



<b>Policy Name</b>	<b>Streets – Naming &amp; Numbering</b>
<b>Policy Number</b>	CS12
<b>Responsible Section</b>	Finance
<b>Responsible Department</b>	Corporate Services
<b>Date Last Adopted</b>	11 February 2020
<b>Date of Next Review</b>	February 2024
<b>Applicable Legislation</b>	Local Government Act 1999
<b>Related Governance Documents</b>	
<b>City Plan Theme</b>	Place Making - A City where people love to be

## **PURPOSE/OBJECTIVE**

The City of Port Adelaide Enfield has adopted the following policy for the naming of public and private roads and streets within its area, for the numbering of premises in these roads and streets, and for clearly identifying the premises by displaying numbers of the premises in these roads and streets.

The Geographical Names Act 1991 provides powers to the Minister and the Geographical Names Board to controlling the naming of ‘places’, however it does not specifically apply to the naming of roads or streets. The authority to assign and change names of roads is given to Councils via Section 219 of the Local Government Act 1999.

Council has taken into account the need to have premises clearly identified for the efficient delivery of mail and so that emergency services, other service providers and the general public can easily locate premises.

## **SCOPE**

This policy establishes a standard for Road Naming, Premises Numbering and Displaying of Premises Numbers within the City of Port Adelaide Enfield. Its application will ensure a consistent approach across the City.

This policy applies to all existing and proposed roads in the City of Port Adelaide Enfield, inclusive of public and private roads.

This policy does not apply to the naming of public places.

## **POLICY STATEMENT**

### **Principles for Choosing a Road Name**

The following principles are to be considered when choosing names for roads within the City of Port Adelaide Enfield.

Road names should either:

- reflect the Kurna or local heritage of the locality;
- identify one or more of the characteristics of the place;
- recognise Kurna, pioneers or eminent persons who live in the area or in the City;
- acknowledge names of persons who have given extended service within the City;
- be a derivative of a nearby or adjoining existing road name;
- be a continuation of a road naming theme in the area, if applicable.

Such names however, should:

- be capable of easy pronunciation, and
- not have been used elsewhere in the same suburb, or within a 5km radius.
- not be homophonous\* with other street names in the same suburb, or within a 5km radius.

(\*homophonous means words having the same pronunciation as another or others but different meaning, origin, or spelling)

### **Practicalities for the Selection of Road Names**

The practical application of road names to maps and plans should be considered.

Long street names should not be allocated to short roads as the inclusion of such names on maps can result in name crowding difficulties for the mapmakers and confusion or uncertainty for the people and services using the map.

### **Process for the Selection of Road Names**

The naming process will be initiated if:

- a request is received from an affected land owner, developer or agent,
- council officers resolve that a name change be investigated,
- it is deemed by Council officers to be in the public interest, or
- council opens or forms a road.

For naming of roads, or renaming of roads Council officers will choose the most appropriate name taking into consideration the principles outlined within this policy.

Taking into consideration the principles outlined in this policy, should there be a need for Council officers to resolve a road naming dispute then a report will be brought to Council for deliberation, otherwise Council have delegated all facets of road naming to Council officers.

## **Naming Principles**

### Propriety

1. Names of living persons will be avoided. If a dispute arises in relation to the use of the name of a living person, then it shall be referred to Council for deliberation.
2. Gender balance to be considered when naming streets after the types of individuals listed within the 'Principles for Choosing a Road Name'.
3. Names, which are characterised as follows, will not be used.
  - Offensive or likely to give offense;
  - Incongruous - out of place;
  - Commercial or company; or
  - Are numerical (1st, 2nd. etc.) or alphabetical letters.

### Communication

- 1 Names will be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public.
- 2 Unduly long names and names composed of two or more words should be avoided:
  - a given name will only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names will generally be avoided;
  - whilst street and cul-de-sac names should have only one word, it is recognised that some roads require a two word name because of their geographic relationship e.g. Proof Range Road;
  - roads with double destination names will be avoided. E.g. Osborne-Enfield

### Spelling

- 1 Where it is intended that a road have the same name as a place or feature with an approved geographical name, then particular care will be taken to ensure that the correct spelling of the official place name is adopted as shown in the State Gazetteer.
- 2 Where the spelling of names has been changed by long established local usage, unless there is a particular request by the local community to retain the original name, the spelling that is sanctioned by general usage will be adopted.
- 3 Generally road names proposed or approved will not contain abbreviations e.g. the "Creek" in "Wallaby Creek Road" must not be abbreviated. There are, however, two exceptions, "St" will always be used in place of "Saint" and it is acceptable to use "Mt" for "Mount".

