POLICY ON NAMING/RENAMEING OF STREETS, TOWNSHIPS AND COUNCIL OWNED PROPERTIES 2011

PREPARED BY: SPATIAL PLANNING AND LAND USE MANAGEMENT
# TABLE OF CONTENT

1. BACKGROUND  
2. PURPOSE  
3. RELATED LEGISLATION  
4. DEFINITION AND SCOPE  
5. PRINCIPLES  
6. MAIN CONSIDERATION  
7. IMPLEMENTATION  
8. APPLICATION PROCEDURE  
9. INSTITUTIONAL ARRANGEMENTS  
10. RESOURCE ALLOCATION
1. BACKGROUND

1.1. PROBLEM STATEMENT

The naming and renaming of streets and townships is an integral part of land use management and is related to processes such as township establishment and subdivision. The naming / renaming of streets coupled with streets numbering, helps to identify properties for the purpose of provision of wide range of municipal services from development to emergency services.

Polokwane municipality does not have policy regarding naming / renaming of townships, street and council owned properties. There is therefore a need for a uniform and common approach to the naming of streets, townships, and council owned properties for the whole of the municipality. A municipal wide policy is needed in order to standardise street naming, to avoid duplication and to facilitate decision making with regard to related applications.

1.2. THE NEED

Essentially, townships, streets and other properties e.g. Parks are named and numbered in order to identify properties for various purposes such as the following

1.2.1. Rendering of municipal services
1.2.2. Postal services
1.2.3. Law enforcement i.e. police and traffic officials
1.2.4. Emergency services such as ambulances and fire emergences

1.3. OTHER RELATED POLICIES

Broad guidelines for naming and renaming of Sports, Recreation, Arts and Culture (SRAC) facilities, public facilities and cultural places: townships and streets. This document is attached hereto as Annexure A. The guidelines and rules contained in it form a framework within which this detailed policy on naming of streets and townships has been formulated.

2. PURPOSE

The purpose of this policy is to create a co-ordinating, municipal wide policy framework in terms of which street names and numbers as well as township names, and any other council owned property will be allocated and such applications assessed and approved for the whole municipality.
3. RELATED LEGISLATION

The White Paper on South African Geographical Names Council was established as an advisory body appointed by the Minister of Arts, Culture, Science, and Technology in terms of South African names (Act no 118 of 1998).

The only planning legislation providing for naming of streets is the Local: Government Ordinance, 17 of 1939.

Section 69 (1) (a) of the Local Government Ordinance, 17 of 1939 provides for the naming of public places and requires that such names be made available to Post Master General and Surveyor General.

Furthermore, in terms of section 57 (1) of the Rationalisation of Local; Government Affairs Act, 1988 section 69 (1) (a) of the Local Government Ordinance has been assigned to local authorities.

South African Geographical Names Council Act 118 0f 1998 further states that the SA Geographical names Council must with consultation with the Minister and Provincial Geographical names Committees formulate policies, principles and procedures, on the change of geographical names.

4. DEFINITIONS AND SCOPE

4.1. The scope of this policy covers public streets / roads, private road and right of way servitudes as well as township naming / renaming together with any Council owned properties. These are defined as follows:

4.1.1. Public Streets / roads

A portion of land reserved for road purpose (access and movement) in favour of general public and under control of the local authority or other controlling authority.

4.1.2. Private road / Right of way Servitude

A private road, on the other hand, is a portion of land reserved for road purposes (access and movement) in favour of person or body of persons who are legally in control of such land and is not intended for public road as defined above.

Although not commonly found, this alternative might arise in a situation where an individual erf / erven cannot be effectively identified from abutting public road / street name or common development. Then it becomes necessary to
name the private road / right of way from which individual erven are getting direct street access

4.2. The application of this policy covers the following instances where street naming is required:

a) Where road is created due to establishment of a new township;
b) Subdivision resulting in the formation of road, public / private;
c) When a new road is proclaimed;
d) When an existing street is extended or,
e) When changing names of existing streets, etc

4.3. This policy also covers street numbering as integral part of street naming and very useful for site identification purposes.

4.4. This policy also provides for the naming and renaming of townships;

4.5. This policy also provides for the naming and renaming of council owned properties.

5. PRINCIPLES

5.1. The name must not be already in existence in the municipality

5.2. If the proposed name is that of a person, either living or a deceased person, it must be a leader of stature

5.3. The name must not be derogatory, racist or insult in any manner to any person, body or group

5.4. The name must be in line with predetermined theme

5.5. The name must be acceptable to the community

5.6. 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

5.7. 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 policy, as a condition of support.

