



Property Addressing Policy

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1 Purpose

- 1.1 To outline the requirements for addressing within the Manawatū district.
- 1.2 To cover all aspects of addressing including numbering rural and urban properties, naming new roads, naming private roads, renaming existing roads and localities.
- 1.3 To reflect identity through addressing, specifically road naming, which recognises significant features of locality, establishes or continues existing themes or recognises cultural aspects, historical events or persons.
- 1.4 To provide a consistent and comprehensive approach to addressing which is easy for our community to understand and follow.
- 1.5 To ensure we are meeting all legislative and statutory requirements, as outlined in section 3 of this policy.

2 Scope

- 2.1 This policy relates to all addressing within the Manawatū district, specifically:
- 2.2 All properties that require numbering.
- 2.3 All new roads, unnamed existing roads and to private road and access ways.
- 2.4 The provisions in this policy supersede any relevant clauses that deal with addressing in any other Council policy documents.

3 Legislation and Statutory Requirements

- 3.1 Local Government Act 1974 – Sections 319, Section 319A and Section 319B .
- 3.2 Australian/New Zealand Standard - Rural and urban addressing AS/NZS 4819:2011 is the universal New Zealand standard applicable for road naming and property numbering.
- 3.3 Land Information New Zealand (LINZ) has adopted AS/NZS 4819:2011 and requires local authorities to comply.
- 3.4 For electoral, postal and other purposes, the Council may allocate a number to any area of land or building or part of a building within its district and may change the number allocated to any such area of land or building.
- 3.5 The Council will notify Land Information New Zealand of all changes made in regards to property addressing.

4 Road Naming

4.1 New Road Names

- 4.1.1 The Information Officer – Land Admin has the delegated authority to approve road names.
- 4.1.2 Where a new road name is required and it is not as a result of a subdivision or development Council will determine the new road name using this policy and the associated Road Naming Register (Appendix B).
- 4.1.3 Where new roads need to be named as the result of a subdivision or development the subdivider/developer will be given the opportunity to suggest up to three road names in order of preference. These should include comments as to why the names have been selected.
- 4.1.4 Where the subdivider/developer does not wish to submit preferred options Council will provide options for consideration from the Road Naming Register.
- 4.1.5 Council will determine if the road name/s are deemed suitable using this policy as the guide.
- 4.1.6 When a Māori name is proposed Council will engage with Iwi. This may be through a Council official, such as the Principal Advisor – Māori.
- 4.1.7 If Council does not accept the proposed road names the subdivider/developer will be requested to submit further names to Council or select from the road naming register.

- 4.1.8 When a new road name is approved Council will advise the subdivider/developer of the approved road name and costs of the name blade and it's installation. Standard format Council name blades must be used.
- 4.1.9 Costs are required to be paid by the subdivider/developer before Council order and install the post and name blade.
- 4.1.10 Unformed/paper roads will not be named unless a road name is required for addressing purposes.
- 4.2 *New Private Road/Access Way Names*
- 4.2.1 4.1.3 through 4.1.9 apply to private roads/access ways.
- 4.2.2 Council will accept private road names which comply with this policy. Naming a road on private land does not mean that Council accepts responsibility for that road.
- 4.2.3 Private road/access way name blades must also have a second blade placed on the sign pole that says 'Private'.
- 4.2.4 Once private road/access way name blades are installed they are the responsibility of the owner of the private road.
- 4.2.5 If the subdivider/developer establishes an ornamental sign and/or post, in addition to the Council name blade, Council shall not be responsible for the repair or replacement of that sign and/or post in the event it is damaged or stolen. The owner/s of the land that the ornamental sign and/or post is placed on will be responsible.
- 4.2.6 Any ornamental signs and/or posts should comply with the District Plan.
- 4.3 *Renaming an Existing Road*
- 4.3.1 Council does not encourage renaming existing roads due to costs and the inconvenience and confusion caused to the community.
- 4.3.2 A name change will only be considered if there is a clear benefit in doing so and the owners of land fronting the road are generally in agreement with the proposal (see 4.3.5).
- 4.3.3 Reasons for changing a road name include, but are not limited to:
- to correct spelling,
 - to eliminate duplication of spelling or sound,
 - to prevent confusion where changes have been made to road layout,
 - to make geographical corrections, or
 - to assign different names to separate ends of a road with a permanently impassable section somewhere along the length
 - if Council is requested to change a road name by emergency services
- 4.3.4 Where an owner or occupier of a property on a particular road, a member of the public or a community group seek to have a road name changed, in addition to the above, Council will only consider initiating the change if the request takes the form of a petition signed by at least 80% of the owners whose properties front the road, the suggested name complies with this policy and the applicants/petitioners agree to meet all costs incurred by Council.
- 4.3.5 Changes to road names will be adopted through Council resolution.

