

Appendix 1

Council Policy Title:	Road Naming and Street Numbering Policy: 2011
Policy Number	
Group Responsible:	Corporate Services
Committee/Council	Environment and Community Development Committee
Date Adopted:	6 December 2011
Updated on:	
Next Review Date:	2016
Superseded policies	11.10.0, 11.4.4, 11.4.5, 11.4.6, 11.4.6.1.
Document Location:	<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

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 ward, 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 wards, 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
<ul style="list-style-type: none">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;
<ul style="list-style-type: none">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;
<ul style="list-style-type: none">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
<ul style="list-style-type: none">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
<ul style="list-style-type: none">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
<ul style="list-style-type: none">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.
<ul style="list-style-type: none">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.

Council Policy Title:	RESERVES, STRUCTURES AND COMMEMORATIVE PLACES NAMING POLICY: 2011
Policy No.	
Group Responsible:	Corporate Services
Committee / Council:	Environment and Community Development Committee
Date Adopted:	TBA
Updated on:	
Next Review Date:	2016
Document Location:	

Introduction

1. This policy provides a framework for naming reserves, structures and commemorative places owned or managed by the Kāpiti Coast District Council. This policy applies to naming new or un-named Reserves or Structures.
2. This policy includes Council’s obligations under the Treaty of Waitangi and recognises the importance of the Memorandum of Partnership with our Treaty partners, Te Āti Awa ki Whakarongotai, Ngāti Raukawa and Ngāti Toa Rangatira.

Background

3. Council is the owner of large areas of land and significant assets including buildings, bridges and walkways. It erects or provides access to commemorative places, sometimes in partnership with other entities.
4. Some buildings and walkways have distinctive names, and others have none. Most reserves on the Kāpiti Coast District have a unique name that clearly sets them apart from other sites.
5. It is appropriate that if reserves, structures and commemorative places are named, whether expressed in English, Māori or another language it is for the primary purpose of identifying them uniquely within this district and that of neighbouring districts. Naming a reserve, structure or commemorative place assists site location for visitors and for emergency services.
6. Local, national and international visitors frequently use technology as a navigation aid e.g. Google maps online for place-name searching, and various online navigation aids which provide automated directions. This has an impact on how Council delivers its services; it is important to formally name more of the parks and reserves on the Kāpiti Coast to align with these technological changes.

7. The naming of parks, reserves, buildings, walkways, bridges and other structures, or the naming of commemorative places, is one way of providing recognition for an individual, family, hapū, iwi or organisation.
8. Previously names have recognised individuals from the community. Council has also provided buildings with two names. In some cases this has been a translation of English into te reo Māori, and in other cases this has resulted in two different names being applied. Council may make available naming rights to buildings or structures in recognition of financial contributions (i.e. sponsorship).
9. Land Information New Zealand keeps a national database of place names and needs to be informed when Council names a reserve.
10. Council has the right to name parks and reserves under the Reserves Act 1977, section 16(10). However naming reserves of national significance is separate to this policy and should refer to the process set by the New Zealand Geographic Board.

Objectives

11. The objective is to ensure appropriate names are applied to reserves, structures and commemorative places where it is desirable to do so.

Policy Principles

Reserves

- By default a reserve will inherit the name of the road it is on and a suffix related to its primary use, and will not have signage installed.
- If there are two or more reserves on a road then both will be given unique names, and both will have signage erected as Council's budgets allow.
- Reserves that are currently un-named, have the name of the road applied to them or are being vested in Council can be named to:
 - signify their physical location and function; or
 - provide recognition to local hapū, iwi or others with historical ties to the land; or
 - provide recognition to individuals, organisations or historic events.

Structures

- Structures being named should be significant to the local community or the District.
- Structures can be named to signify their physical location and function, provide recognition to individuals, hapū, iwi or groups, or provide sponsorship opportunities to individuals or organisations.

Decision Making

12. Delegations in the Council's Governance Structure take precedence over this policy.
13. If there are no delegations for this policy in the Governance Structure then:

- for national, regional or district-wide significant reserves the decision should be Councils. If there is any doubt, Council should decide if a reserve has national, regional or district-wide significance;
- for reserves of local significance, the decisions should be the local Community Board's;
- for regionally significant structures or where sponsorship and naming rights are being considered, Community Boards would be consulted but the decision should be Council's;
- for locally significant structures, the decisions should be the Community Board's;
- decisions around naming commemorative places are also to consider issues such as constructing and maintaining structures, which will be subject to Council's budgets and may be subject to Asset Management Plans.

