



MANDENI LOCAL MUNICIPALITY

**MANDENI STREET NAMING AND
RENAMING OF OTHER PUBLIC
AMENITIES POLICY**

POLICY

DECEMBER 2014

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1. PREAMBLE

This policy is compiled in line with the provision of the South African Geographical Names Council Act 1998 (Act 118 of 1998). The naming and renaming of streets and other public places is recognized as being an essential part of place making and conservation of municipal character and history. This includes but not limited to the creation of places that residents and users can relate to and take pride in. Naming is also an important element to install the sense of corporate ownership and facilitates service delivery as it promotes legibility and facilitates the effective delivery of service such as policing emergency services and billing for services consumed. It also facilitates the sense of corporate ownership of municipal assets by communities. The naming of streets and public places after memorable event are a way of imprint the country history both pleasant and not in people's memory. The allocation of names to people recognised as being a way of honouring certain individuals for their contribution to the development of the country and Mandeni Area and should therefore be done with such considerations.

2. OBJECTIVES OF THIS POLICY

- To create an integrated and cohered standardised procedure in the naming and renaming of municipal amenities (Streets, parks, sport grounds and municipal buildings such as Halls e.t.c.
- To ensure that a proper procedure is followed in naming and renaming of municipal amenities.
- To ensure ownership of municipal amenities by public members
- To ensure effective public participation in municipal affairs
- To ensure conservation of our heritage, cultural and historical events for future generation.

3. POLICY STATEMENT

The Mandeni Council shall designate the names of public streets and road, municipal buildings, squares, public open spaces and cemeteries by resolution. In all cases the Mandeni Council must have a prerogative of accepting or rejecting any proposal received. With regards to naming of private features such as rights of away, the policy will guide this in as far as these names comply with the general criteria set out below, the cost associated with the naming and or renaming shall be for the owner of such asset/s.

4. DEFINITIONS AND INTERPRETATION

Responsible body- this shall mean the body responsible for maintenance and management of the specific asset.

- **In the case of public open spaces, this shall be Municipal Community Services and Public Safety Department,**
- In the case of community facilities; this shall be municipal Community Services and Public Safety Department, Economic Development, Planning and Human Settlements Department in conjunction with Technical Services and Infrastructure Development Department.
- In the case of road infrastructure this be the technical services department: civil engineering in consultation with the department of Transport (DOT) and South African Roads Agency (SANRAL) where necessary. Act- this shall refer to the South African Geographical Names Council Act of 1998. (Act 118 of 1998)
- ✓ **Streets** - reference to the street shall also apply to all roads and lanes owned by Mandeni Council and therefore falling within the council jurisdiction to name as contemplated in the Act. This includes 'private roads' including those within estates which require sanction from Mandeni Council when renaming them.
- ✓ **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.
- ✓ **Affected Property Owners** – shall refer to property owners and/ or residents and business within 150 metres of the feature whose name is proposed for change or for naming in the case of unnamed features.
- ✓ **Features/ Amenities**- shall refer to all features that are subject of this policy, including street, parks and other public buildings.
- ✓ **Street type designations** – street type designation depending on roadway function length and configuration, exist to define the character of a street. The following designations should be consulted:
 - A. Avenue (Ave) – broad Public Street. A Street handsome laid out with trees
 - B. Boulevard (Blvd) - A broad formally laid out (landscaped) paved public way approx. 30m or more in width possibly ornamentally illuminated or decorated. It carries moderate to heavy volumes of traffic at moderate to high speeds
 - C. Circle (Circ) – “U” or circular – a road that runs in a circular direction terminating at or near in proximity to its beginning and carries low moderate volumes of traffic at low or moderate speeds
 - D. Crescent (Cresc) - A Street which forms a crescent.
 - E. Drive (Dr) - a meandering, recreational or scenic local route that route that carries low moderate or high volumes of traffic at low, moderate or high speeds. A road through a park.

- F. Lane (Ln) – A narrow or short private street or dead end street or cul-de-sac
- G. Place (PL) or Close (Cl) - short street or dead end street or cul-de-sac
- H. Road (Rd) – A public road that connects two or more settlements or towns generally bearing the names or names of the settlement connected.
- I. Street (St) - A public street is approximately 12m or more in width and used to give pedestrian and vehicular traffic access to the various parcels of land making up a community
- J. Terrace (Terr) – short hillside street. A resident street, especially on a slope or hill
- K. Trail (Trl) – A pedestrian way through mountains or rough terrain. A public way following a historical route.
- L. Walk / footpath – A pedestrian way.
- M. Private (Pvt) – all private accesses should be clearly identified with the statement private or designation (PVT) shown on the street sign following the suffix.

