

POLICY ON PLACE NAMING, STREET NAMING AND NUMBERING

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Table of Contents

1	PREAMBLE	3
2	PURPOSE OF THE POLICY	3
2.1	PROCESS FOR NAMING PUBLIC PLACES PRESCRIBED IN 2013 POLICY	3
2.2	NEED FOR REVISED POLICY	4
3	OBJECT OF POLICY	4
4	SCOPE OF THE POLICY	5
5	LEGAL FRAMEWORK	5
5.1	South African Geographical Names Council (SAGNC)	5
6	DEFINITIONS	6
7	NAMING: CRITERIA FOR EVALUATION	7
8	NAMING RULES FOR SELECTION	7
8.1	GENERAL	7
8.2	STREETS	8
9	GEORGE MUNICIPALITY GEOGRAPHICAL NAMES BANK	9
10	PROCESS OF NAMING	9
10.1	Existing Developments	9
10.2	New Developments	10
10.3	Evaluation of proposed new Street Names	11
11	RULES FOR STREET NUMBERING	12
11.1	Streets- West to East (Horizontal)	12
11.2	Streets- South to North (vertical)	12
11.3	Corner Erf (Two streets)	12
11.4	Corner Erf (Three streets)	12
11.5	Cul-de-sac	13
11.6	Public Open Spaces	13
11.7	Other situations	13
11.8	Existing street numbers	13
11.9	General	13

ANNEXURE A: STREET NAME SUFFIXES & DEFINITION

PART I: INTRODUCTION AND BACKGROUND

1 PREAMBLE

The naming of streets and other public places are recognized as being a vital part of place making. This includes, but is not limited to the creation of places that residents and users can relate to and take pride in.

The naming of streets and public places after memorable events, is a way of engraving the country's history, both pleasant and not limited to people's recollection of events. The allocation of names to people is recognized as being a way of honoring deceased individuals for their contribution to the development of the Country and this City and should therefore be done with careful consideration.

2 PURPOSE OF THE POLICY

It is important for the George Municipality to provide an accepted policy and process in the allocation of names to its features. Timeous and effective allocation and recording of places and street names and numbers are important for the following reasons:

- a. Naming is an essential way finding tool that aids navigation and orientation;
- b. Completion of the registration of ownership in new subdivisions;
- c. Installation and maintenance of municipal services and infrastructure (i.e. Engineering Services);
- d. Collection of rates payable toward rendering municipal services;
- e. Provision of emergency services;
- f. Postal delivery;
- g. Policing and security services;
- h. Data integrity within municipal systems;
- i. Effective liaison with property owners for public participation and engagements;
- j. Names create a sense of place and identity;
- k. Names are place markers and focal points through symbolism, association and remembrance.

The process of assigning names to public places and allocating street addresses has been standardized through the existing policy on Place Naming, Street Naming and Numbering.

2.1 PROCESS FOR NAMING PUBLIC PLACES PRESCRIBED IN 2013 POLICY

The process of naming public places is captured in section 7 of the policy approved in 2013, in short, entails the submission of request for new street names to the Directorate: Planning & Development, where after a report is prepared and submitted to the relevant Ward Councilor to be discussed with the Ward Committee. Public participation with the relevant ward then takes place where proposals and

POLICY ON PLACE NAMING, STREET NAMING AND NUMBERING, 2022

recommendations for the new street names are put forward by the community. Minutes of the meeting needs to be submitted with the name proposals as well as attendance registers which are attached to a report, submitted for approval to the Section 80 Committee for Planning. Upon approval the department send communication to the Surveyor General, affected internal and external departments and updates the GIS layers accordingly.

The aim is to enable swift conclusion of the township establishment process and expedite transfer and registration processes to limit potential losses for the developer.

2.2 NEED FOR REVISED POLICY

The need exists for a revised set of guidelines and principles for the naming of streets and places of new developments as well as existing streets and places to which a name was never allocated. The Land-Use planning By-Law for George Municipality (LUPB), 2015 determines in Section 98 that applications for new developments where streets are created, public or private, street names need to be allocated and that proposed street names be submitted as part of the subdivision application.

There needs to be alignment with the by-law in order to process applications of subdivisions simultaneously, with the naming of streets. Therefore, saving time in subdivision approvals as well as the naming of streets. For municipal subdivisions and new developments, the policy should stipulate that public engagement for the subdivision as well as street names be dealt with simultaneously. In this way the street naming procedure will be more cost effective and less time consuming.