Considerations

14. Points to consider when selecting a name:

- the historical and/or cultural connections to tāngata whenua or individuals from the community;
 - Under the Memorandum of Partnership 2008, objectives include:*
 - *to actively promote the sustainable management of the District's natural and physical resources and those taonga of significance to the tāngata whenua, in a way that recognises the cultural and spiritual relationship of the tāngata whenua with the natural world;*
 - *to develop consultation between the Council and the tāngata whenua on issues that impact on the social, environmental, economic and cultural wellbeing and development of each partner;*
 - *to develop opportunities within the limitations of Council's powers and functions that enable the tāngata whenua, as a Treaty partner, to share in the decision-making of the district;*
 - *to develop an ongoing programme of information sharing and mutual education to promote greater understanding of cross cultural values and practices;*
- if the proposed name has direct relevance to the site;
- names that reflect a botanical, ecological, geographical or geological element;
- if an individual or organisation has made an outstanding personal or philanthropic contribution to the improvement or development of the site, or the development of a structure, for the improvement of the district;
- if the name of a reserve or structure is appropriate recognition for a person, hapū, iwi or organisation;
- the physical characteristics of the area in which the reserve is located or the structure has been built;
- the history, character, landscape, flora and fauna of the site;
- there is usually more than one history associated with reserve sites;
- the function(s) of the reserve or structure;
- if the Geographic Board needs to be involved because of the national significance of a reserve; and

- if there are benefits to be gained from naming rights applied through sponsorship agreements.

15. The process for naming structures should:

- Maintain an appropriate balance between commercial considerations and the role which names of buildings and other structures play in contributing to the District's sense of identity;
- Enable recognition of a person or organisation (past or present) that has made an outstanding personal or philanthropic contribution to the development of a structure for the improvement of the district;
- Investigate if there are benefits to be gained from naming rights being provided through sponsorship agreements; and

16. The process for naming reserves should:

- Reflect that there is usually more than one history associated with each site;
- Consider historical and/or cultural connections to tāngata whenua or individuals from the community;
- Ensure Council's electronic and printed maps are updated to show all named reserves;
- Ensure processes that assist in maintaining international search engines and navigation aids are developed and followed; and

Consultation with iwi

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

- that Te Whakaminenga o Kāpiti will provide an updated contact list for members of Te Whakaminenga o Kāpiti. Where possible they will identify a list of contacts that may assist staff in implementing this policy, and assist Council during the year if issues arise;
- Ngāti Raukawa and Ngā Hapū o Ōtaki require consultation with the relevant hapū on a case by case basis;
- Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira, Ngāti Haumia require 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 group. 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

18. 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.

Name restrictions

19. A proposed name:

- may not be submitted for approval where the same or similar name occurs within the Kāpiti Coast District or adjacent districts (Porirua or Horowhenua);
- may have comments sought from relevant interest groups and could be publically notified (i.e. reserves);
- must include within the name the purpose or function of the structure or place.

Initiating requests

20. Requests to name a reserve or structure can be initiated as a result of:

- a sponsorship or support proposal;
- a developer vesting a reserve or an asset in Council;
- a request from a member of the community through the Mayor, Council or a Community Board; or
- a recommendation from tāngata whenua through their formal structure.

21. If the name is for a park or reserve that is the only one on a road, exceptional circumstances or support is required for the issue to be considered further.

Naming in recognition

22. An un-named reserve, new structure, newly acquired structure or a commemorative place can be named:

- in recognition of an individual, family, hapū or iwi with strong historical links to the area or outstanding contributions to the District or New Zealand, and in those cases shall only have one name;
- with the name appropriately displayed with a plaque noting the date and rationale for the dedication.

23. If the function of a previously named building changes (i.e. from a District Library to a Community Hall), then only the suffix denoting the function of the building should be changed.

