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Sponsor/Group:	General Manager Growth, Strategy and Planning

Naming of Roads, Open Spaces and Council Facilities Policy

Ko te Puutaketanga

Purpose

1. The purpose of this policy is to provide a process for naming roads, open spaces and council facilities in Hamilton City.

Ko te Whaanuitanga

Scope

2. This policy applies to the naming (and renaming) of roads (including private roads and private ways), open spaces and council facilities.

Ko ngaa Whakamaaramatanga

Definitions

Term	Definition in this Policy
Applicant	An individual or entity which is making an application. This may include council, a consent holder or the party developing the infrastructure including but not limited to a developer.
Area	One-kilometre radius from the centre of a road, open space or council facility.
Council	Hamilton City Council.
Council Facility	A council owned facility that is provided for public amenities including artistic, social or cultural facilities. Such facilities may include but are not limited to community halls, civic spaces and centres as well as major sport, recreation and entertainment facilities.
Culturally Significant	Ancestral land, water, waahi tapu, valued flora and fauna, and other taonga significant to Mana Whenua.
Mana Whenua	The indigenous people (Maaori) who have historic and territorial rights over the land (including but not limited to Te Haa o te whenua o Kirikiriroa and Waikato-Tainui)
Name	The word used to identify a road, open space or council facility. Name excludes the road type (see definition: road types).
Open Space	Includes all parks and reserves administered by council.
Park	Land owned by council with a primary recreation function, not held under the Reserves Act 1977.
Private Roads and Private Ways	Roads and accessways as defined under section 315(1) of the Local Government Act 1974 and includes right-of-ways, common access lots, retirement village roads. Also included is common property within a Unit Development as defined under section 5 of the Unit Titles Act 2010.

Register of Naming Recommendations	A list, catalogue, inventory or similar provided by Mana Whenua to an applicant setting out names in te reo Maaori that are appropriate for an area. The purpose is to provide a selection of culturally and historically appropriate names for roads, open spaces or developments which may not yet have been approved for development.
Reserve	As defined under s 2 of the Reserves Act 1977.
Road	Road as defined in section 315 of the Local Government Act 1974 and includes access ways and service lanes as defined in section 315, any square and any public place intended for the use of the public generally.
Road Types	Road types in accordance with The Australian/New Zealand Standard on Rural and urban addressing AS/NZS 4819:2011 (outlined in Schedule 1 below).

Ko ngaa Tikanga Whakahaere Kaupapahere

Principles of Policy

3. Council ensures:
 - a) That the city's history, local identity and local culture is recognised and maintained; and
 - b) That decisions contribute to the outcomes of *He Pou Manawa Ora*.
4. Council shall provide a consistent approach to determining appropriate names for roads, open spaces and Council facilities.

Ko ngaa Tikanga Policy

GENERAL PROCEDURE

[Explanatory Note: all applications to name or rename a road or open space must follow this general procedure as well as specific steps set out in the applicable sections of this policy].

5. To name or rename a road or open space, an applicant must make an application to the council by completing the application form for Road and Open Space Naming/Renaming.
6. An application to name or rename a road or open space must explain and provide evidence that the proposed name(s) reflect one or more of the following:
 - a. The identity of Hamilton and/or local identity.
 - b. The historical significance of the location.
 - c. The cultural significance of the area to Mana Whenua.
 - d. People important in the history of an area.
 - e. Events, people and places significant to a community or communities locally, nationally or internationally.
 - f. Flora and Fauna significant or important to the history of an area.
7. An application to name or rename a public road or open space must also include an assessment of how the proposed names meet outcomes under the four pou (pillars) in *He Pou Manawa Ora: Pillars of Wellbeing* strategy. The relevant outcomes are summarised in the table below:

