Naming of Roads and Public Places Policy

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Applicable Legislation	Local Government Act 1999
Related Policies	Nil
Related Documents	Australian Standard AS 1742.5 – 1997 DIT *'Guidelines for the Selection of Names for Roads in SA'* Standards for Uniform Kerbside Numbers Geographical Names Act 1991

1. Purpose

The purpose of this Policy is to meet Council's obligations under section 219(5) of the Local Government Act 1999, setting out the principles and practices for selecting and adopting the names of public roads and places throughout the Coorong District Council.

Under Section 220 of the Local Government Act 1999, the Policy outlines the numbering system for buildings and allotments adjoining a road, where council must assign a number.

2. Policy Statement

Naming of a public road or place typically arises when developers create new public reserves that are vested with Council or when Council receives a request to name a public road or place.

Council may also receive a request to name or rename a public road or place that has not been officially named previously but has an historical name through general public usage. This policy outlines the process for managing such requests. Council has the power under Section 219 of the Local Government Act 1999 to assign a name to, or change the name of:

- a public road;
- a public place; or
- a private road.

It is Council's policy that all sealed public roads and all formed public roads within the Council area that are regularly accessed will be assigned a name. This does not include 'unmade' or un-maintained road reserves or informal tracks.

The naming and signage of State roads is the responsibility of the State Government. Road name signs that identify each public road will, as far as practicable, be placed at every road intersection and will clearly indicate the road to which it applies.

There are no specific legislative requirements in relation to naming of public places, however this Policy is to be read in conjunction with:

- the Act;
- the SA Government Geographical Names Guidelines;

3. Definitions

"Geographical name" means a name assigned to, or approved as the name of, a place under the Act, and includes a dual geographical name.

"Place" means an area, region, locality, city, suburb, town, township, or settlement, or any geographical or topographical feature and any other place or building that is, or is likely to be, of public or historical interest.

"***Private road"*** means a road in private ownership.

"***Public place"*** means a piece of community land which is owned by Council, Crown Land under Council's care and control or gifted to Council through development or land managed by Council for the purposes of public recreation and cultural activities.

"***Public road"*** is as defined by the Local Government Act 1999.

4. Naming Roads and Public Places

4.1 Initiating the naming process

A road naming process may be initiated if:

- A request is received by the Council from an affected land owner or their agent;
- Council resolves that a name change be investigated;
- Council administration determine it is in the public interest to investigate a change in road name or public place;
- Council opens or forms a road; or
- Council receives or approves an application for a land division.

- A request to/from an adjoining council is received relating to a public road which transverses both council areas

4.2 Requests to change the name of a Road or Public Place

All requests are to be received in writing and accompanied by the relevant (non-refundable) administration fee. The person requesting the change must also confirm in writing that they will pay in full, all costs associated with the implementation of the name change should it proceed. Charges will be applied as per Council's Schedule of Fees and Charges.

The request must also include the reason for the proposed name change and any supporting documentation (whilst considering the guidance provided in this Policy). A location map showing the extent of the road as proposed and a letter of agreement for the change from all residents that will be directly affected by the proposed change.

All requests will be considered on merit and using the standard principles of naming/renaming as set out within this Policy.

4.3 Naming and renaming of Roads and Public Places

In the naming and renaming of public roads the following principles will be observed:

Uniqueness

- A road will have only one name.
- A road name will be unique within an official suburb rural locality. Duplicate road names within a suburb/locality will not be permitted in order to avoid confusion (e.g. emergency services response).
- Roads that are maintained by the Department for Infrastructure and Transport (DIT) will be named by DIT and is the final decision of DIT. Council will request consultation with DIT in relation to naming these roads.
- A road name will be unique within an official suburb or rural locality, these include similar sounding names (e.g. Paice, Payce or Pace Roads).
- Duplication of names in proximity to an adjacent suburb or locality will be avoided. Roads crossing Council boundaries should have a single and unique name.
- Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.

Name Sources

Road and public place names for the Coorong District Council may be sourced from the list below:

- Geographic names
- Indigenous names taken from the local indigenous language
- Local history
- Eminent persons as recognised and endorsed by the Coorong District Council

- Early explorers, pioneers and settlers
- Relating to names from flora, fauna etc.

