

# BELA-BELA LOCAL MUNICIPALITY



**DRAFT POLICY FOR THE  
NAMING & RENAMING  
OF  
STREETS  
PUBLIC PLACES/FACILITIES, NATURAL AREAS,  
ARTEFACTS AND COUNCIL-OWNED  
BUILDINGS & FACILITIES**

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## 1. PREAMBLE

The naming and renaming of streets, public places/facilities and Council owned buildings and facilities is recognized as being an integral part of land use management. 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 etching the country's history, both pleasant and unpleasant in people's memory. The allocation of names of people is recognized as being a way of honouring certain individuals for their contribution to the development of the Country, and this municipality, and should therefore be done with careful consideration.

This policy is compiled in line with the provisions of the South African Geographical Names Council Act, 1998 (Act 118 of 1998).

## 2. POLICY STATEMENT

The Bela-Bela Municipality Council shall designate the names of public streets, public places, natural areas, artefacts and Council-owned buildings & facilities (hereafter referred to as *features*) by resolution. In all cases, the municipality shall have the prerogative of accepting or rejecting any proposal received.

With regards to the naming of private features such as rights-of-way, private open spaces, roads within the gated estates the policy will guide this in as far as these names comply with the general criteria set out within the policy as well and the costs associated with the naming and or renaming shall be for the owner of such asset as detailed in this policy.

## 3. REASONS FOR THIS POLICY

This policy seeks to spell out, regulate and standardise the processes and procedures associated with the naming and re-naming of features such as streets, parks, municipal buildings, etc. In addition to the process, this policy also seeks to inform and influence the types of names that are chosen for various features.

The policy covers five processes:

- 3.1. The naming of unnamed features;
- 3.2. The re-naming of currently named features;
- 3.3. The naming as part of township establishment;
- 3.4. The naming in informal settlements; and
- 3.5. The naming and re-naming of private streets and other features.

#### **4. OBJECTS OF THIS POLICY**

The objectives of the policy are to establish a process that:

- 4.1. seeks to inform and influence the types of names that are chosen for various features as well as spell out the procedures that should be followed in the naming and renaming processes;
- 4.2. provide a standard and consistent policy framework which outlines effective administrative and decision-making procedures to deal with matters related to this policy;
- 4.3. prescribe an inclusive, consultative and clear process that can be followed;
- 4.4. enjoys public and political support and which will stand the test of time;
- 4.5. is transparent;
- 4.6. community-driven; and
- 4.7. Sets out the responsibilities of the relevant stakeholders involved.

#### **5. SCOPE**

The Bela-Bela Municipality Council has jurisdiction over the naming of features that are within the jurisdiction of the municipality, such as streets, municipal facilities/buildings such as libraries, sports stadiums/grounds, local parks and cemeteries. With regards to the naming of private features, such as streets, buildings, etc., the policy will guide this in as far as these names comply with the naming guidelines indicated below. The process of naming private features will however be different to that of public streets.

The naming and renaming of features that are of National and Provincial concern is administered by the South African Geographic Names Council (SAGNC) and the Limpopo Provincial Geographic Names Council (LPGNC). The LPGNC is responsible for advising relevant stakeholders, i.e. communities, local authorities, traditional leaders, etc. and working with them in ensuring that they apply the principles of the South African Geographical Names Council (SAGNC) to the names under their jurisdiction.

The LPGNC makes recommendations to the South African Geographical Names Council (SAGNC) on the names of geographical features that fall within its provincial boundaries. It does preparatory work for the submission of names to the SAGNC, and is responsible for seeing to it that local communities and other stakeholders are adequately consulted. On the other hand, the role of the SANGC is to serve as an advisory body to the Minister of Arts and Culture on the transformation and standardization of geographical names in South Africa.

**NOTE:** The naming of features that fall within the ambit of the SANGC, the LPGNC as well as the various state departments i.e. Department of Health and the Department of Transport is therefore excluded from this policy.

Council still has the role as contemplated by the South African Geographic Names Act in the allocation of geographical names that fall within the municipal area.

In instances where the road or a part of a road intended for naming/ renaming is owned by another sphere of government then permission of that sphere to proceed with the naming/ renaming 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. PRINCIPLES

The principles detailed below should be adhered to for all submissions for the naming and renaming of streets, public open spaces and all public buildings within the Bela-Bela Municipality jurisdiction. Principles form a significant component of Policy formulation as they provide standardization for names proposed. The following principles guide the naming processes for all features within Bela-Bela Municipality:

- 6.1. Naming and or renaming is the responsibility of Council. The decision to proceed with the process of naming and or renaming must therefore be taken by Council before the process may commence for all public features.
- 6.2. With reference to private developments within gated communities prior to the commencement of the naming or renaming process, a resolution needs to be provided by the Home Owners Association to undertake the process.
- 6.3. All names should be after **themes**, i.e. Flora and Fauna, only in exceptional cases should people's names be used and any submissions/ petitions to name after people must be accompanied by a detailed motivation, indicating why the specific person is worthy of the honour and profile of the person should also be included. (NB. A theme provides for the structure and identity of an area.)
- 6.4. The Municipality shall not name cemeteries after people, for religious and cultural reasons. Cemeteries shall be named after the geographical areas in which they are located.
- 6.5. Public Places should generally be named after people, places, events and things related to the Bela-Bela and citizens of Bela-Bela Municipality. Proposed names should meet one of the following criteria:
  - 6.5.1. to honour and commemorate noteworthy persons associated with Bela-Bela
  - 6.5.2. to commemorate local history, places, events or culture;
  - 6.5.3. to strengthen neighbourhood identity; or
  - 6.5.4. to recognize native wildlife, flora, fauna or natural features related to the community and the Bela-Bela Municipality.

