



**WHANGANUI  
DISTRICT COUNCIL**  
Te Kaunihera a Rohe o Whanganui

## **Road Naming and Numbering Policy 2018**



## **Whanganui District Council Road Naming and Numbering Policy 2018**

***Originator:***

*Graduate Policy Development Officer*

***Contact person for enquiries:***

*Graduate Policy Development Officer  
Principal Planner*

***Approved by:***

*Statutory Management Committee*

***Date approved:***

*25<sup>th</sup> June 2018*

***Date by which a review should be carried out:***

*This Policy will be reviewed within five years of adoption*

***Policy Inventory number:***

*751686*



## Contents

<b>WHANGANUI DISTRICT COUNCIL ROAD NAMING AND NUMBERING POLICY 2018</b> .....	<b>2</b>
<i>Originator</i> .....	2
<i>Contact person for enquiries</i> .....	2
<i>Approved by</i> .....	2
<i>Date approved</i> .....	2
<i>Date by which a review should be carried out</i> .....	2
<i>Policy Inventory number</i> .....	2
<b>EXECUTIVE SUMMARY</b> .....	<b>4</b>
<b>INTRODUCTION</b> .....	<b>5</b>
<i>Why we need a policy</i> .....	5
<i>Who it is prepared for</i> .....	5
<i>Scope of policy</i> .....	5
<b>POLICY CONTEXT</b> .....	<b>6</b>
<b>BACKGROUND AND ISSUES</b> .....	<b>6</b>
<b>OBJECTIVES</b> .....	<b>6</b>
<b>POLICIES</b> .....	<b>6</b>
<b>MONITORING AND EVALUATION</b> .....	<b>10</b>
<b>APPENDICES</b> .....	<b>10</b>
<i>ATTACHMENT 1: LEGISLATION</i> .....	10
<i>ATTACHMENT 2: DEFINITIONS</i> .....	11
<i>ATTACHMENT 3: GUIDE FOR ROAD SUFFIX</i> .....	11
<i>DIAGRAM 1</i> .....	12
<i>DIAGRAM 2</i> .....	13
<b>REFERENCES</b> .....	<b>14</b>



## Executive Summary

The Road Naming and Numbering Policy has been developed by the Whanganui District Council to provide a consistent and comprehensive approach to the naming and numbering of roads, while meeting legislative, Land Information New Zealand (LINZ), New Zealand Post and Emergency Service requirements.

The Policy formalises and improves the systems and processes that have been used in the past for the naming and numbering of roads in the Whanganui district.

This Policy also aims to ensure that names chosen for roads leave a historical blueprint of the community going into the future.

It applies to both urban and rural numbering as well as the naming of new roads created through subdivision, the naming of previously unformed roads and the renaming of existing roads.



## Introduction

### *Why we need a policy*

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

Roads are named to ensure that they are able to be easily identified and located. This is important for the Whanganui District Council (Council), public and private services (e.g. emergency, postal and courier) as well as for the general public. They also help to tell the story of our district through recognising key features, people and places.

The purpose of this Policy is to ensure that new road names and addresses are allocated consistently throughout the Whanganui District while also meeting legislative, Land Information New Zealand (LINZ), New Zealand Post and Emergency Service requirements.

The intention is also to have a process in place so that when it comes to renaming existing roads it will be done in the correct manner.

### *Who it is prepared for*

This Policy is prepared for the Council, subdivision developers, planners and the general public.

### *Scope of policy*

This Policy identifies the approach Council will take in performing its functions under the Act in relation to naming and numbering roads.

Sections 319, 319A and 319B of the Act set out the requirements for the naming of roads and allocation of property numbers for local authorities.

This Policy applies to both urban and rural numbering as well as the naming of new roads created through subdivision, the naming of previously unformed roads and the renaming of existing roads.

### *Definitions*

**Act** means the Local Government Act 1974

**Council** means the Whanganui District Council, or any committee, subcommittee or person to whom the Council's powers, duties and discretion under the Whanganui District Plan have been delegated lawfully pursuant to the provision of any Act

**Officer** means a council officer

**Developer** means each person promoting, managing, or carrying out a development

**Road** as per the definition in Section 315 (1) of the Local Government Act 1974 (appendices, attachment 2, page 11)



## Policy context

This Policy aligns with Council's Leading Edge Strategy. It demonstrates a commitment to enhancing Whanganui's connectivity through easy, consistent and logical identification of our roads while also recognising and celebrating Whanganui's identity.

This Policy allows the community to have its say on the naming of roads, with these names, in turn, being a reflection of Whanganui and an acknowledgement of who and what we are about. By naming and numbering roads in the correct manner it connects people together.

