



STELLENBOSCH

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**DRAFT POLICY FOR THE NAMING AND
RENAMING OF STREETS, PUBLIC PLACES,
NATURAL AREAS, ARTEFACTS AND
COUNCIL-OWNED BUILDINGS AND
FACILITIES
(POLICY NUMBERXXX)**

**APPROVED BY COUNCIL: DATE
XXX XX/XX/XX**

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PART I: INTRODUCTION & BACKGROUND

PREAMBLE

The naming and renaming of streets and other public places is recognized as being an integral part of place making. This includes, but is not limited to the creation of places that residents and users can relate to and take pride in.

The naming of streets and public places after memorable events is a way of etching the country's history, both pleasant and unpleasant in people's memory. The allocation of names of people is recognized as being a way of honouring certain individuals for their contribution to the development of the Country, and this municipality, and should therefore be done with careful consideration

2. POLICY STATEMENT

The municipality should designate the names of public streets, public places, natural areas, artefacts and Council-owned buildings & facilities (hereafter referred to as features) by resolution. In all cases, the municipality shall have the prerogative of accepting or rejecting any proposal received. Names must comply with the general criteria and rules as set out in this policy.

3. REASONS FOR THE POLICY

3.1 The naming and numbering of streets in a timely and effective manner is important for the following reasons:

- the completion of the registration of ownership in new subdivisions;
- the provision of municipal services;
- the billing for rates and municipal services used;
- the provision of emergency services;
- postal delivery;
- policing;
- data integrity; 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.

3.2 The renaming, in certain instances, of streets, public places, natural areas, artefacts and Council-owned buildings & facilities are important due to the following reasons:

- Names create a 'sense of place';
- Names are place markers and focal points through symbolism, association and remembrance; names are the beginnings and ends of journeys or destinations;
- Names have powerful positive or negative meanings for people; and

- Names provide opportunities to promote community harmony or perpetuate hurt and division.

3.3 Currently there is no standard consistent process dealing with the areas covered in this policy.

There is also no clarity on the distribution of responsibility among the different functional areas.

4. OBJECTS OF THE POLICY

The objectives of the policy are to establish a process that:

- a) seeks to inform and influence the types of names that are chosen for various features as well as spell out the procedures that should be followed in the naming and renaming processes;
- b) provide a standard and consistent policy framework which outlines effective administrative and decision-making procedures to deal with matters related to this policy;
- c) prescribe an inclusive, consultative and clear process that can be followed;
- d) enjoys public and political support and which will stand the test of time;
- e) is transparent;
- f) community-driven; and
- g) sets out the responsibilities of the relevant stakeholders involved.

This policy covers two areas, the naming of unnamed features and the renaming of currently named (or unnamed in certain instances) features.

5. SCOPE

The policy replaces the current procedures previously followed by the municipality and shall be applicable to the entire municipal area.

The general term "street" used in this policy, includes all classes of streets which serve as a public right-of-way, the naming of which, is the responsibility of the relevant authority.

All decisions made in terms of this policy at any specific time shall be in accordance with the applicable delegation

of powers relating to the naming and renaming of streets (including numbering), public places (including

numbering), natural areas, artefacts and Council-owned buildings & facilities as approved by the Council.

6. LEGAL FRAMEWORK

The municipality has jurisdiction over the naming of features that are under the control of the local authority. With regards to the naming of private features, the policy will guide this, in as far as these names comply with the naming criteria and rules, as indicated below.

The naming and renaming ("geographical names") of features falling within the "national competence" to do so, is subject to approval by the National Minister (responsible for arts and culture) and should be undertaken in terms of the provisions of the National Geographical Names Council Act (Act 118 of 1998) and the Regulations thereof as well as the "Handbook on Geographical Names" (hereinafter referred to as the Handbook).

To determine whether the "competence" to allocate names to features falls under another sphere of government (Provincial or National) the Regulations, Handbook and the relevant department (Provincial and National) should be consulted. The naming of features falling under Provincial and National "competence" is therefore excluded from this policy.

The municipality should however, continue to function in accordance with the provisions of the Act (including Regulations and policies) in the allocation of geographical names that fall within the municipal area.

In instances where the naming or renaming process of the feature is the responsibility of another sphere of government or is owned by another sphere of government, then permission of that sphere of government to proceed with the naming or renaming process, 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.

7. DEFINITIONS

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

In the case of public open spaces and community facilities, this shall be the Community Services Directorate, with regards to Council-owned buildings & facilities, this shall be the Corporate Services Directorate and with regards to civil engineering infrastructure, this shall be the Infrastructure Directorate.

