

First adopted:	24 May 2012
Revision dates/version:	4 (12 September 2019)
Next review date:	February 2025
Engagement required:	No SCP
Document number:	TBC
Associated documents:	He Pou Manawa Ora: Pillars of Wellbeing strategy
Sponsor/Group:	General Manager City Growth

### Not part of policy: Key to reading annotated policy

Blue text	New content
<del>Crossed-Out Text</del>	Changed content or deleted content
Orange Text	Orange text shows a section of content has been moved to another location.

## Naming of Roads, Open Spaces and Council Facilities Policy

### Purpose and scope

1. The purpose of this policy is to provide a process for naming roads, open spaces and council facilities in Hamilton city.
2. This policy applies to the naming (and renaming) of roads (including private roads and private ways), open spaces and council facilities.

### Definitions

Definition	Detail
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).
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## Principles

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

## 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.

[content moved from later section]

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 Tangata Whenua 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"> <li>• Maaori art and culture is a source of pride for all Hamiltonians.</li> <li>• Kiingitanga is respected and celebrated as one of New Zealand's most enduring internationally recognised institutions.</li> <li>• Te reo Maaori is seen, heard and celebrated throughout the city.</li> </ul>
He pou toorangapu maaori	Unity:	<ul style="list-style-type: none"> <li>• Increased role of Maatauranga Maaori (Maaori knowledge) to inform infrastructure, community and organisational development.</li> </ul>
He pou manawa taurikura	Prosperity:	<ul style="list-style-type: none"> <li>• Increased wellbeing of Maaori in Kirikiriroa/Hamilton.</li> <li>• Increased Maaori economic and business activity through procurement.</li> <li>• Increased employment and career pathways through partnerships and projects we deliver.</li> </ul>
He pou manawa taiao	Restoration:	<ul style="list-style-type: none"> <li>• Native flora and fauna species numbers are increased year on year.</li> <li>• Increased application of Maatauranga Maaori (Maaori knowledge) to develop environmental enhancement solutions and mitigations to infrastructure growth challenges.</li> <li>• Increased co-management arrangements with iwi and mana whenua to deliver best environmental practices and results.</li> </ul>

Prior to making an application, applicants are to consult Council staff to provide guidance as to the appropriate Tangata Whenua of an area. Applicants are to provide each Tangata Whenua group with at least 10 working days to identify if the area has cultural significance and provide feedback to the applicant. The purpose of the feedback is to provide non-binding advice to the applicant as to how culturally significant an area is to Tangata Whenua. The applicant must provide evidence that they have given Tangata Whenua an opportunity to provide feedback in accordance with this section.

Section 6 does not apply to private roads.

[section expanded in section 10-15 and flow diagrams added for clarity]

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.

[criteria for all road names moved to 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:
  - identify if the area has cultural significance, and
  - provide a 'register of naming recommendations' suitable for the geographical area, or specified parts of the geographical area; and
  - 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, and at least one proposed option must be selected from the register of recommendations made by the appropriate Mana Whenua engaged with in accordance with this policy. A copy of the response provided to the applicant by Mana Whenua must be included in the application, including the full register of recommended names.
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)

