

Street Naming and Numbering Policy

Introduction and Purpose

New Street Names

Where new roads need to be named as a result of a new subdivision or development the subdivider/developer shall be given the opportunity of suggesting up to three options, in order of preference. When submitting the preferred options supportive comment should be given on why the names have been chosen, including any meaning and/or historical background.

Subdividers/developers may refer to City Archives for suggestions.

Street names may have a connection or relationship to an area that is being developed. Within a geographical location, the names assigned to landmarks, roads, and areas convey much about how we understand our natural and built environment. The words and names we use can identify a location by virtue of its appearance, cultural or historical significance, or can give honour to a person or group who have some association with an area. The name could also be named after a person or event, traditional Māori or appropriate name. New road names will be approved by the general manager Customer Services or a delegated customer services officer.

A number of thematic areas currently exist within the City such as In Milson there are street names relating to space i.e. Mercury, Jupiter, Apollo etc. Where possible it is desirable that the thematic nature of road names be retained in any new developments in that area.

When a developer proposes a Māori name confirmation of the views of local iwi should be provided. If not then Council staff will seek this confirmation.

Ideally the road names are to be submitted at the time of the application for consent for the subdivision or development, or no later than application for approval of the Land Transfer Plan.

The full costs of the signs and their erection are to be paid for by the subdivider/developer.

Where a new road name is required and it is not as a result of a subdivision or development the general manager Customer Services or a delegated customer services officer shall determine a new road name based on the criteria of this policy. Before any options for new road names are submitted they shall;

- a) meet the criteria specified in this Policy,
- b) be checked with the New Zealand Fire Service, to ensure the name does not sound like another.
- c) internal and external stakeholders will be formally notified of the new name.

Establishment and Maintenance of a Names Register

Customer Services unit no longer maintain a register of existing names. City Archives keeps a list of names with an historical or significant interest. If the public wish to submit names they may contact City Archives with their suggestion along with the reasoning of how it fits the naming criteria. Archive staff would then confirm this rationale in the approval process.

Street Numbering

The general manager Customer Services or delegated customer services officer shall allocate street numbers in accordance with the criteria of this policy. Below is an outline of some of the key guidelines for street numbering. The full list of technical criteria can be found under 'Technical Criteria Applicable to New Road Names and Street Numbering' which appears later in this Policy.

Street numbers have generally been allocated so that they run in numerical order consecutively along a street, and in the case of a double-ended street at the first end of the street to be developed.

Consecutive numbers have not been allocated in any particular direction (ie. North to South, West to East) because development of a street can start from any direction and often without certainty as to how many properties will eventually be in the street. (Amberley Avenue and Waterloo Crescent are good examples of this).

The Emergency Services and New Zealand Post also prefer that the numbering starts at the main entrance to the streets particularly in the case of cul-de-sacs.

Odd numbers will then be allocated to the left of the street and even numbers to the right.

If a right of way for a rear section is located before a front section, then the rear section should be allocated the preceding number. This has been done so that the Emergency Services and Postal Services can locate a property quickly and to maintain consistency throughout the city.

The increasing prevalence of higher density residential developments has resulted in the use of secondary numbering devices such as flat numbers, alphabetical suffixes, or separate court names with individual numbering.

Alphabetical suffixes shall be allocated where there are no more numbers available to allocate.

Private Rights of Way (Courts)

If a development has five or more dwellings using one right of way and there has not been enough numbers available to allocate to each dwelling, then it can have a court name formally identified.

The City Council does not have statutory power to name private ways but this does not preclude local authorities from either:

- formally identifying names in well accepted use eg. Jersey Lane;

or

- formally recording the name agreed to by property owners.

Where a name can be formally recorded against a Right-of-Way, numbering proceeds as for new streets. Where there is no such name, properties fronting the right of way would be identified by alphabetical suffixes with the street number on the legal street. eg 6/A Street Name, 6/B Street Name, 6/C Street Name where the right of way is numbered 6 from the legal street and each dwelling is sub-numbered separately. This system is specified in the new Land Information New Zealand standards for street numbering in New Zealand. In both cases, numbering is the responsibility of the local authority.

Owners have been encouraged to choose a court name to avoid several residents using the same number. The selected name has then been submitted to the New Zealand Fire Service for its recommendations before being identified as a court name.

This restriction affects new developments where dwellings can be numbered individually from the legal street rather than having court names identified to them. This has become a problem when developers wish to use court names purely as a marketing device and show no consideration to the ease of location of these courts.

Rural Road Numbering

More pressure is being put on the City Council to allocate numbers to rural roads as computerisation is more prevalent and as emergency services are being encouraged to offer better services to the public, especially in rural areas. Numbering will ensure that properties are easier to find and easier to record.

