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## **1. BACKGROUND**

The United Nations Group of Experts on Geographical Names (UNGEGN) was established in pursuance of Economic and Social Council Resolutions 715 A (XXVII) of 23 April 1959 and 1314 (LXIV) of 31 May 1968 to further the standardization of geographical names at both the national and international level. In order to continuously coordinate the achievement of the required results across the world, the UNGEGN performs its work by means of divisions based on geographical proximity and the linguistic systems in use in the world. Recognizing that national standardization is a basic requisite for international standardization and that each country has the sovereign right to decide on the names and written forms for its features, the United Nations recommended that each country should have a national geographical names authority to standardize its names.

The SAGNC replaced the National Place Names Committee (NPNC), which was appointed in 1940 by the then Minister of Education, Arts and Science. The South African Geographical Names Council (SAGNC) is therefore an advisory body appointed by the Minister of Arts and Culture in terms of the South African Geographical Names Act, 1998 (Act 118 of 1998). It is the supreme authority on geographical names in South Africa and has jurisdiction over all names of geographical features and entities in the territories over which the South African government has sovereignty or jurisdiction acquired by treaty. Not only is the SAGNC the highest advisory body to the Minister on official place names in South Africa, but it also advises the Minister on the transformation and standardization of official geographical names.

The SAGNC is also responsible for facilitating the establishment of provincial geographical names committees such as the Limpopo Geographical Names Committee (LGNC). A provincial geographical names committee advises local authorities and works with them to ensure they apply the principles of the SAGNC. The LGNC makes recommendations to the SAGNC on geographical features within the provincial boundaries and liaises between communities and/or municipalities and the SAGNC. A priority of the SAGNC is to ensure that the general public of the country is involved in the naming process.

Polokwane Municipality prepared a policy regarding naming / renaming of townships, as there is a need for a uniform and common approach to the naming of streets, townships, and council owned properties to allow for a smooth running of services for the whole of the municipality. A municipal wide policy is needed to facilitate decision making with regard to related applications in order to standardise street naming and council owned properties.

## 2. DEFINITIONS

For the purpose of the policy the following definitions apply:

**Council** means the municipal council of the municipality as contemplated in Section 157 of the Constitution;

**Council owned properties** in terms of this policy means all municipal properties such as buildings, parks, libraries, museums, clinics, cemeteries, stadiums

**Cul-de-sac** means a street with a single entry, which is also the exit, into the street;

**Day** means a calendar day provided that when any number of days is prescribed for the doing of any act in terms of this policy, it must be calculated by excluding the first day and including the last day; provided further that, if the last day falls on a Saturday, Sunday or public holiday, the number of days must be calculated by excluding the first day and also the Saturday, Sunday or public holiday; and further if the day on which a notice in terms of this policy must appear in any media or *Provincial Gazette* such notice may not appear on a Saturday, Sunday or public holiday and which shall for purposes of the calculation of days be excluded;

**Polokwane Local Geographical Names Bank** means a database consisting of approved geographical names within the area of jurisdiction of Polokwane Local Municipality;

**Geographic name** means the name of any terrestrial feature within the borders of the Republic of South Africa, together with the area of jurisdiction of the Republic acquired by treaty, whether —

- (a) natural or man-made or adapted by human agency; or
- (b) populated or unpopulated.

**Townships name** means the name allocated to a new township establishment. (This name is made up of the name of the township zone name and the next available extension number. Names of new township developments have to be allocated by issuing a reservation letter);

**Townships zone name** means a distinct name reserved for a broader area in which township development can take place. (All new township establishments will then bear the same distinct zone name as well as a unique extension number. If a township zone does not have an approved name, a township zone name needs to be approved before new townships can be reserved);

**Municipality** means the Polokwane Local Municipality or its successor in title as envisaged in section 155(1) of the Constitution established by Notice under section 11 and 12 in 2000 and amended by Notice No 1866 of 2010 in terms of the Local Government Municipal Structures Act, 1998 (Act 117 of 1998), as amended;

**Panel of external advisers** means people who are nominated and appointed by the Council and who are experts on history, culture, linguistics, town planning, toponymy, reconciliation and religion;

**Public road** means 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;

**Public street** means any street, road or thoroughfare shown on the general plan of a township, agricultural holding or other division of land or in respect of which the public has acquired a prescriptive or other right of way registered and/or zoned as a street in favour of the public;

**Private road / Right of way Servitude** means 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; and

**Private street** means a street that is not a public street, that is inside a sectional title complex or a Section 21 homeowner's association complex. A body corporate/home owners association will thus be the owner of the street. Private streets also include rights of way registered in favour of private users.