- 6.6. A proposed name may not be repeated elsewhere within the jurisdiction of Bela-Bela Municipality. There should be one name for one entity.
- 6.7. The name must not be derogatory, racist or insult in any manner to any person, body or group.
- 6.8. Names that exist elsewhere should be avoided. In an instance that such a name is chosen, Council will make a decision to approve or disapprove the proposed name.
- 6.9. Consideration should be given to names of local area or historic significance.
- 6.10. Names of living persons should be used only in exceptional circumstances.
- 6.11. In the rare instances that features are named after a person, the Person's name and surname shall be used in full, e.g. Chief Albert Luthuli Street, not just Luthuli nor Albert Street, as a reflection of the honour bestowed upon them.
- 6.12. The renaming of streets and public places should only be done where there is a need and in such a way as to curb unnecessary expenses.
- 6.13. With new townships, the application for street names should be lodged simultaneously with the application for township establishment or amendments of township layout and must also indicate street numbers.
- 6.14. Where an application is lodged with the Province for township establishment, comments on such application must put the approval of street names and allocation of street numbers in accordance with this policy as a condition of support.
- 6.15. With a subdivision, an application for street naming must be lodged simultaneously with the subdivision application.
- 6.16. The process of naming and or renaming must be undertaken in a consultative manner and this must be clearly demonstrated before a final decision can be taken.
- 6.17. The Municipality shall establish a naming/renaming committee to be made up of five (5) Councillors and officials from the Community Services Department, Economic Development and Planning (Town Planning & GIS) Department and Technical Services Department (Civil Engineering).
- 6.18. The main responsibility of this committee will be to assess all naming and or renaming proposals received against the criteria as spelt out in this policy and to make recommendations to Council or via Councils sub-committee(s).
- 6.19. Quorum of Meeting: The standard quorum of Council's meeting shall apply to the Street Naming/Renaming Committee, namely that there must be 50% plus one member present to constitute a quorum."

## **7. LEGAL FRAMEWORK**

The following legislation was taken into consideration in this policy:

- 7.1. Constitution of the Republic of South Africa, 1996
- 7.2. South African Geographical Names Council Act, 1998 (Act 118 of 1998)
- 7.3. Regulations on the standardisation of geographical names published in *Government Gazette* 24999 of 7 March 2003 by Notice R339
- 7.4. Land Survey Act, 1997 (Act 8 of 1997)
- 7.5. Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)
- 7.6. Local Government: Municipal Systems Act, 2000 (Act 36 of 2000)
- 7.7. Development Facilitation Act, 1995 (Act 67 of 1995)

## 8. DEFINITIONS AND ABBREVIATIONS

### i. DEFINITIONS:

For the purpose of the Policy, the following definitions apply:

**Act** – this shall refer to the South African Geographical Names Council Act of 1998 (Act 118 of 1998) and the Regulations thereto (hereafter referred to as “The Act”).

**Affected property owners** shall refer to property owners and/or residents and business within 150 metres of the feature whose name is proposed for naming or re-naming.

**Applicant** – refers to any person, who may in their individual capacity or on behalf of an organisation submit an application for naming or re-naming to the Bela-Bela local Municipality. The Applicant may also be any Core Department, Councillor of Bela-Bela.

**Applicant Department** – refers to the Department within Bela-Bela Municipality wherefrom the naming or renaming proposal originates. The applicant Department may also be the Responsible Body as described below.

**Authorised official**- refers to the official which has delegated authority to consider certain land use planning applications

**Committee** – refers to the Renaming Committee consisting of the Municipal Manager and Executive Managers or their delegates in terms of this policy.

**Custodian Department** – refers to the Department within the Municipality that is the primary custodian of the policy, represented by the head of the department and his/her Designated Official. The Planning and Economic Development Department is recommended to be the custodian of this Policy. The Planning and Economic Development Department provides an advisory service to other Municipality's Departments, government entities and the general public in respect of the Naming Policy,

and is responsible for the periodic review of the Policy. The Department is the Convenor of the Place naming Committee.

**Designated Official** – refers to the officials from the Custodian Department and the Applicant Department who are officially delegated by their respective head of departments to undertake the naming or renaming initiative, from application stage to final decision stage.

**Features** shall refer to all features that are the subject of this policy, including municipal buildings and squares, streets, local parks and cemeteries.

**Geographical names** – the national legislation governing the allocation of geographical names, the South African Geographical Names Council Act, 1998 (Act 118 of 1998) defines geographic names as the names of features on the earth that are natural or man-made and adapted. These features can be populated or unpopulated.

**Council Committee** – refers to the Executive Committee.

**Municipal Planning Tribunal** – refers to the body constituted in terms of planning legislation to consider certain land use planning applications.

**Naming** – refers to features in new developments and subdivisions.

**Panel** – refers to the Panel of Experts which may be established in terms of this policy by the Renaming committee.

**Portfolio Committee** – refers to the Portfolio Committee for planning matters, as decided by the Council.

**Private** – features which are privately owned and managed.

**Public** – features which is open to the public and owned by the municipality.

**Regulations** – refers to the regulations promulgated in terms of the South African Geographical Names Council Act, 1998 (Act 118 of 1998).

**Renaming** – refers to existing features, whether named or unnamed.

**Responsible body** – this shall mean the body responsible for maintenance and management of the specific asset. In the case of public open spaces and community facilities, this shall be the Community Services Department

**Road Traffic Act** – refers to the National Road Traffic Act (Act No. 93 of 1996).

**Signs manual** – refers to the most recent version of the Southern African Development Community Road Traffic Signs Manual.



ii. **ABBREVIATIONS AND ACRONYMS:**

All street names must contain one of the following generic terms or suffixes:

**Avenue (Ave)** - a wide and attractive public street, a tree lined road.

**Boulevard (Blvd)** - a broad prestigious street, formally laid out (landscaped) paved public way, approx. 30m or more in width, possibly ornamentally illuminated or decorated.

**By-pass** - is wide road which runs past a densely populated suburban area to allow traffic to run past.

**Circle (Circ)** - a ring road starting and ending at the same point.

**Close (Cls) or Place** - a short street or “dead end” street or cul-de-sac.

**Crescent (Cresc)** - a ring road or street which forms a crescent.

**Drive (Dr)** - a scenic or picturesque route, or a private carriageway to a dwelling. A road through a park.

**Freeway** – is a dual carriageway road with access limited to interchanges only.

**Highway** - is a dual carriageway with limited, signal controlled or interchange access only.

**Lane (Ln)** – a narrow street or passageway, usually short.

**Nature Trail** – a footpath for hikers and /or people to enjoy the scenery and natural environment.

**Private (Pvt)** - all private accesses should be clearly identified with the statement “Private” or designation (PVT) shown on the street sign following the suffix.