5.8. With a subdivision, an application for street naming must be lodged simultaneously with the subdivision application

5.9. “One name one street” policy to apply to collector roads straddling more than one suburb or where a minor street straddles one or more suburbs of different street naming themes

5.10. Street numbers must follow sequence of stands on the township layout.
6. MAIN CONSIDERATION

The policy is characterised by the following main features:

6.1. Themes: a theme provides for the structure and identity of an area

6.1.1. Existing areas and extension: where a theme has been established forms the basis for street names in that area, such theme should form the basis for any new names in the area

6.1.2. New areas: a theme characteristic of that area has to be first formulated as the basis for street naming. The theme must be acceptable to both the beneficiary community and or ward committee.

6.2. Street names: all the proposed names are to be in line with predetermined theme of the area and should be acceptable to community and be in line with the all the above mentioned principles.

7. IMPLEMENTATION

7.1. Bodies to be notified

Section 69 (1) (a) of Local Government Ordinance, 1939 (Ordinance 17 of 1939) reads as follows: “the council may from time to time cause. Or any public place to be marked…. And may cause the name, by which the public place is to be known, to be put up. And any change or variation in the name of any public place shall forthwith be notified by the Council to both the Post master and Surveyor General....”

Although legislation requires that only the above two bodies be notified, it is important for efficient service provision to also notify both external and internal stakeholders. The list of external parties to be notified is as follows:

a) Surveyor General
b) Post Master General
c) Regional Commissioner SAPS
d) Hospitals
e) Telkom

The list of internal parties to be notified is as follows:

a) Municipal Infrastructure (Directorate Technical)
b) Office of the municipal CFO
7.2. Enforcement of the Policy

It is therefore envisaged in this policy to enforce the naming of streets by making it a part of township establishment application as follows:

- For any new application check if a simultaneous application has been submitted for street naming and make final approval subject to the finalisation of street naming application.

- Applications submitted in terms of the relevant legislation to Province where such application is circulated for comments of Council. In such cases support for such applications must be subject to submission and approval of township name and street names by council street naming committee where such township is located within Polokwane municipality.

- Where a subdivision in a private road / right of way servitude, a simultaneous application for street naming should be submitted with such application.

8. APPLICATION PROCEDURE

Based on both the principles and other considerations mentioned above, the following procedure for considering applications is recommended:

8.1. Street Names: For every township application make sure that the proposed names together with the applicable themes are shown on the layout plan and are available when the application for township establishment is advertised in the local newspaper.

8.1.1. Check the submitted list and accompanying map against the following principles:

- Determine whether or not the names has been previously allocated within the municipality.
- If names of persons are used, check if they are of national, local or international significance (such as leader of stature).
- That the name is not insulting, derogatory, or racist.
- That the name is in line with a predetermined theme / or different themes (does the one street, one name policy apply).
- Has a good motivation been provided in case of renaming?
- Have the names been advertised in the local newspaper for not less that 28 days.
8.1.2 Check the following on the submitted layout plan:

- That the street numbers have been indicated
- That the street numbers are in sequence

8.1.3 Circulate proposed names to the community via ward committee, for comments

8.1.4 Submit names in a report to Street Naming Committee or Land Use Management Committee for approval and to verify if, the names are in line with an existing theme.

8.1.5 Submit names to Spatial Planning (Geographic Information System) to update the relevant register and cadastre

8.1.6 Notify all relevant parties (external and internal) of the new names.

8.1.7 Notify director Technical Services of Polokwane Municipality

8.1.8 Notify developer / applicant to put up street names where an application for renaming has been approved.

8.2 TOWNSHIP NAMING / RENAMING

See in Annexure A (naming Guidelines) for Township Naming procedure.

9. INSTITUTIONAL ARRANGEMENT

The Manager: Communication and Public Participation will co-ordinate all activities relating to the renaming of streets, townships, and all council owned properties.

The Manger Spatial Planning and Land Use Management will ensure compliance of the policy after Communication and Public Participation have undertaken renaming procedures.

The Manager: Spatial Planning and Land Use Management will ensure compliance in terms of the Policy before new township applications are submitted to Land Use Management Committee.

The Manager: Spatial Planning and Land Use Management will inform both internal and external parties regarding changes and addition of new names.

The Manager Spatial Planning and Land Use Management will ensure that any changes / addition will be amended or added accordingly on the Geographic Information System.

The Manager Spatial Planning and Land Use Management will submit the recommendations of any name change as recommended by Council to Provincial Names Committee and the after submitted to the Minister for approval as per requirement contained South African Geographical Names Council Act 118 of 1998. (Section 9 and 10)
10. RESOURCE ALLOCATION

In case of a new private township the developer will be responsible for the advertisement, erection of street boards and any other expense that may arise.

