1. **Introduction & Purpose**

The naming of streets and roads is a small but critical step in the development process. Road names are shown on a Plan of Subdivision after a planning permit has been issued for a subdivision that creates a new road.

The thematic naming of streets can be a key element in the marketing of a development. Council is required to ensure all street names comply with relevant State legislation. Council also has a number of specific requirements. Conflicts between these various requirements can lead to names being rejected.

These Guidelines have been developed to assist all stakeholders who are involved in the naming of new roads.

The document explains the legislative framework that Council must operate within and the additional requirements of Council as well as providing examples of common reasons why names are rejected.

If all parties have a clear understanding of the process and requirements, this will result to fewer names being rejected and a speedier approval of names.

2. **Legislative Framework**

There is various State Government legislation that is relevant to the approval of road names.

The *Local Government Act* 1989 provides that Council has the power to approve, assign or change the name of a road.

In doing so, Council must act in accordance with the following:

- *Geographic Place Names Act*, 1998
- Guidelines for Geographic Names 2010 (version 2)
- VICNAMES 2011
- The Australian and New Zealand Addressing Standard (AS/NZ 4819-2011).
3. Council Process

We encourage developers to discuss with Council potential road names and any proposed theme as early as possible, prior to certification of the first stage of development.

This ensures that themes or names are not utilised in marketing material and later found to be unacceptable, because of duplication or other reasons.

We will accept formal submissions of road names after a planning permit has been issued which creates a new road.

If a road name is shown on a plan endorsed under a planning permit, it does not mean that it has been approved.

Once the road names have been received, and they comply with these guidelines and relevant legislation, Council will provide written advice that they have been approved.

At this point, the names are reserved for that development, for a period of six months. This ensures that if a development does not proceed, the names may be used by other developments.

Prior to the issue of a Statement of Compliance for each stage, Council will confirm that the names can still be used.

A flowchart which outlines the process for obtaining approval for new road names from Council can be found at Appendix 1.

4. How to select a name


Developers should utilise this website prior to submitting names to Council, to check if the names are already in use in the vicinity of their development.

The Guidelines for Geographic Names 2010 (version 2) is a Department of Sustainability and Environment publication. It includes a number of principles which must be complied with. The principles are listed below.

- Language.
- Recognising the public interest.
- Ensuring public safety.
- Ensuring names are not duplicated.
- Directional names to be avoided.
- Assigning extent to a feature, locality or a road.
- Linking the name to a place.
- Using commemorative names.
- Using commercial and business names.
- Names not to be discriminatory.
- Recognition and use of Indigenous Australian names.
- Dual names.

The Office of Geographic Names, in conjunction with Council, has completed an ANZAC Commemorative Naming Project. The project aimed to acknowledge the wartime service and sacrifice of a local municipality’s military service people and locals who supported Australia’s military cause.

Council has endorsed a list of names that may be used for road naming purposes. Please contact Council to discuss further if you are interested in using these names.

5. Auditing of road names

Any plan of subdivision lodged for registration with Land Victoria may be audited for road names by the Office of Geographic Names.

If the road names on a lodged plan do not conform to the principles within the Guidelines for Geographic Names 2010 (version 2), the Office of Geographic Names will request that the names are changed.
6. **Street signs**

Council has a standard street sign design that must be used by all new developments.

Street signs are erected by a developer before Council officers undertake practical completion inspections. This ensures that emergency services can respond to any incidents during the construction phase.

Street signs must be attached to a dedicated street sign pole and are not to be attached to a decorative pole or public lighting pole.

Road names on poles must have the correct abbreviations for the road types and have Melton City Council logo.

Council will not accept any street signs with an estate logo.
7. **Road layouts**

Any proposal to name a road needs to clearly indicate the extent to which the name will apply. The extent of the road is considered to be its start and end points, and the course (including bends, divided carriageway sections and curves) of the road between these two points.

A road name must not be applied in any way that is ambiguous or could cause confusion for the road users.

For example, the road name applied should be applied to a single, unobscured and unobstructed roadway. The road name should not be applied in a ‘looping’ or disjointed way.

The aerial photo below shows that the road named ‘McBurnie Drive’ is not a continuous road. The Plan of Subdivision showed a T intersection, however this has not been reflected in the constructed road.

In the aerial photo below, the appropriate outcome would have been for Adam Way to continue around the curve to the left, or the intersection should have been constructed as a ‘T’, giving McBurnie Drive priority.

![Road layout example](image)

8. **Street numbers**

Council provides each lot on a Plan of Subdivision with a street number.

This occurs prior to the certification of a Plan of Subdivision.

Council is the only governing body authorised to issue street numbers.

To ensure that house numbers flow logically, Council will allocate them based on the Australian and New Zealand Rural and Urban Addressing Standard (AS/NZ4819-2011 Rural and Urban Addressing).
9. Council requirements

In addition to the legislative requirements outlined earlier in the document, Council also has some specific requirements.

A number of these elements have already been touched on throughout the document; however a summary is as follows:

- Council will only accept submissions of potential road names after a planning permit has been issued which creates a new road.
- To avoid issues with postal delivery and emergency services, Council does not allow duplicate or similar names within the municipality and within five kilometres outside the municipal boundary.
- Road names must not begin with the word ‘the’.
- Thematic road names for a development are encouraged, however should be discussed with Council to ensure they are appropriate.
- The recognition of local Melton flora and fauna, historical figures, and environmental features, are all encouraged.
- The use of names of current land owners, developers or their family members will not be supported.
- Street signs must be attached to a dedicated street sign pole and are not to be attached to a decorative pole or public lighting pole.
- Road names on poles must have the correct abbreviations for the road types and have a Melton City Council logo.

10. Summary

In summary, Council must refuse a proposed road name which does not comply with relevant State legislation. In addition to the State legislation, Council will use these guidelines to assess proposed road names.

We would like to work with Developers and Surveyors to ensure that all proposed road names meet Legislative requirements.

11. Additional Information

- Subdivision Officer – Melton City Council - planningsupport@melton.vic.gov.au
  Phone: 9747 7200
12. References

- Guidelines for Geographic Names 2010 – A guide to naming or renaming features, localities and roads in Victoria
- Guidelines for Geographic Names 2010 – Consulting with Indigenous Groups
- VICNAMES User Guide 2011 (Version 2)
- The Australian and New Zealand Rural and Urban Addressing Standard (AS/NZ 4819-2011)
Appendix 1

Developer to check any proposed road names that they wish to use in the VICNAMES website.
http://services.land.vic.gov.au/vicnames

Developer to submit to Council an overall plan showing proposed road names.

Council will check that the proposed road names meet the principles of VicNames and Council Road Naming Guidelines

If the road names are acceptable Council will notify the Developer of the approved proposed road names and to enter into Council’s Database

The developer will submit to Council Plans of Subdivision for certification only with the approved road names.

If the road names are not acceptable Council will require the Developer to re-submit new road names which accord with the VICNAMES website.