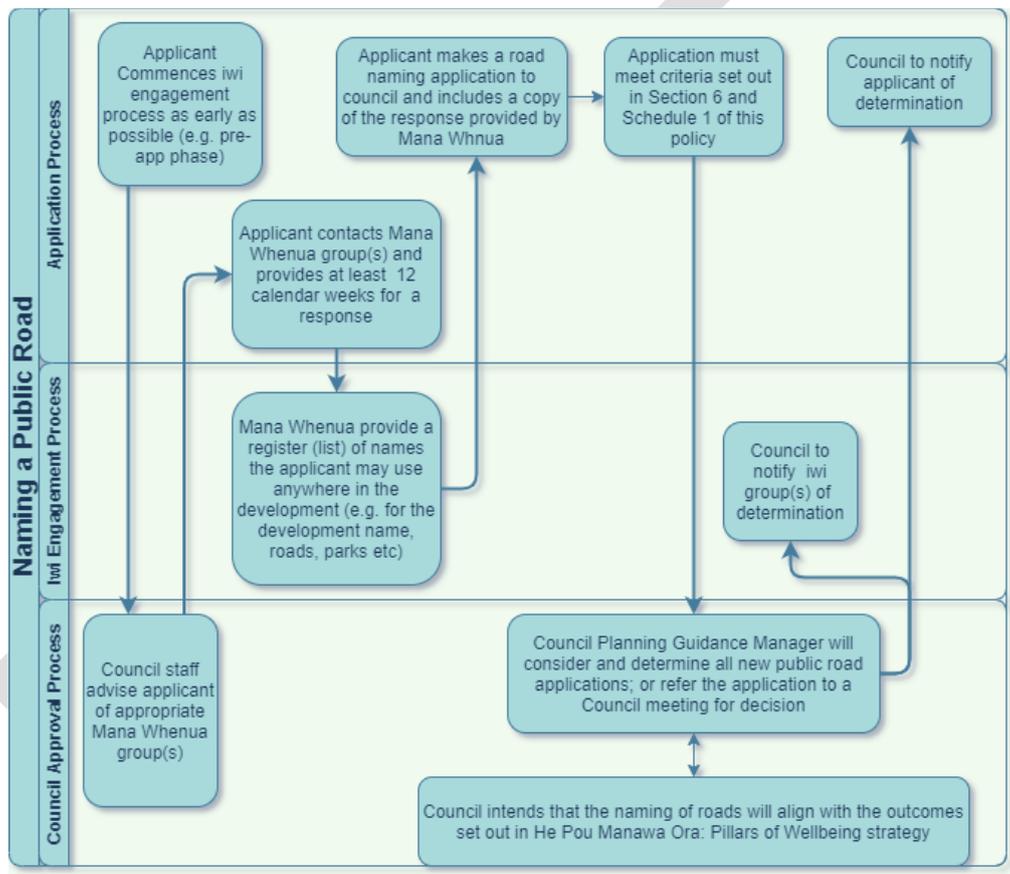
The applicant must make an application to the Planning Guidance Unit by completing the application form for Road and Open Space Naming/Renaming. [content moved to section 5 and amended]

Up to two names can be proposed by the applicant. [content moved to section 13 and amended]

16. Council's Planning Guidance Manager is empowered to consider and determine all new road name applications, in accordance with the principles of this policy.
17. At the Planning Guidance Manager's discretion, applications may be referred to Council a council meeting for determination.
18. Council's Planning Guidance Unit will maintain an archive of the new road names and the reasons for selection of such names.

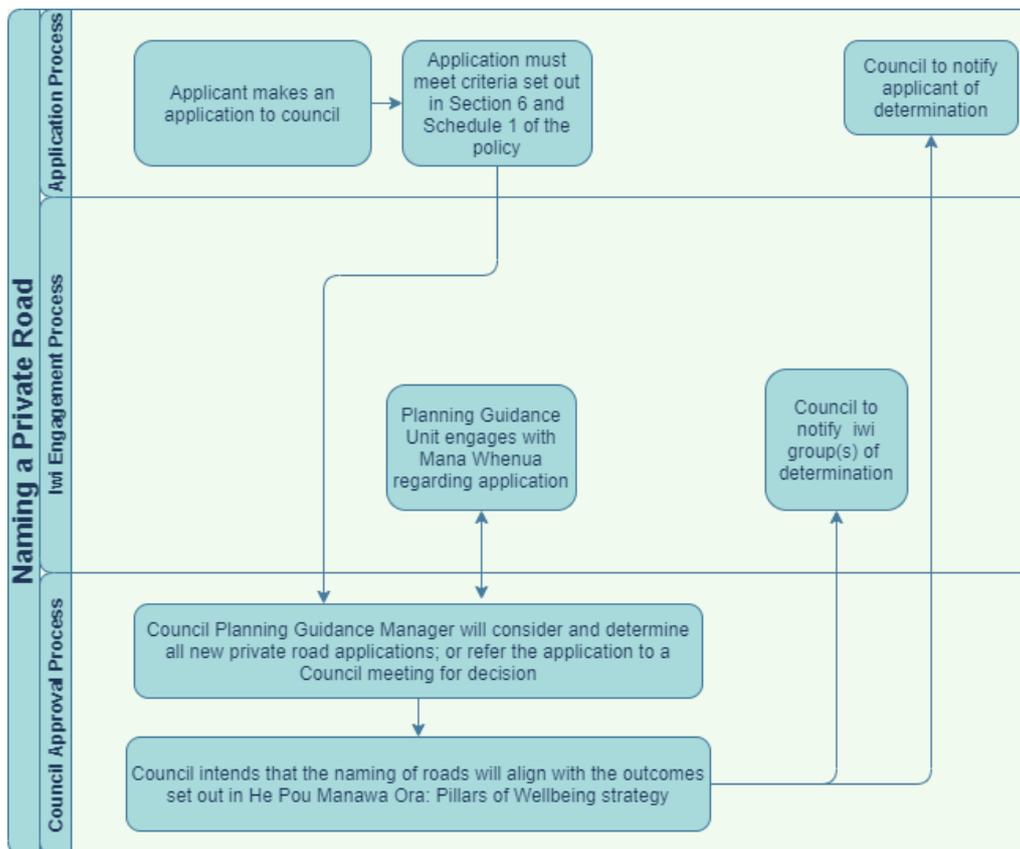
### Process for naming a new public road