It must be noted that the procedures as set out in this policy is applicable only to the naming and numbering of streets and is dealt with separately from decision-making on land-use applications, which is delegated to the Authorized Official or the Planning Tribunal in terms of the George Municipality Land Use Planning By-law.

A simplified naming process needs to be implemented that ensures improved alignment with the current land development process and delegations.

3 OBJECT OF POLICY

The purpose of the policy is to:

- a) Establish a standard and consistent policy framework dealing with street and place naming as well as street numbering that adheres to the accepted national approach to naming and numbering of places;
- b) Set out the responsibilities of the relevant parties involved in the process and to support effective administrative and decision-making procedures in dealing with matters concerning the object of this policy;
- c) Prescribe an integrated, transparent, consultative and clear process that must be followed;

- d) Promote awareness of the economic and social benefits of following a standardized, integrated approach to naming of places and features.

4 SCOPE OF THE POLICY

- a) This Policy shall replace all former procedures followed by the George Municipality and shall be applicable to the entire municipal area.
- b) 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 Municipality. This includes parking areas, squares, malls, paths, lanes and other public places.
- c) 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 the Municipality.
- d) All decisions made in terms of this Policy at any specific time shall be in accordance with the applicable delegation of powers relating to the naming of streets, parking areas, parks and neighborhoods as approved by Council.
- e) The naming process of private streets and places is the responsibility of the owner/body corporate/home owner's association and shall comply with the guidelines of this policy.
- f) The allocation of street numbers to properties situated within a public or private street can only occur if the street names are approved and is an administrative action which rests within the Directorate: Planning and Development.

5 LEGAL FRAMEWORK

The municipality has jurisdiction over the naming of public features or public places (*as defined in the LUPB*), as these are under the control of the local authority. With regards to the naming of private features, the policy will guide this; in as far as these names comply with the naming criteria and rules, as indicated below.

5.1 SOUTH AFRICAN GEOGRAPHICAL NAMES COUNCIL (SAGNC)

The naming and renaming ("geographical names") of features falling within the "national competence" to do so, is subject to approval by the National Minister (responsible for arts and culture) and should be undertaken in terms of the provisions of the National Geographical Names Council Act (Act 118 of 1998) and the Regulations thereof as well as the "Handbook on Geographical Names" (hereinafter referred to as the Handbook).

To determine whether the "competence" to allocate names to features falls under another sphere of government (Provincial or National) the Regulations, Handbook and the Department of Arts and Culture should be consulted. The naming of features falling under Provincial and National "competence" is therefore excluded from this policy. The municipality should however, continue to operate in accordance with the provisions of the Act (including Regulations and policies) where the allocation of geographical names that fall within the municipal area is concerned.

In instances where the naming or renaming process of the feature is the responsibility of another sphere of government or is owned by another sphere of government, permission of that sphere of government to proceed with the naming or renaming process, should be sought in writing, prior to the process being commenced with. The said authority should also indicate if there are any procedures that the municipality should comply with in managing the process.

6 DEFINITIONS

Act – means the South African Geographical Names Council Act of 1998 (Act 118 of 1998);

allotment – the spatial demarcation of townships / layouts into spatial areas that are used for numbering of land parcels in the Surveyor-General offices, depicted by names and codes and used as part of the key in the spatial data;

authorized official- means a municipal employee who is authorized in terms of delegated or sub-delegated authority by the Municipality to exercise a power or perform a duty in terms of the George Municipality Land-Use Planning By-law (as defined in chapter 1 of the Regulations in terms of the Spatial Planning and Land Use Management Act, 2015);

features – means streets, public places, natural areas, artefacts and Council-owned buildings & facilities;

geographical names –means the names of features on the earth that are natural or man-made and adapted, which features can be populated or unpopulated;

Mayoral Committee – means the Executive Mayor & Mayoral Committee;

Municipal Planning Tribunal – means the body constituted in terms of planning legislation to consider certain land development applications;

naming – means assigning a name to a new feature;

