

# **POLICY ON STREET NAMING/RENAMING AND NUMBERING**

### STREET NAME SUFFIXES & DEFINITIONS

ENGLISH	AFRIKAANS	DEFINITION
Avenue (Ave)	Laan (Ln)	A city street usually with significant horticultural features.
Boulevard (Blvd)	Boulevard (Blvd)	A wide, pretentious street, usually with horticultural or landmark features.
Bypass	Verbypad	A usually wide road which takes traffic around developed areas.
Circle	Sirkel	A road which roughly forms a circle.
Close (Cl)	Slot	A minor dead-end street
Court (Crt)	Hof	As a Square, but normally surrounded by residential buildings
Crescent (Cres)	Singel (Sng)	A relatively short street which forms part of a circle.
Drive (Dr)	Ryiaan (RIn)	A relatively long, usually scenic route.
Expressway	Snelweg	A dual carriageway with limited, signal controlled or interchange access only.
Freeway	Deurpad	A usually dual carriageway road with access limited to interchanges only.
Lane	Steeg	A narrow street, usually short
Mall	Wandelhal	A major road mainly for pedestrian use, serving mostly commercial developments
Parkway (PW)	Parkweg (PW)	A dual carriageway with limited, signal controlled or interchange access only, which has horticultural features.
Path	Voetpad	Surfaced road for walking
Place (Pl)	Plek / Oord	A minor dead-end street
Road (Rd)	Weg	General term for streets usually, but not always, outside developed areas, streets which perform a distributor function as well.
Square (Sq)	Plein (Pln)	A road or portion of road the shape of which resembles a square or rectangle.
Steps	Trappe	Street with steps, for pedestrian use only.
Street (St)	Straat (Str)	General term for streets usually in developed areas.
Terrace (Ter)	Terras (Ter)	A road, normally for pedestrian use, which serves houses on a raised level.
Trail	Wandelpad	Unsurfaced road for walking.
Walk	Voetpad	Narrow street normally for pedestrian use only.
Way	Weg	General term for streets usually, but not always, outside developed areas, streets which perform a distributor function as well.
Cul-de-sac	Cul-de-sac	a short street or "dead end" street or cul-de-sac.

## 1. Preamble

The naming and renaming of streets and other public places is recognized as being an integral part of place making. This includes, but is not limited to the creation of places that residents and users can relate to and take pride in. The naming of streets and public places after memorable events is a way of etching the country's history, both pleasant and unpleasant in people's memory. The allocation of names of people is recognized as being a way of honouring certain individuals for their contribution to the development of the Country, generally and Kouga Municipality, in particular. The process should therefore be done with careful consideration

## 2. POLICY OBJECTIVES

The is Policy seeks to address the following objectives:

- 2.1 The purpose of the Policy is to identify solutions to the common problems that are being experienced in with regards to street naming and numbering, 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 Municipality's functions relating to street naming and numbering.
- 2.2 To ensure timeous and effective allocation and recording of street names in order to fast-track the following;
  - the completion of the registration of ownership in new subdivisions;
  - the provision of municipal 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; a loss in revenue to Council and delays in property transfers.

- 2.3 The general term "street" used in the 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.

- 2.4 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 numbering as approved by the Council of Kouga Local Municipality.
- 2.5 To guide renaming of public streets and council-owned features which have names that is in conflict with the rules of the "Policy on Street Naming and Numbering".

### 3. **SCOPE**

- 3.1 The policy replaces the current procedures previously followed by the municipality and shall be applicable to the entire Kouga municipal area.
- 3.2 The general term "street" used in this policy, includes all classes of streets which serve as a public right-of-way, the naming of which, is the responsibility of the relevant authority.
- 3.3 All decisions made in terms of this policy at any specific time shall be in accordance with the applicable delegation of powers relating to the naming and renaming of streets (including numbering), public places (including numbering), natural areas, artefacts and Council-owned buildings & facilities as approved by the Council.

