

# NAMING & RENAMING OF ROADS POLICY

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<b>Authorisation</b>	PMHC
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<b>Superseded Documents</b>	List all documents replaced by this policy
<b>Review</b>	Reviewed at least once annually by the Statutory Property Officer
<b>File Number</b>	
<b>Associated Documents</b>	

## 1. INTRODUCTION

This policy applies to the naming and renaming of Council public roads and to the naming and renaming of Crown public roads or private access roads/rights of carriageway. The policy provides the guidelines and restrictions by which roads are to be named and renamed and the process that needs to be followed including the authorities that need to be notified.

## 2. POLICY OBJECTIVE

To ensure compliance with this Policy, to ensure there is no conflict with existing street/road names and to provide for consistency in the process of naming and renaming of Council owned roads, or roads proposed to be owned by Council, as well as Crown public roads and private access roads/rights of carriageway.

## 3. POLICY SCOPE

This policy applies to all Council staff who are involved in the process of naming and renaming Council owned roads, or roads proposed to be owned by Council, as well as public roads and private access roads/rights of carriageway.

## 4. DEFINITIONS

## 5. LEGAL & POLICY FRAMEWORK

All Councils naming and renaming of roads must comply with:

- *Roads Regulation 2008*

## 6. POLICY STATEMENT

As per 2 and 5 above.

## 7. IMPLEMENTATION

### 7.1 Roles and Responsibilities

The Statutory Property Officer is responsible for implementing this policy.

### 7.2 Support and Advice

### 7.3 Communication

This policy will be reported to an Ordinary Council meeting.

### 7.4 Procedures and Forms

There are no specific forms for this policy.

### 7.5 Guidelines

Roads Act 1993 and more specifically Roads Regulation 2008.

## 8. REVIEW

The Statutory Property Officer will commence a review of the Naming and Renaming of Roads Policy one year after approval.

## POLICY

**Note:** This policy applies to the naming and renaming of Council public roads and to the naming and renaming of Crown public roads or private access roads/rights of carriageway.

### **PART A - THE NAMING OF ROADS WHERE A ROAD WILL BECOME COUNCIL OWNED AS A RESULT OF DEDICATION ACTION IN CONJUNCTION WITH A PROPOSED SUBDIVISION**

1. All requests by developers for the naming of roads in a new subdivision are to comply with the guidelines set down by the Geographic Names Board and endorsed by the Local Government Association of New South Wales. A name for a road will only be considered where the name(s) meet the following criteria:

i) Uniqueness:

Name duplication within the Council area shall be avoided. Where a road proposed to be named crosses a Local Government boundary, it should have a single, unique name.

ii) Sources:

Preferred sources of names include:

- Aboriginal names;
- Local history including early explorers, pioneers, settlers and other eminent persons;
- War/casualty lists;
- Thematic names such as flora, fauna, ships etc.

Where an Aboriginal name is proposed, consultation shall occur with the Local Aboriginal Land Council. Where names of eminent persons or war casualty lists are proposed, names of living persons shall be avoided. A given name should only be included with the family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. In general, the use of given names should be avoided.

iii) Other Criteria:

Proposed names which are offensive (or likely to give offence); incongruous; have obvious commercial/company/trade mark links, or names which are unduly long or composed of two or more words or are separated by a hyphen, shall be avoided.

iv) Spelling:

Where it is intended that a road have the same name as a place or feature with an approved geographic name, care is to be taken that the correct spelling is adopted. However, where names have been changed, corrupted or misspelt by long established local usage, the changed corrupted or misspelt name shall be used.

Road names should not contain abbreviations. For example, Creek should not be reduced to Ck as in Wallaby Ck Road. Similarly, the apostrophe mark must be omitted in the possessive case. For example, Smith's Road should be Smiths Road or ideally Smith Road. One exception applies in that the letters "ST" must always be used in place of the word "Saint".

v) The suffix chosen to accompany the proposed name should reflect the type of structure to be named. For example, Smith Road, Smith Lane, Smith Avenue etc. A detailed description of the structures is contained in Schedule 1 attached to this policy.