24. The name is applied for the life of that asset.

Naming in consideration

25. Naming opportunities are available in:

- consideration of substantial financial support or other in-kind contributions for new reserves, existing or new structures, major works of public art, community halls, swimming pools, meeting rooms, etc.
- recognition of sponsorship to maintain, or assist with maintaining, existing reserves that have not been dedicated in recognition as above.

26. Consideration will be given to the replacement cost, location and marketability of a facility or structure in cases of renovation.

27. A Naming Rights agreement shall:

- generally be for a finite period of not more than 10 years;
- be transferred to another asset only by mutual agreement between the Council and the person or organisation;
- be transferred to another organisation only by mutual agreement between all the named parties (i.e. during a take-over of a company);
- not be traded between organisations.

Functional Names

28. All structures named after an individual, family, hapū, iwi or organisation must include an appended functional appellation to assist in its identification (such as the June Rowland Lookout, Te Āti Awa Park).

Location and Functional naming

29. Reserves and structures can be named based on the function of the structure and physical location (i.e. Waikanae Beach Hall).

Installation and Maintenance of Signs

30. Projects that result in named Council-owned structure are to include the cost of signage in the project. The maintenance of signs will then be met by Council and will be included in Asset Management Plans and maintenance budgets.

31. Council shall pay the cost of installation and maintenance of current structures that are named in recognition or through sponsorship.

32. Where a development company has erected its own ornamental nameplate for an asset that is vested in Council, and that ornamental nameplate is damaged or stolen, then the Council shall not be responsible for the repair or replacement of that nameplate. Council may or may not elect to replace the sign with one of its choice.

Relevant Legislation

33. The New Zealand Geographic Board guides the official naming process for locality and landscape features. They are directed by the New Zealand Geographic Board Act 1946. Generally this is for reserves of national significance.

Application of the Policy

Responsibilities of Community Boards

1. In response to community suggestion

- Requests from the general community are to be made to Community Boards.
- The Community Board should consider the request and if acceptable request a report from Council staff.
- The Community Board may provide staff with options for naming a reserve, structure or commemorative place, their recommendations and rationale for inclusion in the final staff officer's report.

Project Managers and Asset Managers

1. Prior to seeking sponsorship/funding support

- Validate the suitability of the reserve, structure, part of structure, or commemorative place for naming rights.
- Provide a report to Council, committee or the appropriate Community Board.

2. On gaining permission and sponsorship/funding support

- On commissioning the reserve, structure, part structure or commemorative place, or the beginning of a sponsorship arrangement, organise an appropriate function for the sponsor (e.g. a naming ceremony) and appropriate signage to provide recognition.
- Ensure agreements are correctly recorded in Councils records system.

Responsibilities of Te Whakaminenga o Kāpiti

1. At the start of each triennium

- Provide updated contact list for members of Te Whakaminenga o Kāpiti.
- Where possible identify a list of contacts that may assist developers and staff to gauge appropriateness of suggested names or provide alternatives for consideration

2. Ongoing

- To maintain the above list if necessary.
- Assist staff during the year if there are difficulties in identification of a contact within a hapu.
- To monitor the effectiveness of this policy.

Responsibilities of staff

1. At the start of each triennium

- Maintain the list of iwi contacts through Te Whakaminenga o Kāpiti.

2. On request from Developers, Community Boards, Project Managers or Asset Managers

- Validate the names for uniqueness and appropriateness.
- Ensure consultation with appropriate iwi and other community groups has occurred.
- Where the structure is proposed to be named after a person, validate its suitability with the family or hapū. For reserves of national significance, consult with the New Zealand Geographic Board.

- Submit a report to the Community Board or Council for their consideration as appropriate, providing alternatives if other suitable names should be considered following consultation.
- Inform the initiator of the outcome.
- Organise an opening or naming ceremony and community advertising.
- Organise the plaque and appropriate signage, at Council's cost and to Council's design, unless the reserve is in a new development where the developer should meet the costs.

Definitions

Reserves	Refers to Council owned land set apart for public purposes
Structures	Buildings, parts of buildings, bridges, towers, piers, or other 'bricks and mortar' type structures. Excludes parks, walkways and natural features.
Commemorative Places	Members of the community may wish to see areas or structures dedicated to past residents. These may take the form of park benches, shelters, walkways or lookouts or the planting of trees.