



POLICY 028/2017 RAADSBELEID

SUBJECT/ONDERWERP: **POLICY ON NAME CHANGES IN THE DAWID KRUIPER MUNICIPAL AREA**

REFERENCE/VERWYSING: **10.1.3.1**

RESOLUTION NR/BESLUIT NO: **13.31/04/2017** DATE/DATUM: **25 April 2017**

1. INTRODUCTION

This policy provides guidelines for instances of naming of public places, streets, buildings and features, namely:

- 1.1 giving new name or names to previously unnamed features;
- 1.2 renaming of features that have names already;
- 1.3 naming without further approval.

This policy will be implemented in conjunction with the terms of reference for the establishment of the Municipal Advisory Committee. It will again be utilized to ensure that there is timeous naming and promulgation of names to ensure speedy service delivery in areas such provision of relevant municipal and other related services as emergency, banking, postal services, accurate billing, include navigation, identification, preservation of historical value and tourism. This process shall also ensure that Dawid Kruiper Municipality builds one community through the recognition of the different languages, cultures, histories of its people and/or heritage. This process will also assist to build one common and united identity for the inhabitants of Dawid Kruiper.

The implementation of the naming/renaming process must be handled in a manner that unites all people of the municipal area instead of creating divisions. It must lead to a common purpose and destiny of people while at the same time preserving their diversity in a manner that does not undermine one from the other.

The Policy will be implemented in such a manner that it adheres to the guidelines as contained in the Hand on Geographical Names issued by the South African Geographic Names Council (SAGNC) and in collaboration with the Northern Cape Provincial Geographic Names Committee (PGNC).

2. OBJECTIVE/ SCOPE OF THE POLICY

The Policy regulates the naming/renaming of the following features and landmarks in the municipal area:

- 2.1 Streets.
- 2.2 Municipal buildings.
- 2.3 Parks, cemeteries and amenities.
- 2.4 Cadastral names.
- 2.5 Any other feature/s falling within the area of competency of the Municipality.

In order to redress the imbalance of the past and to put the history in proper perspective and to acknowledge the contributions of all the inhabitants of the municipal area and also to ensure the name changing process in the future.

3. PRINCIPLES FOR GEOGRAPHIC NAMES

The Principles of this policy are drafted in accordance with these set out by the South African Geographic Names Council (SAGNC), which needs to 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.

The principles are outlined underneath:

3.1 One name for one entity

3.1.1 Each individual feature or entity should have one official name.

3.2 Geographical names that should generally be avoided.

3.2.1 Names that have already been approved for other places in South Africa.

3.2.2 Names of places in other countries and names of countries.

3.2.3 Names of which the spelling or pronunciation is so close to that of an existing names that confusion might result.

3.2.4 Names that is blasphemous, indecent, offensive, vulgar, unaesthetic or embarrassing.

3.2.5 Names which are discriminatory or derogatory as regards race, colour, creed, gender, political affiliation or other social factors.

3.2.6 Names which are too long or clumsy compounded.

3.2.7 Names consisting of a personal name only, without an additional generic element (such as "*Park*").

3.2.8 Names that may be regarded as advertisement for a particular commercial product, service or firm.

3.3 Names places after persons.

3.3.1 Names of living persons should generally be avoided.

3.3.2 Geographical entities names after persons should be in accordance with the stature of the persons concerned.

3.3.3 Written permission should, where possible, be obtained from the individual or individual's family or heirs before the name concerned can be used.

3.4 Other important considerations.

3.4.1 The naming of all streets, including the applicable generic terms.

3.4.2 The length of street names should always be taken into consideration in terms of cartographic layout of maps, i.e shorter names for shorter streets, longer names for longer streets, etc.

3.4.3 When a name of a person is considered, the stature of the person should be in relation to the prominence of the street.

3.4.4 When a natural or man-made barrier, intersects a street, the affected street may be using the existing name in addition to a route marker, e.g. Market Street **North** or **South**.

- 3.4.5 If a barrier or turn which intersects a street is removed for any reason, in other words, when two or more streets are connected, the affected streets should be renamed to prevent duplication or one street having two or more names.
- 3.4.6 A named street shall have definitive and end points, which can either be a natural or man made barrier, e.g. T-junction, a cul-de-sac, a Y-junction, a traffic circle, a river, etc.
- 3.4.7 Bends and changes of direction shall not be regarded as start or end point for the naming of a street.
- 3.4.8 If an existing street is extended in the same direction, the new section should retain the same name as the existing street, or the whole street may be renamed from start to end.

4. DATABANK OF EXISTING STREET NAMES

- 4.1 The Municipal Advisory Committee will amongst others ensure that Dawid Kruijer Municipality through the Subdirectorates Town Planning & Building Control and Administration keeps and maintains the Database of Existing geographical names.
- 4.2 All new names and proposed name changes should first be verified against the Databank, in order to avoid duplication and confusion.
- 4.3 The Database should form part of the functions of the Subdirectorate Town Planning & Building Control which is also responsible for the cartography and mapping of the Dawid Kruijer municipal area.
- 4.4 Geographical names must also reflect the following information:
 - 4.4.1 The language of the name.
 - 4.4.2 When upper and lower case letters are used in a name, the capital letters must be clearly indicated.
 - 4.4.3 The origin and meaning of the name, its historical connections to the geographical feature, or the name in honour of a person should be as comprehensive as possible.
 - 4.4.4 References to historical, linguistic and/or other information where oral traditions prevail, the source of information must be as comprehensive as possible. (Where possible, archival documents can be attached).

