

QUEENSTOWN LAKES DISTRICT COUNCIL

ROAD NAMING POLICY

BACKGROUND

The Queenstown Lakes District Council is responsible for naming roads within its boundaries. Roads are named to reflect the identity of the local area and to ensure ease of identification for the Council, the public and key services such as emergency, postal and courier services.

The current policy is contained in "Road Naming and Numbering Objectives, Policies and Procedures" of July 1995, and the resolution on road naming passed at the Regulatory and Hearings Committee on 3 December 2002 and the amendment passed at the Regulatory and Hearings Committee on 2 September 2003.

A review of these documents and the difficulty in achieving a consistent standard of road naming has led to this review.

This report went to the Wanaka Community Board on 11 August 2005 and the following resolution was passed.

On the motion of Mr Overton and Ms Brown it was resolved that the Wanaka Community Board resolves to support the adoption of the revised road naming policy noting that the changes as identified will be made, and recommend it to the Regulatory Committee for consideration.

This report went to the Regulatory and Hearings Committee on the 14 September and the following resolution was passed.

On the motion of Councillor Middleton and Mr Cocks it was resolved that the Regulatory and Hearings Committee recommends to Full Council that it adopt the revised road naming policy with additional amendments as follows:

Paragraph 3 Heading, "Procedure for Naming a Legal Road".

Paragraph 3.3. The Council approves amends or declines the name for the road by way of a formal resolution of the appropriate Council Committee or Community Board.

Councillors Overton and Mann voted against the motion.

CONSULTATION - INTERESTED OR AFFECTED PERSONS

No external consultation has been undertaken other than with CivicCorp who administer the road naming policy.

RELEVANT COUNCIL POLICIES

The following policy documents have been considered in the preparation of this report:

- The Queenstown Lakes District Council Policy Manual (2003)
- The Council's "policy of significance"

DISCUSSION

A copy of the policy is attached as Appendix 1.

The current Road Naming Policy was passed by the Regulatory and Hearings Committee in December 2002 but made no reference to the previous Road Naming and Numbering Policy of 1995. The 2002 policy plus amendment from 2003 (Appendix 2), is currently provided to developers who apply to name a road but is lacking in detail, which has led to some applicants being confused as to what is appropriate and what is not.

The current policy states that personal names are not acceptable with the exception of those on the approved list, however there are many instances where roads have been named after people not on the list. Also, the policy does not list the definitions of common end names (road, street etc) resulting in roads not reflecting what they have been named.

Paragraph 5 of the 2002 policy (which was added to in the amendment of 2003) was put in to try and differentiate by end name between public and private roads. It states that private roads can be named anything other than Street, Avenue, Road, Place, Drive, Terrace, Crescent, Heights, Grove, Circle, Court, Parade or Esplanade. This means they can be named Close, Green, Ridge, Rise, Square, Way, Lane, Common, Mead, Paddock and Track to name just some of the possibilities, all of which are already in use as end names for public roads in this district.

The amendment of 2003 states that public roads should be named anything other than Way, Mews, Rise, Lane, Access, Track, Rise, Common or Mead. This means that both public and private roads can still be named (to mention just a few examples) Alley, Boulevard, Close, Crest, Green, Lookout, Paddock, Ridge, Row, Square and View.

Council's Signage Policy states that all private roads should be identified by the word "Private" attached to the street sign and if this was done in all instances there would not be any public confusion about maintenance or rubbish collection which currently arises when residents are unaware of the status of their individual road.

This newly proposed policy seeks to establish a robust process for naming roads in the district and to develop a structured approach whilst allowing creativity in the development of new road names. As part of the development of this policy, road naming policies from a number of other local authorities were considered and incorporated in this proposed policy.

In addition to the development of this revised policy, a list of possible end names for use in the district along with a description of the appropriate use of the end name has been developed. It is proposed that this list be made available to applicants along with the list of possible road names. The proposed list is not intended to be restrictive and applicants will be able to suggest additional end names which can then be considered and if appropriate, added to the suggested list for future use.

OPTIONS

The inconsistencies have to be corrected to avoid confusion.

FINANCIAL IMPACT

No financial impact.

DELEGATIONS REGISTER REFERENCE

(Governance Delegations section 7.2).

The Regulatory committee will exercise governance over those functions that the law defines as regulatory in nature.....

