



Policy Owner: Director Open Space & Infrastructure

Category: Operational

Direction: 2. Our Built Infrastructure

1. STATEMENT OF INTENT

1.1 The objectives of this Policy are to:

- a) provide a consistent procedure for the naming of local roads and places within the North Sydney local government area;
- b) ensure that road, street and place names comply with the relevant legislation and locality requirements;
- c) promote the use of names within the local government area which have a locally relevant historical, botanical and/or aboriginal context and where the name proposed is the name of a person, consideration has been given to that person's:
 - positive contribution to the community;
 - how the contribution was made e.g. volunteer, office holder etc.;
 - the length of time over which the contribution was made; and
- d) provide staff, the local community and future developers with clear information on Council's requirements for the naming of roads, streets and places.

2. ELIGIBILITY

- 2.1 This policy applies to all Council staff, Councillors and contractors working on behalf of Council.
- 2.2 The naming process of private roads and roads within community subdivisions is the responsibility of the landowner; however the name must be consistent with GNB naming guidelines on naming.

3. DEFINITIONS

- 3.1 Feature - includes a road, place, park, reserve or facility. Excludes memorials, plaques, public art, statues or items of heritage significance.
- 3.2 Place - includes open space such as dedicated reserves, road closures or parks

and, in rare instances, the naming of a locality or place of local significance.

3.3 Public Road - is any road that is opened, dedicated or declared to be a public road, whether under the *Roads Act 1993* or any other Act. A public road can be created by:

- a) the registration of a plan at the Office of the Registrar General;
- b) the dedication by way of notice in the NSW Government or Minister; and
- c) by the publication of a proclamation by the Governor.

3.4 Private Road - is any road that is not a public road. Private roads can include:

- a) some roads or driveways to battleaxe blocks;
- b) roads indicated on community subdivision plans;
- c) roads in various cluster developments;
- d) roads on private property, for example, roads in caravan parks; and
- e) other forms or 'rights of way'.

4. PROVISIONS

In accordance with the Geographical Names Board (GNB) 'Guidelines for Naming of Roads':

4.1 Naming Convention - when naming or renaming roads and places the following guidelines should be observed.

4.1.1 General

- a) Council is the authority responsible for the naming or re-naming of public roads and places.
- b) This includes any road or place under the control of Council including public roads, road closures or a road that is to be dedicated to Council by way of a subdivision of land and excludes Crown public roads, private roads and roads under the control of any State Government Authority.
- c) All naming proposals will be submitted to the GNB for approval before it is exhibited.
- d) Council may be requested to name areas which are not directly under its control e.g. owned by Transport for NSW or State Rail. This Policy will apply in those instances.
- e) Changing of long-established names is not generally encouraged.
- f) Names should be easy to read, spell and pronounce. Names should, where possible be phonetically spelt (spelt how they are pronounced).

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- g) Names should be appropriate to the physical, historical or cultural character of the area.
 - h) Names should be as short and simple as possible and preferably consisting of only one word plus the street type.
 - i) Road and Place names should not contain abbreviations, e.g. Smith Creek Road not to be abbreviated to Smith Ck Road. There is however one exception "St" should always be used in place of "Saint".
 - j) The apostrophe mark must be omitted e.g. Smith's Road should be Smiths Road.
 - k) Road and Place names will not contain hyphens.
 - l) Road and Place names will not use compass directions as prefix or suffix e.g. Upper, Lower, Old, New, East, West, North, South, etc.

4.1.2 Source - preferred sources for road and place names in North Sydney include:

- a) local history, including significant persons and events;
- b) thematic names derived from sources such as local flora and fauna and or geographical features;
- c) landmarks; and
- d) Aboriginal names

4.1.3 Uniqueness

- a) Name duplication within a local government area should be avoided. If possible, duplication of names in proximity to adjacent local government areas should also be avoided. Similarity in road names within these areas is also discouraged (e.g. White Street and Whyte Street). Roads crossing council boundaries should have a single and unique name.
- b) However, Roads crossing council boundaries should have a single and unique name.

