

# Waipā District Council Naming Policy

September 2021

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Policy owner: Group Manager District Growth & Regulatory

## Purpose and scope

1. The purpose of this Policy is to:
  - a. ensure names of council's assets tell the story of Waipā and reflect Waipā's natural, cultural and historic heritage
  - b. better reflect the Waipā community by encouraging greater use of Te Reo Māori
  - c. provide clarity and consistency in the naming of roads, parks, reserves, park assets such as tracks and community facilities
  - d. ensure names are appropriate and do not duplicate or cause confusion with existing or approved names.
2. This policy applies to the naming and renaming of:
  - a. roads, including private roads, private ways and bridges
  - b. open spaces including parks and reserves and land administered by council for stormwater management
  - c. open space features
  - d. suburbs, and
  - e. Council facilities and interior spaces.

## Statutory and Policy alignment

3. This Policy complies with The Australian/New Zealand Standard on Rural and Urban Addressing AS/NZS 4819:2011 and subsequent amendments where names are written in English.
4. Sections 319(1)(j), 319A and 319B of the Local Government Act 1974 apply to the Naming of Roads.
5. Council may name or alter the name of any road under Section 319 Local Government Act 1974.
6. Where a reserve is vested in Council, the Council must follow the procedures set out in sections 16(10) and 16 (10A) of the Reserves Act 1977 to name or rename the reserve.
7. The Waipā District Council Policy on Sponsorship of Council Activities and Facilities from Corporate Entities and Others will be applied to naming where relevant.
8. The New Zealand Geographic Board (Ngā Pou Taunaha o Aotearoa) Act 2008 has precedence over this policy where it applies.

## Definitions

Term	Definition
Applicant	An individual or entity making an application. This may include Council, a consent holder or the party developing the infrastructure, including but not limited to a Developer.
Council	Waipā District Council.
Council facility	A facility that is owned by Council and which is provided for public amenities, including artistic, social or cultural facilities. Such facilities may include but are not limited to community halls, civic spaces and centres, including major sport, recreation and entertainment facilities.
Cultural significance	Includes tupuna land, water, wāhi tapu, valued flora and fauna, and other taonga significant to Mana Whenua.
Local	Relating, or restricted to, a particular area or neighbourhood.
Name	The word or name (excluding the road type) used to identify a road, open space or Council facility.
Open space	Includes all parks and reserves administered by Council, and land administered by Council for stormwater management.
Open space feature	This refers to assets such as tracks and lookouts, sites of cultural significance and natural or historic attributes.
Park	Council owned public open space held under the Local Government Act 2002 with a primary recreation, conservation, historic or amenity function.
Private roads and rights of way	Roads and access ways as defined under section 315(1) of the Local Government Act 1974 and includes rights-of-way, common access lots, retirement village roads. Also included is common property within a Unit Title Development as defined under section 5 of the Unit Titles Act 2010.
Reserve	As defined under section 2 of the Reserves Act 1977.
Road	Road as defined in section 315 of the Local Government Act 1974, and includes access ways and service lanes as defined in section 315, any square and any public place intended for the use of the public generally.
Road types	Road types in accordance with The Australian/New Zealand Standard on Rural and urban addressing AS/NZS 4819:2011 (outlined in Schedule 1).
Suburb	An identifiable area within a local authority area, usually urban in character, with facilities such as those for education, transport, and shopping.

## Principles

9. Council has a role in ensuring that the district's history, identity, culture and status of Mana Whenua are recognised and maintained.
10. Waipā District shall have a Waipā-centric naming system, with Te Reo Māori names increasingly represented in the road, parks, reserves and facility names within the district.

11. Mana Whenua hold mana and traditional associations with place and are the most appropriate authority to seek Te Reo Māori names from. They will be a partner in the process of selecting names for roads, reserves, open spaces and Council facilities.
12. All Te Reo Māori names will be written using the orthographic writing conventions of the Māori language developed by Te Taura Whiri i Te Reo Māori (the Māori Language Commission). This will provide greater consistency of naming and spelling with names throughout Waipā, the Waikato and New Zealand.
13. Council shall provide a consistent approach to determining appropriate future names for roads, parks, reserves, open spaces and Council facilities. This policy is not to be applied retrospectively to existing names except where individual renaming applications are received.
14. Names are to be agreed and used as early as possible in any development application process in order to embed those names in local consciousness.
15. Council shall record in the naming decision, the details of each name including the history of the name, source, cultural connections and heritage associated with the name and the place. Mana whenua interpretations of their traditions and histories and relationships to Waipā remain the intellectual property of mana whenua.
16. Naming a private road does not mean Waipā District Council accepts responsibility for that private road, other than ensuring its name complies with this Naming Policy and the Australian/New Zealand Rural and Urban Addressing Standard (AS/NZS 4819:2011).
17. Street numbering will, henceforward, and with the exceptions of the existing RAPID numbering systems in use Te Awamutu, Karapiro village, Pirongia village, Ngahinapouri village, Hamilton Airport industrial area and all rural residential areas, be in accordance with *Australian/ New Zealand Standard Rural and Urban Addressing (AS/NZS4819:2011)* and in the case of retirement villages, also in accordance with *Guideline for addressing in retirement villages LINZG80700* (and any consequential updates).

