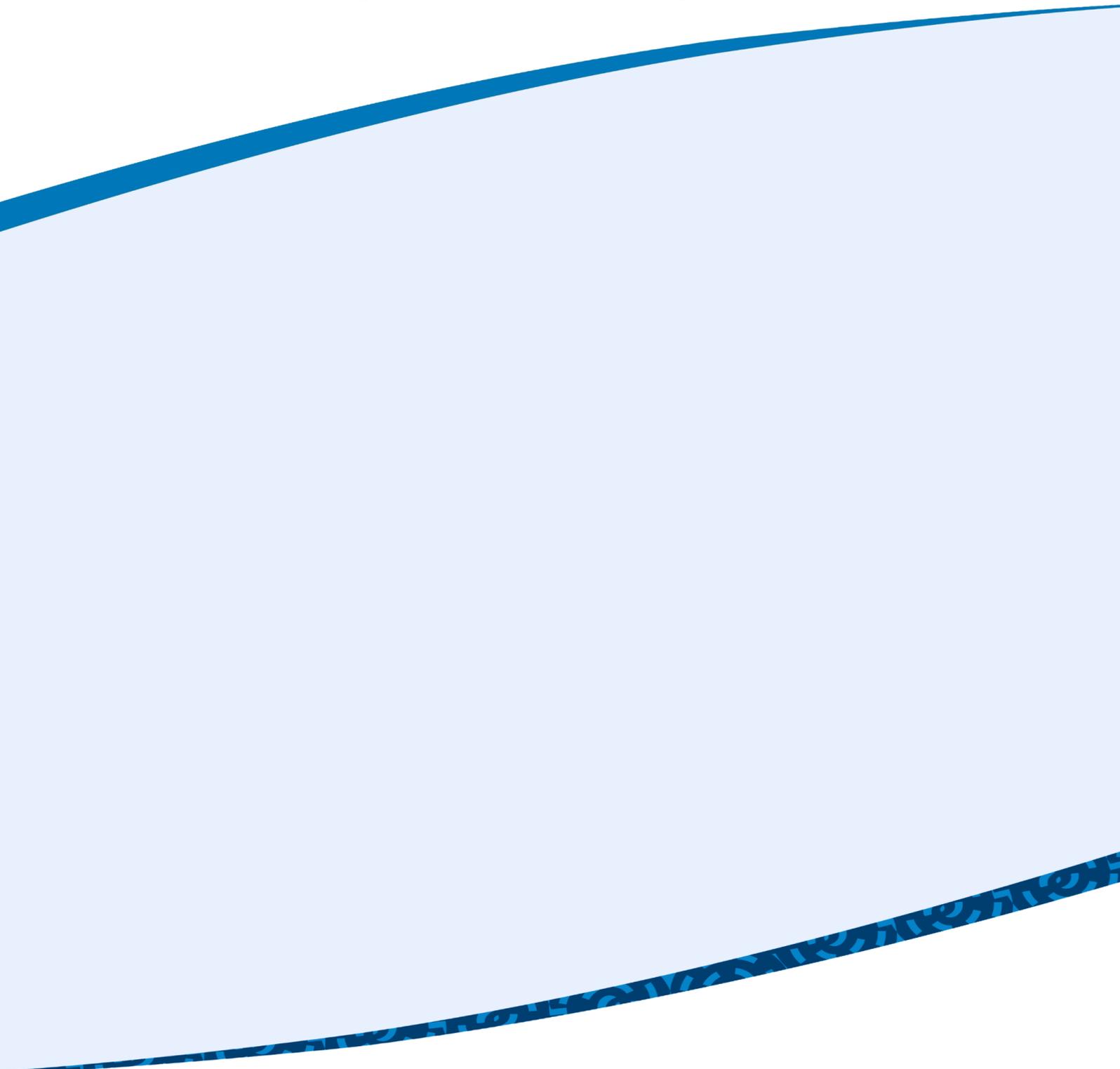


# Auckland Council Road Naming Guidelines

Guidance for the naming of roads in the Auckland Region



# Auckland Council Road Naming Guidelines

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# Auckland Council Road Naming Guidelines

## Part 1: Objectives, principles and requirements

### Introduction

The Auckland Council Road Naming Guidelines set out instructions for the naming and renaming of all roads across the Auckland Region, including road naming Objectives, Principles, Technical Requirements (Part 1), and the Application and Approval Process (Part 2).

