

CENTRAL OTAGO DISTRICT COUNCIL

POLICY: ALTERING THE NAME OF A PUBLIC ROAD

This policy was adopted by a resolution of the Roading Hierarchy Sub-Committee on 5 August 2003.

Purpose

- To set a policy and procedure for altering the name of a Public Road.

Statutory and Legal

The Local Government Act 1974 Section 320 states:

- “• *That Council can only alter the name of a road by special order.*
- *That following the making of the special order Council shall send a copy of the special order to the District Land Registrar and the Chief Surveyor.*
- *The District Land Registrar shall note his records accordingly, without payment of any fee.*”

Policy

Applicants are to be encouraged to consider the name suggested being applied to an unnamed road or street as an alternative to renaming an existing road name.

Requests to alter a road name shall be considered initially by the relevant Community Board and will only be forwarded to Council if supported by the Community Board.

Requests to alter road names shall be considered by the Operations Committee of Council at 6 monthly intervals.

Costs

All costs associated with altering a road name shall be met by the applicant if considered appropriate.

Procedure

Applicants will be requested to consider the name being applied to an unnamed road or street as an alternative to altering an existing road name.

A draft proposal is to be prepared by the Roading Manager. This report is to consider if the proposed name change duplicates or could be confused with any existing road names within the District. The draft proposal is to be supported by a resolution of the relevant Community Board.

The proposal will then be presented to the Council for resolution to alter the road name by special order.

Public notification is required in accordance with the requirements of a special order of Council.

Following closure of the public notification period a report on the submissions is to be prepared for the Operations Committee by the Roading Manager.

If the special order is confirmed by a resolution of Council, the Roading Manager shall notify the District Land Registrar and Chief Surveyor of the change. A copy of the special order is to be provided with this notification. Council's Rates Officer shall also be informed.

The Roading Manager shall notify the applicant and submitters of the Council's decision.