

Procedure 4.04.1 Road Naming

Department	Strategy and Business Services Transport and Utilities Group
Responsible Officer	Director Transport and Utilities

Introduction

This procedure is to establish clear guidelines for the selection and approval of road names for the naming of new roads and the renaming of existing roads, including both public and private, within the Bega Valley Shire Local Government Area (LGA) to comply with Council's legislative obligations.

Definitions

For the purposes of this procedure, the term "road" refers to any road for which Bega Valley Shire Council is the road naming authority, including public roads, a road that is to be dedicated to Council by way of a subdivision, Crown public roads, private roads and rights of carriageway. Council will work collaboratively with other agencies to ensure the endorsement of all other roads within the Local Government Area including State roads, highways, State Forest and National Parks & Wildlife Service roads.

Act and Regulation

This procedure for the naming of the Shire's roads has been made pursuant to the provisions of Section 162 of the *Roads Act 1993*.

All new road naming proposals received must be reported to Council for formal Council resolution to advertise the proposal. Authority is delegated to Council's Director of Transport and Utilities however to advertise a proposal to name a new road using a suitable road name which has already received the approval of Council and the Geographical Names Board.

Existing Roads

The names of roads recorded in Council Road Register are confirmed as at the date of this procedure.

Road Naming Options

Option 1

The preferred option for all road naming proposals is for the applicant to choose a name from a pre-approved list of names which have already received the approval of Council and the Geographical Names Board of NSW. Council can have a total of 50 names pre-approved at any one time for future use throughout the Shire.

The list of pre-approved names does not identify the type of road, e.g. Drive, Court, Avenue etc. as these must be selected to suit each individual situation.

The appropriate fee, as contained in Council's Fees & Charges Schedule (as amended from time to time) will be charged for Council staff to process the road naming application. The fee to choose a name from the pre-approved list is less than the fee to propose a new road name under Option 2.

Option 2

Applicants may choose to propose a new name that is not included on Council's pre-approved road naming list. The application should include information in support of the name proposed, including any background information such as where the name comes from, how it connects with the community, if the name is commemorative, who or what the road is named after, the relevance of the name and any historical reference or dates. Suggested road names will only be considered if they comply with the road naming criteria as set out in this procedure and derived from the NSW Address Policy and Addressing User Manual.

All new road name proposals are to be reported to Council seeking approval to advertise the proposed use of the road name. If objections are received to the use of the proposed name, a further report to Council will be required and if an objection is upheld, further advertising required. For this reason, the fee payable under Option 2 is greater than that of Option 1.

The appropriate fee, as contained in Council's Fees & Charges Schedule (as amended from time to time) will be charged for Council staff to undertake the road naming process.

Naming of New Roads Dedicated by Subdivision

Proposed new roads shall be shown upon the Plan of Subdivision and shall comply with the naming criteria as set out in this procedure. Developers will be provided with a list of pre-approved names from Council's Road Register which have already satisfied the road naming criteria and have been approved by Council and GNB. Developers will have the choice of using names from this list, or proposing a new name under Option 2 above.

Road naming criteria

All road naming proposals must be submitted in writing using the "Road Naming Application" form available on Council's website and must comply with the following road naming criteria:

- a. Council resolved that road names based on the following themes should be nominated:
 - i. Local Aboriginal heritage;
 - ii. Early explorers, pioneers, settlers and historical figures;
 - iii. Natural environment, marine, flora or fauna.
- b. Roads in NSW can only be named after people who have been deceased for a period of at least two years. Consent of the family members of the person who is being commemorated must also be obtained.
- c. Road names should be written in standard Australian English or a recognised format of an Australian Aboriginal language local to the area of the road. Local Aboriginal Land Councils should always be consulted.
- d. Road names shall be easy to pronounce, spell and write, and preferably not exceed three words (including the road type) or 25 characters. An exception to this is in the use of Aboriginal names when it is accepted that a traditional name may at first appear to be complex but will, over time, become more familiar and accepted by the community.
- e. Road names shall not be offensive, racist, derogatory or demeaning (refer to NSW Anti-Discrimination legislation).
- f. Commercial and business names shall not be used, particularly where the name can be construed to be promoting the business. However business names no longer in use and which promote the heritage of an area may be acceptable.
- g. Duplications of existing road names will not be considered. A road name will be regarded as a duplicate if it is the same or similar in spelling to an existing name, regardless of the road type. Road names shall not be duplicated:
 - i. Within the same locality;
 - ii. Within an adjoining locality;

