



Section 4

Guidelines for Geographic Names 2010

A guide to naming or renaming features,
localities and roads in Victoria

Roads

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Section 4: Roads

Definition

For the purposes of these guidelines, a road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot that can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include alleyways, roads, streets, highways, fire tracks, bike paths and walking tracks.

Using this section of the guidelines

This section provides information on how 'coordinating road authorities' (municipal councils or government departments and authorities) can name roads – both public and private – within their jurisdictions. In all instances, coordinating road authorities should defer to the road definitions and management responsibilities outlined in both the *Road Management Act 2004* and the *Local Government Act 1989*.

The information in this section is divided into five parts

Section 4.1: Road naming principles (to be used in conjunction with the major principles set out in Section 1.8)

Section 4.2: Public roads coordinated by municipal councils

Section 4.3: Public roads coordinated by government departments or authorities

Section 4.4: Roads located in residential or commercial subdivisions

Section 4.5: Private roads located on private property (such as retirement villages, caravan parks or farming areas)

Who can name roads?

Subject to the provisions of the *Road Management Act 2004* and the *Local Government Act 1989*, the main road naming authorities (coordinating road authorities) in Victoria are:

- VicRoads;
- municipal councils; and
- State Government departments or authorities (including Port of Melbourne, Alpine Resort Management Boards, VicUrban, etc.).

Both the *Road Management Act 2004* and the *Local Government Act 1989* allow for coordinating road authorities to name roads and publish gazette notices informing of official road naming. However, the Acts state that, in all instances, the road authorities must act in accordance with these guidelines.

Therefore, prior to a coordinating road authority publishing a gazette notice, the authority must act in accordance with these guidelines and ensure the proposal conforms to these various naming principles and procedures. Importantly, road authorities must seek the Registrar's approval for the proposed road name prior to publishing a gazette notice. Information on the processes and procedures required to be undertaken prior to gazettal are provided in Sections 4.2, 4.3, 4.4, 4.5 and 4.6 of these guidelines.

Which roads can be named?

All roads, whether they are public or private, can be named and registered in VICNAMES. Therefore, any land course navigable by vehicle or foot and of interest to municipal councils, public groups, emergency response and public service providers should be officially named according to the principles and procedures outlined in these guidelines.

Examples of roads that should be named and registered include access tracks to points of interest including rivers or levees, service roads between or behind buildings and private roads that give access to plantations or multiple properties.

Why should private roads be named and registered in VICNAMES?

Private roads and rights-of-way must be identified and uniquely named to facilitate the application of standardised addressing to all locations in Victoria.

Emergency response and public service providers rely on road names being officially registered. This ensures that a private road's location and extent is uniquely identified in the Victorian Government's spatial database – Vicmap, and is therefore accessible on the majority of relevant organisational and public mapping products. The registration of private road names also means that properties or features located on or associated with private roads can be assigned suitable and officially recognised address numbers.

Addresses allocated through the official registration process are used for emergency and other service provision, as well as for the distribution of emergency warning notices to mobile and landline phones. Emergency and other services are often impeded for residents and businesses when private road names are not registered and addresses are not officially allocated.

Private road naming can be initiated by either the owner, developer, emergency service providers, municipal council(s) or public interest group but the registration of the name is a process that needs to be completed by the local municipal council(s). Details on the naming processes and procedures for private roads are outlined in Sections 4.4 and 4.5.

4.1 Road naming principles

Road naming authorities should ensure that a naming proposal conforms to all the principles outlined in Section 1.8 of these guidelines, as well as all the principles outlined below.

Principle 4(A) AS/NZS 4819 Geographic Information – Rural and Urban Addressing

Except where provisions are already made in these guidelines, the naming of a road must conform to the provisions of [AS/NZS 4819 Geographic Information – Rural and Urban Addressing](#). The standard outlines how to derive datum points and how address numbers are assigned. Some basic and general principles are provided below in Principles 4(B) and 4(C).

Principle 4(B) Extent: road course, start and end points

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

A road name must not be applied in a way that is ambiguous or could cause confusion for road users. For example, the road name should be applied to a single, unobscured and unobstructed roadway that leads from point a to point b, in a clear and logical manner. The road name should not be applied in a 'looping' or 'disjointed' way.

