

ANNEXURE A

CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY

**POLICY ON THE NAMING OF STREETS AND PUBLIC
PLACES**

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PREAMBLE

The names of streets and public places fill a dual function: a cultural role in terms of the meanings and associations they convey; and a practical role in terms of their locational function. Names give a “sense of place”, and are essential navigational tools and locational guides for moving through the city.

The City of Johannesburg must therefore have a clear policy with guidelines, rules and procedures for the naming of streets and public places through a process which is clear, inclusive and consultative.

Place names in Johannesburg should reflect the rich histories, diverse heritage, cultural identities and natural resources of the area. These names touch people’s lives on many levels, building community/neighbourhood identity, and contributing to the creation of places that residents and users can relate to and take pride in. Place names can help build social cohesion, and they influence our experiences and perceptions of the city.

Correct use of place names can benefit many fields of activity, including trade and commerce; urban and regional planning; travel and tourism; communications and postal services; transportation, emergency services and disaster relief.

Place naming is an important element of service delivery and good governance as it promotes legibility and facilitates the effective delivery of services such as policing, emergency services and billing for services consumed.

This policy is compiled in line with the provisions of the South African Geographical Names Council Act, 1998 (Act 118 of 1998).

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1. POLICY STATEMENT

The City of Johannesburg shall designate the names of public streets and roads, municipal buildings, squares, public open spaces and cemeteries by way of Council resolution. In all cases, the City of Johannesburg shall have the prerogative of accepting or rejecting any proposal received.

The naming of unnamed features shall take precedence and priority over the re-naming of streets and other public facilities as detailed in this policy. Place re-naming should be done sparingly, in order to eliminate unnecessary expenses, including costs for businesses and other stakeholders.

To promote service delivery, naming without Council approval is permissible in the following cases:

- Allocation of approved street names, held in the Joburg Names Bank, can be done with the approval of the MMC: Community Development.
- Administrative errors and/or incorrect spelling of names may be rectified without going through the processes described in this policy.
- Where existing streets are extended (continued) and the street names have been approved, the existing names must be given to the extension.
- With regards to the naming of private features, such as rights-of-way and private streets, the policy will guide this in as far as these names comply with the general criteria set out below.

2. DEFINITIONS AND INTERPRETATION

For the purpose of the Policy, the following definitions apply:

Act – this shall refer to the South African Geographical Names Council Act of 1998 (Act 118 of 1998) and the Regulations thereto (hereafter referred to as “The Act”).

Affected property owners shall refer to property owners and/or residents and business within 150 metres of the feature whose name is proposed for naming or re-naming.

Applicant – refers to any person, who may in their individual capacity or on behalf of an organisation submit an application for naming or re-naming to

the City. The Applicant may also be any Core Department, Municipal Entity or Councillor of the City.

Applicant Department – refers to the Department or Municipal Entity within the City wherefrom the naming or renaming proposal originates. The applicant Department or Municipal Entity may also be the *Responsible Body* as described below.

Cul-de-sac – means a street with a single entry, which is also the exit to the street.

Custodian Department – refers to the Department within the City that is the primary custodian of the policy, represented by the Executive Director and his/her Designated Official. Starting in 2013, Community Development has been the custodian of this Policy. Community Development provides an advisory service to other City Departments, government entities and the general public in respect of the Naming Policy, and is responsible for the periodic review of the Policy. The Department is the Convenor of the Place naming Committee

Designated Official – refers to the officials from the Custodian Department and the Applicant Department who are officially delegated by their respective Executive Directors to undertake the naming or renaming initiative, from application stage to final decision stage.

Features shall refer to all features that are the subject of this policy, including municipal buildings and squares, streets, local parks and cemeteries.

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. Geographic names include the names of towns, suburbs, rivers, dams, ridges, etc.

Names Bank, or Joburg Names Bank – means a database consisting of approved geographical names within the jurisdiction of the City of Johannesburg Metropolitan Municipality.