Act - refers to the South African Geographical Names Council Act of 1998 (Act 118 of 1998).

Authorised official- refers to the official which has delegated authority to consider certain land use planning applications

Committee - refers to the Renaming Committee consisting of the Municipal Manager and Executive Managers or their delegates in terms of this policy.

Features - shall refer to streets, public places, natural areas, artefacts and Council-owned buildings & facilities.

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.

Mayoral Committee - refers to the Executive Mayor & Mayoral Committee.

Municipal Planning Tribunal - refers to the body constituted in terms of planning legislation to consider certain land use planning applications.

Naming - refers to features in new developments and subdivisions.

Panel - refers to the Panel of Experts which may be established in terms of this policy by the Renaming committee.

Portfolio Committee - refers to the Portfolio Committee for Planning matters, as decided by the Executive Mayor. Private – feature which are privately owned and managed.

Public - features which is open to the public and owned by the municipality.

Regulations - refers to the regulations promulgated in terms of the South African Geographical Names Council Act, 1998 (Act 118 of 1998).

Renaming - refers to existing features, whether named or unnamed.

Road Traffic Act - refers to the National Road Traffic Act (Act No. 93 of 1996).

Signs manual - refers to the most recent version of the Southern African Development Community Road Traffic Signs Manual.

Streets - all reference to streets shall also apply to those variations (Afrikaans & with adjuncts/suffixes) as listed in the table below, owned by the municipality and therefore falling within the municipality's jurisdiction to name and rename as contemplated in the Act.

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.
	Verbypad	A usually wide road which takes traffic around developed
Circle	Sirkel	A road which roughly forms a circle and carries low to moderate volumes
Close (Cl)	Slot	A short street or minor "dead-end" street or cul-de-sac
Court (Crt)	Hof	A Square, but normally surrounded by residential buildings.
Crescent (Cres)	Singel (Sng)	A relatively short street which forms part of a circle.
Cul-de-sac	Blinde steeg	See definition for Close (Cl) and Place (Place)
Drive (Dr)	Ryiaan (Rln)	A relatively long, usually meandering, recreational or scenic route that
Expressway	Snelweg	A dual carriageway with limited, signal controlled or interchange access
Freeway	Deurpad	Usually a dual carriageway road with access limited to interchanges
Highway	Snelweg	See definition for Expressway

Lane	Steeg	A narrow street or passageway, usually short.
Mall	Wandelhal	A major road mainly for pedestrian use, serving mostly
Parkway (PW)	Parkweg (PW)	A dual carriageway with limited, signal controlled or interchange access
Path	Voetpad	Surfaced road for walking.
Place (Place)	Plek / Oord	A short street or minor "dead-end" street or cul-de-sac
Road (Rd)	Weg	General term for streets usually, but not always, outside developed
Square (Sq)	Plein (Pln)	A road or portion of road the shape of which resembles a square or
Steps	Trappe	Street with steps, for pedestrian use only.
Street (St)	Straat (Str)	General term for streets usually in developed areas used to give
Terrace (Tce)	Terras (Ter)	A road, normally for pedestrian use, through mountainous or rough
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

(NOTE: Above-mentioned adjuncts/suffixes were referred for translation into Xhosa, but it was confirmed that it is not possible to translate the adjuncts/suffixes as no equivalent terms exist in Xhosa. In Xhosa a 'blanket' word is however used when referring to any of the terms in above-mentioned table, namely 'indlela').

PART II: NAMING & RENAMING - CRITERIA & RULES

8. NAMING & RENAMING: CRITERIA FOR EVALUATION

The following criteria in ranked order are to be used to assist in determining the suitability of a name (of a new street) or the desirability of the proposed renaming of a feature. Any submission for a name change or new name must therefore make a strong case, which motivation should be based on the following:

- a) Must not be offensive or insensitive;
- b) Must promote goodwill and reconciliation;
- c) Will assist in building a sense of ownership, identity and community in a changing society;
- d) Where there is a strong degree of community participation and support;
- e) Should increase the marketing potential and investment attractiveness of an area;
- f) Honour and commemorate noteworthy persons associated with the municipal area. Any such submission or petition to name a feature after people must be accompanied by a detailed motivation, profile of the person and indication why the specific person is worthy of the honour;
- g) Commemorate local, national or international history, places, events, memories or culture of relevance to the people within the municipal area;

- h) Recognize indigenous and international flora, fauna and natural environment relevant to the municipal area;
- i) Recognize the cultural diversity of the municipal area; and
- j) Promote improved place orientation and recognition.

