

Allocation of Road Names and Street Address Numbers

Head of Power

Local Government Act 2009

Objective

The objectives of this policy are:-

- (1) to outline Council's policy position on:-
 - (a) the naming of Council controlled public roads within the region; and
 - (b) the allocation of street address numbers for all properties within the region; and
- (2) to ensure that those road names and street address numbers are allocated and managed in a logical, consistent and accountable manner.

Definitions/Application

Definitions

"Public road" - land dedicated, notified or declared to be a road for public use under the Land Act 1994.

"Region" - the Moreton Bay Regional Council local government area.

"State-controlled road" - a road which the Minister responsible for administering the Transport Infrastructure Act 1994 declares to be a State-controlled road for that Act.

Application

This Policy applies to all roads within the region.

Policy Statement

Under the Local Government Act 2009, Council has authority to allocate or approve names for all public roads under its control within the region. It is Council's aim to name roads and allocate street address numbers to properties in a manner which assists both the logical navigation of the road network as well as the reliable identification of properties by the general community and emergency services, and, in particular regard to road names, does not deliberately cause offence.

1. General rules of name selection

In general terms, names allocated to roads are to:-

- (a) be appropriate, inoffensive to any reasonable person, easily read, spelled and pronounced, and likely to stand the test of time;
- (b) be consistent with the layout and hierarchal route and functionality of the road network planned for the area;
- (c) remain consistent across locality and regional boundaries;
- (d) be selected using the protocol outlined in the guidelines contained in the appendix to this policy.

Wherever possible, through roads shall retain one name for their entire length.

Roads which are severed or road segments that will not be constructed through to physically join shall be renamed to reduce confusion, especially for emergency services. Wherever reasonable, the original road name is to be retained for one section, and a new name be allocated to the remaining section of the road. This outcome is preferred over extensions or prefixes such as 'North' or 'Old' (e.g. Fred Street and Fred Street North).

Council will permit the same road name to be used for opposing sections of roadway which are separated by one or more allotments or road barriers. An example is where the road link between those segments is planned to be dedicated and constructed in the near future as part of either an upcoming stage of the same development or a Council road construction project, however it is highly preferred that the through road reserve is dedicated at the same time.

2. Council's Road Names Register

Council shall maintain a register of allocated names for all public roads within the region to guide and inform future name selection and ongoing name management processes. The register of allocated road names shall include the reasons or basis of the initial selection or amendment of each road name, historical information and references to related documentation.

Council will make details of existing road names and the associated information used in the selection of those names available to development proponents, as well as affected community groups, to assist with the selection of new road names.

3. Naming of new roads and existing unnamed roads

Council encourages development proponents to become involved in the naming of public roads within their developments. As such, it would be normal to seek input from development proponents as part of a development application proposing the creation of a new road. In such cases, the development proponent would normally be required to nominate three unique names for each new road. That nomination of new road names and designations must satisfy each of the information requirements, selection criteria and limitations outlined in Council's Guidelines for Selection of Road Names which is attached as an appendix to this policy, and take the form prescribed in those Guidelines. Where proposed names are found not to be consistent with those Guidelines, the proposed names will not be approved and a revised submission will need to be made.

In instances where the creation of a new road is not related to a development application, the naming process will incorporate a community engagement process.

Council may make representations to the State for allocation of 'local names' for parts of, or full lengths of State controlled roads. Should any such request be supported, Council will use the adopted views expressed herein for the selection of names, in addition to any criteria required by the State.

4. Renaming, clarification or correction of existing road names

At times it may be necessary or desirable to rename existing roads, especially in those instances where roads have been redirected to provide a more efficient and logical road network, or modifications to the layout of a new estate have been made as part of subsequent stages of development. In this context, "renaming" includes a change in road designation (e.g. road, street, court) due to changes in road hierarchy or connectivity within the road network.

Residents, Councillors or Council officers may initiate a request for renaming, correction or clarification of existing road names. However, renaming proposals will only be considered if the proposed change can be shown to be in the public interest.

Proposed changes to existing road names will be considered and, replacement names selected, with an overall aim of minimising potential adverse effects on existing residents and owners of properties along those affected roads.

Where current road names have been based on corrupted or long established local usage, it may not be in the public interest to restore the name to the correct form.

