



<b>Policy Name:</b>	<b>Wairoa District Council Road Naming and Numbering Policy</b>	<b>File Reference:</b>	B03.02.10.02
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## 1.0 INTRODUCTION

The naming of public roads and allocation of property addresses is the responsibility of Local Authorities as assigned under section 319(1)(j), 310A, and 319B of the Local Government Act 1974.

The purpose of the Road Naming and Addressing Policy ('Policy') is to ensure that new road names and addresses are allocated consistently throughout the Wairoa District whilst meeting legislative, Land Information New Zealand (LINZ), New Zealand Post and emergency services requirements.

Emergency services, postal services and the community at large rely on accurate and unambiguous property identification. It is important that addresses are issued correctly in the first instance, as badly assigned addresses can cause severe problems and are costly to rectify.

The New Zealand Standard "AS/NZS 4819:2011 – Rural and urban addressing" (Standard) provides guidelines for assigning road names and addresses. This Standard replaces the 2000 and 2003 Standards.

The Council has chosen to voluntarily adopt this Standard and apply it, along with additional guidelines provided in this policy. Where the Standard and the Policy conflict, the Policy takes precedence.

**For the avoidance of doubt this Policy should be read in conjunction with AS/NZS 4819:2011.**

The following information is contained in this Policy:

- A description of the legislative framework that empowers territorial local authorities to provide road names and numbers in the District.
- Additional procedures for road naming and road numbering in the Wairoa District not referred to in the AS/NZS 4819:2011 standard.
- Information regarding the naming of roads and streets.

In addition the policy also provides (in the appendixes attached):

- Application for Road Name Form
- Process followed by Council for New Road Names
- List of Road Types

## 2.0 LEGISLATION

### **Local Government Act 1974 – Sections not repealed by the Local Government Act 2002**

#### **Sec 319 – General powers of councils in respect of roads**

“(1) The Council shall have the power in respect of road ...  
... (j) to name and to alter the name of any road to place on any building or erection on or abutting on any road a plate bearing the name of the road:..”

#### **Sec 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.

##### *History*

*Section 319A was inserted, as from 19 January 1981, by s 37 Local Government Amendment Act 1980 (1980 No 82). Section 319A was substituted, as from 7 July 2004, by s 5 Local Government Amendment Act 2004 (2004 No 64).*

#### **Sec 319B - Allocation of property numbers naming**

- 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.

##### *History*

*Section 319B was inserted, as from 30 March 1985, by s 29 Local Government Amendment Act 1985 (1985 No 60).*

### **3.0 ISSUING OF RURAL & URBAN ROAD NAMES**

#### **3.1 Roads to be named**

Roads are named to ensure ease of identification for the Council, public and private services such as emergency, postal and courier services.

All formed legal roads must be named.

An unformed road should not be named unless an address needs to be issued along that road.

Private roads and private right-of-ways are not required to be named. (see 3.3 for explanation)

#### **3.2 Road Naming Process**

The process followed by Council for assigning a new road name is summarised in (see Appendix 1).

An 'Application for Road Name' (Appendix 2) should be submitted with the Resource Consent application documents. The application must suggest at least three names for the new road. The name should reflect one of the following local characteristics:

1. Traditional or appropriate Māori name
2. Common or established theme
3. Historical Person or Event
4. Significant geographical or topographical features
5. Personal name for special service

The applicant/developer could consult with a local historian, local community group, or local marae if they are having difficulty choosing a road name.

The 'Application for Road Name' form along with supporting information should be submitted to the Chief Executive Officer. The Chief Executive Officer will consider the suggested road names and recommend a road name for consideration by Council.

A report presenting the application for a road name is submitted to the Council for its consideration.

In some situations the Chief Executive Officer may suggest to Council that it would be prudent to consult more widely with the affected community on the suggested road names. When Council agrees that consultation is appropriate a consultation strategy will be prepared.

Once the road name is referred to Council it has the ability to accept or decline the road name. In determining a suitable road name, Council may take into account any additional relevant factors outside its stated policy as may arise on a case by case basis

### 3.3 Road Name Selection

The following provides some guiding principles to inform the process of choosing new street names.

Road names need to be unique, clear and unambiguous. Short names that consist of a single word are preferred.

A road name must:

- be shorter, rather than longer, especially where the road itself is short.
- be less than 15 characters in length, however in exceptional circumstances longer road names may be allowed.
- be of a practical length in comparison to the length of the road, to enable the name to be easily displayed on a road map.
- share a common theme if more than one road needs to be named, for example, naming roads in a new subdivision.
- be easily pronounced and spelt, or in the instance of a Maori name, become familiar and easy to use over time.
- be spelt with characters from the standard alphabet.
- if containing a number, have the number written in full.

A road name must not:

- duplicate or closely resemble, in either spelling or pronunciation, another existing road name in the Wairoa District (please refer to the current Wairoa District Plan for a list of street names).
- duplicate or closely resemble a proposed road name that has been submitted to Council for consideration.
- duplicate the name of a park or reserve unless the road is in close proximity to the park or reserve in question. Close proximity means adjacent to, parallel with or adjoining the road.
- include an apostrophe, unless forming part of an eponymous name (eg O'Connor), or a full stop.
- be an abbreviation or contain an abbreviation eg 'Mount' not 'Mt', except that 'St' shall be used for 'Saint'.

A list of road names in the district is provided in the Wairoa District Council's Geographic Information System – please contact Council for a current list of street names.

- i. Road names may be chosen to give special recognition to the Tangata Whenua of the Wairoa District. (If a name is chosen in Te Reo then local Iwi must be consulted).
- ii. Road names may be chosen in memory or honour of local residents who have made a significant contribution to the community.
- iii. Road names may be chosen in memory and honour of other events which have had a significant impact on the community.
- iv. Road names may be chosen to reflect the nature of topographical features in the vicinity.

In all cases road names are required to be consistent with other road names in the vicinity. If more than one road needs to be named for example, naming roads in a new

subdivision, then road names suggested in the subdivision should share a common theme.

Private roads and private right-of-ways are not required to be named, however if developers or residents choose to name the private road or right-of-way then signage is the responsibility of the residents. The private road or right-of-way name will not be included in the Council's road name database nor will it be recognised by Land Information New Zealand. All named private right of ways will use the road type Way, Lane, Mews or Court. Where private roads and private right-of-ways have no name, in this instance Council will utilise a bar numbering system whereby address numbers are assigned from the road onto which the private road or right-of-way connects.

