

# NAMING POLICY

## 2018 – 30 JUNE 2023

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## 1. BACKGROUND

The Naming Policy was adopted by Council on 13 March 2018

## 2. STATUS

This policy is new.

## 3. REVIEW

The Naming Policy will be formally reviewed in July 2023 unless an earlier formal review is warranted. The review will require approval from the appropriate Committee of Council.

## 4. LOCATION

The Policy is stored in TRIM DOC/18/15755 within Strategy and Planning.

## 5. NAMING POLICY

### 5.1 INTRODUCTION

The Naming Policy (the Policy) covers all areas<sup>1</sup> owned or managed by Hutt City Council. This Policy supersedes the existing Naming Policy 2015. The Policy details Hutt City Council's approach in all cases where official naming or official renaming of an area is proposed in recognition of the contribution that people have made to the city both in past and present times and any events of special significance.

Naming an area provides an opportunity to publicly recognise and honour people that have made important contributions to the City and events of special significance. Officially naming an area of the city after these people or events is a lasting tribute. This Naming Policy acknowledges the fact that there is often more than one history associated with various areas around the city.<sup>2</sup>

### 5.2 AREAS OF CITY-WIDE SIGNIFICANCE AND PEOPLE OF SIGNIFICANCE FOR THE WHOLE CITY

Hutt City Council will make the final decision on the name to be used for any area where that area is of city-wide significance or where the person whose name is being proposed was a person of significance for the whole city following engagement and consultation with the community generally and in particular with mana whenua and the community most directly connected with the area to be named.

### 5.3 COMMUNITY BOARDS

Community Boards are able, under their Terms of Reference, to name:

- Local new roads and alterations to street names (in the Community Board area); and
- Parks, reserves and sports grounds within the provisions of this Naming Policy.

### 5.4 SITUATIONS WHEN NAMING AN AREA MAY ARISE

There is a variety of situations in which a member of the community, mana whenua or a Community Board or Panel member or a Councillor/Mayor may want to name a certain area in the city after a person or event. These are:

- a) The desire to recognise a local person who has made a significant contribution to the whole city or to their local area of the city; or a person who does not live locally but who nevertheless either made a significant contribution to the whole city; or is a national figure; or
- b) The desire to recognise a significant event that has affected the city or a specific area of the city; or
- c) The naming of a local area that is important to local people; or
- d) The giving of the keys to the city; or
- e) New subdivisions including private roads, right-of-ways and lanes; or
- f) New suburbs or localities in the city.

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<sup>1</sup> Area includes parks, reserves, sports grounds, streets, buildings or parts of buildings, bridges, paths, new subdivisions, private roads, lanes, right of ways and any other part or parts of the city considered appropriate.

<sup>2</sup> See criteria relating to subdivisions, private roads, lanes and right of ways page 8

There will also be occasions on which Council officers may be involved with:

- Initiating a naming request or
- Initiating a process to rename, clarify the name or confirm the name of an area.

## 5.5 CRITERIA

The mandatory criteria and the criteria relating to subdivisions, private roads, right of ways and lanes must be applied whereas general considerations provide a guideline only.

### **Mandatory criteria for consideration:**

- The area is of historical, social, cultural, economic or environmental significance to the city and/or local ward/area
- The person or event is of historical, social, cultural, economic or environmental significance to the city and/or local ward
- The name of a living person cannot be used except in exceptional circumstances
- The proposed name must be supported with sufficient and correct information including an explanation and context of the name e.g. the origins of and link with the area
- The name is not likely to give offence or be inappropriate in use
- The name is not a duplicate or similar in spelling or sound to an existing named area in the city
- The name(s) recognises outstanding contributions to the City/local ward/area by past residents, organisations and businesses
- The event is significant in the history of the city or district
- The individual made an outstanding contribution to the life of the city and/or local ward/area
- All names comply with the rules around the naming of subdivisions, private roads, right of ways, lanes where these are applicable
- Local community organisations, including Resident's Associations, are consulted to ensure that any list of names that they have are considered during the naming process