**Road** – a public communication road (generally used to describe thoroughfares outside built-up areas).

**Square (sq.)** - a road or portion of road the shape of which resembles a square or rectangle.

**Street** – is a road in a town/township that serves houses, businesses and shops, etc.

**Terrace (Terr)** - a short hillside street. A residential street, especially on a slope or hill.

**Trail (Trl)** - a public way following a historical route. A pedestrian way through mountainous or uneven terrain.

**Walkway** - A pedestrian way.

## **9. NAMING & RENAMING: CRITERIA FOR SELECTION**

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

- a) Must not be offensive or insensitive;
- b) Must promote goodwill and reconciliation;
- c) Will assist in building a sense of ownership, identity and community in a changing society;
- d) Where there is a strong degree of community participation and support;
- e) Should increase the marketing potential and investment attractiveness of an area;
- f) Honour 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 honour;
- g) Commemorate local, national or international history, places, events, memories or culture of relevance to the people within the municipal area;
- h) Recognize indigenous and international flora, fauna and natural environment relevant to the municipal area;
- i) Recognize the cultural diversity of the municipal area; and
- j) Promote improved place orientation and recognition.

## **10. NAMING & RENAMING: RULES FOR SELECTION**

The following rules (along with the criteria contained under section 9 above) shall apply for the selection of names for features:

### **10.1. GENERAL**

- 10.1.1. There shall be no duplication of names or confusingly similar names in the Bela-Bela Municipality area. Where duplication has already been made, Council should ensure that this is rectified via a process contained within this policy.
- 10.1.2. 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;
- 10.1.3. No names should be used which could be construed as commercial advertising; and
- 10.1.4. Names that would generally improve the municipality's administration and provision of essential services are preferred.
- 10.1.5. Names of well-known places in other countries and the names of other countries should be avoided.
- 10.1.6. Changes of names for public buildings, facilities and open spaces shall only be approved when they do not violate historical or common usage names.
- 10.1.7. No feature may be named after a practicing Councillor or Politician.

## **10.2. STREETS**

- e) Street names should be in keeping with the theme of the surrounding street names when falling within an established township;
- f) Street names should remain in the language in which it was given;
- g) Definitions of the street name adjuncts/suffixes are to be used to determine the appropriate adjunct/suffix to be applied to any street;
- h) 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;
- i) A continuous street should maintain its name throughout its length, except in cases where it is considered to be confusing;
- j) In Afrikaans, adjuncts/suffixes to short names other than proper nouns shall form one word with the name, while when in English these are written separately; and
- k) The provision of street name signage should comply with the requirements as prescribed in the Signs manual and approved by a delegated official of the Technical/Engineering Services Department.

## **11. Who May Apply for Approval of a Name**

The following categories of persons, institutions, organs of state may apply on the prescribed form for approval of a name:

- 11.1. All government departments
- 11.2. The Municipality
- 11.3. Post Office
- 11.4. Any Person/member of the public
- 11.5. Home Owners Associations
- 11.6. Any Community through the designated Ward Councillor
- 11.7. Property Developers

## **12. Bela-Bela Municipality Geographical Names Database**

The Bela-Bela Municipality Geographical Names Database is a database that is meant to assist the public in cases where a street, place, feature needs to be named or renamed. This database is a list of names approved by the Bela-Bela Municipality Council that are ready for allocation and approval by Ward Councillor and the Bela-Bela Municipality Street Naming Committee should they be used. This database will assist in providing efficiency in naming processes. All new proposals will be verified with the existing database to avoid duplication and all proposals received will be categorized per ward; however members of the public are at liberty to use any of the names on the database.

- 12.1. The procedure to be followed for proposing names to be included on the database includes inter alia:

- 12.1.1. Any member of the public, developers, organization or organ of state within the jurisdiction of Bela-Bela Municipality may put forward proposals of new names to be added to the database.
  - 12.1.2. Names proposed **MAY** not be similar to existing names.
  - 12.1.3. All names proposed should be motivated for, with a brief explanation of the origin of the name, language it is derived from on the prescribed form (Please refer to Annexure....).
  - 12.1.4. Names received will be researched by the Town Planning department and a report prepared for consideration by the Bela-Bela Municipality Street Naming Committee.
  - 12.1.5. Bela-Bela Municipality Street Naming Committee will then decide on the names to include onto the database and report to Council.
- 12.2. The procedure for selecting approved names in the Bela-Bela Municipality Geographical Names Database is as follows:
- 12.2.1. Prior to making an application to name or rename a street, place or feature the applicant would need to request the latest version of the database.
  - 12.2.2. Upon applying to name or rename a street, place or feature the applicant or Ward Councillor representing a particular community must indicate their intention to use names on the database.
  - 12.2.3. The application should include a letter of support from the Ward Councillor that they support the use of the name selected from the database. In case of naming of public features, a petition must be signed by community members showing their support of the name selected from the database.
  - 12.2.4. A confirmation letter thereafter is sent to the Ward Councillor to confirm the names that could be allocated within their ward as per request submitted.
  - 12.2.5. With consideration that the names within the database have already been approved by Council, after public consultation the names are finalized by the Bela-Bela Municipality Street Naming Committee.
  - 12.2.6. Should there be any objections to the name proposed from the database, a report to EXCO/Council would be prepared for a final decision and objectors would be notified of the decision.

### **13. Street Numbering**

All procedures for street numbering contained herein are to be read in conjunction with Annexure 1.

With consideration of the criteria set below, on completion of any building and approval of street numbers for new developments or allocation of a new street number for existing developments, 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.

