

# LOCAL GEOGRAPHICAL NAMES CHANGES POLICY [BLM]

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**BUSHBUCKRIDGE LOCAL MUNICIPALITY**  
**LOCAL GEOGRAPHICAL NAMES CHANGES POLICY**

**1. PREAMBLE**

Bushbuckridge Local Municipality hereby establishes a uniform system for naming Municipal areas, structures, streets, roads and for numbering property and buildings on all roads, streets and public motorways in the area defined as the Bushbuckridge Local Municipality Area. All streets shall be named and all properties and buildings shall be named and numbered accordingly.

**1.1 PURPOSE**

To provide a policy on naming and renaming of streets and other public places that assists in the efficient identification of properties. The street names are an essential element of the physical address.

To establish and formalise a system for allocation, naming and identification of roads and numerical addresses, which will ensure easy identification by the use of a unique street name and number.

To outline the responsibility of parties involved in the addressing, road naming and signage installation in areas of activities.

**1.2 PRINCIPLES**

Bushbuckridge Local Municipality desires to protect the health and welfare of the public, particularly its ratepayers, by enabling emergency services to quickly attend to urgent situations. Bushbuckridge Local Municipality also desires to assist the efficient delivery of goods and services, including mail. Bushbuckridge Local Municipality desires to assign or change the name of public or private streets/roads in compliance with the requirement of the bylaws and any other applicable legislation.

Hence, the Bushbuckridge Local Municipality shall make every effort to ensure that all roads/streets within the jurisdiction of Bushbuckridge Local Municipality area are named, and all buildings and properties are named and numbered in accordance with the provisions set forth in this policy.

The objective is to prevent inconsistency, inadequacy and confusion by providing a street numbering system that is simple to manage, logical to users and uniform to all properties within the Bushbuckridge Local Municipality (and, where practical, conforming to the practices in the wider community.)

**1.3 JURISDICTION AND APPLICATION**

This policy is only applicable to all properties, buildings, public places and roads/streets within the Bushbuckridge Local Municipality Area. Roads, buildings and public places within the management of provincial and national government are excluded e.g. District and National Roads.

This policy does not apply to the naming of private places and is restricted to the naming of public roads/streets and public places, and in the case of private roads only where appropriate; names will only be assigned to private roads when it is considered to be in the interest of the public, e.g. for public safety, occupancy identification, etc.

This policy applies to properties formerly surveyed and subsequently newly approved townships, including areas falling under traditional authorities. This will also include considerations in respect of proposed cadastral and provisional approvals.

## **2. ESTABLISHMENT AND COMPOSITION OF LOCAL GEOGRAPHICAL NAMES COMMITTEE**

A Local Geographical Names Committee shall be established as a Sub-committee of Council to facilitate the process of naming and renaming geographical features in the Bushbuckridge municipal area of jurisdiction.

The Committee mentioned above shall be established in terms of either section 79 or section 80 of the Local Government: Municipal Structures Act (Act 117 of 1998).

In the event that the Committee shall be established as a section 79 Committee, it shall be constituted mainly by Councillors nominated from political parties represented within Council. And such a Committee shall be chaired by a Councillor.

In the event that the Committee shall be established as a section 80 Committee, it shall be constituted mainly by Councillors nominated from political parties represented within Council. And such a Committee shall be chaired by a Member of Mayoral Committee (MMC). Public members who possess relevant knowledge, skills and expertise shall be co-opted to serve on the Committee, in order to advise the Committee accordingly. The number of co-opted public members shall not exceed a maximum of 5 members, and shall be paid a seating allowance.

The Local Geographical Names Committee shall further establish Ward-based Geographical Names Committees, if deemed necessary, in each ward of the Bushbuckridge Local Municipality, to facilitate the naming and renaming of streets and other public places in the respective wards. And such Committees shall be constituted by members nominated from different stakeholders in each ward, be chaired by the Ward Councillors in the respective wards.

