

**POLICY ON PLACE NAMING, STREET  
NAMING AND NUMBERING**

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## **TABLE OF CONTENTS**

- 1. INTRODUCTION**
- 2. OBJECT OF POLICY**
- 3. SCOPE**
- 4. RULES FOR STREET NAMING AND PLACE NAMING**
- 5. CATEGORIES OF NAMES THAT SHOULD BE AVOIDED**
- 6. GUIDELINES FOR NAME SELECTION**
- 7. PROCESS OF NAMING**
- 8. PRIVATE STREETS AND PLACES**
- 9. RULES FOR STREET NUMBERING**

### **ANNEXURE A: STREET NAME SUFFIXES & DEFINITIONS**

## **1. INTRODUCTION**

Timeous and effective allocation and recording of places and street names and numbers are important for the following reasons:

- the completion of the registration of ownership in new subdivisions;
- the provision of municipal services (i.e. Engineering Services);
- the billing for rates and municipal services used;
- the provision of emergency services;
- postal delivery;
- data integrity in Council; and
- to ensure that property owners can be contacted for public participation purposes.

Any delay in the provision of street naming and numbering can cause inconvenience with regard to these aspects, a possible loss in revenue to Council and delays in property transfers.

Currently there is no standard consistent process dealing with the areas covered in this policy. The need exists for a set of guidelines and principles for the naming of streets and places of new\* developments or existing streets and places that were never provided with a name for one or other reason. The policy also includes guidelines for street numbering.

*\*New means streets and public places that are being proposed in connection with a proposed development.*

## **2. OBJECT OF POLICY**

The purpose of this Policy is to provide a standard and consistent policy framework dealing with, street and place naming and street numbering and to set

out the responsibilities of the relevant parties involved in the process and to outline effective administrative and decision-making procedures in dealing with matters concerning the object of this policy.

### **3. SCOPE**

- 3.1** The Policy therefore replaces the current procedures followed by the George Municipality and shall be applicable to the entire WC044.
- 3.2** The general term "street" used in this Policy, includes all classes of streets which serve as a public right-of-way, the naming of which is the responsibility of the Council. This includes parking areas, squares, malls, paths, lanes and other public places.
- 3.3** The general term "suburb" used in this policy includes all township extensions (be it residential, commercial, business, industrial or other dominant land use), the naming of which is the responsibility of Council.
- 3.4** All decisions made in terms of this Policy at any specific time shall be in accordance with the applicable delegation of powers relating to street naming and numbering as approved by Council.
- 3.5** The naming process of private streets and places is the responsibility of the owner/body corporate/home owners association.

### **4. RULES FOR STREET NAMING AND PLACE NAMING**

The following rules for the naming of streets shall apply:

- 4.1** Names should be easy to read, spell and pronounce.
- 4.2** Names should be in keeping with the theme of the surrounding street names when falling within an established township.
- 4.3** Large subdivisions with multiple streets should use an overall theme for naming of streets.
- 4.4** Where a street is interrupted by a natural or man-made barrier, the resulting portions of that street may be named in the appropriate language by the addition of an appropriate identifier to one or both portions, such as North, South, East, West, Lower, Upper, Central, extension.
- a) A continuous street shall maintain its name throughout its length, to avoid confusion.
- 4.5** Only appropriate suffixes or their accepted abbreviations shall be used. See Annexure A for guidelines in this respect. A suffix to a street name shall form part of the name and shall, where appropriate, be in the same language as the street name.
- 4.6** The normal grammatical rules shall apply to suffixes. (In Afrikaans, suffixes to short names other than proper nouns shall form one word with the name, while others are written separately).
- 4.7** The length of a name should preferably be limited to what can be practically accommodated on a name board and maps, which are no more than 20 characters including spaces.

- 4.8** Street names shall be displayed on name boards or kerbs, which shall comply with the relevant standards, in appropriate locations, at the discretion of Council.