Place Naming Committee – a technical advisory committee within the City to make recommendations on place naming. In addition to Community Development, other role-players of the multi-disciplinary committee are Development Planning and Corporate GIS, the seven Regions A-G, Johannesburg Roads Agency, Transportation, Johannesburg City Parks and if required Group Legal and Compliance.

Policy – means a set of guidelines that assist a public authority, such as a municipality, to make decisions in terms of its legislative authority, and is therefore part of its legislative framework.

Public open space – means any Open Space as defined and vested in the Municipality under Section 63 of the Local Government Ordinance, 1939 (Ordinance 7 of 1939), to which the general public has access.

Public space – *means*, as defined in the Local Government Ordinance, 1939: “any road, street, thoroughfare, bridge, overhead bridge, subway, foot pavement, footpath, sidewalk, lane, square, open space, garden, park, enclosed space vested in a town or village council under section sixty-three of this Ordinance...”

Public street - means any street, road or thoroughfare shown on the general plan of a township, agricultural holding or other division of land, or in respect of which the public has acquired a prescriptive or other right of way registered and/or zoned as a street in favour of the public.

Private street – means a street that is not a public street, including those that are inside a sectional title complex or a Section 21 homeowners’ association complex. Private streets also include rights of way registered in favour of private users.

Responsible body – this shall mean the body responsible for maintenance and management of the specific asset. In the case of parks and cemeteries, this shall be Johannesburg City Parks and Zoo; with regards to sports, libraries, art centres, museums and community facilities, this shall be the City’s Community Development Department; and with regard to road infrastructure, this shall be the Johannesburg Roads Agency.

Street - A public street is approximately 12m or more in width and used to give pedestrian and vehicular traffic access to the various parcels of land making up a community. All reference to *streets* shall also apply to all roads, lanes, etc. owned by the City and therefore falling within the City’s jurisdiction.

2.1 Generic terminology

All street names must contain one of the following generic terms or suffixes:

Avenue (Ave) - a wide and attractive public street, a tree lined road.

Boulevard (Blvd) - a broad prestigious street, formally laid out (landscaped) paved public way, approx. 30m or more in width, possibly ornamentally illuminated or decorated.

By-pass - is wide road which runs past a densely populated suburban area to allow traffic to run past.

Circle (*Circ*) - a ring road starting and ending at the same point.

Close (Cls) or Place - a short street or "dead end" street or cul-de-sac.

Crescent (*Cresc*) - a ring road or street which forms a crescent.

Drive (Dr) - a scenic or picturesque route, or a private carriageway to a dwelling. A road through a park.

Freeway – is a dual carriageway with controlled grade-separated intersections and interchanges at 5km intervals.

Highway - is a dual carriageway with controlled grade-separated intersections and interchanges at 500m intervals

Lane (Ln) - a narrow road, trail or alley, often for service vehicles. A short private street or passageway.

Nature Trail – a footpath for hikers and /or people to enjoy the scenery and natural environment.

Private (Pvt) - all private accesses should be clearly identified with the statement "Private" or designation (PVT) shown on the street sign following the suffix.

Road – a public communication road (generally used to describe thoroughfares outside built-up areas).

Street – is a road in a city or town that serves houses, businesses and shops, etc.

Terrace (Terr) - a short hillside street. A residential street, especially on a slope or hill.

Trail (Trl) - a public way following a historical route. A pedestrian way through mountainous or uneven terrain.

Walk -A pedestrian way.

3. JURISDICTION

The City has jurisdiction over the naming of features that are within the jurisdiction of the of the municipality, such as streets, municipal facilities such as libraries, museums, clinics, sports stadiums, squares, local parks and cemeteries. With regards to the naming of private features, such as streets, buildings, etc, the policy

will guide this in as far as these names comply with the naming guidelines indicated below. The process of naming private features will however be different to that of public streets.

