



POLICY FRAMEWORK ON RENAMING OF STREETS AND PUBLIC PLACES IN RUSTENBURG LOCAL MUNICIPALITY

1. INTRODUCTION

- 1.1 The main purpose of this framework is to determine the guiding policy and principles for the naming and renaming process.
- 1.2 The process and procedures for the naming and renaming of streets, public venues and features falling under the jurisdiction of the Rustenburg Local Municipality
- 1.3 The legislative context within which the name change shall occur based on a plethora of legislation has been simplified to guide this process.
- 1.4 Community participation in the entire naming and renaming process is compulsory in ensuring a people –centred approach.
- 1.5 The policy will be implemented in conjunction with the terms of reference for the establishment of the Public Places and Street Naming Committee. The Committee on naming and renaming of streets and Public venues established in accordance with Section 79 of the Municipal Structures Act, A106/2005 shall be responsible for the facilitation of this process in terms of receiving applications, proposals and adjudication.
- 1.6 The policy guideline adopted by Council through a resolution constitutes the relevant legislative and regulatory framework for the completion of this process
- 1.7 This policy provides guidelines for naming of public places and features, namely:
 - Giving new name or names to previously unnamed features
 - Naming as part of new township establishment
 - Renaming of features that have names already
 - Naming without further approval

2. POLICY STATEMENT

The municipality should designate the names of public streets, public places, natural areas, artefacts and Council-owned buildings and 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 timeous 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;
- 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 regards to aspects, a loss in revenue to Council and delays in property transfers

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

- Names creates 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

4. 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, Council owned buildings and facilities as approved by the Council.

5. Legislative Context

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 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 feature 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 among 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.

6. DEFINITION

For the purpose of the policy the following definitions apply:

Act –refers to the South African National Geographical Names Council Act (Act 118 of 1998)

Committee – refers to the Public Places and Street Naming Committee consisting of the Municipal Manager and Executive Managers or their delegations in terms of this policy

Cul-de-sac - a street with a single entry, which is also the exit, into the street

Duplication of street names - the repetition or near repetition (identical or similar in spelling or pronunciation) of already approved street names within the jurisdictional area of Rustenburg Local Municipality, within a radius of 20km and/or within the same postal code

Features – shall refer to streets, public places, natural areas and Council owned buildings and facilities

Geographical name - the name of any terrestrial feature within the borders of the Republic of South Africa, together with the area of jurisdiction of the Republic acquired by treaty, whether natural or man-made or adapted by human agency; or populated or unpopulated

Geographical Names Bank - a database consisting of approved geographical names within the area of jurisdiction of the Rustenburg Local Municipality, Local Competence is taken to apply, in terms of Section 3(1) of regulation 339 of 2003, on the standarsation of geographical names when –

a. The area is situated within the jurisdiction of the local authority; and

b. Streets, municipal buildings and squares, local parks and cemeteries are to be named

Municipality - the “Rustenburg Local Municipality” or its successor in title as envisaged in Section 155 (1) of the Constitution established by Notice 1866 of 2010 in terms of the Local Government Municipal Structures Act, 1998 (Act 117 of 1998)

Municipal property - an asset that is owned by the Municipality. This will include buildings, parks, libraries, museums, clinics, stadium, etc.

Policy - a set of guidelines that assists a public authority such as municipality to make decisions in terms of its own legislative authority and is therefore part of is constitutional and legislative framework

Portfolio Committee- refers to the Portfolio Committee for Planning matters, as decided by the Executive Mayor

Private Street - a street that is not a public street, that is inside a sectional title complex or a Section 21 homeowner’s association complex. A body corporate/home owner’s association will thus be the owner of the said street. Private streets also include rights of way registered in favour of private users.

Public Open Space - land used or intended for use by members of the public as undeveloped land, a park, garden, conservation area, a playground, a square or recreation ground

Public Place - any open and enclosed place, park, street, road or thoroughfare or other similar area of land shown on a general plan or diagram which is for the use and benefit of the general public and

is owned by or vests in a Municipal Council, and include a public open space and a servitude for any similar purposes in favour of the general public as contemplated in the Act and the Section 63 of the Local Government Ordinance 1939 (Ordinance 17 of 1939)

Public Street - any street, road or thoroughfare shown on a 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.

Regulations – refers to the regulations promulgated in terms of the South African National Geographical Names Council Act (Act 118 of 1998)

Renaming – refers to existing features, whether named or unnamed

Township zone name - a distinct name reserved for a broader area in which a township development can take place. (All new township establishments will then bear the same distinct zone does not have an approved name, a township zone name needs to be approved before new townships can be reserved)

Township name - the name allocated to a new townships establishment. (The name is made up the name of the township zone name and the next available extension number. Names of the new township developments have to be allocated by issuing a reservation letter.)

