

# Procedures for applying the Naming Policy

Last updated: September 2022

## Application

This document outlines the procedures for applying the Far North District Council's Naming Policy and should be read in conjunction with it. The Naming Policy applies to the naming and renaming of:

- roads – both public and private
- open spaces – reserves, parks, and walkways vested in the Council
- Council facilities – civic spaces, community halls, recreation facilities

## Consultation with Māori

The Council recognises the requirement on local government to contribute to the Crown's broader relationship responsibilities by ensuring engagement with Māori is meaningful. The Council holds enduring relationships with our mana whenua partners. It is right that we seek guidance and advice from appropriate iwi entities and hapu kaikorero before we engage in long-term discussion relating to naming of Council-controlled assets.

When to consult:

1. Consultation begins at pre-consenting stage. The Council will ensure consent applicants are aware of our naming policy and procedures.
2. Iwi/Hapū will have first opportunity to recommend a name for any Council-controlled open spaces and Council facilities.
3. In the case of roads (public or private), where the road is identified in the District Plan as being at a site of cultural significance to Māori, iwi/hapū will have first opportunity to recommend a name for that road. In other cases, if developers and property owners wish to choose a Māori name, they must consult with iwi/hapū either to request gifting of a name, or to seek approval of a suggested name.

Who to consult:

1. Consultation will be conducted through a Naming Komiti in each ward (established by the Council).
2. These Komiti will be resourced and administered by the Council.

Procedure for consultation:

1. Naming requests will be sent via email to the Komiti allocated email address, administered by the Council.
2. At the discretion of the Naming Komiti, requests can be resolved via email or every 6 weeks at a Komiti hui.
3. Applicants will be invited to attend the Komiti hui that their naming request relates to.
4. On approval of the requests, all recommendations for suitable names will be forwarded to the next approval step (such as Community Board, or Northland Transportation Alliance in the case of roads).

## Procedures

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### General procedures

1. Applicants, or managers of any project, where the naming of roads or open spaces is required, are advised to seek advice early from the Council and the Naming Komiti to ensure that their application will fulfil the requirements for consultation with Māori, in a timely manner.
2. The responsibility for making a Council decision on a name is determined by Council delegations (such as delegations to Community Boards to allocate names for previously unnamed roads).
3. The Council's decision on the choice of name is final.

### Roads

1. Public roads vested in the Council shall be named.
2. Formed private roads and the forming of previously unformed paper roads providing access to 5 or more properties should be named. Private rights-of-way which provide access to 6 or more properties should be named.
3. Applications for naming roads are submitted as part of the resource consent process.
4. Where the road is identified in the District Plan as being at a site of cultural significance to Māori, iwi/hapū will have first opportunity to name that road. The applicant will make a request for three appropriate names to the Naming Komiti.
5. In other cases, if they wish to, applicants may make a request to the Naming Komiti either to request gifting of a Māori name, or to seek approval of a suggested Māori name.
6. Each application shall include three proposed names, listed in order of preference, with a brief statement about their significance.
7. The Council will refer the proposed road names to Toitū Te Whenua / Land Information New Zealand (LINZ) for approval.
8. After LINZ approval, the application will be referred to the relevant Community Board for approval.

### Open spaces

1. Iwi/Hapū will have first opportunity to name any Council-controlled open spaces.
2. The local community will be consulted regarding proposals to name open spaces.

### Council-controlled facilities

1. Iwi/Hapū will have first opportunity to name any Council facilities.

### Renaming

1. The Council will only consider renaming roads in exceptional circumstances, as this change can be disruptive for residents, business, and providers of services.
2. Requests for renaming may be considered by the Council for the following reasons:
  - a. a change to infrastructure requires it (e.g. change of road layout)
  - b. the current name is offensive or inappropriate
  - c. the current name is inaccurate or misspelled
  - d. there is a duplicate or similar name causing confusion
  - e. the request addresses a significant wrong or grievance
  - f. any other reason the Council considers to be appropriate.
3. The local community and interested parties will be consulted regarding proposals to rename roads, open spaces, and community facilities.

## Naming criteria and guidelines

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Recommendations for names should include evidence that the proposed names meet one or more of the following criteria:

- An appropriate te reo Māori name where the site is important to mana whenua.
- Reference to stories about the history or culture of the place. Te reo Māori names are encouraged where appropriate.
- People who were important in the history of the area. If there is a suggestion is to name the road, open space, or facility after a person, that person should have an established connection to the place or facility. In the case of a historical figure, the Council may seek advice regarding whether or not the name is appropriate.
- Reflecting the local landscape, flora or fauna. Te reo Māori names are preferred where appropriate.
- Following a specific theme in the location (where that theme is still considered appropriate for new names).

Names should be:

- Unique – not duplicated or closely similar to other names in the district.
- Short – preferably fewer than 12 characters. This is particularly the case for road names.
- Simple – easy to spell and pronounce.
- Respectful – unlikely to cause offence.

Names in more than one language (bilingual or trilingual) may be appropriate in some cases, but cannot be used for road names.

Road names and road numbering must conform with *The Australian/ New Zealand Standard Rural and Urban Addressing (AS/NZS4819:2011)*.