The functions concerned are:

- Signs, policies and bylaws

Appendix 1

QUEENSTOWN LAKES DISTRICT COUNCIL

ROAD NAMING POLICY

1. Policy and Objectives

The objective of this policy is to provide a consistent and comprehensive approach to the naming of roads in the District. This revised policy combines Queenstown Lakes District Council's policy "Road Naming and Numbering Objectives, Policies and Procedures" of July 1995, and the resolution on road naming passed at the Regulatory and Hearings Committee on 3 December 2002 and the amendment passed at the Regulatory and Hearings Committee on 2 September 2003.

The Queenstown Lakes District Council is responsible for naming roads within its boundaries. Roads are named to reflect the identity of the local area and to ensure ease of identification for the Council, the public and key services such as emergency, postal and courier services. The procedures under which the Council wishes to achieve these objectives are set out below. The Council is empowered to name roads under Section 319 A of the Local Government Act 1974. The power is delegated by Council jointly to the Regulatory Committee in respect of roads in the Wakatipu part of the district and the Wanaka Community Board in respect of roads in the Wanaka part of the district.

2. Scope

The Council's policy will apply to new or unnamed roads including roads with existing names that are not officially recognised. The policy also includes areas that require an official address for identification purposes such as private rights of way, service lanes and pedestrian access ways.

3. Procedure for Naming a Legal Road

1. When a new road is formed the applicant will submit a written application on the approved form to the Council requesting the Council's formal approval for the name of the road. Each written application shall be accompanied by:-
 - a) Preferred name plus two alternatives listed in order of preference.
 - b) Legal description of the road and a copy of the subdivision plan highlighting the road

- c) A location map.
 - d) A background to the names, their origins and their link with the area.
 - e) The applicants address and contact phone number.
 - f) Road naming application fee.
2. The Council receives the application and checks the suitability of the preferred and alternative names against its Policy.
 3. The Council approves, amends or declines the name for the road by way of a formal resolution of the appropriate Council committee. Where the Committee or Board wishes to amend the proposed name, the resolution of the matter shall be left on the table to enable the amendment to be checked for compliance with this policy and to obtain the agreement of the proposer of the name.
 4. The Council advises the applicant in writing of the Council's decision.
 5. If the Council approves the name of the road, the Council will require the applicant to erect street signs showing the name of the road. All costs associated with the creation and erection of such signs are borne by the applicant, and such signs shall be erected as soon as practicable after the date of the Council's resolution. The sign must conform to Council's street sign specification.
 6. Immediately after the Council approves the name of any road, the Council will advise the Electoral Office, Land Information NZ, Valuation NZ, Quotable Value, NZ Post, Council's rating and GIS departments and all emergency services in the area of the name of the road.
 7. Council's subdivision engineers will ensure that the road naming process is completed and the signs installed before the Section 224C certificate is prepared for issue. Performance bonds are not acceptable.

4. Procedure for Naming of Private Roads and Rights of Ways

Names for private roads and rights of way must be submitted for consideration on the approved form and will go through the same process as for legal roads. The approved name will then be recorded in Council's GIS system and flagged as a private road or right of way. The street sign must have the word "Private" under the street name and the applicant is required to pay for the signage. (Refer to the Signs Bylaw for exact specifications).

Rights of Ways

Where more than five allotments are served by a private right of way the council requires the ROW be named, and numbered accordingly. The name of the right of way must be submitted to Council for approval following the process set out above.

Where five or less allotments are served by a private right of way the ROW may be officially named following the procedures set out in this policy.

5. Guidelines for the selection of new road names.

1. There must not be another street name the same in the Queenstown Lakes District emergency services area.
2. Identical names or homophones will not be accepted. If the road name consists of more than one word (excluding the suffix) then the significant part of the word must not be the same as the significant part of any other road name i.e. Coronet Peak Road and Peak View Ridge are fine, but Coronet Peak Road and Coronet Drive would not be accepted

3. The name has significant local content or meaning. The name should reflect one of the following:

a) 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 a suburb, the names for that suburb should remain consistent with that theme.

b) Historical Person or Event

The name of a notable person or event from early history should ideally have a local association with the area.

c) Significant feature

It is appropriate to name a road after a significant feature in the area (for example, geographical feature, landscape, flora, or 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).

d) Traditional or appropriate Maori name

If the name suggested is a Maori name, then the name will have to be checked by the applicant with Southern and Otago Runanga to ensure that it is not offensive to manawhenua and Maori and is appropriate, spelt correctly and interpreted correctly. There is no formal requirement to check a Maori name, however a Maori road or street name will not be considered unless the following have been consulted with:

1. Kai Tahu ki Otago Ltd (KTKO Ltd) (Otago Iwi)
2. Te Ao Marama Incorporated (Southern Iwi)

It is also a courtesy to consult with local whanau.