For example, in some cases a renaming will be proposed for only one section of a road. In these instances, the coordinating road authority must clearly indicate which section of the road will be renamed and which will remain the same.

Principle 4(C) Addresses and numbering

The following basic points should always be applied when developing addresses as part of a road naming or renaming proposal. These points represent only a small collection of rules as outlined in AS/NZS 4819 and road coordinating authorities are encouraged to refer to the standard for detailed advice.

1. The road name forms a critical component of forming a unique address. The road name used in an address should be the named road nearest the main vehicular or pedestrian access to the front door/entrance of a property/building/dwelling/structure/feature.

In cases where a property or business is part of a complex (such as a shopping centre or recreational facility), the addressing rules as defined in AS/NZS 4819 Geographic Information – Rural and Urban Addressing should be applied. For the process of registering the private roads within a complex refer to Sections 4.4 and 4.5.

2. A datum point must be chosen from which all address numbers will be applied. The origin or datum point for all address numbering should be the intersection at that end of the road from where access most commonly occurs, or is planned to occur. The origin or datum point for numbering major roads such as highways should be at the capital city end, or the major city if the road is not connected to the capital city.

3. Numbering should be systematic. Address numbering standards and applications differ depending on whether the property is located in an urban or rural environment. Refer to AS/NZS 4819 for specific directions and examples.

In urban areas, address sites on the left side of the road from the datum point should be numbered from one and increase sequentially using odd numbers. Address sites on the right side of the road from the datum point should be numbered from two and increase sequentially using even numbers.



★ star = datum point

4. Numbers should be positive integers (no zero, fractions, or decimals). An address number should consist of no more than five numeric characters (i.e. up to 99999) and, if required, a single upper case alphabetical suffix. The word 'Lot' should not precede any assigned address number.

5. If a proposed road is being constructed in multiple stages as part of a multi-lot subdivision development, and the section that includes the datum point is not yet constructed, the naming and addressing authority should reserve address numbers for the first section of the road.

This does not apply when the proposed road has been constructed at either end and the middle section is yet to be built. In these instances, both ends of the road should have unique names applied. When the middle section of road is constructed, the two unique road names should extend from their datum points until they meet at a cross road on the newly constructed middle section.

6. Where a road continues with the same name through more than one locality, it is preferable that the numbering be unique and continuous for its entire length. For exceptionally long roads, logical sections may be defined by focal points and the numbering system applied to each section. The focal point should be placed so that localities are completely within a logical section.

7. Short culs-de-sac that have their own road name and five or fewer detached address sites can be numbered from the left, ignoring the normal odd and even numbering on each side.

Principle 4(D) Road types

All roads must have a road type assigned that suitably describes the road's characteristics. The road type must be selected from the list of acceptable road types provided in Appendix 1 of these guidelines (which supersedes any list of road types published in AS/NZS 4819). In new estate scenarios, road types may be chosen with the ultimate estate configuration in mind. For example, a road that is initially a cul-de-sac may be given an open-ended street type if it can be demonstrated that the road will eventually become a through road.

Road types must not be used to distinguish different roads of the same or similarly sounding or spelt names. For example, the roads White Street, White Crescent and White Lane are considered to be duplicates and are not acceptable. The same applies to Whyte Street, Wite Crescent and Wyte Lane (or similar combinations).

Principle 4(E) Unacceptable road names

Use of the definite article 'the' is not acceptable for sole use as a road name (e.g. it is not acceptable to name a road *The Avenue*).

Road types are not to be used in the formation of a road name, for example Back Street Road or Boulevard Street.

The use of numerals is not acceptable for a road name, either in full alphabetised or numeric format (i.e. neither Four, Fourth, 4 nor 4th are acceptable). This is because of the possible confusion between the road name and the address number.

Upper, lower, little, old or new and the cardinal directions north, south, east and west are not to be used as part of a road name. The only exceptions are:

- when the name is derived from a local feature such as 'little hut' or 'old gum'; and

- when the name is derived from a locality name that uses a cardinal direction, e.g. Geelong West Road is an acceptable name because Geelong West is a locality name; however, Smith South Road, South Smith Road and Lower Smith Road are not acceptable because they do not reflect a locality name.

