

**AGENDA of the  
Portfolio Committee : Infrastructure & Planning  
22 May 2018  
(Also the agenda for the Mayoral Committee Meeting : 30 May 2018)**

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**2.  
DRAFT STREET NAMING AND NUMBERING POLICY**

**16/3/B**

**M Harmse**

**(028) 3138104**

**Corporate Head Office**

**19 April 2018**

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**1. Executive Summary**

The purpose of this report is to recommend to Council the adoption of the draft Street Naming and Numbering Policy.

**2. Service Delivery and Budget Implementation Plan - IGNITE**

Directorate: Infrastructure & Planning  
Department: GIS/Town Planning

**3. Compliance with Strategic Priorities**

Provision of democratic, accountable and ethical governance  
Provision and maintenance of municipal services  
The encouragement of structured community participation in the matters of the municipality

**4. Delegated Authority**

None

**5. Legal Requirements**

SANS 1883 on address standards (as adapted)

**6. Background/Discussion/Evaluation/Conclusion**

The draft Street Naming and Numbering Policy was developed to set minimum standards and clear procedures, to clarify the responsibilities of the relevant parties involved in the process and to outline effective administrative and decision-making arrangements to guide the Municipality's functions relating to street naming and numbering.

**7. Financial Implications**

None

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**8. Staff Implications**

None

**9. Comments from other Departments, Divisions and Administrations**

The policy was discussed at:

- Street naming and numbering workshop;
- Distributed for public participation – no comment received.

**10. Annexures**

Annexure A: Draft Street Naming and Numbering Policy

**RECOMMENDATION TO THE COUNCIL:**

that the Overstrand Municipality” Draft Street Naming and Numbering Policy **be adopted.**

**RESPONSIBLE OFFICIAL :**

**R KUCHAR**

**TARGET DATE FOR IMPLEMENTATION :**

**MAY 2018**

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**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON  
22 MAY 2018, WHICH COMMITTEE RECOMMENDED AS FOLLOWS**

**RECOMMENDATION TO THE COUNCIL:**

that the Overstrand Municipality Draft Street Naming and Numbering Policy **be adopted.**

**RESPONSIBLE OFFICIAL :**

**R KUCHAR**

**TARGET DATE FOR IMPLEMENTATION :**

**MAY 2018**

# **OVERSTRAND MUNICIPALITY**



## **STREET NAMING AND NUMBERING**

### **POLICY:**

## **OVERSTRAND MUNICIPAL AREA**

Final Draft: March 2018

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## 1. INTRODUCTION

- 1.1 Street naming and numbering usually takes place as part of the subdivision and/or development approval process as a matter of course. Timeous and effective completion of this function and proper recording thereof are important for a number of reasons, including:
- completion of registration of ownership in new subdivisions and sectional title developments;
  - provision of municipal services;
  - correct billing for rates and municipal services used;
  - provision of emergency services and general safety and security;
  - correct postal delivery;
  - data integrity in Council;
  - ensuring property owners can be contacted for public participation purposes, and
  - assisting general orientation whilst giving definition to identity and sense of place.
- 1.2 Any delay in the allocation of street names and numbers can cause inconvenience with regard to these aspects, an inability to access services, a loss in revenue to Council and delays in property registration.
- 1.3 The purpose of this policy is to set minimum standards and clear procedures, to clarify the responsibilities of the relevant parties involved in the process and to outline effective administrative and decision-making arrangements to guide the Municipality's functions relating to street naming and numbering.
- 1.4 The general term 'street' used in this policy, includes all classes of roads and streets which serve a public right-of-way or access function, whether for vehicular or non-motorised transport (eg pedestrian) purposes. This includes parking areas, squares, malls, paths, lanes and other public places. In addition, it also includes streets or access ways in private multi-unit complexes or estate type developments.
- 1.5 This policy applies to street naming and numbering as a procedural consequence of:
- new subdivision;
  - approval of sectional title development (whether the resulting roads are of a public or private status);
  - extension of existing streets;
  - technical corrections;
  - changes thereto, and
  - naming of previously unnamed streets.
- 1.6 Council's separate *Naming Policy* deals with the ad hoc requirement to name or rename a street, public place, building or other facility to convey an honour on someone or celebrate an occasion, or to replace offensive names or those no longer in keeping with current societal values.

