



MAITLAND CITY COUNCIL POLICY STATEMENT

Policy Name:	ROAD AND LOCALITY NAMING
File Number:	122/904
Council Reference:	Ordinary Council Meeting 25 June 1996 – Item 9.4 (G)
Date Approved:	25 June 1996 12 February 1980
Policy Review Date:	As required
Business Group:	Service Planning & Regulation
Responsible Officer:	Group Manager Service Planning & Regulation
OBJECTIVE	To create a procedure for the naming and renaming of roads and streets, and the alteration of locality boundaries within the City of Maitland.

STATUTORY REQUIREMENTS

ROADS ACT, 1993 (55, 520) Naming of Public Roads 162

1. A roads authority may name and number all public roads for which it is the roads authority.
2. The RTA may name and number all classified roads.
3. Neither a roads authority nor the RTA may name a public road, or alter the name of a public road, unless it has given the Geographical Names Board at least one month's notice of the proposed name.

SPECIAL SUPPLEMENT GAZETTE NO. 111 OF 31ST AUGUST, 1994

Division 2 - Naming of Roads

Notice to be given of proposed name

1. A roads authority that proposed to name or rename a road:
 - a) must publish notice of its proposal in a local newspaper; and
 - b) must serve notice of its proposal on Australia Post, the Registrar General and the Director General of the Department of Conservation and Land Management and (in the case of a classified road) on the RTA.



2. The notice must state that written submissions on the proposed name may be made to the roads authority and must specify the address to which, and the date by which, any submissions should be made.

Making of submissions

3. Any person may make written submissions to the roads authority on its proposal to name or rename a road.

Notice to be given of a new name

4. If, after considering any submissions duly made to it, the roads authority decides to proceed with the proposed name, the roads authority:
 - a) must publish notice of the new name in the Government Gazette and in a local newspaper, giving (in the case of a road that is being named for the first time) a brief description of the location of the road; and
 - b) must inform Australia Post, the Registrar General and the Director General of the Department of Conservation and Land Management and (in the case of a classified road) the RTA of the new name, giving sufficient particulars to enable the road to be identified.

Minister's approval required in certain cases.

5. A roads authority may not proceed with a proposal to name or rename a road against an objection made by Australia Post, the Registrar General or the Director General of the Department of Conservation and Land Management or (in the case of a classified road) the RTA, except with the approval of the Minister.
 - a) This clause does not apply if the Minister is the roads authority concerned.

PROCEDURE FOR NOTIFICATION OF ROAD NAMES

Council will give at least twenty-eight (28) days notice in writing to the following authorities and landowners of any proposed naming or renaming of an existing road.

- All adjoining landowners to the road
- Australia Post
- The Registrar General of the Department of Land and Water Conservation
- The Surveyor General of the Land Information Centre
- The RTA (in the case of a classified road only)



PROCEDURE FOR NOTIFICATION OF AN ALTERATION TO A LOCALITY_BOUNDARY

Council will give at least twenty-eight (28) days notice in writing to all landowners affected by the alteration.

A notice will be published in the Council notices column of the Maitland Mercury once only at the commencement of the Notification period.

The notice will state that written submissions on the proposed alteration to the locality boundary may be made to Council by the expiration of the exhibition period.

At the end of the exhibition period Council will consider any submissions made and make any changes necessary.

The draft boundaries will then be submitted to the Geographical Names Board who will again notify it in the local newspaper to allow for any further public comment.

In some cases the Geographical Names Board needs to negotiate further with the local Council as a result of correspondence received through its advertising. If this is the case, any amendment is advertised to allow further feedback.

The Geographical Names Board will finalise the boundaries, by notification in the NSW Government Gazette, when it is sure that the boundaries reflect the true feelings of the residents affected.

Once the Geographical Names Board has gazetted the amendment to the boundaries, Council will notify:

- All landowners affected by the alteration
- Geographical Names Board
- Energy Australia - Maitland branch
- Telstra - Maitland branch
- Hunter Water Corporation - Maitland branch
- Australian Electoral Commission - Hunter electorate
- RTA (if not a classified road)
- Manager Cadastral Data Information Sourcing LPI NSW PO Box 143 Bathurst 2795
- Natural Gas Company - Maitland branch
- Fire Station - Maitland
- Ambulance Station - Maitland
- Police Station - Maitland
- Australia Post - Maitland
- Maitland SES
- Bushfire Brigades

A notice will be published in the Council Notices column of the Maitland Mercury

PROCEDURE FOR PROPOSING NAMES IN NEW SUBDIVISIONS

A written application together with a plan of the proposed roads should be lodged with Council's Department of Development and Environmental Services for approval.

The origin or meaning of all proposed names should be clearly stated (if applicable). A list of generally accepted suffixes is provided by Council and proposals for road names should include an appropriate suffix chosen from this list.

Requests for a check of names for suitability, etc. prior to submission may be made by telephoning Council's Department of Development and Environmental Services on 349 835 or 349 837. Road Naming Guidelines and definitions for road suffixes are provided in Appendix A and B.

PROCEDURE FOR PROPOSING TO NAME/RENAME A ROAD OR TO ALTER A LOCALITY BOUNDARY

A written application together with any supporting documents should be lodged with Council's Department of Development and Environmental Services for consideration.

