

Road Naming and Property Addressing Policy	
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Adopted	21 September 2017
Last review date (if applicable)	Next review date
	NA Select review period
	9/10/2017 1yr 2yr 3yr ✓

The policy is divided into the following sections:

[Section One: General Information](#)

[Section Two: Road Naming](#)

[Section Three: Allocation of Urban Address Numbers](#)

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Section One: General Information

Purpose

To provide a consistent approach to the naming of roads and the issuing of urban and rural addresses.

Naming and numbering is approved by Council to assist emergency, electoral, water, power, telecommunications, postal and other services with property location.

Scope

The policy applies to the naming and numbering of roads in the Marlborough District.

The naming of public roads and allocation of property addresses is the responsibility of Local Authorities under Section 319 of the Local Government Act 1974. New names are usually needed for new roads in subdivisions, or when an official address for identification purposes such as a private right of way is required.

Addresses will be allocated in accordance with AS/NZS 4819:2011 Australia/New Zealand Standard Rural and Urban Addressing. For detailed information see the link to the standard in the References section.

It applies from the date the policy is adopted by Council and does not apply to road naming prior to this date.

Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply-

Term	Definition
Access Way	Legal Road established for the purposes of providing pedestrian access usually between roads and/or public land.
Geocoding	Geocoding is the computational process of transforming a postal address number to a location on the Earth's surface (spatial representation in numerical coordinates)

Legal Road	Any road legally established as a public road (section 315 (a)-(f) of the Act).
LINZ	Land Information NZ (LINZ) operates under formal delegated responsibility of the Surveyor General, specifically regarding Sections 319A and 319B of the Local Government Act 1974.
Private Roads	Private road is a road across private property where access is granted by the land owner/s.
RAPID Number	RAPID stands for Rural Address Property IDentification. It is a standard numbering system for rural properties.
Right of Way	Private access being an easement granted to one or more parties over land for the purposes of access. With limited public access
Road	Land which includes land intended for use by the public generally. This includes access ways and service lanes, but excludes motorways.
Rural	All areas with road access where RAPID numbering is used for property addressing
Service Lane	Legal Road established for the purpose of providing alternative service vehicle access to non-residential property or similar purpose.
Urban	Areas where sequential address numbering is used. This may include small townships where property spacing makes the use of RAPID numbering impractical.
Water Address	An address applied to a property which is only accessible by water

Responsibilities

Function	Responsibilities
Applicants	Complete the Road Name application form when applying for a new road name or changing an existing name. Complete the RAPID number application form when applying for a RAPID number.
Road Naming and Property Addressing Coordinator	Assess each application in accordance with this policy.
Councillors	Approve, amend or decline proposed names in accordance with this policy.

Questions

Can be answered by the Road Naming and Property Addressing Coordinator.

MDCAddressing@marlborough.govt.nz.

References

Name	Location
Section 319(1)(j), 319A, & 319B of the Local Government Act 1974	Local Government Act 1974
Rural and Urban Addressing Standards: AS/NZS 4819:2011 (published by Standards NZ)	https://shop.standards.govt.nz/catalog/4819%3A2011%28AS%7CNZS%29/view
LINZ Addressing Guidelines	http://www.linz.govt.nz/regulatory/property-addressing/addressing-standards-and-guidelines
Guideline for addressing in retirement villages -	

LINZG80700	www.linz.govt.nz/regulatory/80700
Marlborough Environment Plan	www.marlborough.govt.nz/Your-Council/RMA/The-Proposed-MEP.aspx
Reserves and Amenities Policy Chapter 21 Naming of Reserves and Walkways	Available on request
New Road Name Application Form	https://www.marlborough.govt.nz/services/parking-roads-and-transport/roading-forms
RAPID Number Application Form	www.marlborough.govt.nz/Services/RAPID-Numbers.aspx

Record of Amendments/Revisions

Record any revisions/amendments which have been made and when.

