



Ōtorohanga
District Council

POLICY

ROAD NAMING AND NUMBERING October 2024

[Approval and review details](#)

Approval authority	Ōtorohanga District Council	Effective date	22 October 2024
Administrator	Group Manager Regulatory and Growth	Next review date	October 2029

[Version History](#)

Date	Version	Changes	By	Date Adopted
22 October 2024	1.0	Proposed policy presented for approval	GM R&G	22 October 2024

1 Purpose

The purpose of the **Road Naming and Numbering Policy** (Policy) is to ensure that new road names and addresses are allocated consistently throughout the Ōtorohanga district whilst meeting legislative, Land Information New Zealand, New Zealand Post and emergency services requirements. It formalises and refines the methodology that has been used by Council in the past to name roads and address properties.

2 Scope

This policy applies where proposed roads and other vehicular accesses are being created either through subdivision development, or the formation of existing unformed legal road, and to the naming of existing unnamed roads/vehicular accesses both public and private. This policy should form part of any subdivision design and approval process reference material.

3 Importance

Emergency services, postal services and the community at large rely on accurate and unambiguous property identification. It is important that addresses are issued correctly in the first instance, as badly assigned addresses can cause severe problems and are costly to rectify.

4 Policy Statement

In the process of receiving information and submissions and managing personal information while implementing the provisions of this policy, Council employees and contractors will always respect the privacy of individuals and communicate in a courteous and professional manner.

5 Reporting and Records management

No additional reporting is required over and above those identified in this policy.

Staff must retain all records relevant to administering this policy in a recognised Council recordkeeping system.

6 Legislation and Standards

6.1 Local Government Act 1974. Part 21 – Section 319 General powers of Councils in respect of roads.

- a. The Council shall have power in respect of roads to do the following things: (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.
- b. 319A Naming of roads - If the Council names any road for the first time, or alters the name of a road, the Council must as soon as practicable send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General.
- c. 319B Allocation of property numbers:
 - (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 a 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).

6.2 This policy must be read in conjunction with:

- AS/NZS 4819:2011 Geographic information – Rural and urban addressing (the Standard).
- Ōtorohanga District Council Operative District Plan.
- Waikato Regional Infrastructure Technical Specification (RITS) – section 3 Transportation.

7 Road Naming

Roads to be named

- 7.1 Roads are named to ensure ease of identification for the Council, the general public and essential services such as emergency, postal and courier services. All formed legal roads must be named. An unformed road may be named if an address needs to be issued along that road. New private roads and private rights-of-way servicing six or more address sites are required to be named. In this instance the address numbers are assigned from the road onto which the private road or right-of-way connects. When developers apply to name a private road or right-of-way they become responsible for the cost and erection of signage. All named private right-of-ways will use a road type listed in Tables A2.2 and A2.3.

Note: Ōtorohanga District Council has no responsibility for the future maintenance or upkeep of any private road or private right-of-way however all new signage must be erected by Council staff or approved contractors to ensure installation complies with height and set back standards.

Road naming process

- 7.2 The process followed by Council for assigning a new road name is summarised in Appendix 1. An 'Application for Road Naming' should be submitted with the resource consent application documents. The application must propose a name for each new road. The developer could consult with a local historian, local community group, members of the public or iwi if they are having difficulty choosing a road name. Alternatively, a list of suitable names with a local connection is available to assist applicants. It is recommended that alternative names are provided should one of the 'first choice' names be declined. A report presenting the application for a road name is submitted to Council for rural roads or the Community Board for urban roads. Council or the Community Board will consider the application and accept or decline the road name, or it may decide on another name. In some situations, the Council or Community Board may consider that it would be prudent to consult more widely with the affected community on the suggested road name(s). When Council agrees that consultation is appropriate a consultation strategy will be prepared.

Selection of road name

7.3 Road names need to be unique, clear and unambiguous. Short names that consist of a single word are preferred.

7.4 A road name must:

- be shorter, rather than longer, especially where the road itself is short;
- be less than 15 characters in length, however in exceptional circumstances longer road names may be allowed;
- be of a practical length in comparison to the length of the road, to enable the name to be easily displayed on a road map;
- share a common theme if more than one road needs to be named, for example, naming roads in a new subdivision;
- be easily pronounced and spelt, or in the instance of a Māori name, become familiar and easy to use over time. Māori names may require diacritical marks such as macrons to preserve the correct meaning;
- be spelled with characters from the standard alphabet;
- if containing a number, have the number written in full;
- the possessive 's' is discouraged in road names.

