



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref: 3/4/3/5/3/4

2018-03-02

NOTICE OF A JOINT SITTING

ECONOMIC DEVELOPMENT AND PLANNING SERVICES & INFRASTRUCTURE SERVICES

TUESDAY: 2018-03-06 AT 14:00

TO Ald JP Serdyn (Ms) [Chairperson: Econ. Dev. and Planning Serv.]

COUNCILLORS F Adams
FJ Badenhorst
AJ Hanekom
L Mqeba
RS Nalumango (Ms)
S Schäfer

TO Cllr J De Villiers [Chairperson: Infrastructure Services]

COUNCILLORS GN Bakubaku-Vos (Ms)
F Bangani-Menziwa (Ms)
A Florence
AJ Hanekom
C Manuel

Ex officio Executive Mayor, Ald G Van Deventer (Ms)

Notice is hereby given that a Joint sitting of the Economic Development and Planning Services Committee and Protection Services Committee will be held in the Council Chamber, Town House, Plein Street, Stellenbosch on **Tuesday, 2018-03-06 at 14:00** to consider the attached Agenda.

ALD JP SERDYN (MS)
CLLR J DE VILLIERS
CHAIRPERSONS

AGENDA
JOINT SITTING OF THE
ECONOMIC DEVELOPMENT AND PLANNING SERVICES

&
INFRASTRUCTURE SERVICES

2018-03-06

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**AGENDA JOINT ECONOMIC DEVELOPMENT AND PLANNING 2018-03-06
AND INFRASTRUCTURE SERVICES COMMITTEE MEETING**

1.	OPENING AND WELCOME	(3/4/3/3)
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2.	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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3.	DISCLOSURE OF INTEREST	(3/6/2/2)
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4.	APPLICATION FOR LEAVE OF ABSENCE	(3/4/3/3)
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**AGENDA JOINT ECONOMIC DEVELOPMENT AND PLANNING 2018-03-06
AND INFRASTRUCTURE SERVICES COMMITTEE MEETING**

5.	REPORT/S FROM OFFICIALS: ECONOMIC DEVELOPMENT AND PLANNING & INFRASTRUCTURE SERVICES [JOINT SITTING]
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5.1	NON-DELEGATED MATTERS
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5.1.1	DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, AUGUST 2017
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1. PURPOSE OF REPORT

To request Council's approval for public consultation of the Draft Policy on Place naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality, August 2017, attached as **APPENDIX 1**.

2. BACKGROUND

The Executive Mayor advised as follows;

"Please review and advice as policy dates back to 2010. Pay special attention to the detail and procedure for the process for renaming of street names."

3. DISCUSSION

The purpose of this Policy is to provide a standard and consistent policy framework dealing with, street and place naming and renaming, street numbering and to set out the responsibilities of the relevant parties involved in the process.

In order for the Municipality to name or rename streets or places and to allocate street numbers, certain criteria need to exist to guide how these names or numbers are approved or allocated. This Policy addresses the essential criteria and rules required for the effective administrative and decision-making procedures in order to guide the various departmental functions relating to street naming, numbering and renaming.

The Policy was reviewed to address a more effective administrative procedure and to bring it in line with the Stellenbosch Municipality Land Use Planning By-Law, October 2015. The said By-Law stipulates in Chapter X, Section 98 as follows:

- (1) *If as a result of the approval of a development application streets or roads are created, whether public or private, the Municipality must approve the naming of streets and must allocate a street number to each of the erven or land units located in such street or road.*
- (2) *The proposed names of the streets and numbers must be submitted as part of an application for subdivision.*
- (3) *In considering the naming of streets, the Municipality must take into account the relevant policies regarding street naming and numbering.*

**AGENDA JOINT ECONOMIC DEVELOPMENT AND PLANNING 2018-03-06
AND INFRASTRUCTURE SERVICES COMMITTEE MEETING**

- (4) *The Municipality must notify the Surveyor-General of the approval of new streets as a result of the approval of an amendment or cancellation of a subdivision in terms of section 23 and the Surveyor-General must endorse the records of the Surveyor-General's Office to reflect the amendment or cancellation of the street names on an approved general plan.*

4. COMMENTS FROM OTHER DEPARTMENTS

Comments from Internal Departments of the Municipality will be obtained simultaneously with the public participation process.

