

ADOPTED		VERSION NO	1.3
COUNCIL MEETING MIN	311/23	REVIEW DATE	DECEMBER 2025
DATE:	13 DECEMBER 2023	FILE NUMBER	ROA100072, PAR300023

Objective

This policy has been developed to provide consistent guidelines for developers, the community and Council when allocating new road names or re-naming existing roads; allocating bridge names and allocating place names; and to ensure names are allocated that will stand the test of time and are of local or historical significance.

Legislative requirements

- Roads Act 1993
- Roads Regulation 2018
- Geographical Names Board (GNB) of NSW Policy – Place Naming – July 2019.
GNB is responsible for assigning names to places anywhere in NSW. While the Local Government Authority is the road naming and addressing authority, GNB is the authority over which names can or cannot be used in place and road naming.
- Australian/New Zealand Standard – Rural and urban addressing AS/NZS 4819:2011
- NSW Addressing User Manual – Revised May 2021 – Sections 6.7 and 6.10

Policy – Road naming.

1. In cases involving the naming of a new or an un-named road or the re-naming of an existing named road where:
 - Council receives a request from a member of the community; or
 - Council receives a request from a developer as part of the DA process; or
 - A staff member is of a view that a road should be named or renamed; as appropriate:
 - a) letters will be forwarded to neighbours seeking their submissions for new name(s); and
 - b) concurrently advertise in the local newspaper and on Council's website for naming submissions from members of the public.
 - c) submissions, referred to in (a) & (b) above, must be received by Council within 21 days of the date of the letter and advertisement.
 - d) memorandum to Councillors informing them of the proposal.
2. Each proposed name is evaluated via the Geographical Names Board (GNB) Road Name Eligibility Check site to ensure there is no duplication within a rural, rural/urban or urban area. The evaluation will also highlight similar sounding names that may not meet GNB standards.
3. If a potential issue is found in the Road Name Eligibility Check, such as duplication, the proposed name may not be used.

4. A report is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed and confirmation that the GNB evaluation has no objection to the name or names proposed. If there is an objection, the details are to be included. A brief overview of the process involved in naming or re-naming roads should also be included. Any decision by the Council at this stage can only be that it is proposing a road name from the choices submitted.
5. Once Council has chosen a name from the submissions, the name is entered into the GNB's NSW Place and Road Naming Proposal System. The GNB will serve a notice of the proposal on the following:
 - (i) Australia Post;
 - (ii) the Registrar General;
 - (iii) the Surveyor General;
 - (iv) the Chief Executive of the Ambulance Service of NSW;
 - (v) Fire and Rescue NSW;
 - (vi) the NSW Rural Fire Service;
 - (vii) the NSW Police Force;
 - (viii) the State Emergency Service;
 - (ix) the New South Wales Volunteer Rescue Association Inc; and
 - (x) in the case of a classified road – the RMS;

inviting submissions, in writing to the Council, within 14 days.

6. Following Council's decision on the proposed naming or re-naming of a road:
 - a) Write to the party who lodged the request and any members of the public who had responded and inform them of the Council's decision and what was happening now;
 - b) Publish a notice of the proposed name in a local newspaper and on Council's website inviting submissions, in writing, to the Council within 21 days;
7. Confirm the GNB have approved the name proposal in the NSW Place and Road Naming Proposal system. Then, at the expiration of time for the lodgement of submissions, prepare a further report to Council addressing submissions received and recommending formal adoption of the proposed road name and Gazettal of the new name.
8. If the Council resolves to adopt the proposed name:
 - a) Publish a notice in a local newspaper and on Council's website advising the new name and giving a brief description of the location of the road; and
 - b) submit a Government Gazette via the GNB's NSW Place and Road Naming Proposal system. This will also inform the following, giving sufficient particulars to enable the road to be identified:
 - (i) Australia Post;
 - (ii) the Registrar General;
 - (iii) the Surveyor General;
 - (iv) the Chief Executive of the Ambulance Service of NSW;
 - (v) Fire and Rescue NSW;
 - (vi) the NSW Rural Fire Service;
 - (vii) the NSW Police Force;
 - (viii) the State Emergency Service;
 - (ix) the New South Wales Volunteer Rescue Association Inc; and
 - (x) in the case of a classified road – the RMS.
 - c) Inform the property owner and neighbours, along with everyone who has made a request or submission, of Council's decision.

9. Once confirmation has been received that the notice has appeared in the Government Gazette:
 - a) Update Council records – mapping, property, assets, EDRMS (electronic data records management system) and roads database.
 - b) Organise street signs.
 - c) Notify affected property owners and agencies of any new addressing allocated to the newly named road.