7.5 A road name **must not**:

- duplicate or closely resemble, in either spelling or pronunciation, another existing road name in the Ōtorohanga district, or the name of a reserve or park;
- duplicate or closely resemble a proposed road name that has been submitted to Council for consideration;
- duplicate the name of a park or reserve unless the road is in close proximity to the park or reserve in question. Close proximity means adjacent to, parallel with or adjoining the road;
- include an apostrophe, unless forming part of an eponymous name (e.g. O'Connor), or a full stop;
- be an abbreviation or contain an abbreviation e.g. 'Mount' not 'Mt', except that 'St' shall be used for 'Saint';
- the Council in determining a suitable road name will take into account any additional relevant factors such as names that:
 - give special recognition to the tangata whenua of the Ōtorohanga District. (If a name is chosen in te reo Māori then iwi must be consulted);

- are in memory or honour of local residents who have made a significant contribution to the community.;
- are in memory or honour of other events which have had a significant impact on the community;
- reflect the nature of topographical features in the vicinity.

Road type

- 7.6 A road name must consist of a name followed by a road type. The road type must be selected from the list in Appendix 2 and must reflect the functions and characteristics of the road based on actual fact at the time the application is made. Consideration will not be given to any potential development which may have an effect on the road type, unless Council has already received written application for such development to take place.
- 7.7 Council reserves the right to require the use of a different road type if it believes that the type suggested is not suitable.

Road names for State Highways

- 7.8 Although state highways are owned and managed by New Zealand Transport Agency, Council is still responsible for addressing properties off state highways. Where possible, state highways have been given appropriate local names, for example along State Highway 3 due to its length, the road has been broken into several sections for easier management and administration purposes, i.e. Ōtorohanga Road, Main North Road, Te Kuiti Road. Where a property along a state highway falls into an urban area, it will be numbered in accordance with the address numbering rules in Section 8 of this policy. Where the property falls in the rural area, Section 8.8 of this policy, 'Special Provisions for Rural Address Numbering', will be applied.

Changing Road names

- 7.9 Council does not encourage the changing of road names because of the cost of the procedure and the inconvenience caused to the public. A name change will only be made if Council considers that there is a very good reason to change the name, that the change will result in a clear benefit to the community and the owners of land fronting the road are generally in agreement with the proposal.
- 7.10 Reasons for changing road names may include:

- correcting a spelling mistake;
- eliminating the duplication of a name in spelling or sound;
- eliminating confusion arising from road layout changes;
- where road development has caused a road to no longer be continuous and the resultant segments need to be renamed
- geographical corrections
- issues of cultural sensitivity
- Council will only institute a name change if a budget is available to meet the costs or suitable arrangements have been made by private parties to meet the costs. These costs may include:
 - providing property owners of the affected road with reasonable costs for replacement letterbox numbers (a maximum dollar value will be set by Council at the time of the road name change taking effect);
 - providing residents of the affected road with change of address forms;
 - notifying emergency services and other affected organisations of the change of road name.
- Where an owner or occupier of a property in a particular road, a member of the public or a group within the community seek to have a road name changed, in addition to the above criteria Council will only consider initiating the change if:
 - the request takes the form of a petition signed by at least 80% of the owners whose properties front the road;
 - the name suggested by the applicants must be acceptable to Council in terms of the criteria for naming new roads;
 - the applicants or petitioners agree to meet all costs and disbursements incurred by Council (including costs of signs, renumbering, administration etc).
- Decisions to change road names will be made by Council. Consequential changes to property numbers (where necessary) will be undertaken by Council in line with the arrangements laid out in this Policy.

Existing Roads found to be unnamed

- 7.11 If Council becomes aware that an existing, formed road in the district does not have a name, Council will first investigate that the road is in fact unnamed by checking with Land Information New Zealand.
- 7.12 The procedure that follows will depend on the situation.

- If there is a commonly used name then the local residents and other affected parties will be invited to comment on the suitability of the commonly used name.
- If there is no commonly used name or disagreement about the commonly used name then the Community Board or Council will instruct staff to develop a list of suitable names and request feedback or comment to determine the community's preference.
- Council staff will, after taking into account the views of residents, affected parties and the wider community, recommend a preferred name to the Community Board or Council. Council staff will check the preferred name for duplication with other road names in the district.
- If the Community Board or Council decide the name is suitable it can be adopted as the commonly used name for the road.
- Residents of unnamed private roads and private rights-of-way servicing six or more address sites may make application for a road name in accordance with sections 7.1 and 7.2 of this policy.
- Council will provide and erect signs and signposts for newly named existing public and private vehicular access ways that are not part of a recent subdivision.

8 Address Number Assignment

Application of address numbering

- 8.1 The Council assigns an address number to any area of land, building or part of a building within the district. When combined with the road name and locality (e.g. suburb, town) the address should be unique.