Details	Approval by whom	Date
This policy replaces R.02/03.68 Planning Road Naming Policy R855-05	Full Council	21 September 2017

Section Two: Road Naming

Statements

- New road names will be allocated in accordance with Section 4 – Road Definition and Naming, AS/NZS 4819:2011. What follows is a summary of the main points and Marlborough specific requirements.
- New roads will generally be named as a result of the subdivision process. Developers are encouraged to submit their applications for road names as early as possible. The road name application process can begin before subdivision consent is submitted.
- Approval of a new road name approved during subdivision will take effect upon the road being vested to Council.
- New names are to reflect significant local content or meaning. Where a personal name is proposed (due to historic link or association with the area) a supporting letter from that person or descendant family is required for the proposed new name. Historically native tree and bird names have been used in the Picton vicinity however local Iwi have suggested this be reviewed.
- The name should reflect one of the following:
 - Common or established theme**
 - Where more than one road is being created a common theme is required.
 - If a naming theme is already established in the area then the names should remain consistent with that theme.
 - Historical person or event**
 - The name of a notable person or event should have a local association with the area.
 - Traditional or appropriate Māori name**
- Two suggestions, meeting all of the requirements in this policy, are required for the proposed road name.

7. A Project Group was established in April 2016 to review address management processes at MDC. Part of that included a review of the Planning Road Naming Policy R855-05 which is Council's current policy on road naming.
8. That current policy is for road naming only and did not address wider issues such as property numbering, the change of an existing road name or a new requirement to name a right-of-way if it has more than five properties accessing the right-of-way.
9. For that reason it was seen there was a need to consider a broader policy that addressed all of Council's obligations.
10. Names which are likely to cause offence or are in poor taste should not be submitted.
11. Names are required to be in proportion to the length of the road; long names on short cul-de-sacs are too difficult to display on a map.
12. Road names are to be short (as a guide 15 characters or less), single words, which are readily pronounced and spelt to satisfy the requirements of emergency services.
13. Terms for suggested road types such as "road", "street", "lane" should be used in circumstances appropriate to the physical situations. See Appendix B Road Types - New Zealand, AS/NZ4819:2011.

