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POLICY FOR NAMING AND NUMBERING OF STREETS

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Prepared by: Langeberg Town Planning Department

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Approved by Langeberg Council

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Date: 17 October 2013

I. INTRODUCTION

1. The naming of streets and public places occurs within the context of the South African Geographical Names Act, 1998 (Act 118 of 1998). The naming of streets must be in compliance with the national policies, principles and guidelines as prepared by the SA Geographical Names Council (SAGNC).
2. Street naming and numbering is an integral part of place making. It is also an important, practical and simple municipal function.
3. Clear and accurate street naming and numbering is essential so as to enable the following:
 - a) The completion of registration of ownership of new subdivisions.
 - b) Description of a person's home. Try to answer the question "where do you live?" if you have no street address and number.
 - c) The provision of a postal service.
 - d) The provision for various delivery systems e.g. supplies to shops, delivery of household purchases to homes etc.
 - e) The provision of municipal engineering services and infrastructure.
 - f) The billing for rates and municipal services used.
 - g) The provision of emergency services e.g. Ambulance, Police.
 - h) The provision of community services e.g. SPCA.
 - i) To ensure that residents can be contacted for public participation purposes.
 - j) Data integrity within the Municipality.
4. Street naming and numbering must be decided on, and recorded, without delays. Delays are unnecessary and unacceptable as they result in:
 - Inconvenience and / or crises relating to *inter alia* deliveries, engineering services, emergency services and community services.
 - Complications and delays in the transfer of properties to new owners.
 - People still feeling "homeless".
 - Loss of revenue to Council.
5. The purpose of this policy is to clarify the standardized procedure which is used in the Langeberg Municipal Area for naming and numbering of streets, as well as to set out the responsibilities of the relevant parties involved in the decision-making and administrative process, and the associated time implications.

II. PROCEDURE FOR NAMING AND NUMBERING OF STREETS IN PRIVATE & PUBLIC SUBDIVISIONS

The Langeberg Council shall designate the names of streets and public places by resolution. In all cases, the Council shall have the prerogative of accepting or rejecting any proposal received.

Council may, by resolution, delegate the power to designate the naming of streets and public places to a nominated official.

The procedure to be followed is set out on the following page:

	PROCEDURE FOR NAMING & NUMBERING OF STREETS	RESPONSIBLE DEPT./ INDIVIDUAL	APPROXIMATE TIME FRAME
1.	IDENTIFICATION OF NEED Identify the need to allocate street names / resolve problematic situations relating to existing names and numbers. Identify street names within surrounding area (± 5 km radius of site).	Developer/Community Manager: Town Planning.	Simultaneously with the preparation of new layouts.
2.	APPLICATION - PRIVATE DEVELOPMENT: <i>Proposal submitted by developer to Manager: Town Planning, with the following:</i> - Plan showing streets, proposed & alternative names. - Brief explanation of reason/s for street name selection. - Proof of land ownership of person applying.	<i>Developer.</i>	<i>Simultaneously with the submission of layout plans for approval.</i>
	APPLICATION - PUBLIC DEVELOPMENT: a. Provision of necessary mapping and information to Ward Councilor in standard format (see Annexure 1), with preliminary name proposals. Note: Where the road or part of a road to be named, is owned by another sphere of government then the consultation process must include the relevant Department.	Manager: Town Planning.	As soon as layout plans are available.
	b. Consultation with Ward Committee & any other relevant party as deemed appropriate by Council, given the scale and functional impact of the street / place to be named.	Ward Councilor (public participation). Manager: Town Planning (administrative & technical support).	Within one month of layout plans being supplied to Councilor.
	c. Proposal submitted by Ward Councilor, to Manager: Town Planning, with the following: - Plan showing streets, proposed names & alternative names. - Brief explanation of reason/s for street name selection. - Councilor's signature that proposed names are acceptable to community and/or copy of minutes of Ward Committee / community meeting.	Ward Councilor. Manager: Town Planning.	Within 2 weeks of the date on which the Ward Committee meeting was held.
3.	ASSESSMENT: Application assessed in terms of compliance with policy, and report submitted to Council for a decision.	Manager: Town Planning.	Within 2 weeks of submission of proposal.
4.	DECISION: Council decides to proceed or not with the recommended name/s. Clear reasons must be stated where recommended names are not approved.	Council.	Earliest available Council meeting.
5.	UPDATE SPATIAL DATA BASE: Street numbers are allocated and Council's Street Map/s are updated.	CAD Operator.	Within 2 weeks of notification of decision.
6.	NOTIFICATION OF DECISION: A copy of Council's decision and final map is sent to the developer and any other relevant party as deemed appropriate by Council e.g. Manager: Traffic Services, Manager: Engineering Services, SG, SAPS, PO. Where the approval entails any changes to existing numbering, the affected landowners must also be notified.	Manager: Town Planning.	Within 1 week of updated map being available.
7.	INSTALLATION OF STREET NAME BOARDS: Street names are physically put in place e.g. name boards or painted on kerbs.	Private Devt: developer. Public Devt: Appointed Contractor, if included in their Tender, otherwise Engineering Dept.	Within 2 months of being notified of approval.
8.	MAINTENANCE: Ongoing maintenance of existing street name boards.	Manager: Traffic Services	Ongoing, as per agreed program or identified need

