

Council Policy

Naming Policy

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Contents

1. Introduction	3
2. Policy Purpose	3
3. Scope	3
4. Definitions.....	4
5. Policy Principles	5
6. Te Reo Māori Names.....	6
7. Dual Naming	6
8. General Procedure for Selecting Names (Naming a New Road or Private Way) ...	7
9. Naming Criteria	7
10. Additional Criteria for Road Names.....	8
11. Property Address Numbering	9
12. Policy on Renaming	9
13. Additional Criteria for Open Spaces and Features Within Them	11
14. Additional Criteria for Community Facilities	11
15. Monitoring and Implementation.....	11
Schedule 1 – AS/NZS 4819 – Types of Roads	12

1. INTRODUCTION

- 1.1. Kawerau District Council's Naming Policy is designed to provide principles and guidelines for considering and making decisions on the naming of local roads, open spaces, features and council facilities.
- 1.2. This policy recognises the importance of names in connecting our people to the land and environment around them. Local names also help provide the identity for our community, encompassing Kawerau's culture, significant people, character, heritage and landscape now and into the future.
- 1.3. Council recognises Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) as holding cultural values, customs and practices associated with the Kawerau Rohe and as such hold the mana to partner in the naming process.
- 1.4. Council is responsible for the naming of roads and numbering of land and buildings under s319 and s319A of the Local Government Act 1974. A wide range of people use road names to accurately locate properties, including emergency services, postal and delivery services and utility providers (phone, power, water companies), along with the general public.

2. POLICY PURPOSE

- 2.1. The purpose of this Policy is to:
 - 2.1.1. ensure the names of roads, open spaces, features, and community facilities tell the story of Kawerau and reflect Kawerau's natural, cultural and historic heritage;
 - 2.1.2. encourage locally significant Te Reo Māori names for roads, open spaces, features, and community facilities to enable greater visibility of Tangata Whenua connections to Kawerau;
 - 2.1.3. provide clarity and consistency in the naming of roads, open spaces, features, and community facilities;
 - 2.1.4. ensure names are appropriate and do not duplicate or cause confusion with existing or approved names;
 - 2.1.5. ensure the community is accessible and easily identifiable by facilitating accurate property identification for emergency services;
 - 2.1.6. ensure Council meets its obligations under the Local Government Act 1974 when naming roads and numbering properties.

3. SCOPE

- 3.1. The policy applies to the naming and renaming of:

- a. Roads, including private roads, private ways and bridge;
 - b. Open spaces including parks and reserves and land administered by Council for storm water management;
 - c. Open space features;
 - d. Council facilities, including developments.
- 3.2. This policy does not apply to unformed or paper roads unless Council deems it necessary.

4. DEFINITIONS

Applicant means an individual or entity making an application. This may include Council, a consent holder or the party developing the infrastructure, including but not limited to a developer.

Council means Kawerau District Council.

Council Facility means a facility owned by Council and which is provided for public amenities, including recreational, sporting or cultural, or community facilities. Such facilities may include but are not limited to community halls, civic spaces and centres, including entertainment facilities.

Cultural Significance includes land, water, wāhi tapu, valued flora and fauna, and other taonga significant to Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty).

Dual Naming refers to a reserve or other place that has both a Te Reo Māori name and English name. Dual naming is not considered renaming for the purpose of this policy. A dual name may not be a direct translation of transliteration of an existing English name.

Name means the word or name (excluding the road type) used to identify a road, open space or Council facility.

Open Space includes all parks and reserves administered by Council, and land administered by Council for storm water management.

Open Space Features refers to assets such as tracks, lookouts, sites of cultural significance and natural or historical attributes.

Park Council owned public open space held under the Local Government Act 2002 with a primary recreation, conservation, historic or amenity function.

Private roads and right of way means roads and access ways as defined under section 315(1) of the Local Government Act 1974 (or subsequent amendments), and includes rights-of-way, common access lots,

retirement village roads. Also included is common property within a Unit Title Development as defined under section 5 of the Unit Titles Act 2010.

Reserve means any land classified as a reserve under the Reserves Act 1977 (or subsequent amendments).