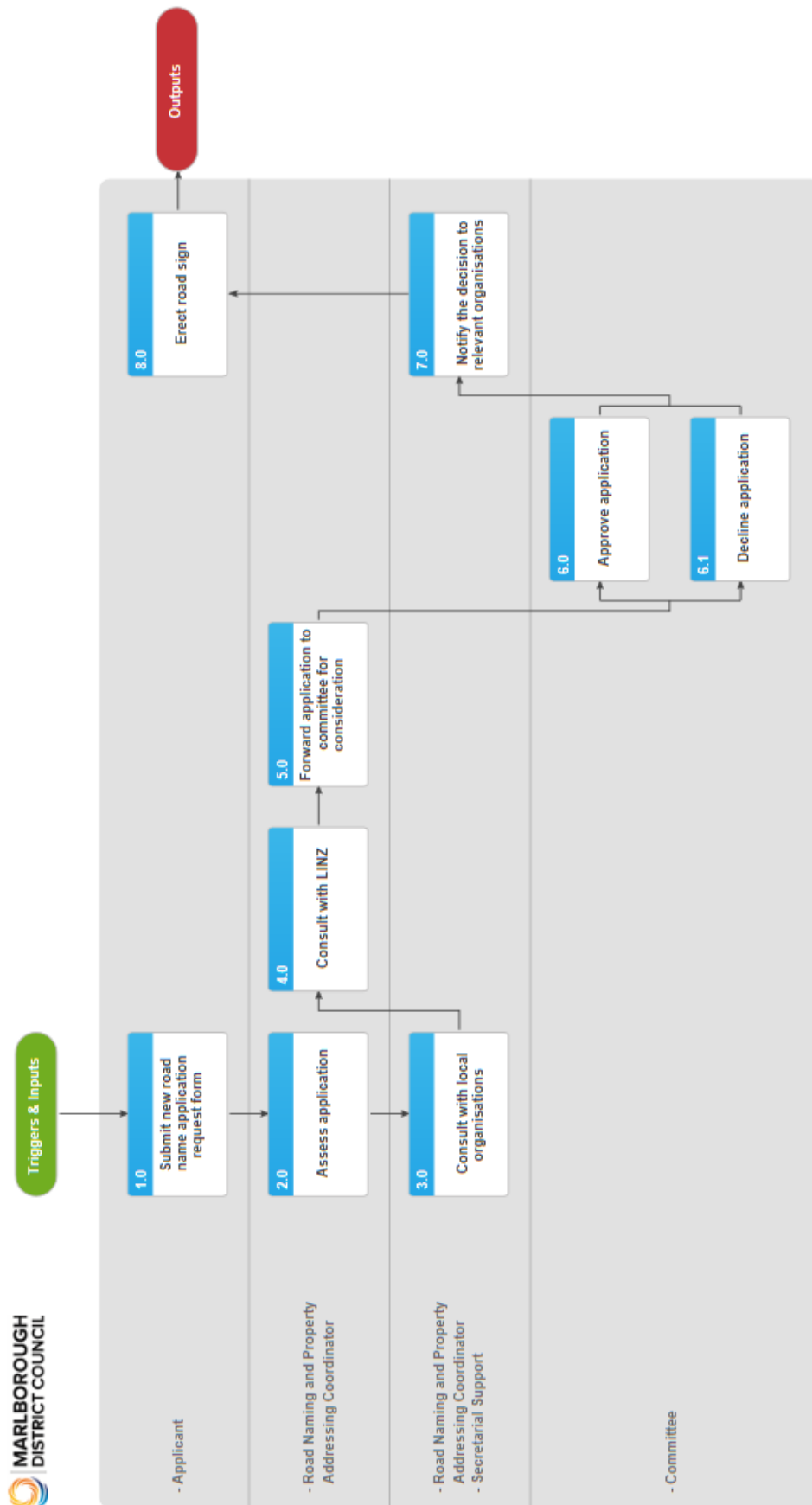
Changing Road Names

14. If the application is to change an existing road name, justification showing clear benefits to the community for the change in accordance with the policy is required.
15. Written approval or comment from affected persons (those who's postal address will change as a result of the proposed change of road name) is required for consideration by Council when assessing each application.
16. Reasons for changing road names may include:
 - (a) Spelling correction
 - (b) Prevention of duplication in spelling or sound
 - (c) Prevention of confusion arising from major layout changes to roading
 - (d) Geographical corrections
 - (e) Issues of cultural sensitivity
 - (f) Is requested to do so by emergency services

Naming of Private Roads and Right of Ways

17. Australia/New Zealand Standards Rural and Urban addressing requires a private road or right of way to be named where more than five primary address sites are served by that private road or right of way or where there is a possibility of further infill at any time in the future. The same process as above must be followed.
18. The impact to affected persons is to be considered by Council when assessing each application
19. For a right of way with five or less primary address sites street or RAPID numbers will be allocated depending on the location, as set out in Section Three and Section Four.

Summary of Procedures for New Road Names



Section Three: Allocation of Urban Address Numbers

Statements

20. Urban address numbers will be allocated in accordance with Section 5 - Address Number Assignment, AS/NZS 4819:2011. For detailed information see the link to the standard in the References section. To summarise the main points:
21. Urban addresses are allocated to properties situated in the Urban addressing areas. For addresses outside of these areas please refer to Section Four: Allocation of Rural addresses and Section Five: Water Address Allocation.
22. Number allocation will conform with the 'odd numbers on the left, even numbers on the right' numbering convention. This convention also applies to cul-de-sacs, which are not to be numbered incrementally around the cul-de-sac. Where the opposite convention already exists (evens on left, odds on right), such as in parts of Picton, numbering will be logical within the existing scheme but will not extend beyond the existing limits of that area.
23. All addresses must be unique. If an address is required and all available base numbers have previously been allocated, the use of suffixes, or sub-addressing will be considered however re-addressing of adjacent properties may be required.
24. The number 13 will not be allocated.
25. Individual letterboxes shall be erected at the beginning of Right of Ways, where it adjoins the legal road boundary. Further information on letterbox specifications and rural delivery can be found on the NZ Post website.
26. Retirement Villages shall be numbered in accordance with the Standard in conjunction with *LINZG80700 Guideline for addressing in retirement villages*.

