

Christchurch City Council **Naming Policy 2023**

Guide to the naming process



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Christchurch City Council

Naming Policy 2023

Guide to the naming process

1. Introduction

- 1.1 The Council is responsible for naming roads, parks, and public facilities such as libraries and recreation centres.
- 1.2 The names we give to roads, parks, and facilities are important. Names connect us to the land and the environment around us, enhancing the character and heritage values of places.
- 1.3 Names are necessary for identifying the precise locations of places, which is vital for emergency and other services.
- 1.4 They create a sense of place, reflecting our shared history and landscape and can tell stories about where we are today, and what has gone before.

2. Purpose

- 2.1 This guide accompanies the Council's **Naming Policy 2023** ('Policy') (<https://ccc.govt.nz/naming-policy/>) and provides further operational detail on the procedures for naming a road, park, or facility, including requirements for consultation and engagement.
- 2.2 This guide is intended to ensure the naming process aligns with Council policy by:
 - outlining a consistent approach to help ensure names are meaningful and have enduring connection to the place
 - providing practical guidance to those who make name applications
 - assisting Council staff to assess those applications
 - providing guidance to decision-makers

3. General Naming Matters

How to identify an appropriate name

- 3.1 Sections 1, 2, and 6 of the Policy must be considered when identifying potential names. Sections 1 and 2 contain criteria to help identify appropriate names for roads, parks and facilities. Section 6 outlines names which are not suitable and will not be approved.
- 3.2 Possible avenues for identifying suitable name options include seeking information from:
 - stakeholders
 - mana whenua
 - the relevant Community Board
 - Christchurch City Libraries
 - National Library
 - Online resources such as the women’s suffrage petition database or New Zealand history biographies, both available on the New Zealand History website: www.nzhistory.govt.nz
- 3.3 Where Council staff are identifying options, the Heritage team and Insite service may also be able to assist in identifying name options.
- 3.4 In addition, specific to road naming:
 - Section 11 of the policy outlines the style guide for road names.
 - You can contact the Resource Consents Unit on (03)941 8999 or dutyplanner@ccc.govt.nz if you would like to discuss the proposed theme for road names for a subdivision prior to submitting an application.

Te reo Māori names and gifted names

- 3.5 Section 3 of the Policy outlines the types of roads, parks, and facilities where a gifted te reo Māori name should be sought.
- 3.6 Typically, a Māori name should be reserved for the larger metropolitan facilities, the busier collector roads, and for large parks which have natural water or where there are Māori ancestral or cultural values associated.
- 3.7 Drainage and Stormwater reserves, Utility reserves, and Local Purpose reserves are not suitable for Māori place names because of conflicting values and perspectives regarding the management of stormwater.
- 3.8 The decision to seek a gifted name will be at the discretion of the Treaty Partnerships team, who will advise on appropriateness of the approach on a case-by-case basis.
- 3.9 The relevant Rūnanga may decide, at any point throughout the process, that it does not wish to gift a name and/or they do not consider a Māori name is appropriate. In this case, the naming process reverts to the standard process for any other road/park/facility and alternatives must be identified by either the developer or Council staff (as appropriate).
- 3.10 Where a name is gifted by mana whenua, the name is accepted by the decision-maker and no alternative options are provided for consideration.

Te reo Māori names (not gifted)

- 3.11 Where te reo Māori names are proposed (and not gifted by mana whenua), these name options must be approved by the Council's Treaty Partnerships team to ensure they are culturally appropriate before they are suggested to the Community Board as a preferred or alternative option.
- 3.12 The Treaty Partnerships team may advise targeted consultation with mana whenua if appropriate (for example, if there are tīpuna (ancestral) links).

