

# Road & Place Naming

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<b>Amendment Date:</b>	25/06/2009, 23/11/2012, 29/07/2014, 18/04/2017, 01/08/2022
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<b>Directorate:</b>	City Performance
<b>Record Number:</b>	POL22/91

## 1. Purpose

The purpose of this policy statement is to bring together and detail Council's policies in relation to the naming of roads in the Shoalhaven local government area. Council policy reflects the guidelines established by the Geographical Names Board of NSW.

## 2. Statement

This policy statement is based on

- Roads Act 1993
- The Roads (General) Regulations 2008
- The Australian/New Zealand Standard for Rural and Urban Addressing (AS/NZS 4819:2011)
- NSW Address Policy and User Manual, including NSW Retrospective Address Policy (as amended)
- Geographical Names Board of NSW Policy, Place Naming
- Consolidation of Council Minutes

## 3. Provisions

### 3.1. Road Names within the City of Shoalhaven

Council will apply this policy for Road Naming within the City of Shoalhaven, and it will be incorporated within Council's overall document of policies for planning and development within the City.

#### 3.1.1. Public Roads

##### General Requirements

The naming or re-naming of public roads must comply with the guidelines and policies as per the NSW Address Policy and the principles of road naming as outlined in the NSW Address Policy and User Manual. The Geographical Names Board is the final determining body for the naming of roads, places, and infrastructure.

Additional local criteria as follows -

- A relationship to the locality e.g., flora & fauna, aboriginal, historical etc. is desirable but not obligatory.
- For large subdivisions with multiple roads an overall theme for the naming of roads is recommended.
- Due consideration be given to the use of Aboriginal names for appropriate features within the City (added through resolution of 17.12.91 – Minute No. 91.3218). – see also clause 3.2 below.
- Council will apply the NSW Retrospective Address Policy where problematic or confusing road naming issues are identified.
- Any request for commemorative road naming will be assessed against the Geographical Names Board guidelines.

#### 3.1.2. Private Roads

##### General Requirements

The naming or re-naming of Private roads should meet the following criteria –

- All names to meet the same requirements as public roads.
- Proposals should be generated by the applicant in consultation with the Council and once verified by Council will be submitted to the GNB for consideration.

- All private roads within complex sites are to be named as required by the *NSW Road Naming Policy* to allow the allocation of street numbers.
- All private road signs must not include the Council logo and be clearly signposted as “Private Road”.
- Any request for commemorative road naming will be assessed against the Geographical Names Board guidelines

### **3.1.3. Crown Roads**

#### General Requirements

The naming or re-naming of Crowns roads should meet the following criteria –

- All names to meet the same requirements as public roads.
- Proposals should be generated by the applicant in consultation with the Council and once verified by Council be submitted to the GNB for consideration.
- All crown road signs must not include the Councils logo and be clearly signposted as “Privately Maintained Road”.
- Any request for commemorative road naming will be assessed against the Geographical Names Board guidelines.

### **3.2. Roads in the Bomaderry Area**

Future road names (from 29/1/74) in respect of the area bounded by Cambewarra Road, Princes Highway and Meroo Street are to be of aboriginal origin to achieve uniformity as far as practicable in view of the number of roads already allocated aboriginal names in the subject section of Bomaderry.

### **3.3 Place Naming/Renaming**

All requests to name places in the Shoalhaven should be submitted in writing and meet the GNB policy and requirements as set out in the Geographical Names Boards Place Naming Policy

- Place Naming is required for any natural area, place of significance, new locality or infrastructure.
- The custodian of the asset within Council should carry out consultation with the community to determine sentiment and support for the new name prior to any submission to the GNB.
- Requests for place naming will require endorsement from Council prior to being submitted to the GNB.

## **4. Application Process & Procedure**

#### General Requirements

- Council’s Geographic Information Systems (GIS) Unit administers road naming and place naming.
- The applicant will be required to pay the scheduled fee as per Council’s current fees and charges and provide all required documentation including map of subdivision, origin of road name and extent of new road(s) prior to processing the application.
- Proposed road names in new subdivisions must be approved by Council as part of the subdivision approval process.
- Any road name, whether for a public, private or crown road within an urban, rural or community subdivision must comply with this policy.
- The subdivision developer is required to supply road name signs and maintain them until Council accepts maintenance of the roads as public roads.