### Form

- 1 The apostrophe mark 'will be omitted in the possessive case e.g. "Smith's Road" will be "Smiths Road".
- 2 Names will avoid the use of the possessive "s" unless the pronunciation is difficult e.g. "Devil Elbow".
- 3 The use of hyphens will be avoided. However, hyphens may be used when naming a road after a person with a hyphenated name.

## Road Type

Road names will include an appropriate road type suffix conforming to the following guidelines:

- 1 The suffix chosen will be compatible with the class and type of road. Assistance to both the motorists and pedestrians is a major consideration in choosing the suffix.
- 2 When a suffix with a geometric or geographic connotation is chosen it will generally reflect the form of the road, e.g.
  - Crescent - a crescent or half-moon, rejoining the road from which it starts;
  - Esplanade - open, level and often along the seaside or a river.
  - For a cul-de-sac use Place, Close, Court or a suffix of similar connotation.
  - Highway (HWY) will be specifically reserved for roads associated with the state arterial road network. Its use will be restricted to roads of strategic importance constructed to a high standard.

The following list of suitable road type suffixes is included as examples. [An expanded road type list and acceptable abbreviations can be sourced from AS 4590:2006. In most instances the connotations are clear but where necessary a definition can be checked in a dictionary.] Only road types shown in the standards documents will be used.

Alley	Avenue	Boulevard	Bypass
Circle	Circuit	Circus	Close
Court	Crescent	Drive	Arcade
Grove	Lane	Mews	Parade
Parkway	Place	Plaza	Promenade
Road	Row	Square	Street
Terrace	Walk	Way	

- 3 Where the suffix has been changed by long established local usage, unless there is a particular request by the local community to retain the original name, the suffix that is sanctioned by general usage will be adopted.

Council officers can correct any suffix that may have changed by long established local usage to ensure that roads are named in compliance with the requirements of the Local Government Act 1999.

### No Prefix or Additional Suffix

The use of a compass point prefix/suffix or an additional suffix such as “north” or “extension” will be avoided, particularly where new roads are to be named. Where an existing road is subsequently bisected as a result of traffic management planning or some other reason, it may be appropriate to delineate each half of the road by the addition of a compass point suffix for the purposes of assisting the community and the emergency services to locate the appropriate part of the road, e.g. North <name>, or <name> North.

### Consultation with Adjoining Councils

If a Council decides to change the name of a public road that runs into the area of an adjoining Council, the Council will give the adjoining Council at least two months' notice of the proposed change and consider any representations made by the adjoining Council in response to the notice. [See Section.219 (2) of the Local Government Act 1999.].

### Other Stakeholder Consultation

The guidance of appropriate historical societies, the Council's Aboriginal Advisory Panel, developers and others may be obtained in the selection of suitable names.

The opinion of the owners of properties within any street that is to be assigned a name, or is proposed to be renamed, shall be sought unless circumstances indicate that such consultation is not necessary, e.g. major redevelopment areas and instances of urgency.

### Public Notice of Name Assignment or Change

Council will give public notice of the assigning or changing of a road name. This will be by publication in the Government Gazette and by notice in a newspaper circulating in the area, and displayed on Council's website as required under the Local Government Act 1999.

Advise Relevant Parties of New Name or Name Change.

Council will provide written notice (e.g. by email) of Council's decision on a new road name or name change to all relevant parties, including:

- Registrar-General;
- Surveyor-General; and
- Valuer-General [see Section.219 (3)(a) of the Local Government Act 1999]
- The owner of each property adjoining that portion of the road subject to the assignment of a name or to a change of name.

### Date of Effect for New Names or Name Changes

The date of effect of the new or changed road name will be determined at the time the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.

The date of effect will be determined after considering:

- in respect of renaming an existing road, the impact on existing property owners, residents, tenants and occupiers. For example the time required to advise relevant parties to change letterhead stationery and advertising references;
- potential confusion for people using maps and street directories that effectively become out of date; and
- the desire of some developers to sell property 'off the plan' and the opportunity for new owners to know their future address at an early stage.

Council will update the Register of Public Roads as required by Section.231 of the Local Government Act 1999.

### Road Name Signage

Council will ensure road naming signage in accordance with the relevant Australian Standard (AS 1742.5 – 1997) is erected. (Signage may be erected during construction of a sub-division).