## 2. RULES FOR STREET NAMING

The following rules apply to the naming of streets:

- 2.1 Names should generally reflect the Municipality's multi-cultural diversity, should promote and improve orientation and recognition, as well as contribute to community identity and cohesion.
- 2.2 Names must not be insensitive, offensive, derogatory or otherwise discriminatory.
- 2.3 Names not to be used, except under exceptional circumstances, include those:
  - honouring living persons;
  - which are considered linguistically corrupted or modified;
  - which are considered cumbersome or impractical in relation to signage, or
  - which may be construed to be commercial advertising.
- 2.4 Where historical names are used, they should be factually correct and relevant.
- 2.5 Where streets are named to recognise noteworthy deceased persons associated with Overstrand, this should not be earlier than five years after their passing, and should only occur with the consent of the immediate relatives or organization of such person. The Naming Committee of the Municipality (as established by the Naming Policy) are to be consulted in such cases.
- 2.6 Streets may be named in any one of the three official languages of the Western Cape, and the official (default) language will be that which appears on the approved subdivision, layout or general plan.
- 2.7 Where multi-lingual names were approved historically (eg Church / Kerk), either of the approved versions (as appearing on the subdivision, layout or general plan) may be used for signage purposes. For the purposes of Council's GIS database, English will take dominance and the other will be held as an alternate or alias.
- 2.8 There must be no duplication or similarly spelled names in the same suburb or in adjoining suburbs or within 10km of a street to be named, irrespective of the use of different suffix types (eg Fourth Street and Fourth Avenue is considered duplicate names).
- 2.9 There must be no phonetically similar names (eg Apple Road vs Apple Hill Road) in the same suburb or in adjoining suburbs or within 10km of a street to be named.
- 2.10 Names should be in keeping with the theme of surrounding streets when falling within an existing suburb.
- 2.11 Where a street is interrupted by a natural or man-made barrier, the resulting portions of that street may be distinguished by addition of an appropriate identifier or modifier to one or both portions, such as North, South, East, West, Lower, Upper, Central, Extension etc. (Not to be encouraged).

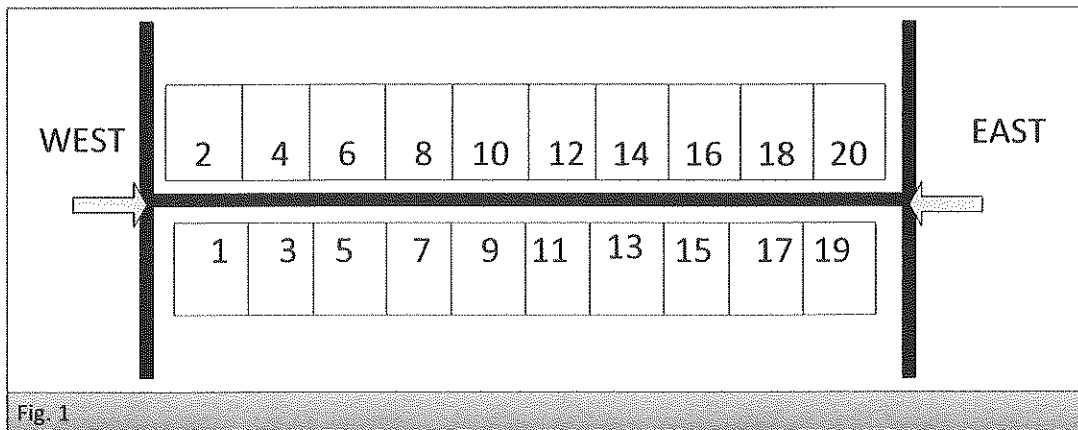
- 2.12 Despite intersections or changes in direction etc, a continuous street should maintain the same name throughout its length, to avoid confusion, except where negative street numbers would result in a new extension to an existing street. Names should only change at intersections.
- 2.13 Only appropriate suffixes or their accepted abbreviations may be used (see **Annexure A**).
- 2.14 A suffix to a street name forms part of the name and must be in the same language as the street name, save for the exception mentioned in rule 2.7 above. In the case of the name of a person, it must be in the language preferred by the person or his/her family.
- 2.15 Normal grammatical rules apply to suffixes.
- 2.16 The length of a name should preferably be limited to what can practically be accommodated on name boards and maps, which are usually no more than 20 characters.
- 2.17 Unless there is only one internal street (in which instance it must be assumed to have the same name as the relevant complex, unless differently stated), streets in private multi-unit complexes or estate type developments must be named in terms of the above rules.