The naming of towns, highways, railway stations and government dams is the responsibility of the National Government and should be undertaken in terms of the provisions of the National Geographical Names Council Act 1998 (Act 118 of 1998). The naming of these features is therefore excluded from this policy.

In instances where the road or a part of a road intended for naming/ renaming is owned by another sphere of government, then permission from that sphere to proceed with the naming / re-naming 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 City should comply with in managing the process.

4. PURPOSE OF THIS POLICY

This policy seeks to spell out, regulate and standardise the processes and procedures associated with the naming and re-naming of features such as streets, parks, municipal buildings, etc. In addition to the process, this policy also seeks to inform and influence the types of names that are chosen for various features.

The policy covers five processes, *viz*:

- i. The naming of unnamed features;
- ii. The re-naming of currently named features;
- iii. The naming as part of township establishment;
- iv. The naming in informal settlements; and
- v. The naming and re-naming of private streets and other features.

5. NAMING AND RENAMING PRINCIPLES

The principles detailed below should be adhered to when considering all submissions and petitions for the naming and renaming of features in the City.

- i. Council may initiate naming and or renaming of its own accord or in response to a submission/ petition from any member of the public (including juristic persons).
- ii. Names should, as far as possible, be after themes, such as flora and fauna, colours, minerals, geographical features, historical events, etc.
- iii. The naming of features after exceptional people is recognised as being a way of honouring outstanding individuals for their contribution to the development of the city and the country, and should be done sparingly and with careful consideration.

- iv. Only in rare cases should people's names be used and any submissions/ petitions to name after a person must be accompanied by a detailed motivation and profile, indicating why the specific person is worthy of the honour. Every effort to gain consent from family members of the person who is being commemorated should be demonstrated. Supporting evidence that shows attempts by the Council to consult with family members should accompany the proposal;
- v. In the rare instances that features are named after a person, the person's name and surname shall be used in full, i.e. Nelson Mandela Drive, not just Nelson nor Mandela Drive, as a reflection of the honour bestowed upon them.
- vi. When the name of a person is used, the prominence of the street or feature should be in proportion to the stature of the person.
- vii. For religious and cultural reasons the City shall not name cemeteries after people. Cemeteries shall ideally be named after the geographical areas in which they are located.
- viii. The process of naming and or renaming must be undertaken in a consultative manner and this must be clearly demonstrated before a final decision can be taken. The Council is however not bound to accept the most popular name from a public participation process, where such names are not in line with the criteria for selection of names as set out in this Policy.
- ix. The City shall establish a City Naming Committee made up of officials from Community Development, the Regional Administration (Office of the regional Director and Office of the Speaker; Ward Governance), Corporate GIS, Johannesburg Roads Agency, Johannesburg City Parks and Zoo and Development Planning and Urban Management, and if required group Legal and Compliance. The main responsibility of this committee will be to assess all naming and /or re-naming proposals received against the criteria set out in this policy and to make recommendations to Council.

6. CRITERIA FOR THE SELECTION OF NAMES

The following criteria must be used to select and allocate names.

- i. There should be no duplication of names or confusingly similar names in the City of Johannesburg. In this context, duplication of street names means the repetition or near repetition (similar or identical in spelling or pronunciation) of already approved place names within a radius of 20 km and/or within the same postal code.
- ii. Names should not be too long or clumsy. Street names shall be limited to a length of 18 characters, including any combination of spaces, letters or punctuation in the base portion of the name, in order to facilitate the use of standard signage materials. Only in exceptional circumstances will

street names of a longer length be considered with the required justification.