### 13.1. Criteria for Street numbering

#### 13.1.1. Streets that run from West to East (Horizontally) with access on both sides

- a) For all street that run horizontally, numbering must be done from left to right with all the even numbers on the southern side of the street and odd numbers on the northern side of the street.
- b) Pan handle sites should be allocated a street number based on the side which the site gains access from in a case where the site is bound by two roads. **Please refer to Figure 1 of Annexure 1.**

#### 13.1.2. Streets that run from West to East (Horizontally) with access on the Western Side

- a) For streets that have access only from the western side and enclosed on the other end, numbering must be done from left to right with all the even numbers on the southern side of the street and odd numbers on the northern side of the street.
- b) Numbering in such cases will end where the street ends ensuring that even numbers are on the northern side and off numbers on the southern side. **Please refer to Figure 2 of Annexure 1.**

#### 13.1.3. Streets that run from West to East (Horizontally) with access on the Eastern side

- a) For streets that have access only from the eastern side and enclosed on the western end, numbering must be done from right to left (east to west) with all the even numbers on the southern side of the street and odd numbers on the northern side of the street. **Please refer to Figure 3 of Annexure 1.**

#### 13.1.4. Streets that run from South to North (Vertically) with access on the both sides

- a) For streets that run vertically numbering must start from south to north, with even numbers on the eastern side of the street and odd numbers on the western side of the street. **Please refer to Figure 4 of Annexure 1.**

#### 13.1.5. Streets that run from South to North (Vertically) with access on the southern side

- a) For streets that run vertically with access from the southern side numbering must start from south to north, with even numbers on the eastern side of the street and odd numbers on the western side of the street. Numbering stops where the street ends. **Please refer to Figure 5 of Annexure 1.**

**13.1.6. Streets that run from South to North (Vertically) with access on the northern side**

- a) For streets that run vertically with access from the northern side numbering must start from north to south, with even numbers on the eastern side of the street and odd numbers on the western side of the street. Numbering stops where the street ends. **Please refer to Figure 6 of Annexure 1.**

**13.1.7. Street numbering for Corner properties bound by two streets**

- a) In a case where a property is located at the corner of two streets, the street number that will apply to that particular property will be determined by the side which the property gains access from.
- b) In the case whereby the corner property has two access points from either side of the road that bounds the property, the street number to be allocated to the property will be at the discretion of the municipality. **Please refer to Figure 7 of Annexure 1.**

**13.1.8. Street numbering within Cul-de-Sac's**

- a) In a situation whereby there are less than ten properties on the same side of the street with no development on the other side of the street in a cul-de-sac, the properties are numbered sequentially starting from the entry point of the cul-de-sac.
- b) In a case where there is development (properties) on both side of the cul-de-sac numbering shall start at the entrance of the cul-de-sac with even numbers on the southern side and odd numbers on the northern side in case of a horizontal road running from west to east.
- c) In a case where there is development (properties) on both side of the cul-de-sac numbering shall start at the entrance of the cul-de-sac with odd numbers on the western side and even numbers on the eastern side in case of a vertical road running from north to south.
- d) In a case where there is development (properties) on both side of the cul-de-sac numbering shall start at the entrance of the cul-de-sac with odd numbers on the western side and even numbers on the eastern side in case of a vertical road running from south to north. **Please refer to Figure 8 of Annexure 1.**

**13.1.9. Street numbering Public Open Space**

- a) All public open spaces must be numbered. The street number that will apply should the public open space be bound on two sides of the road will be determined by the side the open space gains access from.

- b) Should the public open space have more than one access and is bound by two roads or more, the street number to be allocated will be at the discretion of the municipality. **Please refer to Figure 9 of Annexure 1.**

### **13.2. Allocation of Street Numbers within Existing Suburbs**

In cases where an existing street is already numbered and a property requires to be allocated a street number, the existing street numbers must be taken into account. The street numbering should also fit the general plan of the area.

## **14. Procedure for Street Naming and Renaming of Public and Private Features**

### **14.1. Renaming of Public Features**

The following criteria in ranked order is to be used to assist in the renaming of streets and public places. Any submission for a name change should make a strong case motivating on the basis of the following:

14.1.1. Where the existing name is considered offensive;

14.1.2. Where the existing name is meaningless or historically irrelevant;

14.1.3. Where the name change is desirable to promote the goodwill of people now living in the new South Africa;

14.1.4. Where the change in name will assist in building a sense of ownership and community and in redefining society;

14.1.5. Where there is a strong degree of community participation and support;

14.1.6. Where a name change is needed into a language more relevant to the local community;

14.1.7. Where the name change is to increase the marketing potential and investment attractiveness of the area.

The same criteria as spelt out above for the identification and allocation of names shall apply with all renaming considerations.

#### **14.1.1. Procedures for Renaming and Naming of public features**

The principles spelt out in Section 14.1. of this policy must be strictly adhered to in the renaming process.

### **Guidelines for Applications:**

The process to be followed in the renaming is the following:

1. Any ideas, proposals, petitions or requests from any party must be submitted to the Planning and Economic Development in the prescribed forms, in order to be registered.
2. The application referred to in (1) above shall include the following information:
  - 2.1. The proposed new name and the reasons for the name.
  - 2.2. A locality map showing the feature proposed for renaming.
  - 2.3. Ward Councillor support letter
  - 2.4. Petition form as proof of support of the proposal by the public.
  - 2.5. The applicant or requesting party's proof of legal residency or business address in the Bela-Bela Municipality Area.
3. The Senior Manager Development Planning or his/her nominee then assesses the application to check compliance with the policy in terms of the set criteria and subjects the application to the scrutiny of the naming / renaming committee i.e. once minimum documentation is submitted, the application will be circulated to the various members of the naming/renaming committee and the committee shall convene and discuss the proposal including the responsible body affected by that particular proposal;
  - 3.1. In cases where the proposed street names are for a still to be developed township, the proposed street names shall be made in writing to the PED at the time of the associated Subdivision/ township application or soon thereafter but prior to the „occupation“ of the proposed township.
  - 3.2. The request shall include the proposed name, the specific street location and brief but complete background information on the name and how it meets the street name policy. If the new street name is indicated on the proposed plan at the time of the Subdivision/township Application it should have a prefix of “proposed”, such as “proposed Dolphin Street”.



4. On the basis of the recommendation of the committee, a report is submitted to Council for a decision to either proceed with the renaming or not. Should the decision be to not proceed with the renaming, the applicant is advised of the Council's decision, stating clear reasons for the decision.
5. If the Council decision is to proceed with the renaming, the Senior Manger PED or his/her nominee informs the applicant or relevant organization to undertake the process and/ or to implement the proposal.

## **14.2. Naming of Unnamed Public Features**

The naming of unnamed features shall take precedence and priority over the renaming of streets and other public facilities as detailed elsewhere in this policy. The naming of features, should as far as possible be undertaken as part of the development of the feature.

In the case of streets for instance, this should be undertaken as part of the township development/ establishment and for Public Open Spaces and other public facilities as part of their initial development or upgrading. The principle of public participation should still be adhered to, but maybe undertaken as part of the broader development or upgrading programme.