Destination-to-destination names, e.g. Melbourne–Geelong Road, are not acceptable. This is because there are too many possible aliases available (i.e. Melbourne Road, Geelong Road, Geelong–Melbourne Road and perhaps even a local name such as High Street where the road runs through a township); therefore, a single name is preferred.

Hyphens and the word ‘and’ are not to be used.

Principle 4(F) Obstructed or altered roads

If the course of a road is obstructed, perhaps due to construction of other roads or features, a new unique name is to be applied to one end of the road. This is particularly important when an emergency service vehicle cannot navigate the entire course of the road from one end to the other.

It is not appropriate to apply a cardinal direction (north, south, east or west) to one or both ends of the road in these instances. The application of cardinal directions is not appropriate because community recognition of them as unique roads in the same area is limited. Emergency and postal service delivery can also be severely affected.

In the example below, most members of the community would omit the use of the cardinal directions when requesting emergency response or sending mail – this can impede the efficient delivery of these services.

7 Smith Street South Melbourne Victoria 3000	7 Smith Street North Melbourne Victoria 3000	
<i>If cardinal directions apply to a road name, members of the public could mistakenly use the addresses below, which apply to both the addresses above.</i>		
7 Smith Street Melbourne Victoria 3000	or 7 Smith Street South Melbourne Victoria	or 7 Smith Street North Melbourne Victoria

Principle 4(G) Signage

The size, font and colour of road signs are determined in [AS1742 Manual of uniform traffic control devices](#), [AS1744 Forms of letter and numerals for road signs](#) and [AS/NZS 4819 Geographic Information – Rural and Urban Addressing](#) and should be applied in all instances of road signage in Victoria.

Only acceptable road type abbreviations (as provided in Appendix 1) should be applied to signage.

In addition, the location of signage is an important issue for naming authorities to consider. Road name signage should be placed at intersections and junctions, and in areas where it is not obscured from view or covered by objects such as trees and buildings. Road name signage should also be located at regular junctions and cross roads to allow members of the public to discern their location, especially in rural areas.

Signage for private roads should include reference to the fact that they are private roads and not open for general public access.

4.2 Public roads coordinated by municipal councils

A checklist summarising the key points below, which municipal councils can use to prepare a proposal for the Registrar's office, is available at www.dse.vic.gov.au/namingguidelines.

The intention of this subsection is to outline how to name and rename roads that fall within the management and maintenance jurisdiction of municipal councils.

4.2.1 How to initiate a proposal

General public

Members of the general public and community interest groups can develop a proposal to name or change the name of a road.

The proposal needs to be submitted to the municipal council(s) responsible for the area in/across which the road is located – it is important to note that the council(s) should be contacted for advice because individual naming principles may need to be applied.

Proposals should include:

- the location of the road (and if relevant its current name);
- background detail on why the council(s) should consider naming or changing the name;
- the proposed name;
- details on why the proposed name is considered to be appropriate;
- contact details of the proposer(s) and information on public consultation that has occurred and/or support that has been gathered from members or groups of the community; and
- an indication that the proposed name conforms to the principles outlined in Section 1 and Section 4.1 of these guidelines.

Upon receiving the proposal from the public, the responsible staff member(s) of the council(s) should initiate the formal proposal process detailed in Section 4.2.2 of these guidelines. If a proposal is to change the name of a road located across two or more municipal areas, the staff of the respective councils need to coordinate the proposal's processing or contact the Office of Geographic Names (OGN) for advice or referral to a Geographic Place Names Advisory Committee (refer to Section 1.5(f) and Principle 1(G) for details)

Emergency response or other public service providers

Organisations that deal with the provision of emergency or other services (such as postal or telecommunications) can submit a suggestion or proposal to name or change the name of a road to the municipal council(s) responsible for the area in/across which the road is located. The provider may only submit a naming or renaming proposal if it can be demonstrated to be in the interests of the community.

Proposals should include:

- the location and extent of the road (and if relevant its current name);
- background detail on why the council(s) should consider changing the existing name or registering the new name;
- details on why a new name is considered to be appropriate; and
- (if a proposed new name is supplied) an indication that the proposed name conforms to the principles outlined in Sections 1.8 and 4.1.

Upon receiving the proposal from the emergency or other service provider, the responsible staff member(s) of the council(s) should initiate the formal proposal process detailed in Section 4.2.2 of these guidelines.