In case of a proclaimed or existing township where public participation has taken place and new names agreed by the community, Manager Roads and storm Water would have to be responsible for new street names boards and Manager Spatial Planning and Land Use Management be responsible for advertisements.
What is the South African Geographical Names Council (SAGNC)?

The SANGC was established by South African Geographical Names Act (No 118 of 1998) as the body responsible for standardising geographical names in South Africa. A geographical name means the name of any terrestrial feature within the territorial limits of the Republic, together with the area of jurisdiction of the Republic acquired treaty, whether natural or man made and populated or unpopulated. The Minister of Arts, Culture, Science and Technology constitutes it. The Council must set standards and guidelines for local and provincial authorities in their respective areas of jurisdiction. The SA National Geographical Names Council must also receive proposed geographical names submitted by local authorities for the process to ensure the standardisation of geographical names and to facilitate the transformation process for geographical names. Based on this requirements it will be a long toll for Polokwane Municipality to consider any application for renaming or naming of building, public space or facility on the municipality without an accepted policy, process and practice.

Determining a name of a place or of a building requires balancing historical, heritage and linguistics consideration, communicative convenience, the spirit of community and the spirit of the nation. Cultural significance implies the aesthetics, historical, social, spiritual, linguistic or technological value connected to culture. Names of buildings and facilities are part of the historical, cultural and linguistic heritage of the nation. Is is more desirable to preserve that to destroy. Archives, oral tradition, living heritage, historical and cultural historical documents should be consulted in the process of considering name change.

LEGISLATION GOVERNING NAMING

Local Government Ordinance

Section (63 (1) of Local Government Ordinance, 1939 (Ordinance 17 of 1939) reads as follows:
Section 63 (1) **Public Space vested in Council.**

The Council shall have the control and management of all:

a) *Roads, streets, thoroughfares, bridges overhead bridges, subways, including foot pavements, footpaths, sidewalks, and lanes*

b) *Squares and other open spaces, gardens, parks and other enclosed spaces*

c) *Culverts, and ferries;*

d) *Dams, canals, reservoirs, water-courses, and furrows*

Which have or shall be at any time set apart and appropriate by proper authority for use and benefit of public, or which the inhabitants of the municipality shall at any time have or acquire a common right....

Rationalisation of Local Government Affairs act 1998

In terms of section 57 of Rationalisation of local government Affairs Act, 1998, section 69 (1) (a) of the local Government Ordinance, naming of streets has been assigned to local authorities.

**GENERAL RULES OF NAMING**

The following are the types of names that are recommended:

- The historical, social, cultural and emotional concerns of local residents must be considered
- The use of neutral names such as those of trees, birds, mineral and flowers is recommended.
- Names should preferably have South Africa character and connection

The following are types of names that must be avoided:

- Names that duplicate other names
- Names of both living and deceased person, unless they are of national significance such as leaders of stature
- Names those are offensive, vulgar, blasphemous, indecent or derogatory as regards race, colour, career or greed or gender.
- Name of which the spelling or pronunciation is so close to existing names that may cause confusion
- Names that are difficult to pronounce
- Names that are too long or clumsy, especially where the street to be named are short or the places to be
named are small, as this could course cartographic problems

- Names that may be regarded as advertisement for a particular product, service or firm
- The names of existing township as street names.

**GENERAL PROCEDURAL GUIDELINES FOR NAMING**

- All matters/applications concerning the naming of public places, structures and properties vested in Polokwane Municipality must be referred in writing to Department of Sports Arts and Culture

- All matters/applications concerning the naming of streets and townships within Polokwane Municipality must be referred in writing to Polokwane Municipality Attention Directorate Development and Planning

- Any application for a name must include sufficient information about the name (origin, meaning, pronunciation, etc) and the reason behind name change

- The authorised official/committee must evaluate the proposed names against the provision of the policy.

- All proposed names must be submitted to community for their acceptance and comments through ward Committee as well as by advertising thereof in the local press for a window period of 28 days in which time the proposal will open for inspection by public for comments.

- The names should then be submitted to Land Use Management Committee/Naming Committee for approval or disapproval.