Pou	Pillar	Outcomes
He pou manawa koorero	History:	<ul style="list-style-type: none"> • Maaori art, literature, and culture is actively supported as a key part of the city's cultural scene and a source of pride for all Hamiltonians. • Te Reo Maaori is seen, heard and celebrated in everyday Council practice and throughout the city. • Maaori history and historical sites throughout the city are visible, protected and celebrated through storytelling as integral to the identity of the city.
He pou toorangapuu maaori	Unity:	<ul style="list-style-type: none"> • Increased understanding and application of Maatauranga Maaori (Maaori knowledge) to inform infrastructure, community and organisational development with support from iwi, mana whenua and maataawaka. • Maaori in the community are better supported to understand and be represented in Council decision-making processes in a way that is appropriate for them.
He pou manawa taurikura	Prosperity:	<ul style="list-style-type: none"> • Increased understanding of what wellbeing means to Maaori in Kirikiriroa/Hamilton. • Increased collaboration with existing community groups, iwi, maataa waaka and social service entities working to enable improved wellbeing outcomes and reduce inequity.
He pou manawa taiao	Restoration:	<ul style="list-style-type: none"> • Council practices, regulation and policy design support an increase in behaviour in the community that addresses climate change. 5 Increased application of Maatauranga Maaori (Maaori knowledge) with support from iwi, mana whenua and maataawaka, to develop environmental enhancement solutions and mitigations to infrastructure growth challenges. • Increased co-management arrangements with iwi and mana whenua to deliver best environmental practices and results.

8. Where there is a theme or grouping of names in an area, names submitted should have an appropriate association with other names in the area.

CRITERIA FOR ALL ROAD NAMES

9. All road names shall meet the technical requirements set out in Schedule 1.

NAMING OR RENAMING PUBLIC OR PRIVATE ROADS

Mana Whenua consultation is required for naming or renaming public roads

10. Prior to making an application to name or rename a public road, applicants must consult council staff, who will provide guidance as to the appropriate Mana Whenua group(s) in relation to the relevant area.
11. Applicants must provide an opportunity for each identified Mana Whenua group to:
- a) identify if the area has cultural significance, and
 - b) provide a 'register of naming recommendations' suitable for the geographical area, or specified parts of the geographical area; and
 - c) offer any related feedback to the applicant.
12. Applicants must provide each identified Mana Whenua group with at least 12 calendar weeks to provide a response to the opportunity set out in section 11. Applicants are encouraged to contact Mana Whenua early in the process.

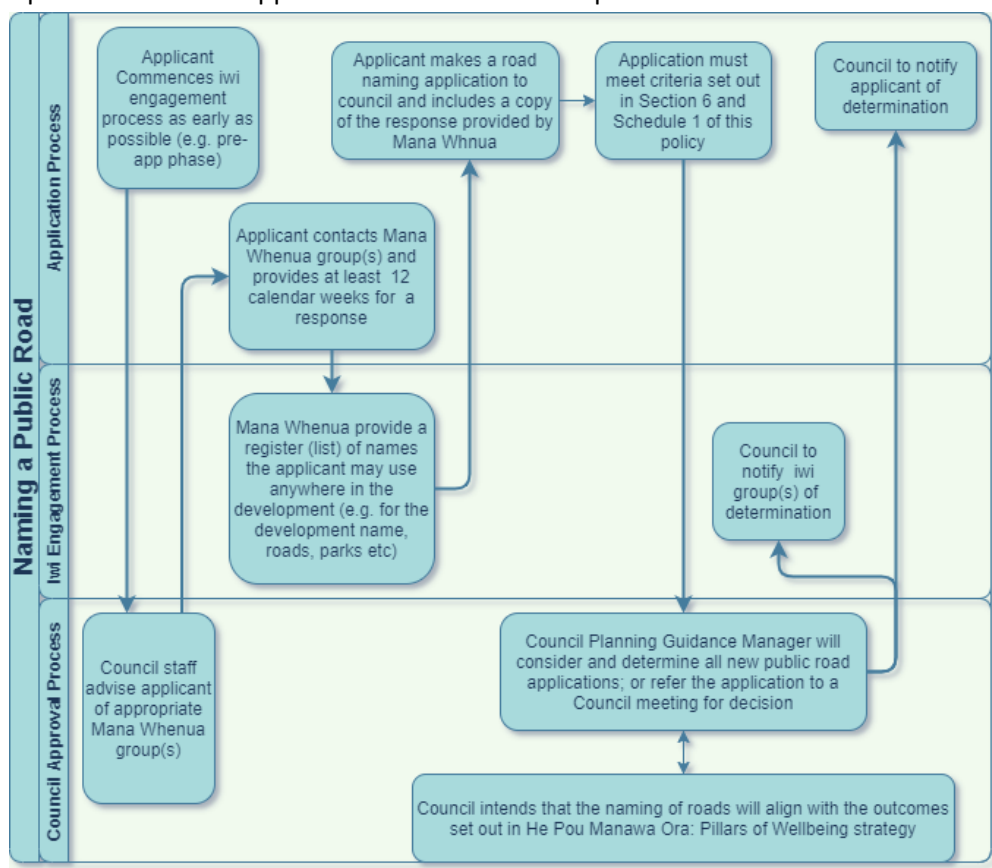
13. Applicants may provide council with up to three options for the naming or renaming of a public road. Applicants must demonstrate how the suite of options for the naming or renaming of a road or overall group of roads reflects the outcomes of engagement with mana whenua. A copy of the response provided to the applicant by Mana Whenua must be included in the application.
14. The naming and renaming of public roads will reflect council's commitment to the outcomes of *He Pou Manawa Ora: Pillars of Wellbeing* strategy.
15. The determination will be communicated to the applicant and appropriate Mana Whenua of the area by council.