### **General procedure for selecting names**

18. Applicants, or managers of any project, where the naming of roads, reserves or features are required, are advised to consult early with Mana Whenua on individual names, or a theme for names, that meet the principles and the requirements of clause 23 of this Policy, before making their applications or suggestions to Council.
19. Where names or themes are suggested, applicants will be required to provide evidence (for example, a letter of support, or minutes of a meeting, or a Memorandum of Understanding, etc)) of discussions with Mana Whenua where suitable names are proposed.  
  
For each road, park, reserve or feature that is to be named it is recommended that applicants should offer to Council preferred and alternative names at the time of a resource consent application (where applicable). This is to avoid resubmission if Council decides the first proposed name is not suitable.
20. Where no names are proposed, or where Council initiates the project, Council will facilitate a discussion with Mana Whenua and the applicant and/or landowner to identify suitable names to be used.
21. Private roads, including those within retirement complexes, must be named if there are six or more houses on the private road, or if there is the potential to develop six or more houses on

the private road. The names of private roads must be consistent with the general naming criteria.

22. The final decision on the choice of names shall be taken by Council.

### **Criteria for selecting names**

23. Proposed names must reflect one or more of the following (listed in no order of priority):
- a. the identity of Waipā and/or local identity
  - b. the historical significance of particular locations
  - c. the cultural significance of the area to Mana Whenua
  - d. people who were important in the history of the local area
  - e. events, and places significant to a community or communities locally, nationally, internationally or of significance to the Kiingitanga
  - f. the surname, or traditional ancestral Māori name, of a person who is/was a notable leader, of good character, and/or contributed to, or had a strong association with Waipā. If the person is deceased, a period of at least 12 months since the date of their passing shall be observed before their name is assigned
  - g. flora, fauna and topographical features significant or important to the history or geography of the community, the wider local area or the district
24. Names will be deemed unacceptable if they are:
- a. names that would reasonably be regarded as derogatory, discriminatory, frivolous, offensive, or in poor taste; or
  - b. names of pets
25. Where possible, care should be taken to avoid names already in use locally (including in surrounding districts), or which sound similar to names already in use locally, as this creates confusion for emergency services, delivery services and maintenance staff.
26. Long-term, historically-embedded existing names, or names that are in common local use, may take precedence over new names if they conform to clause 23.
27. Names that honour a person more than once should be avoided.
28. Qualifying words, such as Upper, West, or generic terms, should not be used to distinguish between associated features with the same specific name.
29. While Te Reo Māori or English monolingual names are preferred, council supports dual naming in the following circumstances:
- a. where there is an opportunity to promote Te Reo Māori by use of a direct Te Reo/English translation
  - b. where both English and Te Reo Māori names are already in current use in the community for the same road, site or feature
  - c. where dual naming will make visible Mana Whenua connections to a place.
30. Where there is dual naming, the Te Reo Māori name shall be placed first unless there are special circumstances such as where there are considerations for emergency services responses. Dual names shall be separated by a forward slash with a space either side.

31. Mana Whenua direction will be sought as to whether feature descriptions such as 'Mount' and 'Lake' are required where Te Reo Māori is used.
32. Roads, parks, reserves and open spaces may not be named after commercial enterprises. For community facilities and park and reserve features, there may be individually negotiated sponsorship agreements including naming rights that may supersede the criteria in clause 23.
33. Names of roads, buildings and features within the perimeter of the Hamilton Airport may, in addition to the criteria in clause 23, commemorate aviation in Waipā, and/or the Waikato and/or New Zealand.