- Geographic names should be easy to pronounce, spell and write, and preferably not exceed three words (including feature or road type) and/or 18 characters.
 - Names, except when they are proper nouns, must be written in Standard English or a recognised format of a South African indigenous language.
 - Abbreviations are not allowed. An exception applies to the use of the honorific Saint. For example, Mount must be registered or recorded in full, but Saint can be recorded as St. Also accepted are abbreviations under Generic Terminology above.
 - Names should include diacritical marks where appropriate. For example, Beyers Naudé Square, not Beyers Naude Square.
 - For the purposes of consistency, names starting with Mc or Mac must not have a space included between the Mc or Mac and the rest of the name.
- iii. Names of well-known places in other countries and the names of other countries should be avoided.
- iv. Naming after living people should be avoided, because community attitudes and opinions can change over time.
- v. Geographic names must not risk public and operational safety for emergency response, or cause confusion for transport, communication and mail services. Many emergency response and other public services (such as mail) are determined by locality boundaries or road extents, and proposals must ensure that operations will not be adversely affected.
- vi. The use of complex or compound names shall be discouraged.
- vii. Names should not be discriminatory or derogatory from the point of view of race, religion, ethnicity, disability, sexuality or gender, colour, creed, political affiliation or other social factors to any community or section of a community.
- viii. Names should promote goodwill and reconciliation.
- ix. Names may be expressed in any of the eleven official languages, and may include traditional indigenous South African names.
- x. Names should promote a sense of ownership and the character of an area;
- xi. Names should be in keeping with the theme of an area such that they have local relevance with preference given to unofficial names used by the local community. Infrastructure features should use the name of the locality. For example, railway stations should be named after the locality in which the station is located. Names of private estates should not be applied to features or localities to avoid possible addressing issues in the future;

xii. Street names should only change at intersections or where there is a clear start or end to an existing street/ road. The name of a road should apply from one end of the road to the other, i.e. to the points where the road finishes or intersects with other roads.

xiii. Continuations of existing streets should as far as possible use the same name depending on street numbering sequence – link roads/ streets should be named differently;

xiv. If the street name is an ordinal number it should be written out, e.g. Fifth Street (and not 5th Street). This policy is not retrospective, and will only apply to new streets which are named.

xv. Names that could be construed as advertising a particular business, service or product shall not be allowed;

xvi. Names should increase the marketing potential and investment attractiveness of an area;

xvii. Definitions of the street name suffixes (i.e. Drive, Lane, Road, etc) are to be used to determine the appropriate suffix to be applied to any street to be named or re-named;

xviii. Streets adjacent to a freeway should be given different names on each side of such a freeway/national highway;

xix. The use of cardinal directions, such as North, South, East and West, should be avoided. A proposed name that uses a cardinal direction to distinguish itself from another similar name is considered to be a duplicate name. In these instances a different name should be chosen to allow for a clear distinction between the two or more features, localities or roads. An example of an unacceptable name is New Street being re-named New Street South and New Street North - either one or both sections of the street must be re-named;

xix. Re-naming of only sections or partial areas of streets should not be considered. However, portions of a public facility (such as a cemetery) may have another name than that of the entire facility,

xx. No feature may be named after a practicing councillor or politician, commercial business, or trade name.

7. CRITERIA FOR MOTIVATING A CHANGE IN NAME

A re-naming proposal will be considered only when the long-term benefits to the community can be shown to outweigh any short-term effects or private interests. In the case of re-naming applications, the city should consider all associated costs, not only those carried by the City, but also those incurred by businesses and other stakeholders.

The following criteria should be used to compile motivations in support of re-naming proposals:

- i. Where the existing name is considered offensive or hurtful.
- ii. Where the name change is desirable to promote the goodwill of people now living in the new South Africa;
- iii. Where there is a strong degree of community support;
- iv. Where the name change is to increase the marketing potential and investment attractiveness of the area; and

A continuous street should not be split into multiple sections by re-naming a segment or a portion of the street.

8. GUIDELINES FOR PUBLIC CONSULTATION

The process of naming and or renaming must be undertaken in a consultative manner and this must be clearly demonstrated before a final decision can be taken by the Council.

In the case of street and public place naming in new townships as part of the township establishment process, it is recommended that a public consultation process is undertaken, where the beneficiary community is known to the applicant.