### **3. GENERIC TERMINOLOGY AND CLASSIFICATION OF ROADS**

#### **3.1 Generic terminology**

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

**Avenue** is a wide and attractive city street, often with an avenue of trees but on a smaller scale than a boulevard;

**Boulevard** is a wide, pretentious street, usually a traffic artery or primary road with an avenue of trees;

**By-pass** is a wide road, which runs around a densely populated suburban areas to allow traffic to flow past it;

**Circle** is a ring road starting and ending at the same point;

**Closed Place** is a blind alley or cul-del-sac;

<b>Crescent</b>	is a ring road or street with an arch which subtends an angle of less than 180 degrees;
<b>Drive</b>	is a picturesque route; or a private carriageway to a dwelling;
<b>Freeway</b>	is a dual carriageway with grade separated intersections and interchanges at 5 km intervals;
<b>Lane</b>	is a narrow road or trail (alley), often only for service vehicles;
<b>Road</b>	is a public communication road (generally used to describe thoroughfares outside built-up areas); and
<b>Street</b>	is a road in the city or town serving houses, businesses, shops etc.

### 3.2 Classification of roads

**Freeway**, the main function is to provide provincial- and regional mobility. Usually located in a wide reserve. The adjacent developments are usually built with their backs toward the road. No direct access to stands. The design and standard of the road and the management of adjacent land uses must enable traffic to maintain speeds as allowed within the speed limit. Obstruction, delay or stops should only occur when there is an accident or emergency. Access to the adjacent land and other roads are provided via proper intersections with level separation. These roads usually have no traffic signals or stop streets;

**Mobility Spine**, the main function is to provide a city-wide mobility between activity areas. The road-reserve is usually narrower than that of a freeway. Adjacent developments are usually turned with their backs toward the road. As an exception there may be limited direct access to developments e.g filling stations. Continuity of the road is very important. It should be possible to maintain good traffic flow along the whole route. Obstructions, delays or stops should be minimised. Traffic signals are usually synchronised to the benefit of the traffic along the mobility spine where it intersects with other lower order roads;

**Activity Spine** gives direct access in some way to non-residential uses. A more business like character is experienced in the node- areas when travelling along these roads. These roads carry large volumes of traffic. The level of mobility varies depending on the intensity of developments along the roads and delays can occur because of direct accesses from these roads. The roads could be signalized or regulated by traffic control measures like traffic signals or 4-way stops where other roads intersect;

**Activity Street**, means a service road for concentrations of activities and developments. The priority is no longer to supply good mobility or link nodes or activity areas, but to provide direct access, on-street parking- and loading facilities. It can play a major role in supporting the abovementioned roads and should be encouraged to flank and complement corridors, mobility spines and activity spines to

ensure their stable mobility function. Mixed land uses are encouraged along activity streets;

**Residential Collector**, in all residential areas, there is a road, (sometimes more than one), that serves as a collector of local traffic and provides linkage with the major roads discussed above. Because residential sites next to these roads have good exposure and can be purchased economically (as a house), businesses tend to locate there and then convert the building to serve their purpose; and

**Residential Street**, means a street that serves and gives access to adjacent erven which does not require specific action other than to maintain it in its present form.

#### 4. ABBREVIATIONS

UNGEGN: United Nations Group of Experts on Geographical Names

SAGNC: South Africa Geographical Names Council

NPNC: National Place Names Committee

LGNC: Limpopo Geographical Names Committee

PLGNB: Polokwane Local Geographic Names Bank

PLGNC: Polokwane Local Geographical Names Committee

SBU: Strategic Business Unit

#### 5. PURPOSE OF THE POLICY

This policy seeks to regulate the processes associated with the naming and renaming of streets, townships, and council owned properties. In addition to the process, this policy also 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.

