



# BERGRIVIER MUNICIPALITY

SUBJECT:	Street Naming and Numbering Policy
DIRECTORATE:	Corporate Services
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## **1. Need for this Policy**

- 1.1 Timeous and effective allocation and recording of street names and numbers are important for a number of reasons, including:
- a) the completion of the registration of ownership in new subdivisions;
  - b) the provision of municipal services;
  - c) the billing for rates and municipal services used;
  - d) the provision of emergency services;
  - e) deliveries;
  - f) data integrity; and
  - g) to ensure that property owners can be contacted for public participation purposes.
- 1.2 Any delay in the provision of street naming and numbering can cause inconvenience with regard to these aspects; a loss in Municipal revenue and delays in property transfers.

## **2. Policy Objectives**

- 2.1 To expand on the naming and numbering of streets dealt with in Section 98 of the Bergrivier Municipality: By-law on Municipal Land Use Planning.

- 2.2 To identify solutions to the common problems that are being experienced, including the need for a standardised procedure, to set out the responsibilities of the relevant parties involved in the process and to outline effective administration and decision-making procedure in order to guide the Municipality's functions relating to street naming and numbering.
- 2.3 To guide renaming of public streets and council-owned features which have names that is in conflict with the rules of the "Policy on Street Naming and Numbering".

### **3. Delegation**

All decisions made in terms of this Policy at any specific time will be in accordance with the current delegation of powers relating to street naming and numbering as provided by the Council of Bergrivier Municipality.

### **4. Legislative Context**

This Policy took cognisance of all relevant legislation and policies inter alia:

- a) Constitution of the Republic of South Africa, 1996
- b) South African Geographical Names Council Act, 1988 (Act No. 118 of 1998)
- c) Land Survey Act, 1997 (Act 8 of 1997)
- d) Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)
- e) Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)
- f) Bergrivier Municipality By-law on Municipal Land Use Planning

### **5. Procedure for New Street Naming and Numbering in Private and Public Subdivisions**

The new street naming and numbering process in private and public subdivisions shall be as follows:

- a) when submitting an application, the applicant shall discuss the street names with the relevant official;
- b) if there is no duplication of street names, then the names are reflected on street name plan which is based on the proposed subdivision;
- c) the street name plan will be represented by a erf number on the proposed subdivision and no farm portions will be allowed;
- d) in the case of government subsidised housing projects, the proposal must be circulated additionally to the relevant Ward Committee for street names; should person names be considered, it will be advertised and interested and affected parties will be given 30 days within which to submit comments after which the relevant official will make a recommendation to the competent authority who will take the final decision;
- e) if the proposed street names comply with this Policy, the decision to approve or not approve is taken by the competent authority;
- f) the applicant is informed of their right of appeal against the decision to refuse or approve the street names;

- g) when an appeal(s) is submitted, it is assessed by the appropriate appeal body or bodies;
- h) if there are no objections to the names or the decision is upheld to approve the street names, then the street name(s) is registered; and
- i) upon receipt of the approved Surveyor General Plan, street numbers will be allocated by the relevant official and forwarded to the relevant financial section.

## 6. Rules and Guidelines for Street Naming

6.1 The following rules for the naming of streets shall apply:

- a) there shall be no duplication of street names within a town;
- b) there shall be no similarly spelled names within a town;
- c) there shall be no phonetically similar names within a town;
- d) similar sounding names within a town should be avoided;
- e) names, where appropriate, should be in keeping with the theme of the surrounding street names when falling within an established neighbourhood;
- f) where a street is interrupted by a natural or human-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, or Central, extension;
- g) a continuous street should maintain its name throughout its length, to avoid confusion;
- h) only appropriate suffixes or their accepted abbreviations shall be used (see **SCHEDULE 1** for guidelines in this respect);
- i) 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;
- j) the length of a street name would preferably be limited to what can be practically accommodated on name boards, kerbs and on maps, which are no more than 20 characters including spaces;
- k) names shall not be offensive or insensitive;
- l) if historical names are used, they should be historically correct and relevant;
- m) street names shall be displayed on name boards or kerbs, which shall comply with the relevant Municipal design standards, in appropriate locations;
- n) names that are cumbersome in the sense that the name may be construed as unintelligible in spoken or written form, and physically in the sense that the length of the name may be considered impractical on a street sign;
- o) names that could be construed as commercial advertising should be avoided;
- p) names of living persons must be avoided; and
- q) should person names be considered, preference should be given to deceased individuals of noteworthy association, preferably relevant to the specific town.