Dual names (Māori and English)

- 3.13 Dual names reflect the rich and diverse heritage of a community and enhance local iwi identity. Dual names may be considered for facilities and significant parks and reserves where it is considered beneficial for communication purposes.
- 3.14 Combining te reo Māori names with an English descriptor for facilities, for example, incorporates the purpose of the facility within the name, supports communication to a wider audience, and is consistent across the Christchurch City Council's network of Recreation and Sports Centres.
- 3.15 Dual names will not be considered for roads.

Requesting a gifted name

Roads

- 3.16 When a busy collector road is to be named, the consent holder will be advised of the policy requirement to request a te reo Māori road name. The process in this instance is:
1. The applicant consults with mana whenua to request a te reo Māori name.
 2. The applicant submits a road naming request and provides evidence of consultation with mana whenua and the gifted name and its associated story, or evidence that mana whenua chose not to provide a name.
 3. Council staff continue with the usual process, as outlined below in the section on the naming process for roads and rights of way. If there is a gifted name, alternative names do not need to be provided.
 4. The relevant Community Board considers the report and makes a decision. (Note: Where a name is gifted, it is accepted).

Parks and facilities

- 3.17 If it has been determined that the criteria for requesting a gifted te reo Māori name has been met, the process will be as follows:
1. Council staff brief and seek agreement from the relevant Community Board on the proposed approach to naming.
 2. Staff make a request for a Māori name through the Council's Treaty Partnerships team, including any specific requirements.
 3. The Treaty Partnerships team assesses the request. If they agree a gifted name is appropriate, they engage with mana whenua, providing information on the request (which may include naming suggestions) to support a decision by the Rūnanga or Iwi.

4. Mana whenua considers the request and decides whether to gift a name.
5. A gifted name may be accompanied by a brief description of the meaning of the gifted name and its connection to the place.
6. If a te reo Māori name has been gifted, it will not be consulted on by the Council.
7. Staff undertake any necessary checks and prepare a report to the decision maker which will be either the Community Board (for parks and for local facilities) or the Council (for regional or metropolitan facilities), recommending the gifted name is accepted. No alternative options are provided. Recommendations should include thanks for the gifted name.
8. The gifted name is presented to the Community Board, or the Council for regional or metropolitan facilities, for acceptance. Where a name is gifted, it is accepted.

Consultation on Naming Proposals

- 3.18 Section 12 of the Policy outlines when consultation and engagement is required for naming roads.
- 3.19 Consultation on name options generally does not occur. However, there are certain circumstances where we will consult, including with:
- those directly affected where naming/renaming results in the change of a street address
 - direct descendants where a proposed name is in honour of a recently deceased person (i.e., within the last 10 years)
 - Rūnanga or iwi on any proposal for dual naming
- 3.20 When consultation is needed, requirements will be determined on a case-by-case basis in line with the Council's [Significance and Engagement Policy](https://ccc.govt.nz/significance-and-engagement-policy) (https://ccc.govt.nz/significance-and-engagement-policy). In some cases, this might involve seeking suggestions for names, and in other cases the purpose of consultation may only be to inform stakeholders. Relevant factors to consider under the Significance and Engagement Policy include:
- the number of people directly affected, and the extent and ways in which they are affected by the naming/renaming
 - the level of community interest
 - the benefits and costs of the naming – particularly in instances of renaming
- 3.21 Where there are sensitive circumstances surrounding a name change, consultation should be targeted at those directly affected only.
- 3.22 Where a name is gifted by mana whenua, there will be no consultation on what the name is, but the Council may deem it appropriate to consult at the “inform” level with anyone directly affected.

Changing Existing Names

- 3.23 A name is intended to be a permanent feature of a place. Name changes will only be considered in exceptional circumstances, and if there is clear benefit to the community.