## **3. NAMING OF ROADS/STREETS AND PUBLIC PLACES**

This section of the policy outlines methods and procedures adopted by the Bushbuckridge Local Municipality in the naming of roads/streets and public places. For addressing and identification purposes, all public roads/streets and public places within the municipality shall have names assigned.

The process for naming of the geographical features shall be as follows:

### **3.1 Guidelines for Submission of names for roads/streets and public places**

The naming process can be initiated in the following manner:

- 3.1.1 The community, through their ward councillors can submit suggested road/street names and names of public places to Bushbuckridge Local Municipality. All community structures including but not limited to Ward Committees, development forums, ratepayers associations and youth organizations must be consulted in this process.
- 3.1.2 Where a single road/street straddles more than one ward boundary, affected councillors must endorse the submission to the Bushbuckridge Local Municipality. Affected communities and/or residents must be consulted.
- 3.1.3 In the case where a single road/street name is unwelcome in the community, a representative of the affected residents can submit a proposed road/ street name to the Bushbuckridge Local Municipality via the respective ward councillor.
- 3.1.4 In cases of private roads/streets the developer or the body corporate will have the prerogative to name the private roads/streets independently from Bushbuckridge Local Municipality.
- 3.1.5 If deemed to be in the public interest, the affected residents shall be consulted and be allowed to comment on the proposed private road/street names, and such consultation will be the responsibility of the developer or body corporate.
- 3.1.6 Proposed public road/street names in all new major development projects shall be proposed by the developer to Bushbuckridge Local Municipality for consideration in the prescribed manner, prior to or simultaneously with any request for services.
- 3.1.7 The Local Geographical Names Committee (LGNC) is mandated to take both written and verbal public comments into consideration in connection with streets and other Council facilities and short-listing of proposed names.
- 3.1.8 In all the above cases, Bushbuckridge Local Municipality will have the final approval of the geographical names. In approving proposed geographical names, the criteria laid above shall be followed and the recommendations arising from consultation processes by the relevant forum/community shall be considered.

### **3.2 Selection of Names**

In proposing a name of a road/street/structure/township/town, affected communities, citizens and individuals shall ensure that the proposed names meet the criteria laid down as follows:

- 3.2.1 Names shall be chosen, as far as practically possible, with the history of the area in mind and, in particular, local history shall be highly regarded. Applicants and or communities are encouraged to adopt names that reflect the history and cultural diversity of Bushbuckridge Local Municipality/ South Africa.
- 3.2.2 A name should not be given in recognition of any living person except in exceptional circumstances as Council may agree.

- 3.2.3 Where people's names are used, these shall be prominent and worthy citizens who have contributed to the betterment of the community. Every effort must be made to use names of people who are/were citizens of Bushbuckridge Local Municipality.
- 3.2.4 Names of national heroes and whose achievements have made their names significant throughout the country should NOT be used for minor and/or private roads/streets.
- 3.2.5 Names should have a reasonably pleasant sound and be easy to pronounce. The following category of names should NOT be proposed:
- (a) Containing numerical (1-, 2- etc.) or alphabetical letters.
  - (b) May be considered frivolous or in poor taste.
  - (c) Extremely complicated or with unconventional spelling.
  - (d) Include words or syllables that might be confused with a prefix or suffix designation (such as Circle Drive and Avenue Road)
- 3.2.6 The committee must ensure that Citizens and communities are encouraged to establish or maintain a certain theme when naming their geographical features.
- 3.2.7 The duplication of a name in future should not occur within the municipality or within an adjoining suburb outside the municipality. Duplication also means names of similar sounds notwithstanding different spelling.
- 3.2.8 National and Local heroes should only be used for the naming of structures, roads/streets of significance in the cities.
- 3.2.9 Proposals relating to the names of roads/streets and public places shall be accompanied by brief explanations for the reason for the name selection.
- 3.2.10 Full road/street extents must be considered in the naming process. Road/street names shall not be divided by ward or any other administrative boundaries.
- 3.2.11 The length of the street name chosen should not exceed 20 characters/letters including spaces for signage purposes. Long names should not be allocated to short roads/streets as the inclusion of such names on road/street directories and other maps can result in name crowding.
- 3.2.12 Suffixes such as East, West, South, North may be added in extreme cases in order to simplify confusing road/street names e.g. Madiba West.
- 3.2.13 Subject to the availability of funds all streets, roads, structures and areas under discussion, for name changes should be considered for tarring, lighting and other maintenance shortfalls

