

# Allocation of Road Names and Street Address Numbers Policy

<b>Policy Type:</b>	Strategic
<b>Policy Owner:</b>	Director Infrastructure Planning
<b>Responsible Manager:</b>	Manager Integrated Transport Planning and Design
<b>Corporate Plan link:</b>	Our Well-Planned Places
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## Objective

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

For the naming of all other Council public places, structure or assets please refer to Naming of Council Owned or Administered Public Places, Structures and Other Assets (excluding roads) Policy (2150-039).

## 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 on Council's website under Road Names at: <https://www.moretonbay.qld.gov.au/Services/Building-Development/DA-Process/Road-Names>.

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 publicly available to assist with the selection of new road names where appropriate.

## **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 part of a development application proposing the creation of a new road. In such cases the development proponent is generally required to nominate two unique names for each new road. That nomination of new road names must satisfy each of the information requirements (selection, approval, and registration) outlined on Council's website under Road Names at:

<https://www.moretonbay.qld.gov.au/Services/Building-Development/DA-Process/Road-Names>.

Where proposed names are found not to be consistent with these requirements, 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 may 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 in accordance with the policy and 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, 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 incorrect information and have 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 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 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 consulted as part of 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 them of 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.

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.

## **Application**

This Policy applies to all roads within the region.

## **Related Documents**

### **Relevant legislation**

- *City of Moreton Bay Local Law 4 – Local Government Controlled Areas, Facilities and Roads;*

### **Council documents**

- Naming of Council-Owned or Administered Public Places, Structures and Other Assets (excluding roads) Policy (2150-039)
- Road Naming and Street Address Numbering Processes Procedure

### **Other resources**

- AS/NZS 4819 - Geographic Information – Rural and Urban Addressing

## Definitions

Term	Definition
<b>CEO</b>	Chief Executive Officer of Moreton Bay City Council
<b>Council</b>	City of Moreton Bay / Moreton Bay City Council
<b>Council controlled road</b>	Any roads that are not State-controlled roads under the <i>Transport Infrastructure Act 1994</i> .
<b>Public road</b>	Land dedicated, notified or declared to be a road for public use under the <i>Land Act 1994</i> .
<b>Region</b>	The City of Moreton Bay local government area.
<b>State-controlled road</b>	A road which the Minister responsible for administering the <i>Transport Infrastructure Act 1994</i> declares to be a State-controlled road for that Act.

## Document Control

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1	Council	6.12.2011	Coordination Committee (MP. 11/2711)	A6012598 (Version 10.0 #11 of PDF)
2	Council	15.10.2020	Administrative amendments only: 'Review Triggers' and 'Responsibility' - position titles. Approved by Director Engineering, Construction & Maintenance	A20853052
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