### **Subdivisions, private roads, right of ways, lanes**

- Must be proposed on a completed road name form
- Names can reflect a theme e.g. several streets in a new subdivision named after native birds – Tui Street, Bellbird Street, Huia Drive (see page 4, paragraph 5.1 related to the naming history associated with various areas around the city)
- Names must be in proportion to the length of the road
- The use of words “street”, “place” and “crescent” should be descriptive of the design
- Names cannot contain abbreviations, initials or acronyms except “St” that can be used for “Saint”
- The word “The” cannot be used as the sole name element
- Names cannot include a preposition
- Names cannot contain a full stop
- Names can only contain characters from the standard alphabet and macrons
- Names cannot contain hyphens except where this is appropriate for the language being used e.g. Wai-whetu
- Names cannot contain Arabic or Roman numbers. Numbers should be written in full.
- Names cannot contain qualifying terminology, a cardinal indicator or a similar prefix unless the road name is derived from a name which includes it

### **General considerations**

- Names should not duplicate or similar in spelling or sound to an existing named area in the city

- Name suggestions will be considered on merit. The number of submissions supporting a suggested name will be a secondary consideration.
- Names should be in keeping with the general area concerned
- Names will generally be applied to entire properties, or entire Certificates of Title, for the sake of clarity.
- Maori, English and alternative languages are acceptable so long as the choice of language is related to the site. Generally the name should be brief and in one language, e.g. Whiorau Reserve and not Whiorau Lowry Bay Reclamation.
- There is no restriction on the use of other languages, so long as the choice of language has relevance to the site or name suggestion.
- Where there is a theme in the area the theme is to be followed - for example Māori names in Korokoro, the names of trees in Maungaraki and the use of South Island names in Kelson.
- Names should reflect the character, landscape, flora, fauna or history of the area
- Names may describe a significant event associated with a site.
- Reserve names that repeat the name of the street they are located next to are to be discouraged on the basis that they are dull and do not reflect character or history of sites well

## PROCESS FOR NAMING

### 5.6 AREAS OF CITY WIDE SIGNIFICANCE OR PEOPLE OF CITY WIDE SIGNIFICANCE

The following process must be followed where the area is of city wide significance or the person whose name is being proposed was of city-wide significance.

- a) A written request is made to the Mayor to officially name (or rename) an area. The request must provide strong reasons to support the suggested name(s). The request must describe the area (or parts of area or object) the name would apply to.
- b) The Mayor delegates the matter to the CEO who then reports back to the Mayor with advice regarding the merits of the proposal. The decision on whether the proposal has merit is that of the Mayor acting on the CEO's advice.
- c) Where there is more than one name being considered for an area (as part of community consultation prior to putting forward a name for consideration) utmost care will be taken to ensure that any family members of the person whose name is being considered and/or supporters of a particular name are notified if that name is not selected before proceeding with the naming proposal.<sup>3</sup>
- d) The CEO must advise mana whenua and other Maori organisations with which Council has a Memorandum of Understanding that a request to officially name an area has been received and that their comments are sought. Where possible this should be done through the formal meetings the CEO has with mana whenua and other Maori organisations.
- e) Where the name suggested is one of regional or national significance Council will, if necessary and appropriate, consult with other local authorities and/or the Government of the day.
- f) Where the naming of an area is initiated by a Council officer (including clarifying or confirming an existing name) the Mayor will be notified by the appropriate officer. That officer will provide advice on the relevance or otherwise of the Reserves Act in respect of the naming process and the result of discussions with mana whenua and other Maori organisations.
- g) The Chief Executive Officer or, in his/her absence a delegated General Manager, in consultation with the Mayor of the day, will make the initial decision as to whether the proposal has merit and is worthy of further consideration.
- h) The CEO will prepare a report for Council's consideration. This report will:
  - briefly outline the naming request;
  - include the recommendation of mana whenua
  - include the recommendation of the relevant Community Board and other community groups involved;
  - provide advice regarding whether or not the name being considered is on the list of names collated by officers from proposals made by Boards, Panels, Council Committees and community members; and
  - contain a recommendation regarding the need for consultation.
- i) If the Council decides to proceed, an advertisement describing the request will be placed in the Hutt News and other local newspapers and people invited to submit comments to Council. Submitters will be given a period of at least twenty working days to make submissions.
- j) Where Council supports adoption of an official name, the following process shall be followed:

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<sup>3</sup> For example, where a community is consulted prior to a naming proposal being made and a number of names are considered. Once a decision is made to proceed with one of the names it is essential that those supporting the other names are made aware of the choice and the reasons why before continuing the process.