Policy – Bridge naming.

1. In cases involving the naming of a new or an un-named bridge where:
 - Council receives a request from a member of the community; or
 - A staff member is of a view that a bridge should be named or renamed; as appropriate:
 - a) letters will be forwarded to neighbours seeking their submissions for a new name(s); and
 - b) concurrently advertise in the local newspaper and on Council's website for naming submissions from members of the public.
 - c) submissions, referred to in (a) & (b) above, must be received by Council within 21 days of the date of the letter and advertisement.
 - d) memorandum to Councillors informing them of the proposal.
2. No consultation is required with the GNB in relation to bridge naming, however, the same guidelines should be adhered to – at minimum, the submitted names/s cannot relate to living persons or a commercial interest and duplication of names should be avoided. However, proposals containing more than one name may be accepted.
3. At the end of the advertising period a report is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed. A brief overview of the process involved in naming the bridge should also be included. Council makes a choice from the options submitted and recommends formal adoption of the proposed bridge name along with Gazettal of the new name.
4. If the Council resolves to adopt the proposed name:
 - a) Publish a notice in the Government Gazette, a local newspaper and on Council's website advising the new name, giving a brief description of the location of the bridge; and,
 - b) notify the following authorities or agencies of the new name:
 - (i) Australia Post;
 - (ii) the Registrar General;
 - (iii) the Surveyor General;
 - (iv) the Chief Executive of the Ambulance Service of NSW;
 - (v) Fire and Rescue NSW;
 - (vi) the NSW Rural Fire Service;
 - (vii) the NSW Police Force;
 - (viii) the State Emergency Service;
 - (ix) the New South Wales Volunteer Rescue Association Inc; and
 - (x) in the case of a bridge located on a classified road – the RMS.
 - c) Inform everyone who has made a request or submission and neighbours of Council's decision.

5. Once confirmation has been received that the notice has appeared in the Government Gazette:
 - a) Update Council records – mapping, property, assets, EDRMS and roads database.
 - b) Organise bridge signage.

Policy – Place naming.

1. In cases involving the naming of a place (place means any geographical or topographical feature or any district, division, locality, region, city, town, village, settlement, railway station, school or park or any other place within NSW but does not include any road, any local government area, urban area, county district or electoral district.) where:
 - Council receives a request from a member of the community; or
 - Council receives a request from a developer as part of the DA process; or
 - A staff member is of a view that a place should be named or renamed; as appropriate:
 - a) letters will be forwarded to neighbours seeking their submissions for a new name(s); and
 - b) concurrently advertise in the local newspaper and on Council's website for naming submissions from members of the public.
 - c) submissions, referred to in (a) & (b) above, must be received by Council within 21 days of the date of the letter and advertisement.
 - d) memorandum to Councillors informing them of the proposal.
2. At the end of the advertising period a report, containing all submissions, is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed. A brief overview of the process involved in naming a place should also be included. Any decision by the Council at this stage can only be that it is proposing a place name from the choices submitted.
3. Following a decision by Council to the proposed naming or re-naming of a place:
 - a) Write to the party who lodged the request and any local residents who had responded and inform them of the Council's decision and what was happening now;
 - b) Enter the name as a proposal on the NSW Place and Road Naming Proposal System with all submissions received and advising which is Council's preferred name.
 - c) The matter will then go to the next meeting of the Geographical Names Board for approval, deferral or rejection. If deferred GNB will seek further information. If rejected GNB will advise Council to reconsider the submission.
 - d) If approved the name will be advertised in a local newspaper by the GNB inviting submissions for or against the preferred name.
 - e) If the advertising period (one month) is completed with no objections to the GNB the name becomes official and the GNB will advertise the name in the Government Gazette and will update the official NSW mapping database. The GNB will write to Council with confirmation of the acceptance of the proposed name.
 - f) If objections are received against the proposed name Council will be required to recommence the submission process. At the end of this process, when the application is again sent to GNB with Council's preferred name, which may or may not be the same name, GNB will review submissions and either reject, alter or endorse the name.
4. Once a name is formally approved Council will inform everyone who has made a request or submission and neighbours of the final decision.

5. Once confirmation has been received that the notice has appeared in the Government Gazette:
 - a) Update Council records – property database, assets (if applicable) and EDRMS. The mapping database will be updated by GNB.
 - b) Organise place signs.

VARIATION

Council reserves the right to vary the terms and conditions of this policy, subject to a report to Council.