- The relevant municipal Directorates, Telkom Ltd, the Surveyor General and the Postmaster-General, the applicant as well as any other affected parties, must be notified of an approval
NAMING OF TOWNSHIPS

Naming townships in already established area (Brownfield Development) and proclaimed Townships

- The general procedural guidelines and rules for naming public and cultural places, townships and street: and
- With the additional procedure set out below:
  - The applicant must be held liable for all costs involved in the changing of the name (endorsement of general plans, new street names boards etc)
  - A notification of the proposed new name must be published in local paper
  - The proposed new name must be submitted to Ward Committee for community acceptance
  - If no reply concerning the community’s acceptance or non acceptance of the names are received from Ward Committee(s) within a period of 28 days the names shall be deemed to have been accepted and can be considered in terms of applicable legislation
  - After publication of the name in the Provincial Gazette by the South African Geographical Names Council, the name shall deemed to have been approved

Naming Greenfield Townships

- The township developer must propose name for the Township and must take into account the Theme applicable to the area in which township is /are to be allocated

- This should be done in concurrently with the submission of a Township Establishment application. The most important aspect in this case should be that the general rules and guidelines of naming as contained in this Policy should be adhered to.
NAMING OF STREETS

GENERAL

- Where existing streets are extended, the existing name must be given to the extension, and the name need not be approved again.
- All streets must contain at least one generic term (see list of generic terms as Annexure B)

Naming new Streets

- The township developer must propose names for the streets and must take into account the names applicable to the theme for the area in which streets are to be allocated.
- The naming of streets must take place in accordance with:
  - The general procedural guidelines and rules for naming public and cultural places, township and streets;
  - The additional procedures set out below
- All names must be submitted to the relevant ward committee(s), as the representative of the local community, to obtain the community’s approval and acceptance of the names.
- If no reply concerning the community’s acceptance or non-acceptance of names is received from ward committee(s) within a period of 28 days, the names are deemed to have been accepted.
- Applicant must be held liable for all the costs involved in the changing of the name (endorsement of general plans, new street name boards etc) where such streets are not deemed to be public streets.

Changing Street names

- Changing of Street names, Townships and Council owned properties should be done in accordance with the stipulation of SA Geographical Names Council Act 118 of 1998, which stipulates that after Council has resolved to change (an) existing name(s) through Renaming Committee, it should be submitted to Provincial Geographical Names Committee and to the Council finally to the Minister.
• A street name may be renamed in exceptional circumstances only
• The application for renaming of a street must be accompanied by convincing reasons for it

Renaming must take place in accordance with:
  o The general procedural guidelines and rules for naming public places and streets as prescribed in the SA Geographical Names Council Act 118 of 1998:
  o The additional procedures set out below.

• A notification of the proposed new name must be published in a local newspaper

• Written comments on the name must be received within 28 days from the date of publication of notification.

• The applicant is held liable for all costs involved in the changing of the name (endorsements on general plans, new street names boards etc

• The residents are liable for all costs involved in changing their personal addresses (letterheads, business cards, etc)

NAMING OF MUNICIPAL PROPERTIES

General
• Municipal properties are all properties registered at the Deeds Office in the name of the Polokwane municipality / Pietersburg municipality, Pietersburg Munisipaliteit, Pietersburg /Polokwane TLC, Pietersburg / Polokwane Oorgansaraad or any other properties that are located in R293 townships under the name of Provincial Department of Public Works.

Naming new Municipal properties
• The SBU / Directorate responsible for a particular facility must inform manager: Communication and Public Participation of their intention
• The naming must take place in accordance with the below mentioned:
  ▪ The general procedural guidelines and rules for naming public and cultural places and streets: and
  ▪ The additional procedures set out below
• A notification of the proposed name must be published in a local newspaper
• Written comments on the name must be received within 28 days from the date of publication of notification.
• The applicant is held liable for all costs involved in the changing of the name (endorsements on general plans, new street names boards etc)
• The proposed name, with the relevant motivation and necessary information about the name, as well as complete financial report, must be submitted to the Naming Committee

Renaming / Naming municipal properties

• Municipal properties may be Renamed /Named in exceptional circumstances only
• The application for Renaming / Naming of Municipal property must be accompanied by convincing reasons.
• The Renaming / Naming must take place in accordance with the below mentioned:
  ▪ The general procedural guidelines and rules for naming public and cultural places and streets:
  ▪ The additional procedures set out below

• A notification of a name change must be published in the local press
• Written comments of the name change must be received within 28 days from the date of publication of the notification
• The comments must be included in a Report to Renaming / Naming Committee
<table>
<thead>
<tr>
<th><strong>GENERIC TERMINOLOGY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Avenue</strong></td>
</tr>
<tr>
<td><strong>Boulevard</strong></td>
</tr>
<tr>
<td><strong>By-pass</strong></td>
</tr>
<tr>
<td><strong>Close; Place</strong></td>
</tr>
<tr>
<td><strong>Crescent</strong></td>
</tr>
<tr>
<td><strong>Drive</strong></td>
</tr>
<tr>
<td><strong>Freeway</strong></td>
</tr>
<tr>
<td><strong>Lane</strong></td>
</tr>
<tr>
<td><strong>Road</strong></td>
</tr>
<tr>
<td><strong>Street</strong></td>
</tr>
</tbody>
</table>