*Note: Wairoa District Council has no responsibility for the signage, maintenance or upkeep of any private road or private right-of-way.*

### **3.4 Road Type**

A road name must consist of a name followed by a road type.

Terms such as "road", "avenue", etc must reflect the functions and characteristics of the road.

The road type must be selected from the list in Appendix 3.

Council reserves the right to require the use of a different term if it believes that the term suggested is not suitable.

### **3.5 Road Names for State Highways**

Although State Highways (SH) are owned and managed by NZ Transport Agency (NZTA), Council is still responsible for addressing properties off State Highways.

Where possible, State Highways have been given appropriate local names. In some instances, particularly State Highway 2 due to its length, the road has been broken into several sections for easier management and administration purposes.

Where a property along a State Highway falls into an urban area, it will be numbered in accordance with the Urban Address allocation rules. Similarly, where the property falls in the rural area, it will be numbered in accordance with the RAPID numbering rules.

### **3.6 Changing Road Names**

Council does not generally encourage the changing of road names because of the cost of the procedure and the inconvenience caused to the public. A name change will only be made if Council considers that there is a very good reason to change the name, that the change will result in a clear benefit to the community and the owners of land fronting the road are generally in agreement with the proposal

Reasons for changing road names may include;

- spelling correction
- preventing duplication of a name in spelling or sound
- preventing confusion arising from major layout changes to roading which has caused a road to no longer be continuous and the resultant segments need to be renamed.
- geographical corrections
- issues of cultural sensitivity

Council will only institute a name change if a budget is available to meet the costs or suitable arrangements have been made by private parties to meet the costs. These costs include

- providing property owners of the affected road with reasonable costs for replacement letterbox numbers (a maximum dollar value will be set by Council at the time of the road name change taking effect).
- providing residents of the affected road with change of address forms.
- notifying emergency services and other affected organisations with the change of road name.

Where an owner or occupier of a property in a particular road, a member of the public or a group within the community seek to have a road name changed in addition to the above criteria Council will only consider initiating the change if:

- a request takes the form of a petition signed by at least 80% of the owners whose properties front the road.
- The name suggested by the applicants must be acceptable to Council in terms of the criteria for naming new roads.
- The applicant or petitioners agree to meet all costs and disbursements incurred by Council (including costs of signs, renumbering and administration role).

Decisions to change road names will be made by Council. Consequential changes to property numbers (where necessary) will be undertaken by Council in line with the arrangements laid out in the Policy.

### **3.7 Existing Roads Found to be Unnamed**

If Council becomes aware that an existing road in the District does not have a name Council will first investigate that the road is in fact unnamed by checking with Land Information New Zealand.

The procedure that follows will depend on the situation.

- (a) If there is a commonly used name then the local residents and other affected parties will be invited to comment on the suitability of the commonly used name.
- (b) If there is no commonly used name or disagreement about the commonly used name then the Chief Executive Officer will be invited to develop a list of suggested names and ask for community feedback or comment to determine the community's preference.

In situation a) or b) above the Chief Executive Officer will, after taking into account the views of residents, affected parties and the wider community, suggest a name to Council. Council staff will check the suggested name for duplication with other road names in the district.

Council will decide if the name is suitable and may adopt this name as the commonly used name for the road.

## 4.0 ASSIGNING ADDRESS NUMBERS

The following provisions for address numbering apply regardless of whether the area is urban or rural unless otherwise dealt with in a special provision.

The address numbering is generally carried out in accordance with the guidelines listed in AS/NZS 4819:2011. However there are times where this Policy takes precedence over the procedures listed in AS/NZS 4819:2011.

### 4.1 Application of Address Numbering

The Council assigns an address number to any area of land, building or part of a building within the District. When combined with the road name and locality (eg suburb, town) the address should be unique.

- Address number ranges are discouraged in New Zealand therefore Council will not allocate an address range. An address range may be held on the Council's electronic files but, a principal address will be allocated to the property and primarily used.
- Additional urban address numbers, based on the frontage allowed for normal house block properties, will be allocated or reserved for larger address sites in accordance with their development potential. A reasonable surplus of unused address numbers is a more manageable outcome than a shortfall.
- Address numbers are issued according to the convention of assigning odd numbers on the left, even numbers on the right in the direction of measurement.

### 4.2 Address Based on Access

Addresses are assigned based on the main access to the site.

*Refer to Diagrams in 5.1 and 5.4.*

Particular attention must be paid when numbering corner sites, sites that boundary a private road or private right-of-way or when numbering a new subdivision.

If some flats use a different entrance, especially a different street, then it is acceptable to assign a different number and street name within the same group of properties or the same parcel.

### 4.3 Assigning an Address Number

Address numbers are issued in accordance with the conventional numbering method of **odd numbers on the left** and **even numbers on the right**.

In an urban area and where practicable, numbering shall occur from the end of the road closest to the town's centre. Where this is not practical ie where the road runs parallel to the town centre, roads will be numbered from north to south or east to west.

In a rural area numbering shall commence from the end of the road that is closest to the nearest emergency services depot. Refer to section 4.8 for specific provisions on numbering in rural areas.

*For numbering around a cul-de-sac refer to Diagram in 5.3.*

#### **4.4 Shared Access – Bar Numbering**

Address sites that share access, for example properties accessed from a private right-of-ways or a multi-unit development, will be numbered utilising a bar numbering system.

- The number before the bar will depict the location of the property along the shared access, while the number after the bar will depict the location of the private road or right of way in relation to the public road.
- The number before the bar will be assigned in the direction of the road numbering, therefore the conventional numbering method of **odd** numbers on the **left** and **even** numbers on the **right** will not apply.
- Where the bar number system is used the base number cannot be assigned singularly.

For example, 37, 1/37, 2/37 is not permissible; the correct numbering would be 1/37, 2/37, 3/37. However, an address site that is already using the base number on its own may retain the number provided it is in order.

For more detail on addressing multi-unit and multi-level sites refer to section 5.10 of the Standard AS/NZS 4819:2011.

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

#### **4.5 Numbers Unavailable**

Where there is no available number and providing the main access to the site is not shared, an alpha suffix will be used. Alpha suffixes shall start at A and shall not extend beyond E. Only when there is no other logical numbering alternative and to avoid renumbering existing sites should alpha suffixes extend beyond E.