### 4. **LEGISLATIVE CONTEXT**

This Policy took cognisance of all relevant legislation and policies interalia:-

- Constitution of the Republic of South Africa, 1996
- South African Geographical Names Council Act, 1998 (Act No.118 of 1998)
- Land Survey Act, 1997 (Act 8 of 1997)
- Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)
- Local Government: Municipal Systems Act, 2000 (Act 36 of 2000)
- Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985)
- Municipal SPLUMA By-Laws adopted by Council.
- Municipal Public Participation Policy

### 5. **PROCEDURE FOR NEW STREET NAMING & NUMBERING IN PRIVATE AND PUBLIC SUBDIVISIONS**

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

- 5.1 When submitting an application to Council, the applicant shall discuss the street names with the GIS Official.

- 5.2 If there is no duplication of street names, then the names are reflected on street name plan which is based on the proposed subdivision. The street name plan will be represented by a erf number on the proposed subdivision and no farm portions will be allowed.
- 5.3 In the case of Council subsidized housing projects, the proposal must be circulated additionally to the relevant Ward Committee for street names.
- 5.4 If the proposed street names comply with this policy, the decision to approve or not approve is taken by the Portfolio Committee: Planning & Development
- 5.5 The applicant is informed of their right of appeal against the decision. When an appeal(s) is submitted, it is assessed by the appropriate appeal body or bodies.
- 5.6 If there are no objections to the names or Council's decision is upheld to approve the street names, then the street name register and where applicable, the relevant cadastral layers on Council's GIS are updated.
- 5.7 Upon receipt of the approved Surveyor General Plan, street numbers will be allocated by the GIS Official and forwarded to the relevant financial department.

## **6. RULES & GUIDELINES FOR STREET NAMING**

The following rules for the naming of street shall apply:

- 6.1 There shall preferably be no duplication of street names within a town.
- 6.2 There shall be no similarly spelled names within a town.
- 6.3 There shall be no phonetically similar names within a town.
- 6.4 Names, where appropriate, should be in keeping with the theme of the surrounding street names when falling within an established suburb.
- 6.5 Where a street is interrupted by a natural or 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.
- 6.6 A continuous street should maintain its name throughout its length, to avoid confusion.
- 6.7 Only appropriate suffixes or their accepted abbreviations shall be used. See annexure A for guidelines in this respect.
- 6.8 A suffix to a street name shall form part of the name and shall, where appropriate, be in the same language as the street name.
- 6.9 The length of a name would preferably be limited to what can be practically accommodated on name boards, kerbs and on maps, which are no more than 20 characters including spaces.

- 6.10 Names shall not be offensive.
- 6.11 If historical names are used, they should be historically correct and relevant.
- 6.12 Street names shall be displayed on name boards or kerbs, which shall comply with the relevant Municipal design standards, in appropriate locations.
- 6.13 Offensive or insensitive names should be avoided
- 6.14 Names that are cumbersome in the sense that the name may be construed as unintelligible in spoken or written form, and physically in the sense that the length of the name may be considered impractical on a street sign;
- 6.15 Similar sounding names within a town should be avoided.
- 6.16 Names that could be construed as commercial advertising should be avoided.
- 6.17 Names of living persons must be avoided. Should person names be considered, preference should be given to deceased individuals of noteworthy association with the municipal area.
- 6.18 Proposed names should therefore meet one of the following criteria;
- i) *Honour and commemorate noteworthy deceased persons associated with the Kouga Municipal Area.*
  - ii) *Commemorate local, national or international history, places, events, memories or culture or relevance to the people of Kouga Municipal Area.*
  - iii) *Strengthen community identity*
  - iv) *Recognize indigenous and international flora, fauna or natural features relevant to the Kouga Municipal Area*
  - v) *Promote improved place orientation and recognition;*
  - vi) *Recognize the cultural diversity of Kouga Municipal Area*
- 6.19 In addition to considerations of sensitivity and offensiveness, the renaming of a specific street, public place, natural area and council-owned building, facility or artefact may be considered when duplication of the name occurs within a town and/or when renaming would generally improve the Municipality's administration of essential services.
- 6.20 Street names on opposite sides of intersections should have the same name. In exceptional circumstances this standard may be deviated from.