Address based on access

- 8.2 Addresses are assigned based on the main access to the site. Particular attention must be paid when numbering corner sites, sites that boundary a private road or private right-of-way or when numbering a new subdivision. If some flats use a different entrance, especially a different street, then it is acceptable to assign a different number and street name within the same group of properties or the same parcel.

Assigning a number

- 8.3 Address numbers are issued in accordance with the conventional numbering method of odd numbers on the left and even numbers on the right. In an urban area and where practicable, numbering shall occur from the end of the road closest to the town's centre. Where this is not

practical, i.e. where the road runs parallel to the town centre, roads will be numbered from north to south or east to west. In a rural area, numbering shall commence from the end of the road that is closest to the nearest emergency services depot. Refer to section 8.8 for specific provisions on numbering in rural areas. For numbering around a cul-de-sac refer to diagram 4.3.

Shared access – bar numbering

- 8.4 Address sites that share access, for example properties accessed from a private rights-of-way or a multi-unit development, will be numbered utilising a bar numbering system. The number before the bar will depict the location of the property along the shared access, while the number after the bar will depict the location of the private road or right of way in relation to the public road. The number before the bar will be assigned in the direction of the road numbering, therefore the conventional numbering method of odd numbers on the left and even numbers on the right will not apply. Where the bar number system is used the base number cannot be assigned singularly. For example, 37, 1/37, 2/37 is not permissible; the correct numbering would be 1/37, 2/37, 3/37. However, an address site that is already using the base number on its own may retain the number provided it is in order. For more detail on addressing multi-unit and multi-level sites refer to section 5.10 of the Standard.

Note: Ōtorohanga District Council has no responsibility for the signage, maintenance or upkeep of any private right of way.

Numbers unavailable – alpha suffix numbering

- 8.5 Where there is no available number and providing the main access to the site is not shared, an alpha suffix will be used. Alpha suffixes shall start at A and should not extend beyond E. Only when there is no other logical numbering alternative and to avoid renumbering existing sites should alpha suffixes extend beyond E. Like the bar numbering system it is not permissible to use the base number singularly if the same number is being used with an alpha suffix. For example 29, 29A, 29B is not permissible; the correct numbering would be 29A, 29B, 29C. However, an address site that is already using the base number on its own may retain the number provided it is in order.

8.6 Other numbering rules

- Address number ranges will not be allocated. An address range may be held on the Council's electronic files but a principal address will be allocated to the property and primarily used.
- Additional urban address numbers, based on the frontage allowed for normal house block properties, will be allocated or reserved for larger address sites in accordance with their development potential. A reasonable surplus of unused address numbers is a more manageable outcome than a shortfall.
- Corner address sites are addressed depending upon which road provides the main access to the dwelling. An address number on the other road will be reserved for that site if future development is likely.
- Numbers shall be allocated to the full expected potential development of each site.
- Reserves, i.e. green spaces, may be allocated a street number for administrative purposes.

Renumbering

- 8.7 Existing street numbering anomalies may be corrected to conform with this policy where practicable. Council will inform all identified affected parties prior to modifying any street numbers. When Council chooses to renumber a street the residents affected by the renumbering will be given at least 90 days' notice before the renumbering takes place. Residents affected by the renumbering will also be provided with mail redirection forms and Council will pay reasonable costs associated with the renumbering. (A maximum dollar value will be set by Council at the time the renumbering takes place.)