1. Te Huatanga O Wakatipu Whanau (Wakatipu Whanau Goup) c/o Leah Webster
2. Wanaka Whanau Group c/o Alex Banse

e) Personal name for special service

This can be for conservation, sport, community service or other sphere of activity with local association which can be duly recognised. Naming after persons living or recently deceased should generally be avoided.

4. Names should be easy to spell and pronounce and have an appropriate meaning.
5. The name should not be considered to be in poor taste or likely to cause offence.
6. Full names may only be used where the name is of a reasonable length and the first name needs to be used to correctly identify the individual being commemorated. Full names that are longer than 15 letters (including the space between the names, but not including the "road type") will not usually be considered.
7. The end name for the roadway should be the one that most accurately reflects the type of roadway that it is. A list of suggested end names and meanings for these names is included with Council's list of available street names. Note that this list is not exclusive – other end names can be used where their application is appropriate.
8. A name can also be taken off Council's list of street names if it is appropriate for that area. This list will be given out with application forms.

6. Councils List of Street Names

There is a list of names which have been accepted by Council that the applicant can utilise if it falls within the policy. These names have come from:

- war memorials in the district.
- nominations from individuals or societies.
- surveyed and named streets which have never been formed.

Council's list of suggested end names

Alley	A narrow street or passage, usually enclosed on either side.
Avenue	A roadway with trees or other objects at regular intervals
Boulevard	A broad main street with rows of trees along it
Circle	A street surrounding a circular or oval shaped space
Close	A short enclosed roadway ie a cul-de-sac
Common	A street with a reserve or public open space along one side
Court	A short enclosed roadway ie a cul-de-sac
Crescent	A street of houses in a crescent shape
Crest	A roadway running along the top or summit of a hill
Drive	An especially scenic road or street
Esplanade	Level piece of ground especially one used for public promenade
Green	As for Common, but not necessarily bounded by a reserve
Grove	A roadway which often features a group of trees standing together.
Heights	A roadway traversing high ground
Lane	A narrow street or road, may be single passage only
Lookout	A roadway leading to or having a view of fine natural scenery
Mead	Mowed land
Mews	A roadway having houses grouped around the end
Paddock	Turf enclosure adjoining a racecourse
Parade	A public promenade or roadway
Place	A short sometimes narrow enclosed roadway
Ridge	A roadway along the top of a hill
Rise	A roadway going to a higher place of position
Road	A roadway forming a means of communication between one place and another
Row	A roadway with a line of professional buildings on either side
Square	A street surrounding a square or rectangular shaped space
Street	A township carriageway that has houses on both sides
Terrace	A roadway usually with houses on either side raised above the road level
Track	A narrow country street that may end in pedestrian access.
View	A roadway commanding a wide panoramic view across the surrounding areas
Way	A track or path for passing along

Appendix 2

QUEENSTOWN LAKES DISTRICT COUNCIL POLICY

ON ROAD NAMING

The following resolution was passed at the Regulatory and Hearings Committee meeting on 3 December 2002.

On the motion of Councillors Clarke and Heath it was resolved that when an application is made for a new road name

- 1 There must not be another street name the same in the Queenstown Lakes District. This is to avoid confusion especially with emergency services.
- 2 Names should, wherever possible, come from the approved lists.
- 3 If the subdivider/developer wants to use another name then he states the reason behind this name with good reasons why it should not come from the list.
- 4 Personal names are not acceptable, except those on the list that reflect families or individuals who have given service to the district.
- 5 Create some uniformity in the naming of types of streets so they reflect what they are i.e. Crescent (must be a crescent), Mews (paved street surrounded by buildings), Way (generally a right of way) etc.

Private roads should be named Way, Mews, Rise, Lane, Access, Track, Rise, Common, Mead, End or anything other than Street, Avenue, Road, Place, Drive, Terrace, Crescent, Heights, Grove, Circle, Court, Parade or Esplanade.

Amendment 2003

“Public roads should be named Street, Avenue, Road, Place, Drive, Terrace, Crescent, Heights, Grove, Circle, Court, Parade or Esplanade or anything other than Way, Mews, Rise, Lane, Access, Track, Rise, Common or Mead.”

Cul-de-sacs are more appropriately named Place, Court or Circle.

- 6 Names from War Memorials within the district are to be considered.