

Resource Consents Unit

Request for road or right of way name

Section 319(j), Local Government Act 1974

Email to: resourceconsentapplications@ccc.govt.nz; or

Deliver to: Christchurch City Council, 53 Hereford Street, Christchurch; or

Send to: Christchurch City Council, PO Box 73013, Christchurch Mail Centre, Christchurch 8154.

For enquiries phone: (03) 941 8999

About this form

This form is used to request naming of proposed new roads and rights of way. When naming is required this is specified in the conditions on the subdivision consent or right of way approval. Requests must be in accordance with the Council's [Policy on roads and rights of way naming](#).

Community Board approval

All road and right of way names must be approved by the local Community Board.

For subdivisions creating new roads and rights of way, the proposed name(s) must be approved by the Community Board before the Council will issue a s223 certificate. Due to agenda cut-off dates a staff report must be prepared several weeks prior to the meeting date. To avoid delays obtaining the s223 certificate it is recommended that this form be submitted well in advance, with all of the information outlined on page 2.

In addition, where an existing right of way is to be named because additional lots are proposed to access it, all residents on the right of way must be consulted on the proposed name.

Staff time involved in checking requests and obtaining Community Board approval for road and right of way names will be charged as part of the final fees for the subdivision consent or right of way application.

Please contact us if you would like to discuss the proposed theme for the road names prior to submitting this request.

Name plates

Once the road names are approved, road name plates must be installed. Approval for the location of the name plates is required from the Council's Subdivision Engineer prior to installation.

The name plates are to be ordered directly from the manufacturer by the developer / applicant. This process usually takes six weeks. The name plates are to be designed and installed in accordance with the IDS and CSS, with photographic evidence of the installed plates to be provided before issue of the s224 or s348 certificate.

1. Address / Location

Type of request: Road name Right of Way name Combination

RMA reference number:

Subdivision name (if applicable):

Address (of subdivision or location of right of way):

A plan of the subdivision or right of way is attached

2. Applicant / Developer

Name:

Address:

Landline:..... Mobile:..... Email:

3. Agent

Name:

Address:

Landline: Mobile: Email:

4. Proposed Names

Proposed Names	Background / explanation (or attach a separate document)

Please attach the following supporting information for each of the proposed names:

- A plan of the subdivision or right of way showing connections to existing roads within the surrounding road network, and the names of all existing and proposed roads on the plan.
- A short explanation of the background for each name, including its origin and link with the area (*this can be outlined in the table above or in a separate attachment*).
- For names with Maori origins, details of consultation with relevant Rūnanga via [Mahaanui Kurataiao Limited](#) (MKT).
- Confirmation that the names do not duplicate or are not similar to any existing name within the Christchurch District.
- At least three options for each road / right of way, in order of preference (*this helps to avoid repeating the Community Board approval process if a name is not approved*).
- Where the name is for an existing right of way, the written approval of all existing owners.
- Confirmation that the proposal is consistent with the Australian and New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing.

Please also note the following requirements outlined in the Council's [Roads and rights of way naming policy](#):

- Where more than one road is being created in a subdivision, a common theme is recommended.
- Personal names are discouraged unless the name has an historical connection with the property being subdivided, or that of a well-known local identity, or prominent Cantabrian or New Zealander.
- Names are to be chosen in proportion to the length of the road. Long names on short cul-de-sacs can be very difficult to display on a map.
- All new private rights of way and access lots to be named must be called “___ Lane”.
- Names must not duplicate or be similar in spelling or sound to other road names in the Christchurch District or the immediate surrounding area.

PRIVACY ACT 1993

The information requested in the form is being collected by the Resource Consents Unit of the Christchurch City Council so that we can process your request. All information submitted as part of an application is required to be kept available for public record, therefore the public (including business organisations, other units of the Council, and the media) may view this information. You may ask to check and correct any of this personal information if you wish.