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

[sections in existing policy relating to renaming roads extensively reformatted into the table below, with content largely unchanged]

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

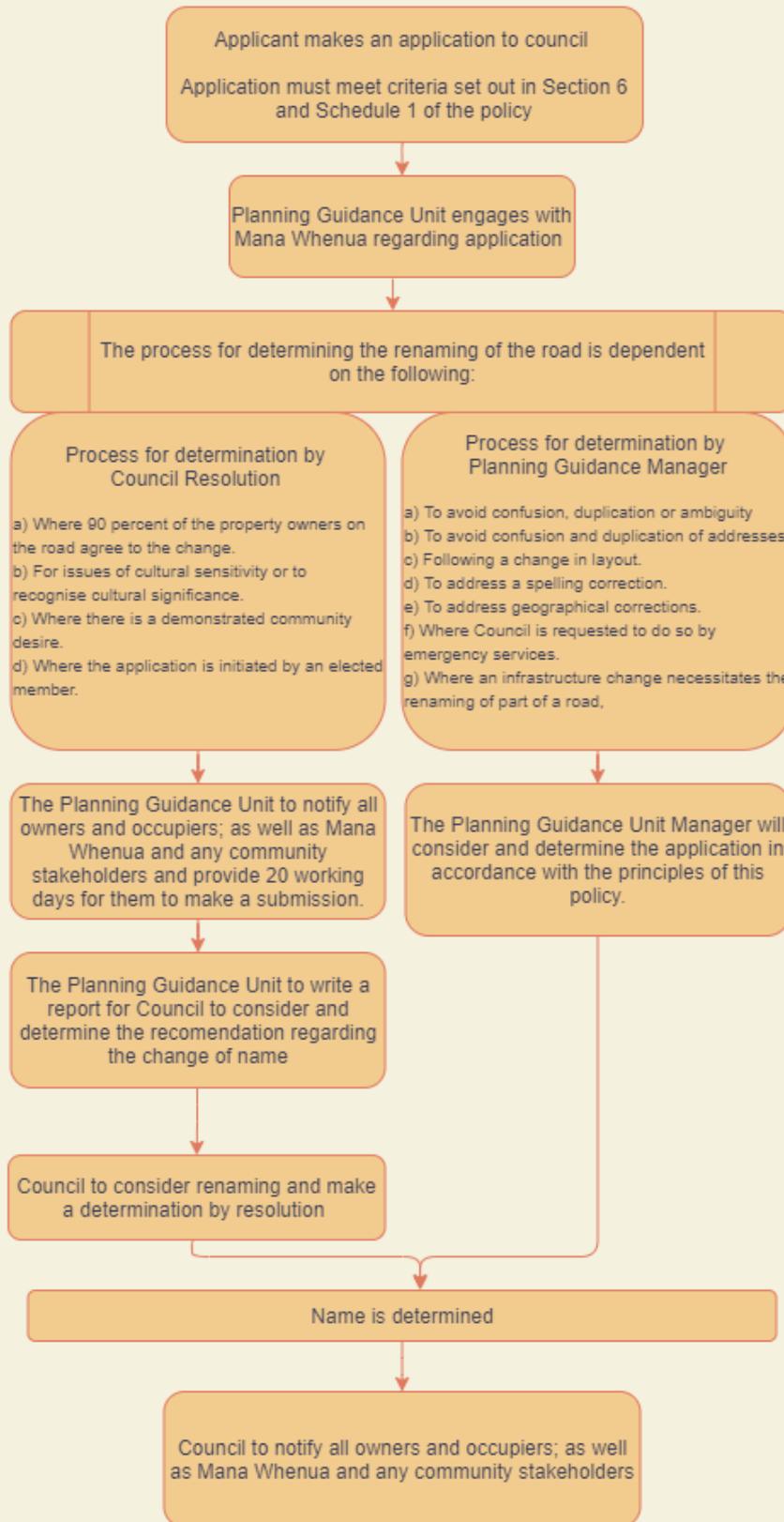
Approval by: Council Resolution	Approval by: Planning Guidance Manager
<b>Rationale</b>	<b>Rationale</b>
<p>a) Where 90 percent of the property owners on the road <del>are in agreement</del> agree to the change.</p> <p>b) For issues of cultural sensitivity or to recognise cultural significance.</p> <p>c) Where there is a demonstrated community desire.</p> <p>d) <del>By an elected member</del> Where the application is initiated by an elected member.</p>	<p>e) To avoid confusion, duplication or ambiguity caused by the existing road name.</p> <p>f) To avoid confusion and duplication of addresses associated with road name.</p> <p>g) Following a change in layout.</p> <p>h) To address a spelling correction.</p> <p>i) To address geographical corrections.</p> <p>j) Where Council is requested to do so by emergency services.</p> <p>k) Where an infrastructure change necessitates the renaming of part of a road, e.g. an existing road is severed by a new road.</p>
<b>Process</b>	<b>Process</b>
<ul style="list-style-type: none"> <li>The applicant completes the application form for Road Open Space Naming/Renaming which is submitted to the Planning Guidance Unit.</li> <li>The Planning Guidance Unit will notify all owners and occupiers in the road of the</li> </ul>	<ul style="list-style-type: none"> <li>The Planning Guidance Unit Manager will consider and determine the application in accordance with the principles and requirements in this policy.</li> <li>The Planning Guidance Unit will notify Mana Whenua and all owners and occupiers on the</li> </ul>