## Background and issues

Roads are primarily named for ease of identification but the appropriate naming of roads is also important as these markers reflect the identity of the local area.

It is equally important to name a road correctly the first time. In the past there have been instances where road names have been spelt incorrectly, or have not been appropriate for the location.

This Policy also responds to issues of consistency and duplication. For example, where the same name has been used twice e.g. in the case of Campbell Street and Campbell Road as well as with Wicksteed Street and Wicksteed Road. As a result, It was determined that a clear process was required to avoid such situations and to help remove the confusion it may cause for people.


## Objectives

1. To have a process that allocates road names and numbers correctly and for this approach to remain consistent.
2. To control the naming and numbering of roads.
3. To provide a process that is easy and simplistic for the public and Council officers to follow.
4. To ensure that road names reflect the nature and special character of the District

## Policies

### 1.0 NAMING OF NEW ROADS

- 1.1 New roads will generally be named as a result of the subdivision process.
- 1.2 The developer is invited to submit up to three names in order of preference. The names may be chosen from an inventory list that the planners have. The names on the inventory list will be provided by the public.



1.2.1 It must be ensured that names are not a duplication of others already in the Whanganui District. This includes the same name with a different suffix.

1.2.2 In cases where no names are submitted, the Chief Executive or an appropriate officer will provide three options that will be included in the report that requests a new road name.

**1.3** If there is an existing common or established theme in the area, priority will be given to maintaining the integrity of this theme. If, however, names that are not in keeping with the theme are suggested, or there is no established theme, the name should reflect one or more of the following characteristics:

- Traditional or appropriate Māori name
- Historical person or event
- Significant geographical or topographical features
- Personal name for special service

**1.4** The planner processing the subdivision application will check the name(s) against the requirements of this Policy and recommend a name(s) to the relevant committee by way of report. The name to be adopted will be determined through Council resolution

**1.5** All costs incurred in naming a road created by a subdivision will be met by the developer as part of the subdivision process.

**1.6** The Resource Management Administrator will be responsible for ensuring that the developer is informed of the adopted name(s) and that the statutory notifications are made.

## **2.0 NAMING OF PREVIOUSLY UNFORMED ROADS**

**2.1** Naming of previously unformed roads will be initiated by the Council after the road has been formed or partially formed.

**2.2** In the case where there is an unformed road that requires naming, Council's Infrastructure Team will inform the Planning Team when the road is being formed.

2.2.1 The Planning Team will be responsible for the preparation of a report to Council to determine the name of an unformed road.

**2.3** The name to be adopted will be determined through Council resolution.

**2.4** All costs incurred in naming a previously unformed road will be met by the Council.

2.4.1 The Planning Team will be responsible for ensuring that the statutory notifications of the new road name are made.




### 3.0 RE-NAMING AN EXISTING ROAD

- 3.1** Due to the cost of the procedures and the inconvenience caused to the public, the Council does not encourage the changing of road names.
- 3.2** Road re-naming can, however, be initiated by private individuals, groups or Council. 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.
- 3.3** When Council deems a name change necessary or is requested to do so by emergency services, Council may make a decision to change that name.
- 3.4** Where an owner or occupier of a property in a particular road or a member of the public seek to have a road name changed and the change does not meet the above criteria, Council will only consider initiating the change if:
- the request takes the form of a petition signed by at least 80% of the owners whose properties front the road; and
  - the name suggested by the applicants is acceptable to Council in terms of the criteria for naming new roads; and
  - the applicants or petitioners agree to meet the costs and disbursements incurred by Council (including costs of signs, renumbering, administration etc).
- 3.5** A name change will only be made if Council considers that the change will result in a clear benefit to the community, such as easier identification and the owners of the land fronting the road are generally in agreement with the proposal.
- 3.6** The Planning Team will be responsible for preparing a report to the relevant committee proposing a new name in accordance with requirements of this Policy.
- 4.6.1 The name to be adopted will be determined through Council resolution.
- 3.7** The Resource Management Administrator will be responsible for ensuring that the statutory notifications of the new road name are made.

### 4.0 ISSUING OF RURAL ADDRESS NUMBERS


- 4.1** The Rural Address Property Identification system (RAPID) is used when issuing rural addresses. The RAPID system of addressing is a distance measured from the start of the road.
- 4.2** The following rules apply when allocating numbers to rural properties:
- 4.2.1 RAPID numbers will only be allocated to rural properties as defined in the Whanganui District Plan.



- 
- 4.2.2 Rural RAPID 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 of the main dwelling of the property.
  - 4.2.3 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.
  - 4.2.4 All addresses must be unique. Properties with shared entranceways will be allocated alphanumeric Rapid Numbers.
  - 4.2.5 Consistency and predictability are to be strived for at all times.
  - 4.2.6 A RAPID property address does not affect the rural delivery number; which is still retained for postal address purposes.