These guidelines have been developed from the National Addressing Standards for road naming, being the “*Australian/New Zealand Standards for Rural and Urban Addressing AS/NZS 4819-2011*” (National Standards, hereafter). This document sets the standards for road naming and addressing across both Australia and New Zealand and was developed by emergency service groups, postal services and land information departments from both countries, in order to ensure clear and consistent road names and naming conventions for the benefit of all road users.

Auckland Council’s local boards are the decision-makers for the naming of all roads in the Auckland Region, having being allocated this responsibility by the Auckland Council Governing Body pursuant to section 319(1)(j) of the Local Government Act 1974. Each local board is responsible for deciding on road names within its respective area boundary.

### Purpose

The Auckland Council Road Naming Guidelines are designed to ensure that road naming practices in the Auckland Region will be of the highest possible standard; to result in intuitively clear road names for all road users, minimise name duplication, confusion, and errors, and ensure that all road names in the Auckland Region meet the National Standards.

The guidelines are intended to inform and assist applicants and developers, council staff, mana whenua, local residents and communities regarding road naming practices. The guidelines also assist local boards in their decision-making capacity, so that they can make informed and consistent decisions on road naming across the Auckland Region and approve suitable names.

### Objectives of the Road Naming Guidelines

- Consideration and decision-making concerning proposed road names will occur in a consistent, transparent and impartial manner across Auckland.
- Names will be appropriate and conducive from a safety and service perspective, avoiding duplication, in order to prevent potential confusion or mistakes for road users, including emergency and commercial services.
- Names will be reflective of themes **relevant to the local area**, such as local historical, cultural or environmental themes, or names that recognise unique characteristics or features of the local area.
- Ancestral linkages to areas of land by mana whenua will be recognised through engagement with mana whenua and the allocation of road names as appropriate.

## Definitions of common terms used within these guidelines

**‘Road’:** means a road as defined in section 315(1) of the Local Government Act 1974, and includes access ways and service lanes under section 315(1)(f). Note that the naming of public squares and general public places as defined in section 315(1)(g) follows a different process; refer to the relevant local board for assistance on this.

**‘Private roads’ and**

**‘Private ways’:** are defined in section 315(1) of the Local Government Act 1974, including right-of-ways and commonly owned access lots (sometimes referred to as COALs, jointly owned access lots, or JOALs).

**‘Name’:** (in reference to a road) means the word or name used to identify the road but excludes the road type (e.g. Crescent, Place, Street etc.).

## Principles for the naming of roads

**The following principles must be adhered to when developing proposed road names in the Auckland Region for consideration and approval by the Auckland Council local boards - this is to ensure that all new road names are clear and consistent in style, are relevant to the locality, and conform to the National Standards for road naming (AS/NZS 4819:2011).**

### **Principle 1:**

#### **Road extents and road types will be clearly defined**

- 1.1. In accordance with the National Standards section 4.2.2, any road (including private roads, private ways and access ways) that serves six or more lots requires a road name.
- 1.2. The extent of a named road shall be defined by the formed road, and shall include only one section of road navigable by vehicles or foot.
- 1.3. Unconnected navigable sections of road, for example where separated by an unbridged stream or physical barrier, shall be assigned separate names.
- 1.4. All road names must include a road type (e.g. Crescent / Place / Street).
- 1.5. The road type should be one that accurately reflects the form, layout and type of road being named. A list of road types is included in **Appendix 1**.

### **Principle 2:**

#### **Road names will promote public safety and service delivery**

- 2.1 All road names shall be intuitively clear and avoid duplication in the Auckland Region, in both spelling and sound, so as not to cause confusion or otherwise impact on the operation of emergency response services and other public and commercial services (e.g. ambulance, police and fire, transport, communication and mail services). These services rely on clear, accurate, and easily locatable roads and road names.