<p>proposed change, as well as Mana Whenua and any community stakeholders who may have an interest in the name change.</p> <ul style="list-style-type: none"> <li>• Submissions on the proposed name change can may be made to the Planning Guidance Unit within twenty (20) working days of notification.</li> <li>• The Planning Guidance Unit will prepare a report for the Council meeting outlining the request that outlines: <ul style="list-style-type: none"> <li>i. the request</li> <li>ii. the rationale reason for the change</li> <li>iii. confirmation of Mana Whenua consultation if required</li> <li>iv. the response from Mana Whenua, affected owners/occupiers on the road, and other submitters; and</li> <li>v. a recommendation to Council.</li> </ul> </li> <li>• Council will consider and determine the recommendation regarding the change of name.</li> <li>• 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.</li> </ul>	<p>road of the decision and, if applicable, the new name.</p> <ul style="list-style-type: none"> <li>a. <del>The applicant completes the application form for Road Open Space Naming/Renaming which is submitted to the Planning Guidance Unit.</del></li> <li>b. <del>The Planning Guidance Unit Manager will consider and determine the application.</del></li> <li>c. <del>The Planning Guidance Unit will notify all owners and occupiers on the road of the decision and if applicable, the new name.</del></li> </ul>
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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.



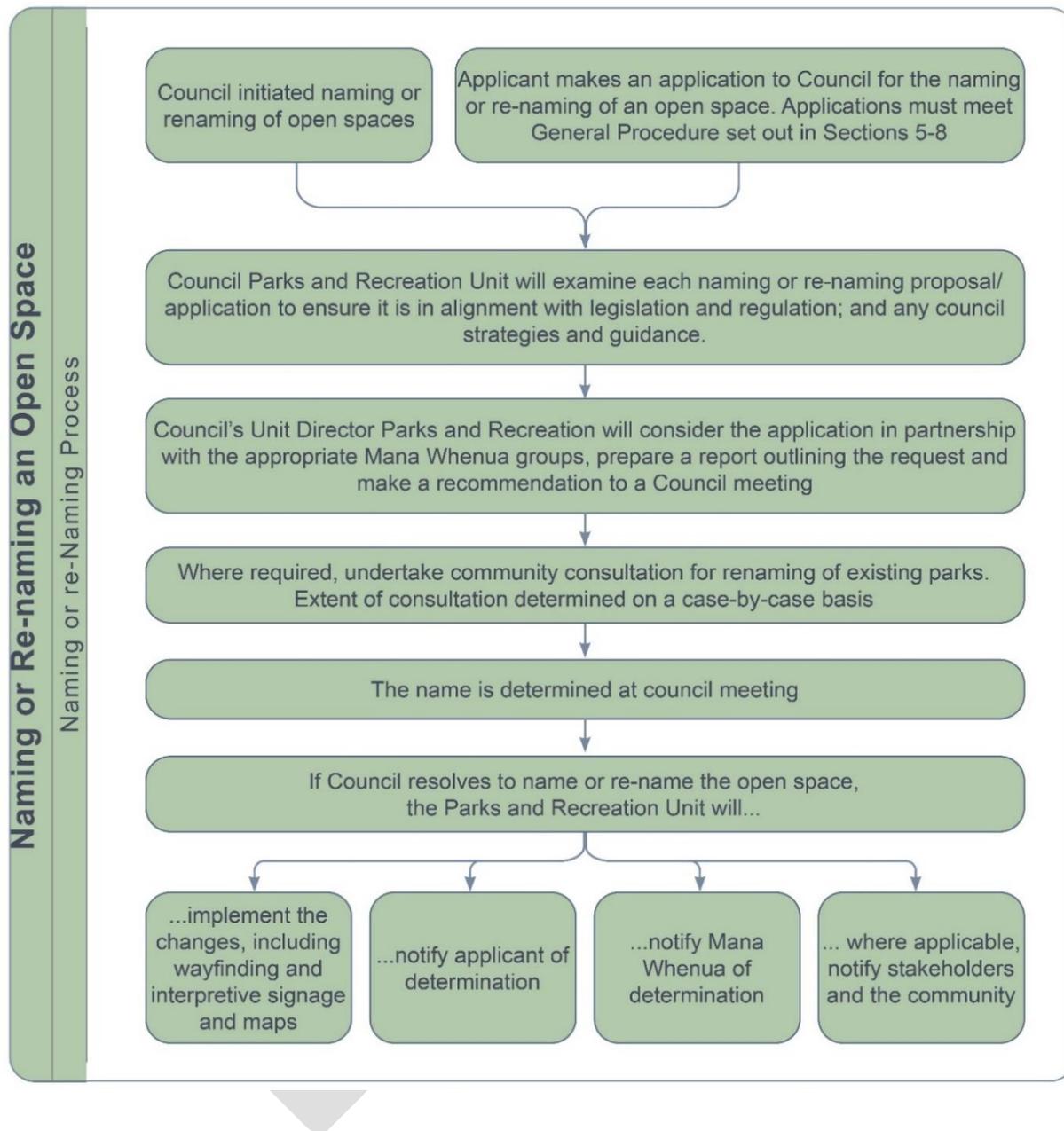
## Open spaces

Applications for naming and renaming open spaces must be made to the Parks and Open Spaces Unit by completing the Application Form for Road and Open Space Naming/Renaming.

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:
- Any naming or renaming of open spaces must consider the obligations set out in Part 6 of the Local Government Act 2002.
  - Reserves must be named or renamed by Council resolution and in accordance with the Reserves Act 1977.
  - Any naming or renaming of open spaces must be in alignment with the objectives of *He Pou Manawa Ora: Pillars of Wellbeing* strategy.
  - ~~Council's Parks and Open Spaces Manager will consider the application, prepare a report outlining the request and make a recommendation to a Council meeting.~~
  - 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.
  - 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.
  - Council may, at its discretion, implement a bi-lingual name for any Open Space