#### 6. OBJECTIVES OF THE POLICY

6.1 To align the policy with relevant and applicable legislation.

6.2 To outline the process and procedures of naming/ renaming of streets, townships and council owned properties.

6.3 To outline the process and procedures on how to determine townships zones.

6.4 To make provision for establishment of the Geographic Names Bank.

#### 7. LEGISLATIVE CONTEXT

## **7.1 Related Legislation**

The policy is embedded in national and provincial legislation.

### **7.1.1 National legislation**

The following national legislation were taken into consideration in this policy:

- (1) Constitution of the Republic of South Africa, 1996;
- (2) South African Geographical Names Council Act, 1998 (Act No.118 of 1998);
- (3) Regulations on the standardisation of geographical names published in *Government Gazette* 24999 of 7 March 2003 by Notice R339;
- (4) Land Survey Act, 1997 (Act No. 8 of 1997);
- (5) Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);
- (6) Local Government: Municipal Systems Act, 2000 (Act No. 36 of 2000); and
- (7) Spatial Planning and Land Use Management Act (Act No. 16 of 2013).

### **7.1.2 Provincial legislation**

This policy took cognisance of the following provincial legislation:

- (1) Rationalisation of Local Government Affairs Act, 1998 (Act 10 of 1998);
- (2) Town-planning and Townships Ordinance, 1986 (Ordinance 15 of 1986);
- (3) Local Government Ordinance, 1939 (Ordinance 17 of 1939).

## **8. PANEL OF EXTERNAL ADVISORS**

A panel of external advisers who advises the Polokwane Local Geographical Names Committee (PLGNC) must be established.

- (1) The panel will advise Polokwane Local Geographical Names Committee (PLGNC) on spelling, meaning, language and origin of names proposed for naming and renaming applications that have been submitted for consideration.
- (2) The panel must consist of 3 to 6 members selected by public nominations received through a process of advertising for a period of 30 days.
- (3) Nominations to serve on the panel must include the permission of the nominee and his/her full particulars, including contact details, relevant expertise and qualification(s), and a full justification by the nominator(s).
- (4) The demographic profile and cultural composition of the Polokwane Local Municipality must be reflected in the profile of the panel.

- (5) The nominee must have expertise, experience and a qualification in two or more of the following areas: history, culture, linguistics, town planning, toponymy, reconciliation and religion.
- (6) The panel will meet at the discretion of the Chairperson of the PLGNC.
- (7) The Chairperson of the Committee will invite representatives of the appointed external advisers to meetings of the PLGNC to ensure continuity. The external advisers will however be only *ex officio* members of the meeting.

## **9. Types of Applications for Naming**

The types of applications for naming are as follows;

Township Zone Name  
Township Name  
Street Names  
Geographic Names Bank  
Naming and Renaming of Municipal Properties

The general guidelines for naming as well as the rules for the naming or renaming of public places and streets will be uniform across all types of applications to be named, except naming and renaming of municipal properties. **Furthermore, interested parties to apply and how to apply is the same across all applications. The only difference will be the procedure in deliberating on those applications.**

### **9.1 Who may apply**

All matters concerning the naming of public places vest in the Municipality. Therefore, National government departments, Provincial departments, Local authority, the South African Post Office, developers and any other body, person, community or organisation within the boundaries of the Polokwane Local Municipality who wish to apply for a township zone name, township name, naming and renaming of public places and streets must submit the application in writing to Cultural Services SBU

### **9.2 How to apply**

- (1) An applicant who wishes to apply for Township zone name, Township name, naming and renaming of public places and streets must submit the application in writing to Cultural Services SBU.
- (2) The application for a Township zone name, Township name, naming and renaming of public places and streets must include at least the following:
  - (a) Complete and signed application form;

- (b) Motivation memorandum justifying the name (including convincing reasons for changing the name);
- (c) motivation with sufficient information about the proposed name (origin, historical background, meaning, language, pronunciation, and any other information which the Municipality may deem necessary);and
- (d) If a person's name is proposed, consent from the person (if he/she is still alive) or the family (if the person is deceased) should be included in the motivational memorandum.

