

Waitomo District Council

Road Naming Policy

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Contents

INTRODUCTION KUPU ARATAKI.....	4
PURPOSE AND SCOPE TE ARONGA ME TE KORAHİ.....	4
DEFINITIONS NGĀ WHAKAMĀRAMATANGA.....	4
POLICY KAUPAPA HERE	5
1. Procedure for naming a new road	5
2. Renaming an existing road	6
3. Naming of private ways.....	6
4. Property addressing	6
5. Relevant documents	7
SCHEDULE 1 ROAD NAMING STANDARDS.....	8

INTRODUCTION | KUPU ARATAKI

Waitomo District Council is responsible for the naming of roads and numbering of land and buildings under the Local Government Act 1974 (LGA 1974). Road names and property numbers are used for the accurate and quick identification of properties. It is essential that properties have a formal and unique address by which they can be identified.

The Road Naming Policy (the Policy) formalises the process and creates certainty for applicants, Council, and the wider community.

A standard for street addressing has been developed by ICSM (Intergovernmental Committee on Surveying and Mapping), AS/NZS 4819:2011 – Australian /New Zealand Standard — Rural and urban addressing and released for local governments and other organisations to voluntarily adopt. Council has chosen to adopt the standard as the base criteria, along with additional guidelines to be used throughout the Waitomo District.

PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

1. The purpose of this Policy is to provide a process for naming roads in the Waitomo District.
2. To Policy applies to the naming and renaming of roads.
3. The Council has full discretion in deciding road names and may determine that a road name is not required.
4. This Policy applies only to formed roads and will not apply to unformed roads or paper roads unless deemed necessary by Council.
5. Naming a private way does not mean the Council is accepting responsibility for that private way, other than ensuring its name is in line with the Policy and to update Land Information New Zealand (LINZ).
6. The Policy covers the addressing and numbering of property.

DEFINITIONS | NGĀ WHAKAMĀRAMATANGA

Applicant	An individual or entity making an application. This may include Council, a consent holder, or the part developing the infrastructure including but not limited to a developer.
Council	Waitomo District Council.
LGA	Local Government Act 1974
Mana whenua	The indigenous people (Māori) who have historic and territorial rights over the land.
Private way	Roads and accessways as defined under section 315(1) of the Local Government Act 1974 and includes right-of-ways, common access lots, retirement village roads.
Road	Road as defined in section 315 of the Local Government Act 1974 and includes access ways and service lanes as defined in section 315, any square and any public place intended for the use of the public generally.
Road Types	Road types in accordance with the Australian/New Zealand Standard on Rural and Urban Addressing AS/NZS 4819:2011 (outlined in Schedule 1 below).

1. Procedure for naming a new road

Note: all applications to name or rename a road must follow this general procedure as well as additional steps set out in applicable sections of this Policy.

- 1.1. To name a new road, the applicant must apply to Council using the prescribed form (*form description*).
- 1.2. The application must explain and provide evidence that the proposed name reflects one or more of the following:
 - a) The local identity
 - b) The historical significance of the location
 - c) The cultural significance to mana whenua
 - d) People important in the history of the area
 - e) Events, people and places significant to a community or communities locally, nationally or internationally; and/or
 - f) Flora and fauna significant or important to the history of an area
- 1.3. Where there is a theme or grouping of names in an area, names submitted should have an appropriate association with other names in the area.
- 1.4. Road names and their type must meet the criteria set out in Schedule 1.
- 1.5. Applicants must provide Council with a preferred name and at least one alternative option for naming a public road.
- 1.6. The General Manager Strategy and Environment will review any application and present options and recommendations to Council for consideration. Suggested names should be sent to Land Information New Zealand (LINZ) prior to approval by Council for advice in relation to the AS/NZS 4819:2011 Addressing Standard.
- 1.7. Decisions on naming or renaming any road or officially naming private way will be made by Council resolution. As soon as practicable, a copy of the relevant resolution must be sent to the Registrar-General of Land and the Surveyor General in accordance with section 319a of the LGA 1974.
- 1.8. **Consultation**
- 1.9. Prior to making an application to name a public road, applicants are required to consult with local mana whenua and Te Nehenehenui. Council can provide contact information for this purpose.
- 1.10. Applicants must provide an opportunity for mana whenua to include a response regarding the area connected to the new road, this may include:
 - a) Identifying if the area has cultural significance; and
 - b) recommending a name suitable to the geographical area; and/or
 - c) Offer any relevant feedback to the applicant.
- 1.11. Applicants must provide evidence of engagement and feedback from mana whenua in writing.
- 1.12. The applicant may also wish to consult with local historians, community groups, and members of the public as appropriate.
- 1.13. **Cost allocation**
- 1.14. For new roads and subdivisions, the applicant shall pay Council for the required signage and installation.

