

Request for a road or right of way name

Section 319(j), Local Government Act 1974

Email to: resourceconsentapplications@ccc.govt.nz; or

Deliver to: Resource Consents Unit, Christchurch City Council, 53 Hereford Street, Christchurch; or

Send to: Resource Consents Unit, Christchurch City Council, PO Box 73013, Christchurch Mail Centre, Christchurch, 8154

For enquiries phone: (03) 941 8999 or email DutyPlanner@ccc.govt.nz

About this form

This form is used to request naming of proposed new roads and rights of way. When naming is required this is specified in the conditions on the subdivision consent or right of way approval. Requests must be in accordance with the Council's [Naming Policy](#).

Community Board approval

All road and right of way names must be approved by the local Community Board.

For subdivisions creating new roads and rights of way, the proposed name(s) must be approved by the Community Board before the Council will issue a s223 certificate. Due to agenda cut-off dates a staff report must be prepared several weeks prior to the meeting date. To avoid delays obtaining the s223 certificate it is recommended that this form be submitted well in advance, with all of the information outlined on pages 2 and 3.

In addition, where an existing right of way is to be named because additional lots are proposed to access it, all residents on the right of way must be consulted on the proposed name.

Staff time involved in checking requests and obtaining Community Board approval for road and right of way names will be charged as part of the final fees for the subdivision consent or right of way application.

Please contact us if you would like to discuss the proposed theme for the road names prior to submitting this request.

Name plates

Once the road names are approved, road name plates must be installed. Approval for the location of the name plates is required from the Council's Subdivision Engineer prior to installation.

The name plates are to be ordered directly from the manufacturer by the developer / applicant. This process usually takes six weeks. The name plates are to be designed and installed in accordance with the IDS and CSS, with photographic evidence of the installed plates to be provided before issue of the s224 or s348 certificate.

1. Address / Location

Type of request: ☐ Road name ☐ Right of way name ☐ Combination

RMA reference number:

Subdivision name (if applicable):

Address (of subdivision or location of right of way):

☐ A plan of the subdivision or right of way is attached

2. Applicant / Developer

Name:

Landline: Mobile:

Email:

Address:

3. Agent

Name:			
Name of firm:			
Landline:		Mobile :	
Email:			

4. Proposed names

Name	Background / Explanation <i>(or attach a separate document)</i>

Please attach the following supporting information for each of the proposed names:

- ☐ A plan of the subdivision or right of way showing connections to existing roads within the surrounding road network, and the names of all existing and proposed roads on the plan.
- ☐ A short explanation of the background for each name, including its origin and how it meets the [Naming Policy](#) (*this can be outlined in the table above or in a separate attachment*).
- ☐ For names with Māori origins, details of consultation with relevant Rūnanga via [Mahaanui Kurataiao Limited](#), if undertaken. Please check with the Council to confirm whether consultation is needed (email DutyPlanner@ccc.govt.nz). Otherwise, names will be reviewed by the Council's Principal Advisor Treaty Relationships.
- ☐ For roads that are classified as a collector road, or are in a location of significance to Māori, details of consultation with relevant Rūnanga via [Mahaanui Kurataiao Limited](#) for their input into the proposed names. (If no names are proposed by Rūnanga, the usual process applies).
- ☐ Where a road is to be named for a person who has died in the past decade or in a sensitive manner, details of consultation with the family are required.
- ☐ Confirmation that the names do not duplicate or are not similar to any existing name within the Christchurch District.
- ☐ At least three options for each road / right of way, in order of preference (*this helps to avoid repeating the Community Board approval process if a name is not approved*).
- ☐ Where the name is for an existing right of way, the written approval of all existing owners.
- ☐ Confirmation that the proposal is consistent with the Australian and New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing, and [LINZ Guidelines for Addressing In-fill Developments 2019 – LINZ OP G 01245](#).

Please also note the following requirements outlined in the Council's [Naming Policy](#):

1. Choosing an appropriate name

1.1. Generally, a name should be:

- a. Reflective of the history, culture, environment and/or current identity of the location, and
- b. Unique and not have a similar sound or spelling to an existing name in the area, and
- c. Not offensive or easily corrupted into an offensive version.

2. Specific criteria for assessing a name

2.1. The proposed name will be assessed in terms of its consistency with one or more of the following criteria:

- a. A traditional or Māori name which is acceptable to the Rūnanga or Iwi; this may be a name reflecting the physical characteristics of an area, an activity or event associated with the area or of a notable ancestor.
- b. A feature of historical, social, cultural, environmental or physical importance in the area (e.g., Carlton Mill Road or Carlton Mill Reserve*).
- c. The name of a notable family, person or event associated with the locality or with the wider Christchurch area.
- d. A name in recognition of a person's service. This can be for community service, conservation, sport, the arts, science and research or other sphere of activity.³
- e. Consistency with a common or established theme for naming in a subdivision or locality.
- f. A name that reflects the diverse cultures and communities of the locality or of Christchurch generally.
- g. The name of an event or activity strongly associated with the immediate location including an informal name for the area that is (or was historically) in common usage.
- h. A name associated with a person, event or activity of significance to Christchurch including names associated with people, events, or places of national and international significance.

6. Names which do not meet the criteria for approval

6.1. The following types of names are not suitable for approval:

- a. Names of people, flora, fauna or geographical features not associated with the area, e.g., names of native trees which are not present in the area or views that cannot be identified, except where the name continues a current naming theme in the locality.
- b. Currently trading commercial organisations except for sponsorship names for facilities and leased parks.
- c. Anagrams, amalgamations or derivatives of people's names.
- d. Names of living persons.
- e. Names related to the developer of a subdivision.
- f. Name of a person, club or organisation associated with a privately owned building on Council land, where the club or organisation does not hold the ground lease for the building.
- g. Names for roads which may cause confusion because they are associated with another geographical location or feature e.g., Parklands Drive which is not located in the Parklands suburb.

11. Style guide for roads

11.1. All Road names shall fulfil one or more of the criteria in Section 2 of this policy and conform to the following style:

- a. Each road is to have only one name (no dual names are allowed).
- b. The name must be spelled correctly, and Māori names will include the appropriate macrons to aid pronunciation and to preserve correct interpretation. No other diacritical marks e.g., commas or apostrophes are permitted.
- c. A name should be no more than 16 characters long including spaces but excluding the road type e.g., Lane (Ln).
- d. Short names should be proposed for short streets for mapping purposes.
- e. Names should be sufficiently different in sound and spelling so as not to cause confusion with road names in other locations and nearby districts.
- f. Abbreviations are not permitted in the road name except for the road types listed in an Attachment to this policy.
- g. All private roads (roads that are maintained by the residents of the road) shall have "Lane" as the road type.

Privacy information

All information submitted as part of a resource consent application is required to be kept available for public record, therefore the public (including business organisations, media and other units of the Council) may view the information. It may also be made available to the public on the Council's website. If there is commercially sensitive information in your request please let us know.

If you are submitting this form on behalf of the applicant, please ensure the applicant is aware that their personal information is being provided to the Council as part of this application.

The Council is subject to the Privacy Act 2020. For a full privacy statement see: <https://ccc.govt.nz/the-council/how-the-council-works/privacy-statement/>. If you would like to request access to, or correction of, your details, please contact us.