5. JURISDICTION:

The Mandeni Council has jurisdiction over the naming of feature that are under the control for the municipality such as street, municipal building, squares, parks and cemeteries. With regards to the naming of private features, such as street, buildings, etc, the policy will guide this in as far as these names comply with the naming guidelines indicated below. The process of naming or renaming private features will however be different to that of Public Street.

The naming of towns, suburbs, human settlement of any nature and form, highway stations and government dams, is the responsibility of the national government and should be undertaken in terms of the provision of the National Geographic Names Council Act (Act 118 of 1998). The naming of these is therefore excluded from this policy. Council should continue to play the role contemplated by the Act in the allocation of geographical names that fall within the municipal area.

In instances where the road or a part of a road intended for naming/ renaming is owned by another sphere of government then permission of that sphere to proceed with the naming / renaming 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.

6. PURPOSE OF THIS POLICY

This policy seeks to regulate and standardize the processes associated with the naming and renaming of streets, parks, and municipal buildings/ amenities. In addition to the process this policy also seeks to inform and influence the types of names that chosen for various features as well spell out the procedures that should be followed in the naming and renaming process. This process covers three areas:

- The naming of unnamed features;
- The renaming of currently named features and
- The naming as part of township establishment

7. PRINCIPLES TO BE ADHEREED TO IN THE NAMING AND RENMAING PROCESS:

The principles detailed below should be adhered to in considering all submissions and petitions for the naming and renaming of streets, public open spaces and all public buildings/ amenities in Mandeni areas.

- I. Naming and or renaming is the responsibility of Council. The decision to proceed with the process of naming and or renaming must therefore be taken by Council before the process may commence.
- II. All names should be after themes, i.e. Flora and Fauna, only in exceptional cases should people's names be used and any submissions/ petitions to name after people must be accompanied by detailed motivation, indicating why the specific person is worthy of the honour and profile of the person should also be included.
- III. The municipality shall not name cemeteries after people for religious and cultural reasons. Cemeteries shall be named after the geographical area in which they are located.
- IV. Public Places should generally be named after people, places events and things related to the Mandeni Area and citizens of Mandeni proposed names should meet one of the following criteria:
 - a. To honour and commemorate noteworthy persons associated with Mandeni Area
 - b. To commemorate local history, places events or cultures;
 - c. To strengthen neighbourhood identity; or
 - d. To recognize native wildlife flora, fauna or natural feature related to the community and the Mandeni Area
- V. Consideration should be given to names of local area or historic significance
- VI. Names of living persons should be used only in exceptional circumstances
- VII. In the rare instances that features are named after a person, the person's name and surname shall be used in full, e.g. Nelson Mandeni University, not just Mandeni nor Nelson Street as a reflection of the honour bestowed upon them.

- VIII. The renaming of streets and public places should only be done where there is a need and in such a way as to curb unnecessary expense.
- IX. The process of naming and renaming must be taken in a consultative manner and this must be clearly demonstrated before a final decision can be taken.
- X. The municipality shall establish a naming /renaming committee to be made up of five councillors and officials from the municipal Technical Service Directorate, Economic Development, Planning and Human Settlements (Town Planning and GIS Section) Directorate and Community Services and Public Safety Department. The main responsibility of this committee will be to assess all naming and or renaming proposals received against the criteria as spelt out in this policy and to make recommendation to council or via council's sub-committee/s e.g. EXCO /relevant portfolio committees.
- XI. Quorum of the meeting: the standard quorum of the meeting shall apply to the street naming/ renaming committee namely that there must be 50% plus one members present to constitute a quorum.

8. CRITERION FOR THE SELECTION OF NAMES

- i. There shall be no duplication of names or confusingly similar names in the Mandeni area. Where duplication has already been made council should ensure that this is rectified via process contained within this policy
- ii. Names, of which the spelling or pronunciation may cause confusion because of its correlation with existing names, should be avoided.
- iii. Names of well – known places in other countries and the names of other countries should be avoided.
- iv. The use of a name which related to people either living or those alive during living memory shall not be used when naming or renaming street, cemeteries and open spaces. Only exceptional circumstances will be given consideration (such as the naming of building and public amenities) and justification will be required.
- v. Names shall not be too long or clumsy. Street names shall be limited to length of 18 characters including and combinations of spaces, letters or punctuation in the base portion of the name in order to facilitate the use of standard signage materials. Only in exceptional circumstances will street names of longer length be considered with the required justification; the use of compound;
- vi. Names shall not be discriminatory or derogatory from the point of view of race, religion, sex, colour, creed, political affiliation or other social factors to any community or section of a community;
- vii. Names shall promote goodwill and reconciliation;
- viii. Names may be expressed in any of the eleven official languages of the Republic of South Africa;
- ix. Names shall promote a sense of ownership and character of an area;