2. That responsibility for the naming of roads in subdivisions be delegated to the Director of Development & Environment Services and/or his nominated officer(s).

## **PART B - THE NAMING & RENAMING OF ROADS WHERE A REQUEST HAS BEEN RECEIVED**

1. All applications are to comply with Sections i) to v) inclusive of Point 1, Part A, of this policy.
2. Where an application does not comply with Sections i) to v) inclusive of Point 1, Part A of this policy, the application shall be returned to the applicant with a letter of explanation.
3. Compliance with the advertising requirements of Sections 7 & 9 of Part 2, Division 2 of the Roads Regulation 2008 or other such regulation which may be in effect from time to time.

Council shall, in addition, provide notification of the naming proposal to the Heritage Sub-Committee and all landowners who have property along the road proposed to be named. The notification shall contain a statement that the landowners may lodge with Council a written submission on the proposal and that submissions will be received by Council for a period not less than 28 days from the date of the written notification being given.

4. Councillors shall also be advised of any proposal through placing a copy of all advertisements in the Councillors' mail tray.
5. When no objection is received, the proposed name shall be taken to be adopted by Council, with the Director Corporate and Business Services and/or his/her nominated officer(s) given delegated authority to name the road pursuant to Section 9 of Part 2, Division 2 of the Roads Regulation 2008 or other such Regulation which may be in effect from time to time.

In addition to the requirements of Section 9, Council shall give written notification of the new name to the Authorities/organisations specified in Schedule 2 of this policy and all affected landowners. Advice to landowners shall include the following "Please note that if you are currently on a Pensioner Concession Card either from Centrelink or Veterans Affairs and in order to allow Council to continue granting your rate rebate automatically it is suggested that you contact Centrelink and advise them of your new address."

In addition to the requirements of Section 9, Council shall give written notification of the new name to the Authorities/organisations specified in Schedule 2 of this policy and all affected landowners.

6. When an objection(s) is received, a report be presented to Ordinary Council Meeting for consideration. Copies of all written objections shall be provided to the Council Meeting.

Notification of the name adopted by Council shall be in accordance with Section 9 of Part 2, Division 2 of the Roads Regulation 2008 (or other such Regulation which may be effect from time to time) and Schedule 2 of this Policy. Confirmation shall also be provided to all affected landowners. Advice to landowners shall include the following "Please note that if you are currently on a Pensioner Concession Card either from Centrelink or Veterans Affairs and in order to allow Council to continue granting your rate rebate automatically it is suggested that you contact Centrelink and advise them of your new address."

## **PART C - PRIVATE ACCESS ROADS/RIGHTS OF CARRIAGEWAY**

1. All applications for the naming of Private access roads/rights of carriageway must be made in writing to the General Manager on the prescribed application form.
2. All proposed road name(s) must comply with the Guidelines set down by the Geographic Names Board and endorsed by the Local Government Association of NSW.
3. Where the proposed name does not comply with the Guidelines set down by the Geographic Names Board, the application shall be returned to the applicant with a letter of explanation.
4. All proposed road name applications must be accompanied by a Map and sufficient particulars to enable the road to be identified.  
If assistance is required with Map production, please contact the GIS (Geographic Information Systems) Section of Council.
5. The proposed road name application will be considered and the applicant will be advised of the outcome. Once agreement has been achieved between the applicant and Council, a road name sign may then be installed. Council will give notice of the new name to all the authorities as listed in Schedule 2 of the Policy. Council will then add the new road name into the Council records system. Confirmation shall also be provided to all affected landowners. Advice to landowners shall include the following "Please note that if you are currently on a Pensioner Concession Card either from Centrelink or Veterans Affairs and in order to allow Council to continue granting your rate rebate automatically it is suggested that you contact Centrelink and advise them of your new address."
6. The naming of Private access roads/rights of carriageway does not require advertising and thus, no advertising costs are incurred.
7. Costs associated with the purchase and installation of the street/road name signs will be borne by Council.
8. The naming of Private access roads/rights of carriageway does not imply Council's acceptance of responsibility for the maintenance of that road or the street/road name sign.