Requests from residents to change the name of an existing road or its designation must be in writing and include at least the following:

- (a) The nature of the problem including supporting information and reason/s;
- (b) A suggested solution or alternatives where appropriate;
- (c) Information in support of the proposed solution;
- (d) A petition signed by a majority of residents and / or owners of properties along the road(s) affected by the change.

Where Council is aware of potential conflict or confusion between names of private roads and those used on the public road network, Council may request/direct that the (proposed or existing) private road name be changed.

5. Consultation

Councillors for those Divisions directly affected by a road naming and/or renaming proposal will be kept informed, have their views considered and be totally involved in the naming and/or renaming process.

Where naming or renaming of an existing road is likely to have implications for existing residents and/or owners of properties along the road, consultation will be carried out with those parties to inform Council's decision making processes.

6. Notification of New or Revised Road Names

The official name of each road at any point in time is the name listed for that road as listed in Council's Road Names Register at that time.

In those instances where changes to road names have been sought by an entity outside of Council or some public consultation has been undertaken on a road name change, those entities seeking the change or involved in the public consultation will be notified of Council's final decision on the proposal. Similarly, Emergency Services and all other external organisations that Council has formally agreed to keep informed of changes to the Road Names Register will be notified of changes in a timely manner.

7. Property Addressing

Allocation of street numbers to properties within the region will be carried out in the manner prescribed in the relevant Australian Standards. Street numbers will be allocated off public roads.

It is acknowledged that Australian Standards may not cover all scenarios regarding property addressing. Council reserves the right to make final decisions on property addressing to best suit any particular situation.

Once a street number (or range of numbers) has been allocated to a property, the property owner must ensure that the allocated number (or range) is prominently displayed at the entry point to the site prior to the commencement of any use of the land or the commencement of any building construction works on the land, whichever occurs first. Modifications to the location and style of the displayed number(s) may be made over time but the number(s) must at all times be both legible and reflect the number(s) actually allocated to that property by Council.

In instances where Council deems it necessary to make changes to previously allocated street numbers, the property owner must ensure that the current street number is removed and replaced with the newly allocated number (or range) as soon as reasonably practicable after receiving notification of the change.

8. Costs associated with road name changes

As part of Council's business of managing names of Council controlled public roads, Council will bear all costs associated with advertising of name change proposals; all name signage associated any new or changes of road name, and notifications to relevant authorities.

Council does not intend to make payments to owners, residents or addressees for any costs resulting from changes to road names or property addresses.

Review Triggers

This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

- (1) The related documents are amended
- (2) The related documents are replaced by new documents
- (3) Amendments which affect the allowable scope and effect of a policy of this nature are made to the head of power.
- (4) Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed at least once every two years for relevance and to ensure that its effectiveness is maintained.

Responsibility

This policy is to be:

- (1) implemented by Councillors and officers when considering issues related to road names and property addressing;
- (2) reviewed and amended in accordance with the "Review Triggers" by the Director Engineering Construction & Maintenance in consultation with the Director Strategic Planning & Development.

Version Control

Council Resolution number	11/2711	Date	6.12.11
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Related Links:

Moreton Bay Regional Council Local Law 4 – "Local Government Controlled Areas, Facilities and Roads"; AS/NZS 4819 "Geographic Information – Rural and Urban Addressing; " Policy Directive 11-2160-009 - "Road Naming and Street Address Numbering Processes"

APPENDIX 1 - Guidelines for Selection of Road Names (new roads and renaming roads)