5. WHO MAY APPLY FOR APPROVAL OF A NAME

- All Government Departments.
- A Municipality.
- Post Office.
- Property developers.
- Any other body/institution/person.

6. FINANCIAL IMPLICATIONS

- 6.1 The development of a new township
A developer is responsible for the annotation of the approved street names on the General Plan and the erection of street name boards of the Township. Eventually the Dawid Kruijer Municipality will have to take overall responsibility for the maintenance of street name boards/signage.
- 6.2 Changing a name

- The Municipality is liable for all the costs incurred in the erecting or changing of a name.
- These include endorsements on General Plans, new name boards, removal of old boards/signs and the publication of notifications and the funding of community meetings.
- The Municipality is liable for all the legal and administrative costs resulting from the name changing, but not for any costs incurred by others and which are due by them, as a result of name changing.

7. POLICY PROCEDURES

7.1 Procedure for giving new names to previously unnamed features

7.1.1 Any applicants, wanting to propose a change of name, initiates the process by submitting a formal written application/ request on the prescribed application form to the Secretariat of the Municipal Advisory Committee.

7.1.2 The Subdirectorato Town Planning & Building Control then:

1. Scrutinizes the proposed name according to the Policy Principles.
2. Verify the non-existence of a similar name in the Database of Names.
3. Requests inputs from the external and/or internal advisors, where necessary.
4. Compiles a report to be submitted to the Municipal Advisory Committee.
5. After discussion by the Municipal Advisory Committee are the recommendation(s) subjected to community participation process.

5.1 The following steps, which must happen during the three-week advertising period, must be covered during the community participation process.

5.2 The Ward Councillor and Ward Committee of the area affected by the proposed name change will be requested to place the matter on the agenda of the Ward Committee for discussion.

5.3 After discussion by the Ward Committee, the item must be referred to the ward constituency meeting for deliberations by the community and interest groups.

5.4 It must be ensured that the items are the only one for discussion by the ward constituency meeting and no other matter to be discussed.

5.5 The Office of the Speaker will be represented in both the Ward Committee and constituency meeting.

5.6 The Municipal Advisory Committee may nominate and request of its members to attend the meetings.

5.7 The report of the Ward Committee will be submitted to the Office of the Speaker.

5.8 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 will also convene a public hearing in the affected area and will the invitation and participation be extended to other parties and the community at large and not the residents of the area alone.

5.9 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 (three weeks), which is inclusive of weekends but exclude public holidays. The notice period of the advertisement should run parallel to the public hearings and ward constituency meetings organized and facilitated by Ward Councillors.

- 5.10 Within 14 days after the expiry of the 21 days of community consultation, Subdirectorate Town Planning & Building Control compiles a further report to serve before the Municipal Advisory 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.
- 5.11 The Municipal Advisory Committee considers the report from Subdirectorate Town Planning & Building Control and takes the decision, which will be referred to as a Preliminary decision.
- 5.12 The Preliminary decision is advertised and communicated to the members of the community in the local media.
- 5.13 The Municipal Advisory Committee will allow a period of 14 days for any person or party for submission of objections to the Preliminary decision.
- 5.14 The applicant will also be given an opportunity to make further inputs based on the objections received.
- 5.15 Within 10 days after the close of the 14 days notice period, the Subdirectorate Town Planning & Building Control compiles a final report which will take into account the objections and further comments and inputs received to serve before the meeting of the Municipal Advisory Committee that must be held within the 10-day period mentioned earlier.
- 5.16 The Municipal Advisory Committee adjudicates on the final submissions and makes the final decision on the name and thereafter forwards its report to Council.
- 5.17 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 7.2 and 7.3 below will apply.

7.2 Geographical features of local interest

- 7.2.1 After Council approval, the names are deemed to be officially ratified and the Cadastral basis and other Council maps are updated accordingly.
- 7.2.2 The Database is updated accordingly.
- 7.2.3 The Subdirectorate Town Planning & Building Control will inform the applicant, Telkom SA (Ltd), The Postmaster-General, the Surveyor-General, District Commander of the South African Police Services and other interest or relevant bodies.
- 7.2.4 The Subdirectorate Town Planning & Building Control, through the Section Local Economic Development, Tourism & Resorts, will inform the major mapping vendors of all changes on an annual basis.
- 7.2.5 The Section Communications & Client Services will publish the information in the local media.

7.3 Geographical features of local interest

- 7.3.1 The Municipal Advisory Committee applies, on behalf of the //Khara Hais Municipality, to the South African Geographical Names Council (SAGNC) via the Provincial Geographical Names Council (PGNC) for approval.
- 7.3.2 After notification of approval by the South African Geographical Names Council (SAGNC), the name is deemed to be officially ratified and the Subdirectorate Town Planning & Building Control as is paragraph 7.1.2 above.