## **PART D - CROWN PUBLIC ROADS**

1. All applications for the naming of Crown public roads must be made in writing to the General Manager on the prescribed application form.
2. All proposed road name(s) must comply with the Guidelines set down by the Geographic Names Board and endorsed by the Local Government Association of NSW.
3. Where the proposed name does not comply with the Guidelines set down by the Geographic Names Board, the application shall be returned to the applicant with a letter of explanation.
4. All proposed road name applications must be accompanied by a Map and sufficient particulars to enable the road to be identified.  
If assistance is required with Map production, please contact the GIS (Geographic Information Systems) Section of Council.
5. Council must advise Department of Lands of the application and obtain consent from the Department of Lands to name the road.
6. Following consent from Department of Lands, the proposal to name a Crown public road will be advertised in a local newspaper and notification will be provided to Australia Post, the Registrar General, Surveyor General and the Geographical Names Board and to all landowners who have property along the road proposed to be named. Notification of the naming proposal is also to be given to the Heritage Sub-Committee and to all Councillors by placing a copy of all advertisements in the Councillors mail tray.
7. When no objection is received, the proposed name shall be taken to be adopted by Council with the Director of Corporate and Business Services and/or a nominated officer(s) given delegated authority to name the road.
8. When an objection is received a report is to be presented to an Ordinary Council meeting for consideration. Copies of all written objections shall be provided to the Council meeting.
9. The name adopted by Council shall be notified in the Government Gazette and a local newspaper. Council shall also notify all the authorities listed in Schedule 2 of the Policy of the adopted name. Confirmation shall also be provided to all affected landowners. Advice to landowners shall include the following "Please note that if you are currently on a Pensioner Concession Card either from Centrelink or Veterans Affairs and in order to allow Council to continue granting your rate rebate automatically it is suggested that you contact Centrelink and advise them of your new address."
10. Costs associated with the purchase and installation of the street/road name signs will be borne by Council.
11. The naming of Crown public roads by Council does not imply Council's acceptance of responsibility for the maintenance of that road or the street/road name sign.

## SCHEDULE 1 - DEFINITION OF ROAD SUFFIXES

### A. Cul-de-sacs:

SUFFIX	ABBREVIATION	DEFINITION
Close	CL	Narrow passageway leading from a street to a court.
Court	CT	An uncovered area wholly surrounded by buildings or walls.
Cove	CE	Small cul-de-sac or court
Grove	GR	A roadway ending in a square having a group of trees standing together.
Place	PL	A short usually narrow street, usually with one prominent building.
Plaza	PA	A street bounding the four sides of an area to be used as open space or a group of buildings.

Notes: A short cul-de-sac (less than 40 metres) would normally qualify as a “court” and a longer cul-de-sac- would normally be classified as a “close” or “place”.