<p>ROAD NAMES</p> <p>Three (3) unique names for each new road are sought from the development proponent. In submitting names, the proponent is required to give reasons for the choice and pay particular attention to the following preferred categories: -</p> <ul style="list-style-type: none"> a) Names of historic significance; b) Names of families who have had a long association with the locality or pioneers of the area; c) Names of service personnel from the area that have died serving Australia; d) Names of respected community members of considerable service; e) Notable or eminent persons within the local and wider community; f) A theme through an estate (e.g. famous people, colours, mountains); g) Suitable names of locally found flora or fauna species; h) Landscape or physical forms; i) Australiana; j) Indigenous history, peoples or culture. <p>Non-preferred road names are those which: -</p> <ul style="list-style-type: none"> • are difficult to pronounce; • are very long; • are difficult to spell; • contain abbreviations, hyphens, apostrophes; • contain initials; • use prefixes such as 'The' , 'West...' or 'St' • are plural or possessive in nature; or • are offensive or may be reasonably seen to be offensive. <p>SUBMISSION OF NAMES</p> <p>Council requires the submission of suggested new road names to be accompanied by one (1) copy of a road layout plan. The road layout plan is to have new roads suitably numbered for identification (e.g. 1, 2, 3 etc.) to match the names as suggested. The plan must include all future road extensions which may have been planned as part of the development proposal.</p> <p>When selecting proposed new road names, the proponent will need to ensure, and sign a statement to the effect, that the road names being proposed are not:-</p> <ul style="list-style-type: none"> • the same as existing road names with different designations; and • spelled similarly to any existing road name, and / or pronounced similarly to existing road names; and • in the same locality, adjacent locality or similar locality (e.g. Arana Hills - Ferny Hills), including those in all adjacent Local Authority areas (e.g. Ferny Hills - Ferny Grove), as a similarly named road. 	<p>Road names for short streets are to be kept correspondingly short to assist with road association and map making.</p> <p>The submission for new road names is to occur at a time that allows assessment in conjunction with the development application and should be submitted stage-by-stage (inclusive of future stages where future road links are proposed) where a staged development is proposed.</p> <p>Anyone submitting a suggested road name will also be required to lodge a written statement outlining the reasons and supporting information for that suggested name. Council will also be seeking from the development proponent evidence of research conducted to ensure the proposed road name is spelled correctly, especially in instances where the name has associations with aspects which demand accuracy.</p> <p>APPROVED NAMES</p> <p>Council may: -</p> <ul style="list-style-type: none"> a) select any name submitted or may select such other names it deems appropriate; and / or b) re-negotiate with the development proponent. <p>Approved new road names are to be shown on the engineering, survey plans and "as constructed" drawings when such drawings are submitted for approval, and these shall be checked for consistency with the approved road and extension name.</p> <p>ROAD NAME DESIGNATIONS</p> <p>Road name designations are to be selected from the following table. In general, this table is consistent with the relevant Australian Standard.</p> <p>Some road designations contained in the Australian Standard are not considered suitable for use, and are not to appear in any suggestion made by a development proponent.</p> <p>Road designations shall be allocated according to the planned function of each particular road within the overall road network layout and match the descriptions/attributes listed for that designation in the following table:-</p>
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Designation	Definition	Network Layout	
		Through Road	Cul-de-sac
Alley	A minor road specially to give access to a house, motorway etc.	*	*
Avenue	A broad roadway usually planted on each side with trees	*	✗
Boulevard	A wide roadway, well paved, usually ornamented with trees and grass plots	*	✗
Chase	A roadway leading down to a valley	*	✗
Circuit	A roadway enclosing an area	*	✗
Close	A short enclosed roadway	✗	*
Concourse	A roadway which runs around a central are e.g. public open space or a commercial area	*	✗
Court	A short enclosed roadway	✗	*
Crescent	A crescent or half-moon shaped roadway	*	✗
Drive	A wide thoroughfare allowing a steady flow of traffic without many cross streets	*	✗
Esplanade	A level roadway often along the seaside or a waterway	*	✗
Glade	A roadway usually in a valley of trees	*	✗
Grange	A roadway leading to a country estate, or focal point, public open space, shopping centre etc.	*	✗
Grove	A roadway which often features a group of trees standing together	✗	*
Lane	A narrow way between walls, buildings etc.; a narrow country or city roadway	*	✗
Loop	A roadway that diverges from and rejoins the main thoroughfare	*	✗
Parade	A public promenade or roadway which has good pedestrian facilities along the side	*	✗
Parkway	A roadway through parklands or an open grassland area	*	✗
Place	A short sometimes narrow enclosed roadway	✗	*
Promenade	A roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking	*	✗
Quays	A roadway leading to a landing place alongside or projecting into water	*	✗
Road	An open way or public passage for vehicles, persons and animals, a roadway forming a means of communication between one place and another	*	✗
Street	A public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides	*	✗
Terrace	A roadway usually with houses on either side raised above the road level	*	✗
Track / Trail	A roadway with a single carriageway through a natural bushland region	*	*
Vista	A road with a view or outlook	*	*
Way	An accessway between two streets	*	✗