

Policy Document

Road Naming and Property Numbering Policy

Policy No: DCSB-I-14.03	Version No: 2.0	Administered by: Chief Executive Officer
Approved by: Council	Approved on: 18 December 2014	Agenda Item/Minute Book No or Approval Ref: 240/14
Last Reviewed: September 2014	Review Date September 2016	File No: 14.063.001.001
Classification: Infrastructure		
Strategic Plan link: Strategy 1.1.7 Ensure compliance of relevant Council policies and procedures with legislative requirements.		
References and related Policies & Procedures: Local Government Act 1999 s219, 220 & 231 Australian Standard AS 1742.5:1997 of "Manual of Uniform Traffic Control Devices" Australian Standard AS 4819:2011 "Rural and Urban Addressing" LGA guidelines "Selection of Names for Roads in SA."		

1 Purpose and Scope

The purpose of this policy is to ensure that an open and transparent process is undertaken in relation to the naming of roads and assigning of street/road numbers throughout the Council region.

2 Policy

The District Council of Streaky Bay has the power, and under certain circumstances the obligation, under section 219 of the Local Government Act 1999 (the Act) to assign a name to, or change the name of:

- a public road
- a private road
- a public place

Council must assign a name to each public road created by land division. The developer is required to submit proposed road names to Council for prior approval. It is Council's policy that all sealed public roads and all formed public roads within the Council area that are regularly accessed will be assigned a name. This does not include 'unmade' road reserves.

All formed private roads that are accessible to the public (with the following exception) will also be assigned a name. Private roads with five or less property addresses do not need to be named. In these cases, address numbers will be assigned off the road that the private road exits on to.

All roads that can be used as part of an address for an address site will be assigned a name.

The naming of State roads is the responsibility of the Department of Planning, Transport, & Infrastructure. (DPTI)

Road name signs that identify each public road will, as far as practicable, be placed at every major road intersection and will clearly indicate the road to which it applies.

3 Naming Roads

3.1 Initiating the Road Naming Process

A road naming process may be initiated if:

- a request is received by the Council from an affected land owner or their agent;
- Council resolves that a name change be investigated;
- Council staff determine it is in the public interest to investigate a change in road name;
- Council opens or forms a road;
- Council receives an application for a land division;

3.2 Road Names

In the naming and renaming of public roads the following principles will be observed.

3.2.1 Uniqueness

A road will have only one name.

A road name will be unique within an official suburb or rural locality. Duplicate road names within a suburb/locality will be resolved in order to avoid confusion (eg emergency services response).

Roads that are maintained by DPTI will be named by DPTI. Council will consult with DPTI in relation to naming these roads.

Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Roads) within a suburb or locality will be avoided where possible.

If possible, duplication of names in proximity to adjacent suburb or locality will also be avoided. However, roads crossing Council boundaries should have a single and unique name.

Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.

3.2.2 Name Sources

Sources for road names may include:

- Aboriginal names taken from the local Aboriginal language;
- early explorers, pioneers, and settlers;
- eminent persons;

- local history;
- thematic names such as flora, fauna, ships etc;
- war/casualty lists; and
- commemorative names.

Names will be selected so as to be appropriate to the physical, historical or cultural character of the area concerned.

Local Aboriginal communities will be consulted when choosing Aboriginal names or using words from relevant Aboriginal languages.

3.2.3 Propriety

Names of living persons will be avoided.

Names, which are characterised as follows, will not be used.

- Offensive or likely to give offence;
- Incongruous - out of place; or
- Commercial or company; or
- Names of corporations subdividing land
- Long street names for short streets

3.2.4 Communication

Names will be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public.

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. Sceale Bay Road;
- roads with double destination names will be avoided eg Poochera-Port Kenny Road.

3.2.5 Spelling

Where it is intended that a road have the same name as a place or feature with an approved geographical name, particular care will be taken to ensure that the correct spelling of the official place name is adopted as shown in the State Gazetteer.

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.

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".