Portfolio Committee – means a Section 80 committee established in terms of Sections 79 and 80 of the Local Government: Municipal Structures Act 117 of 1998 to assist the executive committee or Executive Mayor;

private – means features which are privately owned and managed;

public – means features which are accessible to members of the public and owned by the municipality;

regulations – means the regulations promulgated in terms of the South African Geographical Names Council Act, 1998 (Act 118 of 1998);

renaming – means change of name of existing features;

responsible body –means the body within the organization, responsible for maintenance and management of the specific asset or facility. (*The responsibilities may change from time to time and must therefore be aligned with the delegations and organizational structure approved by Council*);

Road Traffic Act – means to the National Road Traffic Act (Act No. 93 of 1996);

signs manual – means the most recent version of the Southern African Development Community Road Traffic Signs Manual;

streets – means all references to streets, including those variations (Afrikaans & with adjuncts/suffixes) as listed in the table below;

PART II: NAMING– CRITERIA & RULES

7 NAMING: CRITERIA FOR EVALUATION

The following criteria in ranked order are to be used to assist in determining the suitability of a name for a new street or place. Any submission for a new name must therefore make a strong case, which motivation should be based on the following:

- a) Must not be offensive or insensitive, linguistically corrupted or modified;
- b) May not infringe on trademarks, branding or corporate identities without the prior approval of the holder of such rights;
- c) Must promote goodwill and reconciliation;
- d) Will assist in building a sense of ownership, identity and community in a changing society;
- e) Where there is a strong degree of community participation and support;
- f) Should increase the marketing potential and investment attractiveness of an area;
- g) Honor and commemorate noteworthy persons associated with the municipal area. Any such submission or petition to name a feature after people must be accompanied by a detailed motivation, profile of the person and indication why the specific person is worthy of the honor;
- h) Commemorate local or national history, places, events, memories or culture of relevance to the people within the municipal area;
- i) Recognize indigenous flora, fauna and natural environment relevant to the district within which the municipal area is situated;
- j) Recognize the cultural diversity of the municipal area; and
- k) Promote improved place orientation, way finding and recognition.

8 NAMING RULES FOR SELECTION

In addition to the criteria contained under Section 8 of this policy, the following rules shall apply for the selection of names for features:

8.1 GENERAL

- a) There must be no duplication of names, similarly spelled or phonetically similar names within:
 - i. *(in the case of a feature other than a street)* the municipal boundary in which the feature is located as well as within a 5-kilometer radius of the feature; or
 - ii. *(in the case of a street)* the allotment area in which the feature is located as well as within a 2-kilometer radius of the street (e.g. names like Beach Avenue and Peach Avenue, or Apple Hill Road and Apple Road);

POLICY ON PLACE NAMING, STREET NAMING AND NUMBERING, 2022

- b) Where reference is made duplication in (a) above it shall include any translated version of a name (e.g. Kerk Street and Church Street);
- c) 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 and punctuation;
- d) No names should be used which could be construed as commercial advertising;
- e) Names given should strengthen community identity; and
- f) Names of living persons must be avoided as the legacy of an individual is only affirmed after they have passed away. There should therefore be no risk that an individual's actions could still affect their legacy to the extent that a community will no longer be associated with it.

8.2 STREETS

- a) Names must be easy to read, spell and pronounce;
- b) Names must be in keeping with the theme of the surrounding street names when falling within an established urban area;
- c) Large subdivisions with multiple streets must use an overall theme for naming of streets;
- d) 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;
- e) A continuous street shall maintain its name throughout its length, to avoid confusion, except for streets that intersect with a national or provincial arterial;
- f) A cul-de-sac shall have the same name as the main street it intersects with if it serves less than 8 properties in total, excluding corner stands;
- g) 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;
- h) 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); and
- i) 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.

PART III: NAMING PROCESS – NEW PUBLIC AND PRIVATE STREETS

9 GEORGE MUNICIPALITY GEOGRAPHICAL NAMES BANK

- a) The George Municipality Geographical names bank (GNB) is a database of geographical names that becomes effective once it has been endorsed by the various municipal wards through a participation process and endorsed by the Municipal Manager (or official duly delegated); or other acceptable public participation process and subsequently approved by the Section 80 Committee appointed for the planning portfolio.
- b) The names contained in the database are in line with the guidelines for naming as per Section 2 of this policy. In the GNB database, a set of names has been allocated to each municipal ward for selection as may required for naming of new features or existing features that have not yet been named.
- c) The GNB will be used as the database for name selection for geographical features under the authority of the George Municipality although this does not preclude a developer from using any of the names contained in the GNB for the naming of private features.
- d) The responsible body for the maintenance of the names database is the Directorate: Planning and Development. Maintenance of the GNB entails an update of names that has already been allocated either to public or private features and ensuring that the database is replenished as needed, upon which the approval process must be followed as described in (a) above.