If a request is made in the interests of public safety, the municipal council must respond within 30 days and action the request within one council meeting of that initial response. Often, an emergency response or other public service provider will not provide a suggestion for the proposed new name. In these instances the council must find a suitable name.

If a proposal is to name or change the name of a road located across two or more municipal areas, the staff of the respective councils need to coordinate the proposal's processing or contact the OGN for advice or referral to a Geographic Place Names Advisory Committee (refer to Section 1.5(f) and Principle 1(G) for details).

Municipal councils

Councils can generate a proposal in-house to name or rename a road. Renaming should only be considered if the council can demonstrate that the proposal is being made in the interests of the community.

It is possible for councils to hold naming competitions. In these instances the council should contact OGN and the processes described in Section 4.3.3 should be adopted for council use.

If the council is seeking to develop a naming or renaming proposal that uses an Indigenous name(s), contact should be made with relevant Indigenous communities to seek their input at the outset of the proposal development process.

Information on this consultation process is available from Principle 1(K) and the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines.

Once a name has been chosen, councils should initiate the formal proposal process detailed in Section 4.2.2 of these guidelines.

4.2.2 Formal proposal process

Step 1 Check information

Check all necessary information has been provided by the party proposing the name. If insufficient, request additional information within 30 days.

Step 2 Apply the principles

Upon selection of a new name and/or boundaries, municipal councils should check that the proposal conforms to all of the principles outlined in Sections 1.8 and 4.1 of these guidelines.

If the proposal does not comply with the principles, or council determines that the proposal is frivolous in nature, the council is encouraged to contact the OGN for advice. The proposal could be modified for compliance or rejected at this stage.

Step 3 Consult with Indigenous communities

If the proposed new name is derived from an Indigenous Australian language, from the outset the municipal council should consult with and obtain the input and approval of the relevant local Indigenous group(s).

Details on the consultation process are provided in Principle 1(K) and the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines.

Step 4 Consult with emergency response and other stakeholders

When councils have ensured that the proposal adheres to the principles of these guidelines, there should be no further need for consultation with emergency response and other service providers. This is because the guidelines have been written in consultation with emergency response and public service providers, and the principles have been designed to ensure that name duplications and confusions are minimised.

In instances of councils not being certain whether the naming or renaming proposal conforms to the guidelines (for instance, in cases of possible duplication or confusion) they should consult with the OGN, and emergency response and public service providers using the online Notification and Editing Service (NES). This consultation should be undertaken prior to any public consultation to ensure that unsuitable proposals are not provided to the public for their feedback.

Step 5 Consult with the public

The immediate community including residents, ratepayers and businesses must be consulted on proposals that will affect their address.

Consultation with the immediate and/or extended community should only occur once council is certain that the proposed name conforms to the principles of these guidelines. If councils are uncertain of this, they should contact the OGN for further advice.

Councils should take particular note of the provision of Principle 1(M) in regard to mail delivery services for addresses on a road that has a new name.

Step 6 Council consideration

Once the above steps have been undertaken a report must be prepared on the proposal. The report must include:

- discussion of how the proposal conforms to principles in Sections 1.8 and 4.1 of the guidelines; and
- discussion of and response to any objections/comments received during the consultation period(s).

The council decision to accept or reject a proposal needs to be formally recorded. This also applies when the decision has been made under delegated authority.* In both instances any party who responded to the proposal must be advised of council's decision. Further details on dealing with objections and notifying objectors if a proposal is accepted and lodged with the Registrar for consideration are provided in Principle 1(N).

4.2.3 Lodging a proposal with the Office of Geographic Names (OGN)

Council staff should lodge the proposal with the OGN using the online Notification and Editing Service (NES).

This online facility allows for the easy submission and tracking of proposals from the council through to the Registrar and onto the Department of Sustainability and Environment's Spatial Information Infrastructure (SII) office.

* In some instances, council might prefer to provide a 'delegation of authority' for the naming process to a relevant officer within their organisation. In this case, approval for the name does not need to be granted by the councillors. It is important though that the municipal council forwards details of the delegated authority – on official letterhead signed by the CEO – to the Office of Geographic Names (OGN) for filing and future reference.

Details on how to register for and use NES are provided at <http://www.land.vic.gov.au/nas>.