Road means a road as defined under section 315 of the Local Government Act 1974 or subsequent amendments, and includes access ways, service lanes, any square and any public place intended for the use of the public generally.

Road Type means the type of road as set out in the Australian/New Zealand Standard on Rural and Urban Addressing AS/NZS 4819:2011 (as outlined in Schedule 1).

5. POLICY PRINCIPLES

- 5.1. Council has a role in ensuring that the district's history, identity, culture and status of Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) is recognised and maintained.
- 5.2. Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) hold mana and traditional associations with places, making them the most appropriate authority when seeking Te Reo Māori names. Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) are a partner in the process of selecting names for roads, open spaces, features and council facilities.
- 5.3. Council shall provide a consistent approach to determining appropriate future names for roads, open spaces, features and council facilities. This policy is not to be applied retrospectively to existing names except where individual renaming applications are received.
- 5.4. Names should be agreed and used as early as possible in any development application process in order to embed those names locally.
- 5.5. This policy complies with the Australian/New Zealand Standard on Rural and Urban Addressing (AS/NZS 4819:2011) and subsequent amendments where names are written in English.
- 5.6. Naming a private road does not mean Council accepts responsibility for that private road, other than ensuring its name complies with this Naming Policy and the Australian/New Zealand Rural and Urban Addressing Standard (AS/NZS 4819:2011) and updating Land Information New Zealand.
- 5.7. Property numbering, upon implementation of the policy, will be in accordance with Australian/ New Zealand Standard Rural and Urban Addressing (AS/NZS4819:2011) and in the case of retirement villages, also in accordance with Guideline for addressing in retirement villages LINZG80700 (and any subsequent updates).

- 5.8. Where naming or renaming a reserve vested in Council, Council will comply with s16(10) and s16(10A) of the Reserves Act 1977, by consulting with the New Zealand Geographic Board (Ngā Pou Taunaha o Aotearoa) and placing a notice in the Gazette.
- 5.9. The New Zealand Geographic Board (Ngā Pou Taunaha o Aotearoa) Act 2008 has precedence over this policy where it applies (naming geographic locations).

6. TE REO MĀORI NAMES

- 6.1. Council supports the use of Te Reo Māori names for roads, open spaces, features and council facilities.
- 6.2. All Te Reo Māori names will be initially drafted in partnership with Ngāti Tūwharetoa (Bay of Plenty) as Tangata Whenua.
- 6.3. Te Reo Māori names, in consultation with Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty), will be written using the orthographic writing conventions of the Māori language developed by Te Taura Whiri i Te Reo Māori (the Māori Language Commission). Where appropriate, Council will be guided by Ngāti Tūwharetoa (Bay of Plenty) to ensure the integrity of the local dialects and cultural practices with regard to Te Reo Māori names in Kawerau rohe.

7. DUAL NAMING

- 7.1. While Te Reo Māori or English monolingual names are preferred, council supports dual naming in the following circumstances:
 - 7.1.1. where there is an opportunity to promote Te Reo Māori by use of a direct Te Reo/English translation;
 - 7.1.2. where both English and Te Reo Māori names are already in current use in the community for the same road, open space, feature or council facility; and
 - 7.1.3. where dual naming will make visible Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) connections to a place.
- 7.2. When dual naming is used for open spaces and community facilities the Te Reo Māori name will be positioned before the English name.
- 7.3. Dual naming is not supported by Council for roads and will be avoided.