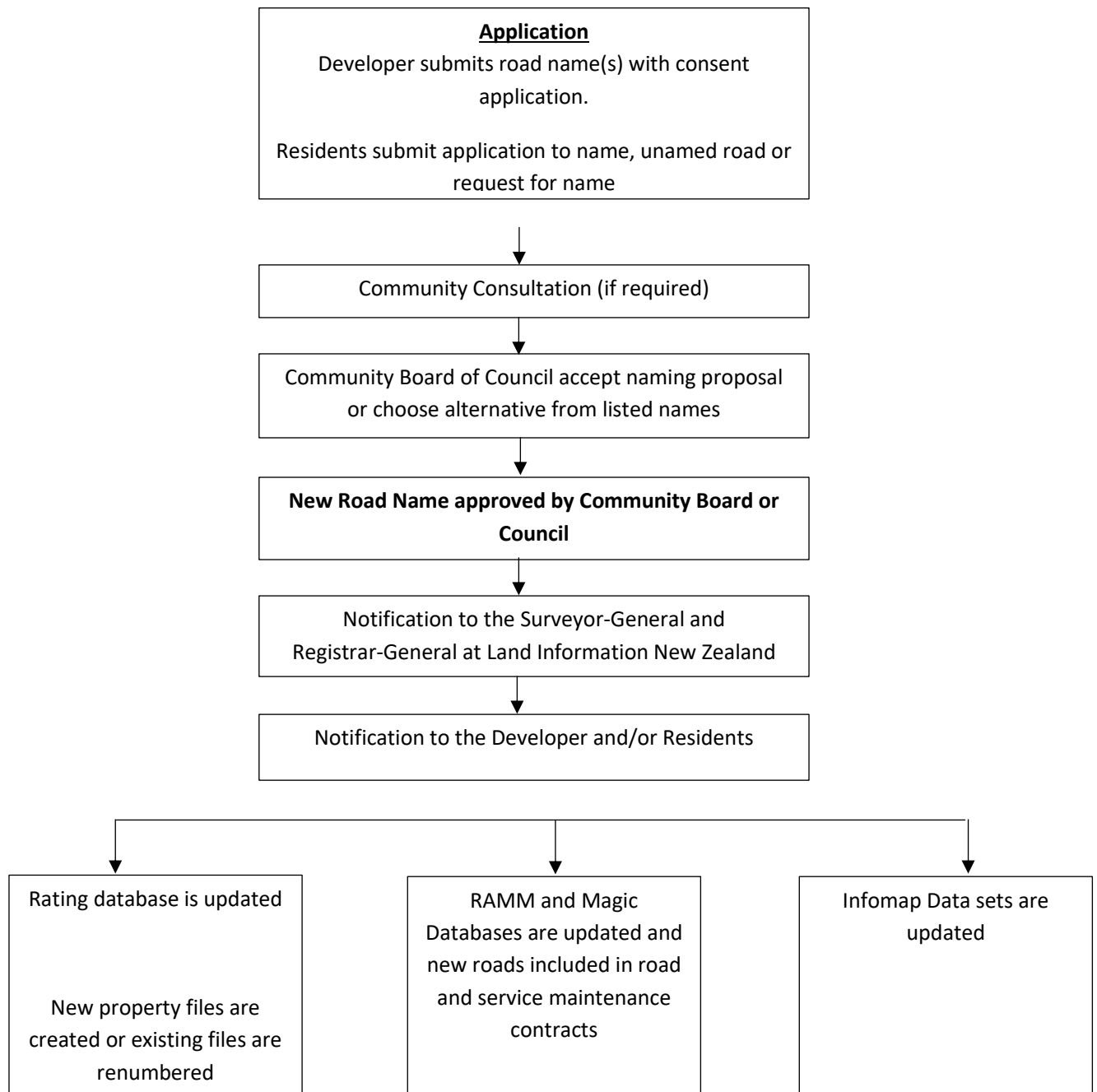
Special provisions for rural address numbering

- 8.8 The Rural Address Property IDentification system (RAPID) is used when issuing rural addresses. This system assigns a number using the distance measured from the start of the road to the main vehicle access of the property. General numbering rules still apply such as odd numbers on the left, even numbers on the right, bar numbering etc.
- 8.9 Rural RAPID address numbers shall be calculated by dividing the distance in metres, from the start of the road to the main vehicle access, by ten and rounding to a whole number, and adjusting that number by one to obtain an even or odd number, whichever is required. Where a site does not have a main vehicle access the same method can be applied, except that the distance from the start of the road to any point along the road frontage of the site can be

measured. When an access point is created a new rural number should be assigned to replace the previous number.

- 8.10 The start of the road is the end that is closest to the nearest emergency services depot. This way, emergency services will find it less difficult to find and locate rural properties. RAPID numbers will only be allocated to rural properties outside of the urban boundary of townships as defined in the Ōtorohanga District Plan.
- 8.11 Changes to RAPID numbers are discouraged as it reflects the distance along the road and any changes to the number may compromise the integrity of the numbering system.
- 8.12 Rural Delivery (RD) numbers are assigned by New Zealand Post and are used for postal purposes only. The RAPID number is independent of the RD number.

Appendix 1 – Process followed by Council for new road names



Appendix 2 – Application for Road Name

A2.1

Suffix	Definition
Alley	A usually narrow roadway in a city or town
Arcade	A covered walkway with shops along the side
Avenue	A generally broad straight roadway with trees or other objects at regular intervals
Boulevard	A broad main street often planted with trees and grass plots
Circle	A roadway that forms a circle or short roadway bounded by a circle
Close	A short enclosed road. Cul-de-sac
Court	A short enclosed road. Cul-de-sac
Crescent	A crescent or half-moon shaped street rejoining the road from which it starts
Crest	A roadway running along the top or summit of a hill
Esplanade	A level roadway along the coast, lake or a river
Drive	An especially scenic road or street. A main connecting route in a subdivision or suburb
Glade	A roadway usually in a valley of trees
Glen	A roadway through a narrow valley
Green	A roadway often leading to a grassed public space
Grove	A road that often features a group of trees standing together
Heights	A roadway traversing high ground
Lane	A narrow way, path, country road or street. A narrow passage between hedges or buildings, an alley
Loop	A roadway that diverges from and rejoins a main thoroughfare
Mall	A wide walkway usually with shops along the sides
Mews	A roadway in a group of houses