10 PROCESS OF NAMING

10.1 EXISTING DEVELOPMENTS

The following process must be followed when naming public and private streets in existing developments:

- a) All requests for the naming of existing, unnamed streets and places are to be submitted in writing to the Directorate: Planning and Development;
- b) The Directorate: Planning and Development may also identify features for naming;
- c) Features identified for naming will be allocated names by the Directorate: Planning and Development by selection from the endorsed GNB, applicable to the ward in which the feature is situated;
- d) A report will then be compiled by the Directorate: Planning and Development, informing the applicable ward councilors, as representative of the members of a particulate ward of the name selections;

POLICY ON PLACE NAMING, STREET NAMING AND NUMBERING, 2022

- e) The ward Councilor must respond to the proposal within 14 days from the date of delivery of the report:
 - i. If the proposal is supported, the allocation will be referred to the Surveyor General, informing them of the new name allocated;
 - ii. If the proposal is not supported, the ward councilor must inform the directorate without delay – parts (g) to (i) will apply;
- f) Where the ward Councilor fails to respond within 14 days, the Directorate will consider the proposal to meet with the councilor's approval and submit a report to the Director, prior to proceeding to inform the Surveyor General of the new name allocated;
- g) The ward Councilor may elect to refer the proposal to the ward committee (refer to e(ii)), in which case a copy of the minutes of the meeting and an attendance register must be submitted to the Directorate within 30 days from the date of delivery of the report referred to in (e);
 - i. Where the names proposed and supporting information satisfy the rules and criteria of this policy, the Municipal Manager (or delegated official) shall be authorized to grant final approval;
- h) Should the ward committee fail to respond within 30 days, a report will be submitted to the Section 80 committee, containing recommendations for proposed names and their final endorsement prior to submission to the Surveyor-General;
- i) Where the ward Councilor (or ward committee) elect to assign new names, not listed and approved in the GNB:
 - i. such suggestions must conform with the provisions of Part II;
 - ii. the suggestions for the proposed street names must be recorded in the minutes;
 - iii. the suggestions will be evaluated in terms of Section 10.3 of this policy;
 - iv. all supporting documents and motivations must be attached;
- j) Where applicable, street numbering will take place in accordance to Councils Policy on Place Naming, Street Naming and Numbering and will be responsibility of the Directorate: Planning & Development.

10.2 NEW DEVELOPMENTS

Although it is a logical next step in the process of township establishment or rezoning to sub divisional area and a requirement in terms of Section 98 of the Land Use Planning By-Law, street names are often omitted from new layouts and subdivisions. It is therefore envisaged in this policy to enforce the naming of streets as follows:

- a. Developers, owners and residents of private streets and places are responsible for naming such streets and places in accordance with the provisions of Part II of this policy;
- b. In accordance with the provisions of Section 98 of the LUPB, the applicant (whether state or private) is required to include street names on the subdivision plan, submitted along with an application of subdivision and must be accompanied by the diagrams containing the design and

POLICY ON PLACE NAMING, STREET NAMING AND NUMBERING, 2022

operation of the roadway systems (developed by a traffic engineer or suitably qualified practitioner);

- c. The Directorate may refuse to register an application which do not adhere to the requirement contained in (b) above;
- d. Street numbering must be executed in accordance with the approved policy on Place Naming, Street Naming and Numbering;
- e. Where a land development application does not include proposed street names, the Directorate will elect names from the GNB, which names must be included on the final layout plan submitted to the Surveyor General for approval;
- f. Paragraph (e) does not preclude the applicant from submitting street names as part of the land use right application, however should the application not contain any street names, it will be regarded by the Directorate as the applicant's acceptance of any names allocated by the Directorate from the GNB and applied to the layout;
- g. Applicants may identify new names for approval by the said Directorate in accordance with Part II of this policy or select names from the Municipal GNB;
- h. The proposed names shall be identified in the pre-application stage and must be confirmed (listed) in the certificate issued in terms of Section 38 of the LUPB in order to ensure the applicant duly advertises the proposed names concurrently with the land development application;
- i. In the case of public features, where a developer has identified names other than those names contained in the names bank, the process outlined in Section 10.3 must be followed and a condition of approval will be imposed to restrict registration of the subdivision until such time as the street names have been approved;
- j. In the case where applicants elect to assign names to public features that are not listed in the names bank, part 10.1(g)(i) shall apply:
 - i. such names shall be published in the local newspaper, concurrently with the advert for the land development application;
 - ii. the proposed street names shall be referred to the ward councilor, concurrently with referral of the land development application, for comment within 30 days of the date of notification;
 - iii. if the proposed names are disputed and alternative suggestions are not accepted by the applicant, the process outlined in 10.1(h) will be followed;
- k. No subdivision diagram, involving new streets, may be registered with the Surveyor-General without approved street names.