Names will be selected so as to be appropriate to the physical, historical or cultural character of the area concerned. The origin of each name will be clearly stated and recorded as part of Council's historical records.

The native title holder will be consulted when choosing indigenous names or using words from relevant indigenous languages.

Propriety

- Names of living persons will be avoided.
- Names, which are characterized as follows, will not be used:
    - Offensive or likely to give offence;
    - Inappropriate – out of place; or
    - Commercial or a Company.

Communication

Names will be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public.

Unduly long names and names composed of two or more words will be avoided:

- A given name will 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 will be avoided.
- Whilst street and cul-de-sac names will have only one word, it is recognized that some roads require a two-word name because of their geographic relationship.
- Roads with double destination names will be avoided. For example, Meningie-Tintinara Road.

Spelling

Where the spelling of names has been changed by long established local usage, unless there is a particular request by the local community to retain the original name, the spelling that is sanctioned by general usage will be adopted.

Road names proposed or approved will not contain abbreviations, e.g. the "Creek" in "Kangaroo Creek Road" must not be abbreviated. There are however, two exceptions, "St" will always be used in place of "Saint" and it is acceptable to use "Mt" for "Mount".

Form

The apostrophe mark ' will be omitted in the possessive case, e.g. "Bridge's Road" will be "Bridges Road".

Names will avoid the use of the possessive "s" unless the euphony becomes harsh, e.g. "Devils Elbow".

The use of hyphens will be avoided. However, hyphens may be used when naming a road after a person with a hyphenated name.

Type of Road

- The suffix chosen will be compatible with the class and type of road.
- Assistance to both the motorist and pedestrian is a major consideration in choosing the suffix.
- When a suffix with a geometric or geographic connotation is chosen it will generally reflect the form of the road, e.g. Crescent – a crescent or half moon, re-joining the road from which it starts; Esplanade – open, level and often along the seaside or a river.
- For a cul-de-sac use Place, Close, Court or a suffix of similar connotation.
- Highway (HWY) will be specifically reserved from roads associated with the State arterial road network. Its use will be restricted to roads of strategic importance constructed to a high standard.

The following list of suitable road type suffixes is included as examples (the list has been sourced from Australian Standards AS 1742.5 – 2017 and AS 4212 – 1994. An expanded road type list and acceptable abbreviations can be sourced form AS 4590:2006. In most instances the connotations are clear but where necessary a definition can be checked in a dictionary). Only road types shown in the standards documents will be used.

Alley	Arcade	Avenue	Boulevard
Bypass	Circle	Circuit	Circus
Close	Court	Crescent	Drive
Grove	Lane	Mews	Parade
Pass	Parkway	Place	Plaza
Promenade	Road	Row	Square
Street	Terrace	Walk	Way

No Prefix or Additional Suffix

The use of a compass point prefix/suffix or an additional suffix such as "south" or "extension" will be avoided, particularly where new roads are to be named.

Where an existing road is subsequently bisected as a result of traffic management planning or some other reason, it may necessitate, and be more appropriate to delineate each half of the road by the addition of a compass point suffix for the purposes of assisting the community and the emergency services to locate the appropriate part of the road.

4.4 Naming of private roads

Private land owners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name. Where Council proposes to assign a name to a private road, it will consult with the owner of the land over the proposed name and the signage requirements for the road.

4.5 Consultation

Council will consult with property owners if a change to a road name is proposed via consultation. If a proposed road name change is approved, relevant property owners will be advised by way of written notification. Council will give public notice of the assigning or changing of a road name. This will be by publication in the Government Gazette, notice in a local newspaper and notice on the Council website https://www.coorong.sa.gov.au/

If a Council decides to change the name of a public road that runs into the area of an adjoining Council, the Council will give the adjoining Council a minimum two months' notice of the proposed change and consider any representations made by the adjoining Council in response to the notice.

4.6 Notification

Council will provide written notice (e.g. by email) of Council's decision on a new road or public place name or name change to all relevant parties, including:

- Applicant;
- Registrar-General;
- Surveyor-General;
- Valuer-General (see s219(3)(a) of the Local Government Act 1999);
- The owner of the road (if a private road);
- Owners to abutting properties;
- Australia Post;
- Utility providers;
- SA Police;
- SA Ambulance Service; and
- SA Metropolitan Fire Service and/or Country Fire Service

4.7 Date of Effect

The date of effect of the new or changed road name or public place will be determined at the time of the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.