Rural Road numbering in the Palmerston North City area is presently underway using the Uniform Measurement System. Land Information New Zealand has recommended this system and is encouraging standardisation of street address systems throughout the country.

With this system, street numbers are based on an interval of 10 metres. At each increment, an odd number is allocated to the left and an even number to the right. An occupant on a property would adopt the number of closest proximity to the road entrance, and display the number directly at that entrance (regardless of the actual location of the rural delivery box). The numbers can be mounted on letter boxes, gate posts or free-standing posts. Numbering at 10 meters would make the prediction of the position of a property more straightforward in that number 90 would be on the right side 0.9km from the start. A comparable allocation of odd numbers would be on the left. This is the same as rural rapid numbering system but distinct from the rural supply numbering system.

Guiding Principles Applicable For New Road Names

1. Historic Person or Event

The name of a notable person or event from early history should ideally have a local association with the area, but might also be a prominent national personality major event in New Zealand's history.

2. Significant Feature

It is appropriate to name a road after a significant feature in the area (for example geographical feature, landscape, flora and fauna). Naming after features which do not exist in the area should be avoided (for example, naming after native trees or plants that are not evident in the area, or views that cannot be identified).

3. Common or Established Theme

Where more than one road is being created in a subdivision, a common theme is recommended for the names. If a naming theme is already established in an area then new names should remain consistent with that theme.

4. Traditional or Appropriate Māori Name

The use of Māori names when known is encouraged. When a Māori name is submitted confirmation of the views of local iwi should also be provided. If not then Council staff will seek this confirmation.

5. Personal Name for Special Service

This can be for community service, sport, conservation, or other sphere of activity with local association which can be duly recognised.

- a) The duplication of names already in current usage in Palmerston North (either spelling or pronunciation) is not desirable and will be avoided.
- b) Names should be reasonably brief.
- c) In general short roads will be given short names to avoid cartographic problems.
- d) The use of more than one word is generally to be avoided however hyphens to connect parts of names can be used whenever this is appropriate.
- e) The possessive form is not acceptable. eg Hector Avenue not Hector's Avenue.
- f) Descriptive names are acceptable provided they are not ambiguous.
- g) The name should have significant local content or meaning
- h) Names having historic significance, geographic significance, or referring to early explorers, early settlers

and notable people or events, traditional or appropriate Māori name, having regard to the area concerned is also encouraged. If a name is submitted that does not reflect the following characteristics then it will be up to the discretion of Council as to whether the name will be accepted or not:

- i) Where there is an association or grouping of names in a locality, names submitted should have an appropriate association with other names in the locality. Therefore as a principle Council will allocate new road names in thematic areas that are in keeping with the existing theme. The introduction of names void of significance and inappropriate to the nomenclature in a locality should be avoided.
- j) Terms such as “road”, “avenue” etc. are to be used in circumstances appropriate to the situation with the definitions included in this Policy acting as a guide.
- k) In some circumstances reference to the New Zealand Geographic Board Ngā Pou Taunaha o Aotearoa, rules of Naming in New Zealand may be referred to by Council to guide its decisions regarding street naming.

Where a dispute arises with regard to the acceptability of a name submitted by a developer or land owner/s, the matter will be referred to the general manager Customer Services whose decision will be final and binding. This decision will be made after each party has had the opportunity to present a submission to the general manager.

Technical Criteria Applicable To New Road Names and Street Numbering

- a) Street Numbers shall be allocated so that they run consecutively in numerical order along the street but not necessarily in any particular directions.
- b) Numbering shall start at the main entrance of the street or in the case of a double ended street at the first end of the street to be developed.
- c) Odd numbers shall be allocated to the left of the street and even numbers shall be allocated to the right of a street. In the case of a small cul-de-sac, street numbers will be numbered consecutively starting from the left of the street with odd numbers and from the right of the street with even numbers.
- d) Up to five Alphabetical suffixes shall be allocated where there are no more numbers available to be allocated. Unit numbers may also be allocated.
- e) The street number with a suffix shall follow the same street number without a suffix in the sequence along the street.
- f) The numbering around a cul-de-sac should have the highest number at the end of the cul-de-sac.
- g) Where possible numbers align with the other side of the road