### **9.3 Procedures**

#### **9.3.1 In the case of Township Zone names, the Municipality will process the application and make a recommendation to the LGNC that will make a recommendation to the SAGNC.**

- (1) The Manager: Cultural Services SBU or his/her delegate must evaluate the proposed names in line with the provisions of this policy.
- (2) Communication and Marketing SBU in consultation with Cultural Services SBU must advertise a notification indicating the proposed new township name zone or by publishing a notice in the local newspaper, stating at least the following:
  - (a) Proposed new township name;
  - (b) last date for objections; (14 days from the date of publications)
  - (c) address for submission of objections or comments.
  - (d) Notice must be published in the local area affected,
- (3) Any comments or objections regarding the proposed name must be forwarded to the Cultural Services SBU for inclusion in the final report to the PLGNC.
- (4) All proposed names must be referred to the Panel of External Advisers and their comments must be included in the report to the PLGNC.
- (5) The completed application and annexure have to be included in the report to the PLGNC for consideration by the Council.
- (6) The PLGNC must forward its recommendations to the Council for consideration and approval.
- (7) The Council's approval must be submitted to the Limpopo Geographical Names Committee for recommendation to the SAGNC.
- (8) After notification of acceptance by the SAGNC, the name must be considered as official and proclamations can then take place.

**9.3.2 In case of an existing township name within a demarcated township zone boundary, an authorised official may add new extension numbers to the township name, without referral to the PLGNC**

- (1) The Manager: City Planning and Property Management SBU in consultation with Manager: Cultural Services SBU must evaluate the proposed township development against the existing township zone name and determine the next available extension number.
- (2) All new township names have to be reserved by writing a reservation letter to the applicant.

**9.3.3 In case of changing the name of a proclaimed township**

- (1) Criteria for renaming proclaimed township names:

The following criteria will assist in prioritising the renaming of a proclaimed township name:

- (a) The name change will enhance the community's sense of ownership, assist in building the community and redefine society.
- (2) No change in the name of any immovable property will be recorded in a deeds registry unless approved by the Minister of Arts and Culture.
- (3) The Manager: City Planning and Property Management SBU in consultation with Manager: Cultural Services SBU must evaluate the proposed names in line with the provisions of this policy.
- (4) The Office of the Speaker must comment on the proposed name changes in order to obtain comments for a Proclaimed Township.
- (5) Communication and Marketing SBU must also advertise in all relevant newspapers and, if necessary, conduct road shows to market and promote the changes, as well as budget for these functions.
- (6) A notification of the proposed new name must be published in the local newspapers, stating at least the following:
  - (a) Proposed new township name;
  - (b) last date for objections; 14 days from the last date of publication
  - (c) address for submission of objections or comments.
- (7) Written comments on the name must be received within 14 days from the date of publication of the notification.
- (8) Any comments or objections regarding the proposed name must be forwarded to the Manager: Cultural Services SBU for inclusion in the final report to the PLGNC.

- (9) All names must be referred to the Panel of External Advisers at the sole discretion of the Chairperson of the Committee, and their comments if solicited must be included in the report to the PLGNC.
- (10) A completed application together with a report stating the intention to rename a proclaimed township must be referred to the PLGNC for consideration.
- (11) The PLGNC must forward its recommendations to the Council for consideration and approval.
- (12) The Council's approval must be submitted to the Limpopo Geographical Names Committee (LGNC) for recommendation to the SAGNC and the Minister.
- (13) If the Minister is satisfied with the proposed name, he/she may order the Surveyor-General to effect the name change in the relevant registers and documents and on the relevant diagrams.
- (14) The Surveyor-General must notify the registrar concerned of any name change and the registrar will thereupon amend the relative deeds and registers.
- (15) After notification by the SAGNC and the Surveyor-General the name change can be considered as official.