4.3.6 If the renaming of an existing private road is requested this will only proceed if the land owner is agreeable . If the land owner is agreeable 4.3.1 through 4.3.5 still apply.

4.4 *Criteria for the selection of road names*

4.4.1 Road names must not duplicate any existing road names within the Manawatū District, Palmerston North City, Horowhenua District, Rangitikei District or Whanganui District (both spelling and pronunciation to be considered).

4.4.2 Road names should avoid using origin-destination or place names.

4.4.3 Road names should avoid qualifiers, cardinal indicators or similar prefixes (or suffixes) such as Upper, New or South. Where this is unavoidable it should only be used to avoid confusion.

4.4.4 Road names should be limited to 12 characters, excluding the descriptive name.

4.4.5 Road names should reflect identity – recognise significant features of locality, recognise native flora or fauna associated with a place, establish or continue existing themes or recognise cultural aspects or historical events.

4.4.6 Personal names are discouraged unless the name has a historical connection with that area or is that of a well-known New Zealander. Names of living people will not be considered.

4.4.7 Road names named after a person or family will not be named using an ‘s’ (possessive). For example, Darragh Road is acceptable, Darragh’s Road is not.

4.4.8 Road names must use standard alphabet characters only, although macrons are permitted for Māori names. Diacritical marks, special characters, punctuation, numbers and Roman numerals must not be used. When numbers are used they must be written in full. For example, Ten not 10.

4.4.9 Where an existing road is being extended, the road name will be that of the existing road.

4.4.10 Road names should not be offensive, insensitive or commercially based.

4.4.11 Preferred descriptive terms should be used at the end of the road name (Appendix A).

4.4.12 Road names in the rural area should use ‘Road’.

4.4.13 Road names in the urban area should use ‘Street’, ‘Crescent’, ‘Place’, ‘Drive’, ‘Grove’, ‘Avenue’ or ‘Rise’.

4.4.14 Private roads/access ways should use ‘Court’, ‘Lane’, or ‘Mews’.

5 **Property Numbering**

5.1 *Issuing Rural Address Numbers*

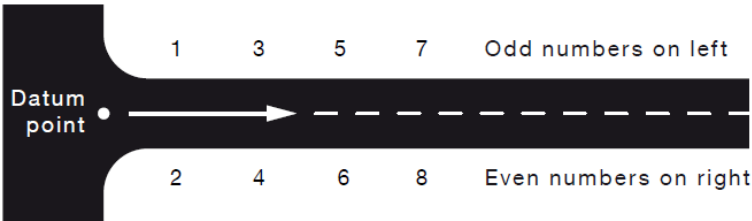
5.1.1 The **R**ural **A**ddress **P**roperty **I**dentification system (RAPID) is used when issuing rural property numbers. The RAPID system of addressing is based on the Brazilian numbering system and is a distance measure from the start of the road.

- 5.1.2 The need for a RAPID number is identified when a subdivision is deposited or when a motor vehicle crossing or building consent application is received.
- 5.1.3 RAPID numbers are allocated to rural properties for dwellings and some farm buildings that have their own access way.
- 5.1.4 The RAPID number is based on how far the access way is from the beginning of the road. Numbers on the right hand side of the road are even, and those on the left are odd. The RAPID number is worked out by multiplying the distance (in kilometres) by 100. A property 22.8 km on the right hand side along Kimbolton Road will be numbered as 2280.
- 5.1.5 If there is more than one dwelling coming off the same access way or right of way that is not named, then numbers are assigned as part of the road sequence as shown below.



- 5.1.6 Changes to RAPID numbers are discouraged.
- 5.1.7 All addresses must be unique and include GPS co-ordinates.
- 5.1.8 A RAPID property address does not affect the rural delivery (RD) number. New Zealand Post issues the RD number.
- 5.1.9 RAPID numbers should not be fixed to a gate or mailbox located on the other side of the road.
- 5.2 *Issuing Urban Address Numbers*
 - 5.2.1 Urban street address numbering is carried out in accordance with AS/NZS 4819:2011. However, there are times where this Policy takes precedence over the procedures listed in AS/NZS 4819:2011.
 - 5.2.2 Property numbers are issued with odd numbers on the left and even numbers on the right. This also applies to cul-de-sacs.

5.2.3 Primary address sites on the left of the road shall be numbered from '1' at the datum point and increase in order using odd numbers. Primary address sites on the right side of the road shall be numbered from '2' at the datum point and increase in order using even numbers. This also applies to a cul-de-sac. Where this occurs in a development area Council may skip certain numbers to allow for infill subdivision.