Parade	A public promenade or roadway with good pedestrian facilities along the side
Place	A short sometimes narrow enclosed roadway. Cul-de-sac
Quay	A roadway along the waterfront
Ridge	A roadway along the top of a hill
Rise	A roadway going to a higher place or position
Road	An open roadway primarily for vehicles. Defined in Local Government Act 1974, Sec 315
Square	A roadway which forms a square or a roadway bounded by four sides.
Steps	A walkway consisting mainly of steps
Street	A township carriageway that has buildings usually on both sides. General usage
Terrace	A roadway usually with houses on either side raised above the road level
Track	A narrow country road that may end in pedestrian access
Vale	A roadway along low ground between hills
View	A roadway commanding a wide panoramic view across the surrounding areas
Walk	A thoroughfare with restricted vehicle access used mainly by pedestrians
Way	A winding or curved track or path for passing along

A2.2 Suitable suffixes for particular road types:

Road Type	Suffix
Cul-de-sac (<i>short dead-end street with turnaround at the end</i>)	Close, Court, Place
Wide spacious street	Avenue, Boulevard, Parade

A2.3 Suitable suffixes for private roads and private ways categorised by road types:

Road Type	Suffix
Narrow road and right of way	Lane, Track, Way
Associated with high ground	Crest, Heights, Rise, Ridge, View
Associated with low ground	Glade, Glen, Grove, Vale
Tree lined road	Glade, Grove

Appendix 3 – Road Names

A list of suggested names provided by iwi or members of the community.

These road names are not pre-approved as some names may not be suitable in context or certain locations. Final approval is at the discretion of Council or the relevant Community Board.

Road name suggestions (example):

Celie

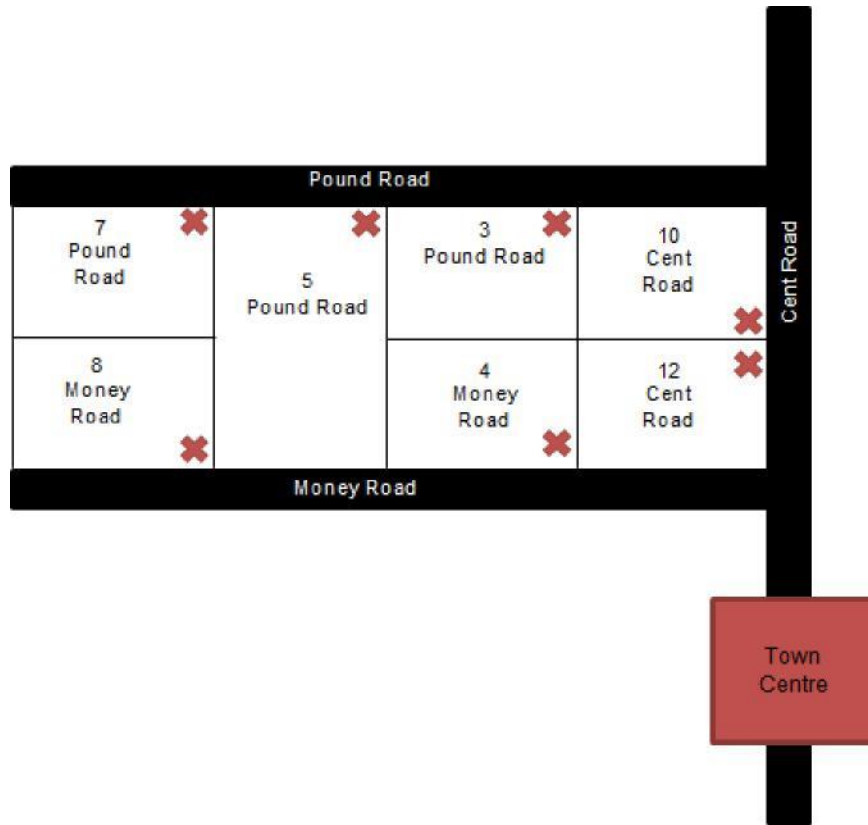
Orsogna


Santerno

These names are battle honours conferred upon the NZ Division during WWII. They continue the theme of existing street names in Ōtorohanga – Sangro Crescent and Gradara Avenue.