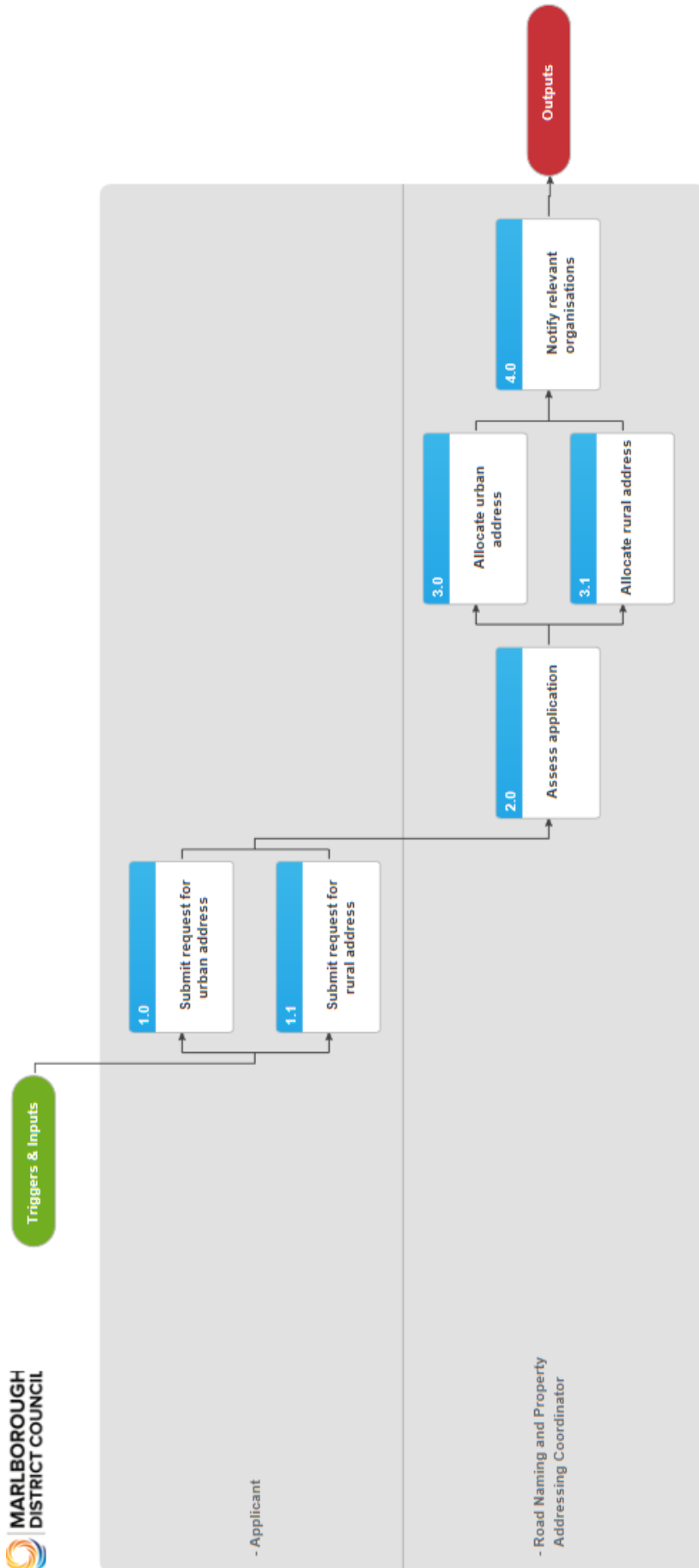
Section Four: Allocation of Rural Address Numbers

Statements

27. The **Rural Address Property IDentification (RAPID)** system is used when issuing rural address numbers in accordance with Section 5 - Address Number Assignment, AS/NZS 4819:2011, in particular Section 5.9 - Rural Numbering Assignment. For detailed information see the link to the standard in the References section. To summarise the main points:
28. The RAPID numbering system is the national standard for rural properties based on the distance to a property entrance from a clearly defined reference point, usually the beginning of the road on which it is located. The numbers are allocated by measuring the distance from the beginning of the road to the centre of the entrance to the property. This measurement is taken in metres, divided by 10 and rounded to the nearest odd number (left side) or even number (right side).
29. RAPID numbers are applicable only for properties with entranceways off a public or private road or right of way. Note RAPID numbers are not applicable to properties with water access only.
30. RAPID numbers are to be used in the same way as urban street numbers, eg; if the RAPID number allocated is 785 Queen Charlotte Drive then the full address would be: Mr Joe Bloggs, 785 Queen Charlotte Drive, RD 1, Picton 7281. There is no need for any prefix like 'RAPID'.
31. All addresses must be unique. If an address is required and all available base numbers have already been allocated, the use of suffixes will be considered, however re-addressing of adjacent properties may be required. LINZ prefers the use of base numbers without suffixes for rural addresses but agree there may be some situations where suffixes are the only option. Prefixes are not to be used with RAPID numbers.
32. A property can have more than one RAPID number if there is more than one entranceway to that property.

