

APPENDIX 1

Road Naming Process

Local Authorities are responsible for road naming. New names require a resolution of the Council (Section 319A Local Government Act).

In August 2002, Wellington City Council adopted a road naming procedure. (**Appendix 2**). The 2002 procedure describes how names can be selected and how to select a name when there are several suggestions.

Since the procedure was adopted, there have been other changes that must be considered (The procedure was not been updated). In 2004, the Local Government Act was changed and it became necessary to have a resolution for each new name. Before the 2004 change, the procedure allowed names to be approved by Ward Councillors. This no longer applies. Before 2004, road name changes had to be approved by “Special Order” of Council, now changes only require a resolution. The local Government Act is not clear in relation to the naming of private rights of way. As these are not “Roads”, they may not need a resolution, just the Councillor approval as specified in the procedure.

To assist with road naming, Council has a list of names that are approved for use in Wellington. A current copy of this list is attached (**Appendix 3**). Because of the 2004 legislation change, if a name is selected from the list, it is still necessary to have a Council resolution to assign the name to a specific road.

Before recommending a particular road name, Council Officers are required to consult and to include the results of the consultation in the final report. Consultation will depend on the location and type of road. Usually, consultation will be with adjoining property owners, developers, Community Board, Iwi, Local Resident Associations, Regional Council, Transit. While anyone can make a recommendation or suggestion, the Councillors must make the final decision after considering all suggestions and the recommendation from Council Officers. While Officers are expected to make a recommendation, after weighting all suggestions as suggested in the Procedure document, Councillors can select any name. When considering names, Officers will also consider the 2011 Australasian Addressing Standard (Standard for rural and urban addressing (AS/NZS 4819:2011)). Land Information New Zealand was actively involved in the development of this standard and they monitor compliance. It is standard procedure to show all recommendations in the report to Councillors. If anyone feels their recommendations are not being given sufficient weight, then they are entitled to speak during the Public Participation part of the meeting, before Councillors make a decision. There are no appeal rights. If anyone has made a suggestion and it is not being recommended by the Officers, then Officers are happy to let them know before the meeting, so they can decide if they want to attend the meeting. Some land owners and developers think they have the right to name roads within their developments, especially if they are private rights of way and they are going to retain ownership and will be responsible for maintenance. This is not correct. Councillors can invite suggestions, but their decision is final.

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The primary reason for naming roads and private rights of way, is so properties can be located. Sometimes a road will be named after a local resident, but commemorating someone is a secondary reason for a name. The weighting criteria is designed to give preference to names that will not create confusion, especially for emergency services. Council prefers not to use a name that is similar to any name being used anywhere in the Wellington Region, because it is too easy for someone at a call centre to realise a call is coming from the Wellington Region (unless it is a cell phone call), to think the street is in Hutt Valley or Porirua, and then to send an ambulance to the wrong address.

When a Community Board wants to make a suggestion for a road name, it is helpful to know if other names are being considered, and to have time to consult with residents. If all consultation is done concurrently, the whole process will take less time. However, it is recognised that a Board will want to know what Iwi and owners are recommending, before making a suggestion. When a name is suggested by anyone, it is desirable to have a documented reason for the name, so this can be included in the final report to Councillors. If the naming process takes too long, it can create problems for anyone buying adjoining land. Often, Utility Operators will not allow connections until a property address can be supplied.

Following recent discussions, it was agreed that in future, Council Officers will tell Community Boards as soon as it is realised that a name is going to be required. This will give Board Members extra time to consider names. The results of consultations with Iwi and owners/developers, will then be supplied to the Board as soon as they are available. It is only at that point, that the Board would be expected to provide suggestions, if the Board wants to. If Officers know that the naming is required urgently, then this information will be provided to the Board.

After receiving suggestions from all interested groups, including Community Boards, Council Officers will apply the weighting criteria and make a recommendation to Council.