There are at least two types of community groups to consult with regarding a naming, re-naming or boundary change proposal:

- The immediate community, which includes residents, ratepayers and businesses within the immediate area directly affected by the proposal; and
- The extended community, which includes residents, ratepayers and businesses surrounding the area directly affected by the proposal; any visitor groups to the area; and government or non-government organisations with an interest and presence in the area.

The extent of the public consultation should be reflective of:

- a. The size of the feature being named or renamed; and/or
- b. The functional range of the feature being named or re-named; and/or

- c. The cultural significance of the feature being named or renamed; and/or
- d. The visual prominence of the feature being named or renamed.

The **minimum requirements** for public consultation are as follows:

- i). All affected Ward Councillors must always be engaged through the Ward Committee structures, via the Office of the Speaker Ward Governance in consultation with the regional Directors' Office.
- ii). In the case of local roads and local facilities the following must be undertaken:
 - a. Consultation with the Ward Councillor/s;
 - b. The placement of public notices on site and at prominent strategic positions such as schools, clinics and libraries, etc;
 - c. The application should also lie open for inspection for 28 days from the 1st date of placement of the public notices at an office of the responsible body or an office easily accessible to the public, such as the Regional Customer Service Centres.
 - d. At least one public meeting, the extent of which should be in keeping with the size, functional range, cultural significance and/or visual prominence of the feature being named or renamed.
- iii) In the case of higher order features, such as main roads, regional facilities or major projects in the City etc, the following must be undertaken:
 - e. Consultation with the Ward Councillor/s;
 - f. The placement of public notices on site and at prominent strategic positions such as schools, clinics, libraries, multi-purpose centres, etc;
 - g. The placement of municipal notices in local newspapers;
 - h. The application should also lie open for inspection for 28 days from the 1st date of publication of the newspaper advertisements at an office of the responsible body or an office easily accessible to the public, such as the Regional Customer Service Centres. The Office of the Regional Director will be responsible for receiving public comments.
 - i. At least one public meeting, the extent of which should be in keeping with the size, functional range, cultural significance and/or visual prominence of the feature being named or renamed.
- iv). In terms of the notices and advertisements, the responsible body must request the public to submit comments on the proposed name or renaming and/or make any other submissions within 28 days. Possible alternative names may also be requested from the public.
- v). Once a naming is approved by Council, the responsible body must place public notices on site and/or in the local newspapers notifying the public of the final decision. Community Development must also notify the affected Ward Councillor/s through the Office of the Speaker, Ward Governance, in consultation with the Office of the Regional Director, of the final decision. Community Development must also notify the affected Ward Councillor/s through the Office of the Speaker, Ward Governance, in consultation with the Office of the Regional Director, of the final decision.

9 JOBURG NAMES BANK

The Joburg Names Bank, offers a database of approved names for the City of Johannesburg, administered by Corporate GIS in Cooperation with Community Development. Names which can be drawn from the Names Bank have been checked and pre-approved for compliance with the Policy on Naming Streets and Public Places.

Among the available names will be groups of street names grouped into themes which can include sub-categories of flora, fauna and geographical features , such as names of rivers, mountains, birds, trees, and so forth.

These names are ready for allocation to a specific street of public space, subject to agreement from the Ward Councillor and approval from the MMC: Community Development.

Procedure for the use of the Names Bank:

- i. Any person, community or organization within the boundaries of the City of Johannesburg Metropolitan Municipality is entitled to propose names to Corporate Geo-Informatics (CGIS) to be added to the Joburg Names Bank.
- ii. All names submitted for the Names Bank must be accompanied with the language and meaning of the name, and brief information on its source.
- iii. Public submissions will be checked by Corporate GIS in consultation with the Place Naming Committee, and considered for inclusion in the Names Bank.
- iv. For names to be accepted for the Names Bank, these must comply with the rules and principles for the naming of streets and public places, as set out in Sections 5 and 6 of this Policy.
- v. Names may be added to the Names Bank through screening and where appropriate uploading compliant sets of names from other localities and jurisdictions.
- vi. The Names Bank should be used to expedite the naming of unnamed streets and settlements, as well as naming as part of township establishment.
- vii. The applicant must submit a written request to Corporate Geo-Informatics (CGIS) for using names in the Geographical Names Bank, after which the applicant will be provided with a list of approved street names.
- viii The names can be applied to unnamed features, and may be allocated to specific streets or public spaces, subject to approval from Member of the Mayoral Committee (MMC) for Community Development. Such approval should be based on