### 3. RULES FOR STREET NUMBERING

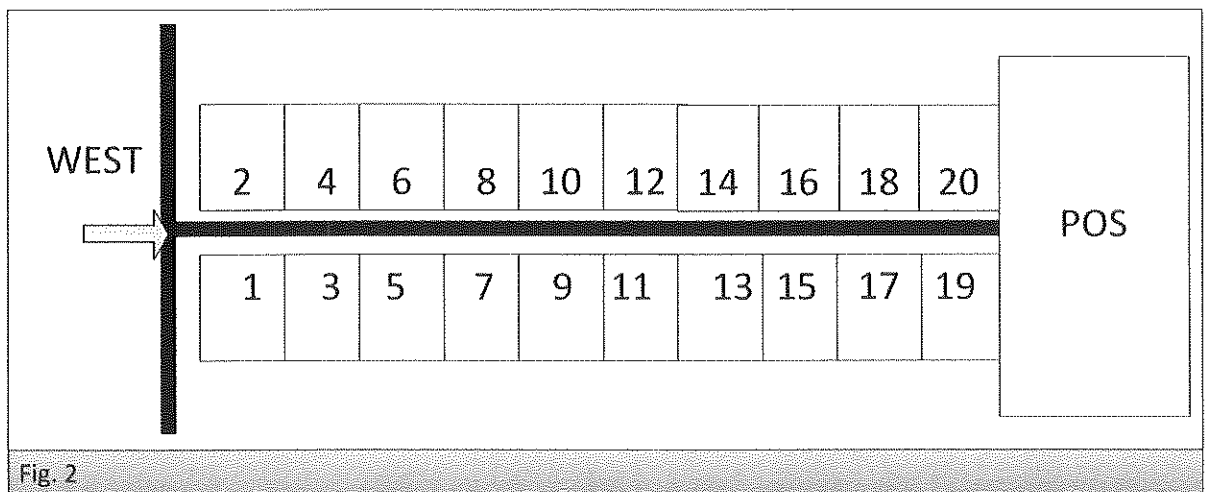
Following the conventions of SANS 1883 on address standards (as adapted), numbering of erven must be done as follows:

#### West – east (horizontal) streets

- 3.1 Where a street is accessed from both ends, numbers must run from west to east, with even numbers on the northern side and odd numbers on the southern side of the street, except where the eastern entrance is the predominant entrance (higher order road) (see Fig.1).



- 3.2 Where it is accessed only from the western side, numbers must still run from the western side (see Fig. 2), but where it is accessed only from the eastern side, numbers must run in the opposite direction from east to west (see Fig. 3).