- h) A court name can be formally identified by the Palmerston North City Council where:
 - i. a development has five or more dwellings using one Right-of way, and
 - ii. there are not enough street numbers available from the legal street to allocate to each dwelling; and
 - iii. the owners of all the properties involved can agree on the court name to be used; and
 - iv. the name is recommended to be used by the Fire Service; and
 - v. the Palmerston North City Council does not consider that the name could be confused with any other street or court name in use;
- i) When a Court name is formally identified by the Palmerston North City Council, numbers shall be allocated along the court as it is for legal streets.
- j) The Court name shall be displayed so that it is clearly visible from the street and all costs relating to the display of the court name shall be the responsibility of the owners of the properties using that court name.
- k) When a court name cannot be formally identified to a development which:
 - has five or more dwellings using one Right-of-way, and
 - does not have enough street numbers available from the legal street to allocate to each dwelling.
- l) All new street and road names shall be recommended by the Fire Service as suitable to use before being approved by the Palmerston North City Council for use.
- m) New street and road names shall not sound similar or read similarly to any existing street or court names in use.
- n) Where a street name is not submitted for approval and Council is asked to select a name, Council shall generally select a name consistent with the Guiding Principles of this Policy.
- o) Rural Road Numbering shall be allocated according to the Uniform Measurement System.
- p) For Address sites with narrow frontage or shared access – distance criteria may be varied subject to maintaining the overall integrity of the rural numbering system. Alternatively suffixes may be allocated.
- q) Rural Road Numbers shall be displayed by the owner/occupier at the property entrance from the legal road. That displayed number must be applicable to the entrance at which it is displayed.

Changing Existing Road Names

Council does not encourage the changing of road names because of the cost of the procedures and the inconvenience caused to the public.

A name change will only be made if Council considers that there is a 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,
- ⇒ prevention of duplication in spelling or sound,
- ⇒ prevention of confusion arising from major layout changes to roading,
- ⇒ geographical corrections,
- ⇒ issues of cultural sensitivity,
- ⇒ is requested to do so by emergency services.

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

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 for changing road names, Council will only consider initiating the change if:

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

Decisions to change road names will be made by Council.

Consequential changes to property numbers (where necessary) will be undertaken by Council.

Policy Principles

Effective and consistent street naming and numbering make it easier for the general public and businesses to identify people and properties they wish to engage with. It also ensures that if needed, emergency services can quickly find a property and deal with any safety issues that may arise.

This policy is also aimed at promoting the role of street names in contributing to the overall identity and culture of Palmerston North and New Zealand, by providing a long-term recognition of significant people, places, events and local names such as flora and fauna, that have shaped local, regional and national identity.

The Principles which underlie all of Council's Core policies and their associated activities are:

- Sustainability
- Participation
- Accessibility
- Diversity
- Partnership
- Effectiveness

Council also acknowledges the status of the Treaty of Waitangi as a founding document of Aotearoa/ New Zealand. The Treaty is between iwi and the Crown, and Council derives its role from central government. Council is committed to working with local iwi and the wider Māori community.

Contribution to Community Outcomes

The Street Numbering and Naming Policy contributes primarily to the Community Outcome of 'Palmerston North is easy to move around'. This Policy contributes to this Outcome by ensuring that properties are easily identifiable for people seeking to service them and/or make contact with the occupants and/or owners.

In addition the Policy also supports the Community Outcomes of 'People have lots of learning opportunities', and 'The community is supportive and people and organisations work together' by placing a high value on the contribution of the names of streets to the cultural and historic identity of the City.

APPENDIX ONE: GUIDELINES FOR STREET NAMING OF PUBLIC ROADS AND PRIVATE RIGHT-OF-WAYS

Listed below are the preferred road designations along with descriptions and examples

City Streets		
Boulevard Avenue Parade	Applies to Principal, Collector and Arterial Roads with extra width berms and are generally tree lined.	Not currently in use Fitzherbert Avenue Washington Parade
Drive	Applies to Principal Collector and Arterial roads of significant length	Ruapehu Drive
Street Road	Applies to roads which link to others. i.e. not cul-de-sac	Batt Street Tutakarae Road
Place Grove Close Mews Views	Applies to a typical residential cul-de-sac	Glen Place Redwood Grove Brookside Close Lakemba Mews Logan Views
Crescent	Applies to curved roads that generally form a loop onto a higher ranked road.	Waterloo Crescent
Terrace	Applies to roads in elevated area	Clifton Terrace

Private Roads and Right-of -Ways		
Court	Residential Right-of-Way	Elm Tree Court
Lane	Rural Right-of-Way	Stoneleigh Lane

Rural Roads		
Drive	Wide min roadway without many cross-streets	Pacific Drive
Road	Open roadway primarily for vehicles	Bunnythorpe Road
Terrace	Road way on a hilly area that is mainly flat	Not currently in rural use
Way	Short enclosed road way	Birch Way

APPENDIX TWO: POLICY ADMINISTRATION

Policy developed and approved by the Council	
Policy to be reviewed by City Future no later than	June 2012
Policy reviewed and amended	August 2012

APPENDIX THREE: MONITORING

The Customer Services Unit, City Networks Unit, City Library Unit and the City Future Unit of the Palmerston North City Council are responsible for monitoring the progress towards implementing the Street Naming and Numbering Policy.