For more detail on use of alpha suffixes refer to clause 5.4.8 of the Standard AS/NZS 4819:2011.

Like the bar numbering system it is not permissible to use the base number singularly if

the same number is being used with an alpha suffix. For example 29, 29A, 29B is not permissible; the correct numbering would be 29A, 29B, 29C. However, an address site that is already using the base number on its own may retain the number provided it is in order.

Refer to Diagram in 5.4.

#### **4.6 Other Numbering Rules**

Address number ranges will not be allocated. An address range may be held on the Council's electronic files but a principal address will be allocated to the property and primarily used.

Additional urban address numbers, based on the frontage allowed for normal house block properties, will be allocated or reserved for larger address sites in accordance with their development potential. A reasonable surplus of unused address numbers is a more manageable outcome than a shortfall.

Corner address sites (clause 5.3.8 of the Standard *AS/NZS 4819:2011*) re addressed depending upon which road provides the main access to the dwelling. An address number on the other road will be reserved for that site if future development is likely.

Numbers shall be allocated to the full expected potential development of each site.

Reserves ie green spaces may be allocated a street number for administrative purposes.

#### **4.7 Renumbering**

Existing street numbering anomalies may be corrected to conform with this policy where practicable. Council will inform all identified affected parties prior to modifying any street numbers.

When Council chooses to renumber a street the residents affected by the renumbering will 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.)

#### **4.8 Special Provisions for Rural Address Numbering**

Refer to Clause 5.9 of the Standard *AS/NZS 4819:2011*.

The **R**ural **A**ddress **P**roperty **I**dentification system (RAPID) is used when issuing rural addresses. This system assigns a number using the distance measured from the start of the road to the main vehicle access of the property.

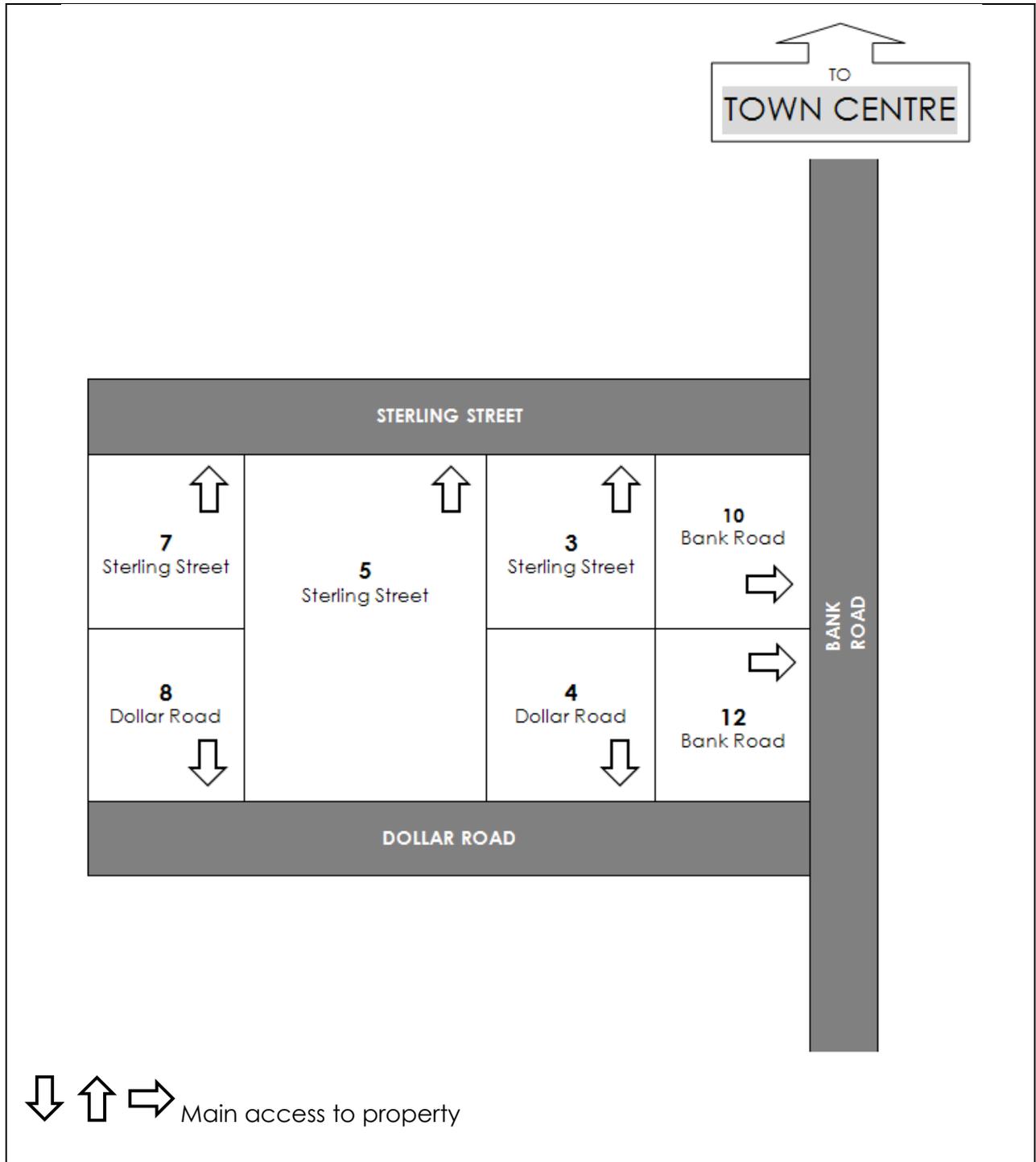
General numbering rules still apply such as odd numbers on the left, even numbers on the right, bar numbering etc.

- RAPID numbers will only be allocated to rural properties as defined in the Wairoa District Plan.
- RAPID numbers shall be calculated by dividing the distance in metres from the datum point (generally the start of the road) to the main vehicle access, by ten (10) and rounding to a whole number, and adjusting that number by one (1) to obtain an even or odd number, whichever is required.
- Where a site does not have a main vehicle access the same method can be applied, except that the distance is from the datum point (generally the start of the road) to any point along the road frontage of the site can be measured. When an access point is created a new rural number should be assigned to replace the previous number.
- The start of the road is the end that is closest to the nearest emergency services depot. This way, emergency services will find it less difficult to find and locate rural properties.
- RAPID numbers will only be allocated to rural properties outside of the urban boundary of townships as defined in the Wairoa District Plan.
- Changes to RAPID numbers are discouraged as it reflects the distance along the road and any changes to the number may compromise the integrity of the numbering system.