- 3.24 The circumstances in which name changes will be considered are set out in section 7 of the Policy and summarised below:
- to correct spelling or punctuation
 - to make corrections or alterations consistent with changes to place names approved by the New Zealand place naming authority (New Zealand Geographic Board – Ngā Pou Taunaha o Aotearoa)
 - to allow dual names for parks and facilities
 - to change a name considered offensive or that has fallen into disrepute
 - to provide clarity for wayfinding (e.g., where a street has been divided by development)
- 3.25 In cases of names considered offensive or that have fallen into disrepute, evidence or support from those affected by the name may be appropriate in some circumstances.
- 3.26 Where a name is proposed to be changed, this must be clearly justified, and have clear benefits to the community. Staff must consider the impacts of renaming, and the ways those impacts can be minimised. This assessment must be provided to the relevant Community Board to inform their decision-making. Staff may contact the Strategic Policy team for more advice on undertaking an impact assessment.

Guidance for decision-makers

Delegations

- 3.27 Who has the authority to approve names and name changes is set out in the [Council's Delegations Register](https://ccc.govt.nz/register-of-delegations) (<https://ccc.govt.nz/register-of-delegations>).
- 3.28 Community Boards currently have the delegation to:
- determine the name of any reserve, and to determine the change of name of any reserve, under the Reserves Act 1977 s16(10)
 - name local cemeteries, and to change the name of local cemeteries, under the Burial and Cremation Act 1964 s7
 - name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road, under the Local Government Act 1974 s319(1)(j)
 - Name, or change the name of any park (as defined by s138(2) of the Local Government Act 2002).
- 3.29 Council retains the power to name facilities with regional status.

Consideration of Policy

- 3.30 Naming decisions should be made in accordance with the Policy. A recommended name can be declined by the decision maker if it is inconsistent with the Policy.

Gifted names

- 3.31 Where a te reo Māori name is gifted, the decision maker formally accepts the gifted name (with no other alternatives considered). In all other cases, the decision maker decides on the name and can consider alternative options.

4. Naming Processes

Road or right-of-way naming

- 4.1 Under section 319(1)(j) of the Local Government Act 1974, the Council decides on the names of all roads (except for motorways) within its boundaries.
- 4.2 A visual summary of the naming process for roads and rights-of-way is set out as Appendix 1.
- 4.3 The process for requesting the gifting of a te reo Māori name for a road is explained in paragraph 3.16, above.

When road names are required

- 4.4 All formed public roads and most private roads, including existing unnamed accessways which are extended to create six or more addressing sites, need to be named.
- 4.5 Sections 9 and 10 of the Policy detail where roads do, or do not, need to be named.
- 4.6 When naming is required for new roads and rights-of-ways, this is specified in the conditions of the subdivision consent or right-of-way approval. All road and right-of-way names must be approved by the local Community Board.
- 4.7 An applicant (generally the landowner, surveyor, or agent) should apply for new road names for roads resulting from a subdivision or development as early as possible. The road name must be approved prior to the issue of the section 223 certificate or section 348 certificate.
- 4.8 Applications to name existing unnamed road or to alter a road name can be made at any time.
- 4.9 Staff time relating to naming will be charged as part of the final fees for the subdivision consent or right of way application.

Making an application

- 4.10 Applications must be made on the approved form in accordance with the requirements of the Policy. The style guide in section 11 of the Policy must be adhered to.
- 4.11 Each application shall include:
 - Proposed new road/right of way name(s) – a preferred name and at least two alternative names listed in order of preference for each road. Alternative names must be provided in all circumstances except where mana whenua has gifted a name.
 - A short explanation of the background for each name, including its origin and link with the area.
 - Details on how the proposed name(s) meet the criteria for acceptable names in the Policy.
 - Evidence that consultation requirements (where needed) have been met.
 - A plan of the subdivision or right-of-way showing connections to existing roads within the surrounding road network, and the names of all existing and proposed roads on the plan.
 - The applicant's contact details. Where a proposal involves the naming of multiple roads, one application may be submitted for all names.
 - If proposing to alter an existing road name, the justification for the change showing clear benefits to the community for the change in accordance with the Policy.

