

POLICY ON STREET NAMING/RENAMING AND HOUSE
NUMBERING

TABLE OF CONTENTS

Page

1.	Introduction.....	3
2.	Procedure for street naming & numbering in public & private subdivisions.....	4-5
3.	Rules for street naming.....	6-8
4.	Procedure for renaming of streets, public places, natural areas & Council-owned buildings, facilities and artifacts.....	8-9
5.	Rules for street numbering.....	10-14
6.	Financial considerations.....	14
7.	Amendments or repeal of this policy.....	14
8.	Compliance and enforcement.....	14

Annexure A: Street name suffixes & definitions

1	INTRODUCTION
---	--------------

1.1 Timeous and effective allocation and recording of street names and numbers are important for a number of reasons, including:

- The completion of the registration of ownership in new subdivisions
- The provision of municipal services (i.e. engineering services)
- The billing for rates and municipal services used
- The provision of emergency services
- Postal delivery
- Data integrity in council, and
- To ensure that property owners can be contacted for public participation purposes

Any delay in the provision of street naming and numbering can cause inconvenience with regard to these aspects and or loss in revenue to Council and or delays in property transfers.

1.2 The purpose of this policy is to identify solutions to the common problems that are being experienced in this regards, including the need for a standardized procedure, to set out the responsibilities of the relevant parties involved in the process and to outline effective administrative and decision-making procedure in order to guide the Council's functions relating to street naming and numbering

1.3 The policy therefore replaces the procedures previously followed by the administration of Umzimvubu Municipality in an attempt to standardize the procedure applicable to all areas under its jurisdiction

1.4 The general term "street " used in this policy, includes all classes of streets which serve a public right of way, the naming of which is the responsibility of the council. This includes parking areas, squares, malls, paths, lanes and other public places.

1.5 The policy shall only be applicable in towns including R 92 townships in jurisdiction of Umzimvubu Municipality

1.6 The policy shall be applicable to all the other Municipal amenities in terms of naming and numbering through the council, following all the applications and up to the stage of updating to the Asset Register.

1.7 The policy shall be applicable until reviewed one year after implementation taking into account practical issues experienced during that period and subsequently and changing legislative requirements.

1.8 All decisions made in terms of this policy at any specific time will be in accordance with the current delegation of powers relating to street naming and house numbering as approved by the Council of Umzimvubu.

1.8 This policy shall also give meaning and effect to a process of renaming of streets, public spaces, buildings and other public entities”, to avoid the ad hoc process of renaming of streets or public place in honoring of someone or occasion, or to provide a new name more in keeping with the current societal values and or historical preservation.

2	PROCEDURE FOR NEW STREET NAMING & NUMBERING IN PRIVATE & PUBLIC SUBDIVISIONS
---	--

The new street naming and numbering process in private and public subdivisions shall be as follows:

2.2 Before formally submitting an application to Council, the applicant shall first discuss the details of the proposed subdivision and street names with planning department.

2.3 The applicant must supply the Planning department with a preliminary list of proposed streets names with alternatives (which is going to be checked by planning department for duplication), the Planning department shall among other things check that the proposed names are names which falls outside a 35km radius.

2.4 The Planning department may not consider any similar name which already exist in either of the town that falls under the same juristic area irrespective of a 35km radius

2.4.1 If there is no duplication of street names, then the names are reflected on the plan of proposed subdivision. Street numbers shall also be reflected on the plan in accordance with the rules for street numbering

2.5 The subdivision application, containing the plan of proposed subdivision, is submitted to the Planning department which process the application.