Appendix 4 – Diagrams

4.1 Address based on access

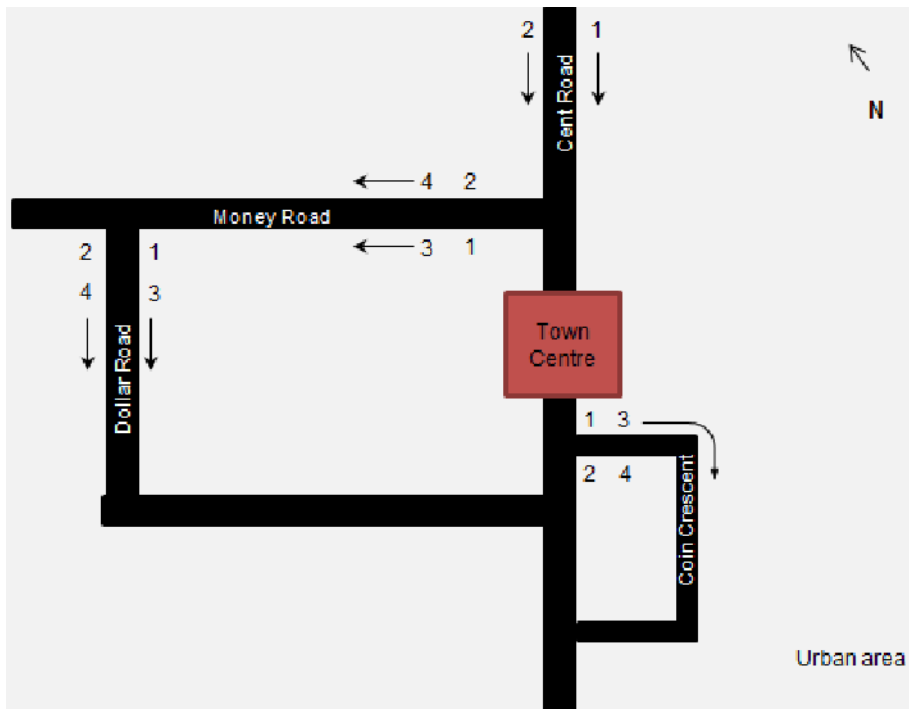


 Main access to property

Key points:

- Addresses are assigned based on the main access to the property

4.2 Assigning a number

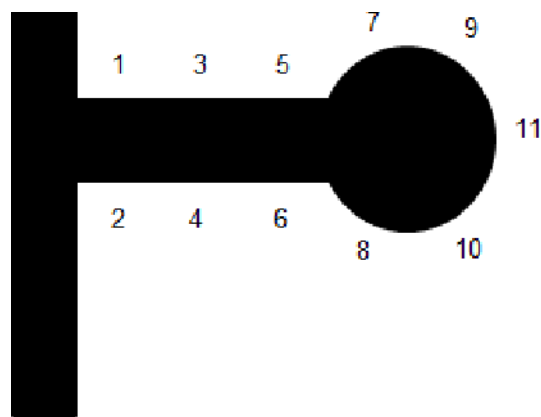


Money Road and Coin Crescent are numbered from the point closest to the town centre. Dollar Road and Cent Road are numbered from north to south because it is too difficult to determine the end of the road that is closest to the town centre.

Key points:

- Begin numbering closest to town centre
- If impractical, north to south or east to west
- Odd numbers on left
- Even numbers on right

