

STREET NAMING POLICY

PGS | 83/4/4-01 | #7901278

RECOMMENDATION:**That Council adopts the proposed Street Naming Policy (Attachment 1).**

INTERESTED PARTIES:

Nil

EXECUTIVE SUMMARY:

The Development & Planning Branch currently utilises an established internal process for the assessment and approval of road and street names. This process has been consistently applied over many years and is informed by an administrative procedure noted by Council in 1998, which delegated authority to the Chief Executive Officer (or nominee) to approve new street names, subject to consultation with the relevant Divisional Councillor and Council endorsement of street naming “themes” for large, staged subdivisions.

Whilst this process has guided street naming decisions for many years, there is currently no publicly available policy or guidance document to assist the development industry or the broader community in understanding Council's requirements and approval process.

The establishment of a formal Street Naming Policy will:

- provide a clear and consistent framework to support public safety, navigation and community identity;
- ensure that addressing remains logical, consistent and easy to use as the city continues to grow and develop;
- improve transparency and certainty in the application and assessment process;
- formally document and provide public visibility of Council's existing street naming process; and
- encourage the submission of naming proposals that align with legislative and regulatory requirements.

BACKGROUND:

At its Ordinary Meeting in 1998, Council considered a report titled *Street Naming – Approved Procedure*. The report outlined an administrative process for the assessment and approval of new street names and proposed that the Chief Executive Officer (or nominee) be authorised to approve street names, subject to consultation with the relevant Divisional Councillor.

Council resolved to note the report and the administrative procedure. Since that time, the process has continued to be applied operationally and has provided the basis for Council's street naming practices. The proposed Street Naming Policy formalises this longstanding approach, provides greater transparency for applicants and the community, and documents the process in a publicly available policy.

Policy Intent

The purpose of this Policy is to establish clear and consistent guidelines for the naming of roads and streets within new developments and estates undertaken by private organisations, prior to Council approval of the relevant plan of survey.

Policy Scope

This Policy applies to the naming of new roads and streets within new developments and estates located within the Cairns Regional Council Local Government Area.

This Policy does not apply to:

- the renaming of existing roads and streets;
- the naming of other community infrastructure; or
- the allocation of street numbers to lots.

Policy Objectives

This Policy aims to:

- Establish consistent road and street naming practices across the Cairns Regional Council Local Government Area to support a clear and legible transport and addressing network;
- Ensure urban and rural addressing is simple, unique, and easily identifiable;
- Provide clear and transparent criteria to guide road and street naming decisions;
- Ensure proposed road and street names are appropriate and reflect the physical, historical, cultural, or environmental character of the area; and
- Support effective emergency response, service delivery, navigation, and public wayfinding through the provision of clear and consistent addressing.

Application Requirements

A formal written application must be submitted for all road and street naming requests. Applications must include a road layout plan identifying all proposed roads and streets, including any future extensions.

Road and street naming should be finalised prior to the lodgement of an Operational Works application. Approved road and street names must be shown on all relevant plans and survey documentation.

For developments that are not part of an estate, applicants must provide three proposed names for each road or street requiring approval.

For estate developments, applicants must provide a complete list of proposed road and street names together with the origin and rationale for each name. Where a common naming theme is proposed, a single explanation may be provided for the theme.

Where a proposed road or street name commemorates an individual, a brief biographical summary must be submitted in support of the application.

Road and Street Naming Criteria

All proposed road and street names must comply with Australian Standard AS/NZS 4819:2011 – *Rural and Urban Addressing*.

In assessing naming proposals, Council will apply the following criteria:

- Road and street names must not duplicate existing names within the region or create confusion with existing names, to support emergency services, service providers, navigation, and public wayfinding;
- Preference will be given to names that:
 - o recognise local cultural significance;
 - o commemorate founding mothers and fathers, prominent citizens, or individuals of local historical importance;
 - o reflect local flora and fauna; or
 - o align with established naming themes within the suburb or surrounding area;
- Council maintains a register of pre-approved names derived from local pioneers and Indigenous language sources, developed in consultation with First Peoples Advisory Consultants;
- Names must be easy to read, spell, pronounce, and communicate;
- Names must not be offensive, discriminatory, or otherwise inappropriate;

- The use of hyphens, apostrophes, special characters, abbreviations, prepositions, and the word “The” is prohibited;
- The road type descriptor must accurately reflect the nature and function of the road, such as Street, Court, Crescent, Avenue, or Drive.