2.6 The application is advertised where after a minimum period of 21 days is allowed for comment and objections.

- 2.6.1 The application shall, where applicable, be advertised for a minimum period of 21 days to the following parties:
- Interested & affected parties
 - Ward councilors
 - Relevant Sub committees
 - Community based organizations
 - Provincial Government: if a proclaimed main road is applicable
 - Provincial geographic names committee
 - Provincial department of roads ,storm-water and transport
- 2.6.2 During the advertising process, the Geographic Information Systems Branch updates, where applicable , the “ work in progress” layer on the District’s GIS.
- 2.6.3 If there is no objection to the naming and numbering of streets and it complies with the policy, the decision to approve or not approved the application is taken by the Director: Planning & Environment or his/her delegated person.
- 2.6.4 Should there be any objections to the application, these objections are assessed by the Infrastructure & Planning standing committee which will take the final recommendation to the Council for the final decision to either approve the application, notwithstanding the objections, or to reject the application
- 2.7 The applicant and the objector/s are informed of their right of appeal against the decisions. When the appeal/s is submitted, it is assessed by the appropriate appeal body in-terms of the National Place Names Committee.
- 2.8 If there are no objections to the names or Council’s decision is upheld to approve the application, then the street name register and where applicable, the approved subdivision on the District GIS are updated.
- 2.9 After the final approval, the external departments are informed of the final approval by the Planning department, including the Surveyor –General, Telkom, Eskom, Post Office, the South African Police Services, Emergency Services, National Place Names Committee and map producers.

3 RULES FOR STREET NAMING

- 3.1 The following rules for the naming of streets shall apply:
 - 3.1.1 There shall preferably be no duplication of street names in the metropolitan area and definitely no duplication within 35 km.
 - 3.1.2 There shall be no similarly spelled names in the same township or in the same area of Umzimvubu juristic, notwithstanding the 35 km radius
 - 3.1.3 There shall be no phonetically similar names in the same township or in the same area of Umzimvubu juristic, notwithstanding the 35 km radius
- 3.2 CATEGORIES OF NAMES THAT SHOULD BE AVOIDED:
 - 3.2.1 Offensive or insensitive names
 - 3.2.2 Names that are cumbersome in the sense that the name may be construed as unintelligible in the spoken or written form, and physically in the sense that the length of the name may be considered impractical on a street sign;
 - 3.2.3 Linguistically corrupted or modified names
 - 3.2.4 Similar sounding names should be avoided within a 5km radius or preferable be avoided in the same township or extension
 - 3.2.5 Names that could be construed as commercial advertising;
 - 3.2.6 Names of living persons.
- 3.3 GUIDELINES FOR NAME SELECTION
 - 3.3.1 In addition to considerations of sensitivity and offensiveness, the renaming of a specific street, public place, natural area and Council-owned building, facility or artifact may be considered when duplication of the name occurs within the towns and or when renaming would generally improve the Municipality's administration of essential services.
 - 3.3.2 Consideration should be given to names of local area or historic significance.
 - 3.3.3 Proposed names should meet one of the following:
 - a) Honour and should commemorate noteworthy persons associated with UMZIMVUBU MUNICIPAL administrative area
 - b) Commemorate local, national or international history, places, events, memories or culture or relevance to the people of UMZIMVUBU
 - c) Strengthen community identification

- d) Recognize indigenous and international flora, fauna or natural features relevant to UMZIMVUBU.
- e) Promote place orientation and recognition
- f) Recognize the cultural diversity of UMZIMVUBU

3.4 PANEL OF EXPERTS

- 3.4.1 A panel of experts who can make specific recommendations on naming \renaming proposals that have been submitted for consideration should be established in order to advise the Council in taking decisions on naming and renaming.
- 3.4.2 The panel shall consist of a minimum of seven(7) to a maximum of nine(9) members, selected by public nominations received through a process of advertising
- 3.4.3 Care should be taken to ensure that the panel is representative of the demographic and composition of jurisdiction area
- 3.4.4 Nomination shall include the agreement or permission of the nominee, full particulars of the nominee(including contract details), relevant experience and qualifications and full motivation by nominator\s
- 3.4.5 Expertise and or experience and or qualifications in two or more of the following must be detailed in the nomination: history, culture, linguistics, town planning, topology, reconciliation, religion, environmentalist but not limited to these;
- 3.4.6 The Panel shall meet at the direction of the relevant Director: Infrastructure & Planning Development.
- 3.4.7 The Panel shall hold office for the term of the Council.
- 3.4.8 The members of the Panel of Experts shall be remunerated for their travelling costs to meetings to consider proposed names and or name changes at a fixed fee per meeting attended that will be appropriate for the Council
- 3.5 Names, where appropriate, should be in keeping with the theme of the surrounding street names when falling within an established township
- 3.6 Where a street is interrupted by a natural or a man made barrier, the resulting portions of that street may be named in the appropriate language by the addition of an appropriate identifier to one or both portions. Such as North, South, East, West, Lower, Upper, Central , Extension.
- 3.7 A continuous street should maintain its name throughout its length, to avoid confusion.
- 3.8 Only appropriate suffixes or their accepted abbreviations shall be used. As illustrate in Annexure A for guidelines in this respect.