*NOTE: Signage for State road names is the responsibility of Department of Planning, Transport and Infrastructure (DPTI)*

Council officers will ensure that developers are notified of the requirements of this policy to ensure that any names suggested by the developer meet such requirements.

## **Charging for Services**

### **Public Road**

The service of naming a *public road* shall be provided free of charge because:

- This service is a statutory obligation, and
- This service provides a benefit to the community in providing consistency and control over road naming.

### **Private Road**

Where a road name is required in respect of a *private road*:

- Private land owners are not obliged to seek Council approval for naming their land or roads.
- Notwithstanding, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name.
- Where Council proposes to assign a name to a private road it will consult with the owner of the land over the proposed name and the signage requirements for the road.

## **Numbering of Premises**

Council's objective is to have every address site within the boundary of the Council area given a number or number range. Such areas include public reserves, schools, buildings, and all other fixtures and locations situated in urban thoroughfares, which are not numbered but which require road addresses to establish their locations.

This policy has been developed within the authority stated in Section 220 of the Local Government Act 1999 and in line with the 2011 Australian / New Zealand Standard for Geographical Information – Rural and Urban Addressing.

The principles of this policy will be followed where historical anomalies exist in relation to road numbering. Council will endeavor to resolve numbering to the satisfaction of all parties involved using the standards defined in this policy.

## **Displaying of Premises Numbers**

Council's objective is to have all premises within the City of Port Adelaide Enfield, including residences, shops and other buildings, display adequate identifying numbers.

Under Section 220(6) of the Local Government Act 1999 an owner of land must, at the request of Council, ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or approved by the Council.

## **Residential Premises**

All premise numbers should be easily identifiable from a stationary vehicle located on the adjacent roadway.

When properties have no street frontage numbers must be identifiable from the access/private laneway adjacent to the property.

For houses which are less than 1.5m from the front property boundary the number should be placed in a prominent position to the left-hand side or adjacent to the main entrance to the house.

For houses that are more than 1.5m from the front boundary, the premise number should be placed on or near the front gate. If the premise has no front fence or gate, the number should be placed on the letterbox or other feature facing the street. [Australia Post prefers the premise numbers to be displayed on the letterbox where a letterbox is provided.]

Ideally the numbers should be located 750mm to 1.5m above the ground level and on the left-hand side of the door or gate.

Numbers should be 75mm high to ensure they can be seen from the roadway and use colour combinations which provide strong contrast between the number and the background, such as black and white. Visibility is improved by using retro-reflective material for either the number or the background. For numbers placed on letterboxes consider using raised numbering (tactile) to assist the vision impaired.

## **Industrial and Commercial Premises**

Premise numbers should be displayed in a prominent position to the left side of the driveway main entrance and/or the façade of the building and in a way that makes it easy for the number to be seen clearly by pedestrians and motorists.

Commercial buildings require the same type of premise numbers as residential premises. Although the minimum required height of number is 75mm, larger numbers are encouraged. Owners should consider displaying numbers which are in scale with the size of the building and which enhance its appearance.

### Delegated Authority

The Administration (The Chief Executive Officer or their sub delegate) is permitted to exercise their authority allowed under The City of Port Adelaide Enfield's Delegations and Sub Delegations of authority to make changes or corrections to street names (e.g. Berliet Road to Berliet Street and Mempes Street to Menpes Street), or premises numbering.

Any action under delegated authority will require notifications to be done as stated in this policy when necessary.

### Dispute Resolution Process

In the event of a dispute between Council officers and a developer or interested party a Council report will be presented before Council for deliberation.

### Street Numbering Considerations.

As part of any proposal to assign a name to, or change the name of, a public or private road, a detailed assessment for any resulting street numbering changes shall be considered.

### Monitor and Review of Policy

This policy will be reviewed on a regular basis. Public notice will be given of adopting or altering this policy. [See Section.219 (7) of the Local Government Act 1999]

## **DEFINITIONS**

List of all key terms and acronyms that are used in the policy, and their definition.

Key Term – Acronym	Definition
Private Road	A trafficable route with the right of passage restricted to the owner of the land and other persons possessing the in-principal consent of the owner(s)
Property	Real estate owned, occupied or to which an interest can be maintained in by defined persons or parties. NOTE: A property may comprise more than or less than one land parcel of address site
Public Road	A road under appropriate road or land legislation and which the public is entitled, as of right, to use as a thoroughfare or access. NOTE: A public road may or may not be formed or constructed