Validity of Approved Names

Approved road and street names will remain reserved for the following periods:

- General developments: five (5) years from the date of approval;
- Estate developments: for the anticipated duration of the estate's development and completion.

COMMENT:

The establishment of a documented framework provides a consistent, transparent, and accountable approach to the assessment and approval of road and street naming proposals.

Many local governments have implemented formal naming policies to support compliance with legislative requirements and Australian Standards, while providing clear guidance to developers and the community. Currently, Cairns Regional Council relies on an informal process with no publicly available policy to guide applicants or support consistent decision-making.

With significant growth and development occurring across the region, the adoption of a Road and Street Naming Policy is considered a prudent governance measure. The Policy will establish clear assessment criteria, improve transparency and certainty for applicants, promote consistency in addressing outcomes, and ensure road and street names appropriately reflect the cultural, historical, environmental, and community character of the region.

The introduction of this Policy will support effective emergency response, service delivery, navigation, and public wayfinding, while reducing the risk of inconsistent naming practices as the Cairns region continues to grow. Adoption of the Policy will provide Council, developers, and the community with a clear and consistent framework for road and street naming into the future.

OPTIONS:

Option 1 (Recommended):

That Council adopts the Street Naming Policy.

Option 2:

Council does not adopt the Street Naming Policy.

CONSIDERATIONS:

Risk Management

The adoption of a Road and Street Naming Policy will provide Council with a clear and consistent framework for the assessment and approval of road and street naming proposals. The Policy reduces the risk of inconsistent decision-making, duplication of names, and naming outcomes that may create confusion for emergency services, service providers, residents, and visitors.

By establishing transparent application requirements and assessment criteria, the Policy will improve compliance with legislative requirements and relevant Australian Standards, while providing greater certainty for developers and the community. The Policy also supports the delivery of a logical and legible addressing network, ensuring that future growth and development across the region can be accommodated in a coordinated and consistent manner.

Corporate and Operational Plans

This Policy aligns with the core values outlined in Council's Corporate Plan, including Trust, Responsibility, and Cairns-ness. It supports Council's commitment to transparent and accountable decision-making and contributes to the creation of a connected, accessible, and liveable region.

The Policy supports Focus Area 3: Design for Liveability by promoting a clear and coherent addressing and wayfinding network that contributes to community identity, accessibility, and service delivery. It also supports Focus Area 5: Focused Council through the establishment of a consistent, transparent, and efficient framework for the assessment and approval of road and street naming proposals.

The Policy promotes equitable and consistent decision-making while ensuring road and street names appropriately reflect the cultural, historical, environmental, and community character of the Cairns region.

CONSULTATION:

No external consultation has been undertaken in relation to the proposed Street Naming Policy. The policy does not introduce any substantive changes to Council's existing approach to street naming. Rather, it formalises the current internal assessment and approval process, provides greater clarity and transparency for applicants regarding Council's requirements and expectations, and establishes a consistent framework to guide future street naming proposals.

ATTACHMENTS:

Attachment 1: General Policy Street Naming #[7364703](#)

A handwritten signature in black ink, appearing to read 'C. Simmons', with a stylized flourish at the end.

Claire Simmons
Executive Manager Development & Planning

A handwritten signature in black ink, appearing to read 'M. Davey', with a stylized flourish at the end.

Dr Mark Davey
Director Planning, Growth & Sustainability

Attachment 1: General Policy Street Naming [#7364703](#)

General Policy

NEW ROAD AND STREET NAMING

- Intent** To establish a clear and concise guideline for managing road and street naming in new developments and estates by private organisations, prior to Cairns Regional Council approving the plan of survey.
- Scope** This policy shall apply when considering the naming of new roads and streets in new developments and estates.
- This policy does not cover:
- renaming streets and roads
 - naming of other community infrastructure
 - street numbering of lots

PROVISIONS

Key principles

- Establish consistent road and street naming practises across the Cairns Regional Council Local Government Area to support a clear and legible network;
- Ensure urban and rural addressing is as simple as possible, unique, and easily identifiable;
- Provide clear criteria to guide road and street naming decisions;
- Ensure road and street names are justified and aligned with the physical, historical or cultural character of the area; and
- Deliver clear and consistent road and street naming to assist service providers, emergency services and public wayfinding.