- 3.9 A suffix to a street shall form part of a name and shall, where appropriate, be in the same language as the street name. In the case of a person, it shall be in the language preferable by the person or his/her family, provided it is Xhosa, English.
- 3.10 The length of a name should preferably be limited to what can be practically accommodated on name boards and no maps, which are no than 20 characters including spaces.
- 3.11 Name shall not be offensive.
- 3.12 if historical names are used they should be historically correct and relevant
- 3.13 Street names shall be displayed on name boards, kerbs or concrete receptacles, which shall comply with the relevant standards, in the appropriate locations, at the discretion of the infrastructure & Planning Development Directorate.

4	PROCEDURE FOR RENAMING OF STREETS,PUBLIC PLACES,NATURAL AREAS & COUNCIL –OWNED BUILDINGS, FACILITIES AND ARTIFACTS
---	--

4.1 CONDITIONS FOR SUBMITTING RENAMING PROPOSALS

- 4.1.1. Each year Council will advertise a window period during which submissions can be made. In a renaming proposed for a previously disadvantaged community, advertising should be augmented by the use of community newspapers and by placing notices in public facilities, e.g. libraries, satellite offices, etc.
- 4.1.2. Any person, community or organization with the boundaries of UMZIMVUBU LOCAL MUNICIPALITY shall be entitled to propose the renaming of a street or the naming or renaming of a public place, council-owned building, facility or artifact in accordance with the procedures outlined in this policy
- 4.1.3. Proposal shall be in writing and shall include full details of the affected street, public place, council-owned building, facility or artifacts as well as the proposer, proposed name change and fully motivated reasons which shall include research references and evidence of professional or community support by overwhelming majority. Where the Panel is advised in advance that it is difficult for a written submission to be made due to illiteracy or other circumstances, it may use its discretion to entertain oral submissions according to the rules for public hearings.
- 4.1.4. Proposals may include the results of referenda or similar consultation within communities by way of evidence of support or opposition but shall not be considered as a defining criterion by the panel

4.2 ASSESSMENT OF RENAMING PROPOSALS

- 4.2.1. Proposals will be received and processed by the relevant Department strictly according to policy
- 4.2.2. The relevant department will scrutinize the proposals for compliance with the policy considerations contained in this policy. Renaming proposals that do not contain all the requisite information will be returned to the proposer with a request for the missing information.
- 4.2.3. A report containing all names received with a summary of relevant information will be prepared for submission to the Panel. The report will be submitted to panel members at least 14 days prior to a scheduled meeting.
- 4.2.4. Proposals will be considered by the Panel who will meet once every year and then make recommendations to council.
- 4.2.5. The recommended name changes arising out of the Panel deliberations will be advertised and interested and affected parties will be given 4 weeks within which to submit comments.
- 4.2.6. Renaming proposals received will be scrutinized by the Panel to ensure that they comply with the provisions of this policy. Then the submissions will be advertised to obtain public comment.
- 4.2.7. Comments received on the renaming proposals shall be considered by the Panel who will then make a recommendation to Council.
- 4.2.8. The renaming proposal/s, if still supported by the Panel, will be submitted to the full Council with concrete recommendations.
- 4.2.9. The full Council of UMZIMVUBU LOCAL MUNICIPALITY will take the final decision on whether to accept or decline the implementation of the proposed renaming.
- 4.2.10. Administrative errors and/or incorrect spelling of names may be rectified without going through the process contained in this policy.