8. GENERAL PROCEDURE FOR SELECTING NAMES (NAMING A NEW ROAD OR PRIVATE WAY)

- 8.1. New roads or private ways usually result from a subdivision. When applying for a resource consent, the developer should apply for any new road name or private way name, by submitting a “Naming Request Application”. Applications must be received prior to the issuing of the s223 certificate.
- 8.2. Applicants are required to consult with Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) early and Council will assist with this process. This will help ensure names will meet the requirements of section 9.1 of this policy, before making their application to Council.
- 8.3. It is recommended that applicants provide Council with their preferred name and two alternative names for each road, opens spaces, features and council facilities to be named.
- 8.4. All applications should include supporting evidence of engagement with Tangata Whenua regarding the names proposed (for example, a letter of support, or minutes of a meeting, or a memorandum of understanding etc).
- 8.5. Where no names are proposed, or where council initiates the project, council will facilitate a discussion with Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty), the applicant and/or landowner to identify suitable names to be used.
- 8.6. Private roads, including those within retirement complexes, must be named where there are six or more houses on the private road, or if there is the potential to develop six or more houses on the private road. The names of private roads must be consistent with the general naming criteria.
- 8.7. Where a private way has multiple owners, supporting evidence of engagement with all associated owners must be provided.
- 8.8. Council has no responsibility for the signage, maintenance or upkeep of any private road.
- 8.9. Council holds the final decision making authority on the choice of names.

9. NAMING CRITERIA

- 9.1. Proposed names must reflect one or more of the following:
 - 9.1.1. Identity of Kawerau;
 - 9.1.2. Historical significance of the area;
 - 9.1.3. Cultural significance of the area;
 - 9.1.4. People who were important in the history of the area, and/or

characteristics of people important to the Kawerau rohe;

- 9.1.5. Events or places significant to a community or communities locally, nationally, internationally.
- 9.1.6. Flora, fauna and topographical features significant or important to the history or geography of the community, the wider local area or the district.
- 9.1.7. Continuation of existing established theme or creation of a common theme for a development.

9.2. Proposed names should avoid the following:

- 9.2.1. Road name should not repeat or be similar in name or sound, to any name already in use locally or within 5 km of the surrounding districts, as this creates confusion for emergency services, delivery services and maintenance staff.
- 9.2.2. Names that honour a person more than once should be avoided.
- 9.2.3. Qualifying words, such as Upper, West, or generic terms, should not be used to distinguish between associated features with the same specific name.

9.3. Proposed names will be deemed unacceptable if:

- 9.3.1. Council consider they may be regarded as derogatory, discriminatory, frivolous, offensive or in poor taste.

9.4. Roads may not be named after commercial enterprises. For community facilities, open spaces and features, there may be individually negotiated sponsorship agreements including naming rights that may supersede the criteria in clause 9.

10. ADDITIONAL CRITERIA FOR ROAD NAMES

- 10.1. A road name shall consist of two parts: a name, followed by a road type. A road type shall not be used as the first part of a road name.
- 10.2. Where English names are to be used for roads, they shall comply with the road-naming standard used by the Council (AS/NZS4819:2011).
- 10.3. When using Te Reo Māori names, “Ara” and “Te Ara” may be used as the first part of the name. The use of “Te” before “Ara” is not essential unless the road is being named for a person or thing in which “Te” is an integral part. When using “Ara” or “Te Ara”, this replaces the road type (for example: “Ara Tai” not “Ara Tai Lane”).
- 10.4. Road names should be shorter rather than longer and should be less than 15

letters excluding the road type unless deemed culturally significant by Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty).

- 10.5. Road names should change at logical intersections and care should be taken to avoid dividing a single section of road.

11. PROPERTY ADDRESS NUMBERING

- 11.1. 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, as set out in Section 319B of the Local Government Act 1974.
- 11.2. Upon implementation of this policy, road numbers will be assigned within the standards set out in the Australian/New Zealand Standards: Rural and urban addressing (AS/NZS 4819:2011).
 - 11.2.1. Urban roads will generally be numbered consecutively from the start of the road with odd numbers on the left and even on the right. Existing number will only be changed where exceptional circumstances exist or to prevent significant numbering inconsistencies.
 - 11.2.2. Rural Roads will usually be numbered using the distance-based address numbering method. Rural roads are generally defined through the zoning of a property and neighbouring properties in the District Plan.
 - 11.2.3. If the zoning of a property changes, consideration will be given to the suitability of the current numbering and renumbering may be required.
 - 11.2.4. Private ways are usually numbered from the adjoining named road which gives access to the private way. The Council will give consideration to issuing separate numbers, only where the private way is officially named. Numbers will only be issued once the road name has been accepted through a resolution of Council.
- 11.3. In cases where Council decides to re-number a road or private way, property owners and residents affected by the renumbering will be given a minimum of four weeks' notice.