## **10. STREET NAMES**

### **10.1 General guidelines for the naming and renaming of streets and public places**

#### **10.1.1 Mandatory guidelines for naming and renaming of streets**

- (1) The length of street names should always be taken into consideration in terms of the cartographic layout of maps, (i.e. shorter names for shorter streets, longer names for longer streets, etc). Shorter streets giving access to fewer than six stands should retain the same name as the street cutting across. Cul-de-Sac's/Places with a street length of more than 50 meters should be allocated a street name.
- (2) When the name of a person is used, the prominence of the street should be in proportion to the stature of the person. Consent from the person (if he/she is still alive) or the family (if deceased) should be included in the motivating memorandum.
- (3) When a street is intersected by a natural or man-made barrier, the affected street may be renamed by using the existing name in addition to a direction route marker, i.e. Market Street.
- (4) If the natural or man-made barrier is removed so that two or more streets are joined, the affected streets should be given the same name to prevent one street from having two or more names, leading to confusion.

- (5) All named streets must have a definite starting point and end. These can be a T-junction, cul-de-sac, Y-junction or river.
- (6) Changes in direction or bends in a street are not regarded as starting points or ends of streets.
- (7) If a street is extended in the same direction, the new section must have the same name as the rest of the street. Alternatively, the whole street must be renamed.
- (8) No street name may be duplicated (i.e. may have the same spelling or phonetic format). A name may be translated into the other official languages.
- (9) Multilingual street names: The street name that appears on the approved Surveyor-General's General Plan has to be used as the primary street name.
- (10) If the street name is an ordinal number, it should be written out, i.e. Fourth Street not 4<sup>TH</sup> Street.
- (11) A street name can only change at an intersection.
- (12) Cul-de-sacs have a separate street name assigned to them if there are more than six stands, given that the erf sizes (thus the length of the street) merit this.
- (13) Amendments to the spelling of names on submitted reports have to include a copy of the source indicating the correct spelling of the word.

### **10.1.2 Recommended guidelines**

- (1) Private street names (i.e. those in sectional title or other private complexes) should be assigned in accordance with this policy.
- (2) Street names should be as short as possible to fit on a regular name board without excluding others.
- (3) If a street name is extended in such a way that negative street numbers would have to be assigned, a new name should be allocated.
- (4) With new townships, the application for street names should be lodged simultaneously with the application for township establishment or amendment of township layout.
- (5) After the approval of the changing of a street name, the street name boards of the previous street name must be retained for a period of at least 2 years on the street pole but be struck through. The new street name must be erected above the previous street name with a different colour to be clearly distinguishable.

### **10.1.3 Guidelines for name selection**

- (1) The historical, social and cultural significance must be considered.
- (2) Proposed names should meet one of the following criteria:
  - (a) Honour or commemorate noteworthy people associated with the Municipality, Provincial and National;
  - (b) Commemorate Local, Provincial and National natural or international historical places or events and memories of cultural significance to the people of Polokwane Local Municipality;
  - (c) Strengthen the community's heritage and promote the character of the area;
  - (d) Recognise indigenous and international flora and fauna or natural features of the Polokwane Local Municipality; and

- (e) Recognise the cultural diversity of the people of the Polokwane Local Municipality.
- (3) The use of neutral names such as those of trees, birds, minerals flora and fauna is accepted.
- (4) Names should preferably have a South African character or connection.
- (5) The following types of names must be avoided:
  - (a) names that duplicate other names (same language);
  - (b) names of living people, unless they are truly of national and/or international significance;
  - (c) names that are offensive, vulgar, blasphemous, indecent or derogatory with regard to race, colour, creed or gender;
  - (d) names of which the spelling or pronunciation is so close to existing names that they may cause confusion;
  - (e) names that are too long or clumsy, especially where the streets to be named are short or the places to be named are small, as this could cause cartographic problems;
  - (f) names that may be regarded as an advertisement for a particular product, service or firm; and
  - (g) the names of existing townships or geographical features used as street names.