5. RULES FOR STREET NUMBERING

The numbering of erven shall follow a particular sequence relative to the National Road(N2) that passes through and or along Mt Frère & Mt Ayliff towns respectively.

5.1 Streets- parallel to (N2) shall be assumed to be(Horizontal) from East to West and vise versa

Numbering shall be done from right to left, East to West with even numbers on the southern side of the street, and the odd numbers on the northern side of the street(Fig.1)

35	33	31	29	27	25	23	21	19	17	15	13	11	9	7	5	3	1
<West Side		STREET NAME										East Side >					
36	34	32	30	28	26	24	22	20	18	16	14	12	10	8	6	4	2

Fig :1

35	33	31	29	27	25	23	21	19	17	15	13	11	9	7	5	3	1
37	< West Side		STREET NAME										East Side >				
36	34	32	30	28	26	24	22	20	18	16	14	12	10	8	6	4	2

Fig.2

71	69	67	65	63	61	59	57	55	53	51	49	47	45	43	41			
< West Side															STREET NAME		East Side >	
68	66	64	62	60	58	56	54	52	50	48	46	44	42	40	38			

Fig. 3

- A: The above will be applicable in all situations, whether a new street has access from both sides(Fig.1) or a new street has access from only one side leading to a cul-de-sac (Fig.2)
- B: It means that viewing and positioning of street numbers shall be from the eastern side towards the western side, maintaining odd numbers on the Northern side(right) and even numbers on the Southern side(left).
- C: Viewing and sequential placing of street numbering shall be anti-clock-wards for both Mt Ayliff & Mt Frere

5.2 Streets – Perpendicular to N2 or from South to North vice versa(Vertical)

Numbering shall be done starting from north to south, with the even numbers on the eastern side of the street, and the odd numbers on the western side

Fig.4

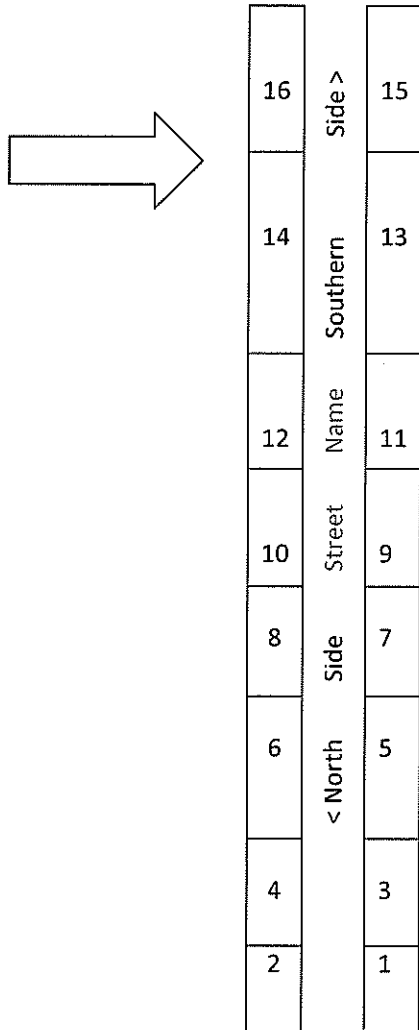
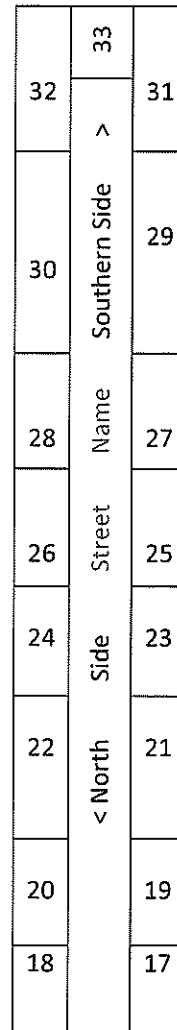


