

**POLICY NAME**

Road Naming Policy

**POLICY NUMBER**

ES 001

**DATE ADOPTED**

7 July 2003

**COUNCIL MINUTE NUMBER**

323

**ECM NUMBER**

3854361

**POLICY TYPE**

Council

**REVIEW DATE**

June 2020

**RESPONSIBLE DEPARTMENT**

Engineering Services

**RELATED DOCUMENTS**

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**Purpose**

The purpose of this policy is:

- To provide consistent guidelines for Developers, the Community and Council when allocating new road names, or changing the name of existing roads in the City.
- To ensure road names are appropriate, will stand the test of time and preferably are of local or historical significance.
- To adopt the Geographical Names Board NSW of Road Naming Policy as the basis for considering road names in the City.
- To establish an approved list of names for new roads.
- To discourage the use of names, particularly christian or given names of property developers and family members of property developers, unless it is considered those names have particular historical or local significance, or a particular attachment to the land being developed.

**Policy Statement**

This policy provides the overall purpose, objectives and guidelines to be considered when naming roads in the city.

**Scope**

This policy applies to all staff in Penrith City Council.

## POLICY:

### Guidelines for assigning road names

The key principles adopted by Council are:

1. Name duplication within the local government area should be avoided. If possible duplication of names in proximity to adjacent local government areas should also be avoided.
2. Roads crossing Council boundaries should have a single and unique name.
3. Preferred sources for road names include:
  - Aboriginal names
  - Local history
  - Early explorers, pioneers, settlers and other eminent persons. War/casualty lists
  - Thematic names such as flora, fauna or ships.
4. Names should be appropriate to the physical, historical or cultural character of the area concerned.
5. The origin of each name should be clearly stated and subsequently recorded.
6. The local Aboriginal Land Council should be consulted when using Aboriginal names unless Council already has an agreed list of appropriate names.
7. Names of living persons should not be used.
8. Names which are offensive or likely to give offence, incongruous (out of place) or commercial in nature are to be avoided.
9. Names should be reasonably easy to read, spell and pronounce in order to assist both service providers and the travelling public.
10. Unduly long names and names composed of two or more words should be avoided:
  - A given name should only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names should generally be avoided.
  - Whilst street and cul-de-sac names should have only one word, it is recognised that some roads require a two-word name because of their geographic relationship.
11. Where it is intended that a road have the same name as a place or feature with an approved geographical name, then particular care should be taken to ensure that the correct spelling is adopted.
12. Place names on Land and Property Information NSW topographic maps are approved names unless specifically excepted in the map legend or in exceptional circumstances where the name has been changed subsequent to the publication of the map.
13. Where names have been changed or corrupted by long established local usage it is not usually advisable to attempt to restore the original form. The spelling which is sanctioned by general usage should be adopted.
14. Generally road names proposed or approved should not contain abbreviations or hyphens.
15. Names of property developers and their family are considered inappropriate unless those names have a particular historical or local significance, or otherwise meet the above guidelines.

## **The Process**

When Council receives a request to name or re-name a road, the process outlined below will be followed:

- The proposed name shall be chosen from the Road Name List. In certain circumstances, Council may choose a road naming theme for an area (eg, new urban release area), or a special person or circumstance to be commemorated.
- The proposed name is checked against the above guidelines.
- The proposed name is checked for duplication.
- In the case of a road re-naming, letters are sent to the affected residents, Police, Ambulance and Fire Services, Australia Post, Integral Energy and other relevant authorities for comments.
- In the case of a new road name, letters are sent to the Geographical Names Board and Australia Post for comments.
- If Council and Geographical Names Board accepts the name, letters are sent out to all the above-mentioned authorities advising of the new name. The name is also advertised in the local paper and the Government Gazette.
- A new sign is ordered and, once finalised, the road is signposted.

## **Submissions**

From time to time, submissions for new road names will be requested. However, a person may make a submission for consideration of a new road name to be added to the Road Names list at any time. Names submitted to Council will be considered against the policy and added to the list where appropriate.