### **Principle 3:**

**All proposed road names should demonstrate a linkage to their locality by reflecting a local theme, *such as:***

- a) A local historical, ancestral or cultural linkage to the site or surrounding area; or**
- b) A particular local landscape, environment or biodiversity theme or feature; or**
- c) An existing thematic identity in the local area.**

3.1 Generally suitable road name themes include:

- features of the local landscape or environment, such as flora, fauna,
- local history themes, historical events, or past uses of the land,
- historical figures who have contributed to the local heritage of the specific area, such as early settlers or prominent local war servicemen/women,
- names of local or cultural significance to mana whenua.

3.2 Collaboration and engagement with mana whenua and the local community is expected to help road naming applicants develop new road names according to local themes (e.g. *neighbours, local residents, community groups and/or interest groups such as local heritage groups*).

3.3 In the case of large-scale developments with multiple new roads to be named, road naming applicants may suggest a new road name theme that is to be applied to roads across the whole of the new development. The new theme should demonstrate a clear linkage to the local identity of an area. Acceptance of an introduced theme that does not overtly or intuitively relate to the local area will be at the discretion of the relevant local board (e.g. a new theme of ‘flower names’ including flowers that are not found or grown locally). The road naming applicant will need to fully justify this new theme choice.

3.4 Naming often commemorates an event, person or place. The names of people who are still alive should be avoided, as community attitudes and opinions can change over time.

3.5 If commemorating a deceased person of significance to the local area, applicants must make every effort to gain consent from family members of the person being commemorated and provide evidence of this consultation and consent as part of their road naming application documents (see ‘Application Process’ section in Part 2).

### **Principle 4:**

**The use of Māori road names is actively encouraged**

4.1 Tāmaki Makaurau, Auckland, has a rich history that is reflected throughout the region. Road names often reflect significant events, people, landscapes and biodiversity. In turn this creates and consolidates a sense of place and identity. The use of Māori road names is actively encouraged, to support a Māori identity that is Auckland's point of difference in the world, and to contribute to the visibility of Auckland's extensive and rich Māori history.

**Advice note:**

*The Auckland Council local boards, as the decision-makers on road naming, expect to see evidence of engagement with relevant mana whenua in the local area regarding proposed road names. A summary of which iwi have been contacted, and the feedback received, will be presented to the relevant local board as part of all road naming applications. Mana whenua may suggest additional road name options of their own, which the local boards will also take into consideration in their decision-making. These names will be assessed against the Road Naming Guidelines by council staff before being presented to the local board along with the applicant's preferred name options.*

## **Principle 5:**

### **Renaming of Roads is discouraged**

- 5.1 Auckland Council considers that road names are intended to be enduring, therefore the renaming of roads is strongly discouraged unless there are compelling issues or reasons to support a change.
- 5.2 Legitimate issues that can prompt the consideration of renaming a road include:
  - the redesign of the road
  - a change to traffic flow
  - mail or service delivery difficulties, or
  - duplication issues leading to addressing problems.
- 5.3 For the renaming or alteration of an existing road name, evidence is required to show that 100% of the owners of all properties that take their current addresses from that road have been consulted and that most of them agree to the change, as well as a justification as to why the proposed change is required.

## **Technical requirements for the naming of roads**

**The following technical requirements, derived from the National Standards for road naming (AS/NZS 4819:2011), must be adhered to when developing proposed road names for consideration by the Auckland Council local boards. They are designed to ensure that road naming practices in the Auckland Region will be of the highest possible standard, to produce intuitively clear road names for all road users and to minimise confusion, duplication, and errors.**

- (1) In accordance with the National Standards section 4.2.2, any road (including private roads, private ways and access ways) that serves six or more lots requires a road name.
- (2) Road names should be intuitively clear, easy to pronounce, spell and write, and preferably not exceed three words (including road type) or 25 characters. An exception to this is the use of Te Reo Māori names.
- (3) Where there is an existing similar or same road name within the Auckland Region (Auckland Council's boundary), or an adjoining territorial authority's boundary, a new road name should not be:
  - (a) the same as an existing road name; or
  - (b) similar in spelling to an existing road name; or
  - (c) similar in sound to an existing road name.
- (4) Engagement with relevant mana whenua regarding proposed road names is expected and evidence of this contact is required as part of every road naming application.
- (5) Consultation with the local community is expected to assist applicants in developing road names according to local themes (*e.g. local historical societies, community groups/ clubs*).
- (6) A road name is not to be offensive, racist, insulting, derogatory, blasphemous or demeaning, in that the use of such name is calculated or likely to wound the feelings, arouse anger, resentment or disgust in the mind of a reasonable person.

