

# Application for road naming

## Resource Consents Department, Subdivision Team, under the Auckland Council Road Naming Guidelines

To: Auckland Council  
Private Bag 92300  
Auckland 1142

You may post or deliver your application to your nearest Auckland Council service centre, or apply online at [aucklandcouncil.govt.nz](http://aucklandcouncil.govt.nz)

This form provides the council with your contact information and details about your road naming application. If you need help completing this form or you are unsure about the road naming process, visit [aucklandcouncil.govt.nz/roadnaming](http://aucklandcouncil.govt.nz/roadnaming) where you will find helpful guidance notes, or contact the council on 09 301 0101.

If you fail to complete this form and provide the necessary information, including the road naming application checklist, your application may not be accepted for processing.

### 1. Site location details

Site(s) to which this road naming application relates is described as

Number: \_\_\_\_\_ Street: \_\_\_\_\_

Suburb: \_\_\_\_\_

Name of development / Subdivision and stage numbers (where relevant): \_\_\_\_\_

### 2. General application details

**2.1 All road naming applicants are required to read and comply with the Auckland Council Road Naming Guidelines. These can be found on the "Road Naming" page at [aucklandcouncil.govt.nz](http://aucklandcouncil.govt.nz)**

I confirm that I have read and complied with the Auckland Council Road Naming Guidelines and the objectives, principles, technical requirements and application process requirements therein.

**2.2 Provide the relevant resource consent references that the new road(s) have been approved under (e.g. subdivision resource consent number and approval date, including any s127 variations):**

#### 2.3 Reason for the proposed road name(s):

For a new public road or extension to be vested in the council

For a new private road where there are six or more lots to be served

For an existing private road to be named or re-named (appropriate consent from all affected parties must be included - e.g. all owners of all properties along the subject road)

For a new pedestrian accessway

*Office use only*

SAP Application number: \_\_\_\_\_

Receipt date: \_\_\_\_\_

Receiving office: \_\_\_\_\_

Subdivision Resource Consent: \_\_\_\_\_

2.4 Describe the number and type of new roads to be named (e.g three new public roads):

2.5 Is the subject road located within a "site and place of significance to mana whenua" as identified in the Auckland Unitary Plan (operative in Part) GIS viewer?

Yes                      No                      Unsure

2.6 Has the resource consent(s) listed in section 2.2 above undergone a Cultural Values Assessment with mana whenua?

Yes                      No                      Unsure

### 3. Information to be submitted with your application

To satisfy the requirements of the Auckland Council Road Naming Guidelines, please attach the following information to your application:

**(Note:** The Auckland Road Naming Guidelines, and further information on the road naming process can be found on the "Road Naming" page at [aucklandcouncil.govt.nz](http://aucklandcouncil.govt.nz) – the checklist below can also be found in Appendix 2 of the Auckland Council Road Naming Guidelines)

- a) **Completed application form:** all sections of this form should be completed
- b) **Resource consent details:** Attach any relevant approved resource consent documents and plans
- c) **Site plan or scheme plan** 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) **An assessment (can be in the form of a letter)** confirming that the proposed names meet the Auckland Council Road Naming Guidelines and objectives, principles, technical requirements and application process requirements therein, and **covering all matters within the items (e) to (m) below.**
- e) **Three proposed name options** per road to be named; 1 preferred name and 2 alternative names for the local board to choose from.
- f) **A chosen road type** that accurately reflects the type of road being named (*e.g. Street or Avenue*). A table of road types and descriptions can be found in the Auckland Council Road Naming Guidelines Appendix 1.
- g) **A description of the meaning of the proposed names** – e.g. relevant historical background to the names, description of origins, translation for Māori names.
- h) **A description of how the proposed names link to the local area:** 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) **Community consultation summary and evidence:** 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) **Details of any mana whenua engagement or feedback:** provide of any consultation emails / letters sent to mana whenua regarding the road naming application and copies of any feedback received (see Application Process step 2 and 4 of the Auckland Council Road Naming Guidelines).
- k) **A copy of the 'pre-application name check' confirmation email** 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) **Permissions** from family members for any commemorative names, as relevant (see part 1, principle 3.5 of the Auckland Council Road Naming Guidelines).
- m) **For renaming / alteration of an existing road names:** 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 justification as to why the proposed change is required.

**4. Applicant's details (all invoices will be made out to and sent to the applicant unless otherwise stated in section 6):**

**4.1 Applicant's full name**

The name of the road naming applicant who will be responsible for implementation of any approved road names and any associated costs unless otherwise stated in section 6 below.

Last name: \_\_\_\_\_ First name(s): \_\_\_\_\_

Last name: \_\_\_\_\_ First name(s): \_\_\_\_\_

or

Company/trust/organisation: \_\_\_\_\_

Contact person/all trustee names: \_\_\_\_\_

Physical address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Postal address (if different from above): \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

The applicant is the:

owner

occupier

leasee

prospective purchaser (of the site to which the application relates)

other (please specify)

**4.2 Name and address of each owner and occupier of land to which the application relates (if different from above):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

**5. Agent's or consultant's details.**

All correspondence will be sent to the agent and may also be sent to the applicant unless otherwise stated in section 6.

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Postal address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred contact: \_\_\_\_\_ email \_\_\_\_\_ phone \_\_\_\_\_

## 6. Alternative addresses for correspondence and payee of invoices

### All correspondence (excluding invoices) sent to:

applicant

agent/consultant

other (name and address)

Name:

---

Address:

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Postcode:

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### All invoices made out to and sent to:

applicant

agent/consultant

other (name and address)

Name:

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Address:

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Postcode:

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## 7. Signature of the applicant(s) or agent

### Please read these notes before signing the application form

#### Payment of fees and charges

The council will charge the applicant for all costs actually and reasonably incurred in processing this application. The applicant undertakes to pay all and future processing costs incurred by the council. The council may issue interim invoices for applications. If any steps, including the use of debt collectors and/or lawyers, are necessary to recover unpaid processing costs, the applicant agrees to pay all collection costs. If this application is made on behalf of a trust (private or family), a society (incorporated or unincorporated) or a company, in signing this application the applicant binds the trust, society or company to pay all the above costs and guarantee to pay all the above costs in their personal capacity.

#### Privacy information

The council requires the information you have provided on this form to process your road naming application and to collect statistics. The council will hold and store the information, including all associated reports and attachments, on a public register. The details may also be made available to the public on the council's website. These details are collected to inform the general public and community groups about all consents and approved road names which have been processed or issued through the council and its local boards. If you would like to request access to, or correction of any details, please contact the council.

### Declaration for the applicant or authorised agent or other

#### I/we confirm that I/we have read and understood the notes above.

If a private or family trust is the applicant, at least two New Zealand-based trustees are required to provide contact details and sign this form.

Applicant's name:

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Applicant's signature:

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Date:

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Applicant's name:

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Applicant's signature:

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Date:

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### Declaration for the agent authorised to sign on behalf of the applicant

**As authorised agent for the applicant, I confirm that I have read and understood the above notes and confirm that I have fully informed the applicant of their/its liability under this document, including for fees and other charges, and that I have the applicant's authority to sign this application on their/its behalf.**

Agent's full name:

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Agent's signature:

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Date:

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