## 7. **RULES & GUIDELINES FOR STREET NUMBERING**

This section must be read in conjunction with **Annexure A**.

The numbering of erven shall be done as follows:

### 7.1 **Streets- West to East (Horizontal)**

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

- The above will be applicable if a new street has access from both sides. (Fig.1)
- If a new street has access from the western side, Fig.2 will be applicable.
- If a new street has access only from the eastern side, street numbering must be done from East to West (not from West to East as mentioned above), with the even numbers on the southern side and the odd numbers on the northern side. (Fig.3)

### 7.2 **Streets- South to North (Vertical)**

Start by numbering from south to north, with the even numbers on the eastern side of the street, and the odd numbers on the western side of the street. (Fig.4)

- If the new street has access on both sides, the situation shown in Fig.4 will be applicable.
- If the new street has access only on the southern side, Fig.5 will be applicable.
- If the new street has access only on the northern side, street numbering must be from North to South (and not from South to North as mentioned above). Even numbers must be on the western side and odd numbers on the eastern side. (Fig.6)

### 7.3 **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. (Fig.7)

### 7.4 **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. (Fig.8)

### **7.5 Cul-de-Sac**

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 are numbered sequentially.

### **7.6 Crescent**

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

(Fig.9)

### **7.7 Public Open Space**

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

### **7.8 Existing street numbers**

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

### **7.9 General**

On completion of any building on a property, 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.

## **8. PROCESS & CONDITIONS BY WHICH RENAMING & RENUMBERING TAKE PLACE**

8.1 Any person, community or organization within the boundaries of the Kouga Municipal Area shall be entitled to propose the renaming of a street or the naming or renaming of a public place, council-owned building, facility or artefact in accordance with the procedures outlined in this policy.

8.2 Proposals shall be in writing and shall include full details of the affected street, public place, council-owned building, facility or artefact as well as the proposer, proposed name change and fully motivated reasons which shall include research references and evidence of professional or community support. Where the portfolio committee 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.

- 8.3 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 Portfolio Committee.
- 8.4 Proposals will be received and scrutinized by the GIS section to ensure that they comply with the provisions of 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.
- 8.5 The recommended name changes will be advertised and interested and affected parties will be given 30 days within which to submit comments.
- 8.6 Comments received on the renaming proposals will be considered by the GIS section who will then make a final recommendation to the Portfolio Committee.
- 8.7 Proposals of re-allocating street numbers will be received and scrutinized by the Planning & Development Department- GIS section to ensure that they comply with the provisions of this policy.
- 8.8 The recommended street numbers will go through a public participation process where interested and affected parties will be given 30 days within which to submit comments.
- 8.9 Comments received on the re-numbering proposals will be considered by the GIS section who will then make a report with recommendations to Director: Planning, Development & Tourism on whether to accept the reallocation of street numbers.
- 8.10 The Council via the Portfolio Committee will take the final decision on whether to accept the implementation of the proposed renaming.
- 8.11 Administrative errors and/or incorrect spelling of names may be rectified without going through the process contained in this policy.
- 8.12 On approval by the municipality, the Planning Department shall notify all affected stakeholders such as the GIS, Finance- municipal accounts section, Community Services Directorate, Infrastructure & Engineering Services Directorate, Ward Councillor/s, Surveyor-General, Registrar of Deeds, Telkom, Postmaster General, South African Police Service of the new street names and numbers.

## 9. **FINANCIAL CONSIDERATIONS**

The following financial aspects shall be taken into account:

- 9.1 All costs relating to street naming in new subdivisions shall be borne by the developer, or where the developer is Council, the costs shall be borne by Council.
- 9.2 The costs of erecting or changing street name boards and signs resulting from the naming of existing streets shall be borne by the Council.
- 9.3 Legal and administrative costs resulting from the naming of streets shall be borne by the Council.
- 9.4 The Council shall not be liable for any costs incurred by others as a result of naming of streets.