**Rural Delivery (RD)** numbers are assigned by New Zealand Post and are used for postal purposes only. The RAPID number is independent of the RD number.

## 5.0 DIAGRAMS

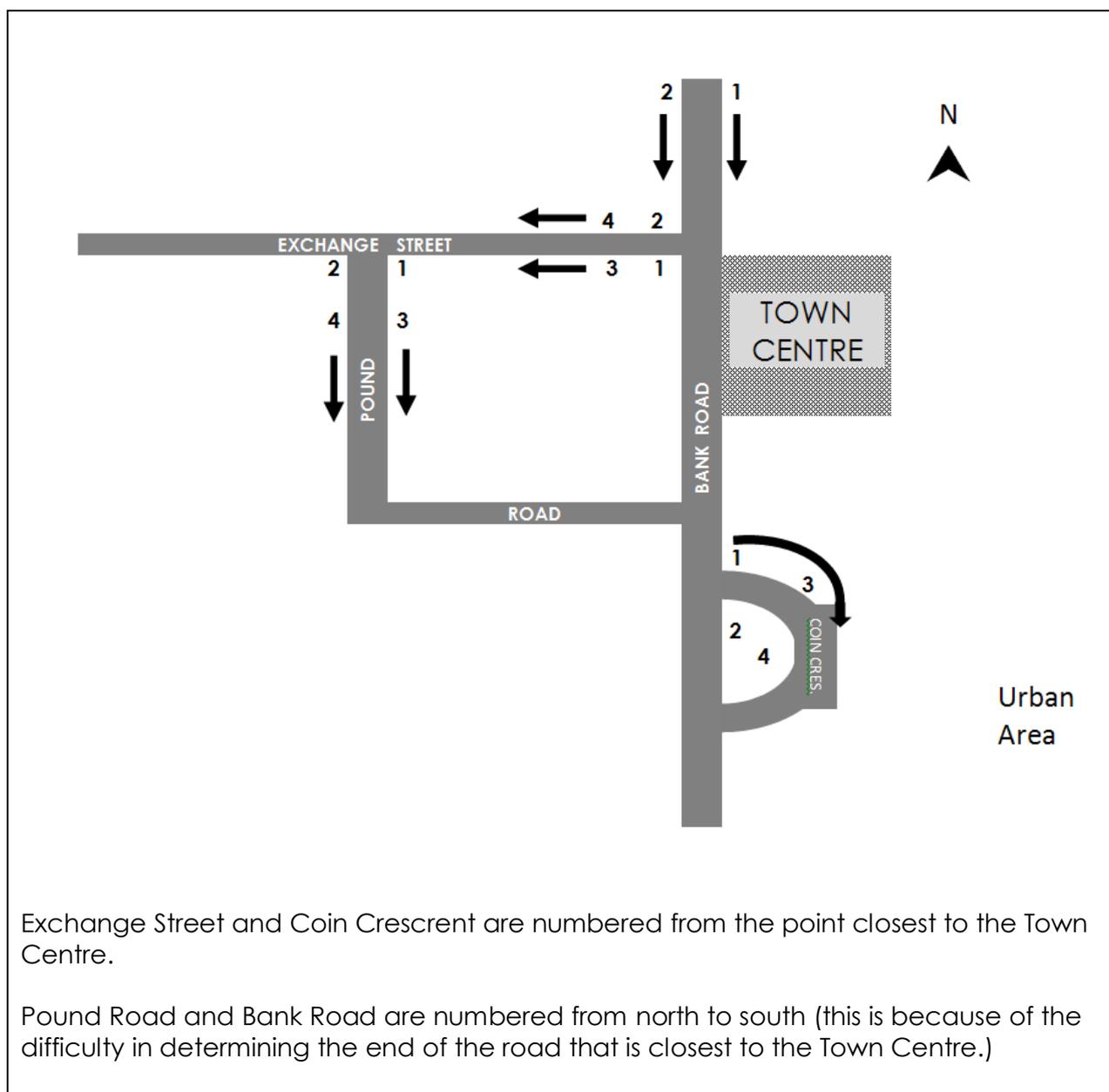
### 5.1 Address Numbering by Access



#### Key point to remember:

- Addresses are assigned based on the main access to the property

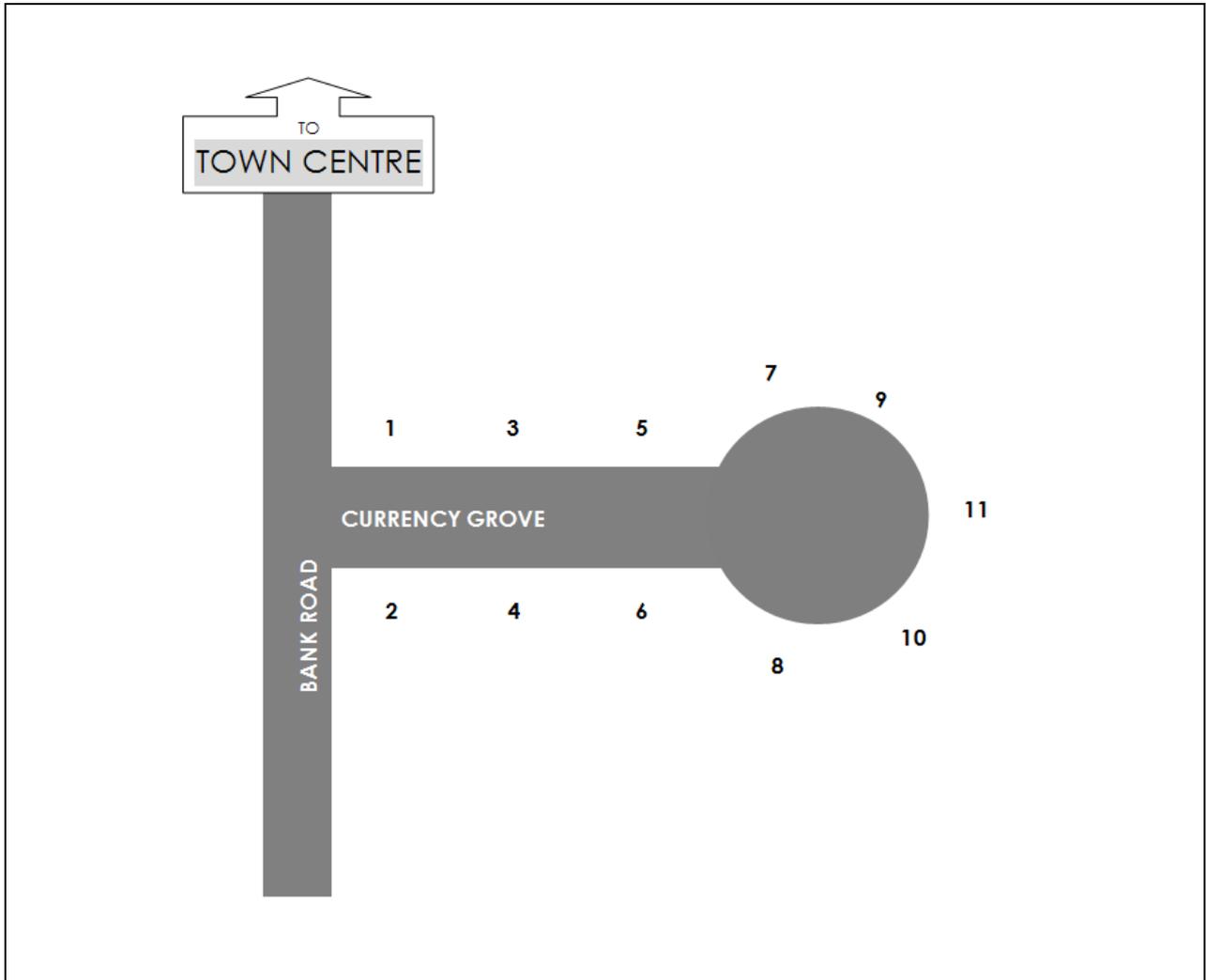