NAMING A NEW ROAD (PUBLIC OR PRIVATE)

16. Council's Planning Guidance Manager will consider and determine all new road name applications, in accordance with the principles of this policy. For public roads this will include ensuring compliance with the requirements for iwi consultation.
17. At the Planning Guidance Manager's discretion, applications may be referred to a council meeting for decision.
18. Council's Planning Guidance Unit will maintain an archive of the new road names and the reasons for selection of such names.

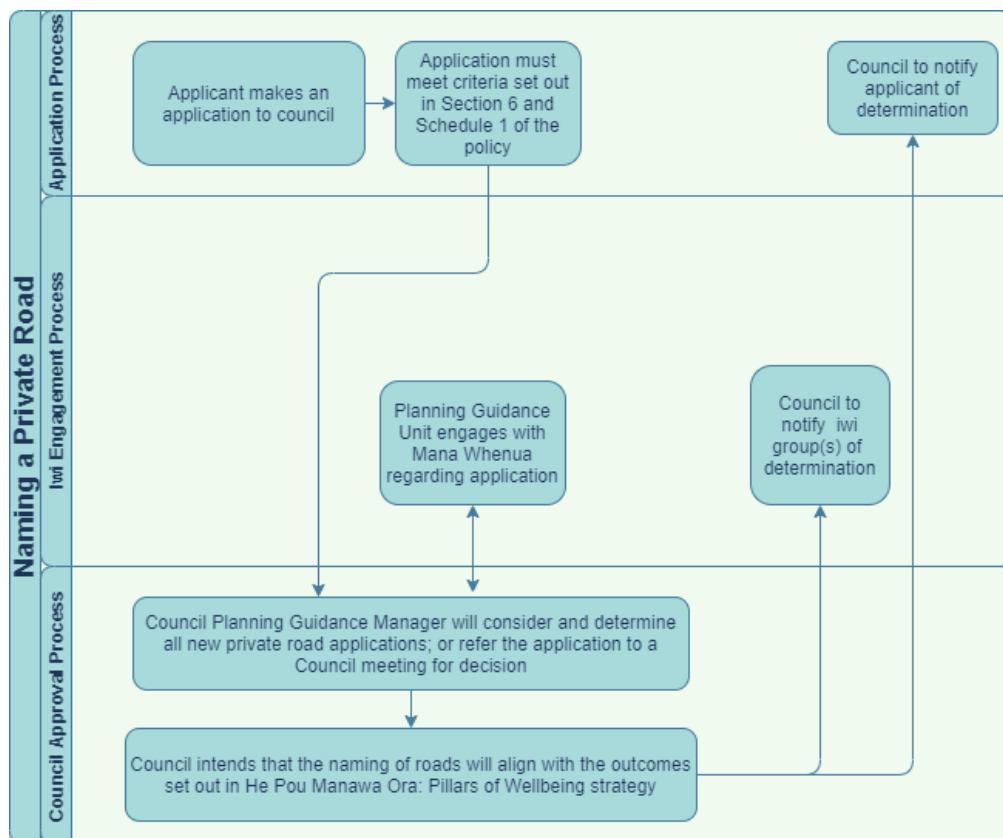
Process for naming a new public road

19. The diagram below visually depicts the process for naming a public road as set out in this policy and is provided to assist applicants to understand the process.