Fig.5

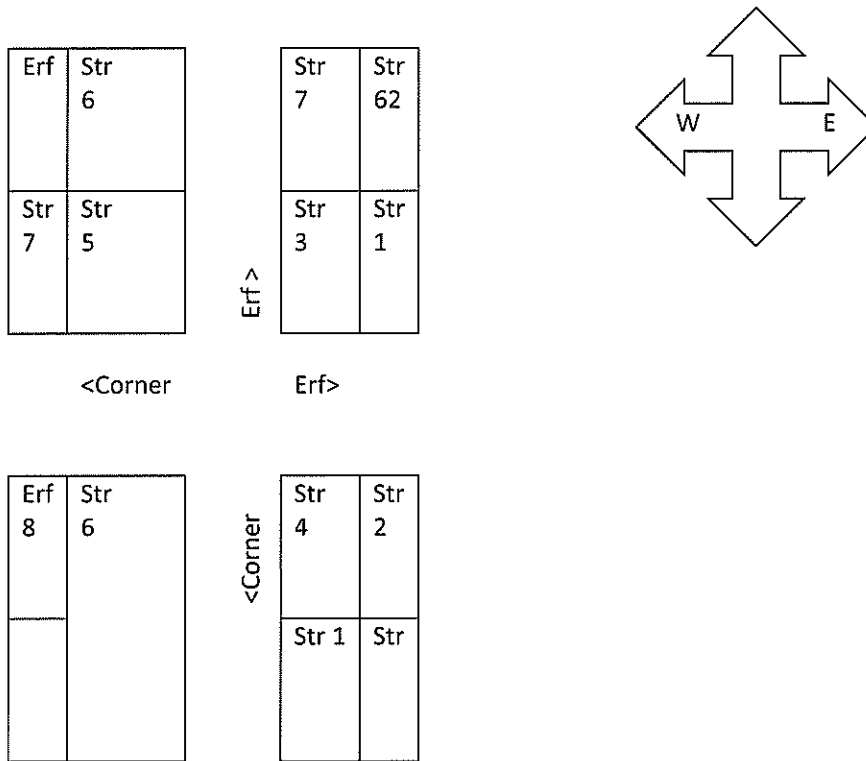


- A: The above will be applicable in all situations, whether a new street has access from both sides(Fig.4) or a new street has access from only one side leading to a cul-de-sac (Fig.5)
- B: It means that viewing and positioning of street numbers shall be from the eastern side towards the western side, maintaining odd numbers on the Northern side(right) and even numbers on the Southern side(left).
- C: Viewing and sequential placing of street numbering shall be anti-clock-wards for both Mt Ayliff & Mt Frere

5.3 Corner Erf (Two Streets)

A minimum of two street numbers must be provided for a corner erf, with a minimum of one street number bordering each street. The street number provided will be determined by the direction of the front door of the new or existing structure as illustrated in (Fig.6) bellow

Fig.6



5.4 Corner Erf(Three Streets)

A minimum of three street numbers must be provided for a corner erf. A minimum of one street number bordering each street. The street number provided will be determined by the direction of the front door of the new or existing structure. The direction of the building /front door /entrance will determine which street number will be used

5.5 Cul-de-sac

5.5.1 If there are fewer than seven properties on the same side of the road in a cul-de-sac with no possibility of development on the others side of the road, they shall be numbered sequentially

5.5.2 The street numbering of all other properties in a cul-de-sac should start at the entrance of the cul-de-sac(at the corner erf). Odd numbers must be on the southern side. The island in the middle shall be numbered with even numbers with the smallest allocated to the entrance to the circle.

5.6 Public Open Space

Public Open Space must also be numbered. Numbering should be done on both sides of the erf borders on two streets. The lowest value street number allocated to the erf will be used for administrative purposes

5.7 Other situations

A: From south to north :Even numbers must be provided on the eastern side of the street and the next odd number on the western side of the street.

B: From West to East: Even numbers must be provided on the southern side of the street and the odd number on the northern side of the street

5.8 Existing street numbers

In cases where an existing street is already numbered, the existing numbers must be taken into account. The street numbering must all fit to the General Plan of the area.