10.3 EVALUATION OF PROPOSED NEW STREET NAMES

- a) Where new street names are proposed that are not contained in the GNB, the Directorate: Planning & Development will evaluate the proposed street names against the criteria and rules

POLICY ON PLACE NAMING, STREET NAMING AND NUMBERING, 2022

contained in this policy (including names for street proposed in municipal projects and subsidized projects).

- b) If, the street names conform to the criteria and rules contained in this policy, the delegated functionary can approve the names.
- c) If, the street names do not conform to the criteria and rules contained in this policy, the Directorate will:
 - i. Inform the applicant thereof and present an opportunity to re-submit new names, which submission must be done within 14 days from the date of the request;
 - ii. If the new names still do not conform with the policy, an item to will be submitted to the Section 80 Committee, with a recommendation to adopt names approved in the GNB;
 - iii. Should the Section 80 Committee support the deviation from the policy, the item will be referred to Council for final approval;
 - iv. Proposed street names identified in respect of a subsidized housing project will be selected from the GNB. Should the beneficiaries elect to nominate new names, the processes outlined above will be followed. Registration and transfer of site to beneficiaries will not be permitted unless the street names and addresses are resolved.

11 RULES FOR STREET NUMBERING

In the numbering of erven, it is advised to follow accepted national methodologies in order to ensure legibility and familiarity in navigation by all users, local and visitors. The methodology will be as follows:

11.1 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.

11.2 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.

11.3 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.

11.4 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 applicable to the property shall be determined by the direction of the front door of the new or existing structure.

11.5 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.

11.6 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.

11.7 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.

11.8 EXISTING STREET NUMBERS

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

11.9 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
Avenue(Ave)	Laan (Ln)	A street usually with significant horticultural features
Boulevard (Blvd)	Boulevard (Blvd)	A wide, pretentious street, usually with horticultural or landmark features.
Bypass	Verbypad	A usually wide road which takes traffic around developed areas.
Circle	Sirkel	A road which roughly forms a circle.
Close (Cl)	Slot	A minor dead-end street
Court (Crt)	Hof	As a Square, but normally surrounded by residential buildings.
Crescent (Cres)	Singel (Sng)	A relatively short street which forms part of a circle.
Drive (Dr)	Ryiaan (RIn)	A relatively long, usually scenic route.
Expressway	Snelweg	A dual carriageway with limited, signal controlled or interchanges access only.
Freeway	Deurpad	Usually a dual carriageway road with access limited to interchanges only.
Lane	Steeg	A narrow street, usually short.
Mall	Wandelhal	A major road mainly for pedestrian use, serving mostly commercial developments.
Parkway (PW)	Parkweg (PW)	A dual carriageway with limited, signal controlled or interchanges access only, which has horticultural features.
Path	Voetpad	Surfaced road for walking.
Place (Pl)	Plek / Oord	A minor dead-end street
Road (Rd)	Weg	General term for streets usually, but not always, outside developed areas, streets which perform a distributor function as well.
Square (Sq)	Plein (Pln)	A road or portion of road the shape of which resembles a square or rectangle.
Steps	Trappe	Street with steps, for pedestrian use only.
Street (St)	Straat (Str)	General term for streets usually in developed areas.
Terrace (Ter)	Terras (Ter)	A road, normally for pedestrian use, which serves houses on a raised level.
Trail	Wandelpad	Unsurfaced road for walking.
Walk	Voetpad	Narrow street normally for pedestrian use only.
Way	Weg	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. In Xhosa a 'blanket' word is however used when referring to any of the terms in the above-mentioned table, namely 'indlela'