

## **Policy # 2125 – Road Naming and Property Numbering**

Date Reviewed: December 2014, August 2016

### **BACKGROUND**

The naming and numbering of vehicular access ways (*roads and private ways*) provides a unique address to enable a property to be identified for emergency services and serviced for power, telephone, mail and deliveries. Correct and straightforward addressing of all properties is also important in many activity areas of Council. This policy sets out the Council's requirements for the naming of roads and other forms of vehicle access and numbering properties within the District.

### **OBJECTIVE**

To ensure correct addressing, so that emergency services can locate a property quickly with no chance of address confusion.

### **LEGISLATIVE CONTEXT**

This operational policy is enabled from the following legislation:

3.1 Local Government Act 1974. Part 21 – Section 319 General powers of councils in respect of roads. The Council shall have power in respect of roads to do the following:

- 319(j) To name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road.
- 319(B) (1) For electoral, postal, and other purposes the council may allocate a number to any area of land or building or part of a building within its district and may change the number allocated to any such area of land or building.  
(2) The council shall comply with any request from the Chief Surveyor to allocate a number to, or change the number of any area of land or building or part of a building in its district.  
(3) The principal administrative officer shall advise the Chief Surveyor of the land district in which the land or building is situated of the numbers allocated under subsection (1) or subsection (2).

### **POLICY STATEMENTS**

1. The Council is responsible for the naming of vehicular access ways and assigning each property a number.
2. The Council actively promotes naming and numbering un-named or un-numbered existing public and private vehicular access ways in response to the relevant clauses of AS/NZS 4819.

3. This operational policy applies to:
  - proposed roads and other vehicular accesses created either through subdivision, development, or the formation of existing unformed legal road
  - the naming of existing unnamed roads/vehicular accesses, both public and private
  - existing named roads and other vehicular accesses that are either un-numbered or not numbered according to the AS/NZS 4819:2011 Geographic Information - Rural and Urban Addressing standard
  - situations where a request for the change for a road or access name or a change of property number is received or otherwise becomes necessary
4. This policy should also form part of any subdivision design and approval process reference material
5. The Council accepts name suggestions from community groups and residents for unnamed existing vehicular access ways but Council resolution is final.

## **PROCEDURES**

### **1. Roads that Require a Name**

- a. Newly formed public roads vested in the Council shall be named.
- b. For uniformity and uniqueness and to facilitate location, formed private roads and the forming of previously unformed paper roads providing access to 5 or more properties should be named; for 6 or more properties, private ways, access lots, rights of way, etc. should also be.
- c. Where the access way forms an extension to, or is a continuation of, an existing named access way, then the current access way name will automatically apply.
- d. Existing roads, or parts thereof, where there is conflicting numbering, shall be renamed and/or renumbered as appropriate.

### **2. Roads that Require Numbering**

- a. Urban lots accessed from newly formed public and private roads shall be numbered.
- b. All new separately used buildings are required to have a property address, including a number.
- c. All new rural vehicle crossings require RAPID numbers and an application shall be made by the property owner as part of the vehicle crossing or building consent application process.
- d. All urban streets and access ways created by subdivision will be named during the consent process and the proposed lots numbered as soon as practicable after the road is named. Numbering will be carried out by the Council according to this policy.
- e. All rural roads created by subdivision will be named during the consent process and numbers for the lots will be allocated on application.

- f. All new lots created by subdivision on existing urban streets or accessways will be numbered as soon as practicable.
- g. All new lots created by subdivision on existing rural roads will have a RAPID number allocated on application.
- h. Where roads are vested as part of a subdivision, the properties served by the road (or access way) must be numbered.
- i. Existing roads where numbering is incorrect and/or in conflict with other numbers shall be renamed and/or renumbered in accordance with this policy
- j. RAPID plates shall be issued by Council for properties in the rural area and property owners will be required to display the RAPID plate at the vehicle crossing location. The Council reserves the right to charge the property owner for the plate.

## **OTHER RELEVANT COUNCIL POLICIES AND BYLAWS**

This operational policy must be read in conjunction with:

- 1. AS/NZS 4819:2011 Geographic Information - Rural and Urban Addressing. In particular, for rural road naming see clauses 2.4.3.4 to 2.4.3.5, clauses 2.5.5.10 to 2.5.5.12 and section A3.3. For urban road naming see clause 3.4.6 and clause 3.5. Where this policy is silent in regard to a matter relating to road or access naming then this standard shall be assumed to form part of this policy. The standard applies in its' entirety to road numbering and is the standard adopted by Council.
- 2. Far North District Council Operative District Plan – Chapter 13 - Subdivision.
- 3. Far North District Council Engineering Standards and Guidelines - Road Names subsection.

## **Policies Superseded:**

- 1. Policy 3112 – Urban and Rural Property Numbering
- 2. Policy 4117 – Road Naming
- 3. The road naming provisions in this policy supersede any relevant clauses that deal with road naming in any other Council policy documents, but do not supersede any road naming delegations assigned to Community Boards.