III. RULES FOR NAMING STREETS

1. There shall be no duplication of street names within a town.
2. There shall be no similarly spelled names in the same suburb or in adjoining suburbs or within 5 km.
3. There shall be no phonetically similar names in the same suburb or in adjoining suburbs or within 5 km.
4. Names, where appropriate, should be in keeping with the theme of the surrounding street names when falling within an established area.
5. 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, and Extension.
6. A continuous street should maintain its name throughout its length, to avoid confusion.
7. Only appropriate suffixes or their accepted abbreviations shall be used (see Table 1 below for guidelines in this respect).
8. 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.
9. 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).
10. Where a street name can be translated e.g. Long Street / Langstraat, it shall be at the Council's discretion as to which name is displayed.
11. The length of a name should preferably be limited to what can be practically accommodated on name boards and on maps, which is no more than 20 characters including spaces.
12. Names should not be offensive to any community or section of a community.
13. If historical names are used they must be historically correct and relevant.
14. No streets shall be named after countries or living people, except in exceptional circumstances as the Council may agree. Any proposals to name after people must be accompanied by a detailed motivation indicating why the person is worthy of the honor. In rare instances where a person's name is used, the person's name and surname must be used, as a reflection of the honor bestowed upon them.
15. Street names shall be displayed on name boards or kerbs, which shall comply with the relevant standards, in appropriate locations, at the discretion of the Director: Infrastructure Development.

Table 1: Suffixes to describe Streets, and accepted abbreviations thereof
(Source: Based substantially on the City of Cape Town's 2002 Street Naming Policy)

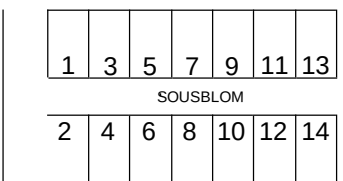
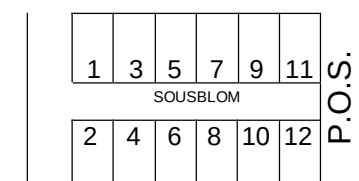
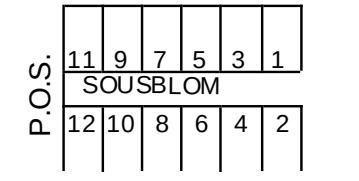
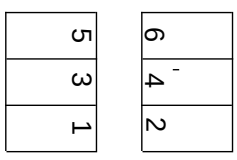
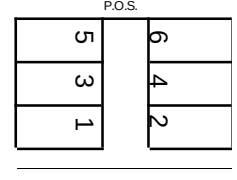
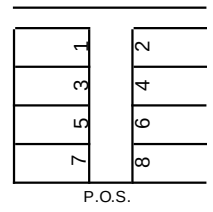
ENGLISH	AFRIKAANS	DEFINITION / USED FOR
Avenue (Ave)	Laan (Ln)	A city street usually with significant horticultural features.
Boulevard (Blvd)	Boulevard (Blvd)	A wide, pretentious street, usually with horticultural or landmark features.
Bypass	Verbypad	A usually wide road which takes traffic around developed areas.
Circle	Sirkel	A road which roughly forms a circle.
Close (Cl)	Slot	A cul-de-sac.
Court (Crt)	Hof	As a square, but normally surrounded by residential buildings.
Crescent (Cres)	Singel (Sng)	Curved or looped road, usually relatively short.
Drive (dr)	Ryiaan(Rln)	A relatively long, usually scenic route, often a major road / bus route.
Grove	Bospad	Minor road, usually with significant horticultural features.
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 interchange access only, which has horticultural features.
Path	Voetpad	Surfaced road for walking.
Place (Pl)	Plek	Cul-de-sac.
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 (CBD).
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.

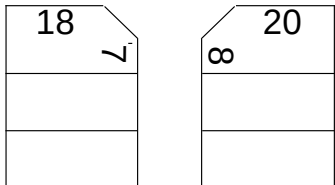
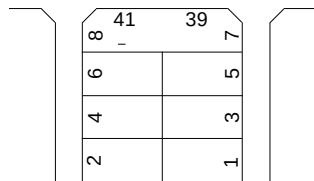
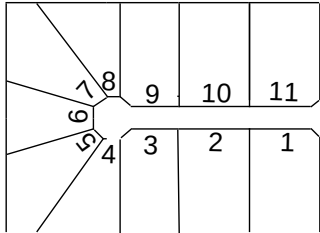
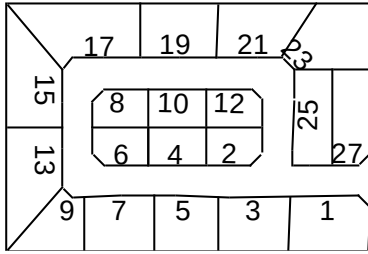
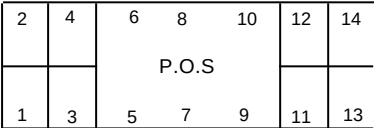
Notes:

1. Suffixes are not included on the actual name board, except where this is necessary to distinguish between similar names e.g. Berg St. and Berg Ave. in Montagu.
2. During the compilation of the City of Cape Town's Street Naming Policy, the City's Xhosa translator and an independent translator, the Cape Town International School of Languages, both confirmed that there are no Xhosa terms for the Street suffixes used above.