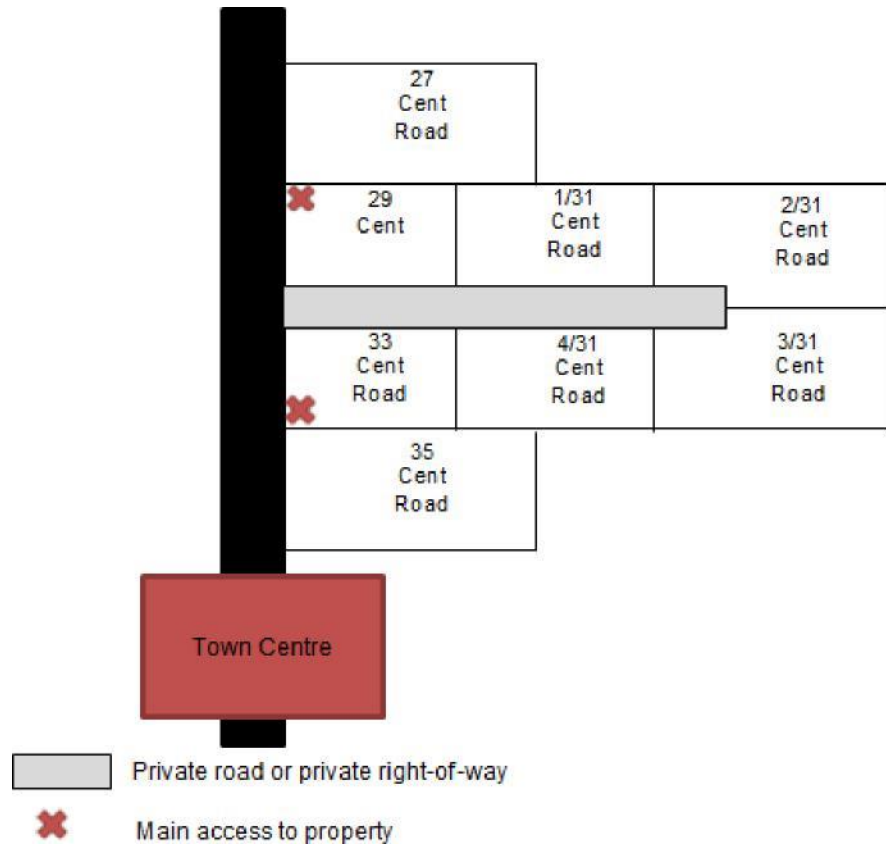
4.3 Numbering around a cul-de-sac



Key points:

- Begin numbering closest to town centre
- If impractical, north to south or east to west
- Odd numbers on left
- Even numbers on right

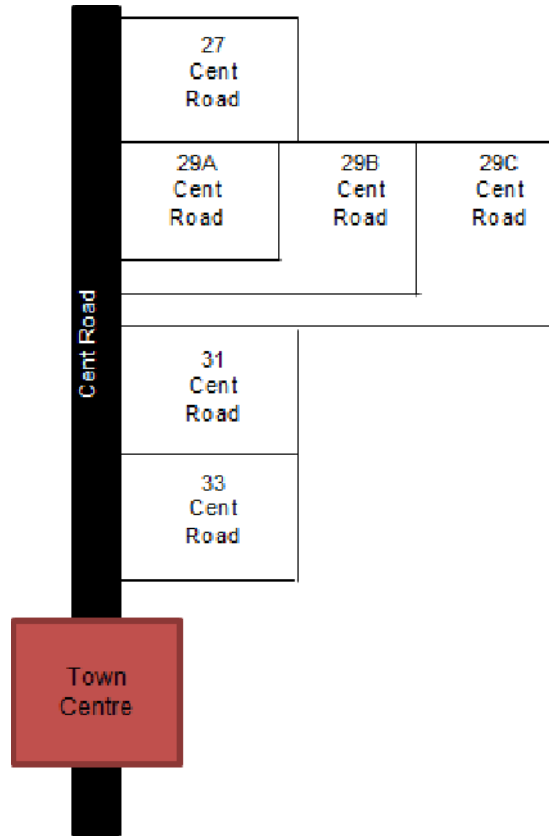
**4.4 Shared access
– bar numbering**



Key points:

- Private roads and private right-of-ways are not required to be named
- Properties that share a private road or right-of-way are numbered from the public road to which the private road or right-of-way connects
- Numbering is allocated based on the main access to the property
- Bar numbering is assigned in the direction of the road numbering
- All named private right of ways will use the road type Way, Lane, Mews or Court.