4.1.4 Road Type

- a) Proposal for road names should include an appropriate road type suffix.
- b) Road type suffixes are grouped into three categories:
 - i. cul-de-sac, e.g. 'Court', 'Place';
 - ii. open ended e.g. 'Street', 'Boulevard' or 'Avenue'; or
 - iii. either e.g. 'Laneway'.
- c) Road types should not be abbreviated when being proposed, advertised and gazetted. It is acceptable to use Road Type Codes

on mail, road signs and maps.

4.1.5 Propriety

- a) Names of living persons should not be used, except in the case of structures such as boardwalks, special places with a defined area, and buildings.
- b) Naming often commemorates an event, person or place. The names of people who are still alive shall not be used because community attitudes and opinions can change over time.
- c) It is a requirement that a person is to have been deceased for at least 12 months before an application to commemoratively name a road after them is deemed acceptable.
- d) Names which are characterised as follows are to be avoided:
 - i. offensive or likely to give offence
 - ii. incongruous - out of place
 - iii. commercial or company

4.2 Process for considering road and place name change applications - Appendix A (flowchart) outlines the process followed by Council after receiving a request to name/rename a road or place. Council has developed an Application Form to facilitate the implementation of this Policy. Application Forms are available from Council's website. For reasons of confidentiality in the early stages, Councillors wishing to propose a naming or change of name will initiate the process by forwarding a completed Application Form to the General Manager, who will refer it to Council's Property Officer to commence the assessment process as set out in Appendix A.

4.3 Public Exhibition - Part 2, Division 2, Section 7 of the *Roads Regulation 2008*, provides that a Roads Authority that proposes to name/rename a road must:

- a) publish notice of its proposal in a local newspaper; and
- b) serve notice of its proposal to the statutory authorities outlined in the Regulation.

Appendix B (flowchart) outlines Council's public exhibition process in accordance with Council's *Community Engagement Policy*, which comes into effect after the GNB has approved the name change.

4.4 Post Gazettal Process

Council is required to:

- a) update the signage - Council arranges for the manufacture and installation for street signs other than those in new subdivision areas,

and private roads. In the event of a new subdivision, the developer is required to supply the road signs until Council accepts the responsibility of the maintenance of the road as a public road;

- b) update the GIS mapping system;
- c) advise Statutory Authorities e.g. GNB, Ausgrid, NSW Police, Ambulance and other Emergency Services of the new name in order that the GPS navigation system and the residents mailing addresses have been updated;
- d) advise local residents of the name change through a letter drop;
- e) advise North Sydney Precinct Committees; and
- f) update Council's Gazette Register.

5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 Council's Property Assets Department is responsible for actioning applications received for any proposed road or place name changes, the details of which are outlined in Section 4.2.

