



Keetmanshoop Municipality

Draft policy for The naming & renaming of streets, public places and council-owned buildings & facilities

**Any queries and Public Comments should be forwarded to
STREETPOLICY@khpmun.com**

**ATT: Catherine C. Boois
The Acting CEO**

1.PREAMBLE

The naming and renaming of streets and other public places are recognized as being an integral part of place making. This includes, but is not limited to the creation of places that residents and users can relate to and take pride in.

The naming of streets and public places after memorable events is a way of etching the country's history, both pleasant and unpleasant in people's memory. The allocation of names of people is recognized as being a way of honouring certain individuals for their contribution to the development of the Country, and this municipality, and should therefore be done with careful consideration.

2. PURPOSE OF THE POLICY

The renaming, in certain instances, of streets, public places, natural areas, artefacts and Council-owned buildings & facilities are important due to the following reasons:

- Names create a 'sense of place';
- Names are place markers and focal points through symbolism, association and remembrance;
- Names are the beginnings and ends of journeys or destinations;
- Names have powerful positive or negative meanings for people; and
- Names provide opportunities to promote community harmony or perpetuate hurt and division.

3. OBJECTIVES OF THE POLICY

The objectives of the policy are to establish a process that:

- seeks to inform and influence the types of names that are chosen for various features as well as spell out the procedures that should be followed in the naming and renaming processes;

- provide a standard and consistent policy framework which outlines effective administrative and decision-making procedures to deal with matters related to this policy;
- prescribe an inclusive, consultative and clear process that can be followed;
- enjoys public and political support and which will stand the test of time;
- is transparent;
- community-driven and
- sets out the responsibilities of the relevant stakeholders involved.

4. CRITERIA FOR NAME SELECTION:

Streets, public places, natural areas and council-owned buildings/facilities should be name after people, places, events and things of significance to Keetmanshoop and vicinity and its citizens and secondly to Namibia at large.

In addition to the above guideline's names should meet one or more of the following criteria:

- To commemorate noteworthy persons associated with Keetmanshoop, Namibia and Internationally
- To commemorate local history, places, culture and events
- To promote names with powerful positive meaning for our people and the world
- To recognise native wildlife, flora, fauna and natural features relating to the community of Keetmanshoop
- To recognise heroes/heroines and communities, which contribute to the independence of Namibia
- To strengthen community identity
- To use names that creates a sense of belonging
- Preference should be given to locals or historical significance
- Names of living persons should only be considered in exceptional circumstances such as to celebrate Keetmanshoop rich heritage of struggle for democratic, non-racial society and to acknowledge the contribution that many of the towns' residents have made to the development of the town, in sport, culture and education
- Only the persons first name and surname should be use unless additional identification is necessary to prevent duplication with an existing street name in Keetmanshoop
- Names should be grouped in categories for use in the same areas

5. NAMES TO BE AVOIDED:

- There shall be no duplication of names
- Names for public that could be construed as commercial advertising discriminatory or derogatory names from the point of view of race, sex, colour, creed, political affiliation or any other social factors replication of former street names

6. FACTORS TO CONSIDER WHEN NAMING/RENAMING:

- Historical reasons
- Public profile or familiarity of the street, public place, natural area and council-owned building/facility original name
- Persons nominated dead or alive should have made a substantial contribution directly to Keetmanshoop or Namibia at large
- Person must have given extensive or distinguished service to the community that goes beyond any doubt to the committee and council
- Nominees in the case of Keetmanshoop residence should have lived in the town of Keetmanshoop for a significant number of years (at least 20 years) and have a long and close association and identification with the town

7. CURRENT STREETS THAT SHOULD NOT BE RENAMED:

- Streets that reflect a positive historic event within the town of Keetmanshoop
- Streets that have specific relevance to the people of Keetmanshoop
- Streets that are already renamed

8. FORMATION OF STREET NAMING COMMITTEE:

- The Mayor will establish a committee, which will assist and advise the Council who will make the final decision on naming and renaming
- This committee will consist of the Mayor, chief traffic officer, town planner, chief fire fighter and 3 people from the public/community with expertise or experience in one or more of the following; town planning, politics, history, environment, business, education, culture, linguistics, land survey, reconciliation, religion and sport
- Eligibility for membership of a member of the public on the committee shall be by nomination from the office of the Mayor with the inputs of the council, administration and public
- Nomination shall include the agreement or permission of the nominee, full participation of nominee including contact details, relevant experience and qualifications and full motivation by the nominator/s
- Nominations shall be reviewed by the committee and be submitted to the Council for final decision making

