



# APPLICATION FOR ROAD NAME/S



Application Guide and Form



## GENERAL INFORMATION

An applicant requesting to use Maori names for roads will be directed to consult with the IWI prior to seeking Council approval (refer to [Road Naming Policy](#)). Upon receipt of the application, staff will consult with the IWI to ensure consultation has occurred.

A list of road name suggestions is available from QLDC. This list has been compiled by local historic groups and the Council believes they are appropriate names.

### Have you enclosed:

☐

A copy of the subdivision plan highlighting the road/s

☐

A location map

☐

Application fee of \$56.25 per road name (Please give three suggestions for each Road)



## APPLICANT DETAILS

Name of Applicant:

Postal Address:

Post code:

Phone Numbers: Work:

Home:

Mobile:

Email Address:



## ROAD NAME DETAILS

// The Council has requested you must provide three choices for each name

First Choice	Second Choice	Third Choice



## LEGAL DESCRIPTION OF ROAD/S // please state if it is Private or to Vest in QLDC

Legal Description of Road/s

Background details explaining the reasons for the preferred name/s:

## SIGNATURE

Signature:

Date:



# ROAD NAMING POLICY

1

## POLICY AND OBJECTIVES

The objective of this policy is to provide a consistent and comprehensive approach to the naming of roads in the District. This revised policy combines Queenstown Lakes District Council's policy "Road Naming and Numbering Objectives, Policies and Procedures" of July 1995, and the resolution on road naming passed at the Regulatory and Hearings Committee on 3 December 2002 and the amendment passed at the Regulatory and Hearings Committee on 2 September 2003.

The Queenstown Lakes District Council is responsible for naming roads within its boundaries. Roads are named to reflect the identity of the local area and to ensure ease of identification for the Council, the public and key services such as emergency, postal and courier services. The procedures under which the Council wishes to achieve these objectives are set out below. The Council is empowered to name roads under Section 319 A of the Local Government Act 1974. The power is delegated by Council jointly to the Regulatory Committee in respect of roads in the Wakatipu part of the district and the Wanaka Community Board in respect of roads in the Wanaka part of the district.

2

## SCOPE

The Council's policy will apply to new or unnamed roads including roads with existing names that are not officially recognised. The policy also includes areas that require an official address for identification purposes such as private rights of way, service lanes and pedestrian access ways.

3

## PROCEDURE FOR NAMING A LEGAL ROAD

1. When a new road is formed the applicant will submit a written application on the approved form to the Council requesting the Council's formal approval for the name of the road. Each written application shall be accompanied by:-
  - a) Preferred name plus two alternatives listed in order of preference.
  - b) Legal description of the road and a copy of the subdivision plan highlighting the road.
  - c) A location map.
  - d) A background to the names, their origins and their link with the area.
  - e) The applicants address and contact phone number.
  - f) Road naming application fee.
2. The Council receives the application and checks the suitability of the preferred and alternative names against its Policy.
3. The Council approves, amends or declines the name for the road by way of a formal resolution of the appropriate Council committee.
4. The Council advises the applicant in writing of the Council's decision.
5. If the Council approves the name of the road, the Council will require the applicant to erect street signs showing the name of the road. All costs associated with the creation and erection of such signs are borne by the applicant, and such signs shall be erected as soon as practicable after the date of the Council's resolution. The sign must conform to Council's street sign specification.
6. Immediately after the Council approves the name of any road, the Council will advise the Electoral Office, Land Information NZ, Valuation NZ, Quotable Value, NZ Post, Council's rating and GIS departments and all emergency services in the area of the name of the road.
7. Council's subdivision engineers will ensure that the road naming process is completed and the signs installed before the Section 224C certificate is prepared for issue. Performance bonds are not acceptable.



## PROCEDURE FOR NAMING OF PRIVATE ROADS AND RIGHTS OF WAYS

Names for private roads and rights of way must be submitted for consideration on the approved form and will go through the same process as for legal roads. The approved name will then be recorded in Council's GIS system and flagged as a private road or right of way. The street sign must have the word "Private" under the street name and the applicant is required to pay for the signage. (Refer to the Signs Bylaw for exact specifications).

### RIGHTS OF WAYS

Where more than five allotments are served by a private right of way the council requires the ROW be named, and numbered accordingly. The name of the right of way must be submitted to Council for approval following the process set out above.