To submit the proposal through NES, councils must attach the following information.

- A letter must be included, providing:
 - details of the existing and proposed extent of the road (in accordance with Principle 4(B));
 - background of the proposed name and why it was selected;
 - details on why a renaming is proposed (if relevant);
 - details of the consultation process, outcomes and how any objections have been addressed;
 - indication that the name conforms to the principles of Sections 1 and 4 of these guidelines; and
 - notification that the proposal has been accepted by council or is being submitted by a delegated officer
- A report including the following information (where relevant):
 - a copy of consent from Indigenous consultative group(s);
 - details of consultation with emergency response and public service providers (if NES was used for consultation this evidence is automatically attached to the submission to the OGN);
 - copies of survey material;
 - de-identified (i.e. personal details removed) objections received from the public;
 - copies of letters sent to objectors indicating their ability to lodge a further objection to the Registrar (as provided in Principle 1(N)); and
 - a copy of council minutes indicating acceptance of the proposal, or that council staff have delegated authority.

4.2.4 Registrar's consideration of proposal

Upon receiving a proposal to name or rename a road, the OGN will upload details of the proposal on the Proposals webpage at www.dse.vic.gov.au/namingplaces. A letter will also be sent to the naming authority advising of the proposal's receipts.

If the naming authority indicates that the proposal received objections during the consultation period, the Registrar will not consider approving the proposal until 30 days have elapsed since council accepted the proposal and notified objectors. This 30-day delay is to allow time for objectors to lodge further objections, as provided in Principle 1(N).

When considering the proposal, the Registrar will check that the proposed naming or renaming conforms to all the principles of these guidelines.

If the Registrar deems that the proposal conforms to the guidelines the OGN will proceed to gazette the proposal (refer to Section 4.2.5) and update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

If the Registrar deems that the naming or renaming proposal does not conform to these guidelines, the proposal will be returned to the naming authority with either a request for further information, or advice that the proposal needs to be redesigned so that it will be acceptable for consideration and registration.

The new name will not be registered in VICNAMES. The OGN will update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

4.2.5 Gazette of a proposal

Once a new name has been approved by the Registrar for registration, it will be included as part of a monthly notice published in the *Victoria Government Gazette* notifying of the registration of new or altered road names in Victoria.

The gazette notice will include:

- the existing name of the road (if relevant);
- the new name of the road;
- written details of the extent of the road;
- the locality(ies) in which the road is located;
- the local government area(s) in which the road is located;
- the road naming authority; and
- a web link to the OGN website where the proposal and map of the road can be located.

The gazette notice acts as an official notification that the proposal will be registered in VICNAMES.

4.2.6 Registration and notification

Once the proposal has been gazetted, the Registrar will enter the details of the new road name into VICNAMES. The gazettal date will be recorded as the official date of registration.

Upon registration, the OGN will inform relevant stakeholders as provided in Principle 1(O). The naming authority is also encouraged to inform local stakeholders as provided in Principle 1(O).

4.2.7 Signage

Signage must conform to the details outlined in Principles 1(P) and 4(G).

Signage must be erected within 30 days of the name being gazetted and registered.

If the site is under construction 30 days after the name is registered, temporary signs may be erected until such time as the road is open to traffic.

4.3 Public roads coordinated by government departments or authorities

A checklist summarising the key points below, which government departments and authorities can use to prepare a proposal for the Registrar's office, is available at www.dse.vic.gov.au/namingguidelines.

Because of the varied nature of roads that fall under the naming authority of different State Government departments and authorities, the Registrar prefers to establish unique naming guidelines for each department or authority.

The individual guidelines in place at the time of publication are listed in Section 4.3.1 and an up-to-date listing is located at www.dse.vic.gov.au/namingguidelines.

If a unique set of naming guidelines has not been established for a government department or authority, the general guidelines as set out in Section 4.3.2 apply.

4.3.1 Guidelines for specific departments and authorities

The following State Government authorities have developed unique naming guidelines in consultation with the Registrar. These guidelines apply to all roads within their jurisdictions. The list is only representative of the agreements reached at the time of publication of these guidelines. An up-to-date listing is located at www.dse.vic.gov.au/namingguidelines.

- Parks Victoria
- VicRoads

4.3.2 How a proposal can be developed

State Government departments and authorities not covered by a unique set of road naming guidelines should follow the procedures outlined below.