- 6.2 Proposed street names should meet one of the following:
- a) promote improved place orientation and recognition;
  - b) strengthen community identity;
  - c) recognize indigenous and international flora, fauna or natural features relevant to the Municipal area;
  - d) recognize the cultural diversity of the Municipal Area;
  - e) commemorate local, provincial, national or international history, places, events, memories or cultural or relevance to the people of the Municipal Area; and
  - f) honour and commemorate noteworthy deceased persons.
- 6.3 In addition to considerations of sensitivity and offensiveness, the renaming of a specific street may be considered when duplication of the name occurs within a town and/or when renaming would generally improve the Municipality's administration of essential services.
- 6.4 Street names on opposite sides of intersections should have the same name, in exceptional circumstances this standard may be deviated from.

## 7. Rules and Guidelines for Street Numbering

The numbering of erven shall be done as follows (This section must be read in conjunction with **SCHEDULE 2.**):

- a) Streets: West to East (Horizontal)
- i) If a new street has access from both sides, 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 (Fig. 1);
  - ii) if a new street has access from the Western side, Fig. 2 will be applicable; and
  - iii) if a new street has access obey from the eastern side, street numbering must be done from East to West (not from West to East as mentioned above), with the even numbers on the southern side and the odd numbers on the Northern side (Fig. 3).
- b) Streets: South to North (Vertical)
- i) If the new street has access on both sides, 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 as shown in Fig. 4;
  - ii) if the new street has access only on the Southern side, Fig. 5 will be applicable; and
  - iii) if the new street has access only on the Northern side, street numbering must be from North to South (and not from South to North as mentioned above) with even numbers on the Western side and odd numbers on the Eastern side (Fig. 6).

- c) Corner Erf (Two Streets)  
A minimum of two 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 (Fig. 7).
- d) 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, they are numbered sequentially.
- e) Crescent  
The street numbering of all other properties in a crescent should start at the entrance of the cul-de-sac (at the corner erf). Odd numbers must be on the left-hand side. The island in the middle must be numbered with the smallest even number at the entrance to the circle (Fig. 9).
- f) Public Open Space  
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.
- g) Existing street numbers  
In cases where an existing street is already numbered, the existing numbers must be taken into account. The street numbering must also fit into the General Plan of the area.
- h) Subdivision in Existing Street  
In cases where an existing street is already numbered, an alphabetical letter will be added as suffix to the existing street number starting from A.
- i) 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.

## **8. Process and Conditions by which Renaming and Renumbering Take Place**

- 8.1 Any person, community or organization within the boundaries of the Municipal Area shall be entitled to propose the renaming of a street in accordance with the procedures outlined in this Policy.
- 8.2 Proposals shall be in writing and shall include details of the affected street as well as the proposer, proposed name change and fully motivated reasons which shall include research references and evidence of professional or community support. In case of difficulty to submit a written submission to be made due to illiteracy or other circumstances, discretion may be used to entertain oral submissions.

- 8.3 Proposals may include the results of referenda or similar consultation within communities by way of evidence of support or opposition, but shall not be considered as a defining criterion.
- 8.4 Proposals will be received and scrutinized by the relevant official to ensure that they comply with the provisions of this policy. Renaming proposals that do not contain all the requisite information will be returned to the proposer with a request for the missing information.
- 8.5 The recommended name changes will be advertised and interested and affected parties will be given 30 days within which to submit comments.
- 8.6 Comments received on the renaming proposal will be considered by the relevant official who will then make a final recommendation to the competent authority.
- 8.7 The competent authority will take the final decision on whether to accept the implementation of the proposed renaming.
- 8.8 Proposals of re-allocating street numbers will be received and scrutinized by the relevant official to ensure that they comply with the provisions of this Policy.
- 8.9 The recommended street numbers will go through a public participation process where interested and affected parties will be given 30 days within which to submit comments.
- 8.10 Comments received on the re-numbering proposal will be considered by the relevant official who will then make a final decision on whether to accept the re-allocation of street numbers.
- 8.11 The new approved street numbers will be forwarded to the relevant financial section.
- 8.12 Administrative errors and/or incorrect spelling of names may be rectified without going through the process contained in this Policy.

## **9. Financial Considerations**

The following financial aspects shall be taken into account:

- a) All costs relating to street naming in new subdivisions shall be borne by the developer, or where the developer is the Municipality, the cost shall be borne by the Municipality;
- b) the costs of erecting or changing street name boards and signs resulting from the renaming of existing streets shall be borne by the Municipality;
- c) legal and administrative costs resulting from the naming of streets shall be borne by the Municipality; and
- d) the Municipality shall not be liable for any costs incurred by others as a result of naming of streets.