- Council's Road and Place Naming Policy is based on the guidelines and policy of the Geographical Names Board, who are the determining authority for naming of all roads, places and infrastructure in New South Wales.
- Commemorative naming shall only be considered if it meets all guidelines and policy of the Geographical Names Board.
- Any request for commemorative naming shall be accompanied by letters of support from the community including the relevant CCB, Progress Association or Local Aboriginal Land Council if the name is Indigenous in origin.
- Appeals regarding the outcome of a request for road or place names should be lodged with the Geographical Names Board.

### **Statement of Procedures**

An application is received containing a list of proposed road name(s), a detailed origin of name(s), subdivision details, supporting letters from CCB or Progress Association if request involves commemorative naming, letter of support from Local Aboriginal Land Council if the proposed name is indigenous in origin.

Application for Place Naming must include the above supporting documentation and be endorsed by Council prior to being submitted to the GNB

- I. Council Officers check that proposed names are suitable and comply with Council Policy and the GNB guidelines. If the name does not comply the application will be rejected.
- II. In the event of rejection, the applicant will be notified and provided with reasons for the rejection. In the event of support, action will proceed as follows:
- III. Council will arrange exhibition of the proposal. Exhibition will involve the notification of the proposal, which will include but is not limited to:
  - Publishing a notice in a Local Newspaper and Councils website
  - Notification of the authorities prescribed under the Roads (General) Regulation 2018 will be via the NSW Place and Road Naming Proposal System
- IV. Council may not proceed with a proposal to name or rename a road against an objection made by Australia Post, the Registrar-General, the Surveyor-General or the Traffic for NSW (in the case of a classified road), except with the approval of the Minister
- V. The Geographical Names Board will also act if it receives submissions or complaints from any source on road naming proposals.
- VI. At the close of the exhibition period:
  - Any objections will be reported to Council. The naming proposal will then proceed with the name proposal or reject the proposal and notify the proponent
  - If Council does not receive any objections, then the road naming proposal is deemed to be an acceptable road name to adopt under this policy
- VII. Should Council decide to proceed with the proposed road name it can then adopt the name, Council must:
  - Publish notice of the new name in:
  - The Government Gazette

- A Local Newspaper – giving (in the case of a road that is being named for the first time) a brief description of the location of the road.

VIII. Once the new road name is adopted it will be entered into Council's systems for future use.

## 5. Review

This policy statement will be reviewed within one year of the election of every new Council.

## 6. Reference

New South Wales Address Policy and User Manual

[https://www.gnb.nsw.gov.au/\\_data/assets/pdf\\_file/0004/229216/NSW\\_Address\\_Policy\\_and\\_User\\_Manual\\_2021.pdf](https://www.gnb.nsw.gov.au/_data/assets/pdf_file/0004/229216/NSW_Address_Policy_and_User_Manual_2021.pdf)

New South Wales Retrospective Address Policy

[https://www.gnb.nsw.gov.au/\\_data/assets/pdf\\_file/0004/229216/NSW\\_Address\\_Policy\\_and\\_User\\_Manual\\_2021.pdf](https://www.gnb.nsw.gov.au/_data/assets/pdf_file/0004/229216/NSW_Address_Policy_and_User_Manual_2021.pdf)

Geographical Names Board of NSW Policy – Place Naming

[https://www.gnb.nsw.gov.au/\\_data/assets/pdf\\_file/0017/220148/GNB\\_Place\\_Naming\\_Policy.pdf](https://www.gnb.nsw.gov.au/_data/assets/pdf_file/0017/220148/GNB_Place_Naming_Policy.pdf)

Roads Act 1933

<https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-033>

The Roads (General) Regulations 2008

<https://legislation.nsw.gov.au/view/html/inforce/current/sl-2008-0156>