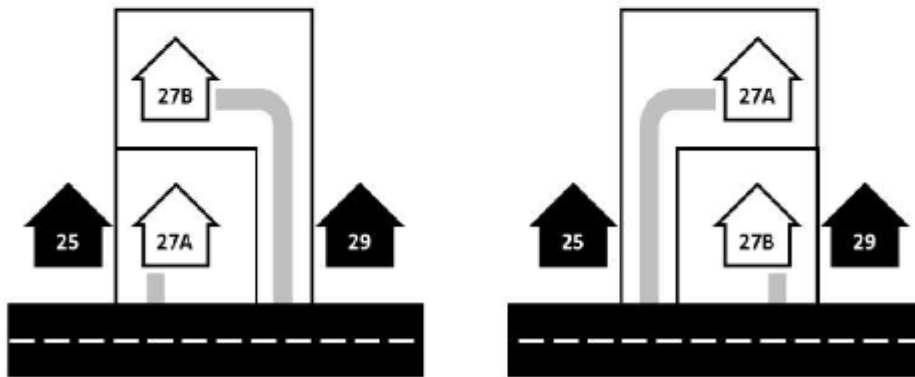
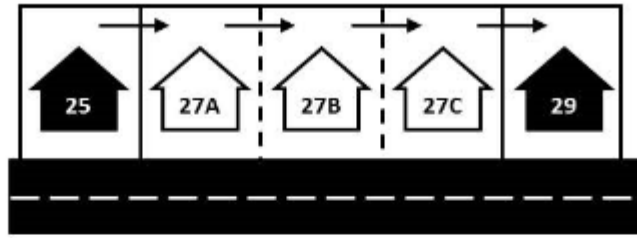


- 5.2.4 Address number ranges are discouraged in New Zealand e.g. 22-28.
- 5.2.5 Corner address sites are addressed depending on where the entrance to the property is.
- 5.2.6 Reserves may be allocated a street number for administrative purposes.
- 5.2.7 When a new road is created with new land parcels, the rear sections will be numbered consecutively.



5.3 *Use of Suffixes*

- 5.3.1 Alphabetical suffixes are to be used only when there is no unallocated number available for a new site.
- 5.3.2 Alphabetical suffixes shall start at A, be allocated incrementally, and should not extend beyond E.
- 5.3.3 The physical order of suffixes should be in the same direction as the number of the road. See example below:



5.3.4 Suffixes are to be allocated to every site that uses the base number. If an existing site with an address already in use (for example, it has a house on it) already has a base number it may retain that number without a suffix if it is in the correct order.

5.4 *Sub-Addressing*

5.4.1 Sub-address numbers are to be used for address sites that are within the a primary address site, e.g. block of flats, apartment building, retirement village.

5.4.2 The address number for a sub-address site shall consist of the sub-address number followed by the number of the primary address site.



6 State Highways

- 6.1 Although State Highways (SH) are owned and managed by New Zealand Transport Agency (NZTA), Council is still responsible for addressing properties on state highways.
- 6.2 Where a property along a state highway is in an urban area, it is numbered in accordance with the urban address allocation rules. If the property is in the rural area, it is numbered in accordance with the RAPID numbering rules.

7 Localities

- 7.1 Council uses the localities set by Fire and Emergency New Zealand (FENZ) as do all local authorities.

1. Appendix A

Preferred descriptive terms:

Avenue:	Broad roadway usually planted on each side with trees
Court:	Short enclosed roadway, usually surrounded by buildings
Crescent:	Crescent shaped roadway, especially where both ends join the same thoroughfare
Drive:	Wide, main roadway without many cross streets
Grove:	Roadway that features a group of trees standing together
Lane:	Narrow roadway between walls, buildings or a narrow country roadway
Mews:	Roadway in a group of houses
Place:	Short, sometimes narrow, enclosed roadway
Road:	Open roadway, primarily for vehicles
Rise:	A roadway going to a higher place or position
Street:	Public roadway in an urban area, especially with footpaths and buildings on one or both sides

2. Appendix B

MDC's Road Naming Register is developed and maintained in accordance with the below:

- The Road Naming Register will contain potential names for use by Council or developers when a road name is required.
- Suggested road names will be approved by the Chief Executive.
- Where a Māori name is proposed Council will engage with Iwi. This may be through a Council official, such as the Principal Advisor – Māori.
- All suggested names must comply with this policy.
- Names may be suggested by the community through MDC's website. They will be added to the register and available for use if they comply with this policy.
- The official register will sit within MDC's document management system and approved names will be duplicated on the MDC website for public viewing.