## SCHEDULE 1

### STREET NAME SUFFIXES AND DEFINITIONS

ENGLISH	AFRIKAANS	DEFINITION
Arcade	Arkade of Deurloop	A covered passage with arches along one or both sides.
Alley	Steeg of Laning	A narrow passageway between or behind buildings.
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) or Cul-de-sac	Slot of Cul-de-sac	A minor dead-end street.
Court (Crt)	Hof	As a Square, but normally surrounded by residential buildings.
Crescent (Cres)	Singel (Sgl)	A relatively short street which forms part of a circle.
Drive (Dr)	Ryiaan (Rln)	A relatively long, usually scenic route.
Expressway	Snelweg	A dual carriageway with limited, signal controlled or interchange access only.
Freeway	Deurpad	A usually dual carriageway road with access limited to interchanges only.
Grove	Laning	A road lined with trees.
Lane	Steeg	A narrow street, usually short.
Mall	Wandelhal of Wandellaan	A major road mainly for pedestrian use, serving mostly commercial development.
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	A minor dead-end street.
Promenade	Promenade	A paved public walk, typically one along the seafront.
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.

## SCHEDULE 2

### RULES AND GUIDELINES FOR STREET NUMBERING

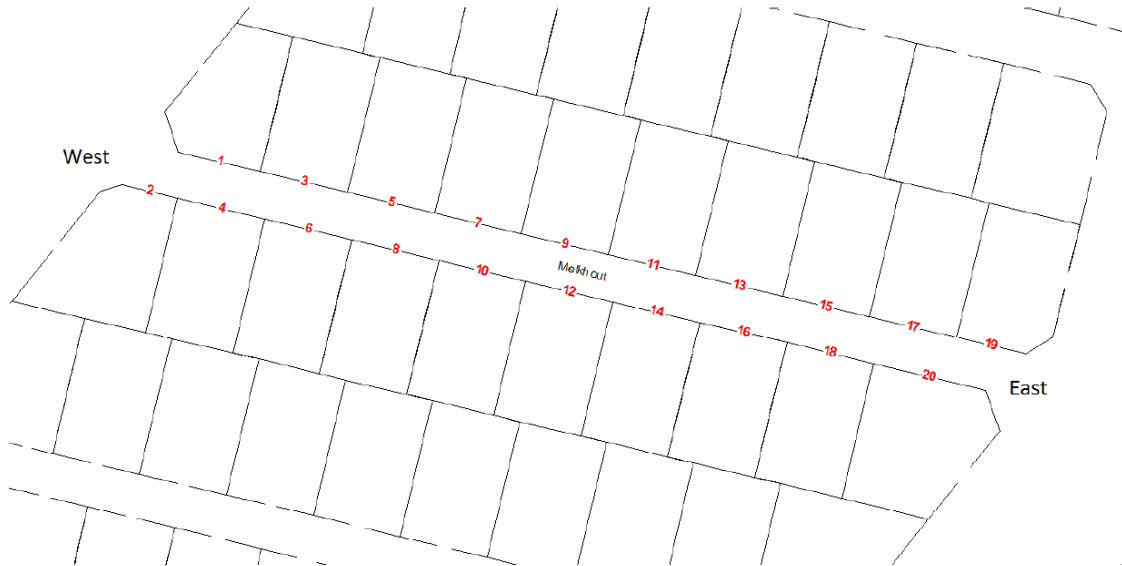


Fig 1

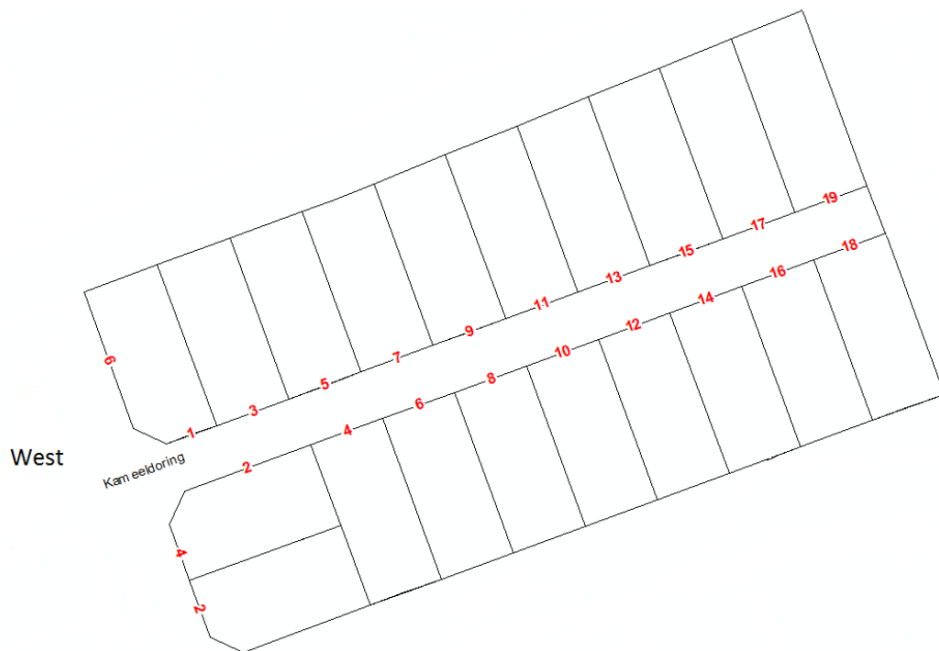


Fig. 2





Fig. 3

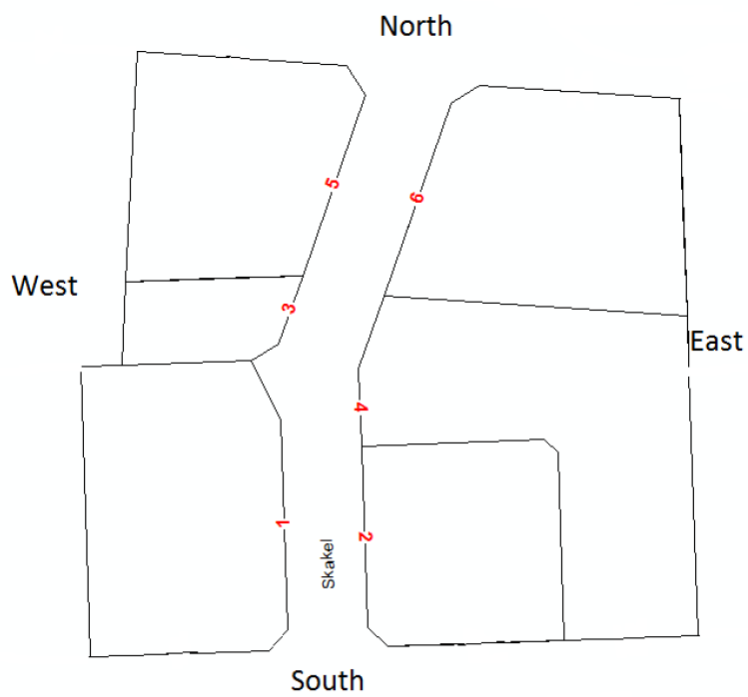


Fig. 4



Fig. 5



Fig. 6

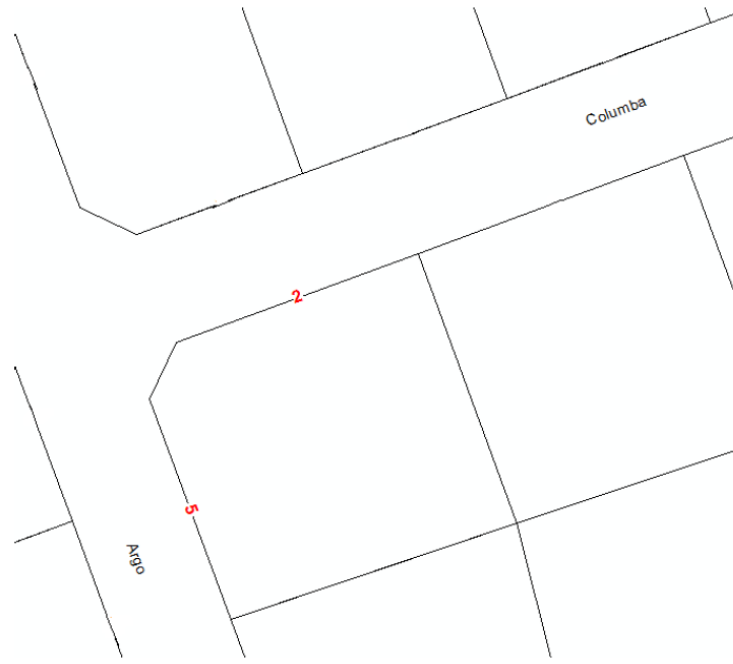


Fig. 7

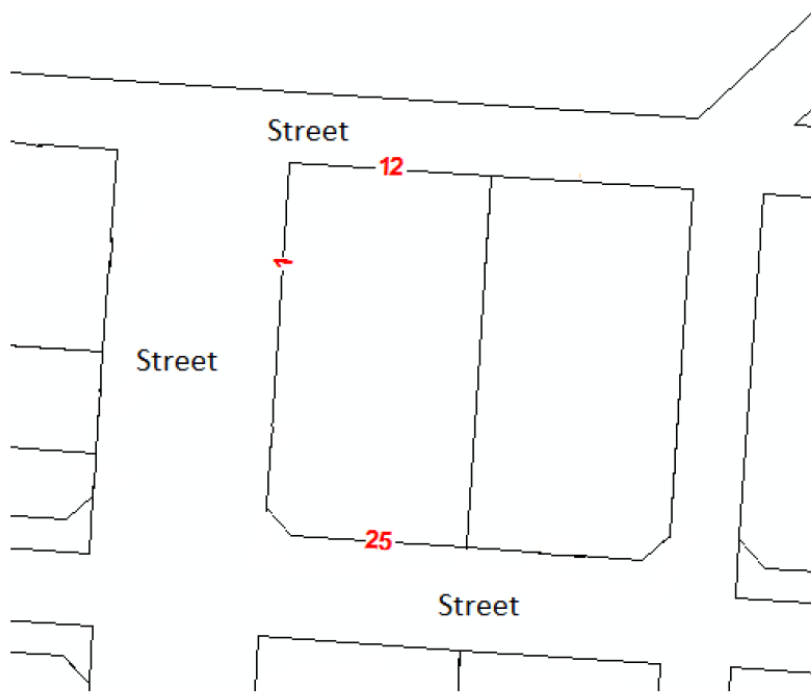


Fig. 8

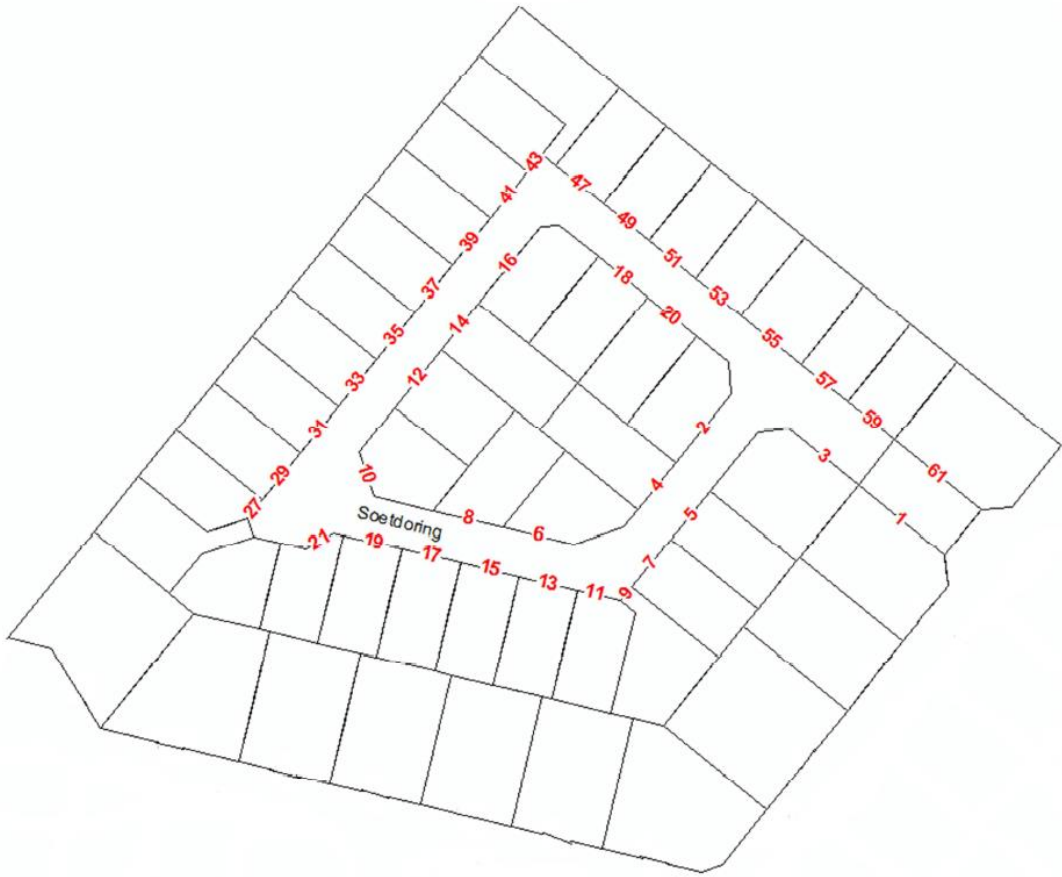


Fig.9