### **14.2.1. Procedure for naming unnamed public features**

The process to be followed in the naming of unnamed features is the following:

14.2.1.1. Any ideas, proposals, petitions or requests from any party must be submitted to the Office of the Senior Manager: PED in the prescribed form, in order to be registered.

14.2.1.2. The application referred to in (14.2.1) above shall include the following information:

- a) The proposed new name and the reasons for the name.
- b) Letter of support from the respective Ward Councillor
- c) A petition form as proof of support from the public of the proposal.
- d) A locality map showing the feature proposed for naming.
- e) The applicant or requesting party's proof of legal residency or business address in the Bela-Bela Municipality Area.

- 14.2.1.3. The Senior Manager PED or his nominee then „assesses“ the application to check compliance with the policy in terms of the set criteria and subjects the application to the scrutiny of the naming / renaming committee.
- 14.2.1.4. On the basis of the recommendation of the committee, a report is submitted to Council for a decision to either proceed with the naming or not. Should the decision be to not proceed with the naming, the applicant is advised of the Council’s decision, stating clear reasons for the decision.
- 14.2.1.5. If the Council decision is to proceed with the naming, the Senior Manager PED or his nominee informs the relevant parties to undertake the process and to implement the proposal. The first stage in this regard should be the engagement with the ward councillor(s) to seek their comments on the proposed naming. If the feature being named services or traverses more than one ward, then all affected Ward Councillors must be consulted.
- 14.2.1.6. The extent of the public engagement should be reflective of the size and functional range of the feature being named. In the case of local roads and local facilities, consultation with the Ward Councillor and the placement of public notices on site and on prominent and strategic positions such as schools, clinics, libraries, etc. should suffice. The application should also lie open for inspection for 28 days from the 1st date of publication of the advertisement at an office of the responsible body or office easily accessible to the public. In some instances it would be advisable to also convene a public meeting, the extent of which should be in keeping with the size and functional reach of the feature being named.
- 14.2.1.7. With regards to the naming of higher order features, such as main roads, regional facilities, etc., the public participation must include the placement of municipal notices in local papers, as prescribed in Section 14 of this Policy.
- 14.2.1.8. The Senior Manager PED or his nominee shall also circulate the application simultaneously to other relevant parties/ organisations e.g. DoT, RAL etc. for technical comment and input.

- 14.2.1.9. In terms of the notices and advertisement, the committee must request the public to make submissions with proposed names and any other submissions within 28 days. The criteria for the allocation of names should be included in notices and advertisements.
- 14.2.1.10. Once the views of the public and the Ward Councillor have been obtained and where necessary reconciled, the Committee prepares a report detailing the proposal together with the recommendation, as well as all the comments received in view of the advertising and submits the report to Council for consideration. The report should also include the financial implications for naming.
- 14.2.1.11. Once the name is approved, the responsible body erects notices on the site and on prominent and strategic positions such as schools, clinics, libraries, etc., reflecting adequate details of the name i.e. the date of implementation, the approved name and the date of the Council decision.
- 14.2.1.12. The Department of Communication shall also notify all affected role-players such as the Limpopo Geographical Names Committee, Surveyor General and Postmaster General, the Registrar of Deeds, the Post Office, Telkom, the South African Police Service, Emergency Services, Department of Transport, RAL etc. any change or variation in the name of any feature in terms of Section 69(1) (a) of the Local Government Ordinance, 1939. Any such notification is to be accompanied by a Council Resolution.
- 14.2.1.13. Once the approval is obtained to name the feature the Communication division shall advise the relevant Utilities, Agencies and departments, such as GIS Unit and DoT, SANRAL, to implement the changes. The budget should make provision for capital funds as well as operating funds to implement the proposals as per responsible department.

### **14.3. Naming and Renaming of Private Streets**

Not all the streets in the Bela-Bela Municipality area are public streets, some, especially those in estates or settlements that emanate from subdivisions, are private streets. There are some of these streets, which have not been named as part of the "township establishment" and therefore need to be named, in other instances; there is a need to rename these streets.

While the Municipality does not have the authority to name and or rename private streets, there is still the need to regulate the naming and renaming of same. The intention in regulating this is to make sure that Council's naming regime is respected and is consistent, without placing an onerous burden on the private owners of such streets.

Should the owner of a private street wish to name an unnamed private street, a submission must be made in the prescribed format to the Senior Manager PED

The submission should be accompanied by the following information:

- 14.3.1. Proof of ownership
- 14.3.2. A locality map showing the street proposed for naming and or renaming
- 14.3.3. Motivation for the naming/renaming
- 14.3.4. Proposed new name(s), the identification of which MUST comply with the criterion indicated above;
- 14.3.5. Home Owners Association support letter or resolution.
- 14.3.6. Ward Councillor support letter.
- 14.3.7. Confirmation that the majority of residents of the street are in support of the proposed new name- this may be done in the form of a signed petition.
- 14.3.8. The petition should include the names, addresses, signatures and contact details of the affected property owners. These lists should indicate whether the affected property owner or resident supports the proposed street naming and the signatures should not be older than one (1) year upon time of submission to the Municipality. Please refer to Annexure 2.
- 14.3.9. All costs associated with providing and erecting new name plates except in exceptional circumstances will have to be met by the applicant(s)/requesting party.
- 14.3.10. The Senior Manager PED or his nominee then assesses the application to check compliance with the policy in terms of the set criteria and subjects the application to the scrutiny of the Council's naming / renaming committee, which in turn makes recommendations to Council via a report.
- 14.3.11. Should the recommended name(s) be in compliance with the provisions of this policy, the applicant is informed that Council supports the name and that they may proceed to notify all relevant agencies, i.e. Telkom, Post Office, SAPS, etc. of the new name.
- 14.3.12. On approval, the applicant should erect the new name to the standards specified by the Municipality or Department of Transport or SANRAL, to his/her cost.