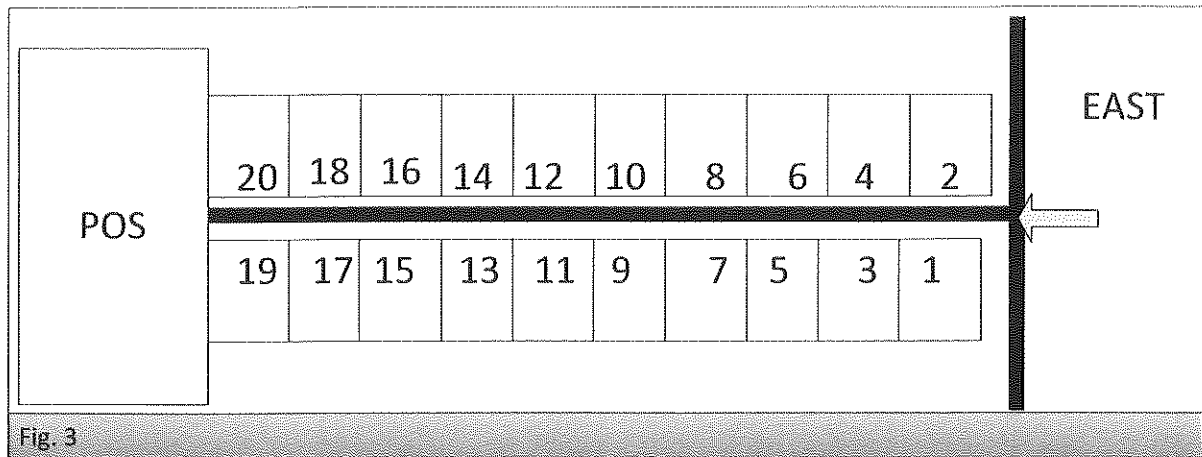


Fig. 3

### North – south (vertical) streets

- 3.3 Where a street is accessed from both ends, numbers must run from north to south, with even numbers on the eastern side and odd numbers on the western side of the street, except where the southern entrance is the predominant entrance (higher order road), (see Fig. 4).

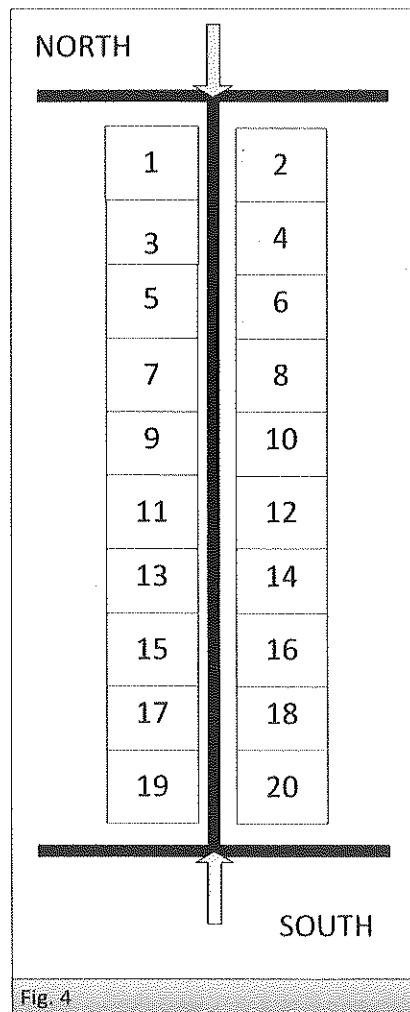
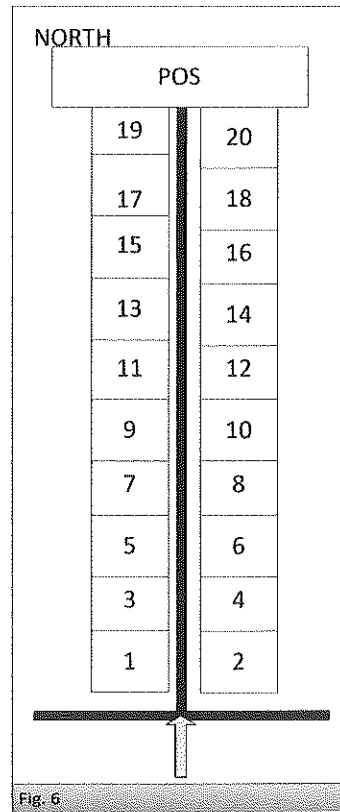
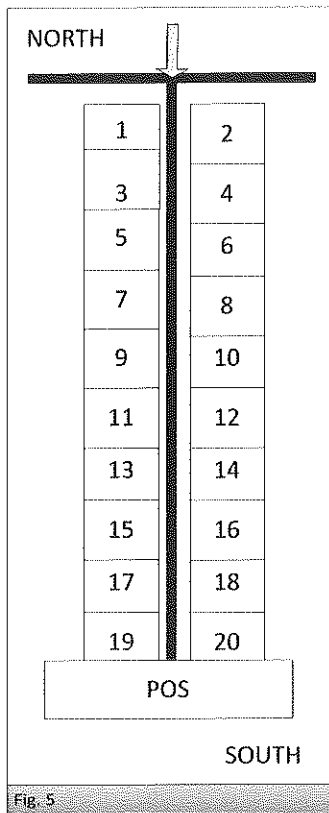