### B. Open Ended Streets:

Alley	AL	Narrower than a street for people or vehicles in cities and towns; a minor thoroughfare through the centre of city blocks or squares.
Arcade	AR	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
Avenue	AVE	A broad passageway planted on each side with trees.
Boulevard	BLVD	A wide street or avenue, well paved, usually ornamented with trees and grass plots.
Circle	CI	A thoroughfare which forms a circle or part of a circle.
Circuit	CC	A road or way enclosing an area.
Circus	CI	A circular open space where many streets come together.
Crescent	CR	A thoroughfare in the form of a crescent or half moon.
Drive	DR	A wide thoroughfare allowing a steady flow of traffic without many cross streets.
Fairway	FRY	A short open roadway between two streets.
Freeway	FWY	An express highway usually with limited or controlled access.
Highway	HWY	A road freely open to the public, a main road or thoroughfare, main route.
Lane	LA	A narrow way between hedges, walls, building etc., a narrow country road or city street.
Mall	ML	A sheltered walk, promenade shopping precinct.
Parade	PDE	A public promenade or road which has good pedestrian facilities along the sides.
Parkway	PWY	A road, street or way through parklands or open grassland area.
Path	PT	A way or street not specifically constructed usually used for pedestrian traffic.
Promenade	PRO	Like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.
Ridge	RGE	A road, street or way along the top of a hill.
Road	RD	A place where one may ride, an open way or public passage for vehicles, persons and animals, a street

		forming a means of communication between one place and another, generally applied outside an urban district.
Row	RW	A street with a line of professional buildings on either side.
Street	ST	A public road in a town or city especially a paved thoroughfare with footpaths and building along one or both sides.
Terrace	TCE	A road which has the houses on either side raised above the road level.
Trail	TRL	A road or way through a wilderness region.
Walk	WK	A thoroughfare with restricted vehicle access used mainly by pedestrians.
Way	WY	A short access between two streets.



## SCHEDULE 2 - AUTHORITIES TO BE NOTIFIED

Valuer General's Department  
PO Box 398  
TAREE NSW 2430

Regional Manager  
Department of Lands  
PO Box 440  
TAREE NSW 2430

Officer-in-Charge  
National Parks and Wildlife Service  
PO Box 61  
PORT MACQUARIE NSW 2444

Divisional Manager – Regional Cadastre  
Information Sourcing  
Department of Lands  
PO Box 143  
BATHURST NSW 2795

Officer-in-Charge  
Wauchope Police Station  
Young Street  
WAUCHOPE NSW 2446

Officer-in-Charge  
Wauchope Fire Station  
High Street  
WAUCHOPE NSW 2446

Officer-in-Charge  
Wauchope Ambulance Station  
High Street  
WAUCHOPE NSW 2446

Officer-in-Charge  
Electoral Commission - Division of Lyne  
PO Box 233  
TAREE NSW 2430

Research Supervisor  
Universal Press Pty Limited  
PO Box 307  
St Leonards NSW 1590

Officer-in-Charge  
Port Macquarie Ambulance Station  
Central Road  
PORT MACQUARIE NSW 2444

Area Manager  
Australia Post  
Barton Crescent  
PORT MACQUARIE NSW 2444

Officer-in-Charge  
Wauchope Post Office  
High Street  
WAUCHOPE NSW 2446

Officer in Charge  
Port Macquarie Fire Brigade  
80 Hay Street  
PORT MACQUARIE NSW 2444

Officer in Charge  
Laurieton Police Station  
101 Bold Street  
LAURIETON NSW 2443

Officer in Charge  
Port Macquarie Police Station  
Hay Street  
PORT MACQUARIE NSW 2444

Officer in Charge  
Laurieton Ambulance Station  
Laurie Street  
LAURIETON NSW 2443

The Co-ordinator  
Port Macquarie State Emergency Services  
Gordon Street  
PORT MACQUARIE NSW 2444

Officer in Charge  
Kew Police Station  
KEW NSW 2439

The Co-ordinator  
Camden Haven State Emergency Service  
7 Twilight Close  
LAURIETON NSW 2443

Port Macquarie Taxis  
5 Uralla Road  
PORT MACQUARIE NSW 2444

Country Energy  
PO Box 718  
QUEANBEYAN NSW 2620

The Manager  
RTA  
31 Victoria Street  
GRAFTON NSW 2460

The Chief Executive  
Ambulance Service of NSW  
Mid North Coast Region  
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COFFS HARBOUR NSW 2450  
NSW Volunteer Rescue Association Inc  
[vrarsq@rescue.org.au](mailto:vrarsq@rescue.org.au)

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