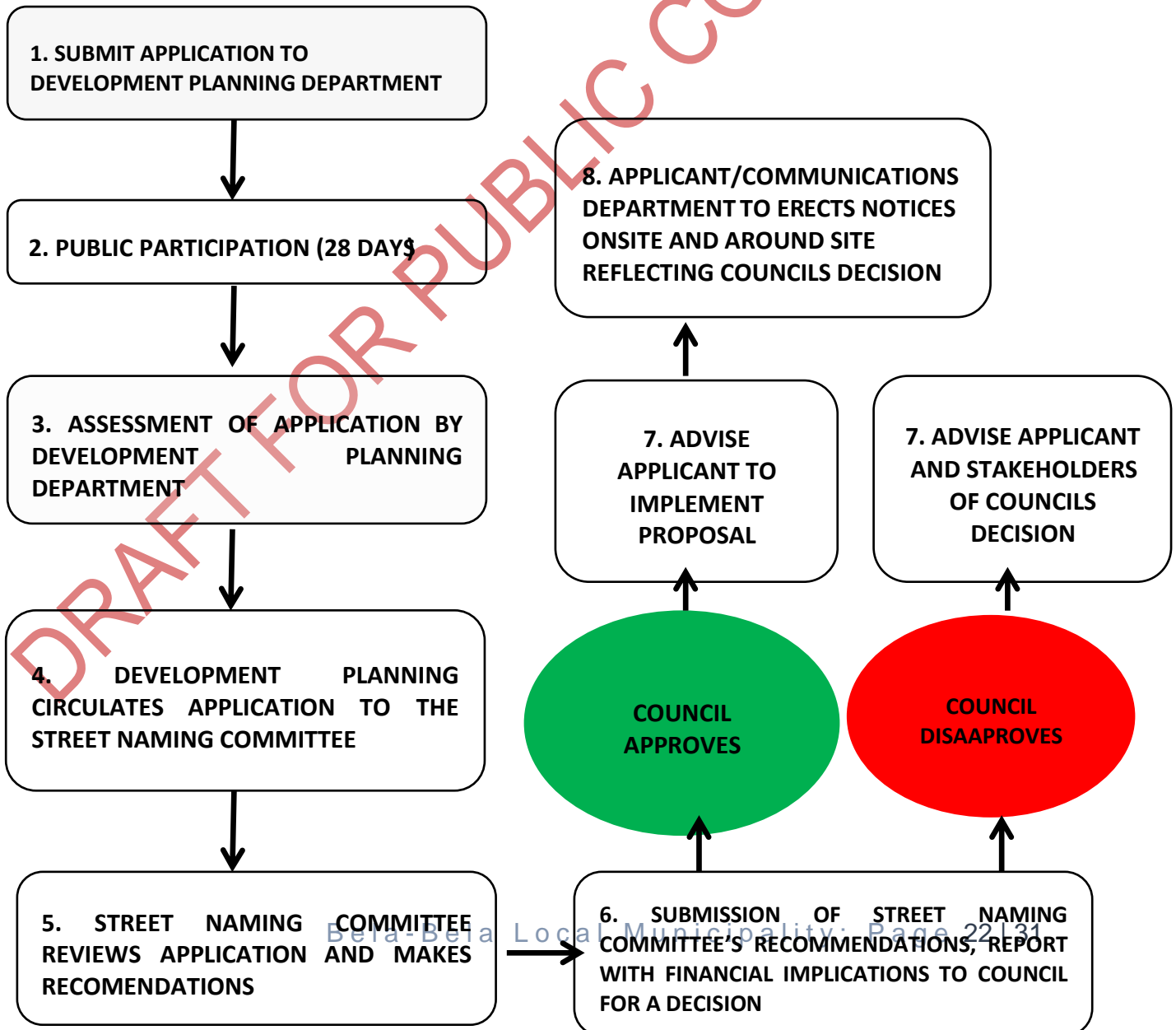
## **15. Street Naming as Part of Township Establishment**

It is imperative that the public is afforded the opportunity to comment on, or object to, proposed names for new public places and townships. It is therefore recommended that the following process be followed:

- i. All proposed names are to be included in the formal application which should be on the prescribed municipal forms.
- ii. The application should be accompanied by the township layout and the proposed names, together with a detailed motivation for the names proposed.
- iii. The application should be accompanied by the Ward Councillors support letter.
- iv. The public is to have an opportunity to comment on, or object to, the proposed names at the time the application is advertised in terms of the relevant legislation;
- v. Where a street traverses the boundaries of more than one area, all relevant stakeholders specifically affected for the specific area will have to be consulted and proposals evaluated by all. Advertising must include these affected regions as well;
- vi. Renaming of sections or partial areas of streets should not be considered;
- vii. Comments on the proposed names be included in all reports dealing with township applications and the subdivision of land, which are submitted to the relevant committee for approval;
- viii. With respect to the allocation of names to townships, the South African Geographical Names Committee, which falls under the jurisdiction of the Department of Arts, Culture, Science and Technology, is an advisory body to the Minister on township names. The proposed new name and written comments received must be forwarded to the National Place Names Committee consideration and approval.
- ix. The name of a township or suburb is registered with the Surveyor General and the Registrar of Deeds when the General Plan of the township is approved in the process of township establishment. In addition to other comments received, the proposed name or change in name must be submitted to the Surveyor-General for comments, which must be submitted to the National Place Names Committee.

**Note:** for all application types, upon approval of the names of the feature (road, place, building etc. the municipality will inform the respective affected stakeholders of the name approval i.e. The SG Office.

### Process of submission for road and place names



## **16. Public Participation Process**

### **16.1. Methods for public participation**

The main methods of consultation for all street, place and feature naming and renaming applications include inter alia:

- 16.1.1. Newspaper advertisements in Local Newspapers
- 16.1.2. Site Notices
- 16.1.3. Public Hearings and Public Meetings
- 16.1.4. Registered letters (only for private developments)

### **16.2. Process for Public Consultation**

- i. The first stage in this regard should be the engagement with the ward Councillor(s) to seek their comments on the proposed renaming or naming. If the feature being renamed services or traverses more than one ward, then all affected Ward Councillors must be consulted.
- ii. In the case of private developments i.e. gated estates Home Owners Associations (HOA) together with the Ward Councillor need to be consulted together with written correspondence being sent to residents informing them of the proposal.
- iii. The extent of the public engagement should be reflective of the size and functional range of the feature being renamed. In the case of local roads and local facilities, consultation with the Ward Councillor and the placement of public notices on site and on prominent and strategic positions such as schools, clinics, libraries, etc. should suffice.
- iv. The need for a public meeting will be dependent on the feature being named or renamed.
- v. Street numbering applications will not require a public meeting.
- vi. The application should also lie open for inspection for 30 days from the 1st date of publication of the advertisement at an office of the responsible body or office easily accessible to the public. In some instances it would be advisable to also convene a

public meeting, the extent of which should be in keeping with the size and functional reach of the feature being renamed.