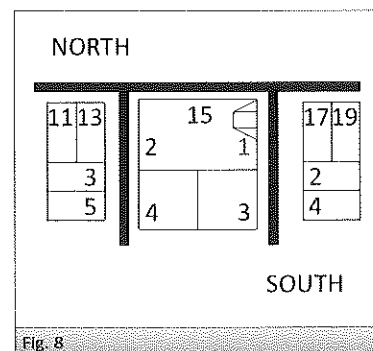
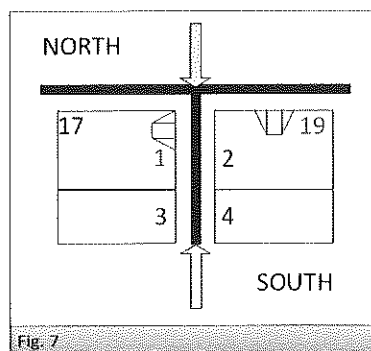
Fig. 4

- 3.4 Where it is accessed only from the northern side, numbers must still run from the northern side (see Fig. 5), but where it is accessed only from the southern side, numbers must run in the opposite direction from south to north (see Fig. 6).



### Intersections

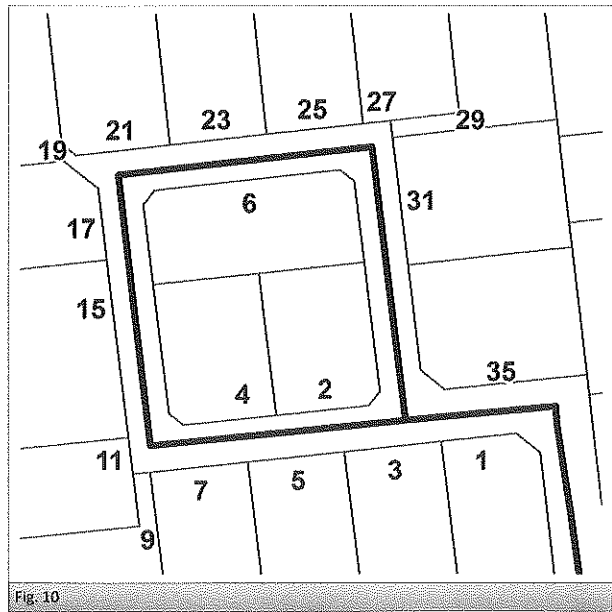
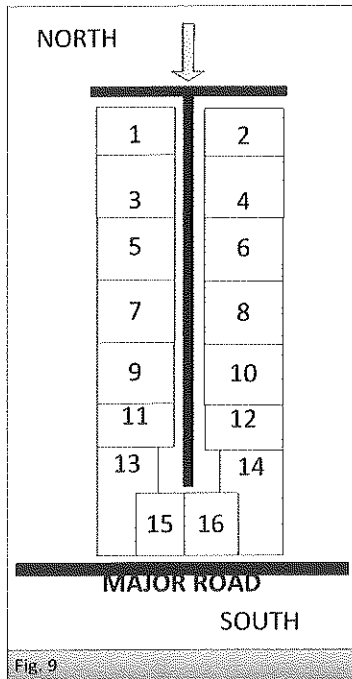
- 3.5 A corner plot at a two-way intersection must be allocated a minimum of two numbers, with one bordering each street. The active number is determined by the position of the front door of or access to the new or existing structure on the premises (see Fig. 7).



- 3.6 A corner plot at a three-way intersection must be allocated a minimum of three numbers, with one bordering each street. The active number is determined by the position of the front door of or access to the new or existing structure on the premises (see Fig. 8).

### Culs-de-sac and crescents

- 3.7 In case of a cul-de-sac (usually no longer than seven properties on each side of the road) with no possibility of further extension, even must be numbered sequentially (see Fig. 9).