### **3.3 Procedure for renaming of roads/streets and other public places**

#### **3.3.1 Reasons for renaming of roads/streets and other public places**

The Bushbuckridge Local Municipality acknowledges the fact that the changing of street/road names and other geographical features can be very disruptive particularly for residents who may have lived in

the road/street for many years and businesses, which may have used the name for publications and advertisements. However all renaming requests will be given due consideration. Appropriate reasons for renaming a road/street and any public place can be that:

- (a) the name of the geographical feature does not meet the criteria as set out in paragraph 3.2 of this policy;
- (b) two or more roads/streets have since been joined;
- (c) an existing road/street is significantly realigned to the extent that the assigning of a new name would be appropriate;
- (d) a single continuous road/street has more than one name and the respective extents are unclear;
- (e) the community sees a specific need to honour a local/national/international hero;
- (f) the name has been incorrectly spelt;
- (g) the geographical feature is commonly known by a different name.

### **3.3.2 Consideration for approval of new names**

In considering a request for a road/street or public place name change, Bushbuckridge Local Municipality shall be satisfied that:

- (a) the consultation process of all affected parties and addresses has taken place regarding the changing of the name;
- (b) that the process for submission as described in paragraph 3.1 was followed;
- (c) when considering proposed names for the renaming of roads/streets and other public places, paragraph 3.2 was adhered to;
- (d) if a naming theme exists in a community, proposed new names or changes should remain consistent with the theme;
- (e) considering the views and feelings of addressees, the council will exercise due discretion in the renaming of roads/streets.

## **4. PROPERTY STREET NUMBERS**

All properties within the Bushbuckridge Local Municipality area shall have a valid numerical street number for address purposes. A valid street number can only be assigned by the municipality and it shall constitute an infringement of the bylaws to alter or fail to display the said number accordingly. The process for allocation of street numbers will be as follows:

### **4.1 Allocation of street numbers**

Assignment of property road/street numbers shall be performed by Bushbuckridge Local Municipality or its appointee as follows:

- 4.1.1 at the time of receipt of a sub divisional proposal
- 4.1.2 at the time of application for municipal services for any building with a building permit but without an address; or
- 4.1.3 at such other time as it comes to Bushbuckridge Local Municipality attention that a building requires a road/street number.

No municipal service shall be rendered to a property not displaying a valid road/street number.

#### **4.2 Use of suffix in road number allocation**

Where it is necessary to adjust the existing roads/street numbers to overcome anomalies, the method causing least inconvenience should generally be chosen. Adjustments occasioned by development or re-development should be dealt with as follows:

- 4.2.1 Where only one street number was previously allocated and multiple occupancy arises it may be sufficient to allocate a suffix to each of the new occupancies. For example, number 21 may become 21A and 21B. Alphabetical suffixes shall ascend in the same direction as the numerical numbering of the street.
- 4.2.2 Where only one street number was previously allocated and a land division arises it may be sufficient to allocate a suffix for all the allotments subject to the land division. For example, number 21 may become 21A, 21B and 21C. Alphabetical suffixes shall ascend in the same direction as the numerical numbering of the street.
- 4.2.3 In all other cases, the use of alphabetical suffixes must be avoided and consideration given to numbers in the street/road.

#### **4.3 Affixing/display of street numbers**

Affixing of street numbers shall be the responsibility of the property owner. This should be in a manner that assists in the confirmation of the arrival at a nominated address or, by inference, the direction and distance from the present position to the desired address. Numbers must be in a visible position and should be displayed in a manner that aids in the location of other addresses on the same road. When Bushbuckridge Local Municipality requests an owner of land to display the correct number for the owner's building or allotment it must be displayed in a form directed that is approved by Bushbuckridge Local Municipality.