5. APPENDICES

APPENDIX 1: The draft policy on Place naming, Street naming and Renaming and Numbering for Stellenbosch Municipality, August 2017.

RECOMMENDED

- (a) that the draft policy on Place naming, Street naming and Renaming and Numbering for Stellenbosch Municipality, August 2017, be approved in principle; and
- (b) that the draft policy on Place naming, Street naming and Renaming and Numbering for Stellenbosch Municipality, August 2017 be advertised for public comment where after same be resubmitted to Council for final consideration and approval.

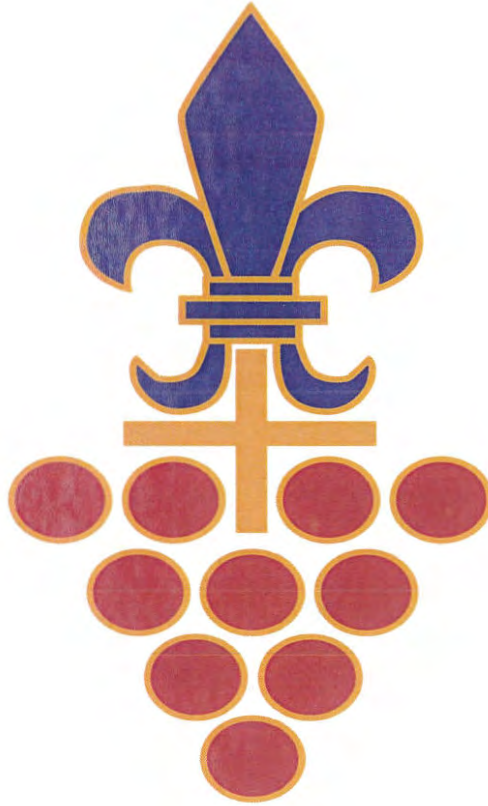
MAYORAL COMMITTEE MEETING: 2017-10-11: ITEM 5.3.2

RECOMMENDED

that this item be referred to a joint sitting of the Planning and Economic Development Portfolio Committee and the Infrastructure Portfolio Committee, in order to advise the Executive Mayor.

<i>Meeting:</i>	<i>Joint Planning & Infrastructure Serv: 2018-03-06</i>	<i>Submitted by Directorate:</i>	<i>Plan & Econ Dev</i>
<i>Ref no:</i>	<i>16/P/4</i>	<i>Author</i>	<i>Manager: LUM</i>
<i>Collab:</i>	<i>543234</i>	<i>Referred from:</i>	<i>Mayco: 2017-10-11</i>

APPENDIX 1



**POLICY ON PLACE AND STREET NAMING,
RENAMING AND NUMBERING
DRAFT
AUGUST 2017**

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1 INTRODUCTION

1.1 Timeous and effective allocation and recording of places and street names and numbers are important for the following reasons:

- The completion of the registration of ownership in new subdivisions;
- The provision of municipal services (i.e. Engineering Services);
- The billing for rates and municipal services used;
- The provision of emergency services;
- Postal delivery;
- Statutory compliance (e.g. FICA, RICA);
- Data integrity in Council; and
- To ensure that property owners can be contacted for public participation purposes.

Any delay in the provision of street naming and numbering can cause inconvenience with regard to these aspects, a loss in revenue to Council and delays in property transfers.

1.2 The Stellenbosch Land Use Planning Bylaw, 2015 (clause 98) imposes an obligation on an application to submit proposed street names for public and private streets when making a relevant application. The Municipality must accordingly approve the names and numbers as part of the development application process.

2 OBJECT OF POLICY

2.1 The purpose of this Policy is to provide a standard and consistent policy framework dealing with street and place naming and renaming, street numbering and to set out the responsibilities of the relevant parties involved in the process and to outline effective administrative and decision-making procedure in dealing with matters concerning the object of this policy.

