



SOUTH WAIRARAPA
DISTRICT COUNCIL

Kia Reretahi Tātau

Policy on Naming of Public Roads, Private Roads and Rights-of-Way

Date of Adoption	23 August 2006
Policy Number	C006
Next Review	31 March 2031
Amendment History	24 November 2018 – Minor amendments made in relation to MSC approvals of existing road names. 19 February 2026 – Update to reflect updated approval process.

1. RATIONALE:

The South Wairarapa District Council (the **Council**) is responsible for naming roads within its boundaries. A consistent and comprehensive approach is required to ensure ease of identification for emergency services, utilities, postal services, Council and the public. The Council is empowered to name roads under Section 319A of the Local Government Act of 1974.

2. PURPOSE:

The policy sets out guidelines and standards for naming new public roads, private roads and rights-of-ways within the South Wairarapa District. It applies to new roads, existing, unnamed and informally named roads, and proposals to change existing road names.

3. DEFINITIONS: (for purposes of this Policy only):

Road: Means a generic term encompassing public roads, private roads and rights-of-ways servicing more than four lots.

Private Road: Means any roadway laid out on private land for public use but not maintained by the Council.

Public Road: Means any road open to the public and maintained by the Council.

Rights-of-Way (Private Way): Means an easement allowing passage over another's land; right-of-way are not maintained by the Council.

Suggested Suffixes: Means terms such as "road", "street", "lane" etc. are to be used in circumstances appropriate to the physical situation, with the following suffix definitions acting as a guide:

Avenue	A wide straight road planted with trees on either side
Boulevard	A wide, main road, often planted with rows of trees
Circle	A street surrounding a circular or oval shaped space
Common	A street with a reserve or public open space along one side
Court	A short, enclosed road, i.e. a cul-de-sac
Crescent	A crescent shaped street, generally with both ends intersecting the same street
Crest	A road running along the top or summit of a hill
Cul-de-sac	A short, enclosed road
Drive	An especially scenic road or a main connecting route in a subdivision
Glade	A tree covered street or passage between streets
Green	As for Common, but not necessarily bounded by a reserve
Grove	A road that often features a group of trees standing together
Heights	A road traversing high ground
Lane	A narrow road
Lookout	A road leading to or having a view of fine natural scenery
Parade	A public promenade or road

Place	A short, sometimes narrow road
Ridge	A road along the top of a hill
Rise	A road going to a higher place of position
Road	A route between places, general usage
Row	A road with a line of professional buildings on either side
Street	A road that usually has houses on both sides
Track	A narrow country street that may end in pedestrian access
View areas	A road commanding a wide panoramic view across the surrounding areas
Way	A narrow road, often synonymous with lane

4. GUIDELINES:

4.1. GENERAL

- 4.1.1. The Council is the primary authority responsible for the naming, approval, amendment or decline of all new and existing road, private road and rights-of-way names.
- 4.1.2. All approved road names will be recorded in the Council's GIS mapping and property addressing systems.
- 4.1.3. Community Boards and the Māori Partnership Committee are advisory bodies only and will be consulted at Council's discretion where additional local, historical, cultural or tikanga Māori expertise is required.
- 4.1.4. This Policy will be reviewed and amended from time to time.

4.2. PROCEDURE FOR NAMING ROADS

- 4.2.1. Applications for naming roads created or extended through subdivision must be submitted as part of the resource consent process.
- 4.2.2. Applicants must provide up to three proposed names, listed in order of preference with a brief statement of their significance. The applicant must also submit a concept/survey plan identifying the road and pay the appropriate fee ([see page 14 - Planning fees](#)).
- 4.2.3. Once Council officers receive the application, they will check the suitability of the preferred and alternative names against its Policy.
- 4.2.4. The Council will refer applications to Community Boards or the Māori Partnership Committee where advisory input is required. The Council will approve, amend or decline the name by way of formal resolution.
- 4.2.5. Council officers will advise the applicant in writing of the decision.
- 4.2.6. Council officers will ensure that the road naming process is completed.
- 4.2.7. The signs are to be installed at no cost to Council before the Section 224C certificate is prepared for issue. Performance bonds will not be accepted.
- 4.2.8. Applications for naming of existing roads are required to be submitted to the Council's Chief Executive Officer. The Council will consider and make a decision on the road name application and will follow steps 4.2.3 to 4.2.4.
- 4.2.9. The Council also requires to be consulted for naming of existing private roads and rights-of-way to ensure that a current or proposed name complies with Council policy and the various agencies to be informed are appropriately advised.

- 4.2.10. Applications for private road and rights-of-way names are to be submitted to the council officers on a standard form that is available [here](#). After consideration by officers, the applications will be submitted to the Council for the adoption of a name, or names.
- 4.2.11. Immediately after Council approves the name of any road, the Council will advise Land Information NZ, Quotable Value, Council's rating and GIS departments and all emergency services in the area of the name of the road.