- 3.8 In case of a crescent with even arranged as an island in the middle, the island even must be allocated even numbers, starting closest to the entrance, and odd numbers must be allocated on the western / southern side or the properties on the outside (see Fig. 10).

### Bulge Streets

- 3.9 In a bulge street, numbers must still be allocated sequentially as part of the main street, either odd or even, depending on the case (see Fig. 11).

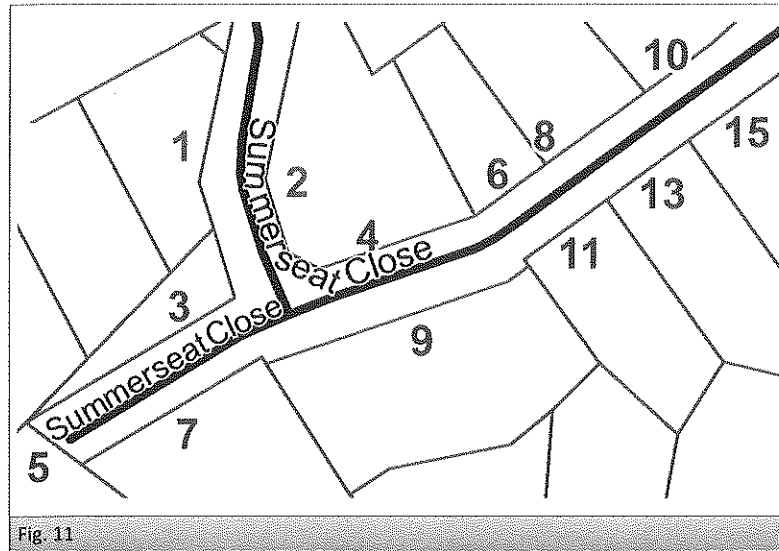


Fig. 11

### Public open space

- 3.10 Public open space and other undeveloped land must be allocated street numbers. Numbering should be allocated on both sides of an erf if it borders on two streets (see Fig. 12). The lowest value number allocated to the open space erf will be used for administrative purposes.

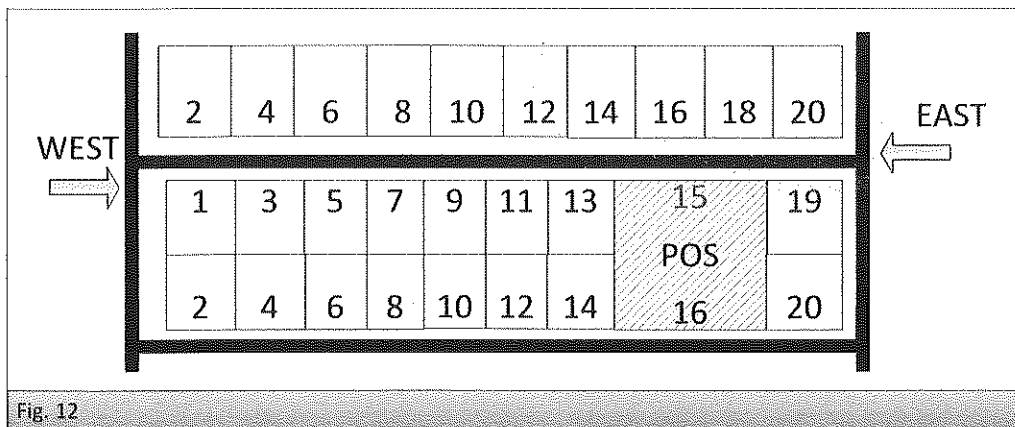


Fig. 12

### General

- 3.11 For large erven, numbers should be allocated at points at least every 16 m along the abutting road. The street number closest to the actual entrance to the property will be used as the official address.
- 3.12 Where an existing street is already numbered, numbering of new infill subdivisions therein must take existing numbers into account (see Fig. 13). Where necessary and unavoidable, number suffixes (eg 17A Scenic Road) may be used, although this is discouraged. Prefixes though (eg B17 Scenic Road) are not permitted. Numbering must also accord with the general plan of the area.