- (7) A road name shall be accurate and shall have the same spelling as any name from which it is derived. This should be validated by evidence of reference to primary sources.
- (8) A road name shall only use characters from the Standard English alphabet. Accents, diacritical marks (e.g. ä, ç, ó) and special characters (e.g. @, &, !) shall not be used. However, macrons (e.g. ā) are permitted for a Māori name.
- (9) A road name should not be abbreviated or contain an abbreviation, initial, or acronym, except that 'St' shall be used for 'Saint' (e.g. it is not acceptable to abbreviate 'Mount' to 'Mt' or use initials such as 'J Jones Road').
- (10) Where numbers occur in a road name they must be in full written form (e.g. Fifth Avenue).
- (11) A road name shall not include a full stop or hyphen. Where the name from which the road name is being derived includes a hyphen, it shall be replaced with a space.
- (12) A road name should not include a possessive apostrophe (e.g. St Georges Terrace, not St George's Terrace), or any other punctuation. Apostrophes forming part of a person's name or surname are permitted (e.g. O'Connor Road).
- (13) For the purposes of consistency, names starting with Mc or Mac should not have a space included between the Mc or Mac and the rest of the name.
- (14) Road names commemorating living people should be avoided as community attitudes and opinions can change over time.
- (15) The use of given or first names in conjunction with a surname is not encouraged, but may be used if required to provide uniqueness for a significant historical or commemorative name (e.g. Kate Sheppard Drive). For commemorative names, written permission from family members of the person being commemorated is required.
- (16) A road name must not be commercially based, unless the company is no longer in use and/or the name reflects the heritage of an area.
- (17) "The" should not be used as the sole name element of a road name (e.g. it is not acceptable to name a road 'The Avenue').
- (18) Road types shall not be used as the sole name element of a road name (e.g. it is not acceptable to name a road 'Promenade Road').
- (19) Different road types do not distinguish different roads of the same or similar sounding names for the purposes of a new road naming application (e.g. Smith Road, Smith Street, Smith Crescent are all considered to be the same road name).
- (20) A road name should not include a preposition (Prepositions are used to show location, direction, cause; *'in', 'of', 'by', 'to', 'with', 'near', 'above', 'at'* - e.g. 'Emerald Isles Road', not 'Emerald of the Isles Road').
- (21) A directional word cannot be used to uniquely define a road's extremities (e.g. Boundary Road East, Boundary Road West).
- (22) Origin to destination names should not be used (e.g. Pukekohe-Waiuku Road is not acceptable).

# Auckland Council Road Naming Guidelines

## Part 2: Application process

### Overview

Below are the application process steps to follow when applying for a new road name for:

- a new public road that is to be vested in the council, or
- a new or existing private road where there are six or more lots to be served, or
- where it is proposed to alter the name of an existing road.

Please ensure that you have read the accompanying Part 1 of the Auckland Council Road Naming Guidelines, and the Objectives, Principles and Technical Requirements therein, which have been developed to ensure road names conform to the National Standards (AS/NZS 4819:2011).

All proposed road names and applications need to be in accordance with Part 1 and 2 of the Auckland Council Road Naming Guidelines to ensure that local boards, as the decision-makers for road naming, have all the information they need to approve your road name(s), and in order to reduce the risk of potentially costly delays to the completion of your development.

See the 'Road Naming' page of the Auckland Council website to submit your completed application (enter 'Road Naming' in the website search bar).