12. POLICY ON RENAMING

- 12.1. Only in exceptional circumstances will Council consider renaming roads, open spaces, features or Council facilities.
- 12.2. Council may consider renaming open spaces, features, or Council facilities where a new name would better meet the objectives of the policy to promote

local identity and Tangata Whenua connections.

- 12.3. Council may consider requests for renaming where there are strong reasons for renaming or dual naming of existing streets.
- 12.4. Applications for renaming may be considered where initiated by a Kawerau ratepayer or resident of Kawerau District, or by Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) and where they fall into one of the following categories:
 - 12.4.1. Major changes in road layout or infrastructure and renaming is required to avoid confusion, duplication or ambiguity;
 - 12.4.2. To correct inaccuracies or spelling;
 - 12.4.3. The name is culturally inappropriate;
 - 12.4.4. In circumstances where an incorrect name has become established over time by local usage;
 - 12.4.5. To address a significant wrong or grievance;
 - 12.4.6. Where a new name would better meet the purpose of this policy in promoting local identity and Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) connections.
 - 12.4.7. Where there is a strong reason to support dual naming (e.g. to better promote local identity);
 - 12.4.8. Any other reason Council considers appropriate in the circumstances.
- 12.5. An application for renaming must be supplied with the following information:
 - 12.5.1. Reasoning or justification for a name change; and
 - 12.5.2. Evidence of consultation undertaken by the applicant with affected property owners, including the outcome of the consultation (e.g. signed letters of agreement);
 - 12.5.3. Support for the proposed names from affected property owners;
 - 12.5.4. Any research undertaken to support the application (if applicable).
- 12.6. If renaming, long-term, historically-embedded existing names, or names that are in common local use, may take precedence over new names if they conform to clause 9.
- 12.7. Applicants for renaming of roads, open spaces, features or Council facilities must agree to meet the costs incurred by Council, including costs of signs,

renumbering, administration and any other associated costs. Where Council initiate the renaming, Council will cover the associated costs.

- 12.8. Council will not pursue a renaming application, where the affected residents are not in support of the renaming process.

13. ADDITIONAL CRITERIA FOR OPEN SPACES AND FEATURES WITHIN THEM

- 13.1. Open spaces gifted to Council, may honour the landowner by agreeing on a name in consultation with Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty).
- 13.2. Open spaces acquired, at market value, must not include a naming condition as part of the sale and purchase conditions.
- 13.3. Open spaces and/or features are not required to include a name type, such as park or reserve, unless considered appropriate.
- 13.4. Contiguous (adjacent) parks and reserves should be given the same name, unless there is exceptional circumstances to do otherwise.
- 13.5. Tangata Whenua Iwi Ngāti Tūwharetoa (Bay of Plenty) direction will be sought as to whether feature descriptions such as 'Mount' and 'Lake' are required where Te Reo Māori is used.

14. ADDITIONAL CRITERIA FOR COMMUNITY FACILITIES

- 14.1. Community facilities are not required to include the nature of the facility, unless considered appropriate.
- 14.2. Community facilities should not be named after commercial entities unless a sponsorship agreement is entered into.

15. MONITORING AND IMPLEMENTATION

- 15.1. Implementation of the policy will be the responsibility of, and monitored by, the Group Manager Regulatory and Planning.
- 15.2. The policy will be reviewed every five years, or earlier at the request of Council or in response to changed legislative and statutory requirements.

SCHEDULE 1 – AS/NZS 4819 – TYPES OF ROADS

Road Type	Abbreviation	Description
Alley	Aly	Usually narrow roadway in a city or town.
Arcade	Arc	Passage having an arched roof or 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 roadway without many cross-streets.
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. (reserved exclusively for non-public roads)
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.
Mall	Mall	Wide walkway, usually with Shops along the sides.
Mews	Mews	Roadway having houses grouped around the end.
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 and 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.
View	View	A road with a view.
Walk	Walk	Thoroughfare for pedestrians.
Way	Way	Short enclosed roadway. (reserved exclusively for non-public roads)
Wharf	Whrf	A roadway on a wharf or pier.