## 5.2 Assigning an Address Number



### Key points to remember:

- Begin numbering closest to the Town Centre
- If impractical, north to south or east to west
- Odd numbers on the left
- Even numbers on the right

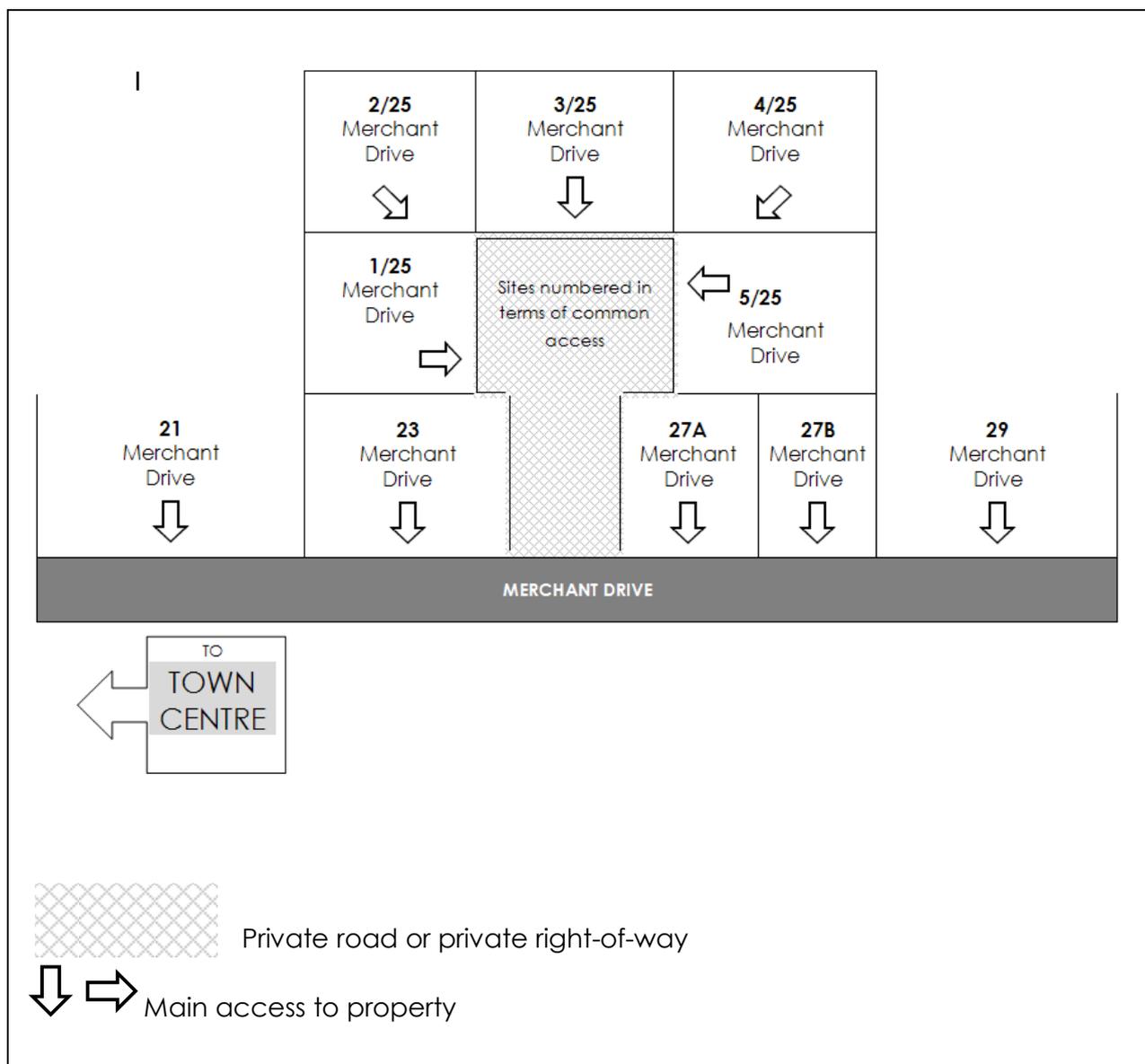
### 5.3 Address Numbering around a Cul-de-Sac



#### Key points to remember:

- Begin numbering closest to the Town Centre
- If impractical, north to south or east to west
- Odd numbers on the left
- Even numbers on the right