- x. Names shall be in keeping with the theme of an area, meaning that they should have local relevance;
- xi. Street names cannot change at intersections. Continuation of existing street must use the existing names;
- xii. Names that could be construed as advertised a particular business, service or product shall not be allowed;
- xiii. Names should increase the marketing potential and investment attractiveness of an area;
- xiv. Definitions of the street suffix (i.e. Drive, Lane, Road, etc) are to be used to determine the appropriate suffix to be applied to any street to be named or renamed.
- xv. Street adjacent to a freeway shall be given different names on each side of such a freeway/ national highway;
- xvi. The use of compass direction such as north, South East and West should be avoided;
- xvii. Renaming of sections or partial areas of street should not be considered. However, portions of a public facility (such as swimming pool) may have another name than that of the entire facility and
- xviii. Changes of names for public building facilities and open spaces such as public open spaces shall only be approved when they do not violate historical or common usage names (especially in the case of renaming cemeteries.
- xix. No feature may be named after a practicing Councilor or politician.

9. RENAMING OF FEATURES

The following criteria in ranked order are to be used to assist in the prioritising of streets and public places to be renamed. Any submission for a name change should make a strong case motivating on the basis of the following:

- i. Where the existing name is considered offensive;
- ii. Where the existing name is meaningless or historically irrelevant;
- iii. Where the name change is desirable to promote the goodwill of people now living in the new South Africa;
- iv. Where the change in name will assist in building a sense of ownership and community and in redefining society;
- v. Where there is a strong degree of community participation and support;
- vi. Where a name change is needed into a language more relevant to the local community;
- vii. Where the name change is to increase the marketing potential and investment attractiveness of the area.

The same criteria as spelt out above for the identification and allocation of names shall apply with all renaming considerations

10. PROCEDURES FOR RENAMING

The principles spelt out in Section 6 of this policy must be strictly adhered to in the renaming process

10.1 GUIDELINES FOR APPLICATIONS:

The process to be followed in the renaming is the following:

- i. Any ideas, proposals, petitions or request/s from any party must be submitted to the Economic Development, Planning and Human Settlements (EDPHS), Planning Section in the prescribed format, in order to be registered.
- ii. The application referred to in (i) above shall include the following information:
 - a) The proposed new name and the reason for the name (motivation)
 - b) A locality map showing the feature proposed for renaming.
 - c) The applicant or requesting party proof of legal residency or business address in the Mandeni Area.
- iii. The Director Economic Development, Planning and Human Settlements or his/her nominee then assess the application to check compliance with the policy in terms of the set criteria and subjects the application to the scrutiny of the naming/ renaming committee i.e. once minimum document is submitted, application will be circulated to the various members of the naming/renaming committee and the committee shall convene and discuss the proposal. In case where the proposed street names are for a township still to be developed the proposed street names shall be made in writing to the Dir –Economic Development, Planning and Human Settlements (Planning Section) at the time of the associated subdivision / township establishment application it should have a prefix of “proposed” such as “proposed Sibusisiwe Hall”.
- iv. On the basis of the recommendation of the committee a report shall be submitted to Council for a decision to either proceed with the renaming or not. Should the decision be to not proceed with the renaming, the applicant shall be advised of the Council decision, stating clear reasons for the decision.
- v. If the Council decision is to proceed with the renaming, the Dir. Economic Development, Planning and Human Settlements or his/her nominee informs that applicant or relevant organisation to undertake the process and / or to implement the proposals.