7. NAMING AND REMAMING: CRITERIA FOR EVALUATION

The south African Geographic Names Council has laid down principles that must be applied to all geographic names in South Africa and Municipalities are expected to adhere to these principles when naming places, streets, and other features within their areas of jurisdiction. Below is an outline of these principles:

7.1 One name for one entity

- Each individual feature or entity should have one official name

7.2 Geographic names that should generally be avoided

- Names that have already been approved for other places in South Africa
- Names of places in other countries and names of countries
- Names of which the spelling or pronunciation is so close to that of an existing name that confusion might result
- Names which are blasphemous, indecent, offensive vulgar, anaesthetic or embarrassing
- Names which are discriminatory or derogatory as regards race, colour, creed, gender, political affiliation or other social factors
- Names which are too long or clumsy or compounded
- Names consisting of personal name only, without additional generic element (such as “park”
- Names that may be regarded as advertisement for a particular commercial; product, service or firm

7.3 Naming places after persons

- Names of living person should generally be avoided
- Geographic entities named after persons should be in accordance with the state of the persons concerned (not for instance, naming an obscure feature after a person of national importance)
- Written permission should where possible, be obtained from the individual’s family or heirs before that person’s name is used

7.4 Other important Considerations

7.4.1 General

- There must be no duplication of names, similarly spelled or phonetically similar names within the previous municipal boundary of the town

- The length of the 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
- No names should be used which could be construed as commercial advertising; and
- Names that would generally improve the municipality's administration and provision of essential services are preferred

7.4.2 Streets

- Streets names should be in keeping with the theme of the surrounding street names when falling within an established township;
- Street names should remain in the language in which it was given;
- Definitions of the street name adjuncts/suffixes are to be used to determine the appropriate adjuncts/suffixes to be applied to any street;
- 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 the addition of an appropriate identifier to one or both portions, such as North, South, East, West, Lower, Upper, Central, Extension;
- A continuous street should maintain its name through its length, except in cases where it is considered to be confusing;

8. RENAMING COMMITTEE

- 8.1 The Municipal Manager shall establish a municipal renaming committee, hereafter referred to as the *Public Places and Street Naming Committee*
- 8.2 The Committee shall be made up of the Municipal Manager and Directors of the following Directorates: Planning and Human Settlement, Community Development, Technical and Infrastructure Services, or their delegated officials
- 8.3 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 Council

9. DATABASE OF STREET NAMES AND PUBLIC PLACES

- 9.1 The Public Places and Street Naming Committee will amongst others ensure that the Rustenburg Local Municipality, through the Directorate Human Planning and Human Settlement keeps and maintains the Names Database for the Municipality
- 9.2 The Names Database for the Municipality should consists of existing geographical names within the Rustenburg Local Municipality
- 9.3 All new names and proposed name changes should first be verified against the Names Database for the Municipality in order to avoid duplication and confusion
- 9.4 The Geographical names in the database must reflect the following information:
- a) The language of the name
 - b) When upper and lower case letters are used in a name, the Capital letters must be clearly indicated, e.g Ga-Luka, Beyers Naude Street, etc
 - c) The origin and meaning of the name in honour of a person should be as comprehensive as possible.
 - d) References to historical, linguistic and/or other information where oral traditions prevail, the source of information must be as comprehensive as possible. Archival documents in support of the information can be attached as an annexure

10. THE NAMING PROCEDURE

- 10.1 Procedure for giving new name or names to previously unnamed features
- 10.1.1 The Committee on naming and renaming of streets and Public venues established in accordance with Section 79 of the Municipal Structures Act, A106/2005 shall be responsible for the facilitation of this process in terms of receiving applications, proposals and adjudication. The Committee will deal with all the applications, submissions, reports, etc. with regards to the naming and renaming of Public Places, Streets, Parks, Cemeteries, new developments, etc. The final recommendation and report, drafted by this committee will be submitted to Council for approval.
- 10.1.2 Any organisation, institution or person initiates the process by submitting a formal written application /request
- 10.1.3 The Directorate Planning and Human Settlement then:
- 10.1.3.1 Scrutinizes the proposed name of names according to the Policy Guidelines
- 10.1.3.2 Verify the non-existence of a similar name in the database
- 10.1.3.3 Requests inputs from the external and/or internal advisors where necessary
- 10.1.3.4 Compiles a report to be submitted to the Public Places and Street Naming Committee
- 10.1.3.5 The Public Places and Street Naming Committee recommendations are the submitted or subjected to a process of community participation
- 10.1.3.4 The following steps which must happen during the 21 days advertising period, will be covered during the community participation:
- i. The Ward Councillor and the Ward Committee of the area affected by the name change or where the geographic feature is located, will be requested to place the matter on the agenda of the ward committee for discussions
 - ii. After the matter has been discussed with the ward committee, it will be referred to the constituency meeting for deliberations with the community and interest groups
 - iii. The Ward Councillor and Ward Committee must ensure that the constituency meeting that is called to discuss the name change must only have that matter on the agenda for such a meeting. No other matters may be discussed or considered during that meeting
 - iv. The Office of the Speaker will be represented in both the Ward Committee and constituency meetings as indicated above
 - v. The Public Places and Street Naming Committee must nominate and request at least one of its members to attend the meetings as indicated above
 - vi. In the case of a name change which is of concern or interest to the whole of the municipal area, such as the naming of buildings; the Office of the Speaker must also convene a public hearing in the affected area and the invitation for participation will be extended to other parties and the community at large and all residents within the boundaries of the municipality and not necessarily the residents of that area.
- 10.1.4 The application or proposal is advertised in the local media calling for comments and objections which must be submitted within a period of 21 days (which is inclusive of weekends but excludes public holidays). The notice period of the advertisement should run parallel to the public hearings and constituency meetings organised and facilitated by Councillors.
- 10.1.5 Within 14 days after the expiry of the 21 days of community consultation. The Directorate: Planning and Human Settlement compiles a further report to serve before the Public Places and Street Naming Committee containing the community submissions. The Chairperson of the Committee and the Speaker may grant an extension based on the recommendation of the Municipal Manager after an evaluation of the volume of applications received
- 10.1.6 The Public Places and Street Naming Committee considers the report from Directorate Planning & Human Settlement and takes a decision, which will be referred to as a preliminary decision