## 10. **EXCLUSIONS**

- 10.1 The naming of features other than streets as defined in this policy is excluded including naming of geographical features and Buildings / monuments etc .
- 10.2 The naming and renaming ("geographical names") of features falling within the "national competence" to do so, is subject to approval by the National Minister (responsible for arts and culture) and should be undertaken in terms of the provisions of the National Geographical Names Council Act (Act 118 of 1998) and the Regulations thereof as well as the "Handbook on Geographical Names" (hereinafter referred to as the Handbook). The naming of features falling under Provincial and National "competence" is therefore excluded from this policy.
- 10.3 The municipality should however, continue to function in accordance with the provisions of the Act (including Regulations and policies) in the allocation of geographical names that fall within the municipal area.

In instances where the naming or renaming process of the feature is the responsibility of another sphere of government or is owned by another sphere of government, then permission of that sphere of government to proceed with the naming or renaming process, should be sought in writing, prior to the process being commenced with. The said authority should also indicate if there are any procedures that the municipality should comply with in managing the process.

**ANNEXURE A**

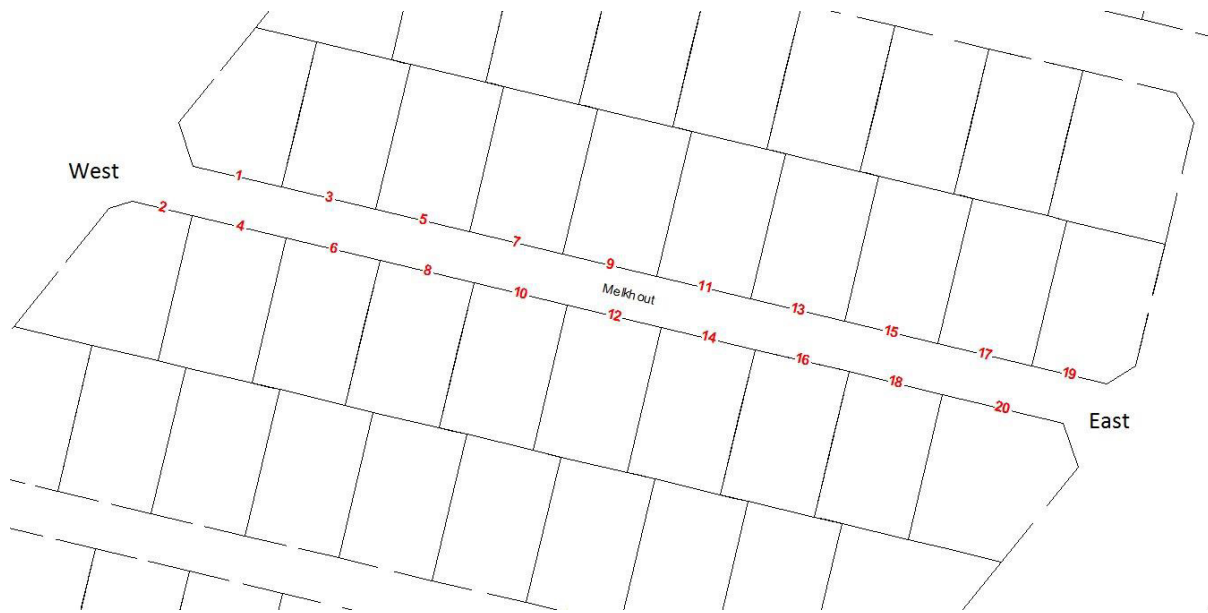


Fig 1

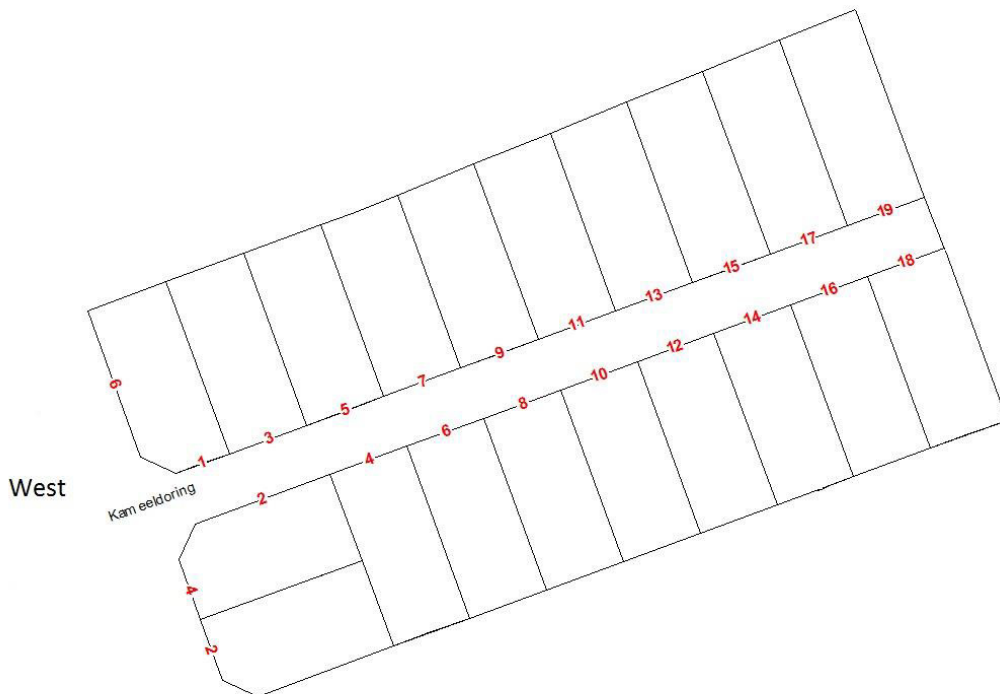


Fig. 2



Fig. 3

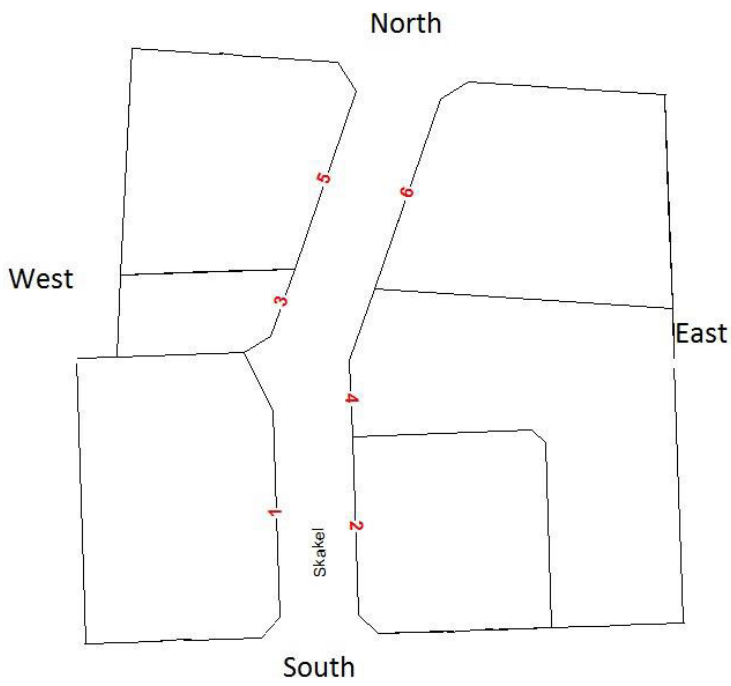


Fig. 4

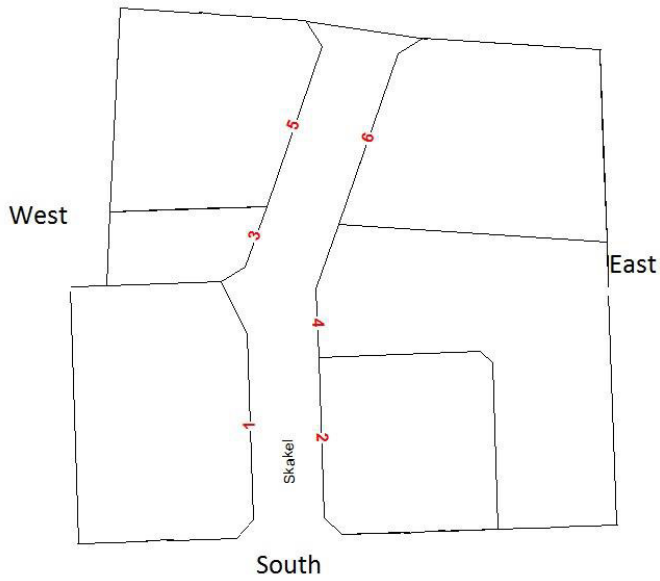


Fig. 5



Fig. 6

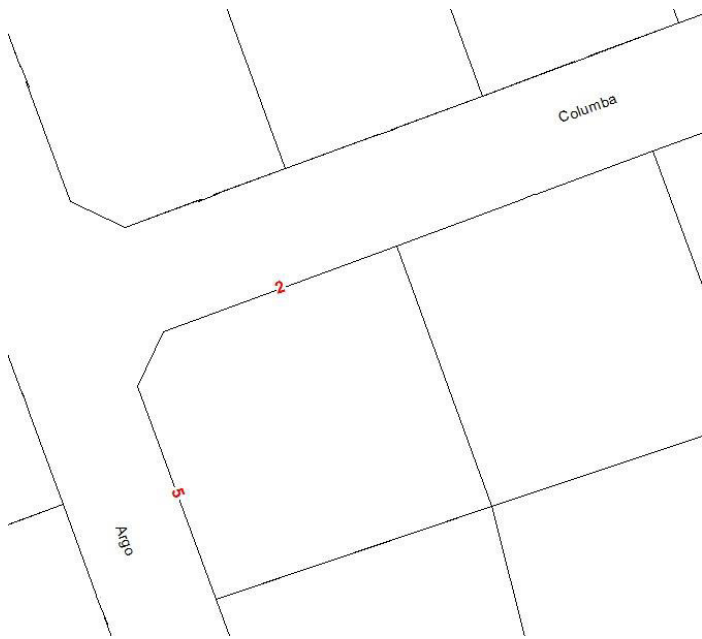


Fig. 7

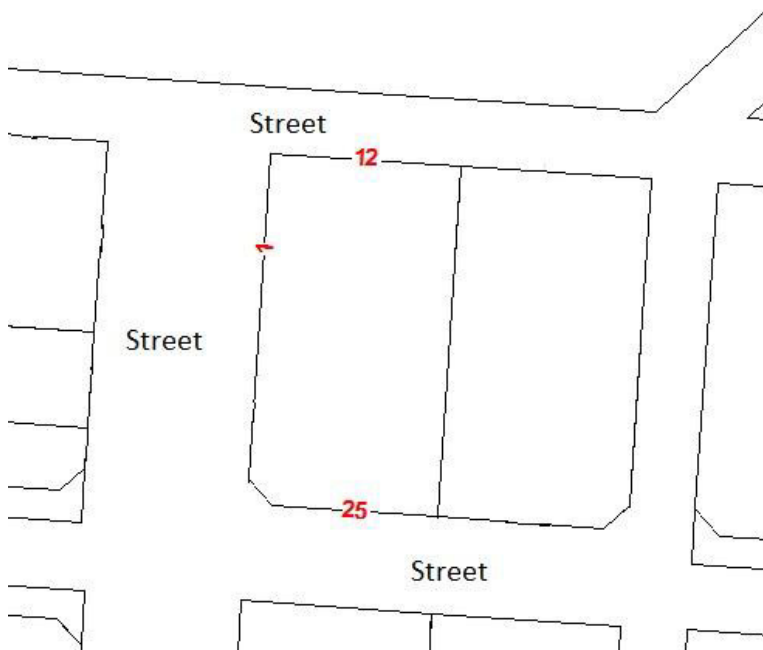


Fig. 8



Fig.9



**C DU PLESSIS**  
**MUNICIPAL MANAGER**

**29 October 2020**

**DATE**