- The Mayor shall be the chairperson of the committee, but any other member may be appointed by the Mayor to serve as a chairperson in his/her absence
- All submissions with regard to names or renaming are submitted to the chairperson who then table it to the committee and the committee recommends to Council for final approval/decision
- The committee shall hold office contemporaneous with the term of the current council
- Members of the committee shall not receive any remuneration

9. PROCESS BY WHICH NAMING/RENAMING SHALL BE DONE:

- Any person in the geographical area of Keetmanshoop shall be entitled to propose the naming of new or existing street, public place, natural area and council-owned building/facility in accordance with the policies and procedures accepted by Council
- Application for the naming or renaming shall be in writing under the name of the person making the proposal and include details of the effected street, public place, natural are and council-owned building/facility; proposed new name; background of the name to be eliminated and fully motivated reasons which shall include research references, evidence of professional or community support.
- Proposals may include the results of referenda or similar consultation within communities by way of evidence of support or opposition, but which Council shall not consider as defining criteria.
- Proposals shall be received by the Chief Executive Officer and forwarded to the Department/Division for report and preparation for submission to the Committee.
- The processing shall be strictly according to the proposal procedures provided in the policy.
- Proposals shall be considered by the Committee, who will make recommendations to the Council.
- The full Council of Keetmanshoop Municipality will take the final decision.

10. GUIDE FOR PROPOSING (NEW) NAMES

Every Property Developer who by way of a subdivision creates new streets are required to submit street names to Keetmanshoop Municipality Council for consideration. The proposals for street names must be submitted simultaneously with the application for subdivision. Subdivision applications without street names may delay the processing of the applications.

- Names should preferably be kept short.
- Names of people, places or objects may be used.
- Names can be in any language and should be easily pronounceable by Namibian citizens.

- Information on the meaning of a name or the identity of a personal name must be supplied for the records, for instances the names of a notable people from the past must be accompanied by a brief explanation of their activities.
- Names of the same object, but in different languages can occur but are preferably to be avoided.
- Names with similar sounds, but different spelling cause confusion and should therefore be avoided.
- When personal names are used the preferred form is to use the surname for instance; "May Street" instead of "Barry May Street". An alternative which allows names to be kept in short is to use initials and surnames for example, "B May Street".
- The naming after deceased persons should be done according to the following:
 - The person must have popular support.
 - The person is credited with outstanding achievement, for example in the areas of culture, education, social, political or economic development.
 - The person should have greatly contributed towards promoting a positive image of the town of Keetmanshoop and Namibia as a country.
- The naming/renaming after a living person may only be done in cases of exceptional merit.
- Names with Keetmanshoop connections are preferred wherever possible.
- Names should be grouped in categories for use in the same areas. New development can accommodate new trends in the naming.
- First names without references to any particular person may be use.

These same guidelines should be used where, in exceptional circumstances it is proposed to rename an Existing Street, Natural Area and/or Council-Owned Buildings/Facilities.

11. FINANCIAL CONSIDERATIONS

The council will bear the cost for the erection of the name boards and signs.

DATE APPROVED/REVIEWED

COUNCIL MEETING DATE

NAMING PROPOSAL FORM

Note: Please consult all provisions and requirements of Council's Naming Policy

1. Proposal to name.....

(existing name of building, park, street, etc. if applicable)

To.....

(new name of building, park or street)

2. Name and contact details (tel & cell numbers) of the proposer

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3. What is the physical locality of the site/facility which you are proposing?

(e.g. corner of Commercial & Kröhne Streets)

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4. In which suburb is the object of proposal located?

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5. Reasons for the proposal.

Please attach documentation which clearly explains the reasons for the proposal. This is especially important if the proposal is motivated by an opinion that the existing name is considered offensive, insensitive or hurtful.

6. Technical requirements. What will be required to give effect to this name proposal, e.g. road or building signage, etc.?

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7. Evidence of support for the proposal. Please attach documentation which supports the proposal. Verifiable names and contact details of residents and/or property owners likely to be affected by the proposal are required.

8. Further supporting documentation. Please include any relevant material which strengthens the case for your proposal. Do not send original or irreplaceable documents because the Keetmanshoop Municipality cannot accept responsibility for loss or damage.

Please make submissions:

By post to Private Bag 2125, Keetmanshoop, 23001

By hand as above at Office of the Town Planner, Main Office Building, Central Business District, 37 Hampie Plichta Avenue, Keetmanshoop.

By fax to 063 223 065

By e-mail to townplanner@khpmun.com

Please note: Sections 1 - 8 have to be completed in full. No incomplete documentation will be considered. Proposals for naming may be made at any time