- 1.15. Where new roads are being built and named by Council, Council shall meet the cost of signage and installation.
- 1.16. Where a developer has erected their own ornamental signage or nameplate in addition to the standard street sign, and that ornamental signage is damaged or stolen, Council shall not be responsible for the cleaning, maintenance, repair, or replacement.
- 1.17. Where an application is made to change the name of an existing road, any associated costs shall be borne by the applicant unless a historic error is being corrected.

2. Renaming an existing road

- 2.1. Road names are intended to be enduring and should only be changed when absolutely necessary. Such circumstances could include:
 - a) The change is required to correct a spelling mistake.
 - b) Two or more road names in the district have the same spelling or sound causing confusion.
 - c) To prevent confusion following major changes to road layout.
 - d) To assign different names to separate ends of a road with a permanently impassable section somewhere along the length.
 - e) A geographical correction is required.
 - f) A road name has changed or been corrupted over time. The name and spelling that is currently in use should be adopted rather than trying to reinstate an old name.
 - g) The current road name is culturally inappropriate.
 - h) Where changes to the road suffix is required.
- 2.2. Members of the public may request for Council to change the name of an existing road by following the same application process above (section 1). An alternative naming option need not be supplied when the request is only to make a spelling or geographical correction.
- 2.3. In addition to the above process (section 1), Council will consult with residents and business owners on the road to seek their feedback on any proposed changes.
- 2.4. A change in name will only be made if the Council consider that the change will result in a clear benefit to the community taking into account the economic, social, cultural and environmental impact of the decision to the community, stakeholders and residents on the road.

3. Naming of private ways

- 3.1. Council does not have any statutory power to allocate names to private ways. However, if an applicant wishes to officially name a private way, the name must not be offensive or a duplicate of any other road name in the District.
- 3.2. Council has no responsibility for the signage, maintenance, or upkeep of any private way.

4. Property addressing

- 4.1. 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.
- 4.2. Road numbers will be assigned within the standards set out in the Australian/New Zealand Standards: Rural and urban addressing – AS/NZS 4819:2011.
- 4.3. Rural roads will usually be numbered using the Rural Address Property Identification (RAPID) scheme a distance-based address numbering method. Rural roads are generally defined through the zoning of a property and neighbouring properties in the District Plan.

- 4.4. Rural and urban roads will generally be numbered consecutively from the start of the road, with odd numbers on the left and even on the right.
- 4.5. If the zoning of a property changes, consideration will then be given to the suitability of the current numbering and renumbering may be required.
- 4.6. Council does not normally number properties off a private way where there are fewer than 6 separate dwellings (for more than this a road name and associated property numbering is required in accordance with the National Standards 4.2.2). Numbering is instead from the adjoining, officially named road which gives access to the private way. Council will give consideration to issuing separate numbers, only if the private way is officially named. Numbers will only be issued once the road name has been accepted through a resolution of the Council.
- 4.7. In all cases where Council decides to renumber a road or private way, property owners and residents affected by the renumbering will be given a minimum of one month's notice.