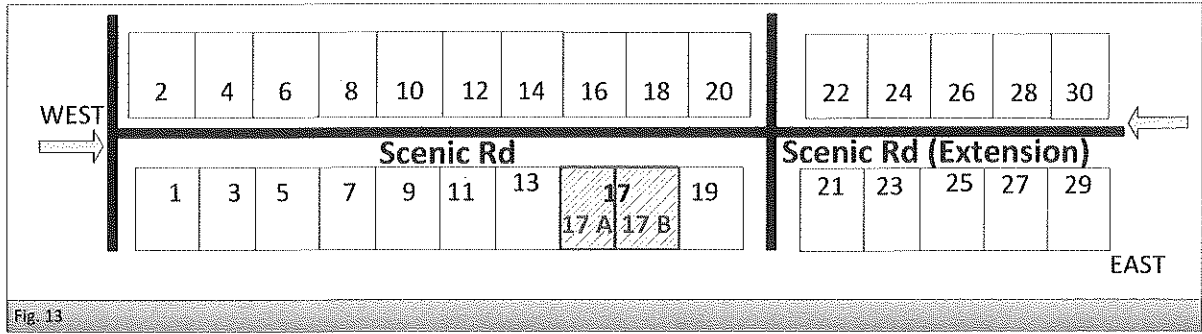


Fig. 13

3.14 Street numbering in private multi-unit complexes or estate type developments must follow the above conventions.

## 4. PROCEDURAL REQUIREMENTS

The process for naming and numbering of streets in new public or private developments are as follows:

- 4.1 Before formally submitting an application to Council, an applicant must first discuss the details of proposed street names and numbers with the relevant Geographic Information System (GIS) official in the GIS department. The GIS official will provide the applicant with a list of existing street names within a 5 km radius of the application site.
- 4.2 The applicant must then submit a preliminary list of proposed street names with alternatives, which is then checked for policy compliance (including language correctness) by the GIS official concerned. It remains the responsibility of the applicant to scrutinise both lists and confirm that there would be no duplication within the suburb or a 5 km radius. In larger developments, the applicant is advised to discuss the proposed naming theme with the Town Planning office prior to submitting street names for consideration.
- 4.3 If there is no duplication and the proposed names are acceptable, it must be reflected on the proposed subdivision plan or site development / layout plan (if no subdivision). Proposed street numbers must also be reflected on the same plan in accordance with the rules for street numbering in this policy.
- 4.4 The development application containing the proposed subdivision or layout plan with proposed street names and numbers is then submitted to the Town Planning department. Submissions lacking this information are not accepted at the counter.
- 4.5 The application is then processed by the Town Planning Department in the normal manner, which should include advertising of the proposed street names for a 30 day period as part of the standard public participation process.
- 4.6 Where previously unnamed roads are to be named, or existing names are to be corrected or changed to remove confusion etc, and where such proposals do not relate to a development application, the proposed names (and new numbers where necessary) must be similarly subject to a 30 day advertising period.
- 4.7 Once public consultation is complete, and after assessment thereof in accordance with the criteria listed herein, the application is referred to the competent authority for decision (including the imposition of a condition requiring installation of name boards and kerb signage, at the applicant's expense, in the case of approval). Street names and numbers form an implicit part of the approved (endorsed) subdivision or site layout plan.
- 4.8 The competent authority for the approval of street names and numbers is as determined in Council's System of Delegated powers, as set from time to time.
- 4.9 Following the above, the approval notice (with endorsed subdivision / site layout plan) is copied to relevant external parties, including the Surveyor-General and Post office.