Essentially, there are three possibilities for naming a road owned or maintained by a government department or authority.

- The department or authority can work cooperatively with the OGN to make an in-house determination on an appropriate name for the road and follow the process outlined in Section 4.3.3(a). This option allows for approval of the proposal by the relevant Minister or a Geographic Place Names Advisory Committee, and ratification by the Registrar.
- The department or authority can develop a public consultation process for naming the road and work with the OGN to determine a final naming proposal. This option follows the process outlined in Section 4.3.3(b). It also allows for the possibility of including a Geographic Place Names Advisory Committee to make a final determination on the proposal, or for the relevant Minister to make a final decision.
- The Minister for the department or authority can write to the Minister responsible for geographic names to request that they exercise their powers under s. 11(5) of the Act and direct the Registrar to enter the name in VICNAMES.

4.3.3 How to determine a name for a proposal

State Government departments and authorities can generate a naming proposal in-house or through a public naming competition. Both processes are very similar; therefore, the process for both is included below with occasional reference to slight differences in procedure.

(a) Developing a name in-house

To develop the proposal in-house the department or authority should give consideration to naming or renaming a road after a local historical figure or event, or a unique attribute of an event that occurs in the road's local area.

OR

(b) Developing a name through a public competition

To develop a name proposal through a public competition, the department or authority should contact the OGN to discuss appropriate formats for the competition forum. Essentially, the competition should be advertised broadly, with reference made to these guidelines.

4.3.4 Preparing a proposal

Step 1 Apply the principles

Upon selection of a name or shortlist of names for a road, government departments and authorities should check that the name or shortlist or names conforms to all of the principles outlined in Sections 1.8 and 4.1 of these guidelines.

Step 2 Consult with affected municipal council(s)

The department or authority should consult with the municipal council(s) within which the road is or will be situated. The department or authority should seek to collaborate with the council on developing the proposal, or at a minimum inform the municipal council of the naming/renaming plans. This will ensure the council, as addressing authority, can assign new or altered addresses to properties on the road.

Step 3 Consult with Indigenous communities

If the proposed name, or any of the names on the shortlist, is derived from an Indigenous Australian language from the outset the government department or authority should consult with and obtain the input and approval of the relevant local Indigenous group(s). Details on the consultation process are provided in Principle 1(K) and the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines.

Step 4 Consult with emergency response and other stakeholders

When a government department or authority has ensured that the name or shortlist of names proposal adheres to the principles of these guidelines, there should be no further need for consultation with emergency response and other service providers.

This is because the guidelines have been written in consultation with emergency response and public service providers and the principles have been designed to ensure that name duplications and confusions are minimised.

In instances of a government department or authority not being certain whether or not the naming proposal conforms to these guidelines (for instance, in cases of possible duplication) they can consult with the OGN and emergency response and public service providers using the online Notification and Editing Service (NES).

This consultation should be undertaken prior to any submission being made to the Registrar to ensure that unsuitable proposals are not provided.

Details on how the NES system works to facilitate consultation with emergency response and public service providers are available from <http://www.land.vic.gov.au/nas>.

Step 5 Consult with the public

A government department or authority that has created a naming proposal in-house does not have to (but might choose to) consult with the extended community but must consult with all residents, ratepayers and businesses whose addresses will or might be affected by the road naming or renaming proposal.

Details on the consultation process can be found in Principle 1(M) and online at www.dse.vic.gov.au/namingplaces.

4.3.5 Contact the Registrar of Geographic Names

At this stage in the proposal procedure, a government department or authority should contact the OGN to seek one of two things:

- the Registrar's endorsement of the proposed name or shortlist of names (complete this step and proceed to Section 4.3.6(a); or
- assistance from a Geographic Place Names Advisory Committee to make a final determination on the proposed name (complete this step and proceed to Section 4.3.6(b)).

The government department or authority should make contact with the OGN in writing and include the following information in its submission.

- A brief report providing:
 - details of the existing and proposed extent of the road;
 - background of the proposed name and why it was selected;
 - details on why a renaming is proposed (if relevant); and
 - indication that the name conforms to the principles of Sections 1 and 3 of these guidelines.
- Details of any public consultation undertaken, including copies of survey material and de-identified (i.e. personal details removed) submissions received from the public.