The owner shall be given 7 (seven) day's notice of a request to use the correct name and number.

The display of street numbers shall be in accordance with the Municipal Bylaws. Non-compliance with the Council's request is an offence.

#### **4.4 Use of incorrect street names and numbers**

Where an owner of land substitutes a name/number that is different to the name/number assigned by the council, the owner shall be given seven day's written notice to remove the wrong signage and to substitute it with the correct signage, at his expense. (It is an offence under the bylaws, for an owner of land to adopt a name/number for a street/building or allotment that is inconsistent with the naming/numbering system adopted by the Council).

Should the Municipality find that any building, structure or premise is not provided with an address, or it is not correctly addressed, or is not using the correct address, the Municipality shall notify the owner, agent or renter of the building, structure or premise of the correct address. The address shall be properly placed in accordance with the provisions of this chapter by the effective date shown on the notice. It shall be unlawful for any owner, agent or renter to display, advertise or use the wrong address after notification by the Municipality.

Whenever there is doubt or difference of opinion as to the correct road designation or correct address, the road designation or address shall be determined by the Council guided by the specific provisions of this chapter.

#### **4.5 Procedure for re-allocation of road numbers**

##### **4.5.1 Reasons for re-allocation of street/road numbers**

Under certain circumstances, it may be necessary for Bushbuckridge Local Municipality to renumber existing addresses for the following reasons:

- (a) Assignment of street numbers for individual allotments within a street as a result of a sub-division, building project or other isolated developments;
- (b) Resulting from a sub-division of land;
- (c) Where numbers are not sequential;
- (d) Where a road name has been assigned and the road extent changed;
- (e) Resulting from a building project;
- (f) Assignment of new numbers for the whole of a road/street or to a portion of a street that does not conform to 4.2 above.

##### **4.5.2 Consideration for change of streets/road numbers and names**

In dealing with the above 4.5.1 instance, the procedure will be as follows:

- (a) Bushbuckridge Local Municipality will prepare a proposed assignment of numbers for the street/road and notify the owners of the properties that Bushbuckridge Local Municipality invites comments within 14 days;
- (b) If objections to the proposed numbers received are less than 25% of the owners of the properties in the road, the proposed numbers will be assigned and the owners notified in writing;



(c) If objections to the proposed numbers are more than 50% of the owners of the properties in the street, the matter will be referred to the Mayoral Committee (MAYCO), for the final decision;

(d) In all cases, the names and numbers are assigned by Bushbuckridge Local Municipality according to the requirements of this policy;

(e) For allocations and changes in assignments of street names and numbers the following will be notified;

- Occupier/Owner,
- Any other notification required by Statute or Regulation,
- Registrar of Deeds,
- Statistics South Africa (STATSSA),
- South African Post Office (SAPO),
- Local Electoral Office,
- S.A Ambulance Service,
- S A Police Services,
- State Emergency Service,
- Schools.

## **5. SECONDARY ADDRESSES**

### **5.1 Sectional title addresses**

5.1.1 Where land is used by multiple occupiers such as flats, units and shops, the numbers designated to individual occupiers shall ascend in the same direction as the numbers assigned in the street. In these instances;

5.1.2 Every owner of a building used by multiple occupiers e.g. flats, shops, offices, shall provide Bushbuckridge Local Municipality with the name of the tenant, and the respective number of the building they occupy.

5.1.3 Every corporate or developer of a sectional title scheme, comprising more than One Unit, shall provide Bushbuckridge Local Municipality with numbers assigned to identify the unit the individual occupies.

5.1.4 Numbers assigned shall ascend in the same direction as the numbers assigned in the street e.g. 1, 2, 3.

### **5.2 Alternative addresses**

Alternative, additional or alias addresses will no longer be issued.

## **6. COMMUNICATION AND CONSULTATION**

Bushbuckridge Local Municipality recognises the fact that communication and consultation with affected parties is required in every aspect of effective and efficient service delivery. All

aspects of communication in regard to this policy is governed by the Municipality's Communication Policy.