9. NAMING & RENAMING: RULES FOR SELECTION

The following rules (along with the criteria contained under section 8 above) shall apply for the selection of names for features:

9.1 GENERAL

- a) There must be no duplication of names, similarly spelled or phonetically similar names within the previous municipal boundary of the town in which the feature is located as well as within a 5-kilometre radius of the feature;
- b) The length of a name should preferably be limited to what can be practically accommodated on a name board and maps, which are no more than 20 characters including spaces;
- c) No names should be used which could be construed as commercial advertising; and
- d) Names that would generally improve the municipality's administration and provision of essential services are preferred.

9.2 STREETS

- a) Street names should be in keeping with the theme of the surrounding street names when falling within an established township;
- b) Street names should remain in the language in which it was given;
- c) Definitions of the street name adjuncts/suffixes are to be used to determine the appropriate adjunct/suffix to be applied to any street;
- d) 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;
- e) A continuous street should maintain its name throughout its length, except in cases where it is considered to be confusing;
- f) In Afrikaans, adjuncts/suffixes to short names other than proper nouns shall form one word with the name, while when in English these are written separately; and
- g) The provision of street name signage should comply with the requirements as prescribed in the Signs manual (specifically page 4.6.1 to 4.6.5) and approved by a delegated official of the Civil Engineering Services Department.

PART III: NAMING PROCESS - NEW PUBLIC & PRIVATE STREETS

10. NAMING PROCEDURE

The naming process of public and private streets in new developments or subdivisions shall be as follows:

- 10.1 Subdivision plan applications shall include street naming and numbering.
- 10.2 Land use right applications (i.e. new developments) shall include as a condition of approval, that all subdivision plan applications, submitted subsequent to the approval of the land use rights, shall include street names and numbering.
- 10.3 Paragraph 10.2 does not preclude the applicant from submitting street names and numbering as part of the land use right application.
- 10.4 Applicants shall be encouraged, in terms of 10.1 & 10.3, to discuss the details of the proposed street names with the Planning Department prior to submission thereof.
- 10.5 It shall be the responsibility of the applicant to scrutinize the municipal street index list and confirm that there are no duplicate or similar names within previous municipal boundaries of towns and a 5-kilometre radius.
- 10.6 Street numbers must also be reflected on plans in accordance with the rules for street numbering (see section 13).
- 10.7 The Planning Department will evaluate the proposed street names against the criteria and rules contained in this policy (including names for streets in municipal housing projects).
- 10.8 If, the street names conform to the criteria and rules contained in this policy, the delegated functionary can
 - 10.8.1 Approve the names; or
 - 10.8.2 In the case of a municipal housing project, inform the Stellenbosch Department of Human Settlements of its suitability. The Human Settlements department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee.
- 10.9 If, the street names do not conform to the criteria and rules contained in this policy, the Planning Department will:
 - 10.9.1 Inform the applicant thereof; or
 - 10.9.2 In the case of streets for a housing project the Planning Department will inform the Stellenbosch Department of Human Settlements of its suitability (The Human Settlements department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee).
- 10.10 If, the Planning Department deems the street names as problematic or contentious, then the Executive Manager: Planning & Economic Development can refer the proposed street names to the Panel of Experts (see section 12.2), hereafter referred to as the Panel, for evaluation and consideration.

- 10.11 The Panel then makes a recommendation to the Planning Department on the proposed street names after which:
- 10.11.1 The Executive Manager: Planning & Economic Development can make a decision; or
 - 10.11.2 In the case of streets for a housing project the Planning Department may provide alternative street names to the Stellenbosch Department of Human Settlements (The Human Settlements department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee).
- 10.12 Please note that, the procedures as set out in this policy is applicable to the naming of features only and is dealt with separately from decision-making on land development applications, which is delegated to the Authorised official or the Planning Tribunal in terms of the Stellenbosch Municipal Land Use Planning Bylaw.
- 10.13 If the street names are not supported by the delegated functionary, the municipality will inform the applicant, with reasons.
- 10.13 Any decision taken in terms of 10.13 above, shall be subject to applicable right of appeal in terms of the relevant legislation.
- 10.14 On approval by the municipality, the Planning Department notifies all affected stakeholders such as the CAD technician (tasked to capture address data), municipal accounts section, Community Services Department, Civil Engineering Services Department, Electro-Technical Engineering Services Department, Ward Councillor/s, Surveyor-General, Registrar of Deeds, Telkom, Postmaster General, South African Police Service, Emergency Services, Western Cape Provincial Geographical Names Committee, National Geographical Names Council and map producers, of the new street names and numbers.