agreement of the Ward Councillor and supported by evidence of public consultation with the affected communities.

ix. In order to avoid duplication, all new and proposed names should be checked against the Names Bank.

10. PROCEDURE FOR NAMING OF UNNAMED FEATURES

The naming of unnamed features shall take precedence and priority over the re-naming of streets and other public facilities as detailed in this policy.

The naming of features, should as far as possible be undertaken as part of the development of the feature. In the case of streets for instance, this should be undertaken as part of the township development/ establishment and for Public Open Spaces and other public facilities, as part of their initial development or upgrading. The principle of public participation should still be adhered to, but may be undertaken as part of the broader development or upgrading programme.

The procedure for the naming of unnamed features is as follows:

- i. Any proposals, petitions or requests from any party should be submitted to Community Development (Arts, Culture and Heritage) in the prescribed format, for registration purposes.
- ii. The application referred to in (i) above shall include the following information:
 - a) The proposed new name and the reasons for the name.
 - b) A locality map showing the feature proposed for naming.
 - c) The applicant or requesting party's proof of legal residency or business address in the City of Johannesburg as well as contact details.
- iii. Community Development then assesses the application to determine compliance with the policy and subjects the application to the scrutiny of the City's Naming Committee.
- iv. If the recommendation of the naming Committee is to proceed with the naming, Community Development informs the relevant responsible body to undertake the process and to implement the proposal. The first step in this regard should be the engagement with the Ward Councillor(s) to seek comments on the proposed naming. If the feature being named services or traverses more than one ward, then all affected Ward Councillors must be consulted. The applicant must make provision for the operating funds required for the public consultation process (including advertisements where required) and the capital or operational funds required for implementation.
- vi. Community Development also circulates the application simultaneously to CGIS, the Johannesburg Roads Agency and other relevant departments and Municipal Owned Entities for technical comment and input.

- vii. Once the views of the public and the Ward Councillor have been obtained and where necessary reconciled, the responsible body prepares a Mayoral Committee report detailing the proposal, comments received and the recommendation and submits the report to Community development. The report should also include the financial implications for naming.
- viii. Community Development assesses the report and the recommendation and thereafter submits to the member of the Mayoral Committee for Community Development.
- ix. Once the name is approved, the responsible body erects notices on the site and at prominent strategic positions such as schools, clinics, libraries, etc, reflecting adequate details of the name, i.e. the date of implementation, the approved name and the date of the Council decision. The responsible body must also notify the affected Ward Councillor/s through the Office of the Regional Director of the final decision and date of implementation.
- x. Community Development also notifies all affected role-players such as the Gauteng Geographical Names Committee, Surveyor-General and Postmaster-General, the Registrar of Deeds, the SA Post Office, Telkom, the South African Police Service, Emergency Services, JMPD, the Johannesburg Roads Agency and CGIS, of any change or variation in the name of any feature in terms of Section 69(1)(a) of the Local Government Ordinance, 1939. Any such notification is to be accompanied by a Council Resolution.
- xi. Once the approval is obtained to name the feature the relevant implementing body should advise the relevant Municipal Owned Entities and departments, such as the CGIS Unit and Johannesburg Roads Agency, to implement the changes. The Applicant Department/Municipal Owned Entity must thereafter advise the Custodian Department, and affected Regional Director and Ward Councillor when the physical implementation is complete.