3.2.6 Form

The apostrophe mark ' will be omitted in the possessive case e.g. "Smith's Road" will be "Smiths Road".

Names will avoid the use of the possessive "s" unless the euphony becomes harsh e.g. "Devil Elbow".

The use of hyphens will be avoided. However, hyphens may be used when naming a road after a person with a hyphenated name.

3.2.7 Road type

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

- 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.
- When a suffix with a geometric or geographic connotation is chosen it will generally reflect the form of the road, eg,
 - 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. [The list has been sourced from Australian Standards AS 1742.5 - 1986 and AS 4212 – 1994. 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

3.2.8 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.

3.3 Naming of Private roads

This policy covers all formed roads that are regularly accessed and therefore includes private roads. Private land owners are not obliged to seek Council approval for naming their roads. However, 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.

3.4 Consultation with adjoining councils

If Council decides to change the name of a public road that runs into the area of an adjoining Council, 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 s.219(2) of the Act]

3.5 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 generally throughout the State, as required under the Act. Public notice will include the date that the new name takes effect (see below) and notice will also be published on the Council's website www.streakybay.sa.gov.au.

Where a road is to be renamed:

- Council will advertise the proposed naming or name-change of the road in the local press, allowing a period of four weeks for written submissions prior to closing of the relevant agenda
- Council will then make a determination of name and will notify parties who have made a written submission of the outcome.

3.6 Advising relevant parties of new name or name change

Council will provide mandatory written notice of Council's decision to:

- Registrar-General;
- Surveyor-General; and
- Valuer-General [see s.219(3)(a) of the Act]
- the owner of the road (if a private road);
- SA Police
- SA Ambulance Service; and
- Country Fire Service and State Emergency Services

and may provide written notices to other interested parties such as

- owners of abutting properties;
- Australia Post;
- Communications providers;
- SA Water;
- SA Power Networks

3.7 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 s.231 of the Act.

3.8 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 DPTI.

4 Property numbering

4.1 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.

4.2 Displaying of premises numbers

Council's objective is to have all premises within The District Council of Streaky Bay, including residences, shops and other buildings, display adequate identifying numbers. Council has taken into account the need to have premises clearly identified so that emergency services, Australia Post and other service providers and the general public can easily locate premises.

Under s 220(6) of the Act Council has the right to direct an owner of land to ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or approved by the Council.

4.2.1 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 road/private laneway adjacent to the property.

For houses such as those in denser areas which are less than 1.5 metres 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 1.5 metres 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 at least 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 numbers (tactile) to assist the vision impaired.

4.2.2 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 75 mm, larger numbers are encouraged. Owners should consider displaying numbers which are in scale with the size of the building and which enhance its appearance.

4.3 Kerbside numbering

In addition to the displayed premise numbers, Council will permit Neighbourhood Watch SA groups to install, at their cost, kerbside numbering on premises within the Streaky Bay District Council and provide these groups with the necessary number templates. All such kerbside numbering must be installed in accordance with Council's Standards for Uniform Kerbside Numbers.

4.4 Allocation of numbers

Council will allocate numbers for all premises in accordance with AS 4819:2011.

4.5 Promotion and enforcement

Council will promote the display of premise numbers within the district, in particular using the following methods:

- Include an advisory note regarding premise numbering in the conditional approval of each development application processed
- Include a copy of this policy in the New Residents Kit;
- Include an article regarding premise numbers in at least one edition of The Criterion per year;
- Support any joint promotional campaigns arranged by Australia Post and/or emergency service providers.

5 Further information

Public consultation will occur whenever material changes are made to this policy. This policy will be available for inspection at the Council office listed below during ordinary business hours and provided to interested parties as per Council's Fees and Charges Register. Copies are available to be downloaded, free of charge, from Council's internet site: www.streakybay.sa.gov.au

District Council of Streaky Bay
29 Alfred Terrace
Streaky Bay 5680
Phone: (08) 8626 1001
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6 Grievances

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive of Council.

7.0 Policy Details

V1.0	November 2010	33/0309
V2.0	TBA	