*Advice note: In relation to any new public or private roads required to be named as a result of a new subdivision resource consent, road name approval should be obtained from the relevant local board **prior** to the lodgement of a section 223 survey plan.*

### Application process steps:

- 1) Community consultation
- 2) Mana whenua engagement
- 3) Pre-application name check
- 4) Mana whenua feedback
- 5) Application checklist & supporting evidence
- 6) Submitting a completed application
- 7) Approval process:
  - a) Local board meeting and decision-making
  - b) Approval notification
  - c) Street signage and addressing (street numbers)

### Tips before you start:

- ✓ Research and start the road naming process as early as possible in the development process.
- ✓ Be aware that **three proposed name 'options' are required for each road to be named; one preferred name and two alternatives** - this provides the local board with enough choices to make a decision and reduces the risk of deferral.
- ✓ Ensure that all proposed road names are in accordance with the requirements listed in Part 1 of these guidelines, and that the names demonstrate a clear link with the local area.
- ✓ Keep all records of consultation and correspondence as you move through the process steps.

### **1) Community consultation:**

- a) In order to develop new road names according to local themes, applicants are expected to undertake consultation with the local community in the vicinity of the road to be named in order to obtain ideas for new names and/or obtain feedback on proposed names (*e.g. try contacting local community groups or organisations such as heritage groups or special interest groups, resident associations, and any other potentially interested / neighbouring / affected parties as relevant*).
- b) If obtaining ideas for new names; save copies of any correspondence for use as evidence later.
- c) If seeking feedback on proposed names; **first** undertake Steps 2 and 3 below in order to check that the names are appropriate for use before attempting community consultation.
- d) Local boards will expect to see evidence of community consultation; therefore applicants should keep all records and evidence of their consultation efforts to support their application.

### **2) Mana whenua engagement:**

The use of Māori road names is actively encouraged and engaging with relevant mana whenua early-on can assist in developing new road names according to local themes, particularly for medium to large-scale developments with multiple new roads to be named.

- a) Appropriateness of Māori road names should be verified by engaging with relevant mana whenua in one of the following ways:
  - i) **For developments with multiple new roads to be named:** engaging with mana whenua is advised early-on in the development process in order to obtain ideas and feedback on local themes and proposed names that could be used in the development. This may have been included as part of the original resource consent process and, if so, evidence of discussions regarding road naming should be provided, otherwise new engagement regarding road naming may be required, for which site-specific mana whenua contacts can be found on the council website. Save copies of any correspondence for use as evidence later in the process.
  - ii) **For developers wishing to verify accuracy or appropriateness of Māori road names, or obtain ideas to include in their application:** mana whenua can be contacted using the site-specific contacts found on the council website. Save copies of any correspondence for use as evidence later in the process. Any correspondence requesting mana whenua input should include as minimum: *the site address, a site plan or scheme plan, a description of the development and resource consents obtained, and a description of any proposed names or name-themes already in consideration (if any)*.
- b) For developers that do not wish to propose any Māori road names: proceed to Step 3 below. Note that council staff will contact relevant mana whenua for comment and feedback on all road naming applications as part of Step 4 below.

### **3) Pre-application name check:**

- a) Applicants must apply for a 'pre-application name check' before any further work is undertaken; refer to the 'Road Naming' page of the Auckland Council website to apply.
- b) Applicants need to provide **three proposed name 'options' for each road to be named** – one preferred name and two alternatives.
- c) The pre-application name check is where council staff check both council and Land Information New Zealand databases to ensure that proposed names are not already in use in the region (duplications and any spelling or sound similarities), and also that the names comply with the

Auckland Council Road Naming Guidelines and are acceptable for use in the given location. Staff may also liaise with Land Information New Zealand (LINZ) directly.

- d) Council staff will respond in writing (via email) to confirm if the proposed names are acceptable, or to advise if more name options are required, along with instructions on the next steps. All proposed names must be confirmed as acceptable for use before proceeding any further with the application. Applicants should retain a copy of this confirmation for use later in the process.

*Tip: You can apply for your 'pre-application name check' via the 'Road Naming' page of the Auckland Council website.*

#### **4) Mana whenua feedback:**

- a) Once the pre-application name check process has been completed (see Step 3 above), council staff will contact relevant mana whenua for comment and feedback for all road naming applications, unless adequate consultation has already been undertaken with relevant mana whenua (refer to Step 2). This will be done automatically, applicants need not apply separately.
- b) The timeframe to allow mana whenua to provide feedback is 10 working days, during which time the road naming application will remain on hold.
- c) After 10 working days, a summary of any feedback will be provided to the applicant (via email), and the application can proceed; see Step 5 below.
- d) Mana whenua may propose additional road name suggestions, in addition to the names proposed by the applicant, which will be checked by council staff and become part of the list of proposed road name 'options' for the local board to choose from (see Step 5 below).

