

## SCHEDULE 1

### **PROCEDURAL GUIDELINES FOR POLOKWANE LOCAL GEOGRAPHICAL NAMING**

The Polokwane Local Geographical Names Policy is clear on the processes to be followed for the naming and renaming of township name zones, streets and municipal properties.

This guideline sets out the five phases of a naming project, namely preparation, public participation, submission of report, allocation of approved street names and implementation.

#### 1. PREPARATION

The Cultural services SBU takes the following steps:

- (1) Receives a naming application form (Schedule 2) or identifies areas or geographical features without names;
- (2) Adds a new project to the project list;
- (3) Forwards a request to records management(Registry) /City Planning and Property Management to open a project file;
- (4) Cultural service Prepares a project letter and map;
- (5) Sends a hard copy of the project letter and map to the Office of the Speaker for delivery to the relevant Ward Councillor;

When a person's name is proposed, the application must have a completed consent form (Schedule 3) and a completed motivation form (Schedule 4)

#### 2. PUBLIC PARTICIPATION

In terms of the Polokwane Local Geographical Names Policy,2019 the Office of the Speaker facilitates the public participation process. Thus the Office of the Speaker and the Ward Councillor are jointly responsible for this phase. Officials of the Office of the Speaker assist the Ward Councillor in determining a suitable time, date and venue for the public participation meetings.

The Office of the Speaker is also responsible for:

- (1) Arranging the public meetings;
- (2) Preparing and sending out invitations;
- (3) Preparing agendas;
- (4) Preparing attendance registers and ensuring that these are completed during the public participation meetings;

- (5) Recording proposed/selected names;
- (6) Compiling minutes of the public meetings; and
- (7) Liaising with the Cultural services on attendance of the public meeting and/or its cancellation.

After the public participation meeting, the following documents must be submitted to the Cultural service SBU without delay:

- (1) Copy of the invitation;
- (2) Completed attendance registers;
- (3) Minutes of the meeting;
- (4) Names proposed/selected by the community;
- (5) Application forms, consent from families and motivations to use people's names.

Cultural services and City planning and property management:

- (1) Do follow-up with the Ward Councillor and Office of the Speaker until the public participation meeting is set;
- (2) If requested and if necessary, attend public participation meetings to advise the community according to the Polokwane Local Geographical Names Policy,2019; and
- (3) Answer any relevant questions pertaining to the Polokwane Local Geographical Names Policy,2019.

### 3. REPORT

After all relevant information has been received from the Office of the Speaker, the report phase proceeds as follows:

- (1) Cultural services checks for duplication on the Street Names Tool and removes duplicated names.
- (2) Cultural services evaluates the proposed names against the provisions of the Polokwane Local Geographical Names Policy,2019.
- (3) Cultural services does thorough research to determine the language, meaning and source of the proposed names and records these on the Street Names Tool.
- (4) Cultural services prepare a report and all relevant Annexures with the list of proposed names that comply with the policy and are not duplicated.

- (5) The prepared report will circulate to the relevant Directorates within the Municipality for comments. All comments received will be comments included in the report
- (6) Cultural services prepare the agenda for the Local Geographical Names Committee meeting.
- (7) The Polokwane Local Geographical Names Committee together with the panel of external advisors will forward a recommendation to council.
- (8) After the report has been approved by Council, the allocation phase follows.

The process from the drafting of the report until submission of the final report for signatures can take three months. Signing itself can take two months, and only then can a report be submitted to the Office of the Speaker.

#### 4. ALLOCATION OF APPROVED STREET NAMES

There are two name allocation projects:

- Street names approved by Council for specific projects, ie for a specific township; and
- Street names selected from the Geographical Names Bank for a specific project.

##### 4.1 Allocation of street names approved by Council for specific projects

These projects usually take place in a residential/business area where development has already taken place but where street names have not been formally approved. Proposed street names are solicited from the community during public meetings that take place in specific wards. The Ward Councillor and representatives of the community attend these meetings.