11. PROCEDURE FOR STREET NAMING AS PART OF TOWNSHIP ESTABLISHMENT

It is important that the public is afforded the opportunity to comment on, or object to, proposed names for new public places and townships. It is therefore recommended that the following process be followed:

- i. All proposed names are to be included in the formal application, i.e. township application;
- ii. The public is to have an opportunity to comment on, or object to, the proposed names at the time the application is advertised in terms of the relevant legislation;

- iii. Where a street traverses the boundaries of more than one region, all affected Regional Directors and Ward Councillors must be consulted to evaluate the proposals. Advertising must include these affected regions as well;
- iv. Renaming of sections or partial areas of streets should not be considered;
- v. Comments on the proposed names should be included in all reports dealing with township applications and the subdivision of land, which are submitted to the relevant committee for approval;
- vi. With respect to the allocation of names to townships, the National Place Names Committee, which falls under the jurisdiction of the Department of Arts, Culture, Science and Technology, is an advisory body to the Minister on township names. The proposed new name and written comments received must be forwarded to the National Place Names Committee for consideration and approval;
- vii. The name of a township or suburb is registered with the Surveyor-General and the Registrar of Deeds when the General Plan of the township is approved in the process of township establishment.

Special Provision for Street Naming as Part of Township Establishment:

Where township establishment projects are driven by the City or the Province (or an agent acting on behalf of the relevant sphere of government), and the *beneficiary community is known to the applicant*, it is recommended that a public consultation process be undertaken so that final proposals can be reflected on the General Plan when it is submitted to the Surveyor-General.

The applicant shall, based on the criteria for the selection and allocation of names per this policy, and in consultation with the City’s Corporate Geo-Informatics Directorate, determine name proposals prior to engagement with the beneficiary community, and shall present such proposals to the community for comment so as to ensure that the consultation process is structured and is in terms of the provisos of the policy.

12. PROCEDURE FOR NAMING IN INFORMAL SETTLEMENTS

While streets only technically exist in formally established townships, with an approved general plan, it is also recognised that people living in informal settlements are entitled to the same services that other parts of the City have. As such the allocation of street names should be extended to these areas as well.

The allocation of street names in informal settlements shall therefore be managed as detailed in Section 11 and all other provisions of this policy, such as the criteria for the allocation of names, shall apply equally to informal areas.

Should an informal area be formalised *in situ*, the names allocated while the settlement was informal, shall, as far as possible be carried forward into the formal township.

Street naming in townships where formalisation is imminent or where this process has commenced, shall be undertaken as part of the formalisation process, as detailed in Section 11 of this policy.

The City shall cause a layout plan to be drawn up as a basis for the allocation of street names and to facilitate the physical installation of the street names. The responsible City Department or Municipal Entity must submit the approved layout plan and any subsequent amendments to Corporate Geo-Informatics to enable the constant updating of road centrelines.

Only in exceptional cases (where the existing names are considered offensive) will renaming be considered in informal settlements.

13. PROCEDURE FOR THE NAMING AND RE-NAMING OF PRIVATE STREETS

Not all the streets in the City of Johannesburg are public streets. Some, especially those in estates or settlements that emanate from subdivisions, are private streets. There are some of these streets, which have not been named as part of the "township establishment" and therefore need to be named and in other instances, there may be a need to re-name these streets.

The procedure for the naming and renaming of private streets is as follows:

- i. Should the owner of a private street wish to name an unnamed private street, a submission must be made in the prescribed format to Community Development. The submission should be accompanied by the following information:
 - a. Proof of ownership;
 - b. A locality map showing the street proposed for naming and or renaming;
 - c. Motivation for the renaming;
 - d. Proposed new name(s), the identification of which MUST comply with the criterion indicated above;
 - e. Confirmation that the majority of residents of the street are in support of the proposed new name (this may be done in the form of a signed petition);
- ii. The petition should include the names, addresses, signatures and contact details of the affected property owners. These lists should indicate whether

the affected property owner or resident supports the proposed street naming and the signatures should not be older than one (1) year upon time of submittal to the City of Johannesburg;

