



**APPENDIX C**

**PROCEDURES FOR NAMING OF NEW ROADS AND PRIVATE ROADS**

**A. Procedure for the initial naming of a new road**

(Statutory power - refer to Section 319A of the Local Government Act 1974. This power has been delegated to the appropriate Community Board).

1. The subdivider can submit three preferred names in order of preference, within the Council's guidelines - see below.
2. The Administration Officer (Street Naming and Numbering), Auckland City Environments will:
  - (i) Check with N.Z. Post in case there is an objection to the names selected.
  - (ii) Check with the N.Z. Fire Service to ensure that the names selected will not cause problems in the event of an emergency. (The Fire Service Operations Room has a computer listing of all street names between Wellsford and Mercer).
  - (iii) Report to the Community Board the preferred names, and the advice of N.Z. Post and N.Z. Fire Services for final approval.
3. The Community Board will consider the request and advise the Administration Officer (Street Naming) of the selected name.
4. The subdivider will be advised of the approved name as soon as the Survey Plan has been sealed by the Council.
5. Statutory notifications will then be made along with notification to other interested parties, including Auckland City Environments.
6. Arrangements for name plates will follow.
7. The Administration Officer (Street Naming) will maintain an archival record of the origin of all new road names and the reasons for selection of such names.

**B. Guidelines for the selection of new road names**

1. Names must not be a duplicate of any existing city road name and preferably should not duplicate any name occurring within Waitakere, Manukau, North Shore or Rodney districts. Distinctions using street, road, crescent, lane are to be avoided.
2. Homophones (identical sounding names with different spelling, e.g. Gulf/Golf) are to be avoided.
3. The length of the name (exclusive of the classifier "avenue", "road" etc) should desirably not exceed 12-15 characters.



4. Names should be easy to spell and pronounce and have an appropriate meaning.
5. Names of roads should be distinctive and/or attractive. An “interest value” is important, but the interest should not be a fleeting one.
6. Regard will be given to requests from owners and subdividers when naming new roads in subdivisions.
7. Regard will be paid to historical factors (with reference to the area or people involved - including Maori, early settlers, commerce or industry), natural features, outstanding events or persons, including notable Aucklanders and prominent New Zealanders.

**C. Naming of Private Ways and Rights-of-Ways**

- The Council does not have any statutory power to allocate names to private ways, rights-of-ways, common access lots.
- The Council will, however, advise an applicant, as to whether confusion is likely to occur with any road name, which exists on the Isthmus.
- Applicants must make their own arrangements with the N.Z. Post regarding delivery of mail down the private way, etc.
- Rubbish trucks will not travel down private ways, etc.
- Applicants should bear in mind that the Council does not normally number properties off a private way etc separately from the public road giving access to the private way.
- Where the number of properties served by a private way exceeds five, the Council will give consideration to issuing separate numbers. In this case the name of the private way must be submitted to the Council for Council approval.
- The presence of a nameplate on a private way etc may also lead to parking problems on privately owned land, which the Council has no power to deal with.