Process for naming a new private road

20. The diagram below visually depicts the process for naming a private road as set out in this policy and is provided to assist applicants to understand the process.



RENAMING A PUBLIC OR PRIVATE ROAD

21. The approval process for renaming a road is set out in the table below.

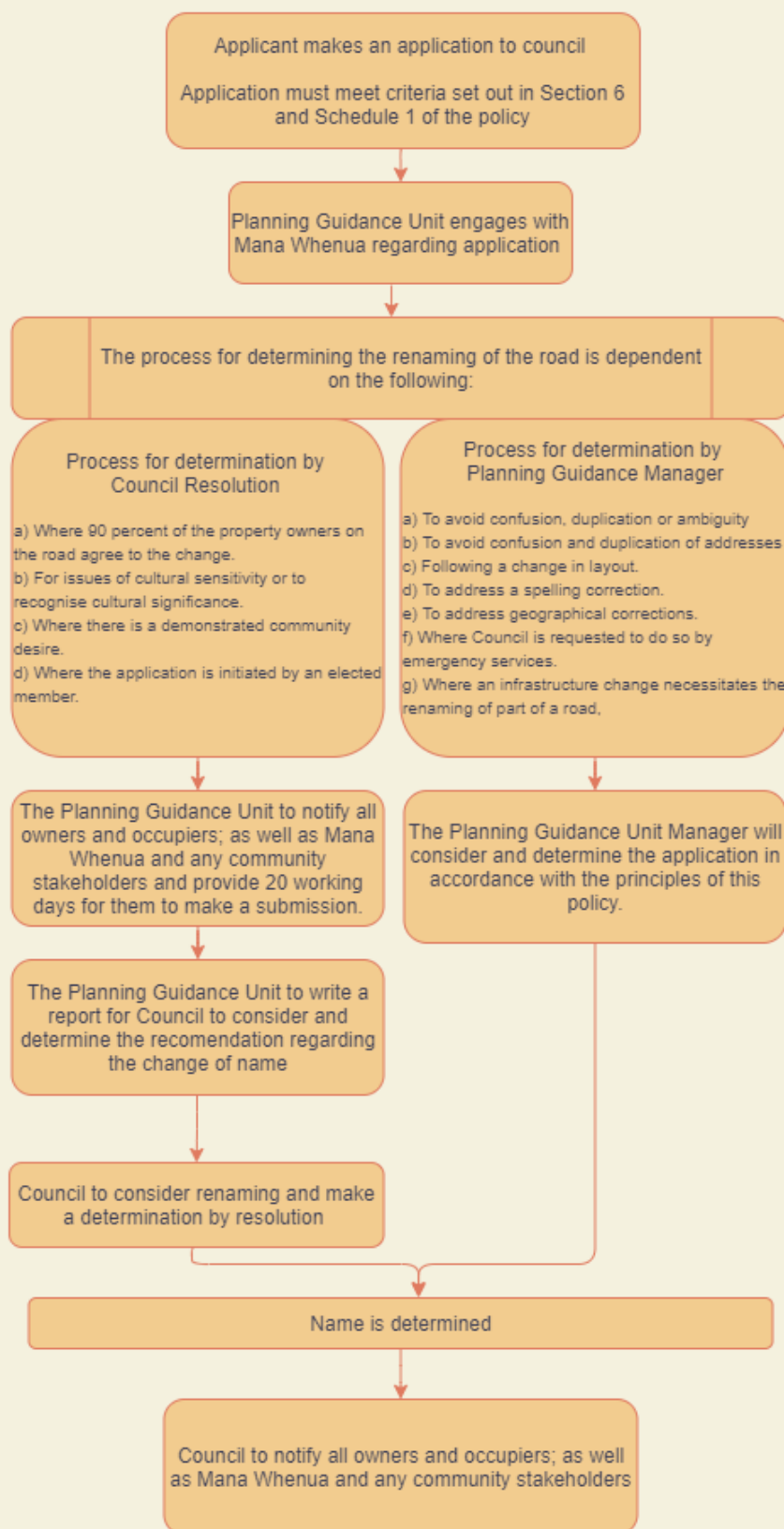
Approval by: Council Resolution	Approval by: Planning Guidance Manager
Rationale	Rationale
a) Where 90 percent of the property owners on the road agree to the change. b) For issues of cultural sensitivity or to recognise cultural significance. c) Where there is a demonstrated community desire. d) Where the application is initiated by an elected member.	e) To avoid confusion, duplication or ambiguity caused by the existing road name. f) To avoid confusion and duplication of addresses associated with road name. g) Following a change in layout. h) To address a spelling correction. i) To address geographical corrections. j) Where Council is requested to do so by emergency services. k) Where an infrastructure change necessitates the renaming of part of a road, e.g. an existing road is severed by a new road.
Process	Process
<ul style="list-style-type: none"> The Planning Guidance Unit will notify all owners and occupiers in the road of the proposed change, as well as Mana Whenua and any community stakeholders who may have an interest in the name change. Submissions on the proposed name change may be made to the Planning Guidance Unit within twenty (20) working days. 	<ul style="list-style-type: none"> The Planning Guidance Unit Manager will consider and determine the application in accordance with the principles and requirements in this policy. The Planning Guidance Unit will notify Mana Whenua and all owners and occupiers on the road of the decision and, if applicable, the new name.