- 10.1.7 The preliminary decision is advertised and communicated to the members of the community as well as residents of the municipality by making use of among other the local media, local radio stations and the Rustenburg Local Municipality's website
- 10.1.8 The Public Places and Street Naming Committee will allow for a period of 21 days for any person or party to submit objections to the preliminary decision
- 10.1.9 The applicant will also be given an opportunity to make further inputs based on the objections received
- 10.1.10 Within 14 days after the closing of the 21 days' period, the Directorate Planning and Human Settlement compiles a final report which will take into account the objections and further comments and inputs received to serve before the meeting of the Public Places and Street Naming Committee that must be held within the 14-day period as mentioned earlier.
- 10.1.11 The Public Places and Street Naming Committee adjudicates on the final decision on the name and thereafter forwards its report to Council
- 10.1.12 In the event that there are further objections, such objections will be submitted to Council for final adjudication and a decision on whether or not to serve or uphold the decision of the Committee.
- 10.1.13 Once the Council has approved the report the next step is to determine whether the geographical feature is of local or national concern, where after the provisions of paragraphs 9.2 and 9.3 below will apply.

10.2 Geographical Features of Local Interest

- 10.2.1 After the Council approval, the names are deemed to be officially ratified and the cadastral basis and other Council maps are updated accordingly
- 10.2.2 The Names Database for the Municipality is updated accordingly
- 10.2.3 The Directorate Planning and Human Settlement will inform the applicant, Telkom (Ltd), the Post Master General, the Surveyor General and other interest or relevant bodies
- 10.2.4 The Directorate Planning and Human Settlement will inform the major tourism mapping vendors (AA, Map Studio, Braby's, etc.) of all changes on an annual basis
- 10.2.5 The medial liaison officer will publish the information in the local media

10.3 Geographical Features of National Interest

- 10.3.1 The Public Places and Street Naming Committee applies, on behalf the Rustenburg Local Municipality to the South African Geographical Name Council (SAGNC) to be recommended to the Minister for approval and after that in can be published in the Government Gazette
- 10.3.2 After the notification of approval by the South African Geographical Name Council the name is deemed to be officially ratified and the Directorate Planning and Human Settlement will proceed as in 9.2.1 above

11. PROCEDURE FOR NAMING AS PART OF NEW TOWNSHIP ESTABLISHMENT

11.1 The naming of such places or features can happen in three (3) ways:

11.1.1 Through the proposal and incorporation of the names by the developer. Such proposed names will be submitted to the Public Places and Street Naming Committee for consideration and decision.

11.1.2 By own initiative from the municipality, if it is a developer, whereby the Directorate Planning and Human Settlement will submit proposals to the Public Places and Street Naming Committee for consideration and decision.

11.1.3 By any other applicant and such proposed names will be submitted to the Public Places and Street Naming Committee for consideration and decision.

12. PROCEDURE FOR RENAMING OF FEATURES THAT HAVE NAMES ALREADY

12.1 The application submitted for the name change or renaming will have to meet the requirements as stipulated within this policy.

12.2 The applicant shall submit to the Directorate Planning and Human Settlement an application on a prescribed form and in addition shall submit a detailed motivation explaining the reasons for the name change or renaming that is proposed.

12.3 Any other party that is affected or is deemed to be affected shall be notified of such an application

12.4 The Directorate Planning and Human Settlement will prepare a report to be submitted to the Public Places and Street Naming Committee for consideration.

12.5 If the Committee decides that the application/request does not merit any further discussion or consideration, it will close the matter and the applicant will be informed accordingly.

12.6 However, if the Committee is of the view that the application/request merits consideration, the process as contained in paragraph 13 will be followed.

13. NAMING WITHOUT APPROVAL

13.1 Where existing streets are extended and the street name has been approved, the existing name must be given to the extension.

13.2 When a new township is established within an already approved name zone, a new extension name or number need only be added to the existing name without further approval.

14. COMMUNITY PARTICIPATION

Community participation process will entail among others, the following steps:

14.1 Constituency meeting;

14.2 Advertisement in the local newspaper;

14.3 Regional Offices, Libraries, and the municipality's website