Staff assessment for compliance

- 4.12 Council staff receive the application and check the preferred and alternative names for appropriateness and compliance with the Policy, this guide, and Toitū Te Whenua – Land Information New Zealand requirements.
- 4.13 Where the proposal does not comply with the Policy or other requirements, the applicant is advised within five working days, and is requested to amend their application to provide additional names to meet the Policy and/or other requirements.

Consultation

- 4.14 Consultation is not required for most road naming proposals to name roads in new subdivisions and developments. Council staff will advise on any requirement for consultation with:
- Directly affected property owners, if the new road name will mean a change of address for existing residents and property owners.
 - Anyone directly associated with the proposed road name, e.g., relatives of the person after whom the road is proposed to be named.
 - Mana whenua if the name has Māori origins.

Preparation of recommending report for Community Board

- 4.15 When a name has met the criteria as outlined in the Policy and other requirements, Council staff will prepare a report to the Community Board recommending approval of the road naming request.
- 4.16 If the land involved is the subject of a subdivision or resource consent, a member of the Council's Resource Consents team will prepare a report for the Community Board; otherwise, the project manager or traffic engineer will prepare the report.
- 4.17 Once the report is authorised and the agenda is finalised, the applicant is advised and given the meeting details, including how to attend or how to make a deputation.

Community Board decision

- 4.18 The Community Board considers the report and makes a decision.
- 4.19 The applicant is notified of the decision once the minutes from the meeting are available.
- 4.20 Notification is also made to relevant internal and external parties.

Name plate installation

- 4.21 Once the road names are approved, road name plates must be installed. Approval for the location of the name plates is required from the Council Subdivision Engineer prior to installation.
- 4.22 The name plates are to be ordered directly from the manufacturer by the developer/applicant. This process usually takes six weeks.
- 4.23 The name plates are to be designed and installed in accordance with the Infrastructure Design Standards and Construction Standard Specifications, with photographic evidence of the installed plates to be provided before issue of the s224* or s348** certificate.

* s224 certificate means a certificate issued under section 224 of the Resource Management Act 1991.

** s348 certificate means a certificate issued under section 348 of the Local Government Act 1974.

Parks or Reserves Naming

- 4.24 A visual summary of the naming process for parks and reserves is set out as Appendix 2.
- 4.25 The process for requesting the gifting of a te reo Māori name for parks is explained in paragraph 3.17, above.

When park names are required

- 4.26 Where land is acquired for a park (i.e., through subdivision, gifting, or through purchase), it must be given an operational / administrative name for the purposes of maintenance operations and management practices.
- 4.27 Where a formal name is required, the Council (or delegate) will decide on the name.
- 4.28 The process below, and as set out in Appendix 2, applies where a formal name is required.

Proposing a name

- 4.29 For parks that are managed for recreation, amenity, historic or conservation purposes the Naming Policy Section 2(1)a – h Specific criteria for assessing names applies.

Requesting a Māori name

- 4.30 Council staff will assess whether the gifting of a Māori name should be requested under Section 3 of the Policy.
- 4.31 A request will be made for a Māori name if the park:
- is larger than 2,500 square meters in area, and (to be) managed for recreation, amenity, historic or conservation purposes, or
 - the park includes an area of natural water or a waterway recognising that there may be Māori ancestral or cultural heritage values associated with the water or any reason to believe it might be of significance to tangata whenua.
 - where the park is (to be) managed as a māra kai and māra rongoā – a garden for traditional foods and healing plants.
- 4.32 A Māori name will not be requested for parks which do not meet the criteria above e.g., where the primary purpose of the park is for infrastructure and/or as a utility.
- 4.33 If a Māori name has NOT been gifted for a community, sports, or regional park the Naming Policy Section 2(1)b – h, generally provide the criteria for choosing a name. Engagement with the community is required in certain circumstances (see below).