**Where five or less allotments are served by a private right of way the ROW may be officially named following the procedures set out in this policy.**

## GUIDELINES FOR THE SELECTION OF NEW ROAD NAMES

1. There must not be another street name the same in the Queenstown Lakes District emergency services area.
2. Identical names or homophones will not be accepted. If the road name consists of more than one word (excluding the suffix) then the significant part of the word must not be the same as the significant part of any other road name i.e. Coronet Peak Road and Peak View Ridge are fine, but Coronet Peak Road and Coronet Drive would not be accepted
3. The name has significant local content or meaning. The name should reflect one of the following:

#### A) COMMON OR ESTABLISHED THEME

Where more than one road is being created in a subdivision, a common theme is recommended for the names. If a naming theme is already established in a suburb, the names for that suburb should remain consistent with that theme.

#### B) HISTORICAL PERSON OR EVENT

The name of a notable person or event from early history should ideally have a local association with the area.

#### C) SIGNIFICANT FEATURE

It is appropriate to name a road after a significant feature in the area (for example, geographical feature, landscape, flora, or fauna). Naming after features which do not exist in the area should be avoided (for example, naming after native trees or plants that are not evident in the area or views that cannot be identified).

#### D) TRADITIONAL OR APPROPRIATE MAORI NAME

If the name suggested is a Maori name, then the name will have to be checked by the applicant with Southern and Otago Runanga to ensure that it is not offensive to manawhenua and Maori and is appropriate, spelt correctly and interpreted correctly. There is no formal requirement to check a Maori name, however a Maori road or street name will not be considered unless the following have been consulted with:

1. Kai Tahu ki Otago Ltd (KTKO Ltd) (Otago Iwi)
2. Te Ao Marama Incorporated (Southern Iwi)

It is also a courtesy to consult with local whanau.

1. Te Huatanga O Wakatipu Whanau (Wakatipu Whanau Group)  
c/o Leah Webster
2. Wanaka Whanau Group c/o Alex Banse

#### E) PERSONAL NAME FOR SPECIAL SERVICE

This can be for conservation, sport, community service or other sphere of activity with local association which can be duly recognised. Naming after persons living or recently deceased should generally be avoided.



4. Names should be easy to spell and pronounce and have an appropriate meaning.
5. The name should not be considered to be in poor taste or likely to cause offence.
6. Full names may only be used where the name is of a reasonable length and the first name needs to be used to correctly identify the individual being commemorated. Full names that are longer than 15 letters (including the space between the names, but not including the "road type") will not usually be considered.
7. The end name for the roadway should be the one that most accurately reflects the type of roadway that it is. A list of suggested end names and meanings for these names is included with Council's list of available street names. Note that this list is not exclusive – other end names can be used where their application is appropriate.
8. A name can also be taken off Council's list of street names if it is appropriate for that area. This list will be given out with application forms.

6

## COUNCILS LIST OF STREET NAMES

There is a list of names which have been accepted by Council that the applicant can utilise if it falls within the policy. These names have come from:

- war memorials in the district.
- nominations from individuals or societies.
- surveyed and named streets which have never been formed.

### COUNCIL'S LIST OF SUGGESTED END NAMES

ALLEY	A narrow street or passage, usually enclosed on either side.
AVENUE	A roadway with trees or other objects at regular intervals
BOULEVARD	A broad main street with rows of trees along it
CIRCLE	A street surrounding a circular or oval shaped space
CLOSE	A short enclosed roadway ie a cul-de-sac
COMMON	A street with a reserve or public open space along one side
COURT	A short enclosed roadway ie a cul-de-sac
CRESCENT	A street of houses in a crescent shape
CREST	A roadway running along the top or summit of a hill
DRIVE	An especially scenic road or street
ESPLANADE	Level piece of ground especially one used for public promenade
GREEN	As for Common, but not necessarily bounded by a reserve
GROVE	A roadway which often features a group of trees standing together
HEIGHTS	A roadway traversing high ground
LANE	A narrow street or road, may be single passage only
LOOKOUT	A roadway leading to or having a view of fine natural scenery
MEAD	Mowed land
MEWS	A roadway having houses grouped around the end
PADDOCK	Turf enclosure adjoining a racecourse
PARADE	A public promenade or roadway
PLACE	A short sometimes narrow enclosed roadway
RIDGE	A roadway along the top of a hill
RISE	A roadway going to a higher place of position
ROAD	A roadway forming a means of communication between one place and another
ROW	A roadway with a line of professional buildings on either side
SQUARE	A street surrounding a square or rectangular shaped space
STREET	A township carriageway that has houses on both sides
TERRACE	A roadway usually with houses on either side raised above the road level
TRACK	A narrow country street that may end in pedestrian access
VIEW	A roadway commanding a wide panoramic view across the surrounding areas
WAY	A track or path for passing along