4.3. GUIDELINES FOR SELECTION OF ROAD NAMES

- 4.3.1. Road names must not duplicate or closely resemble existing names within the South Wairarapa District emergency services area; this includes same road names with a different suffix.
- 4.3.2. Names must have clear local relevance, significance; or
- Recognition of cultural significance to Māori;
 - Reflection of the landscape or topographical features;
 - Recognition of historical events that had a significant impact on the community.
- 4.3.3. Names should be in proportion to the length and character of the road.
- 4.3.4. All private roads and rights-of-ways serving more than four lots are to have the suffix "Lane" or "Way".
- 4.3.5. A pre-approved list of road names exists for the Greytown Ward, these are located [here](#) at page 60 onwards. Applicants proposing road names within this ward are encouraged to consider this list in the first instance.
- 4.3.6. Where the road is a continuation of an existing named road or will in the future link to an existing named road, then the current road name will automatically apply.
- 4.3.7. Names are entirely at the discretion of Council, whether for policy reasons or for other considerations.

4.4. CHANGING EXISTING ROAD NAMES

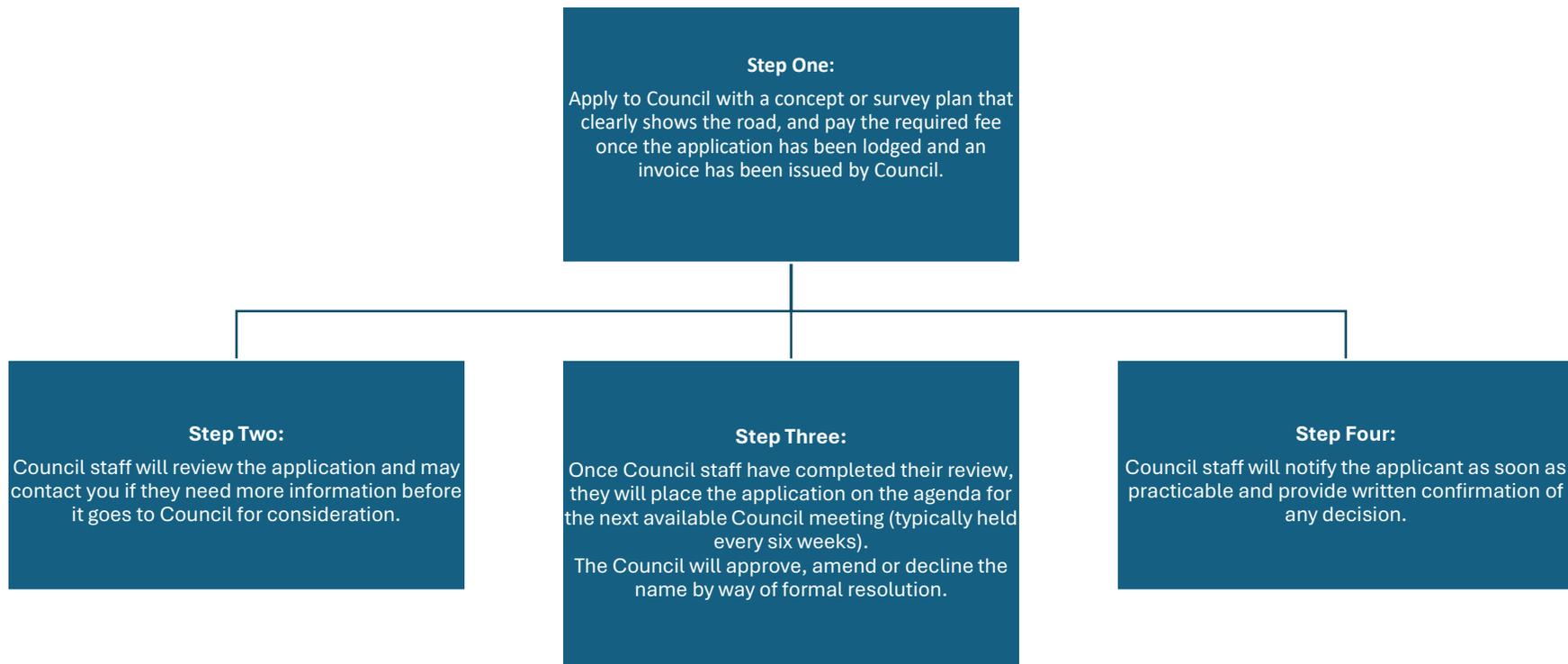
- 4.4.1. Where there is uncertainty about a road name, generally the most recently gazetted name will be the officially recognised name for the road.
- 4.4.2. A request to an existing road name must demonstrate a clear benefit to the community.
- 4.4.3. Council will consult affected property owners, Community Boards or the Māori Partnership Committee where appropriate.
- 4.4.4. Where a road name is requested to be changed to correct a demonstrated spelling error, the change shall be presented to Council for approval without the requirement for prior consultation with the relevant community board and residents and landowners.

4.5. SIGNAGE

- 4.5.1. If Council approves the name of a road as part of a subdivision, a standard Council road sign shall be created and erected at the applicant's cost.
- 4.5.2. Signage for private roads and rights-of-way remains the responsibility of the road owners.
- 4.5.3. Council will maintain signage for public roads.

4.5.4. Where appropriate, and at the discretion of Council, when signage for a road that has a significant historic name is to be replaced, a sign plate may be erected that identifies the historic significance of the name.

Process map – New Road Naming Application Process



Process flow chart – Existing Road Naming Application Process