The guidance of appropriate Historical and Geographical societies, Advisory Panels, Developers and others may be obtained in the selection of suitable names. Bushbuckridge Local Municipality is authorised, where appropriate, to consult with further relevant groups. Where a road runs into an adjoining council, the adjoining council will be consulted.

## 7. TARIFF OF FEES

Any costs incurred by an owner of a property in relation to request for an alternative number being assigned to a property shall be borne by the owner in accordance with the prescription of fees applicable to council at the time of request.

### APPENDIX 1

SUFFIX/TYPE	ABBREVIATION	DESCRIPTION
Arcade	Ar	A passage having an arched roof, or covered passageway, usually with shops along sides.
Avenue	Ave	A broad roadway, usually planted on each side with trees.
Boulevard	Blvd	A wide roadway, well paved, usually ornamented with trees and grass plots.
Centre	Cntr	
Circle	Ci	A roadway that forms a circle or part of a circle.
Court	Ct	A short enclosed roadway.
Crescent	Cr	A crescent or half-moon shaped roadway.
Crest	Cst	A roadway running along the top or summit of a hill.
Drive	Dr	A wide thoroughfare allowing a steady flow of traffic without many cross streets.
East	E	Towards the East
Gardens	Gns	A roadway with special planting of trees, flowers, etcetera, and often leading to a place for public enjoyment.
Highway	Hwy	A main road of thoroughfare. A main route.
Hill	Hill	
Junction	Jnct	
Lane	La	A narrow way between walls, building etcetera. A narrow country or city roadway.
Mall	Ml	A sheltered walk, promenade or shopping precinct.
North	N	Towards the North
Off ramp	Ofrm	An exit road from a motorway
Onramp	Onrm	An entrance road to a motorway
Parade	Pde	A public promenade or roadway, which has good pedestrian facilities along the side.
Park	Park	
Passage	Psg	
Path	Pt	A roadway usually used for pedestrian traffic.
Place	Pl	A short, sometimes narrow enclosed roadway.
Plaza	Pa	A roadway enclosing the four sides of an area forming a market place or open space.

Ramp	Ramp	
Ridge	Rge	A roadway along the top of a hill.
Road	Rd	A place where one may ride. An open way or public passage for vehicles, persons and animals. A roadway forming a means of communication between one place and another.
Route	Rte	
South	S	Towards the South
Square	Sq	A roadway bounding the four sides of an area to be used as open space or a group of buildings.
Street	St	A public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.
Terminal	Tmnl	
Turn	Tn	A roadway containing a sharp bend or turn.
Valley	Vall	
Walk	Wk	A thoroughfare with restricted vehicle access used mainly by pedestrians.
West	W	Towards the West

**BLM PORTFOLIO COMMITTEE: CULTURE, SPORT & RECREATION**    **DATE:**  
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**BLM MAYOR COMMITTEE:**    **DATE:**  
/2017

**BLM COUNCIL**    **DATE:**  
/2017

**COMMUNITY SERVICES**

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**LOCAL GEOGRAPHICAL NAMES CHANGE POLICY**

**1. STRATEGIC TRUST**

Submission of the Local Geographical Names Changes Policy.

**2. OBJECTIVES**

To request council to adopt the LGNC Policy.

**3. SUMMARY**

**a) Introduction**

Most of the villages /streets and/or Local and National features bear colonial or have no official names. The Local Geographical Names Committee is mandated to change the status quo.

**b) Background**

Council has adopted the LGNC in terms of the structure Act as a section 80 committee. The committee is mandated to promulgate the best possible mechanism considering the uniqueness of the local environment and factors through consultation to standardize all geographical features.

**4. PROBLEM STATEMENT**

BLM has no policy on the standardization of names.

**5. FINANCIAL IMPLICATION**

Budget has been allocated for the LGNC programme

**6. LEGAL IMPLICATION**

The policy draws guidelines from the SALGNC Act 118 of 1998

## **7. RECOMMENDATION**

It is recommended that:

(a) Council adopts the LGNC Policy

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