5. Relevant documents

- 5.1. This Policy should be read and applied alongside the following:
 - AS/NZS 4819:2011 – Australian /New Zealand Standard — Rural and urban addressing.
 - Local Government Act 1974 – sections 319, 319A and 319B

SCHEDULE 1 | ROAD NAMING STANDARDS

1. The National Standards for road naming (AS/NZS 4819:2011), should be adhered to when developing proposed road names for consideration. Exceptions can be made where there is particular significance of a name, but only after seeking a recommendation from LINZ. These include the following requirements:
 - a) Not be duplicated in Waitomo, and consideration of any neighbouring district.
 - b) The length of the name should preferably be short (15 or fewer characters), especially for short roads for mapping purposes.
 - c) When a personal name is used, consideration should be given to using only the surname.
 - d) The use of hyphens to connect parts of names should be avoided. Either run together if applicable or use two separate words.
 - e) Be single words to avoid mapping problems.
 - f) Be easy to spell and pronounce.
 - g) Not sound similar, or be similar in spelling, to an existing road name.
 - h) Not include a preposition, e.g. Avenue of the Allies.
 - i) Cardinal points of the compass as a prefix or suffix should not be used.
 - j) Not be abbreviated or contain an abbreviation. Excepting in the case of "St" can be used for "saint" and 'Mt' can be used for "mount". 'Maunga' must not be abbreviated or combined with 'Mt' e.g. Maungawhau' not 'Mt Maungawhau'.
 - k) To ensure clarity, accents should not be used, except for the use of macrons for Māori words.
 - l) Not be in poor taste or likely to cause offense.
 - m) The possessive or plural apostrophe shall not be used (i.e. Lawson Rd rather than Lawson's Rd, though an apostrophe can be used for a name like O'Connor).
 - n) Not lead with 'The'. An exception to this is the use of 'Te' in Te Reo Māori names.
 - o) The road type should appropriately match the definition of the suffix, with reference to the below:

Road type	Abbreviation	Description	Open-ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or towns	√	√	
Ara	Ara	Road –option to be used as a prefix for Te Reo Māori or Moriori road names	√	√	√
Arcade	Arc	Covered walkway with shops along the sides			√
Avenue	Ave	Broad roadway, usually planted on each side with trees	√		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots	√		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle	√	√	
Close	Cl	Short enclosed roadway		√	

Court	Crt	Short enclosed roadway, usually surrounded by buildings		√	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	√		
Drive	Dr	Wide main roadway without many cross-streets	√		
Esplanade	Esp	Level roadway along the seaside, lake, or a river	√		
Glade	Gld	Roadway usually in a valley of trees	√	√	
Green	Grn	Roadway often leading to a grassed public recreation area		√	
Grove	Grv	Roadway that features a group of trees standing together		√	
Highway	Hwy	Main thoroughfare between major destinations	√		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway	√	√	√
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare	√		
Mall	Mall	Wide walkway, usually with shops along the sides			√
Mews	Mews	Roadway in a group of houses		√	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side	√		
Place	Pl	Short, sometimes narrow, enclosed roadway		√	
Promenade	Prom	Wide flat walkway, usually along the water's edge			√
Quay	Qy	Roadway alongside or projecting into the water	√	√	
Rise	Rise	Roadway going to a higher place or position	√	√	
Road	Rd	Open roadway primarily for vehicles	√		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides	√	√	
Steps	Stps	Walkway consisting mainly of steps			√
Street	St	Public roadway in an urban area, especially where paved with footpaths and buildings along one or both sides	√		
Terrace	Tce	Roadway on a hilly area that is mainly flat	√	√	
Track	Trk	Walkway in natural setting			√
Walk	Walk	Thoroughfare for pedestrians			√
Way	Way	Short enclosed roadway		√	√
Wharf	Whrf	A roadway on a wharf or pier	√	√	√

This table is referenced from AS/NZS 4819:2011 Appendix B Road Types – New Zealand.