<ul style="list-style-type: none"> • The Planning Guidance Unit will prepare a report for the Council meeting that outlines: <ul style="list-style-type: none"> i. the request ii. the reason for the change iii. confirmation of Mana Whenua consultation if required iv. the response from Mana Whenua, affected owners/occupiers on the road, and other submitters; and v. a recommendation to Council. • Council will consider and determine the recommendation regarding the change of name. • The Planning Guidance Unit will notify the applicant, all owners and occupiers in the road, Mana Whenua and all other submitters of the decision and if applicable, the new name. 	
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22. The costs associated with a name change (such as changing street signs) must be met in full by the applicant(s) except where the name change is initiated by Council resolution. These costs do not include the costs to businesses or residents on an affected street to e.g. change business signs or business cards.

Process for renaming public or private roads

23. The diagram below visually depicts the process for renaming a public road as set out in this policy and is provided to assist applicants to understand the process.



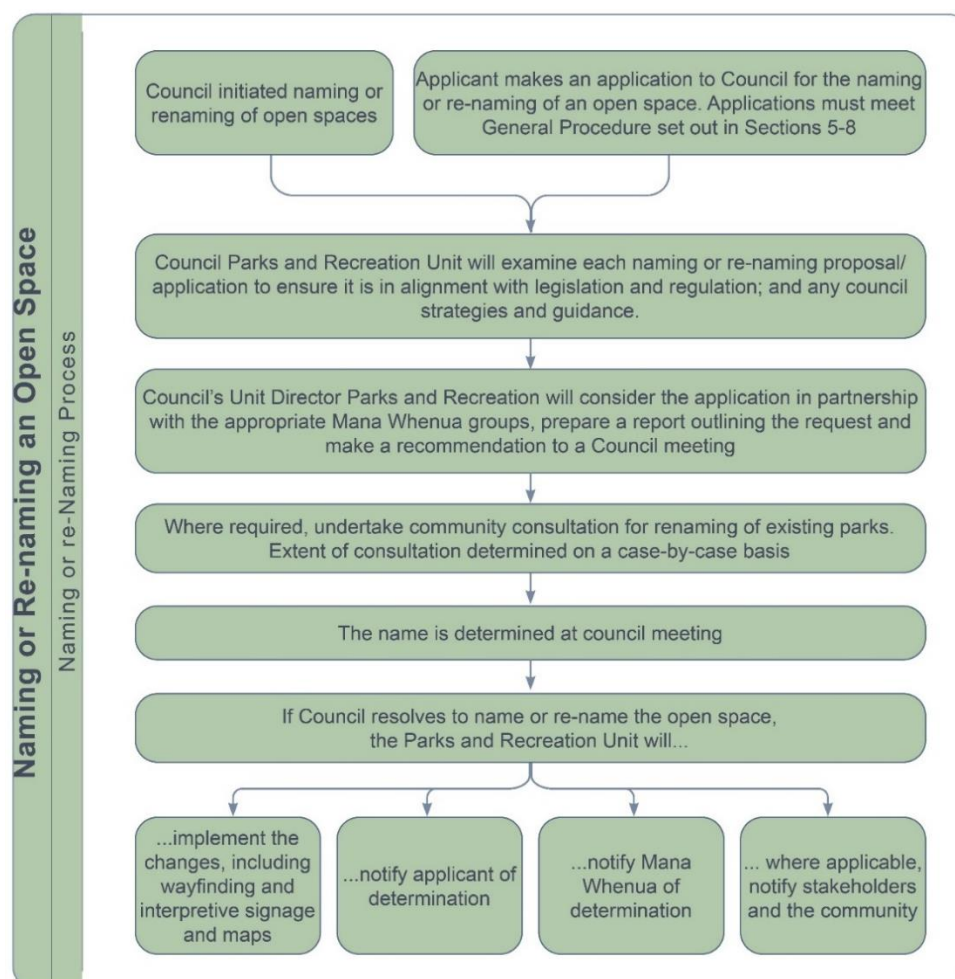
OPEN SPACES

24. The naming or renaming of any open space must align with the principles of this policy, follow the general procedure identified in sections 5-8; and meet the following requirements:

- a) Any naming or renaming of open spaces must consider the obligations set out in Part 6 of the Local Government Act 2002.
- b) Reserves must be named or renamed by Council resolution and in accordance with the Reserves Act 1977.
- c) Any naming or renaming of open spaces must be in alignment with the objectives of *He Pou Manawa Ora: Pillars of Wellbeing* strategy.
- d) If naming a new open space, Council's Unit Director Parks and Recreation will consider the application in partnership with the appropriate Mana Whenua groups, prepare a report outlining the request and make a recommendation to a Council meeting.