PART IV: RENAMING PROCESS

11. RENAMING PRINCIPLES

The principles detailed below should be adhered to in considering all submissions and petition for renaming of features:

- a) Renaming is the responsibility of Council. The decision to proceed with the process of renaming must therefore be taken by Council before the process may commence;
- b) The renaming of features should only be done where there is a need and in such a way as to curb unnecessary expenses; and
- c) The process of renaming must be undertaken in a consultative manner and this must be clearly demonstrated before a final decision can be taken;

12. RENAMING STRUCTURES

12.1 RENAMING COMMITTEE

- 12.1.1 The Municipal Manager shall establish a municipal renaming committee, hereafter referred to as the Committee.
- 12.1.2 The Committee shall be made up of the Municipal Manager and Executive Managers of the following directorates: Planning & Economic Development, Community Services, Infrastructure Services, Corporate Services and Financial Services, or their delegated officials.
- 12.1.3 The responsibility of the Committee will be to assess all renaming proposals received against the criteria and rules as set out in this policy and to make recommendations to the Mayoral Committee via the Planning Department and Portfolio Committee.

12.2 PANEL OF EXPERTS

- 12.2.1 The Committee may appoint a Panel of Experts (hereafter referred to as the Panel) to assist with the evaluation of proposals, if the expertise required, falls outside that held by the appointed officials.
- 12.2.2 The Panel shall consist of not more than 5 members and not less than 3 members.
- 12.2.3 The Committee can itself nominate or, advertise a request for nominations from the general public, for members to serve on the Panel.
- 12.2.4 Councillors or municipal officials may be nominated to serve on the Panel.
- 12.2.5 Nominations for the Panel should include the agreement or permission of the nominee, full particulars of the nominee (including contact details), relevant experience, qualifications and motivation.
- 12.2.6 The Panel should have expertise and/or experience and/or qualifications in two or more of the following fields:
 - a) history;
 - b) culture;
 - c) linguistics;
 - d) reconciliation;
 - e) religion;
 - f) civil engineering;
 - g) town planning;

- h) onomastics (or onomatology is the study of the origin, history, and use of proper names); and i) toponomy (study of place names [toponyms], their origins, meanings, use and typology).
- 12.2.7 The expertise, referred to in the previous paragraph, must be detailed in the nomination documentation.
- 12.2.8 In addition, care should be taken to ensure that the Panel is as representative of the demographics and cultural composition of the municipal area as possible.
- 12.2.9 The members to serve on the Panel shall be submitted via the Portfolio Committee to the Mayoral Committee, by the Municipal Manager, for approval.
- 12.2.10 The Panel members (excluding any Councillor or official) shall be remunerated in accordance with the approved tariffs of Council for advisory committees.

12.3 RENAMING PROCEDURE

- 12.3.1 Application fees for a renaming application are to be determined by the tariff structure of Council.
- 12.3.2 Council can, at any time, decide to process a renaming request, if determined to have sufficient merit.
- 12.3.3 Any person, community or organization which live or operate within the boundaries of the municipality shall be entitled to propose the renaming of a feature.
- 12.3.4 Council can on its own initiative initiate a renaming process.
- 12.3.5 Renaming proposals shall be in writing and shall include full details:
 - a) of the affected feature;
 - b) the proposer of the name change;
 - c) the proposed name change and its meaning;
 - d) fully motivated reasons for the change;
 - e) evidence of professional and community support; and
 - f) evidence of research.
- 12.3.6 Proposals may include the results of referenda or similar consultation/s within communities by way of evidence of support or opposition.

Persons who are unable to read or write, must be able to submit their comments verbally at the Stellenbosch Municipality; where they will be assisted by a staff member, to put their comments in writing.

- 12.3.7 The Planning Department shall receive, process and evaluate the proposals against the criteria and rules contained in this policy.
- 12.3.8 If a proposal does not contain all the required information or the street names do not conform to the criteria and rules contained in this policy, the proposal shall be returned to the applicant within 30 days, by the Planning Department, with a request for submission of the necessary information within 30 days from the receipt of the request, failure of which the renaming proposal shall lapse.
- 12.3.9 A report containing all names received, with a summary of relevant information, comments and evaluation in terms of the criteria and rules for renaming, will be prepared by the Planning Department for submission to the Committee.
- 12.3.10 The Committee will consider and deliberate the name change proposal.
- 12.3.11 The Committee can at this stage refer a proposal to the Panel for evaluation and consideration.
- 12.3.12 The Panel will make recommendations to the Committee.
- 12.3.13 The Committee will submit its comments and the Panel recommendations to the Planning Department.
- 12.2.14 The Planning Department will submit the proposal and all relevant comments to the Mayoral Committee via the Portfolio Committee.
- 12.3.15 If the proposal is not supported by Mayoral Committee, the applicant must be informed of this, with reasons.
- 12.3.16 If the proposal is supported then the proposal will be advertised for comment by interested & affected parties and surrounding property owners.
- 12.3.17 The Planning Department will simultaneously circulate the supported proposal to the relevant internal (Planning & Economic Development, Community Services, Infrastructure Services, Corporate Services & Financial Services Directorates) and relevant external departments for comment (e.g. District Roads Engineer, Ward Councillor/s, Western Cape Provincial Geographical Names Committee, etc.)
- 12.3.18 If, Council deems it necessary, it can conduct a public meeting with the relevant stakeholders at any stage of the process.
- 12.3.19 A report containing all comments received will be prepared by the Planning Department for submission to the Committee. The report should also include the financial implications for Council for the proposal.