5.9 General

5.9.1 Umzimvubu Municipality undertakes to initiate, plan and facilitate a once off installation of street numbers to new townships and or existing townships(Extensions)

5.9.2 On completion of any building on a property thereafter ,it shall be the duty of the property owner to obtain and install suitable address numerals for property identification on a location that is clearly visible from the street. Where final approval of any building constructed on the property shall be withheld until the suitable address numerals have been permanently displayed.

5.9.3 Street numbers should have a minimum size as determined by Transport, Storm-water & Roads

5.9.4 There should be conformity in the type of numerals used for street signs as determined by Transport, Storm-water & Roads

6 FINANCIAL CONSIDERATION

The following financial aspect shall be taken into account:

6.1 All costs relating to street naming in new subdivisions shall be borne by the developer, or where the developer is the Council, the costs shall be borne by The Council.

6.2 The cost of erecting or changing street name boards and signs resulting from the naming and or renaming of existing streets shall be borne by the Council.

6.3 legal and administrative costs resulting from naming of streets shall be borne by the Council.

6.4 The Council shall not be liable for any direct or indirect cost incurred by others as a result of the processes of naming and or renaming of streets

7 AMENDMENT AND OR REPEAL OF THIS POLICY

This policy may be amended or repealed by the Council after consultation with the relevant stake holders inside and outside the Council.

8 COMPLIANCE AND ENFORCEMENT

(I) This policy remains enforceable unless or otherwise it has been repealed or nullified by the Council

(II) Violation or non-compliance with this policy will give UMZIMVUBU LOCAL MUNICIPALITY a justification for drastic measures to be taken against a person or a group of people or a department or a private developer

(III) Damaging of Municipal property constitute a punishable offence

(IV) An appropriate sanction shall be taken by the Council, however the right to appeal can only be lodged through the Local Magistrate.

THIS INFORMATION IS ALSO GOING TO BE MADE AVAILABLE IN OTHER LANGUAGES

The information contained in this policy document shall be translated and be made available in Xhosa.

Okuqulethwe kulomgaqongqubo kuzakuguqulwelwa kulwimi lwesiXhosa.

ANNEXURE A

STREET NAME SUFFIXES & DEFINITIONS

ENGLISH	DEFINATION
Avenue(Ave)	A city\town usually with significant horticultural features
Boulevard (Blvd)	A wide pretentions street, usually with horticultural or landmark features.
Bypass	A usually wide road which takes traffic around developed areas
Circle	A road which roughly forms or resembles a circle
Close (Cl)	A minor dead-end street
Court(Crt)	As a Square, but normally surrounded by residential buildings
Crescent (Cres)	A relatively short street which forms part of a circle
Drive (Dr)	A relatively long, usually scenic route
Expressway	A carriageway with limited, signal controlled or interchange access only
Freeway	A usually dual carriageway road with access limited to interchanges only
Lane	A narrow street
Mail	A major road mainly for pedestrian use, serving mostly commercial developments
Parkway	A dual carriageway with limited, signal controlled or interchange access only, which has horticulture
Path	Surfaced roads for walking
Place	A minor dead-eng street
Road(Rd)	General term of streets usually, but not always, outside developed areas, streets which perform a distributor feature
Square(Sq)	A road or portion of road shape of which resembles a square or rectangle
Steps	Street with steps, for pedestrian use only
Street(St)	General term for streets usually in developed areas
Terrace(Ter)	A road, normally for pedestrian use, which serves houses on a raised level
Trail	Unsurfaced road for walking
Walk	Narrow street normally for pedestrian use only
Way	General term for streets usually , but not always, outside developed areas, streets which perform a distributor function as well



APPROVAL OF THE POLICY

The Municipal Council has approved this policy and amendments thereof.

AUTHENTICATION

The amendments of the policy and or the new policy was adopted by the Council on the
30/08/2019

As per Council Resolution number ULMC 036/19

Signed off
UNZIMVUBU LOCAL MUNICIPALITY
MUNICIPAL MANAGER
DATE
SIGNATURE

Mr. G.P.T. Nota

Municipal Manager



Cllr. N.F Ngonyolo

Speaker of the Council