#### **Additional criteria for all road names**

34. Any proposed road names should also meet the following criteria:
  - a. a road name shall consist of two parts: a name, followed by a street type. A road type shall not be used as the first part of a road name.
  - b. where English names are to be used for roads and private rights-of-way, they shall comply with the road naming standard used by the Council (AS/NZS4819:2011)
  - c. where Te Reo Māori names are to be used for roads or private right-of-way, "Ara" and "Te Ara" may be used as the first part of the name. The use of "Te" before "Ara" is not essential unless the road is being named for a person or thing in which "Te" is an integral part. "Ara" and "Te Ara" should not be accompanied by any additional road types (for example: "Ara Tai" not "Ara Tai Lane")
  - d. be capable of fitting onto a 1 metre long maximum name blade using the standard letter sizes and styles defined in the Traffic Control Devices Manual published by Waka Kotahi New Zealand Transport Agency
  - e. foreseeably collectable names (for example any known to be subject to theft) should be avoided
  - f. wherever possible names should change at logical points (for example, not between intersections).

#### **Renaming**

35. Only in exceptional circumstances will Council consider renaming public or private roads, bridges, parks, reserves or community facilities etc.
36. Requests for renaming may be considered only if they originate from Mana Whenua/residents/ratepayers of Waipā District for any of the following reasons:
  - a. following a change in road layout including where an infrastructure change necessitates the renaming of part of a road, e.g. an existing road is severed by a new road
  - b. it is culturally inappropriate
  - c. it addresses a significant wrong or grievance
  - d. to correct inaccuracies or spelling, or to standardise the orthography
  - e. any other reason Council considers to be appropriate.

### **Additional criteria for parks, reserves, open spaces and features within them**

37. For reserves that are gifted, Council may honour the gift through agreeing the reserve name in discussion with the landowner and Mana Whenua.
38. Where parks are acquired at market value, names will not be agreed as a condition of sale and purchase.
39. Unless necessary or appropriate, the words “park” or “reserve” do not need to be used in a name.
40. Generally, contiguous parks and reserves will be given the same name.

### **Additional criteria for community facilities**

41. Unless necessary or appropriate, words describing the nature of the facility do not need to be used in a name.
42. The inclusion of corporate names to community facilities is included in the Waipā District Council Sponsorship Policy.

### **Monitoring and implementation**

43. Implementation of the policy will be the responsibility of, and monitored by, the Group Manager District Growth & Regulatory.
44. The policy will be reviewed every three years or earlier at the request of Council or in response to changed legislative and statutory requirements.
45. This policy replaces any existing Waipā District Council policy or process for the naming of roads, parks, reserves, open spaces (including features within them) and community facilities. Any pre-existing list of “approved” names for selection is hereby discontinued.

<sup>1</sup>Signed \_\_\_\_\_ Date

**Garry Dyet, Chief Executive**

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<sup>1</sup> The original copy of this Policy was sealed and signed by the Chief Executive on 06/08/2021.



## SCHEDULE 1 – AS/NZS 4819 – TYPES OF ROADS

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or towns.	✓	✓	
Arcade	Arc	Passage having an arched roof or covered walkway with shops along the sides.			✓
Avenue	Ave	Broad roadway, usually planted on each side with trees.	✓		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	✓		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	✓	✓	
Close	Cl	Short enclosed roadway.		✓	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		✓	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	✓		
Drive	Dr	Wide roadway without many cross-streets.	✓		
Glade	Gld	Roadway usually in a valley of trees.	✓	✓	
Green	Grn	Roadway often leading to a grassed public recreation area.		✓	
Grove	Grv	Roadway that features a group of trees standing together.		✓	
Highway	Hwy	Main thoroughfare between major destinations.	✓		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway. (reserved exclusively for non-public roads)	✓	✓	✓
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	✓		

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Mall	Mall	Wide walkway, usually with shops along the sides.	✓		
Mews	Mews	Roadway having houses grouped around the end.		✓	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	✓		
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓	
Promenade	Prom	Wide flat walkway, usually along the water's edge.			✓
Quay	Qy	Roadway alongside or projecting into the water.	✓	✓	
Rise	Rise	Roadway going to a higher place or position.	✓	✓	
Road	Rd	Open roadway primarily for vehicles.	✓		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	✓	✓	
Steps	Stps	Walkway consisting mainly of steps.			✓
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	✓		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	✓	✓	
Track	Trk	Walkway in natural setting.			✓
View		A road with a view.	✓	✓	
Walk	Walk	Thoroughfare for pedestrians.			✓
Way	Way	Short enclosed roadway. (reserved exclusively for non-public roads)		✓	✓
Wharf	Whrf	A roadway on a wharf or pier.	✓	✓	✓



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