vii. With regards to the renaming of higher order features, such as main roads, regional facilities, etc., the public participation must include the placement of municipal notices in local papers, in the manner prescribed.

viii. The Senior Manager PED or his nominee should not only circulate the application to the members of the naming/renaming committee but simultaneously to DoT, SANRAL and any other relevant parties for technical comment and input when necessary.

ix. In terms of the notices and advertisement, the applicant or the name /renaming committee must request the public to submit comments on proposed name and or make any other submissions within **30 days**. Possible alternative names are also requested from the public. The criteria for the prioritising of name changes, as listed above are to be included in the advertisement as are the criteria for the allocation of names. These should be placed on public buildings/ places.

x. Members of the public have the opportunity to lodge their comments at the Town Planning office with the assistance of a municipal official on any application.

xi. Once the views of the public and the Ward Councillor have been obtained and where necessary reconciled, the committee shall prepare report to Council for consideration (via a Portfolio Committee of Council) detailing the proposal together with the recommendations, as well as all the comments received in view of the advertising. The report should also include the financial implications for the change of each of the proposals.

xii. Once the name is approved, the applicant or the Communication Division shall erect notices on the site and on prominent and strategic positions such as schools, clinics, libraries etc. reflecting adequate details of the change of name i.e. the date of implementation, the approved name and the date of the Council decision.

xiii. ix. The Communication Division shall also notify all affected role-players such as the Limpopo Geographical Names Committee, Surveyor General and Postmaster General, the Registrar of Deeds, the Post Office, Telkom, the South African Police Service, Emergency Services, Department of Transport, South African Roads Agency etc. any change or variation in the name of any feature in terms of Section 69(1) (a) of the Local Government Ordinance, 1939. Any such notification is to be accompanied by a Council Resolution.

xiv. The budget should make provision for capital funds as well as operating funds to implement the proposals as per responsible department.

### **16.3. Manner of Public Notification**



### **16.3.1. Newspaper Adverts**

All adverts related to the naming or renaming of street, place and features shall be advertised in a local newspaper that the Municipality has determined as its newspaper, on a day of the week that the Municipality has determined as its day of the week for publication of notices and in a language as prescribed in Section 21 (2) of the Municipal Systems Act as its official language.

### **16.3.2. Site Notices**

- a) A Site Notice should be placed surrounding the feature to be renamed informing the public of the proposal and inviting members of the public to provide comments on the proposed name.
- b) The size of the site notice should be at least 29.7cm by 42cm or A3 size.
- c) The site notice should containing the following information:
  - i. Provide detail of the proposal and proposed names
  - ii. Stating physical address of the subject property and property description in cases of individual properties.
  - iii. For road naming and renaming, the ward within which the road falls must be included and the description of the location of the road.
  - iv. State how comments may be lodged.
  - v. State place and provide an address where comments can be lodged and details of a municipal official who may be contacted for any queries.
  - vi. State the date by when the comments must be lodged; which date may not be earlier than 30 days, excluding public holidays.

### **16.3.3. Public hearings and Public Meetings**

- a) Notices inviting members of the public to attend the public meeting should be sent at least 14 days prior to the meeting taking place.
- b) At least one (1) town planning official should be present at any public meeting, the ward Councillor and ward committee for the meeting to take place.
- c) Minutes of the public meeting should be submitted together with the application for assessment and decision making by the Committee.

### **16.4. Objections during the Public Consultation Process**

- a) Should there be any objections received during the public consultation process for any municipal owned streets, places or features the municipality will have the responsibility of addressing issues raised and responding to objections.
- b) In the case of proposals for private streets, places or features the developer will have the responsibility of responding to objections lodged.

- c) Once there are objections received on a particular application, a report to EXCO needs to be prepared for a final decision.
- d) All reports prepared to EXCO shall include the detailed technical specifications of the proposal. Reports should also indicate recommendations on the proposal.

## 17. Delegations

The roles of the various stakeholders involved in the application process and decision making authority/body for the naming and renaming of all roads, places, features within the jurisdiction of KwaDukuza Municipality is summarized below:

- i. Ward Councilors/Ward Committee:** the Ward Councillor assists in fostering community participation and represents the public /communities within the municipal ward area they are responsible for.

- ii. Town Planning Department:**

The Town Planning department has the responsibility of administering all processes related to street and place naming/renaming and providing recommendations to the Street Naming Committee for consideration.

- iii. Street Naming Committee:**

The Street Naming Committee is aimed at advising Council on all issues related to naming, renaming and street numbering as well as the implementation of this policy so as to enable properly guided processes and delegations.

The Street Naming Committee may recommend that a Panel of Experts e established for the purposes of advising the Committee on any project or proposal. The Committee has the responsibility of evaluating all naming and renaming applications and providing recommendations to Council for final approval.

- iv. Council-** the Bela-Bela Municipality Council shall have the prerogative of accepting or rejecting any proposal received.

## 18. Financial Considerations

The following financial considerations are to be made in respect of all street, place and feature naming or renaming applications:

- i. All costs for erecting or changing street name boards and signs resulting from a name change for all municipal public roads, features and places shall be borne by the Municipality.
- ii. All costs for erecting or changing street name boards and signs resulting from a name change for all private developments (i.e. gated estates shall be borne by the developer.
- iii. Administrative costs resulting from naming or renaming processes for all public facilities, features and roads shall be incurred by the Municipality.
- iv. Administrative costs resulting from naming or renaming processes for all private facilities, features and roads shall be incurred by the developer. All private developments are subject to an **application processing fee for the following applications will be as per the current tariff of charges** which will be subject to change on an annual basis.
- v. The municipality shall not be liable for any costs incurred by others as a result of naming or renaming processes.
- vi. For all private developments, public consultation costs (advertising, public meetings etc.) shall be borne by the developer or respective representative body/entity for that specific application.
- vii. In respect of street numbering or renumbering applications, affixing street numbers shall be the responsibility of the property owner. When council requests an owner to display the appropriate property street address, it must be displayed in a form directed and approved by Council.