6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

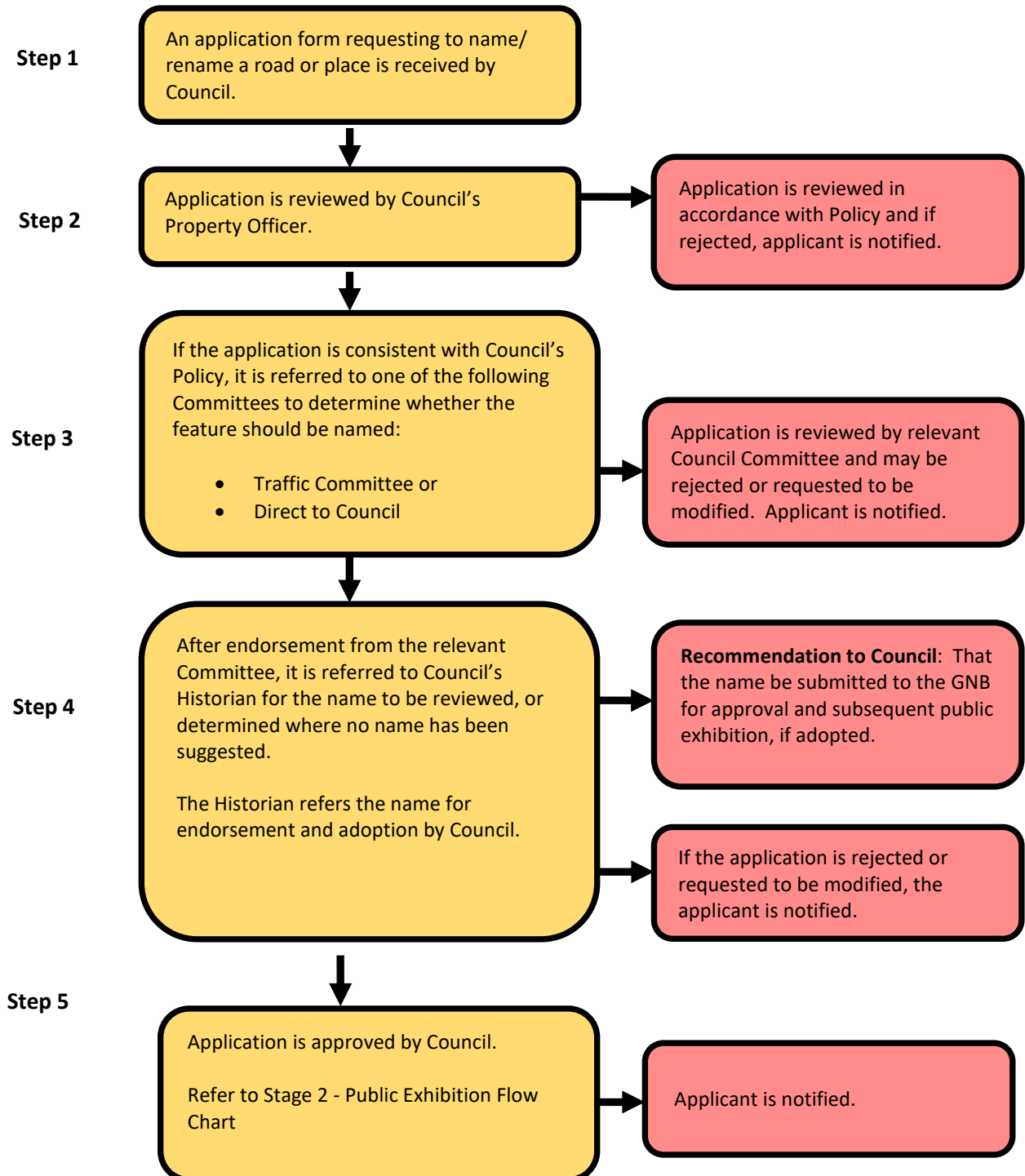
- Community Engagement Policy
- Property Addressing Policy

The Policy should be read in conjunction with the following documents/legislation:

- AS/NZS 4819:2003 Geographic Information - Rural and urban addressing
- AS1742.5-1997 Manual of uniform traffic control devices - Part 5 Street name and community facility name signs
- Geographical Names Act 1966
- Guidelines for the Determination of Place Names, October 2009
- NSW Address Policy and User Manual
- NSW Place Name Policy
- Roads Act 1993
- Roads Regulation 2008

Version	Date Approved	Approved by	Resolution No.	Review Date
1	27 November 2012	Council	726	2012/13
2	18 February 2013	Council	61	2016/17
3	24 July 2017	Council	290	2017/18
4	25 June 2018	Council	214	2020/21
5	12 September 2022	Council	273	2024/25

APPENDIX A: FLOWCHART FOR CONSIDERING AN APPLICATION (STAGE 1)



APPENDIX B: FLOWCHART - PUBLIC EXHIBITION PROCESS (STAGE 2)