*Tip: Please ensure that Steps 1 to 4 have been completed, and that supporting pre-application name check and mana whenua engagement and/or feedback documents have been obtained, before proceeding with Step 5.*

#### **5) Application checklist & supporting evidence:**

Once applicants have completed Steps 1 to 4 above, they must complete the following checklist and gather the required details and supporting evidence in order to complete their application:

*Tip: A standalone printable copy of the Application Checklist can be found in Appendix 2.*

| ✓ | <b>Road Naming Application Checklist</b>   |
|---|--|
|   | a) <b>Completed Application Form:</b> this can be found on the council website under 'Road Naming' and includes applicant details; name, address, email address and preferred contact details, and any agent contact details.  |
|   | b) <b>Resource consent details:</b> Attach any relevant approved resource consent documents and plans.   |
|   | c) <b>Site plan or scheme plan</b> that clearly shows the layout of the road(s) to be named, highlighted in colour and labelled as 'Road 1', 'Road 2' etc. (do not add any proposed names on the plan).  |
|   | d) <b>An assessment (can be in the form of a letter)</b> confirming that the proposed names meet the Auckland Council Road Naming Guidelines and objectives, principles, technical requirements and application process requirements therein, <b>and covering all matters within items (e) to (m) below.</b> |

|  |  |
|--|--|
|  | e) <b>Three proposed name options</b> per road to be named; 1 preferred name and 2 alternative names for the local board to choose from.   |
|  | f) <b>A chosen road type</b> that accurately reflects the type of road being named ( <i>e.g. Street or Avenue</i> ). A table of road types and descriptions can be found in the Auckland Council Road Naming Guidelines Appendix 1.  |
|  | g) <b>A description of the meaning of the proposed names</b> - e.g. relevant historical background to the names, description of origins, translation for Māori names.  |
|  | h) <b>A description of how the proposed names link to the local area:</b> e.g. local history theme, flora / fauna found locally, mana whenua / Māori name, early settlers, war servicemen/ women, historical person of note, etc. and why the name is relevant to the area.  |
|  | i) <b>Community consultation summary and evidence:</b> provide copies of any consultation emails / letters sent to the local community and copies of any feedback received, labelled with the details of the person/group that provided that feedback (see Application Process Step 1 of the Auckland Council Road Naming Guidelines). |
|  | j) <b>Details of any mana whenua engagement or feedback:</b> provide copies of any consultation emails / letters sent to mana whenua regarding the road naming application and copies of any feedback received (see Application Process Steps 2 and 4 of the Auckland Council Road Naming Guidelines).                                 |
|  | k) <b>A copy of the ‘pre-application name check’ confirmation email</b> from council staff, confirming that the proposed names are not duplicated and are acceptable for use (see Application Process Step 3 of the Auckland Council Road Naming Guidelines).  |
|  | l) <b>Permissions</b> from family members for any commemorative names, as relevant (see Part 1, Principle 3.5 of the Auckland Council Road Naming Guidelines).   |
|  | m) <b>For renaming / alteration of existing road names:</b> evidence that 100% of the owners of all properties that take their current addresses from that road have been consulted and that most of them agree to the change, as well as a justification as to why the proposed change is required.                                   |

## 6) Submitting a completed application:

- a) Completed road naming applications, including the Road Naming Application Form, application checklist, supporting documents and evidence, should be submitted to council staff – see the ‘Road Naming’ page of the Auckland Council website to apply.
- b) Council staff will assess the proposed names, supporting evidence and documentation to ensure that all sections of the Auckland Council Road Naming Guidelines have been adhered to.
- c) Council staff will then produce a report summarising the application details, proposed road names and supporting evidence, for the relevant local board’s consideration. This will be presented to the relevant local board at their next available local board business meeting.

## 7) Approval process:

### a. Local board meeting and decision-making:

- The local board will review the report presented at their meeting (by council staff) and make a decision on the road name(s).
- To remove all doubt, the local board shall have the final decision on the naming of roads and the altering of road names within their respective local board area.
- The local board has the discretion to reject any names proposed, to seek alternative names or defer a decision pending further information, and to make its own enquiries.