#### **10.1.4 Naming without Council approval**

- (1) Where existing streets are extended (continued) and the street names have been approved, the existing names must be given to the extension.
- (2) When a new township is established within an approved zone name, only a new extension number need be added to the existing name, and no approval is required for this.
- (3) Street names for private roads in a Section 21 company township or subdivision, privately owned rights of way will be checked for duplications and be measured whether it corresponds with the guidelines of the policy. Toponymy approval will be granted by Council to the private street names if the criteria have been met.
- (4) Administrative errors and/or incorrect spelling of names may be rectified without going through the process described in this policy and without formal approval by the Council.
- (5) If incorrect street name(s) had been captured on the database and administrative corrections is necessitated.
- (6) Allocation of already approved street names, banked on the Geographical Names Bank can be done by the Cultural Service SBU.

## **10.2 Naming of streets**

The general guidelines for streets will apply (see sections 10.1.1-10.1.3).

### **10.2.1 Continuation of existing streets**

Where existing streets are extended, the existing name must be given to the extension, but the name need not be approved again.

### **10.2.2 Procedure**

- (1) The Manager: Cultural Services SBU must evaluate the proposed names in line with the provisions of this policy.
- (2) The Office of the Speaker must comment on the proposed names.
- (3) If no reply concerning the community's acceptance or non-acceptance of the names is received from the Ward Committee within 30 days from the day the request for acceptance of the names was sent, the names are deemed to have been accepted, and the Council is entitled to consider the proposals.
- (4) Any comments or objections regarding the proposed name changes must be forwarded to the Manager: Cultural Services SBU for inclusion in the final report to the Council.
- (5) All names must be referred to the Panel of External Advisers and their comments, if any, must be included in the report to the Council.
- (6) All names must be referred to Council for consideration.
- (7) Proposed names (on reports) could only be amended once proof of the correct spelling and the source thereof has been received.
- (8) The relevant parties (municipal SBU's, the Surveyor-General and the developer or applicant) must be notified of approved names.

## **10.3 Renaming of public places and streets**

The general guidelines for the naming or renaming of public places and streets will apply (see sections 10.1.1-10.1.3).

### **10.3.1 Guideline for renaming public places and streets**

The application for the renaming of a street must be accompanied by written motivation.

### **10.3.2 Criteria for prioritising the renaming of public places and streets**

The following criteria are ranked in order of importance to assist in prioritising the renaming of public places and streets in existing townships:

- (a) The existing name is considered to be offensive;
- (b) the name change is desirable to promote the goodwill of South Africans; and
- (c) the name change will enhance reconciliation of the community, assist in building the community and redefine society.

### **10.3.3 Procedure**

- (1) The Manager: Cultural Services SBU will scrutinise the proposals for compliance with this policy. Renaming proposals that do not contain all the requisite information will be returned to the proposer with a request for supplying the missing information.
- (2) The Manager: Cultural Services SBU must evaluate the proposed names against the provisions of this policy.
- (3) The Office of the Speaker will comment to the proposed names
- (4) Communication and Marketing SBU must be involved with and take responsibility for the municipal wide marketing of and communication on street name changes.
- (5) Communication and Marketing SBU is responsible for the advertisements in all relevant newspapers, as well as any road shows deemed necessary to market and promote the changes, as well as for the budget for these functions.
- (6) Notification of the proposed new name must be published in the local newspapers.
- (7) Written comments and/or objections regarding the name must be received within 14 days from the date of publication of the notification.
- (8) Any comments or objections regarding the proposed name changes must be forwarded to the Cultural Services SBU for inclusion in the final report to the PLGNC.
- (9) All names must be referred to the Panel of External Advisers, and their comments must be included in the report to the PLGNC.
- (10) All names must be referred to the PLGNC for consideration.
- (11) The PLGNC must forward its recommendations to the Council for consideration and approval.
- (12) The Council will take the final decision on the proposed renaming and its implementation.

- (13) Administrative errors and/or incorrect spelling of names may be rectified without going through the process described in this policy.
- (14) Proposed names could only be amended once proof of the correct spelling and the source thereof has been received.
- (15) The relevant parties (municipal SBU's, the Surveyor-General and the applicant) must be notified of an approved name.