- Copies of consent from the Indigenous community(ies), if relevant.
- Details of consultation with emergency response and public service providers, including copies of correspondence sent and responses received, if relevant.
- An indication of whether the department or authority is seeking endorsement of the proposed name or shortlist of names, or would prefer for the Registrar to convene a Geographic Place Names Advisory Committee to make a final decision on the proposal.

Upon receiving a proposal to name or rename a road, the OGN will upload details of the proposal onto the website at www.dse.vic.gov.au/namingplaces. A letter will also be sent to the department or authority advising of the proposal's receipt.

4.3.6 Registrar's consideration of a proposal

(a) Registrar's consideration of a proposal seeking endorsement

If the proposed name conforms to the principles of these guidelines, the Registrar will endorse the name and provide written evidence of this to the department or authority. The OGN will update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

If the name proposal does not conform to these guidelines, the Registrar will offer advice on how to amend the proposal to ensure that it follows the principles. The government department or authority can then amend the proposal and resubmit it to the Registrar for endorsement.

OR

(b) Registrar's consideration of a proposal seeking referral to a Geographic Place Names Advisory Committee

If the department's or authority's proposal is seeking the assistance of a Geographic Place Names Advisory Committee to make a final naming determination, the Registrar will convene a committee based on the provisions of s. 12 to s. 16 of the Act.

The OGN will update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure. The committee will be convened at its members' earliest possible convenience, and its procedure should follow that outlined in Section 1 of these guidelines.

Further details on Geographic Place Names Advisory Committees and their procedures are available at Section 1.5(f) of these guidelines.

4.3.7 Gazettal of a proposal

Once a name has been chosen and approved by the Minister of the department or authority from which the proposal was generated, a Geographic Place Names Advisory Committee or the Registrar, it will be included as part of a monthly notice published in the *Victoria Government Gazette* notifying of the registration of new or altered road names in Victoria.

The gazette notice will include:

- the pre-existing name of the road (if relevant);
- the new name of the road;
- written details of the extent of the road;
- the locality(ies) in which the road is located;
- the local government area(s) in which the road is located;
- the road naming authority; and
- a web link to the OGN website where the proposal and map of the road can be located.

The gazette notice acts as an official notification that the proposal will be registered in VICNAMES.

4.3.8 Registration and notification

Once the proposal has been gazetted, the Registrar will enter the details of the new road name into VICNAMES. The gazettal date will be recorded as the official date of registration.

Upon registration, the OGN will inform relevant stakeholders as provided in Principle 1(O). The naming authority is also encouraged to inform local stakeholders as provided in Principle 1(O). If required, the naming authority might also wish to proceed with its own gazettal of the road naming, as provided under the various road acts. This is a decision for the naming authority to make.

4.3.9 Signage

Signage must conform to the details outlined in Principles 1(P) and 4(G).

Signage for addressing purposes must be erected within 30 days of the name being gazetted and registered.

If the site is under construction 30 days after the name is registered, temporary signs may be erected until such time as the road is open to traffic.

4.4 Roads located in residential or commercial subdivisions

NOTE: Section 4.4 will become effective from 1 July 2011. On 1 July 2011 it will be applied to all plans of subdivision lodged for registration at Land Victoria.

A checklist summarising the key points below, which can be used to prepare a proposal, is available at www.dse.vic.gov.au/namingguidelines.

The intention of this subsection is to outline the process for naming or renaming roads created as part of a residential or commercial subdivision.

4.4.1 Who is responsible?

The naming of roads within plans of subdivision is usually the developer's role. It should be noted, however, that plans of subdivision need to be approved by the responsible municipal council or State Government department or authority.

A developer may suggest road names for a plan of subdivision; however, the road naming authority is the municipal council or State Government department or authority charged with approving the subdivision plans.

Ideally, both the developer and road naming authority would work collaboratively to develop compliant road names for the subdivision.

4.4.2 What is the naming process?

Prior to council certification, developers should consult with the road naming authority when preparing paperwork for plans of subdivision. This consultation may incorporate discussion of possible names for roads in the area, and whether the road naming authority may suggest suitable themes (such as Indigenous cultural heritage symbols or other local historical events or figures) for the developer to consider.