- 12.3.20 Comments received on the supported proposal will be considered by the Committee.
- 12.3.21 The Committee can again refer the comments received to the Panel for further recommendations.
- 12.3.22 The Committee will submit its final comments and the Panel recommendations to the Planning Department.
- 12.3.23 The Planning Department will submit the Committee comments and the Panel recommendations to the Mayoral Committee via the Portfolio Committee.
- 12.3.24 Once the name change is supported by the Mayoral Committee, its recommendation is submitted to the Council for approval.
- 12.3.25 Once the name change is approved by the Council, this must be published in a local newspaper.
- 12.3.26 Any decision taken in terms of 12.3.26 above, shall be subject to applicable right of appeal in terms of the relevant legislation.
- 12.3.27 The municipal budget should make provision for capital funds as well as operating funds to implement the proposal/s as per the responsible department.
- 12.3.28 On approval by the Mayoral Committee, the Planning Department notifies all affected stakeholders such as the CAD technician (tasked to capture address data), municipal accounts section, Community Services Department, Civil Engineering Services Department, Electro-Technical Engineering Services Department, Ward Councillor/s, Surveyor-General, Registrar of Deeds, Telkom, Postmaster General, South African Police Service, Emergency Services, Western Cape Provincial Geographical Names Committee, National Geographical Names Council and map producers, of the new street names and numbers.
- 12.3.29 A Council initiated renaming process must follow the same renaming procedures as set out in this policy.
- 12.3.30 Administrative errors and/or incorrect spelling of names may be rectified without going through the process contained in this policy.

PART V: OTHER PROVISIONS**13. RULES FOR STREET NUMBERING**

Street numbering should be allocated as follows:

13.1 Streets -West to East (Horizontal)

(Horizontal: indicates the street is running generally speaking in a Western/Eastern direction or $<45^\circ$).

Numbering must be done from left to right, West to East, with even numbers on the Northern side of the street, and the odd numbers on the Southern side of the street.

13.2 Streets - South to North (Vertical)

(Vertical: indicates the street is running generally speaking in a Northern/Southern direction or $>45^\circ$)

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.

13.3 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.

13.4 Corner Erf (Three streets)

Three street numbers must be provided for a corner Erf. One street number bordering each street is required. The direction of the building/front door/entrance will determine which street number shall be used.

13.5 Cul-de-sac

(Scenario 1)

If there are fewer than seven 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, numbering is then to be sequential

(Scenario 2)

The street numbering, if there are more than seven properties and these are located on both sides of the road, should start at the entrance of the cul-de-sac (at the corner Erf). Odd numbers must start on the Southern side, if the cul-de-sac is running in an East/West direction (i.e. $<45^\circ$) or on the Western side, if the cul-de-sac is running in a South/North direction (i.e. $>45^\circ$). The island in the middle, if applicable must be numbered with even numbers with the smallest even number at the entrance to the circle.

13.6 Public Open Space

A public open space must also be numbered. Numbering should be done on both sides of the Erf if the Erf borders on two streets. The lowest value street number allocated to the Erf will be used for administrative purposes.

13.7 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 the municipality. The street numbering must also fit into the General Plan of the area.

- 13.8 On completion of any building on a property, it shall be the duty of the property owner/s to obtain and install suitable address numerals in accordance with the provisions of the Signs manual.

14 FINANCIAL CONSIDERATIONS

The following financial aspects shall be taken into account:

- 14.1 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 Council.
- 14.2 The costs of erecting or changing name boards and signs, resulting from the renaming process, shall be borne by the successful applicant (whether this is a person, group, company, organization, institution, etc.), except if initiated by Council.
- 14.3 Council shall not be liable for costs incurred by property owners, which could ensue as a result of the renaming process (i.e. changing of address for various institutions, websites, business signage, etc.).