The following steps are followed by the Toponymy Subsection when approved street names are allocated to specific projects:

- (1) Cultural services and City Planning and Property management SBU's receive the Council's notice regarding the approval of street names.
- (2) Cultural services together with Corporate Geo-informatics prepares a letter and maps for the allocation of approved street names.
- (3) Cultural services sends the letter and map for allocation of approved street names to the specific Ward Councillors.
- (4) The Ward Councillors, in conjunction with their ward committees, complete the allocation of the street names and sign off the allocation letters and maps. Ward Councillors must provide feedback within 30 working days.
- (5) The Ward Councillors send the completed signed off allocation letters and maps back to Cultural services.

- (6) Cultural services together with Corporate Geo- informatics uses the allocation letters (with allocation numbers provided by the Ward Councillors and their ward committees) to prepare the allocation maps.

#### 4.2 Selection and allocation of street names from the Geographical Names Bank for a naming project

- (1) Cultural services receive a request from the Ward Councillors or applicants to use names from the Geographical Names Bank.
- (2) Cultural services prepares a letter with the selection of street names from the Geographical Names Bank, as well as a project map indicating the number of street names needed, and forwards these to the Ward Councillor.
- (3) The Ward Councillors in conjunction with their ward committees select street names from the Geographical Names Bank, and at the same time complete the allocation of the street names. Ward Councillors must provide feedback within 30 working days.
- (4) The Ward Councillors complete the relevant selection and allocation letters for the street names from the Geographical Names Bank, sign them off and send them back to Cultural services
- (5) Cultural services uses the allocation letters (with allocation numbers as provided by the Ward Councillors and their ward committees) to prepare the allocation maps.

#### 4.3 Assistance from the Chairperson of the Local Geographical Names Committee

If the Ward Councillor does not inform the Department of the acceptance or non-acceptance of the names within 30 days from the day such a request was sent the officials in conjunction with the Chairperson of the LGNC will select names from the Geographical Names Bank.

### 5. IMPLEMENTATION

The relevant parties (municipal departments, the Surveyor-General and the developer and/or applicant) must be notified of the approved street names.

The implementation process entails five steps:

- (1) Notification of developers and/or applicants;
- (2) Endorsement of general plans;
- (3) Placement of street name boards;
- (4) Allocation of addresses;
- (5) Final inspection of street name boards.

#### 5.1 Notification of developers and/or applicants

Prior to the promulgation of a township and/or development, the developers and/or applicants are responsible for the endorsement of the general plans and the placement of street name boards.

The following steps are followed with the notification process:

- (1) Cultural services notifies the developers and/or applicants in writing of the approval of the street names for their township development.
- (2) The approval of street names and placement of street name boards form part of the pre-proclamation conditions. Developers and/or applicants must comply with this condition before the township establishment is proclaimed.

#### 5.2 Endorsement of approved street names on existing general plans.

- (1) After a township has been proclaimed, the responsibility for the endorsement of the general plans remains with developer and/or applicant. The Municipality will take over after the endorsement is done.
- (2) Cultural services will forward the endorsed general plans to Corporate Geo-informatics to update the LIS (land information system).

#### 5.3 Placement of street name boards by the Roads and Transport Department

After a township has been proclaimed, the responsibility for the placement of the street name boards on public streets shifts from the developer and/or applicant to the Municipality (*relevant on Municipal townships*).

Cultural services follow the following process to erect street name boards:

- (1) Prepares a letter for the placement of street name boards;
- (2) Forwards the request for the placement of street name boards and signed off final allocation map to the Roads and Transport Department;
- (3) Receives requests from the Roads and Transport Department to verify the spelling of the prepared street name boards;
- (4) Verifies the spelling and provides feedback to the Roads and Transport Department engineers;
- (5) Schedules a final inspection of the erected street name boards.

#### 5.4 Physical address allocation

The City Planning and Property Management SBU is the custodian of the allocation of all physical addresses within Polokwane Municipality boundaries. Addresses are allocated once approved street names have been allocated.

#### 5.5 Final inspection

In order to ensure the correctness of data between the LIS (land information system) and the physical location correspond, site inspections are done to verify that street name boards have been placed correctly and that the spelling on all street name boards are correct.