Requirements for community engagement in certain circumstances

- 4.34 Where a large park (a neighbourhood, community, sports or regional park) requires a name and a Māori name has not been gifted, staff will propose up to three potential names that comply with the Naming Policy Section 2(1)b – h for consultation with the local community.
- 4.35 The results of the consultation and a staff recommendation will be presented to the Community Board for consideration and approval.

- 4.36 For small parks, utility parks, drainage, or stormwater reserves in new subdivisions, the park will be named after the adjoining road. In some circumstances, such as where another park is on the same road or a special naming request has been made, another name may be used. For esplanade- or drainage reserves, the name of the adjacent waterway may be used (drainage reserves are not integrated with existing recreation reserves and are named separately even if they share a boundary). The name will not be subject to consultation as there are usually very few surrounding residents. The name will be presented to the Community Board in a report for approval. Staff may assign an administrative name to a site, for use on a provisional basis, until the Community Board has made a naming decision. Staff may prepare periodic 'batch' reports to enable Community Boards to make multiple naming decisions at once, or staff may opt to present standalone reports to enable Community Boards to make naming decisions as they occur, such as where a special naming request has been made.

Community Board approval for a park name

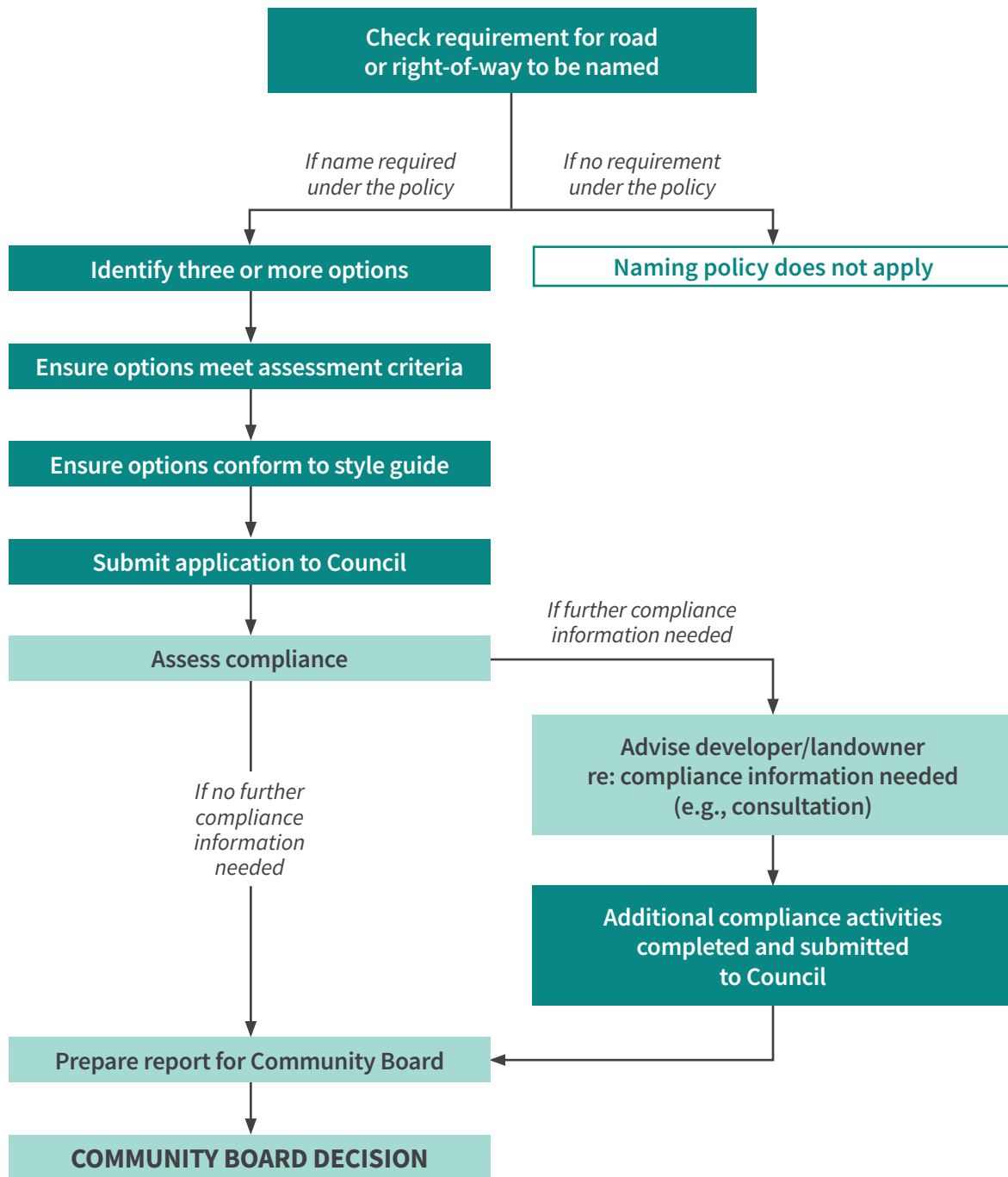
- 4.37 When a name has met the criteria as outlined in the Policy, staff will prepare a report to be presented to the local Community Board for its approval.
- 4.38 If approved, signage will be installed approximately six weeks after decision.