IV. RULES FOR NUMBERING STREETS

The numbering of erven shall be done by the Langeberg Municipality's CAD Operator, and shall be based on the following:

Rule	Illustration
Street – 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.	Figure 1: Where a new street has access from both sides.  Figure 2: Where a new street has access from the western side.  Figure 3: Where a new street has access only from the eastern side (number from E to W, with even numbers on the S and odd numbers on the N). 
Streets – North to South (Vertical): Numbering starts from south to north, with even numbers on the eastern side of the street and odd numbers on the western side of the street.	Figure 4: Where a new street has access from both sides.  Figure 5: Where a new street has access only from the southern side (number from S to N; even numbers on E and odd numbers on W).  Figure 6: Where a new street has access only from the northern side (number from N to S; even numbers on E and odd numbers on W). 

Corner Erf (Two Streets): A minimum of 2 street numbers must be provided for a corner erf, with a minimum of one street number bordering each street. The street number provided will be determined by the direction of the front door of the new or existing structure.	Figure 7: 
Corner Erf (Three Streets): A minimum of 3 street numbers must be provided for a corner erf, with a minimum of one street number bordering each street. The street number provided will be determined by the direction of the front door of the new or existing structure.	Figure 8 
Cul-de-sac (Short): 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, they be numbered sequentially,	Figure 9 
Cul-de-sac (Long) or Circle: The street numbering 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.	Figure 10 
Public Open Space: Numbering should be done on both sides of the erf if the erf borders on 2 streets. The lowest value street number allocated to the erf will be used for administrative purposes.	Figure 11 
Existing Street Numbers: In cases where an existing street is already numbered, the existing numbers must be retained unless there are exceptional circumstances.	

V. ADMINISTRATIVE AND FINANCIAL CONSIDERATIONS

There should be conformity in the type of lettering used for street **name** signs, as determined by the Director: Infrastructure Development.

Street **numbers** should have a minimum size, as determined by the Director: Infrastructure Development, so as to be easily legible, given the specific conditions relating to a property e.g. nature of adjoining road (speed with which vehicles travel), street lighting etc. The requirement must be communicated with the issue of building plan approval.

On completion of any building on a property, it shall be the duty of the property owner to obtain and install suitable address numbers for property identification, on a location that is clearly visible from the street. Final approval of any building constructed on a property may be withheld until the suitable address numbers have been appropriately displayed.

Costs relating to street naming in new subdivisions shall be borne by the developer. Where the developer is the Council, the costs shall be borne by Council.

AVAILABILITY OF INFORMATION IN OTHER LANGUAGES

(The information contained in this document is also available in Xhosa and Afrikaans on request. / Ulwazi oluPhangaleleyo, ngalencwadi Luyafumaneka ngesiXhosa, Isingesi Nangesibhulu. / Die inligting in hierdie document is ook op aanvraag in Xhosa en Afrikaans beskikbaar.)

ANNEXURE 1



Verw/Ref: 15/1/12

**ADMINISTRATIEWE EN UITVOERENDE KANTOOR
ADMINISTRATIVE AND EXECUTIVE OFFICE
IOFISI YOLAWULO NEYESIGQEBA**

Private Bag X2, ASHTON 6715
28 Main Road, ASHTON 6715
T +27 23 615 8000 F +27 23 615 1563
E admin@langeberg.gov.za www.langeberg.gov.za

Navrae/Enquiries: T Brunings

Councilor's Name and Address

Date

Dear Sir / Madam

NAMING AND NUMBERING OF STREETS IN ASHTON / BONNIEVALE / MCGREGOR / MONTAGU / ROBERTSON

Attached please find the following:

- A map indicating streets which need to be named, with preliminary suggestions.
- A table to be filled in with proposed names, alternative names and reasons for naming.
- A map showing the surrounding area and existing street names.

Please contact the Town Planning Department at your earliest convenience to coordinate a meeting to identify and agree on proposed street names for these new streets.

These proposed street names will be checked for any duplication of existing street names, and in terms of compliance with the Council's Street Naming and Numbering Policy, and submitted to Council for a final decision.

Yours faithfully

JV BRAND
MANAGER: TOWN PLANNING
/tlb

STREET NAMING: ASHTON / BONNIEVALE / MCGREGOR / MONTAGU / ROBERTSON

Road No.	Suggestion by Town Planning Department	Proposed Name	Alternative Name	Reason for Name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

The above listed street names refer to the attached plan, reference

I, Ward Councilor for Ward hereby confirm

that the above street names were discussed as a meeting held on

and that these names are acceptable to the community affected by these streets.

Signature:

Date:

