



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

DATE APPROVED/REVIEWED:  
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## **PART I: INTRODUCTION & BACKGROUND**

### **1. PREAMBLE**

The naming of streets and other public places is recognized as being an integral part of place making. This includes, but is not limited to the creation of places that residents and users can relate to and take pride in.

The naming of streets and public places after memorable events is a way of etching the country's history, both pleasant and unpleasant in people's memory. The allocation of names of people is recognized as being a way of honouring certain individuals for their contribution to the development of the Country, and this municipality, and should therefore be done with careful consideration

### **2. POLICY STATEMENT**

The municipality should designate the names of public streets, public places, natural areas, artefacts and Council-owned buildings & facilities (hereafter referred to as *features*) by resolution. In all cases, the municipality shall have the prerogative of accepting or rejecting any proposal received. Names must comply with the general criteria and rules as set out in this policy.

### **3. REASONS FOR THE POLICY**

3.1 The naming and numbering of streets in a timely and effective manner is important for the following reasons:

- the completion of the registration of ownership in new subdivisions;
- the provision of municipal services;
- the billing for rates and municipal services used;
- the provision of emergency services;
- postal delivery;
- policing;
- data integrity; and
- to ensure that property owners can be contacted for public participation purposes.

3.2 Names create a "sense of place" and are essential locational tools and navigational aids for a predictable and orderly environment. Naming places plays an important role through symbolism, association and remembrance and when done right, can promote community harmony.

#### **4. OBJECTS OF THE POLICY**

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

- a) seeks to inform and influence the types of names that are chosen for various features as well as spellout the procedures that should be followed in the naming processes;
- b) provide a standard and consistent policy framework which outlines effective administrative and decision-making procedures to deal with matters related to this policy;
- c) prescribe an inclusive, consultative and clear process that can be followed;
- d) enjoys public and political support and which will stand the test of time;
- e) is transparent;
- f) community-driven; and
- g) sets out the responsibilities of the relevant stakeholders involved.

#### **5. SCOPE**

The policy replaces the current procedures previously followed by the municipality and shall be applicable to the entire municipal area.

The general term "street" used in this policy, includes all classes of streets which serve as a public right-of-way, the naming of which, is the responsibility of the relevant authority.

All decisions made in terms of this policy at any specific time shall be in accordance with the applicable delegation of powers relating to the naming of streets (including numbering), public places (including numbering), natural areas, artefacts and Council-owned buildings & facilities as approved by the Council.

#### **6. LEGAL FRAMEWORK**

The municipality has jurisdiction over the naming of features that are under the control of the local authority. With regards to the naming of private features, the policy will guide this, in as far as these names comply with the naming criteria and rules, as indicated below.

The naming and renaming ("geographical names") of features falling within the "national competence" to do so, is subject to approval by the National Minister (responsible for arts and culture) and should be undertaken in terms of the provisions of the National Geographical Names Council Act (Act 118 of 1998) and the Regulations thereof as well as the "Handbook on Geographical Names" (hereinafter referred to as the Handbook).

To determine whether the "competence" to allocate names to features falls under

another sphere of government (Provincial or National) the Regulations, Handbook and the relevant department (Provincial and National) should be consulted. The naming of features falling under Provincial and National "competence" is therefore excluded from this policy.

The municipality should however, continue to function in accordance with the provisions of the Act (including Regulations and policies) in the allocation of geographical names that fall within the municipal area.

In instances where the naming of the feature is the responsibility of another sphere of government or is owned by another sphere of government, then permission of that sphere of government to proceed with the naming or renaming process, should be sought in writing, prior to the process being commenced with. The said authority should also indicate if there are any procedures that the municipality should comply with in managing the process.

## **7. DEFINITIONS**

*Responsible body* – this shall mean the body responsible for maintenance and management of the specific asset. In the case of public open spaces and community facilities, this shall be the Community Services Directorate, with regards to Council-owned buildings & facilities, this shall be the Corporate Services Directorate and with regards to civil engineering infrastructure, this shall be the Infrastructure Directorate.

*Act* – refers to the South African Geographical Names Council Act of 1998 (Act 118 of 1998).

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

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

*Features* – shall refer to streets, public places, natural areas, artefacts and Council-owned buildings & facilities.

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

*Mayoral Committee* – refers to the Executive Mayor & Mayoral Committee.

<b>ENGLISH</b>	<b>AFRIKAANS</b>	<b>DEFINITION</b>
<i>Avenue (Ave)</i>	<i>Laan (Ln)</i>	A street usually with significant horticultural features.
<i>Boulevard (Blvd)</i>	<i>Boulevard (Blvd)</i>	A wide, pretentious street, usually with horticultural or landmark features. It carries moderate to heavy volumes of traffic at moderate to high speeds.
<i>Bypass</i>	<i>Verbypad</i>	A usually wide road which takes traffic around developed areas.
<i>Circle</i>	<i>Sirkel</i>	A road which roughly forms a circle and carries low to moderate volumes of traffic at low or moderate speeds
<i>Close (Cl)</i>	<i>Slot</i>	A short street or minor "dead-end" street or cul-de-sac
<i>Court (Crt)</i>	<i>Hof</i>	A Square, but normally surrounded by residential buildings.
<i>Crescent (Cres)</i>	<i>Singel (Sng)</i>	A relatively short street which forms part of a circle.
<i>Cul-de-sac</i>	<i>Blinde steeg</i>	See definition for Close (Cl) and Place (Place)
<i>Drive (Dr)</i>	<i>Ryiaan (Rln)</i>	A relatively long, usually meandering, recreational or scenic route that carries low, moderate or high volumes of traffic at low, moderate or high speeds.
<i>Expressway</i>	<i>Snelweg</i>	A dual carriageway with limited, signal controlled or interchange access only.
<i>Freeway</i>	<i>Deurpad</i>	Usually a dual carriageway road with access limited to interchanges only.
<i>Highway</i>	<i>Snelweg</i>	See definition for Expressway
<i>Lane</i>	<i>Steeg</i>	A narrow street or passageway, usually short.
<i>Mall</i>	<i>Wandelhal</i>	A major road mainly for pedestrian use, serving mostly commercial developments.
<i>Parkway (PW)</i>	<i>Parkweg (PW)</i>	A dual carriageway with limited, signal controlled or interchange access only, which has horticultural features.
<i>Path</i>	<i>Voetpad</i>	Surfaced road for walking.
<i>Place (Place)</i>	<i>Plek / Oord</i>	A short street or minor "dead-end" street or cul-de-sac
<i>Road (Rd)</i>	<i>Weg</i>	General term for streets usually, but not always, outside developed areas, which perform a distributor function as well as connecting two or more settlements or towns.
<i>Square (Sq)</i>	<i>Plein (Pln)</i>	A road or portion of road the shape of which resembles a square or rectangle
<i>Steps</i>	<i>Trappe</i>	Street with steps, for pedestrian use only.
<i>Street (St)</i>	<i>Straat (Str)</i>	General term for streets usually in developed areas used to give pedestrian and vehicular traffic access to the various parcels of land making up a community.
<i>Terrace (Tce)</i>	<i>Terras (Ter)</i>	A road, normally for pedestrian use, through mountainous or rough terrain which serves houses on a raised level or a public way following a historical route.
<i>Trail</i>	<i>Wandelpad</i>	Unsurfaced road for walking.
<i>Walk</i>	<i>Voetpad</i>	Narrow street normally for pedestrian use only

Way	Weg	General term for streets usually, but not always, outside developed areas, streets which perform a distributor function as well.
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*Municipal Planning Tribunal* – refers to the body constituted in terms of planning legislation to consider certainland use planning applications.

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

*Naming committee* – refers to the Section 80 committee appointed by Council

*Portfolio Committee* – refers to the Portfolio Committee for Planning matters, as decided by the Executive Mayor.

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

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

*Regulations* – refers to the regulations promulgated in terms of

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

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

*Streets* – all reference to streets shall also apply to those variations (Afrikaans & with adjuncts/suffixes) as listed in the table below, owned by the municipality and therefore falling within the municipality's jurisdiction to name and rename as contemplated in the Act.

## **PART II: NAMING- CRITERIA & RULES**

### **8. NAMING: CRITERIA FOR EVALUATION**

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

- a) Must not be offensive or insensitive;
- b) Must promote goodwill and reconciliation;
- c) Will assist in building a sense of ownership, identity and community in a changing

- society;
- d) Where there is a strong degree of community participation and support;
- e) Should increase the marketing potential and investment attractiveness of an area;
- f) Honour and commemorate noteworthy persons associated with the municipal area. Any such submission or petition to name a feature after people must be accompanied by a detailed motivation, profile of the person and indication why the specific person is worthy of the honour;
- g) Commemorate local, national or international history, places, events, memories or culture of relevance to the people within the municipal area;
- h) Recognize indigenous and international flora, fauna and natural environment relevant to the municipal area;
- i) Recognize the cultural diversity of the municipal area; and
- j) Promote improved place orientation and recognition.

## **9. NAMING RULES FOR SELECTION**

The following rules (along with the criteria contained under section 8 above) shall apply for the selection of names for features:

### **9.1 GENERAL**

- a) There must be no duplication of names, similarly spelled or phonetically similar names within the previous municipal boundary of the town in which the feature is located (e.g. Barrydale) as well as within a 5 kilometre radius of the feature;
- b) The length of a name should preferably be limited to what can be practically accommodated on a nameboard and maps, which are no more than 20 characters including spaces;
- c) No names should be used which could be construed as commercial advertising; and
- d) Names that would generally improve the municipality's administration and provision of essential services are preferred.

### **9.2 STREETS**

- a) Street names should be in keeping with the theme of the surrounding street names when falling within an established township;
- b) Street names should remain in the language in which it was given;
- c) Definitions of the street name adjuncts/suffixes are to be used to determine the appropriate adjunct/suffix to be applied to any street;
- d) Where a street is interrupted by a natural or man-made barrier, the resulting portions of that street may be named in the appropriate language by the addition of an appropriate identifier to one or both portions, such as North, South, East, West, Lower, Upper, Central, Extension;
- e) A continuous street should maintain its name throughout its length, except in cases where it is considered to be confusing;



- f) In Afrikaans, adjuncts/suffixes to short names other than proper nouns shall form one word with the name, while when in English these are written separately; and
- g) The provision of street name signage should comply with the requirements as prescribed in the Signs manual (specifically page 4.6.1 to 4.6.5) and approved by a delegated official of the Civil Engineering Services Department.

### **PART III: NAMING PROCESS – NEW PUBLIC & PRIVATE STREETS**

#### **10. NAMING PROCEDURE**

The naming process of public and private streets in new developments or subdivisions shall be as follows:

- 10.1 Subdivision plan applications shall include proposed street naming and numbering.
- 10.2 Land use right applications (i.e. new developments) shall include as a condition of approval, that all subdivision plan applications, submitted subsequent to the approval of the land use rights, shall include street names and numbering.
- 10.3 Paragraph 10.2 does not preclude the applicant from submitting street names and numbering as part of the land use right application.
- 10.4 Applicants shall be encouraged, in terms of 10.1 & 10.3, to discuss the details of the proposed street names with the Planning Department prior to submission thereof.
- 10.5 It shall be the responsibility of the applicant to scrutinize the municipal street index list and confirm that there are no duplicate or similar names within previous municipal boundaries of towns and a 5 kilometre radius.
- 10.6 Street numbers must also be reflected on plans in accordance with the rules for street numbering (see section 13).
- 10.7 The Town Planning Department will evaluate the proposed street names against the criteria and rules contained in this policy (including names for streets in municipal housing projects).
- 10.8 If, the street names conform to the criteria and rules contained in this policy, the delegated functionary can
  - 10.8.1 Advertise the proposed names as part of the land use application for public comment;
  - 10.8.2 In the case of a municipal housing project, inform the Swellendam

Department of Human Settlements of its suitability. The Human Settlements department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee.

- 10.9 If, the street names do not conform to the criteria and rules contained in this policy, the Planning Department will:
  - 10.9.1 Inform the applicant thereof; or
  - 10.9.2 In the case of streets for a housing project the Planning Department will inform the Swellendam Department of Human Settlements of its suitability (The Human Settlements department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee).
  
- 10.10 If, the Planning Department deems the street names as problematic or contentious, then the Director Corporate can refer the proposed street names to the Naming Committee (see section 12.2), *hereafter referred to as the Naming Committee*, for evaluation and consideration.
  
- 10.11 The Naming Committee then makes a recommendation to the Mayoral Committee on the proposed street names after which:
  - 10.11.1 The Executive Mayor can make a decision; or
  - 10.11.2 The Mayoral Committee can refer the matter back to Council for a decision.
  
- 10.12 Please note that, the procedures as set out in this policy is applicable to the naming of features only, and is dealt with separately from decision-making on land development applications, which is delegated to the Authorised official or the Planning Tribunal in terms of the Swellendam Municipal Land Use Planning Bylaw.
  
- 10.13 If the street names are not supported by the delegated functionary, the municipality will inform the applicant, with reasons.
  
- 10.14 Any decision taken in terms of 10.13 above, shall be subject to applicable right of appeal in terms of the relevant legislation.
  
- 10.15 On approval by the municipality, the Planning Department notifies all affected stakeholders such as the CAD technician (tasked to capture address data), municipal accounts section, Community Services Department, Civil Engineering Services Department, Electro-Technical Engineering Services Department, Ward Councillor/s, Surveyor-General, Registrar of Deeds, Telkom, Postmaster General, South African Police Service, Emergency Services, Western Cape Provincial Geographical Names Committee, National Geographical Names Council and map producers, of the new street names and numbers.

## 11. NAMING COMMITTEE

The Council may appoint a Panel of Experts (*hereafter referred to as the Panel*) to assist with the evaluation of proposals, hereafter known as the Naming Committee.

- 11.1 The Committee shall consist of not more than 8 members and not less than 3 members.
- 11.2 The Council can itself nominate or, advertise a request for nominations from the general public, for members to serve on the Committee.
- 11.3 Councillors or municipal officials may be nominated to serve on the Naming Committee.
- 11.4 Nominations for the Naming Committee should include the agreement or permission of the nominee, full particulars of the nominee (including contact details), relevant experience, qualifications and motivation.
- 11.5 The Panel should have expertise and/or experience and/or qualifications in two or more of the following fields:
  - history;
  - culture;
  - linguistics;
  - reconciliation;
  - religion;
  - civil engineering;
  - town planning;
  - onomastics (or onomatology is the study of the origin, history, and use of proper names); and
  - toponomy (study of place names [toponyms], their origins, meanings, use and typology).
- 11.6 The expertise, referred to in the previous paragraph, must be detailed in the nomination documentation.
- 11.7 In addition, care should be taken to ensure that the Naming Committee is as representative of the demographics and cultural composition of the municipal area as possible.
- 11.8 The members to serve on the Naming Committee shall be submitted to the Mayoral Committee, by the Municipal Manager, for approval.

11.9 The Naming Committee members (excluding any Councillor or official) shall be remunerated in accordance with the approved tariffs of Council for advisory committees.

## **12. PROCEDURES**

12.1 When a new feature/street/development requires naming, the Planning Division should put out a call for proposals for a period of 14 days where no proposals exist.

12.2 When proposals exist for naming etc in a new land use development, the Planning Department will advertise the proposed name(-s) within their land use advertisement processes.

12.3 On closing of the 14 days public participation, the Planning Department must compile a report and submit it to the Mayoral Committee for approval.

12.4 The Planning Department will simultaneously circulate the supported proposal to the relevant internal (Planning & Economic Development, Community Services, Infrastructure Services, Corporate Services & Financial Services Directorates) and relevant external departments for comment (e.g. District Roads Engineer, Ward Councillor/s, Western Cape Provincial Geographical Names Committee, etc.)

12.5 The Executive Mayor may refer the proposed names to the Naming Committee for consideration and evaluation, after which a report will be compiled and submitted to the Mayoral Committee for preliminary decision-making.

12.6 If the proposed name(-s) is not supported by Mayoral Committee, the applicant must be informed of this, with reasons.

12.7 If the proposal is supported then the proposal will be advertised for comment by interested & affected parties for a period of 14 days.

12.8 If the Executive Mayor deems it necessary, it can conduct a public meeting with the relevant stakeholders at any stage of the process.

12.9 A final report will then be compiled with the input received and tabled to Council for decision-making.

12.10 Once the name change is approved by Council, this must be published in a local newspaper.

- 12.11 On approval by the Council, the Planning Department notifies all affected stakeholders such as the CAD technician, municipal accounts section, other municipal departments, ward councillor, the Surveyor-General, Registrar of Deeds, Telkom, Postmaster General, SAPS, Emergency Services etc.
- 12.12 Administrative errors and/ or incorrect spelling of names may be rectified without going through the process contained in this policy.

## **PART V: OTHER PROVISIONS**

### **13 RULES FOR STREET NUMBERING**

Street numbering should be allocated as follows:

- 13.1 Streets –West to East (Horizontal)  
(Horizontal: indicates the street is running generally speaking in a Western/Eastern direction or <45°) Numbering must be done from left to right, West to East, with even numbers on the Northern side of the street, and the odd numbers on the Southern side of the street.
- 13.2 Streets - South to North (Vertical)  
(Vertical: indicates the street is running generally speaking in a Northern/Southern direction or >45°)  
Start by numbering from South to North, with the even numbers on the Eastern side of the street, and the odd numbers on the Western side of the street.
- 13.3 Corner Erf (Two streets)  
Two street numbers must be provided for a corner Erf, with one street number bordering each street. The street number of a property will be determined by the direction of the front door of the new or existing structure.
- 13.4 Corner Erf (Three streets)  
Three street numbers must be provided for a corner Erf. One street number bordering each street is required. The direction of the building/front door/entrance will determine which street number shall be used.
- 13.5 Cul-de-sac (Scenario 1)  
If there are fewer than seven properties on the same side of the road in a cul-de-sac with no possibility of development on the other side of the road, numbering is then to be sequential
- (Scenario 2)  
The street numbering, if there are more than seven properties and these are

located on both sides of the road, should start at the entrance of the cul-de-sac (at the corner Erf). Odd numbers must start on the Southern side, if the cul-de-sac is running in an East/West direction (i.e. <45°) or on the Western side, if the cul-de-sac is running in a South/North direction (i.e. >45°). The island in the middle, if applicable must be numbered with even numbers with the smallest even number at the entrance to the circle.

13.6 Public Open Space

A public open space must also be numbered. Numbering should be done on both sides of the Erf if the Erf borders on two streets. The lowest value street number allocated to the Erf will be used for administrative purposes.

13.7 Existing street numbers

In cases where an existing street is already numbered, the existing numbers must be taken into account when a subdivision is supplied to the municipality. The street numbering must also fit into the General Plan of the area.

13.8 On completion of any building on a property, it shall be the duty of the property owner/s to obtain and install suitable address numerals in accordance with the provisions of the Signs manual.

## **14 FINANCIAL CONSIDERATIONS**

The following financial aspects shall be taken into account:

14.1 All costs relating to street naming in new subdivisions shall be borne by the developer, or where the developer is Council, the costs shall be borne by Council.

14.2 The costs of erecting or changing name boards and signs, resulting from the renaming process, shall be borne by the successful applicant (whether this is a person, group, company, organization, institution, etc.), except if initiated by Council.

14.3 Council shall not be liable for costs incurred by property owners, which could ensue as a result of the naming process (i.e. changing of address for various institutions, websites, business signage, etc.).