Facilities Naming

- 4.39 A visual summary of the naming process for facilities set out as Appendix 3.
- 4.40 The Policy applies to the naming of facilities, including Council-owned facilities which are managed by Council Controlled Organisations.
- 4.41 Section 13 of the Policy outlines when the approach of granting naming rights via sponsorship is appropriate.
- 4.42 Otherwise, the general process for naming facilities is as follows, and as set out in Appendix 3.
- 4.43 The process applies for new or redeveloped Council facilities, or where a new name is requested for a facility, e.g., by community members or the relevant Community Board:
- Staff brief the Community Board as to whether a name/new name for the facility is desirable or required, and on the relevant considerations under the Policy.
 - If a te reo Māori or dual name is assessed as appropriate, the process for requesting a gifted name, as set out in paragraph 3.17, above, should be followed.
 - If a te reo Māori name or dual name is not appropriate (e.g., where mana whenua choose to not provide a name), wider community engagement on the choice of name may be appropriate.
 - Once a preferred name is identified, staff liaise with the Council's marketing team to confirm alignment of the proposed name with the Council's branding strategy.
 - Staff prepare a report recommending the name to the decision maker which will be either the relevant Community Board or Council, subject to the status of the facility as local (Community Board) or regional or metropolitan status (Council).
 - The Council or relevant Community Board decides on/approves the name.

Appendix 1

Naming Process: Roads and rights-of-way



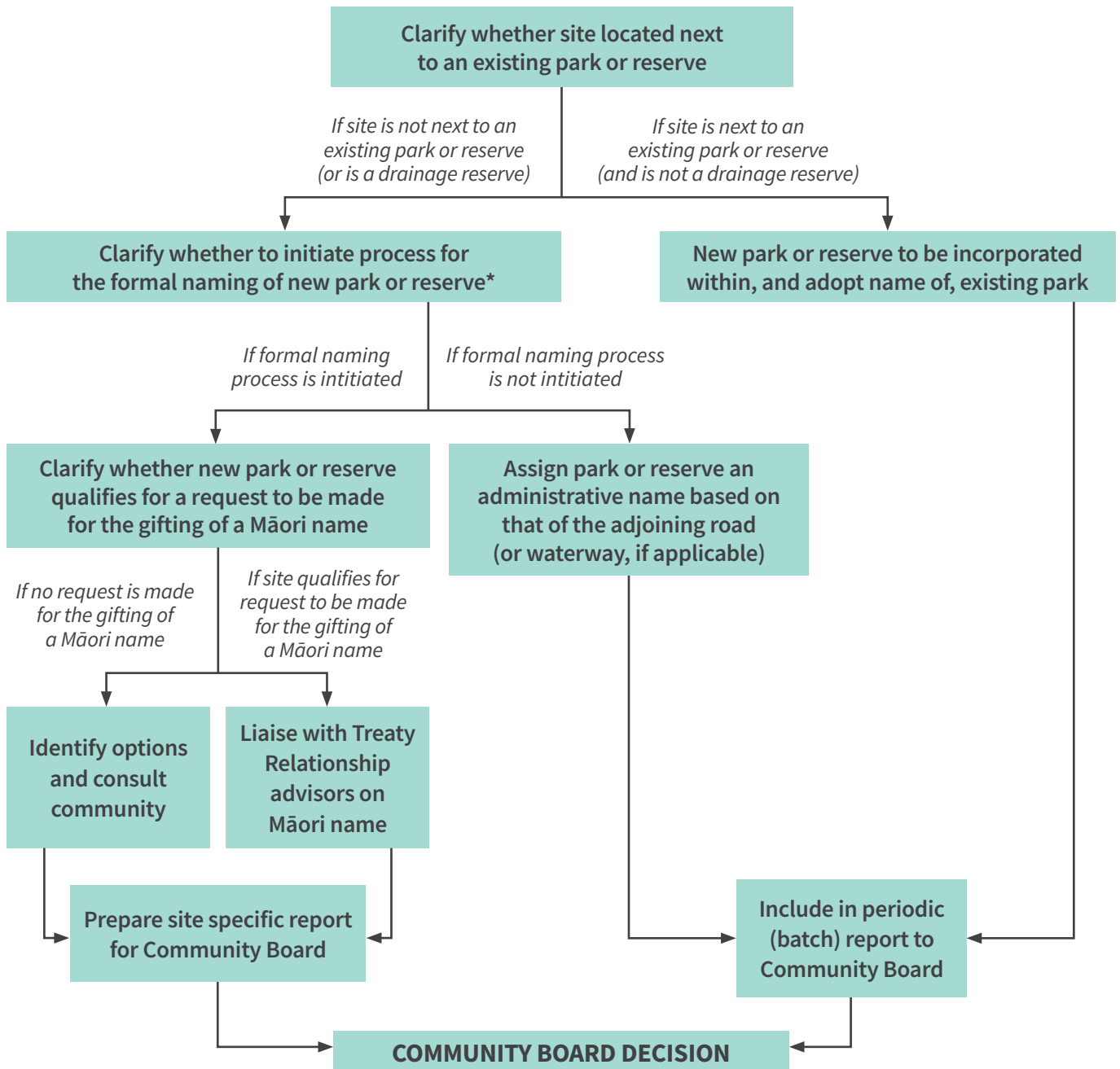
Key

- Action Action or decision of Council
- Action Action or decision of developer/agent (including where Council is developer)

To be read in conjunction with the **Naming Policy 2023** and text of the **Naming Policy 2023 – Guide to the Naming Process**

Appendix 2

Naming Process: New parks and reserves



*** Note:** Staff will allocate the site a default administrative name based on that of the adjoining road (or waterway, if applicable) except:

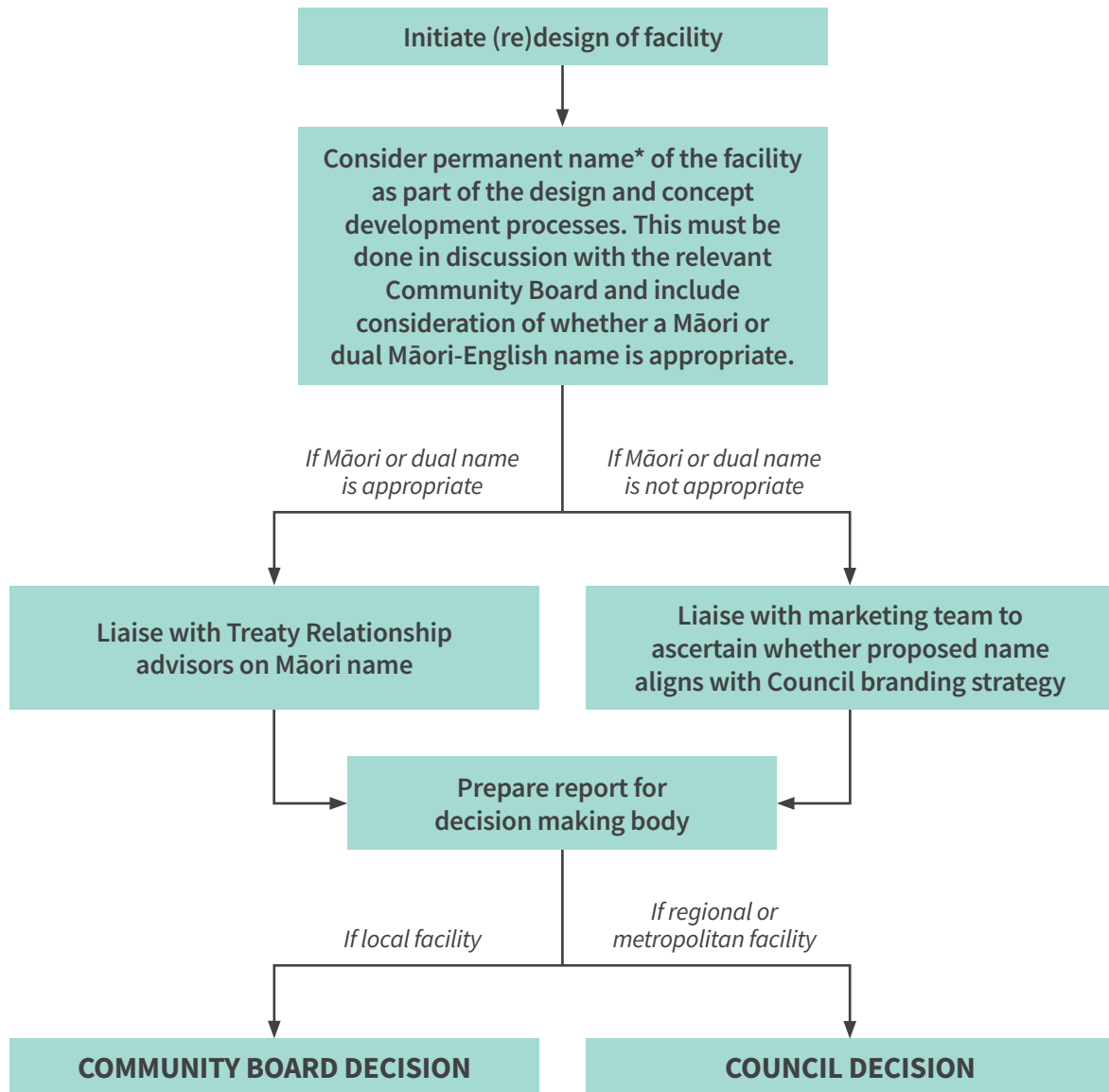
- (i) where under the Naming Policy the site would qualify for a formal name; or
- (ii) where the Community Board requests that a formal name should be considered (for instance, following representations from residents), including after the site has been allocated an administrative name.

Key

Action Action or decision of Council

To be read in conjunction with the **Naming Policy 2023** and text of the **Naming Policy 2023 – Guide to the Naming Process**

Appendix 3 Naming Process: Facilities



* **Note:** This diagram does not depict the processes involved in the naming of facilities where sponsorship naming rights have been granted.

Key

Action Action or decision of Council

To be read in conjunction with the **Naming Policy 2023** and text of the **Naming Policy 2023 – Guide to the Naming Process**



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