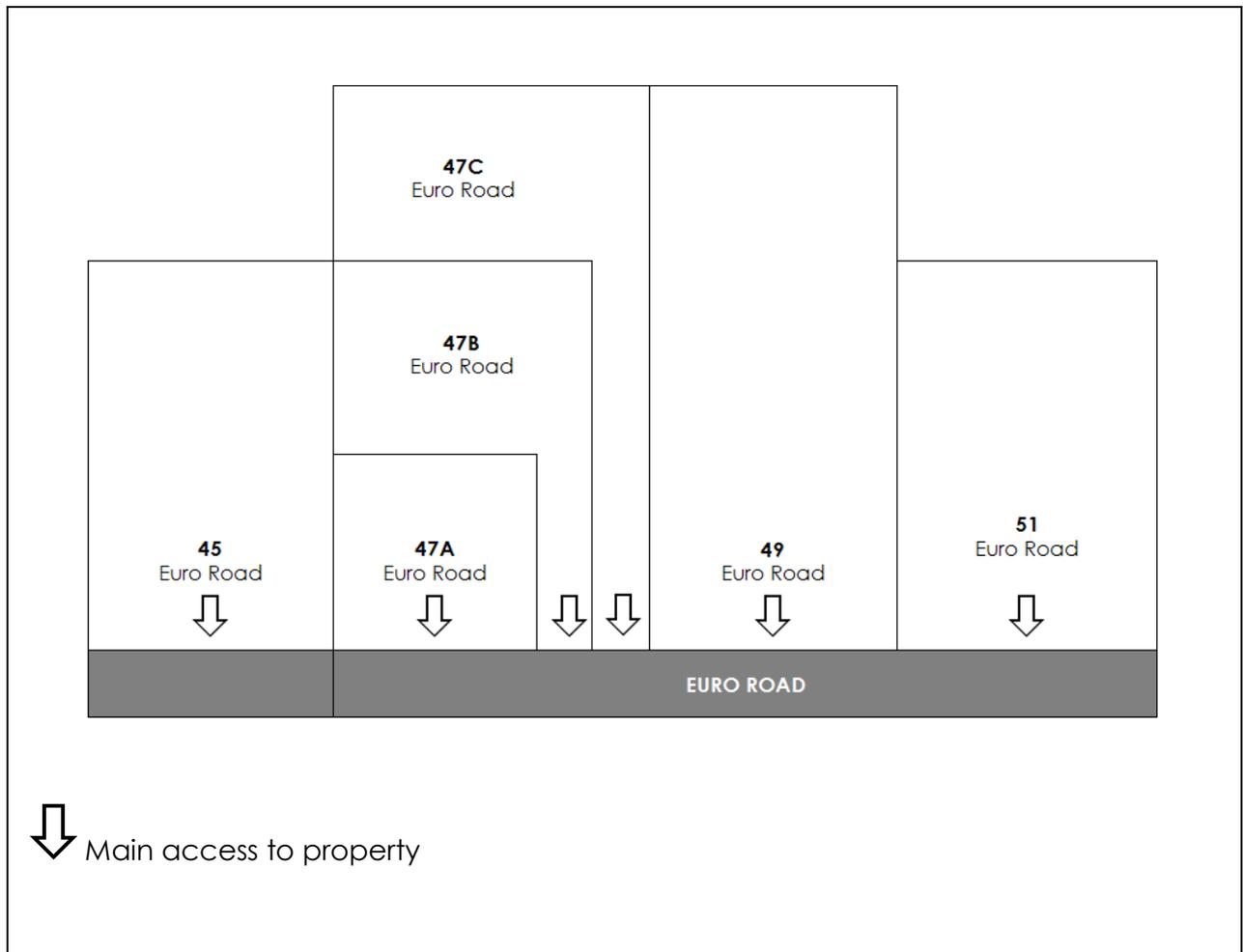
## 5.4 Shared Access – Bar Numbering



### Key points to remember:

- Private roads and private right-of-ways are not required to be named
- Properties that share a private right of way are numbered from the public road to which the private road or private right-of-way connects
- Numbering is allocated based on the main access to the property
- Bar numbering is assigned in the direction of the road numbering
- All named private right of ways will use the road type Way, Lane, Mews or Court.

## 5.5 Address Numbers Unavailable



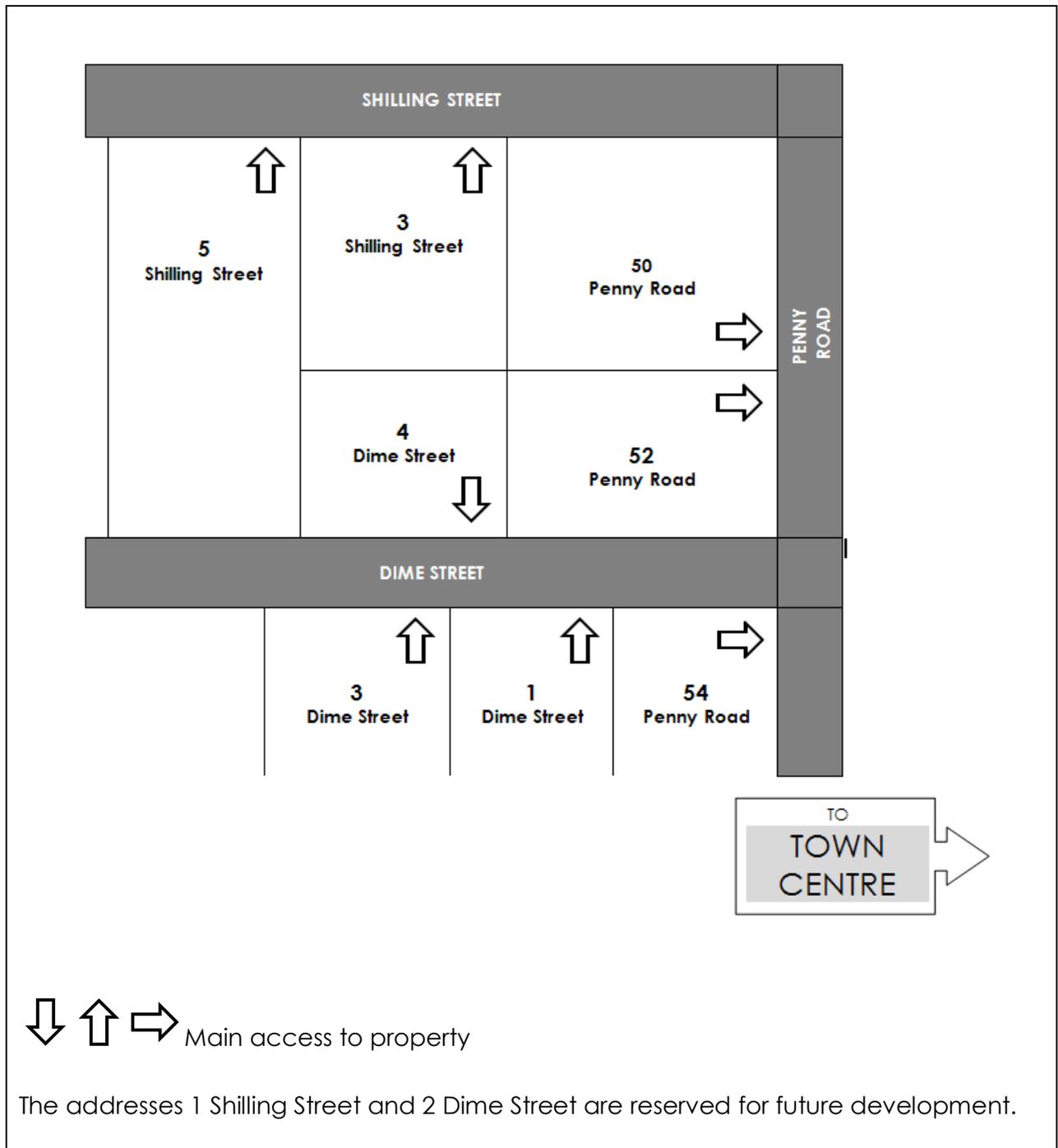
### Key points to remember:

- Use alpha-suffixes when there are no available numbers
- Do not use the base number singularly – for example:

47, 47A and 47B **must be** 47A, 47B, 47C –

Unless an address site is already using the base number, provided it is in order.

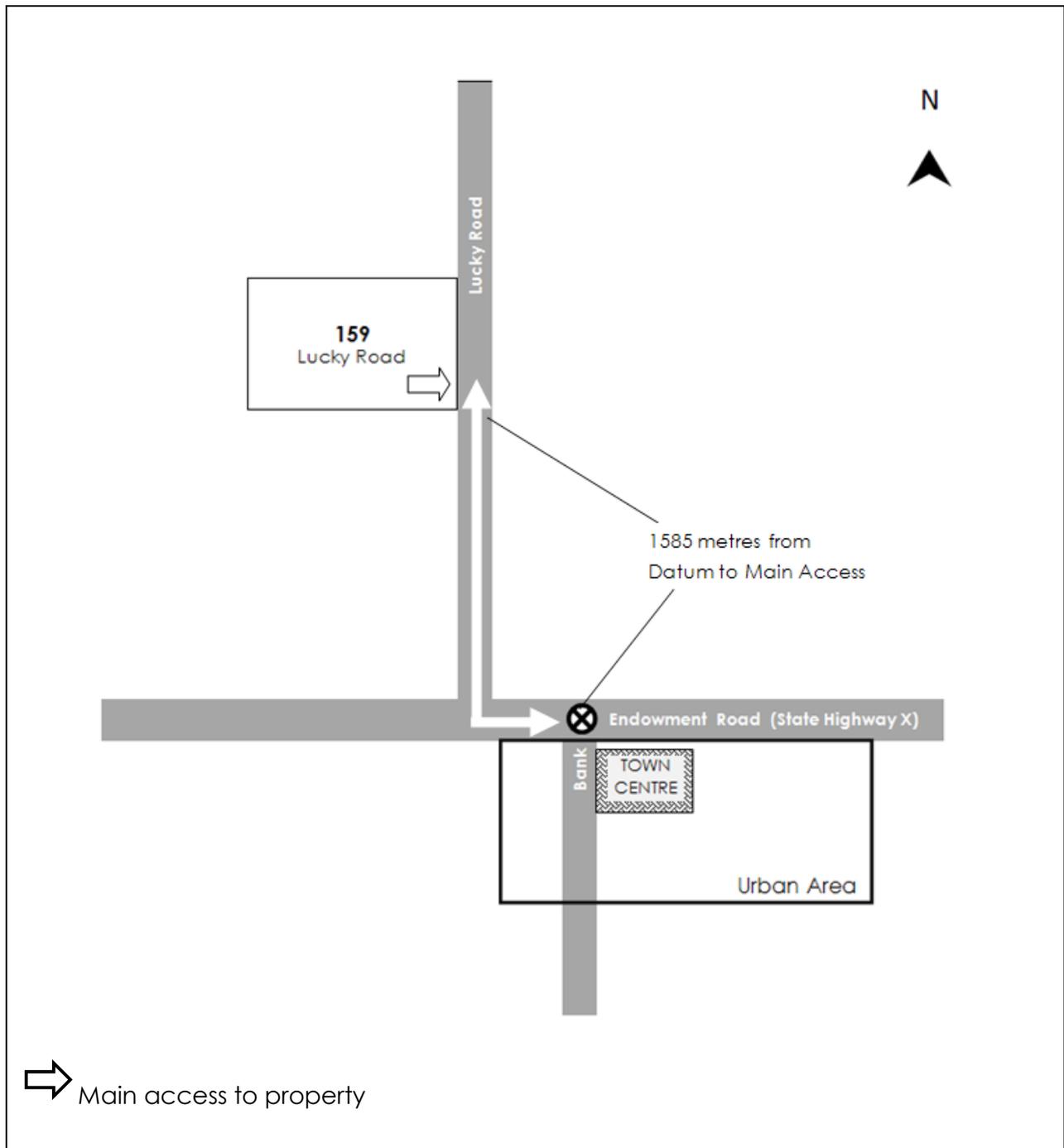
### 5.6 Address Numbering Corner Sites



#### Key points to remember:

- Reserve address numbers for future development

## 5.7 RAPID NUMBERING

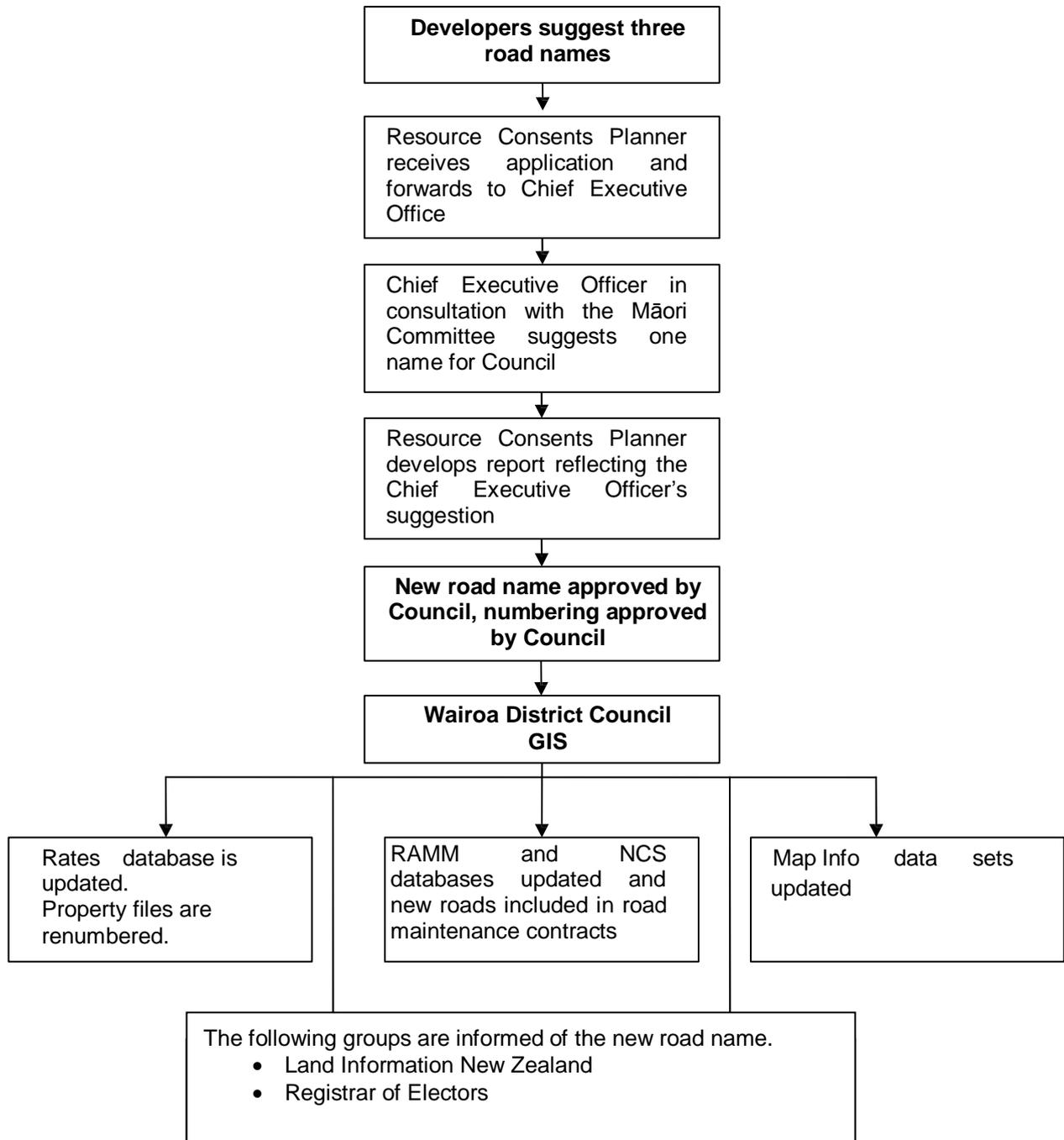


### Key points to remember:

- Begin measuring from the start of the datum at the point closest to the Town Centre
- Impractical, north to south or east to west
- Measure in metres to main vehicle access and divide by 10
- Odd numbers on left – adjust number by one if necessary
- Even numbers on right – adjust number by one if necessary

## Appendices

**Appendix 1– Process followed by Council for New Road Names**



**Appendix 2 –Application for Road Name Form**

WAIROA DISTRICT COUNCIL APPLICATION FOR NEW ROAD NAME OR CHANGE OF ROAD NAME Section 319 of the Local Government Act 1974	
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Application received (office use):
Subdivision File Reference (office use):

<b>Please state if a new road name is required or an existing road name requires changing</b>

<b>If an existing road name requires changing, please state the current name of the road and the reason/s for requesting a change</b>

<b>For New Road Names</b>
<b>SUBDIVISION DETAILS</b>
Address:
Legal Description:

**APPLICANT/CONSULTANT DETAILS**

Address:

Phone:

Fax:

Email:

<b>PROPOSED ROAD NAMES (for new or existing road names)</b>	
Road Names:	Reasons for choice of name:


<b>If names are in Te Reo (Māori) have you consulted with local Iwi?</b>

<b>Have you check with Council to ensure property numbers have been allocated?</b>

**Note:** For Council to make an informed decision full information must be provided. Each application must include a plan of the roads that require new names or a change of name. This plan must include the proposed road(s) location.

Please include and attach on separate sheets any information that is pertinent to the names that have been chosen. Then return this form and any supplementary information to:

**Wairoa District Council**  
**PO Box 54**  
**Wairoa 4108**

### Appendix 3 – Road Types

The road type shall be selected from those specified as suitable for either open ended roads, culs-de-sac, or pedestrian only roads, as applicable.

Refer to Clauses 4.3; 4.6.2 of the Standard AS/NZS 4819:2011

Road Type	Abbreviation	Description	Road Type Suitability		
			Open Ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually a narrow roadway in a city or towns.	✓	✓	
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 ornamental with trees and grass plots.	✓		
Circle	Cir	A 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.		✓	

Road Type	Abbreviation	Description	Road Type Suitability		
			Open Ended	Cul-de-sac	Pedestrian only
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	An open space in a town.		✓	
Promenade	Prom	Wide flat walkway, usually along the water's edge.			✓
Quay	Qy	Roadway alongside or projecting into water.	✓	✓	
Rise	Rise	A 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.	✓		

Road Type	Abbreviation	Description	Road Type Suitability		
			Open Ended	Cul-de-sac	Pedestrian only
Terrace:	Tce	Roadway on a hilly area that is mainly flat.	✓	✓	
Track	Trk	Walkway in a natural setting.			✓
Walk	Walk	Thoroughfare for pedestrians			✓
Way	Way	Short enclosed roadway		✓	✓
Wharf	Whrf	A roadway on a wharf or pier	✓	✓	✓