**b. Approval notification:**

- Once a road name has been approved by the local board, council staff will notify the applicant of the decision, generally via email.
- Formal minutes for all local board meetings, confirming the local board’s decision, are freely available on the Auckland Council website and are generally published a few working days after the meeting date.
- Council staff will inform Land Information New Zealand (LINZ) so that the new road name(s) can be entered in to their addressing database.

**c. Street signage and addressing (street numbers):**

- The applicant is responsible for arranging and installing appropriate street signage.
- Street Numbers are assigned by Auckland Council’s Property Data Team (not the local boards); therefore any applications for street numbering should be directed to council’s customer services call centre in the first instance, to be directed from there.

## Appendix 1: Road Types

Select the most appropriate and applicable road type from the following options:

| <i>Road Type</i> | <i>Abbreviation</i> | <i>Description</i>  | <i>Open Ended</i> | <i>Cul-de-sac</i> | <i>Pedestrian Only</i> |
|------------------|---------------------|---|-------------------|-------------------|------------------------|
| Alley            | Aly                 | Usually narrow roadway in a city or town.   | Y                 | Y                 |                        |
| Ara*             | Ara                 | Road – option to be used as a prefix for Te Reo Māori or Moriori road names**     | Y                 | Y                 | Y                      |
| Arcade           | Arc                 | Covered walkway with shops along the sides.                                       |                   |                   | Y                      |
| Avenue           | Av                  | Broad road, usually planted on each side with trees.                              | Y                 |                   |                        |
| Boulevard        | Bvd                 | Wide road, well paved, usually ornamented with trees and grass plots.             | Y                 |                   |                        |
| Circle           | Cir                 | Road that generally forms a circle, or a short enclosed road bounded by a circle. | Y                 | Y                 |                        |
| Close            | Cl                  | Short, enclosed road.   |                   | Y                 |                        |
| Court            | Crt                 | Short, enclosed road, usually surrounded by buildings.                            |                   | Y                 |                        |
| Crescent         | Cres                | Crescent shaped road, especially where both ends join the same thoroughfare.      | Y                 |                   |                        |
| Drive            | Dr                  | Wide main road without many cross-streets.  | Y                 |                   |                        |
| Esplanade        | Esp                 | Level road, often bordering water; along the seaside, lake or a river.            | Y                 |                   |                        |
| Glade            | Gld                 | Road usually in a valley of trees.  |                   | Y                 |                        |
| Green            | Grn                 | Road often leading to a grassed public recreation area.                           |                   | Y                 |                        |
| Grove            | Grv                 | Road that features a group of trees standing together.                            |                   | Y                 |                        |
| Highway          | Hwy                 | Main road or thoroughfare; a main route.  | Y                 |                   |                        |
| Lane             | Lane                | Narrow road between walls, buildings or a narrow country road.                    | Y                 | Y                 | Y                      |
| Loop             | Loop                | Road that diverges from and re-joins the main thoroughfare.                       | Y                 |                   |                        |
| Mall             | Mall                | Wide walkway, usually with shops along the sides.                                 |                   |                   | Y                      |
| Mews             | Mews                | Road in a group of houses.  |                   | Y                 |                        |
| Parade           | Pde                 | Public promenade or road that has good pedestrian facilities along the side.      | Y                 |                   |                        |

|           |        |  |   |   |   |
|-----------|--------|--|---|---|---|
| Place     | Pl     | Short, sometimes narrow, enclosed road.  |   | Y |   |
| Promenade | Prom   | Wide, flat walkway, usually along the water's edge.  |   |   | Y |
| Quay      | Qy     | Road alongside or projecting into water.   | Y | Y |   |
| Rise      | Rise   | Road going to a higher place or position.  | Y | Y |   |
| Road      | Rd     | Open road primarily for vehicles.  | Y |   |   |
| Square    | Sq     | Road which forms a square shape, or an area of road bounded by four sides.                                     | Y | Y |   |
| Steps     | Stps   | Walkway consisting mainly of steps.  |   |   | Y |
| Street    | St     | Public road in an urban area, especially where paved and with footpaths and buildings along one or both sides. | Y |   |   |
| Te Ara*   | Te Ara | Road – option to be used as a prefix for Te Reo Māori or Moriori road names**                                  | Y | Y | Y |
| Terrace   | Tce    | Road on a hilly area that is mainly flat.  | Y | Y |   |
| Track     | Trk    | Walkway in natural setting.  |   |   | Y |
| Walk      | Walk   | Thoroughfare for pedestrians.  |   |   | Y |
| Way       | Way    | Short enclosed road.   |   | Y | Y |
| Wharf     | Whrf   | A road on a wharf or pier.   | Y | Y | Y |