## **5.0 ISSUING OF URBAN ADDRESS NUMBERS**

- 5.1 Urban Street address numbering is usually carried out by the Planning Team in accordance with the guidelines listed in Australian/New Zealand Standard 4819:2011 Rural and Urban Addressing. However, there are times where this Policy takes precedence over the procedures listed in the NZS document Refer to Diagram 1 and 2 (page 12-13).
- 5.2 The following points apply to the issuing of urban address numbers:
  - 5.2.1 Address numbers are issued according to the convention of assigning odd numbers on the left, even numbers on the right, in the direction of numbering. Roads have typically been numbered away from the Whanganui River.
  - 5.2.2 Address number ranges are discouraged in New Zealand, therefore Council will not allocate an address range. An address range may be held in Council's electronic files but, a principal address will be allocated to the property and primarily used.
  - 5.2.3 Numbers are to be allocated correctly throughout the development period so that at the end of development no address numbers need to change. For larger urban sites with development potential, additional urban address numbers, based on the frontage required for normal house block properties, shall be reserved to allow for development potential. A reasonable surplus of unused address numbers is a more manageable outcome than a shortfall.
  - 5.2.4 The numbering of multiple developments on a single lot shall be alphanumeric, i.e. 21A in the direction of the road. Refer to Diagram 1 (page 12).
  - 5.2.5 If a collection of adjoining houses 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.
  - 5.2.6 Reserves may be allocated a street number for administrative purposes.
  - 5.2.7 Corner address sites are addressed depending on which road provides the main access to the dwelling.

- 
- 5.2.8 All addresses shall be unique.
  - 5.2.9 Existing street numbering anomalies may be corrected to conform with this Policy where practicable. Council will inform all identified parties prior to modifying any street numbers.
  - 5.2.10 Where Council chooses to renumber a street, the residents affected by the renumbering shall 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.)
  - 5.2.11 Although State Highways are owned and managed by the New Zealand Transport Authority, Council is still responsible for addressing properties off State Highways. Urban and rural numbering of State Highways shall be in accordance with this Policy.
  - 5.2.12 Private right of ways shall be numbered with an alphanumeric numbering system in accordance with Diagram 2 (page 13).

## Monitoring and evaluation

The Policy's processes will be monitored through Council reports to ensure that it is working efficiently and effectively. Public and key stakeholder feedback will also be gauged. The Policy will be reviewed within five years of adoption.

## Appendices

### *Attachment 1: Legislation*

The below legislation is subject to any amendments

#### **Local Government Act 1974 Section 319 General powers of councils in respect to roads**


- (1) The council shall have power in respect of roads to do the following things:
  - (j) to name and to alter the name of any road and to place on any building or erection on a building on any road a plate bearing the name of that road

#### **Local Government Act 1974 Section 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.

#### **Local Government Act 1974 Section 319B Allocation of property numbers**

- (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

### ***Attachment 2: Definitions***

**Road** means the whole of any land which is within a district, and which—

- (a) immediately before the commencement of this Part was a road or street or public highway; or
- (b) immediately before the inclusion of any area in the district was a public highway within that area; or
- (c) is laid out by the council as a road or street after the commencement of this Part; or
- (d) is vested in the council for the purpose of a road as shown on a deposited survey plan; or
- (e) is vested in the council as a road or street pursuant to any other enactment;—  
and includes—
- (f) except where elsewhere provided in this Part, any access way or service lane which before the commencement of this Part was under the control of any council or is laid out or constructed by or vested in any council as an access way or service lane or is declared by the Minister of Works and Development as an access way or service lane after the commencement of this Part or is declared by the Minister of Lands as an access way or service lane on or after 1 April 1988;
- (g) every square or place intended for use of the public generally, and every bridge, culvert, drain, ford, gate, building, or other thing belonging thereto or lying upon the line or within the limits there of;—  
but, except as provided in the Public Works Act 1981 or in any regulations under that Act, does not include a motorway within the meaning of that Act or the Government Roding Powers Act 1989.

### ***Attachment 3: Guide for road suffix***

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.