- iii. All costs associated with providing and erecting new name plates, except in exceptional circumstances, will have to be met by the applicant(s)/requesting party;
- iv. Community Development then assesses the application to check compliance with the policy in terms of the set criteria and subjects the application to the scrutiny of the City's Naming / Renaming Committee.
- v. Should the recommended name(s) be in compliance with the provisions of this policy, the applicant is informed that the City supports the name and that they may proceed to notify all relevant agencies, i.e. Telkom, Post Office, SAPS, etc of the new name.
- vi. On approval, the applicant should erect the name/s to the standards specified by the Johannesburg Roads Agency (JRA), at his/her expense.

14. PROCEDURE FOR THE RE-NAMING OF FEATURES

The principles detailed in Section 6 of this policy (Criteria for the Selection of Names) must be strictly adhered to in the renaming process. The renaming process is as follows:

- i. Any ideas, proposals, petitions or requests from any party must be submitted to the Community Development (Arts, Culture and Heritage) in the prescribed format, for registration purposes.
- ii. The application referred to in (i) above shall include the following information:
 - a. The proposed new name and the reasons for the name.
 - b. A locality map showing the feature proposed for naming.
 - c. The applicant or requesting party's proof of legal residency or business address in the City of Johannesburg as well as contact details.
- iii. Community Development assesses the application to determine compliance with the policy and refers the application to the scrutiny of the City's Place Naming Committee.
- iv. On the basis of the recommendation of the committee, a report is submitted to Council for a decision to either proceed or not to proceed with the re-naming. Should the decision be not to proceed with the renaming, the applicant is advised of the Council's decision, stating clear reasons for the decision.

- v. If the Council decision is to proceed with the renaming, Community Development informs the relevant responsible bodies/applicant to undertake the public consultation process. The first step in this regard should be the engagement with the Ward Councillor(s) to seek comments on the proposed renaming. If the feature being renamed services or traverses more than one ward, then all affected Ward Councillors must be consulted. The applicant must make provision for the operating funds required for the public consultation process (including advertisements where required) and the capital funds required for implementation.
- vi. Once the views of the public and the Ward Councillor have been obtained and where necessary reconciled, the responsible body prepares a Mayoral Committee report detailing the proposal, comments received and the recommendation and submits the report to the Community Development. The report should also include the financial implications for the change of each of the proposals.
- vii. Community Development assesses the report and the recommendation and thereafter submits to the Mayoral Committee and Council for approval.
- viii. Once the name is approved, the responsible body erects notices on the site and at prominent strategic positions such as schools, clinics, libraries and multi-purpose centres, etc., reflecting adequate details of the change of name, i.e. the approved name and the date of the Council decision.
- ix. Once a re-naming is approved by Council, the responsible body must place public notices on site and/or in the local newspapers notifying the public of the final decision. Community Development must also notify the affected Ward Councillor/s through the Office of the Speaker, Ward Governance, in consultation with the Office of the Regional Director, of the final decision. Community Development must also notify the affected Ward Councillor/s through the Office of the Speaker, Ward Governance, in consultation with the Office of the Regional Director, of the final decision.
- x. Community Development also notifies all affected role-players such as the Gauteng Geographical Names Committee, Surveyor-General and Postmaster-General, the Registrar of Deeds, the SA Post Office, Telkom, the South African Police Service, Emergency Services, JMPD, the Johannesburg Roads Agency and CGIS, of any change or variation in the name of any feature in terms of Section 69(1) (a) of the Local Government Ordinance, 1939. Any such notification is to be accompanied by a Council Resolution.
- xi. The signage showing the old street name (crossed out below the new name) should be retained for a period of at least 12 months to enable members of the community to familiarize themselves with the new name. The new street name must be erected above the previous street name.