2.2 Annexure 2 hereto confirms the process flow chart.

3 SCOPE

3.1 This Policy replaces all policies and procedures previously followed by the Stellenbosch Municipality and shall be applicable to the entire WC024.

3.2 The general term "street" used in this Policy, includes all classes of streets which serve a public right-of-way, the naming and numbering of which is the responsibility of an applicant. This includes parking areas, squares, malls, paths, lanes and other public places.

3.3 All decisions made in terms of this Policy at any specific time shall be in accordance with the applicable delegation of powers relating to street naming and numbering as approved by the Stellenbosch Municipality.

4 PROCEDURE FOR NEW PLACE AND STREET NAMING AND NUMBERING IN PRIVATE AND PUBLIC SUBDIVISIONS

The place and street naming and numbering process in new* private and public subdivisions shall be as follows:

- 4.1 Applicants will be encouraged to discuss the details of the proposed subdivision and street names with the Land Use Management Department, prior to application submission.
- 4.2 Any applicant who intends to undertake a development that will result in the creation of new streets shall supply the Land Use Management Department with a preliminary list of proposed street names with alternatives. It shall be the responsibility of the applicant to scrutinize the list and confirm that there are no duplicate or similar names within the suburb or within a 2 km radius.
- 4.3 If there are no similar street names or duplication of street names within a 5km radius, then the names shall be reflected on the plan of proposed subdivision and advertised together with the proposed development application. Street numbers must also be reflected on the plan in accordance with the rules for street numbering.
- 4.4 A decision on the development application together with the proposed street names and numbering shall be made by the delegated decision-maker in terms of the relevant Bylaw.
- 4.5 After final approval of the new street names and numbers, the external bodies and departments such as the Surveyor-General, Telkom, Post Office, the South African Police Service, Emergency Services, National Place Names Committee and map procedures, shall be informed of the new streets and numbers by the Directorate: Planning and Development.

5. RULES FOR STREET NAMING AND PLACE NAMING

The following rules for the naming of streets shall apply:

- 5.1 There shall preferably be no duplication of street names within a 5km radius.
- 5.2 There shall be no similarly spelled names in the same suburb or within a 5km radius.
- 5.3 There shall be no phonetically similar names in the same suburb or within 5km radius.
- 5.4 Names should be in keeping with the theme of the surrounding street names when falling within an established township. If not, then a new theme has to be provided, which should not include names of living persons.
- 5.5 Where a street is interrupted by a natural or man-made barrier, the resulting portions of that street may be named in the appropriate language by the addition of an appropriate identifier to one or both portions, such as

North, South, East, West, Lower, Upper, Central, extension.

- 5.6 A continuous street shall maintain its name throughout its length, to avoid confusion.
- 5.7. Only appropriate suffixes or their accepted abbreviations shall be used. See Annexure 1 for guidelines in this respect. A suffix to a street name shall form part of the name and shall, where appropriate, be in the same language as the street name. In the case of the name of a person, it shall be in the language spoken by the person or as agreed with his/her family.
- 5.8 The normal grammatical rules shall apply to suffixes. (In Afrikaans, suffixes to short names other than proper nouns shall form one word with the name, while others are written separately).
- 5.9 The length of a name should preferably be limited to what can be practically accommodated on a name board and maps, which is no more than 20 characters including spaces.
- 5.10 Names shall not be offensive or in a foreign language not accepted as one of the official languages of South Africa.
- 5.11 Street names shall be displayed on corner signs, name boards or kerbs, which shall comply with the relevant standards, in appropriate locations, at the discretion of the Director: Engineering Services.
- 5.12 Only on exceptional cases will the names of people be used / permitted and then only with full motivation to bestow an honour on such person in which case the full name must be used and only as agreed with the person's family.