## **11. GEOGRAPHICAL NAMES BANK**

The general guidelines for the naming as well as the rules for the naming or renaming of public places and streets will apply

### **11.1 Purpose of the Geographical Names Bank**

The Geographical Names Bank is a database consisting of existing, approved geographical names for the Polokwane Local Municipality area. These names are ready for allocation to a specific street or public place and need only be approved in principle by the Chairperson of the Committee. In order to avoid duplication, all new and proposed names should first be verified against the Geographical Names Bank.

### **11.2 Procedure for approval of names on the Geographical Names Bank**

- (1) Any person, community or organisation within the boundaries of the Polokwane Local Municipality is entitled to propose new names to be added to the Geographical Names Bank.
- (2) All names must be accompanied with the language, meaning and proof of the source of the name.
- (3) The Manager: Cultural Services SBU in consultation with the Manager: City Planning and Property Management SBU will prepare a report on the proposed names to be added on the Geographical Names Bank.
- (4) The report on the proposed names will then be referred to Panel of External Advisers for comments.
- (5) A report with comments will be referred to the PLGNC for consideration and the PLGNC will then recommend the report to the Mayoral Committee as well as Council.

### **11.3 Procedure for using approved street names from the Geographical Names Bank**

- (1) The applicant must submit a written request for using names in the Geographical Names Bank.

- (2) Cultural Services SBU will then liaise with the Councillor/Ward Committee and provide them with a list of approved names.
- (3) Once all parties agree on the names, a confirmation document will be prepared and should be signed by the Ward Councillor to confirm that the names could be allocated to his/her ward.
- (4) If the Ward Councillor does not inform Cultural Services SBU of the acceptance or non-acceptance of the names within 30 days from the day the request for such information was sent, the officials in conjunction with the Chairperson of the Committee will select names from the Geographical Names Bank.
- (5) Due to the fact that the names in the Geographical Names Bank have already been approved no further approval by Council is deemed necessary.

## **12. NAMING AND RENAMING OF MUNICIPAL PROPERTIES**

This section is applicable to all municipal properties such as buildings, parks, libraries, museums, clinics, cemeteries, stadiums etc.

### **12.1 Who may apply**

The Strategic Business Unit within the municipality responsible for a particular property may propose a name for it.

### **12.2 Procedure**

- (1) The Manager: Cultural Services SBU must evaluate the proposed name in line with the provisions of this policy and submit a report to the PLGNC.
- (2) Communication and Marketing SBU will be responsible for the advertisements in all relevant newspapers and any road shows deemed necessary to market and promote the changes, as well as for the budget for these functions.
- (3) Notification on the proposed new name must be published in the local newspapers.
- (4) Written comments on the name will only be received within 14 days from the date of publication of the notice.
- (5) Any comments or objections regarding the proposed name changes must be forwarded to the Cultural Services SBU for inclusion in the final report to the PLGNC.
- (6) The Office of the Speaker will comment on the proposed names.
- (7) All names must be referred to the PLGNC, who will evaluate and consider the names.
- (8) The PLGNC must forward its recommendations to the Council for consideration and approval.

- (9) Once Council has approved a name all relevant parties (municipal SBUs) must be notified of an approved name.

### **13. APPEAL PROCEDURE**

- (1) An applicant or objector who is aggrieved by the decision taken (relating to this policy) may apply in writing to the office of the speaker within 21 days.
- (2) The Polokwane Municipality Appeals Committee shall consider the appeal with due regard to the appeal procedures as set out in the Polokwane Local Municipality section 62 appeal authority procedure policy, 2016.

### **14. FINANCIAL CONSIDERATIONS**

- (1) The costs of erecting or changing street name boards and signs resulting from the renaming of existing streets will be borne by the Municipality.
- (2) The costs resulting from the renaming of streets and the naming and renaming of public places, natural areas and municipal buildings and artefacts will be borne by the Municipality.
- (3) 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.

### **15. BIBLIOGRAPHY**

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