Definitions

- Development** The carrying out of building, plumbing, drainage, or operational work; reconfiguring a lot; or making a material change of use of premises under the *Planning Act 2016*.
- Estate** An Estate is a group of homes and other buildings built together as a single development (e.g. housing development).
- Operational Works** Operational Works refers to physical activities conducted on, over, or under land that alter its state or appearance, but do not constitute "building work" or a "material change of use."
- Roadway** A roadway is considered to be any public or private land-based thoroughfare, route, or course navigable by vehicle, bicycle, or pedestrian traffic that facilitates the assignment of addresses or enables access between locations, properties, or geographical features. Examples of roadways include alleyways, roads, streets, highways, laneways, fire tracks, bike paths and walking tracks.

Roads	An area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles.
Streets	Streets are generally for providing property access, pedestrian and cycle movement with more localised vehicular traffic.

Application requirements

1. Council will only consider the naming of roads and streets upon receipt of a formal application in writing.
2. A request to name a road or street must be accompanied by a road layout plan with any future road extension.
3. A request to name a road or street should be finalised prior to submission of an Operational Works application so that the approved names can be utilised on the plans and map documentation. The approved road/street names as well as the road/street type must be shown on engineers' drawings submitted for subsequent operational works approval and shown on the survey plan at the time of lodgement.
4. For new developments not associated with an Estate, three proposed names for each proposed road/street must be provided.
5. For a new Estate, the application must include:
 - A list of the proposed road and street names to be used within the Estate; and
 - The origin of each name clearly stated for consideration.
 - Where names share a common theme or origin, a single explanation may be provided.
6. Requests to name roads or streets after significant individuals must include a brief biography of each person being recognised.

Road and Street Naming Criteria

All road and street names must comply with the Australian Standard *AS/NZS 4819:2011 – Rural and urban addressing*.

This guideline adopts the following parts of the Standard for road and street naming:

- Section 1 – Scope and General.
- Section 4 – Road definition and naming; and
- Appendix A – Road types – Australia.

Where this guideline is silent on a matter, the above sections of *AS/NZS 4819* apply and take precedence over any inconsistency.

Assessment criteria:

1. Name duplication
 - Duplicate road or street names (whether existing or previously approved) must not occur within the Cairns Regional Council Local Government Area, ensuring ease of navigation for service providers, emergency services and public wayfinding.
2. Preferred naming source
 - Flora and fauna, generally using the common name and excluding lengthy or complex scientific names;
 - Names of prominent citizens or identities, excluding living persons;

- Names with cultural significance to the local area including Traditional Custodians. Note: the use of a First Peoples language name is subject to approval from the Traditional Custodian group with a registered Native Title or determination over the location;
- War casualty lists;
- Local heritage values; or
- Existing road/street naming themes in the suburb or area.

Names should be appropriate to the physical, historical or cultural character of the area concerned.

All proposed names will be considered based on their individual merits, and any deviation from these sources will be considered accordingly.

3. Ease of communication

- Names should be reasonably short, easy to read, spell and pronounce;
- Proposed names should not be similar in spelling or sound to existing names;
- Where it is intended that a road/street have the same name as a place or feature with an approved geographical name, then particular care should be taken to ensure that the correct spelling is adopted;
- Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form; that spelling which is sanctioned by general usage should be adopted;
- Unduly long names and names composed of two or more words are not supported. In exceptional circumstances a given and surname may be considered where essential to identification. Exceptional circumstances may include being a highly prominent individual where including a given name with a family name is essential to identify an individual or where it is necessary to avoid ambiguity, e.g. Angus Smith Drive, Sir Leslie Thiess Drive etc. Whilst street and cul-de-sac names should have only one word it is recognised that some roads require a two-word name because of their geographic relationship e.g. Old Common Road, Ross River Road etc; and
- Names must not be offensive or discriminatory.

4. Formatting requirements

- Generally, road/street names proposed or approved must not contain abbreviations. For example, the "Creek" in "Wallaby Creek Road" must not be abbreviated. There is, however, one exception: "ST" should always be used in place of Saint;
- "The" must not be used in place of a name followed by a road type, e.g. "The Boulevard".
- Prepositions in road names must be used, e.g. "Hampton on Boulevard";
- No directional indicators are to be used, e.g. "Gold Road West" and "Gold Road East";
- The apostrophe mark must be omitted in the possessive case, e.g. 'Smith's Road' should be "Smiths Road";
- Hyphens are not to be used;
- Full stops are not to be used;
- No symbols, diacritical marks or special characters are to be used. The exception is macrons for Indigenous names; and
- Numerals are not to be used. Any numbers in a name must be written in full. Only standard A to Z alphabet characters may be used.