6. RULES FOR STREET NUMBERING

The numbering of erven shall be done as follows:

6.1 Streets - West to East (Horizontal)

- Numbering must be done from left to right, west to east, with even numbers on the southern side of the street, and the odd numbers on the northern side of the street.

6.2 Streets - South to North (vertical)

- Start by numbering from south to north, with the even numbers on the eastern side of the street, and the odd numbers on the western side of the street.

6.3 Corner Erf (Two streets)

- Two street numbers must be provided for a corner erf, with one street number bordering each street. The street number of a property will be determined by the direction of the front door of the new or existing structure. The direction of the building/front door/entrance will determine which street number shall be used.

6.4 Corner Erf (Three streets)

- Three street numbers must be provided for a corner erf. One street number bordering each street is required. The street number provided shall be determined by the direction of the front door of the new or existing structure. The direction of the building/front door/entrance will determine which street number shall be used.

6.5 Cul-de-sac

- If there are ten (10) or fewer properties on the same side of the road in a cul-de-sac with no possibility of development on the other side of the road or a future extension thereof, numbering is then to be sequential from the entrance.
- The street numbering of all other properties in a cul-de-sac should start at the entrance of the cul-de-sac (at the corner erf). Odd numbers must be on the northern or western side.
- Islands must be numbered with the smallest even number at the entrance to the circle, i.e. on the left.

6.6 Public Open Space

- Public Open Space and all other properties/erven must also be numbered. Numbering should be done on both sides of the erf if the erf borders are on two streets. The lowest value street number allocated to the erf will be used for administrative purposes.

6.7 Other situations

- From south to north: Even numbers must be provided on the eastern side of the street and the next odd number on the western side of the street.
- From west to east: Even numbers must be provided on the southern side of the street and the odd number on the northern side of the street.

6.8 Existing street numbers

- In cases where an existing street is already numbered, the existing numbers must be taken into account when a subdivision is supplied to Council. The street numbering must also fit into the General Plan of the area.

6.9 General

- On completion of any building on a property, it shall be the duty of the property owner to obtain and install suitable address numerals for property identification on a location that is clearly visible from the street prior to occupation of the dwellings in the street.
- Street numbers should have a minimum size of 80 X 60mm.
- The type of numerals and signs used for street naming and numbering must comply with the South African Road Traffic Signs Manual.

7. CONDITIONS AND PROCESS FOR SUBMITTING RENAMING PROPOSALS

- 7.1 Each year the Municipal Manager shall advertise a window period of 60 (sixty) calendar days during which renaming submissions can be made. Request for proposals shall be advertised in community newspapers and by placing notices in public facilities, e.g. libraries and Municipal buildings during the run of the first quarter.
- 7.2 Where the Municipality is advised in advance that it is not possible for a written submission to be made due to illiteracy or other circumstances, it ought to entertain oral submissions according to the rules for public hearings.
- 7.3 No submissions or other proposals will be considered outside the 60 (sixty) day window period.

8. PROCEDURE FOR APPOINTING A PANEL FOR THE RENAMING OF PLACE AND STREETS IN PRIVATE AND PUBLIC SUBDIVISIONS

- 8.1 A panel of experts may be appointed by Council to make specific recommendations on renaming proposals that have been submitted for consideration.
- 8.2 If such a panel is appointed, then applications fees for the renaming application are to be determined by the approved Tariff Structure of Council.
- 8.3 A panel of experts shall be established by the Director: Planning and Development if approved by Council. Nominations shall be called by placement of advertisement in local newspapers and on the municipal website for no less than 21 (twenty one) days.
- 8.4 The Panel shall consist of a pool of not more than 7 (seven) and not less than 5 (five) members, selected through public nominations, after advertising for nominations. The panel shall consist of the following knowledgeable persons:
 - 8.4.1 Legal practitioners; and
 - 8.4.2 Planners / Geographers; or
 - 8.4.3 Historians; or
 - 8.4.4 Anthropologists / Sociologists;
 - 8.4.5 Residents in the WC024 of more than 30 (thirty) years.
- 8.5 The panel shall be as representative of the demographics and cultural composition of WC024 area as possible.
- 8.6 Nominations shall include the agreement or permission of the nominee, full particulars of the nominee including contact details.
- 8.7 The Director: Planning and Development shall compile a list of all applicants, assess the submissions and make recommendations to Council for consideration.
- 8.8 The final members to serve on the panel shall be approved by Council.