- e) If renaming an existing open space, Council's Unit Director Parks and Recreation will consider the application in partnership with the appropriate Mana Whenua groups, undertake wider consultation where required, undertake additional heritage reviews and will implement the changes, including the installation of interpretive signage.
- f) Council may, at its discretion, implement a bi-lingual name for any Open Space

Process for naming or renaming open spaces

25. The diagram below visually depicts the process for renaming an open space as set out in this policy and is provided to assist applicants to understand the process.



COUNCIL FACILITIES

26. Where a new council facility is to be named or an existing council facility renamed:
- a) The Council Unit responsible for the council facility will propose names for the council facility to the Chief Executive that are in accordance with the principles of this policy.
 - b) The Chief Executive will consider the proposed names and prepare a report for a Council meeting outlining the request; and making a recommendation.
 - c) Council may, at its discretion, implement a bi-lingual name for any council facility.
 - d) The Council will consider the report and determine the facility name by Council Resolution.

NAMING RIGHTS AND SPONSORSHIP

27. Council can grant naming rights for an open space or council facility or parts of an open space or council facility.
28. All requests to grant naming rights or sponsorship opportunities, whether permanent or for a fixed period, will be determined by Council resolution.

Ko te Aroturukitanga me te Whakatinanatanga Implementation

Monitoring and

29. The implementation of this policy will be monitored by the General Manager City Growth.
30. The policy will be reviewed every three years or at the request of council or in response to changed legislative and statutory requirements or in response to any issues that may arise.
31. E.g. The policy will be reviewed in response to any issues that may arise, every three years, at the request of Council or in response to changed legislative and statutory requirements (whichever occurs first).