7.4 Procedures for naming as part of new township development

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

1. **Through the proposal and incorporation of the names by the developer.** Such proposed names will be submitted to the Municipal Advisory Committee for consideration and a decision.
2. **By own initiative from the Municipality, if its as a developer, whereby the** Subdirectorate Town Planning & Building Control will submit proposals to the Municipal Advisory Committee for consideration and a decision.
3. By any other applicant as envisaged in paragraph 5 above and such proposed names will be submitted to the Municipal Advisory Committee for consideration and a decision.

7.4.2 If any part of the area is populated, the procedure as outlined in paragraph 7 will be followed.

7.5 Procedure for renaming of features that have names already

7.5.1 The application submitted for the name change or renaming will have to meet the requirements of paragraph below.

7.5.2 The applicant shall submit to Subdirectorate Town Planning & Building Control 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.

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

7.5.4 Subdirectorate Town Planning & Building Control will prepare a report to be submitted to the Municipal Advisory Committee for consideration.

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

7.5.6 However, if the Committee is convinced that the application/review merits consideration, the process as contained in paragraph 7 above will be followed.

7.6 Naming without further approval

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

7.6.2 When a new development 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.

8. COMMUNITY PARTICIPATION

The community participation process will entail amongst others, the following steps:

- Public hearings.
- Ward constituency meetings.
- Advertisements in the local media.
- Posters.

9. POLICY FOR STANDARDISATION

9.1 Why geographical names should be standardised?

- People tend to give the same name to different features.
- Names may sound the same, or the spelling of one place name may be very similar to that of another.
- Names can be spelled in many ways.
- Features have more than one name in different languages.

It is therefore important to regulate, or standardise names for the purpose of affirming the country's history and national identity for trade and industry, transportation and communications, etc.

9.2 Standardisation or regulation is based on

- The current spelling rules of the languages from which the names are derived.
- The wishes of the local populace provided they are not in conflict with the principles of the SAGNC.
- The historical use of the name.
- Redress, where a name is changed on the basis of historical consideration.
- United Nations resolutions on the standardization of geographical names.
- Any other relevant factors which the SAGNC may identify.

9.3 Human Rights and the South African Constitution

Determining a name for a feature requires taking into account historical and linguistic considerations, communicative convenience, the spirit of a community and the spirit of the nation and redressing the skewed legacy of the past.

9.4 Changing of existing names

As geographical names form part of the historical, cultural and linguistic heritage of the nation, it is more desirable to preserve than abandon them.

9.5 Some legitimate grounds for changing names

- A new name that has replaced an existing name may be objectionable and certain people would like to see the original name restored.
- Some linguistic corruptions of names may be offensive.
- A name may be deemed offensive because of its association, even though it was originally approved in all innocence.

9.6 Changes for the sake of standardisation

- When an existing name is granted official status, its form may have to be standardised.
- A decision may have to be taken regarding the relative status of an alternative spelling.
- Where different spellings of the same name are used for different features, the form should be standardised.
- The form used for a particular feature should be fixed.
- The number of features to which a particular name applies should be limited.

9.7 Considerations to be taken into account when reviewing names

- Archives, oral tradition and other resources should be researched.
- When consideration is given to whether an original name should be re-instated, its relevance to the needs and convenience of present-day society should be taken into account, bearing in mind the original language to which the name was assigned may have disappeared from use over time.
- It may be impossible to ascertain the correct form of the original name because its language or origin is unknown.
- Legislation other than the SAGNC Act governs types of geographical names (i.e. the name of the country, provinces, local authorities and cadastral names).

9.8 Criteria for determining whether a geographical name is a **Local** or **National** concern (SAGNC Regulations, 2003 (Regulation 339 of 2003).

Geographical names are assigned to features on earth that occur either naturally, man-made or adapted by humans, which can be populated:

LOCAL CONCERN		NATIONAL CONCERN	
The area must be situated within the jurisdiction of the local authority		Any geographical name other those referred to under local concern	
This includes:		This includes:	
<ul style="list-style-type: none"> • Streets • Cemeteries • Municipal buildings 	<ul style="list-style-type: none"> • Squares • Local parks • Private owned buildings and farms 	<ul style="list-style-type: none"> • Towns • Suburbs • Post Offices • National Parks • Stations • Airports 	<ul style="list-style-type: none"> • Harbours • Highways • Mountains • Streams & rivers • Bays • Government dams

10. ROLE PLAYERS

- South African National Geographical Names Council.
- Northern Cape Provincial Geographical Names Council.
- Municipal Council.
- Municipal Advisory Committee.
- Ward Committees.
- Office of the Speaker.
- Municipal Manager.
- Subdirectorate Town Planning & Building Control.

11. LEGISLATION

South African Geographical Names Council Act, (Act 118 of 1998).
Council’s Policy on Awarding of Street Names.

REPEAL

That all previous resolutions/policies regarding this matter be repealed.