- 8.9 The Chairperson of the committee of experts shall be the Director of Planning and Development or his nominee.
- 8.10 The panel shall meet no more than twice except when directed to do so by the Director of Planning and Development in order to consider street renaming proposals.
- 8.11 The panel of experts shall hold office for no more than 1 (one) year.
- 8.12 The panel of expert members (excluding any Council official) shall be remunerated for their travelling costs to meetings to consider proposed name changes at a fixed fee approved by Council.

9 ASSESSMENT OF RENAMING PROPOSALS

- 9.2 The Land Use Management department shall scrutinize renaming proposals for compliance with this policy. Renaming proposals that do not contain all the required information shall be returned to the applicant with a request for submission of the necessary information within 30 (thirty) calendar days, failure of which the renaming proposal shall lapse.
- 9.3 A report containing all proposed names received for renaming of streets with a summary of relevant information will be prepared by the Land Use Management Department for submission to Council. The report will be submitted to the panel members at least 14 (fourteen) days prior to a scheduled meeting.
- 9.4 After considering the relevant information, the panel of experts shall make its recommendation to Council on the renaming proposals within 60 (sixty) days of the first scheduled meeting, failing which, Council may decide on the proposals based on a report from the Director: Planning and Development.

10 FINANCIAL CONSIDERATIONS

The following financial aspects shall be taken into account:

- 10.1 All costs relating to street naming in new subdivisions shall be borne by the developer, or where the developer is Council, the costs shall be borne by the relevant Directorate.
- 10.2 The costs of erecting or changing street name boards and signs resulting from the renaming of existing streets shall be borne by the Municipality.

ANNEXURE 1

STREET NAME SUFFIXES AND DEFINITIONS

ENGLISH	AFRIKAANS	DEFINITION
Avenue (Ave)	Laan (Ln)	A street usually with significant horticultural features.
Boulevard (Blvd)	Boulevard (Blvd)	A wide, pretentious street, usually with horticultural or landmark features.
Bypass	Verbypad	A usually wide road which takes traffic around developed areas.
Circle	Sirkel	A road which roughly forms a circle.
Close (Cl)	Slot	A minor dead-end street
Court (Crt)	Hof	As a Square, but normally surrounded by residential buildings.
Crescent (Cres)	Singel (Sng)	A relatively short street which forms part of a circle.
Drive (Dr)	Ryiaan (RIn)	A relatively long, usually scenic route.
Expressway	Snelweg	A dual carriageway with limited, signal controlled or interchange access only.
Freeway	Deurpad	Usually a dual carriageway road with access limited to interchanges only.
Lane	Steeg	A narrow street, usually short.
Mall	Wandelhal	A major road mainly for pedestrian use, serving mostly commercial developments.
Parkway (PW)	Parkweg (PW)	A dual carriageway with limited, signal controlled or interchange access only, which has horticultural features.
Path	Voetpad	Surfaced road for walking.
Place (Pl)	Plek / Oord	A minor dead-end street.
Road (Rd)	Weg	General term for streets usually, but not always, outside developed areas, streets which perform a distributor function as well.
Square (Sq)	Plein (Pln)	A 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)	General term for streets usually in developed areas.
Terrace (Ter)	Terras (Ter)	A road, normally for pedestrian use, which serves houses

		on a raised level.
Trail	Wandelpad	Unsurfaced road for walking.
Walk	Voetpad	Narrow street normally for pedestrian use only
Way	Weg	General term for streets usually, but not always, outside developed areas, streets which perform a distributor function as well.

NOTE:

The abovementioned suffixes were referred for translation which confirmed that it is not possible to translate the suffixes into Xhosa as no equivalent terms exist in Xhosa.