10.2 PUBLIC PARTICIPATION:

- I. The first stage in this regard should be engagement with the ward councilor/s to seek their comments on the proposed renaming. If the feature being renamed services or traverses more than one ward, then all affected ward councillors must be consulted.
- II. The extent of public engagement should be reflective of the size and functional range of the feature being renamed. The case of local facilities, consultation with the ward councilor and the placement of public notices on site and on prominent and strategic position such as schools, clinics, libraries etc. should suffice.
- III. The application should also lie open for inspection for 28 days from the 1st date of publication of the advertisement at an office of the responsible body or office easily accessible to the public. In some instances it would be advisable to also convene a public meeting, the extent of which should be in keeping with the size and functional reach of the feature being renamed.
- IV. With regards to renaming of higher order feature, such as main roads and regional facilities etc. the public participation must include the placement of municipal notice in local papers in the manner prescribed.
- V. The Dir. Economic Development, Planning and Human Settlements or his/her nominee should not only circulate the application to the members of the naming / renaming committee but simultaneously to DoT, SANRAL and any other relevant parties for technical comment and input when necessary.
- VI. In terms of notices and advertisement, the applicant or the name/ renaming committee must request the public to submit comments on proposed names and or make any other submissions within 28 days. Possible alternative names are also requested from the public. The criteria for the prioritising of name changes as listed above are to be included in the advertisement as are in the criteria for the allocation of names these should be placed on public building/ places.
- VII. Once the views of the public and ward Councilor/s have been obtained and where necessary reconciled, the committee shall prepare a report to Council for consideration (via a Portfolio Committee/s of Council) detailing the proposal together with recommendations as well as all the comments received in view of the advertising. The report should also include the financial implications for the change of each of proposals.
- VIII. Once the name is approved, the applicant or the communication and marketing office shall erect notices on the site and on prominent and strategic position such as schools, clinics, libraries, etc., reflecting adequate details of the change of name i.e. the date of implementation, the approved name and date of the Council decision.

- IX. The Accounting Officer and Communication/ Marketing Manager or his/her nominee shall also notify all affected role-players such as KZN Geographical Names Committee, Surveyor General's Office and Postmaster General, the Registrar of Deeds, the Post Office, Telkom, the South African Police Service Emergency Service, Department of Transport, South African Roads Agency etc. any change or variation in the name of any feature in terms of Section 69 (1) (a) of the Local Government Ordinance, 1939. Any such notification is accompanied by a Council Resolution.
- X. The budget should make provision for capital funds as well as operating funds to implement the proposal as per responsible department.

11. NAMING OF UNNAMED FEATURES:

The naming of unnamed features shall take precedence and priority over the renaming of street and other public facilities as detailed elsewhere in this policy. The naming of features should as far as possible be undertaken as part of the development of the feature.

In the case of street for instance, this should undertake as part of the township development / establishment and for Public Open Space and other public facilities as part of their initial development or upgrading. The principle of public participation should still be adhered to but, but maybe undertaken as part of the broader development or upgrading programme.

11.1. PROCEDURE FOR THE NAMING OF UNNAMED FEATURES:

The process to be followed in the naming of unnamed features is the following:

- i. Any ideas, proposals, petitions or requested from any part must be submitted to the office of the Dir. Economic Development, Planning and Human Settlements in the prescribed format, in order to be registered.
- ii. The application referred to in (i) above shall include the following information:
 - a) The proposed new name and the reason for the name
 - b) A locality map showing the feature proposed for naming
 - c) The applicant or requested party's proof of legal residency or business address in the Mandeni Area and Power of Attorney assigning him/her to facilitate application on behalf of a particular structure/s
- iii. The Dir. Economic Development, Planning and Human Settlements or his/her nominee then assess the application to check compliance with the policy in terms of the set criteria and subjects the application to the scrutiny of the naming / renaming committee.

- iv. On the basis of the recommendations of the committee a report shall be submitted to Council for a decision to either proceed with the naming or not. Should the decision be to not proceed with the naming, the applicant shall be advised of the Council decision, stating clear reasons for the decision.
- v. If the council decision is to proceed with the naming, the Dir. Economic Development, Planning and Human Settlements or his/her nominee informs the relevant parties to undertake the process and to implement the proposal. The first stage in this regard should be the engagement with the ward councilor/s to seek their comments on the proposed naming. If the being named services or transverses more than one ward, then all ward councillors must be consulted.
- vi. The extent of the public engagement should be reflective of the size and functional range of the feature being named. In the case of local roads and local facilities consultation with Ward Councilor/s and the placement of public notices on the site and on prominent and strategic positions such as schools, clinics libraries etc. should suffice. The application should also lie open for inspection for 28 days from the 1st date of publication of the advertisement at an office of the responsible body or office easily accessible to the public. In some instances it would be advisable to also convene a public meeting, the extent of which should be in keeping with the size and functional reach of the feature being named.
- vii. With regards to the naming of higher order feature such as main roads, regional facilities etc. the public participation must include the placement of municipal notices in local papers in the manner prescribed.
- viii. The Dir. Economic Development, Planning and Human Settlements or his/her nominee shall also circulate the application simultaneously to other relevant parties / organisation e.g. DoT, SANRAL etc. for technical comment and input
- ix. In terms of the notices and advertisement, the committee must request the public to make submission with proposed names and any other submission within 28 days. The criteria for the allocation of names should be included in notices and advertisement.
- x. Once the views of the public and the Ward Councillor/s have been obtained and where necessary reconciled, the committee prepares a report detailing the proposal together with the recommendations as well as all the comments received in view of the advertising and submits the report to Council for consideration. The report should also include the financial implications for naming of a feature.
- xi. Once the name is approved the responsible body erects notices on the site and on prominent and strategic position such as schools, clinics, libraries, etc reflecting adequate details of the name i.e. the date of implementation the approved name and the date of the council decision.
- xii. The Accounting Officer and Communication/ Marketing Manager or his/her nominee shall also notify all affected role-players such as the KZN