## **5. CATEGORIES OF NAMES THAT SHOULD BE AVOIDED**

- 5.1** Offensive or insensitive names.
- 5.2** Names that are cumbersome in the sense that the name may be construed as unintelligible in the spoken or written form, and physically in the sense that the length of the name may be considered impractical on a street sign.
- 5.3** Linguistically corrupted or modified names.
- 5.4** There shall preferably be no duplication of street names within a 2 km radius.
- 5.5** There shall be no similarly spelled names in the same suburb or within a 2km radius.
- 5.6** Similar sounding names should be avoided within a 5km radius (eg. Names like Beach Avenue and Peach Avenue, or Apple Hill Road and Apple Road).
- 5.7** Names that could be construed as commercial advertising.
- 5.8** Names of living persons.

## **6. GUIDELINES FOR NAME SELECTION**

- 6.1** Consideration should be given to names of local area or historic significance.
- 6.2** Proposed names should meet one of the following:
- a) Honour and commemorate noteworthy persons associated with towns, places and rural areas in the George Municipal area.
  - b) Commemorate local, national or international history, places, events, memories or culture or relevance to the people of George Municipality.
  - c) Strengthen community identity.
  - d) Recognize indigenous and international flora, fauna or natural features relevant to George, its towns, places and rural areas.
  - e) Promote improved place orientation and recognition.

## **7. PROCESS OF NAMING**

The following process must be followed when naming streets and places:

- 7.1** All requests for the naming of new streets and places are to be submitted in writing to the Directorate: Planning and Human Settlements.
- 7.2** A report regarding the request, advising on appropriate names and procedures to be followed, will be compiled by the said Directorate and submitted to the applicable Ward Councillor for discussion with the Ward Committee.

- 7.3** An attendance register and the minutes of the Ward Committee meeting where the report serves must be kept.
- 7.4** The Ward Councillor and Ward Committee must arrange a meeting with the residents / property owners living in that particular street or place, where appropriate names must be proposed, discussed and recommended. Proposed names must be in accordance with the guidelines and principles of Councils Policy on Place Naming, Street Naming and Numbering.
- 7.5** The Ward Committee is to keep an attendance register and the minutes of the meeting held with the residents / property owners concerned.
- 7.6** The attendance registers and minutes of both the Ward Committee and the meeting with the residents/ property owners, as well as the list of proposed names must be submitted to the Directorate: Planning and Human Settlements.
- 7.7** The Directorate: Planning and Human Settlements will then compile a report regarding the above to Council for a decision.
- 7.8** The said Directorate will thereafter communicate the Council decision to the residents / property owners concerned.
- 7.9** Where applicable, street numbering will take place in accordance to Councils Policy on Place Naming, Street Naming and Numbering by the said Directorate.



## **8. PRIVATE STREETS AND PLACES**

- 8.1** Developers, owners and residents of private streets and places are responsible for naming such streets and places.
- 8.2** Developers, owners and residents of private streets and places are encouraged to use Councils Policy on Place Naming, Street Naming and Numbering as guidance when names are allocated.
- 8.3** New names must be submitted to the Municipality for administration purposes. On submission the Municipality may allocate appropriate street numbers in line with Councils Policy on Place Naming, Street Naming and Numbering.

## **9. RULES FOR STREET NUMBERING**

The numbering of erven shall be done as follows:

### **9.1 Streets- West to East (Horizontal)**

Numbering must be done from left to right, west to east, with even numbers on the southern side of the street, and the odd numbers on the northern side of the street.

### **9.2 Streets- South to North (vertical)**

Start by numbering from south to north, with the even numbers on the eastern side of the street, and the odd numbers on the western side of the street.

### **9.3 Corner Erf (Two streets)**

Two street numbers must be provided for a corner erf, with one street number bordering each street. The street number of a property will be determined by the direction of the front door of the new or existing structure.

### **9.4 Corner Erf (Three streets)**

Three street numbers must be provided for a corner erf. One street number bordering each street is required. The street number provided shall be determined by the direction of the front door of the new or existing structure. The direction of the building/front door/entrance will determine which street number shall be used.

### **9.5 Cul-de-sac**

If there are fewer than seven properties on the same side of the road in a cul-de-sac with no possibility of development on the other side of the road, numbering is then to be sequential.