- Promote the decision in the Hutt News and other local newspapers using an advertisement or editorial space.
  - Advise submitters of the resolution.
  - Advertise the decision in the New Zealand Gazette.
- k) Where there is more than one name being considered for an area (as part of community consultation) care will be taken to ensure that any family members of any person whose name is being considered and/or supporters of a particular name are notified if that name is not selected **before** proceeding with the naming proposal. <sup>4</sup>
- l) **The Places of Remembrance Project:** Council will work with the NZ Poppy Places Trust to ensure that Council identifies and records the street names and places that are directly related to people and events from our overseas military and will use the poppy flower head on signage to permanently mark these places (see Appendix I).
- m) When appropriate, the recommendations from the appropriate Committee and a copy of the Gazette Notice will be submitted to the New Zealand Geographic Board, requesting that they consider officially naming the area.
- n) The Certificate of Title will be updated.
- o) Actual street names will conform to the NZ Standard AS4819.
- p) Signage in the area will be updated or new, professionally manufactured and installed where practical. In time, new maps will show the new name of the area/areas.

## 5.7 COMMUNITY BOARDS

Where the request to name an area comes from a member of the public the following process must be used:

- a) A written request is made to the Community Board concerned to officially name (or rename) an area. The request must provide strong reasons to support the suggested name. The request must describe the area (or parts of area or object) the name would apply to.
- b) The Community Board considers the request as part of their formal processes. They must consult with their community to ensure that:
- the community supports the proposed name for area in question; and
  - the proposed name appropriately recognises a local person who has made a significant contribution to that community or event that is significant to the Community Board area; and
  - mana whenua are advised that the Community Board has received a request to officially name an area and their comments sought.
- c) Where the request to name an area comes from the Community Board itself the Board must follow the process in paragraph (b) above.
- d) Where the request or suggestion to name an area is initiated by a Council officer (including clarifying or confirming an existing name) the Community Board must follow the process in paragraph (b) above.

The officer will provide advice on the relevance or otherwise of the Reserves Act in respect of the naming process.

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<sup>4</sup> For example, where a community is consulted prior to a naming proposal being made and a number of names are considered. Once a decision is made to proceed with one of the names it is essential that those supporting the other names are made aware of the choice and the reasons why before continuing the process.



- e) If the Community Board decides to proceed, an advertisement describing the request will be placed in the Hutt News and other local newspapers, and people invited to submit comments to the Board or Panel. Submitters will be given a period of at least twenty working days to make submissions.
- f) Where the Community Board supports adoption of an official name, the following process shall be followed:
  - Promote the decision in the Hutt News and other local newspapers using an advertisement or editorial space.
  - Advise submitters of the resolution.
  - Advertise the decision in the New Zealand Gazette.
- g) Where there is more than one name being considered for an area (as part of community consultation) care will be taken to ensure that any family members of any person whose name is being considered and/or supporters of a particular name are notified if that name is not selected **before** proceeding with the naming proposal.<sup>5</sup>
- h) When appropriate, the recommendations from Community Board and a copy of the Gazette Notice will be submitted to the New Zealand Geographic Board, requesting that they consider officially naming the area.
- i) The Certificate of Title will be updated.
- j) Actual street names must conform to the NZ Standard AS4819.
- k) Signage in the area will be updated or new, professionally manufactured and installed where practical. In time, new maps will show the new name of the area/areas.
- l) Community Boards and Council committees can propose the names of suitable past and present city and community servants or significant events at any time. These names will be collated by officers in a list for consideration for use when the time is right. For example, this list could be used to select from when the right area comes up for naming<sup>6</sup>. This also provides an opportunity for traditional, local approaches to the naming of areas or objects to be formally recognised.
- m) **The Places of Remembrance Project:** Council will work with the NZ Poppy Places Trust to ensure that Council identifies and records the street names and places that are directly related to people and events from our overseas military and will use the poppy flower head on signage to permanently mark these places (see Appendix I).

## 5.8 URGENT REQUESTS

- a) Urgent consideration of a request can occur. In this case the Chief Executive Officer or, in his/her absence a delegated General Manager, in consultation with the Mayor of the day, will make the initial decision as to whether the proposal has merit and should be proceeded with.
- b) A decision to consult will be able to be made via e mail/telephone.
- c) Mana whenua and other Maori organisations with which Council has a Memorandum of Understanding will be notified that an urgent request to officially name an area has been received and that their comments are sought. Where possible this should be done through the formal meetings the CEO has with mana whenua and other Maori organisations.

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<sup>5</sup> For example, where a community is consulted prior to a naming proposal being made and a number of names are considered. Once a decision is made to proceed with one of the names it is essential that those supporting the other names are made aware of the choice and the reasons why before continuing the process.

<sup>6</sup> See Appendix I for current list.