5. Road type

- Road/Street types must be representative of the road being described e.g. street, court, crescent;
- Road/Street types are to be in accordance with *AS 4819 Appendix A* and read in conjunction with section 4.3 of *AS 4819*; and
- The road/street type must be included with the naming application submitted to Council. It must also be shown on plans submitted with the Operational Works approval for checking.

Holding of approved names

Approved names remain valid for the following periods:

- 5 years for developments not associated with Estates; and
- For Estates, the applicant must advise Council at the time of the request for approval of names, the proposed estimated time frame for completing of the Estate. Approved names will be reserved for that time period.

Note: The Council maintains a register of pre-approved names, often derived from local pioneers including indigenous language (developed in consultation with First People Advisory Consultants). These names can be provided to developers upon request. Council also welcomes private submissions for new names to be added to the register, provided they meet the *AS/NZS Rural and Urban Addressing Standard*.

♦♦♦♦♦

This policy is to remain in force until otherwise determined by Council.

Director responsible for Review:

Planning Growth & Sustainability

ORIGINALLY ADOPTED: new policy

CURRENT ADOPTION: {Enter Date}

DUE FOR REVISION: {Enter Date}

REVOKED/SUPERSEDED: {Enter Date}

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Ken Gouldthorp
CHIEF EXECUTIVE OFFICER

Attachment 1 – Original Policy

2

COUNCIL MEETING - 14 DECEMBER 1998

CITY DEVELOPMENT DIVISION (GENERAL)

JCI:JEA 1998/15/28/1-02
(#27864)

CLAUSE NO: **2**

STREET NAMING - APPROVED PROCEDURE

REPORT

The approved procedure for street naming is in accordance with Council's resolution from the Ordinary Meeting dated 17 November 1997 based on a report to Council by the Manager Subdivision Services.

Council resolved as follows:

"That approval be delegated to the Chief Executive Officer, or his nominee, to approve new street names, subject to:

- i. comment being sought from the Divisional Councillor; and*
- ii. street name "themes" for large, staged subdivisions to be approved in the first instance by Council."*

The current procedure for subdivision works involves the developer lodging a list of preferred street names (three names per street) together with engineering drawings. The names are checked by Subdivision Services staff to ensure there will be no duplication and that the names are in accordance with any adopted street name theme for the area.

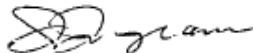
After comment from the Divisional Councillor, a selection is made and the street names are approved under delegated authority by the Chief Executive Officer's nominee.

The developer is advised accordingly as well as essential service authorities and various Council departments.

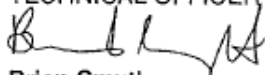
Proposed street name themes for large staged developments or proposed deviation from established themes are to be approved by Council.

RECOMMENDATION:

It is recommended that this report be noted.



Jeff Ingram,
TECHNICAL OFFICER - SUBDIVISION SERVICES.



Brian Smyth,
MANAGER ASSET MANAGEMENT SERVICES.

2005

**C CITY DEVELOPMENT DIVISION SEGMENT
(GENERAL)**

1 SEWERAGE CONNECTION - GR GIDDINS, LOT 6 1
PARRY STREET, BABINDA
Ordinary Meeting 14/12/98- See A/B No 4 Folio 13497

COUNCILLOR LINDSAY MOVED:

**CITY DEV
(CD)A**

"That design and construction of the sewerage connection to Lot 6 Parry Street, Babinda proceed with funding being made available at the 6 monthly budget review.

SECONDED BY COUNCILLOR MCPHERSON AND CARRIED

2 STREET NAMING - APPROVED PROCEDURE 2
Ordinary Meeting 14/12/98- See A/B No 4 Folio 13498

COUNCILLOR MCPHERSON MOVED:

**CITY DEV
(CD)I**

"That the report be noted."

SECONDED BY COUNCILLOR BONNEAU AND CARRIED

7364703

Attachment 2 – Application form for Street Naming Approval #TBA

Attachment 3 – Fact Sheet for Street Naming and Street Numbering #TBA

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