APPENDIX 'A' ROAD NAMING GUIDELINES

- a) These should be appropriate to the physical, historical or cultural character of the area concerned.
- b) Duplication of names or similar names within the City are not permitted. This includes the naming or renaming of unnamed roads or streets and also the naming of new roads in a subdivision.
- c) Names of aboriginal origin or with a historical background are generally preferred.
- d) Thematic names such as flora, ships, etc. Are generally preferred.
- e) Euphonious names should, as far as possible be used.
- f) Christian or Christian and Surname combinations should, as far as possible be avoided, unless in keeping with the theme for a particular area.
- g) Company or commercialised names should not be used.
- h) Unduly long and cumbersome or difficult to pronounce names should be avoided. In this regard names should consist of no more than twelve (12) letters.



MAITLAND CITY COUNCIL POLICY STATEMENT

- i) The changing of long established road names is generally not preferred, except where necessary to avoid ambiguity or duplication.
- j) Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form. That spelling which is sanctioned by general usage should be adopted.
- k) If considered appropriate, the names of VIP's and Councillors alive or deceased, early explorers, settlers, naturalists, etc. may be used.
- l) The use of hyphens, apostrophes and abbreviations should be avoided, with one exception "ST" should always be used in place of "Saint".
- m) The use of the cardinal points of the compass as a prefix or suffix to a road name should not be used.
- n) Names considered offensive or likely to give offence shall not be used.
- o) All new roads created in a subdivision shall be put to the Council officer in charge of road naming for approval prior to the lodgement of the final survey plan for endorsement (refer to the procedure for proposing names in new subdivisions).
- p) Roads crossing Council boundaries should have a single and unique name.
- q) Roads with double destination names should be progressively renamed.
- r) Where it is intended that a road have the same name as a place or feature with an approved geographical name, then the correct spelling is to be adopted.

APPENDIX 'B'

DEFINITIONS OF ROAD SUFFIXES

Cul-de-sacs

Suffix	Abbr.	Definition
Close	CL	A narrow passageway leading from a Street to a Court.
Court	CT	An uncovered area wholly surrounded by buildings or walls.
Cove	CE	A small cul-de-sac or court.
Grove	GR	A roadway ending in a square having a group of trees standing together.
Place	PL	A short usually narrow street, usually with one prominent building.
Plaza	PA	A street bounded on four sides of an area forming a market place or open space.
Square	SQ	A street bounding the four sides of an area to be used as open space or a group of buildings.

Open Ended Streets

Alley	AL	Narrower than a street for people or vehicles in cities and towns; a minor thoroughfare through the centre of city blocks or squares.
Arcade	AR	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
Avenue	AVE	A broad passageway planted on each side with trees.
Boulevard	BLVD	A wide Street or Avenue, well paved, usually ornamented with trees and grass plots.
Chase	CH	A road leading down to a valley.
Circle	CL	A thoroughfare that forms a circle or part of a circle.
Circuit	CC	A road or way enclosing an area.
Circus	CS	A circular open place where many streets come together.
Crescent	CR	A thoroughfare in the form of a crescent or half-moon.
Drive	DR	A wide thoroughfare allowing a steady flow of traffic without many cross streets.
Esplanade	ES	An open, level roadway, often along the seaside, lake or a river.
Fairway	FRY	A short open roadway between two streets.
Freeway	FWY	An express highway usually with limited or controlled access.
Highway	HWY	A road freely open to the public, a main road or thoroughfare, main route.

Lane	LA	A narrow way between hedges, walls, buildings, etc. a narrow country route.
Mall	ML	A sheltered walk, promenade or shopping precinct.
Parade	PDE	A public promenade or road which has good pedestrian facilities along the sides.
Parkway	PWY	A road, street or way through parklands or open grass land area.
Path	PT	A way or street not specially constructed usually used for pedestrian traffic.
Promenade	PRO	Like an Avenue with plenty of facilities along the sides.
Quays	QS	A road, street or way leading to a landing place alongside or projecting into water for unloading ships.
Ridge	RGE	A road, street or way along the top of a hill.
Road	RD	A place where one may ride, an open way or public passage for vehicles, persons and animals, a street forming a means of communication between one place and another, generally applied outside an urban district.
Row	RW	A street with a line of professional buildings on either side.
Street	ST	A public road in a town or city especially a paved thoroughfare with footpaths and buildings along one or both sides.
Terrace	TCE	A road which has the houses on either side raised above road level.
Trail	TRL	A road or way through a wilderness region.
Walk	WK	A thoroughfare with restricted vehicle access used mainly by pedestrians.
Way	WY	A short access way between two streets.

A notice will be published in the Council Notices column of the Maitland Mercury once only at the commencement of the notification period.

The notice will state that written submissions on the proposed name or renaming may be made to Council by the expiration of the exhibition period.

The Local Aboriginal Land Council will be consulted where Aboriginal names are proposed.

At the end of the exhibition period if no submissions have been made, Council will notify all of the those people and authorities previously notified, plus the additional authorities listed below:

- Energy Australia - Maitland branch
- Telstra - Maitland branch
- Hunter Water Corporation - Maitland branch
- Australia Electoral Commission - Hunter Electorate
- RTA (if not a classified road)
- Valuer Generals Department - Newcastle branch



MAITLAND CITY COUNCIL POLICY STATEMENT

- Natural Gas Company - Maitland branch
- Fire Station - Maitland
- Ambulance Station - Maitland
- Police Station – Maitland
- Maitland SES
- Bushfire Brigades
- Australia Post - Maitland

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