- d) The relevant Community Board will be notified and asked for their input as part of the decision making process.
- e) A report will be prepared for the next meeting of the delegated Community Board briefly outlining the naming request and the recommended action. The Community Board will make a decision regarding the request where this falls within their Terms of Reference.
- f) For high profile areas or people and events, areas, and people or events of city-wide significance, the CEO will prepare a report for Council's consideration. This report will:
  - briefly outline the naming request;
  - include the recommendation of the relevant Community Board where applicable; and
  - contain a recommendation regarding proceeding consultation or not.

## 5.9 CONSULTATION

Public consultation will be used as a gauge to determine whether names are appropriate. A public notice in the Hutt News and other local newspapers will be used to advertise Council's intention to consider naming areas as naming requests are made. The notice will invite people to comment on a proposed name.

## 5.10 OFFICIALLY RENAMING AREAS

Council accepts that existing area names may not always continue to provide the best name. In such cases this policy will be used as a guide for selecting new names and decommissioning old official names.

Decommissioning an old name shall follow the process outlined under paragraph 1 of this Policy. It shall be made clear at each step that a current official name will be dropped in order for a new, more meaningful one to be adopted.

## 5.11 DEFINITIONS

**Area** includes parks, reserves, sports grounds, streets, buildings or parts of buildings, bridges, paths, new subdivisions, private roads, lanes, right of ways and any other part or parts of the city considered appropriate.

**APPENDIX I****RESERVED STREET NAMES**

<b>Street name</b>	<b>Locality</b>	<b>Authority</b>	<b>Reserved date</b>
Cloncurry Grv	Wainuiomata	Hutt City	06/04/99
Hastings	Wainuiomata	Hutt City	03/12/74 15/01/86
Hoylake	Wainuiomata	Hutt City	03/12/74
Kildare Grv	Wainuiomata	Hutt City	
Killarney Grv	Wainuiomata	Hutt City	
Lancashire	Wainuiomata	Hutt City	03/12/74
Lismore Grv	Wainuiomata	Hutt City	
Marotiri Grv	Wainuiomata	Hutt City	
Morecambe	Wainuiomata	Hutt City	03/12/74
Munster Grv	Wainuiomata	Hutt City	
Newfield	Wainuiomata	Hutt City	00/12/90
Penzance	Wainuiomata	Hutt City	03/12/74
Raglan	Wainuiomata	Hutt City	03/12/74
Rakino Grv	Wainuiomata	Hutt City	
Remuera St	Wainuiomata	Hutt City	
Ripley Grv	Wainuiomata	Hutt City	
Rochdale	Wainuiomata	Hutt City	03/12/74
Ruatoki Grv	Wainuiomata	Hutt City	
Solent	Wainuiomata	Hutt City	03/12/74
Staples St	Wainuiomata	Hutt City	19/04/85
Swindon	Wainuiomata	Hutt City	14/11/74
Yarmouth	Wainuiomata	Hutt City	03/12/74
Thomas Grieg Henry	Wainuiomata	Hutt City	09/01/17 DOC/17/6017
Highdale	Tirohanga	Hutt City	00/12/90

Woodhill	Tirohanga	Hutt City	0/12/90
Ted Woolf	Petone	Hutt City	23/05/2014
Lewis St	Normandale	Hutt City	
Muswell Grv	Holborn	Hutt City	28/06/79
Tottenham Grv	Holborn	Hutt City	28/06/79, 28/08/79
Arbour Grove	Avalon	Hutt City	14/07/2000
Arapaepae		Hutt City	13/12/89 20/12/89
Arataha		Hutt City	13/12/89 20/12/89
Aratapu		Hutt City	13/12/89 20/12/89
Finsbury		Hutt City	05/12/75 17/07/85
Hamblin		Hutt City	14/12/89
Hiwinui Grv		Hutt City	24/06/85
Ohinewai		Hutt City	14/12/78 05/03/79
Omahanui		Hutt City	13/12/89
Riwaka		Hutt City	12/10/77
Souness			23/08/78
<b>Street name</b>	<b>Locality</b>	<b>Authority</b>	<b>Reserved date</b>
Takaka			12/10/77
Tobin			14/12/89
Tulip			13/12/89 20/12/89
Wakatipu			12/10/77
Whitewood Grv			28/05/85

			20/12/89
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**The Places of Remembrance Project**

The Places of Remembrance Project is about identifying and recording many of our street names and places that are directly related to people and events from our overseas military.

Council will work with the NZ Poppy Places Trust to ensure that Council identifies these places and uses the poppy flower head to permanently mark these places.