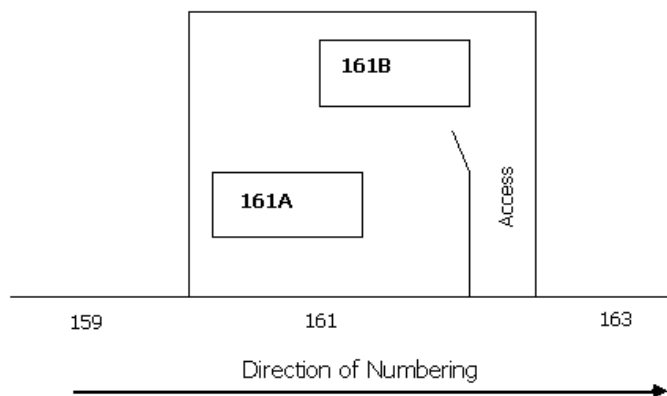
Drive:	A main connecting route in a suburb.
End:	A no exit street.
Esplanade:	Level piece of ground especially one used for public promenade.
Gate:	A very short street.
Glade:	A tree covered street or passage between streets.
Glen:	In narrow valley.
Green:	As for Common, but not necessarily bounded by 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.

### Diagram 1

#### *Allocating an address requiring an alphanumeric number*

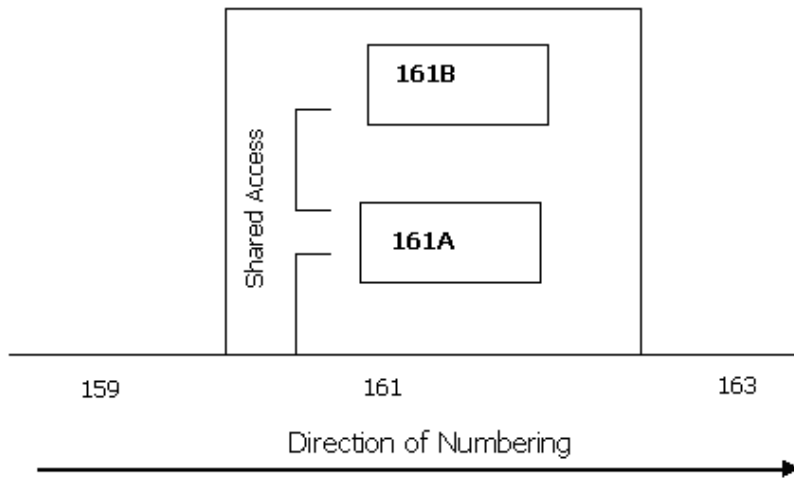
An alphanumeric number is allocated depending on the direction of numbering and the point of access to the properties. The following two examples demonstrate how the alphanumeric numbers are allocated to two properties on one parcel of land:

#### 1. Separate Access





## 2. Shared Access

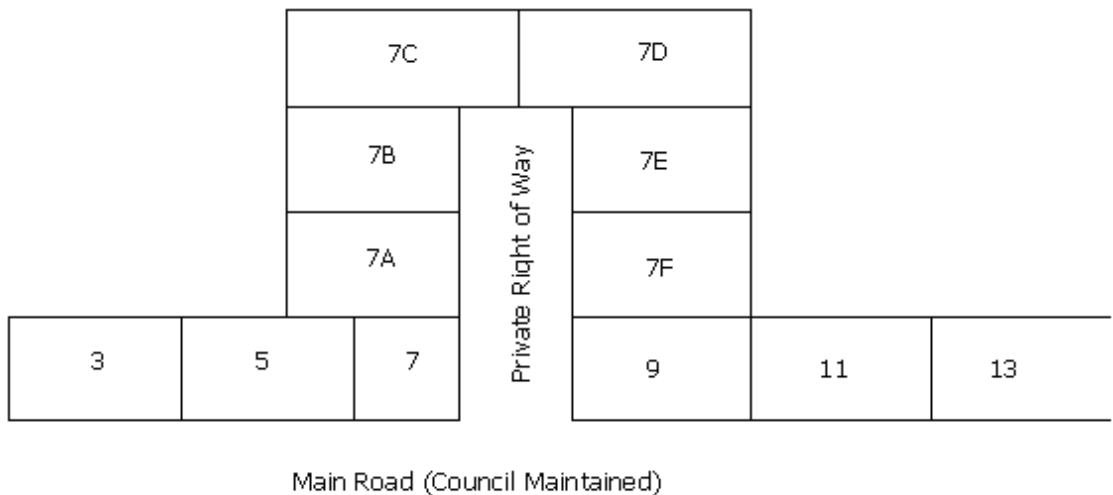


In the case of infill subdivision, where there is an existing whole number allocated to a dwelling, the whole number will remain with the existing dwelling and alphanumeric numbers allocated to the additional sites.

### **Diagram 2**

#### *Allocating Private Right of Way Numbers*

Private rights of ways shall be numbered using an alphanumeric numbering system.



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

On rare occasions Council may use a unit numbering system where a development is part of a Unit Title development.



## References

*Local Government Act 1974*

*Australian/New Zealand Standard 4819:2011 Rural and urban addressing*

*Leading Edge Strategy*

*Securities Act (Real Property Developments) Exemption Notice 2007*

*Whanganui District Plan*