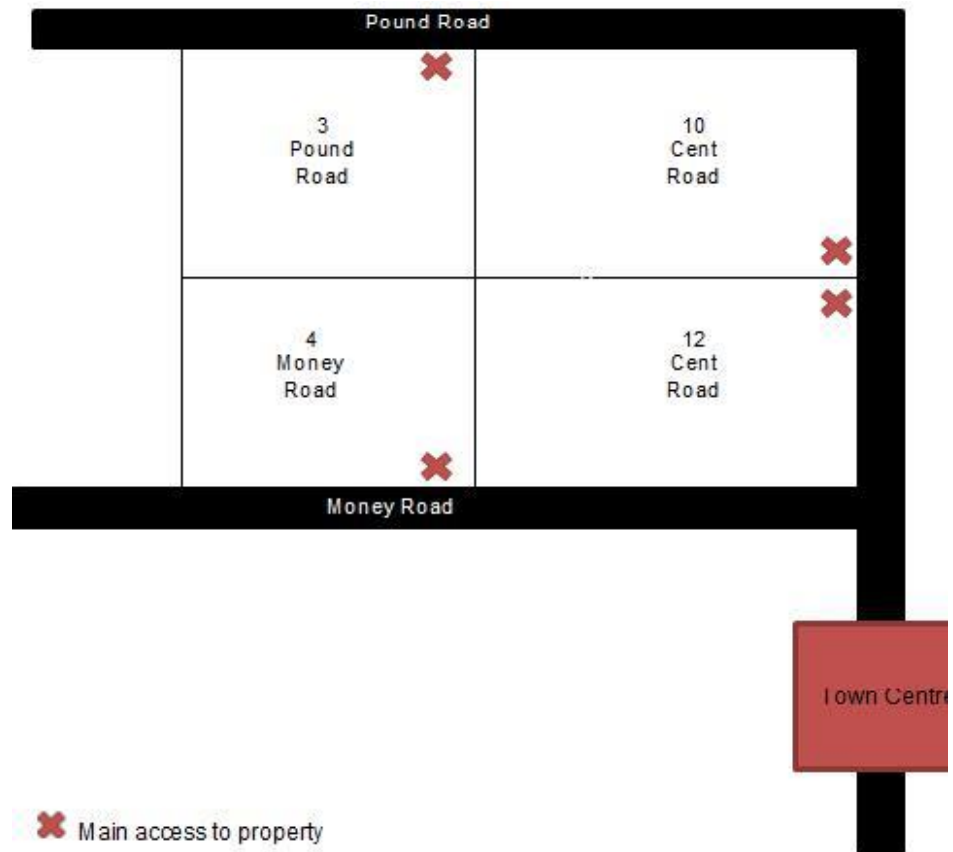
**4.5 Numbers
unavailable – alpha
suffix numbering**



Key points:

- Use alpha-suffixes where there are no available numbers
- Do not use the base number singularly eg 29, 29A, 29B, must be 29A, 29B, 29C unless an address site is already using the base number, provided it is in order.

4.6 Corner address sites



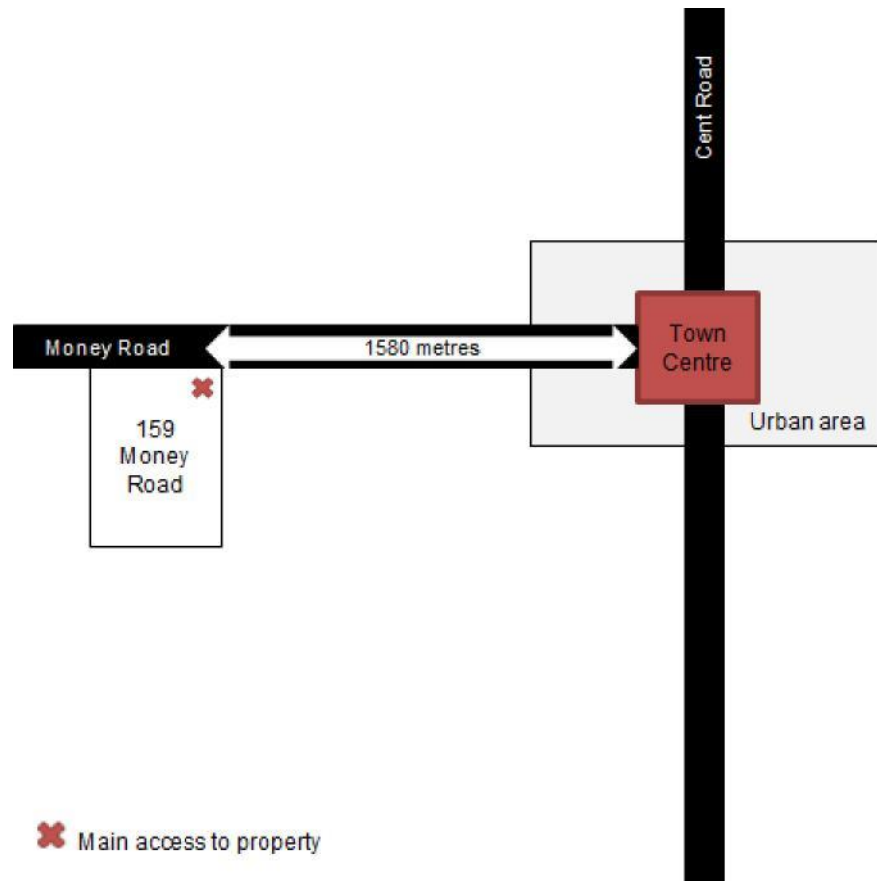
X Main access to property

The addresses 1 Pound Road and 2 Money Road are reserved for future development.

Key points:

- Reserve address numbers for future development

4.7 RAPID numbering



Key points:

- Begin measuring from the start of road at the point closest to the town centre
- If impractical, north to south or east to west
- Measure in metres to main vehicle access and divide by 10
- Odd numbers on left – adjust number by one if necessary
- Even numbers on right – adjust number by one if necessary.