The street numbering of all other properties in a cul-de-sac should start at the entrance of the cul-de-sac (at the corner erf). Odd numbers must be on the southern side. The island in the middle must be numbered with even numbers with the smallest even number at the entrance to the circle.

### **9.6 Public Open Spaces**

Public Open Space must also be numbered. Numbering should be done on both sides of the erf if the erf borders on two streets. The lowest value street number allocated to the erf will be used for administrative purposes.

### **9.7 Other situations**

From south to north: Even numbers must be provided on the eastern side of the street and the next odd number on the western side of the street.

From west to east: Even numbers must be provided on the southern side of the street and the odd number on the northern side of the street.

#### **9.8 Existing street numbers**

In cases where an existing street is already numbered, the existing numbers must be taken into account when a subdivision is supplied to Council. The street numbering must also fit into the General Plan of the area.

#### **9.9 General**

On completion of any building on a property, it shall be the duty of the property owner to obtain and install suitable address numerals for property identification on a location that is clearly visible from the street prior to occupation of the dwellings in the street.

There should be conformity in the type of numerals used for street signs as determined by Council.

## ANNEXURE A: STREET NAME SUFFIXES & DEFINITIONS

ENGLISH	AFRIKAANS	DEFINITION
<b>Avenue(Ave)</b>	<b>Laan (Ln)</b>	A street usually with significant horticultural features
<b>Boulevard (Blvd)</b>	<b>Boulevard (Blvd)</b>	A wide, pretentious street, usually with horticultural or landmark features.
<b>Bypass</b>	<b>Verbypad</b>	A usually wide road which takes traffic around developed areas.
<b>Circle</b>	<b>Sirkel</b>	A road which roughly forms a circle.
<b>Close (Cl)</b>	<b>Slot</b>	A minor dead-end street
<b>Court (Crt)</b>	<b>Hof</b>	As a Square, but normally surrounded by residential buildings.
<b>Crescent (Cres)</b>	<b>Singel (Sng)</b>	A relatively short street which forms part of a circle.
<b>Drive (Dr)</b>	<b>Ryiaan (RIn)</b>	A relatively long, usually scenic route.
<b>Expressway</b>	<b>Snelweg</b>	A dual carriageway with limited, signal controlled or interchanges access only.
<b>Freeway</b>	<b>Deurpad</b>	Usually a dual carriageway road with access limited to interchanges only.
<b>Lane</b>	<b>Steeg</b>	A narrow street, usually short.
<b>Mall</b>	<b>Wandelhal</b>	A major road mainly for pedestrian use, serving mostly commercial developments.
<b>Parkway (PW)</b>	<b>Parkweg (PW)</b>	A dual carriageway with limited, signal controlled or interchanges access only, which has horticultural features.
<b>Path</b>	<b>Voetpad</b>	Surfaced road for walking.
<b>Place (Pl)</b>	<b>Plek / Oord</b>	A minor dead-end street
<b>Road (Rd)</b>	<b>Weg</b>	General term for streets usually, but not always, outside developed areas, streets which perform a distributor function as well.
<b>Square (Sq)</b>	<b>Plein (Pln)</b>	A road or portion of road the shape of which resembles a square or rectangle.
<b>Steps</b>	<b>Trappe</b>	Street with steps, for pedestrian use only.
<b>Street (St)</b>	<b>Straat (Str)</b>	General term for streets usually in developed areas.
<b>Terrace (Ter)</b>	<b>Terras (Ter)</b>	A road, normally for pedestrian use, which serves houses on a raised level.
<b>Trail</b>	<b>Wandelpad</b>	Unsurfaced road for walking.
<b>Walk</b>	<b>Voetpad</b>	Narrow street normally for pedestrian use only.
<b>Way</b>	<b>Weg</b>	General term for streets usually, but not always, outside developed areas, streets which perform a distributor function as well.

### NOTE:

The abovementioned suffixes were referred for translation which confirmed that it is not possible to translate the suffixes into Xhosa as no equivalent terms exist in Xhosa.