The date of effect will be determined after considering:

- In respect of renaming an existing road, the impact on existing property owners, residents, tenants and occupiers. For example, the time required to advise relevant parties to change advertising references etc;
- Potential confusion for people using maps and street directories that effectively become out of date; and
- The desire of some developers to sell property 'off the plan' and the opportunity for new owners to know their future address at an early stage.

The anticipated timeframe for the date of effect will be six (6) months from an application, however should unforeseen circumstances arise the timeframe may be longer.

Council will update the Register of Public Roads as required by Section 231 of the Local Government Act 1999.

43.8 Road name signage

Council will ensure road naming signage in accordance with the relevant Australian Standard (AS 1742.5 – 1997) is erected. Signage may be erected during construction of a sub-division.

All road name signage should include the Council logo.

Note – signage for state road names is the responsibility of DIT.

5. Road numbering

This section of the policy does not apply to numbers and addresses for the purposes of Rural Property Addressing.

5.1 Numbering of premises

Council's objective is to have every address site within the boundary of the Council area given a number or number range. Such areas include public reserves, schools, buildings, and all other fixtures and locations situated in urban thoroughfares, which are not numbered but which require road addresses to establish their locations.

5.2 Displaying of Property Identification Numbers

Council's objective is to have all premises within Coorong District Council, including residences, shops and other buildings, display adequate identifying numbers.

Council has taken into account the need to have premises clearly identified for the efficient delivery of mail and so that emergency services, other service providers and the general public can easily locate premises.

Under Section 220(6) of the Local Government Act 1999 an owner of land must, at the request of Council, ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or approved by the Council.

5.2.1 Residential premises

All premise numbers should be easily identifiable from a stationary vehicle located on the adjacent roadway.

Where properties have no street frontage, numbers must be identifiable from the access road/private laneway adjacent to the property.

For houses such as those in denser areas which are less than 1.5 metres from the front property boundary, the number should be placed in a prominent position to the left hand side or adjacent to the main entrance to the house.

For houses that are more than 1.5 metres from the front boundary, the premise number should be placed on or near the front gate. If the premise has no front fence or gate, the number should be placed on the letterbox or other feature facing the street. Australia Post prefers the premise numbers to be displayed on the letterbox where a letterbox is provided.

Ideally the numbers should be located 750mm to 1.5 metres above the ground level and on the left hand side of the door or gate.

Numbers should be at least 75mm high to ensure they can be seen from the roadway and use colour combinations which provide strong contrast between the number and the background, such as black and white. Visibility is improved by using retro-reflective material for either the number or the background. For numbers placed on letterboxes consider using raised numbers (tactile) to assist the vision impaired.

5.2.2 Industrial and commercial premises

Premise numbers should be displayed in a prominent position to the left side of the driveway main entrance and/or the façade of the building and in a way that makes it easy for the number to be seen clearly by pedestrians and motorists.

Commercial buildings require the same type of premise numbers as residential premises. Although the minimum required height of number is 75mm, larger numbers are encouraged. Owners should consider displaying numbers which are in scale with the size of the building and which enhance its appearance.

5.3 Kerbside numbering

In addition to the displayed premise numbers, Council may permit local community groups to install, at their cost, kerbside numbering on premises within Coorong District Council. All such kerbside numbering must be installed in accordance with Council's Standards for Uniform Kerbside Numbers, and installed in accordance with all traffic management requirements.

6. Availability/Accessibility

The Policy is available for inspection at Council's officers during normal business hours and Council's website and will be emailed to interested parties on request (please lodge request in writing via email to council@coorong.sa.gov.au).

7. Document History

This Policy will be reviewed at least every three (3) years or more frequently if legislation or Council requires.

Version	Adopted	Minute No	Description of change(s)
1	15 September 2009	295/09	New policy
2	15 February 2011	069/11	Cyclical review
3	20 March 2012	097/12	Cyclical review
4	15 July 2014	164/14	Cyclical review
5	25 July 2017	136/17	Cyclical review
6	21 July 2020	160/20	Cyclical review
7	21 October 2025	280/25	Refinement of purpose and policy statement Consolidation of utilities at clause 4.6 Re-naming of clause 5.2 heading