- iii. Within a Local Government area;
- iv. Within 20km in a regional urban area, within 30km in a rural area and within 50km in remote areas.
- h. Diacritical marks (symbols such as ´ in è, ÿ in ç or : in ö) are not used in Australian English names, and shall be omitted from names drawn from languages that use such marks.
- i. The following types of punctuation shall not be included as part of a road name: period (.), comma (,), colon (:), semi-colon (;), quotation marks (“ ”), exclamation mark (!), question mark (?), ellipsis (...), hyphen (-), dash (/) and parenthesis (()). For surnames or other names that include a hyphen, the hyphen shall be omitted when used for a road name.
- j. An apostrophe mark shall not be included in road names written with a final ‘s’, and the possessive ‘s shall not be included (e.g. St Georges Terrace not St George’s Terrace). Apostrophes forming part of an eponymous name shall be included (e.g. O’Connor Road).
- k. The use of given or first names in conjunction with a surname is not acceptable for road naming
- l. A road name shall not include a preposition (e.g. Avenue of the Allies).
- m. Road names shall not include the definite article (the) as the sole name element of a road name (e.g. The Esplanade is not acceptable).
- n. Road types shall not be used in the formation of a road name (e.g. Promenade Road, Court Street etc.) even if the road type is also a surname.
- o. A road name shall not be abbreviated or contain an abbreviation, initial or acronym (e.g. Mount, not Mt) except that St shall be used for Saint.
- p. For the purposes of consistency, names starting with Mc or Mac shall not have a space included between the Mc or Mac and the rest of the name.
- q. A road name shall not include Arabic numerals (e.g. 3 or 4th) or Roman numerals (e.g. IV or X). Where numbers are included in a road name they shall be written in full (e.g. Fifth Avenue, Ten Mile Road).
- r. A road name shall have the same spelling as any name from which it is derived. A road name shall not include initials (e.g. J Jones Road is not acceptable).

Procedure for the Naming and Re-Naming of Roads

Under Option 1

1. Applicant submits formal road naming application to Council and pays appropriate fee.
2. The proposed name is provided to the Director of Transport & Utilities for approval (under delegation).
3. Once approved by the Director of Transport & Utilities, an on-line application to the GNB is submitted for formal approval to use the name in the location required.
4. The name must then be advertised in local newspapers calling for any objections and allowing a period of fourteen days for submissions to be received.
5. If no objections are received within the fourteen day period, GNB are requested via the on-line road naming system to gazette the name.
6. If significant objections are received, the matter must be reported back to Council for determination.
7. If Council upholds any objection received, the procedure detailed in 1-4 above are to be repeated.
8. Once a notice is published in the NSW Government Gazette, Council’s official Road Register and Authority Street Register are updated to include the new name.
9. Any urban or rural street numbering required should be calculated and the Authority Property module updated accordingly.
10. A notification letter is sent to all affected parties (applicant, any owners and residents) advising of the new name and new street number (if applicable).
11. Developer is advised of road naming approval and requested to have appropriate signage installed which complies with the Australian Standard (see signage requirements section below).

Under Option 2

1. Applicant submits formal road naming application to Council and pays appropriate fee.
2. The name must be submitted to the GNB for in-principle approval, following which time a report is prepared seeking formal Council resolution to advertise the proposal.
3. The name must then be advertised in local newspapers calling for any objections and allowing a period of fourteen days for submissions to be received.
4. If no objections are received within the fourteen day period, GNB are requested via the on-line road naming system to gazette the name.
5. If significant objections are received, the matter must be reported back to Council for determination. The applicant should be asked to provide another proposed name and pay another fee in case the objection is upheld by Council. They could also be given the opportunity at this stage to choose a name from the pre-approved list which will not incur an additional fee.
6. If Council upholds any objection received, the procedures detailed in 1-5 above are to be repeated.
7. Once a notice is published in the NSW Government Gazette, Council's official Road Register and Authority Street Register are updated to include the new name.
8. Any urban or rural street numbering required should be calculated and the Authority Property module updated accordingly.
9. A notification letter is sent to all affected parties (applicant, any owners and residents) advising of the new name and new street number (if applicable).
10. Developer is advised of road naming approval and requested to have appropriate signage installed which complies with the Australian Standard (see signage requirements section below).

Signage Requirements

Signage for Council public roads (either existing or dedicated by way of subdivision) are to be erected in conformity with Council's Technical Specification for Civil Engineering Works.

For non-Council public roads, 'fingerboard' style signage is to be used with the name in reflective dark blue lettering on a light yellow reflective background. The sign and its erection are to comply with Australian Standard AS1742.5-1997. No Council logo is to appear on these signs. This sign colour will be used only for Rights of Carriageways, Rights of Access and Crown Roads not maintained by Council. Only the road type of 'Lane' can be used in this instance.