  - ~~If Council resolves to change the name, the Parks and Open Spaces Unit will implement the changes, to signage and maps.~~

## Process for renaming 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:

- 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.
- The Chief Executive will consider the proposed names and prepare a report for a Council meeting outlining the request; and making a recommendation.
- Council may, at its discretion, implement a bi-lingual name for any council facility.
- 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](#).

## Monitoring and implementation

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.

## References

- This Policy complies with The Australian/New Zealand Standard on Rural and Urban Addressing AS/NZS 4819:2011.
- Sections 319(1)(j), 319A and 319B of the Local Government Act 1974 apply to the Naming of Roads.
- Council may name or alter the name of any road under Section 319 Local Government Act 1974.
- Section 5 of the Unit Titles Act 2010 applies only to provide a meaning of common property.
- 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).
- [This policy aligns with \*He Pou Manawa Ora: Pillars of Wellbeing\* strategy.](#)

## Schedule 1 – AS/NZS 4819 – Types of roads

[criteria for all road names moved to this location from s9 in the existing policy]

The National Standards for road naming (AS/NZS 4819:2011), must be adhered to when developing proposed road names for consideration. ~~Any proposed road names should also meet the following criteria~~ 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 Maori 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
<b>Alley</b>	Aly	Usually narrow roadway in a city or towns.	√	√	
<b>Ara<sup>1</sup></b>	Ara	Road –option to be used as a prefix for Te Reo Maaori or Moriori road names <sup>2</sup>	√	√	√
<b>Arcade</b>	Arc	Covered walkway with shops along the sides			√
<b>Avenue</b>	Ave	Broad roadway, usually planted on each side with trees.	√		
<b>Boulevard</b>	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	√		
<b>Circle</b>	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	√	√	
<b>Close</b>	Cl	Short enclosed roadway.		√	
<b>Court</b>	Crt	Short enclosed roadway, usually surrounded by buildings.		√	
<b>Crescent</b>	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	√		
<b>Drive</b>	Dr	Wide main roadway without many cross-streets.	√		

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

#### Footnotes:

1. If a Te Reo Maori 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