Geographical names committee, Surveyor General and Postmaster General, the Registrar of Deeds, the Post office, Telkom, the South African Police service, Emergency services department of transport, South African Roads Agency etc. any change or variation in the name of any feature in terms of Section 69(1)(a) of the Local Government Ordinance, 1939. Any such notification is to be accompanied by the Council Resolution.

- xiii. **Once the approval is obtained to name the feature the Accounting Officer and Communication/ Marketing Manager or nominee shall advise the relevant utilities agencies and departments such as GIS unit and Dot, SANRAL to implement the changes. The municipality through BTO Department should make provisions for capital funds as well as operating funds to implement the proposal as per responsible department.**

12. STREET NAMING AS PART OF TOWNSHIP ESTABLISHMENT:

It is imperative that the public is afforded the opportunity to comment on or proposed names for new public places and township. It is therefore recommended that the following process be followed:

- i. All proposed names are to be included in the formal application i.e. township application.
- ii. The public is to have an opportunity to comment on or object to the proposed names at the time the application is advertised in terms of the relevant legislation;
- iii. Where street transverses the boundaries of more than one area all relevant stakeholders specially affected for the specific area will have to be consulted and proposals evaluated by all. Advertising must include these affected regions as well.
- iv. Renaming of sections or partial areas of street should not be considered;
- v. Comments on the proposed names be included in all report dealing with township application and the subdivision of land, which are submitted to the relevant committee for approval
- vi. With respect to the allocation of names to townships the national places Names Committee, which falls under the jurisdiction of the department of Arts, Culture Science and Technology is an advisory body to the Minister on township names. The proposed new and written comments received must be forwarded to the National Places and Names Committee for consideration and approval.
- vii. The name of a township or suburb is registered with the surveyor general and the registrar of deeds when the general plan of the town ship is approved in the process of township establishment. In addition to other comments received the proposed name or change in name must be submitted to the surveyor general for comments which must be submitted to national place and names committee.

13. NAMING AND RENAMING OF PRIVATE STREET:

Not all the streets in Mandeni area are Public Street, some especially those in estate or settlement that emanate from Subdivisions are Private Street. There are some of these street which have not been named as part of the Township establishment and therefore need to be named in other instances there is a need to rename these streets.

While the municipality does not have the authority to name and or rename private streets, there is still the need to regulate the naming and renaming of the same. The intension in regulating this is to make sure that council naming regime is respected and is consisted without placing an onerous burden on the private owners of such streets

13.1 PROCEDURE:

Should the owner of Private Street wish to name an unnamed private street, a submission must be made in the prescribed format to the economic development and planning. The submission should be accompanied by the following information:

- i. Proof of ownership;
- ii. A locality map showing the street proposed for naming and renaming;
- iii. Motivation for renaming;
- iv. Proposed new names of which the identification must comply with the criterion indicated above;
- v. Confirmation that majority of residents on street are in support of the proposed new name this may be done in the form of signed petition;
- vi. The petition should include the names, physical addresses, signatures and contacts details of the affected property owners. These lists should indicate whether the affected property owners or residents support the proposed street naming and the signatures should not be older than 1 year upon time of submission to the municipality.
- vii. All costs associated with providing and erecting new names plates except in exceptional circumstances will have to be met by the applicant/s requesting party.

The Dir. Economic Development, Planning and Human Settlements or his/her nominee then assess the application to check compliance with the policy in terms of the criteria and subjects the application to the scrutiny of the Council naming / renaming committee which in turn makes recommendations to Council via portfolio committee/s, should be recommended names (s) be in compliance with provisions of this policy the applicant is informed that Council supports the name and that they may proceed to notify all the relevant agencies i.e. Telkom, Post Office, SAPS etc. of the new name. On approval, the applicant should erect the new name to the standards

specified by the Municipality or department of transport or SANRAL to his/her cost.