DRAFT FOR PUBLIC COMMENTS

# **Annexure 1: Street Numbering Guide**

DRAFT FOR PUBLIC COMMENTS

# ANNEXURE 1: STREET NUMBERING GUIDELINE

Figure 1

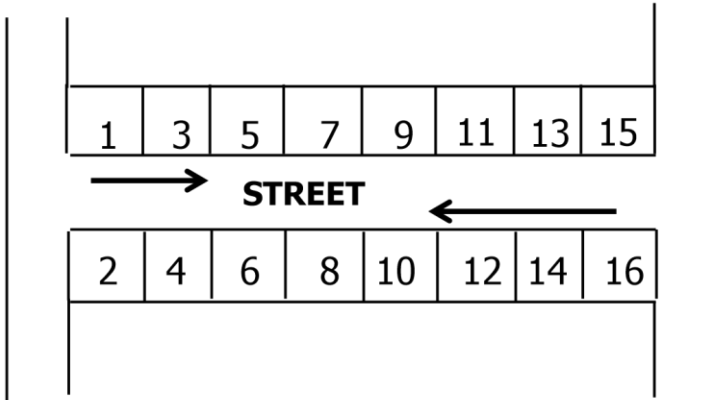


Figure 2

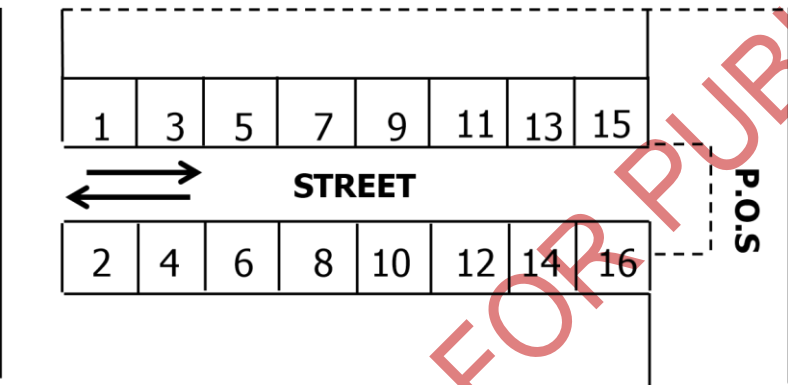
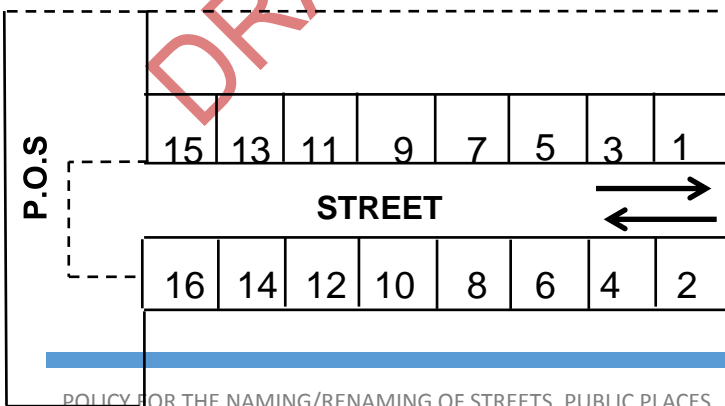
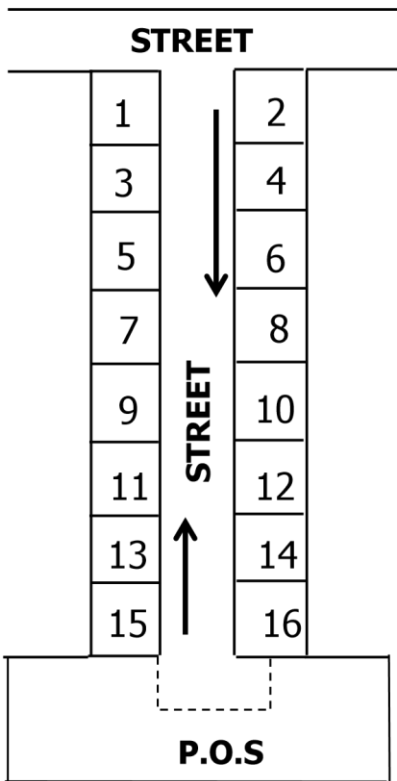


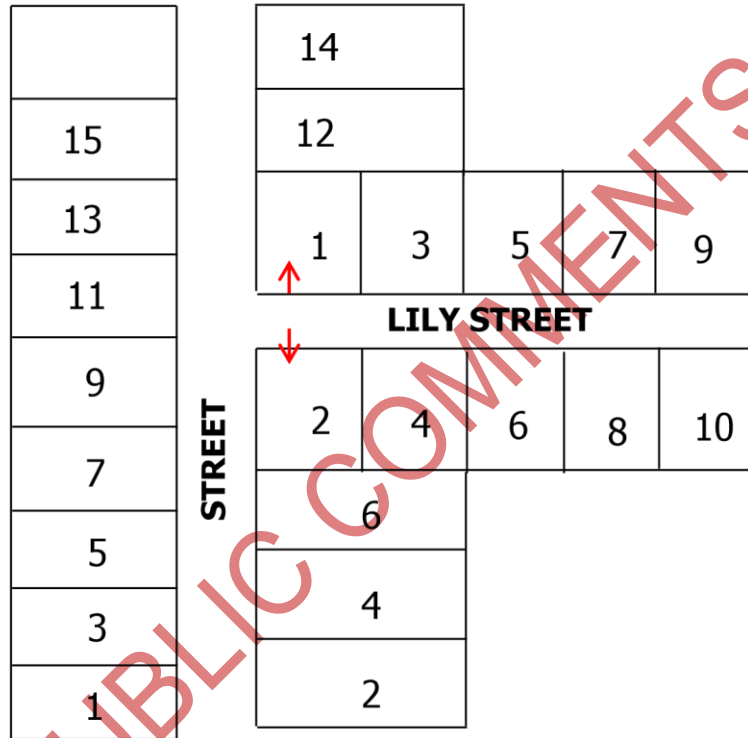
Figure 3



**Figure 6**



**Figure 7**



**Note:** No 1 and No 2 Lily Street take on the numbering system based on the side of the street they gain access from.

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