\* If a Te Reo Māori or Moriori road name is used it should be endorsed by local representatives with relevant cultural connections, such as mana whenua, local iwi or iwi organisations.

\*\*Ara and Te Ara are the only road types that are to be used as a prefix to the road name  
*e.g. Ara Moana, not Ara Moana Road.*

## Appendix 2: Application Checklist

To support your road naming application, you need to gather the following details and supporting evidence to complete your application:

*Advice note: See the 'Road Naming' page of the Auckland Council website to submit your application.*

| <span style="font-size: 1.2em;">✓</span> Road Naming Application Checklist  |
|---|
| <p>a) <b>Completed Application Form:</b> this can be found on the council website under 'Road Naming' and includes applicant details; name, address, email address and preferred contact details, and any agent contact details.</p>  |
| <p>b) <b>Resource consent details:</b> Attach any relevant approved resource consent documents and plans.</p>   |
| <p>c) <b>Site plan or scheme plan</b> that clearly shows the layout of the road(s) to be named, highlighted in colour and labelled as 'Road 1', 'Road 2' etc. (do not add any proposed names on the plan).</p>  |
| <p>d) <b>An assessment (can be in the form of a letter)</b> confirming that the proposed names meet the Auckland Council Road Naming Guidelines and objectives, principles, technical requirements and application process requirements therein, <b>and covering all matters within items (e) to (m) below.</b></p>                           |
| <p>e) <b>Three proposed name options</b> per road to be named; 1 preferred name and 2 alternative names for the local board to choose from.</p>   |
| <p>f) <b>A chosen road type</b> that accurately reflects the type of road(s) being named (<i>e.g. Street or Avenue</i>). A table of road types and descriptions can be found in the Auckland Council Road Naming Guidelines Appendix 1.</p>   |
| <p>g) <b>A description of the meaning of the proposed names</b> - e.g. relevant historical background to the names, description of origins, translation for Māori names.</p>  |
| <p>h) <b>A description of how the proposed names link to the local area:</b> e.g. local history theme, flora / fauna found locally, mana whenua / Māori name, early settlers, war servicemen/ women, historical person of note, etc. and why the name is relevant to the area.</p>  |
| <p>i) <b>Community consultation summary and evidence:</b> provide copies of any consultation emails / letters sent to the local community and copies of any feedback received, labelled with the details of the person/group that provided that feedback (see Application Process Step 1 of the Auckland Council Road Naming Guidelines).</p> |
| <p>j) <b>Details of any mana whenua engagement or feedback:</b> provide copies of any consultation emails / letters sent to mana whenua regarding the road naming application and copies of any feedback received (see Application Process Steps 2 and 4 of the Auckland Council Road Naming Guidelines).</p>                                 |
| <p>k) <b>A copy of the 'pre-application name check' confirmation email</b> from council staff, confirming that the proposed names are not duplicated and are acceptable for use (see Application Process Step 3 of the Auckland Council Road Naming Guidelines).</p>  |
| <p>l) <b>Permissions</b> from family members for any commemorative names, as relevant (see Part 1, Principle 3.5 of the Auckland Council Road Naming Guidelines).</p>   |
| <p>m) <b>For renaming / alteration of existing road names:</b> evidence that 100% of the owners of all properties that take their current addresses from that road have been consulted and that most of them agree to the change, as well as a justification as to why the proposed change is required.</p>                                   |



Visit [www.aucklandcouncil.govt.nz](http://www.aucklandcouncil.govt.nz)  
and search 'Road Naming'