33. Applications for RAPID numbers can be made on approval of a Building Consent for a new building and a requirement for an address for the new building is identified. Currently this is not compulsory however it is strongly recommended and is being reviewed by Council.
34. Applications for RAPID numbers can be made for existing entranceways and for entranceways that have no association to buildings to provide a reference point for emergency services.
35. Council will charge a fee for the issue of RAPID numbers that recovers the cost of creating the address and providing the plates.
36. A blue plate with reflective white numbers will be provided to the applicant to attach to a gatepost or similar at the entrance to the property, where it can be easily seen from the road. Refer Section Eight for signage requirements.
37. In townships where the housing density makes it impractical to use RAPID numbering urban addresses will be used. This will be in locations with numerous road frontages being less than 20 metres in width and/or where there are numerous back sections utilising right of ways.
38. Letterboxes shall be erected as per NZ Post specifications. These can be found on the NZ Post website along with information regarding rural delivery.

Summary of Procedures to Allocate Urban and Rural Address Numbers



Section Five: Water Address Allocation

Statements

39. Council is currently not issuing numbered water addresses however this is under review. As Marlborough has the largest coastline of any Council in NZ when water addressing is introduced to Marlborough it will be implemented in close collaboration with LINZ.
40. Water addresses will be allocated in accordance with Section 6 - Water Address Assignment, AS/NZS 4819:2011. For detailed information see the link to the standard in the References section.
41. Water address numbering will only be applied to sites which are only accessible by water. Sites which are accessible by road and water will be given road based addresses, including where there are only a few roads on an island.

Section Six: Existing Addresses

42. When existing addresses are found not in accordance with AS/NZS 4819:2011 it may be necessary to revise and issue a new address to replace an existing address. Where this is necessary Council will consult with property owners.
43. Any incorrect official RAPID number plates will be replaced at Council's cost.
44. Existing RAPID numbers that must change due to neighbouring subdivision or road naming shall be issued new plates at the cost of the subdivision developer.

Section Seven: Mapping and Geocoding

Statements

45. Under Sections 319A and 319B of the Local Government Act 1974 local authorities are required to advise LINZ of any new or changed addressing data.
46. As much as possible Section 7 – Mapping and Geocoding AS/NZS 4819:2011 is followed. Council advises LINZ of new property addresses with corresponding co-ordinates to be used for mapping of the address number. LINZ provides the mapping service.

Section Eight: Signage

Statements

47. Signage is required to enable members of the public to readily identify and locate address sites in the field. Signage also helps ensure that the allocated address numbers, road names and locality names become accepted and used by the community.

Road Name Signs

48. Road name signs are managed by Marlborough Roads in accordance with the following standards, rules, and guidelines:
 - (a) AS/NZS 4819:2011 Rural and urban addressing Section 8 Signage.
 - (b) Land Transport Rule: Traffic Control Devices 2004 Rule 54002, which sets out the legal requirements for traffic signs. Road (Street) name signs are scheduled as A14.
 - (c) MOTSAM Part 1 Section 7 and [NZTA Traffic control devices manual Part 2 Direction, service and general guide signs](#) Section 7.
 - (d) NZTA Guidelines for street name signs RTS2.
49. All road name signage must be approved by Marlborough Roads before installation.

50. All private roads will have the word 'private' under the road name as in the example below:



RAPID number plates (rural address numbers)

51. RAPID number plates in Marlborough comply with all required standards and shall be:
- (a) Reflective white numbers on a blue background.
 - (b) The numerals shall be 80mm in height on a 110mm high plate.