consideration.

### 2. Ongoing

- To maintain the above list as required.
- To monitor the effectiveness of this policy.
- Provide guidance if there are difficulties in identification of a contact for an area.

## Responsibilities of staff

### 1. At the start of each triennium

- Maintain the list of iwi contacts through Te Whakaminenga o Kāpiti.
- With Community Boards update the list of notable names.

### 2. On receipt of section 223 certificate.

- Assist developers unfamiliar with the naming process and ensure they are aware of the benefits of consulting with iwi.
- Validate the names for uniqueness and appropriateness, advising the developer of issue so that they can submit alternatives if desired.
- Ensure consultation with appropriate iwi has occurred.

- Submit report to Community Board(s) or Council as appropriate.
- Inform developers of the outcome.
- Action the naming of roads and street numbering.

## DEFINITIONS

- **223 Certificate:** A Section 223 certificate approval is for a Title Plan and any easement shown on a subdivision plan approved by Council as part of the subdivision consent.
- **224 Certificate:** The 224 certificate is issued to Developers when the legal titles have been allocated to the subdivision, development conditions have been met and all development fees paid.
- **Paper roads:** Legal public roads that are not formed.
- **Private right-of-way:** A vehicle access, shared between more than one property, that is not vested in Council as a road.