## 5. IMPLEMENTATION ARRANGEMENTS

The following arrangements are to be noted:

- 5.1 All costs relating to street naming in new developments must be borne by the developer. Where Council is the developer, the costs will be carried by Council.
- 5.2 Street names must be displayed on name boards and/or kerbs, which must comply with the relevant Council standards and are to be erected in accordance with the relevant approval granted, in appropriate locations, at the discretion of the Director: Community Services.
- 5.3 The costs of erecting or changing street name signage resulting from the naming of existing public streets will be carried by Council.
- 5.4 On completion of a building on a premises, the property owner is responsible for displaying the street number as approved by Council in a location that is clearly visible from the street and at least 1,5 m above the centre line of an abutting street.
- 5.5 Street numbers must comply with Council by-law on Outdoor Advertising & Signs.
- 5.6 Instances of confusion or complaints regarding incorrect street names or numbers will be investigated by Council's GIS official. In order to address such, and as provided for in the relevant by-law, Council may instruct an owner(s) to rectify such situation and display correct street names or numbers.

## ANNEXURE A

## STREET NAME SUFFIX TYPES

English	Afrikaans	Description
Arcade (Ar)	Arkade	Local or minor street with shops along it
Avenue (Ave)	Laan (Ln)	City street usually with significant horticultural features; usually smaller in scale than a boulevard
Bend	Draai	Relatively short street with at least one prominent bend in it, sometimes similar to crescent
Boulevard (Blvd)	Boulevard (Blvd)	Wide, pretentious street, usually a primary or arterial road, with prominent horticultural or landmark features
Bypass	Verbypad	Wide road which usually takes traffic around developed or densely populated areas, with emphasis on mobility
Circle	Sirkel	Often in residential areas, relatively short circular street which roughly forms a circle or arc and terminates in the same street where it originates from
Close (Cl)	Slot	Minor dead-end street with no through access Court (Crt) Hof Similar to Square, but normally surrounded by residential buildings
Cul-de-sac	Cul-de-sac	Minor dead-end street with no through access Court (Crt) Hof Similar to Square, but normally surrounded by residential buildings
Cove	Not translated	Similar to a close / cul-de-sac, usually very short dead-end street; can end in a court
Crescent (Cres)	Singel (Sgl)	Relatively short street or ring road which forms an arc or part of a circle
Drive (Dr)	Ryiaan (Rln)	Relatively long, usually scenic route
End	Einde	May be used where a road splits into more than one endpoint, where all terminate in a dead-end or cul-de-sac
Expressway	Snelweg	Dual carriageway road with limited, signal controlled or Interchange access only
Freeway or Highway	Snelweg of Deurpad	Usually dual carriageway road with access limited to interchanges only, connection between major destinations
Grove	Laning	Minor residential street, usually characterised or surrounded by trees / woods / orchards or other plantations
Lane or Alley	Steeg	Narrow street or alleyway found in urban / built-up areas, usually short and often only for non-motorised (pedestrian) traffic or service access, usually running between or at the back of buildings

Link	Skakelpad	Short street linking longer ones, usually with only two corner properties on both sides of the street
Loop	Draai	Used for streets shaped as a half-circle or arc, which often returns on itself; related to crescent and circle
Mall	Wandellaan	Major road, mainly for pedestrian use, serving mostly commercial developments
Mews	Not translated	Minor urban residential street behind a more prominent street
Parade	Parade	Public promenade or road with good pedestrian space alongside
Parkway (Pw)	Parkweg	Dual carriageway with limited, signal-controlled or interchange access only, with horticultural features
Path	Voetpad	Surfaced road for walking
Place (Pl)	Not translated	Minor dead-end street; surfaced and intended for walking
Quay	Kaai	Road, street or way leading to a landing place alongside or projecting into water for berthing watercraft or sea vessels
Road (Rd)	Weg	General term usually for 'street', sometimes outside built-up areas; street which performs a distributor function as well
Row	Not translated	Street with townhouses or row houses, but may also be used for any residential street
Square (Sq)	Plein (Pln)	Road or portion of road, the shape of which resembles a square or rectangle
Steps	Trappe	Street with steps, for pedestrian use only
Street (St)	Straat (Str)	Typical road in a residential area, serving mainly houses or vacant properties
Terrace (Ter)	Not translated	Road, normally for pedestrian use, which serves houses on a raised level
Trail	Wandelpad	Un-surfaced road for walking
Walk	Wandellaan	Narrow street normally for pedestrian use only
Way	Weg	General term usually for 'street', sometimes outside developed areas, street which performs a distributor function as well (same as Road)

ANNEXURE B