Ko ngaa Tohutoro

References

32. This Policy complies with The Australian/New Zealand Standard on Rural and Urban Addressing AS/NZS 4819:2011.
33. Sections 319(1)(j), 319A and 319B of the Local Government Act 1974 apply to the Naming of Roads.
34. Council may name or alter the name of any road under Section 319 Local Government Act 1974.
35. Section 5 of the Unit Titles Act 2010 applies only to provide a meaning of common property.
36. Where a reserve is vested in Council, the Minister of Conservation or Council may specify or change the name of a reserve by notice in the Gazette (Section 16(10) Reserves Act 1977).
37. This policy aligns with *He Pou Manawa Ora: Pillars of Wellbeing* strategy.

SCHEDULE ONE – AS/NZA 4819 – Types of Roads

The National Standards for road naming (AS/NZS 4819:2011), must be adhered to when developing proposed road names for consideration. These include the following requirements:

- Not be duplicated in Hamilton or in the Waipa or Waikato Districts.
- Preferably be short (generally not longer than 12 characters). An exception to this is the use of Te Reo Maaori names, where longer names may be suitable, balanced with the physical limitations for signs such as strength of bracket attachments, wind loading and risk of being hit by vehicles).
- Be single words to avoid cartographic problems.
- Be easy to spell and pronounce.
- Not sound similar, or be similar in spelling, to an existing road name.
- Not include a preposition, e.g. Avenue of the Allies.
- Not be abbreviated or contain an abbreviation excepting that “St” can be used for “saint” and ‘Mt’ can be used for “mount”. ‘Maunga’ must not be abbreviated or combined with ‘Mt’ e.g. Maungawhau’ not ‘Mt Maungawhau’.
- Not be in poor taste or likely to cause offense.
- Not lead with ‘The’. An exception to this is the use of ‘Te’ in Te Reo Maaori names.
- Road types must comply with AS/NZS 4819 – Types of roads below:

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or towns.	✓	✓	
Ara¹	Ara	Road –option to be used as a prefix for Te Reo Maaori or Moriori road names ²	✓	✓	✓
Arcade	Arc	Covered walkway with shops along the sides			✓
Avenue	Ave	Broad roadway, usually planted on each side with trees.	✓		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	✓		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	✓	✓	
Close	Cl	Short enclosed roadway.		✓	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		✓	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	✓		
Drive	Dr	Wide main roadway without many cross-streets.	✓		
Esplanade	Esp	Level roadway along the seaside, lake, or a river.	✓		
Glade	Gld	Roadway usually in a valley of trees.	✓	✓	

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Green	Grn	Roadway often leading to a grassed public recreation area.		✓	
Grove	Grv	Roadway that features a group of trees standing together.		✓	
Highway	Hwy	Main thoroughfare between major destinations.	✓		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway.	✓	✓	✓
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	✓		
Mall	Mall	Wide walkway, usually with shops along the sides			✓
Mews	Mews	Roadway in a group of houses.		✓	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	✓		
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓	
Promenade	Prom	Wide flat walkway, usually along the water's edge.			✓
Quay	Qy	Roadway alongside or projecting into the water.	✓	✓	
Rise	Rise	Roadway going to a higher place or position.	✓	✓	
Road	Rd	Open roadway primarily for vehicles.	✓		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	✓	✓	
Steps	Stps	Walkway consisting mainly of steps.			✓
Street	St	Public roadway in an urban area, especially where paved with footpaths and buildings along one or both sides.	✓		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	✓	✓	
Track	Trk	Walkway in natural setting.			✓
Walk	Walk	Thoroughfare for pedestrians.			✓
Way	Way	Short enclosed roadway.		✓	✓
Wharf	Whrf	A roadway on a wharf or pier.	✓	✓	✓

Footnotes:

- (1) If a Te Reo Maaori or Moriori road name is used it should be endorsed by local representatives with relevant cultural connections, such as Mana Whenua, local iwi or iwi organisations.
- (2) Ara and Te Ara are the only road types that are to be used as a prefix to the road name e.g. Ara Moana, not Ara Moana Road