Developers must ensure that road names included on plans of subdivision, for the purposes of certification, conform to the principles outlined in these guidelines. Failure to comply with the guidelines may result in a name needing to be changed either prior to or after registration of the subdivision.

During the certification stage of the subdivision process the road naming authority or subdivision approval and certification body must ensure that the road names allocated to the plans conform to the principles of these guidelines. If any of the parties believe that one or more of the road names do not conform to these guidelines, it should seek to have the developer change the unsuitable names to ensure compliance.

When plans of subdivision are lodged for registration with Land Victoria, an audit of the road names may be undertaken by the OGN. If it can be shown that the road names on a lodged plan do not conform to the principles of these guidelines, the OGN will send a request to the subdivision approval and certification body for the non-conforming names to be changed.

4.4.3 How are subdivision road names entered into VICNAMES?

Once a plan of subdivision has been registered, the road names are entered into VICNAMES. Notification of registration is not formally supplied by the Registrar; rather, the act of entering the names into VICNAMES acts as a de facto notification system.

4.4.4 Signage

Signage must conform to the details outlined in Principles 1(P) and 4(G).

Signage must be erected after the certification of the plans, within 30 days of infrastructure work commencing at the site (this is to ensure that emergency response services can respond to any incidents that might arise in the area during the construction phase).

If the site is under construction 30 days after the name is registered, temporary signs may be erected until such time as the road is open to traffic.

4.4.5 What happens if a name is entered into VICNAMES and is later shown to be non-compliant?

If the name of a road in a subdivision is approved and entered into VICNAMES but is later shown to not comply with the principles of these guidelines, the Registrar has recourse to request that the road naming authority change the name. The change should be undertaken through collaboration of the road naming authority and the developer.

If it can be shown that the name as it is registered will cause an issue for emergency or other service provision, the name must be changed when requested by the Registrar. The naming authority must change the name to a compliant alternative within 90 days of receiving a request from the Registrar.

4.4.6 Maintenance and responsibility

Naming or renaming a road in a subdivision, when the maintenance of that road is the responsibility of the developer and/or private land owners, does not imply or transfer responsibility for road maintenance to the road naming authority (municipal council or State Government department or authority) processing the renaming proposal.

4.5 Private roads located on private property

A checklist summarising the key points below, which can be used to prepare a proposal, is available at www.dse.vic.gov.au/namingguidelines.

The intention of this subsection is to outline the process for naming or renaming roads located on private properties for addressing or way finding purposes. Private roads include roads in a commercial logging site, caravan park, retirement village or closed-gate community.

Private roads should be named and registered if the road gives access to one or more properties that cannot be assigned an unambiguous urban or rural address using the name of other access roads to the property.

4.5.1 Who is responsible and why should these names be registered?

The naming of roads within private property is usually the role of the owner of the complex. Usually the roads are not open for general public access; sometimes they have restricted access through security gates. Even though these roads are not generally accessible by the public, they are usually named to allow for easy navigation within the complex.

The irregular and ungoverned naming of roads within complexes can lead to emergency and other service provision interruptions and problems, especially when the names do not conform to these guidelines and/or are not officially registered.

If a name for a road on private property is not registered in VICNAMES, the official address point for any residences or businesses is defined as the primary address of the complex location. An example of this would be in a caravan park, when no matter what names were applied to particular roads within the complex, all caravans would have the following address:

Ms R. Smith
c/o Sunshine Caravan Park
457 Green Road
Melbourne
Victoria 3000

Or a complex address can apply as follows:

Ms R. Smith
Site 4, Happy Street
c/o Sunshine Caravan Park
457 Green Road
Melbourne
Victoria 3000

The use of primary addresses and complex addresses in these situations is not ideal; therefore, the Registrar strongly encourages the official registration of road names within complexes.

Officially registering road names within complexes ensures that the details are stored in Vicmap (the Victorian Government spatial dataset) and are therefore accessible on the majority of relevant organisational and public mapping products.

The registration of private road names also means that properties or features located on private roads can be assigned suitable and officially recognised address numbers. This means that the address for the example above would be:

Ms R. Smith
4 Happy Street
Melbourne
Victoria 3000

4.5.2 What is the naming process?

Owners of complexes should consult with the municipal council when developing roads on the site. This consultation might incorporate discussion of possible names for roads if the municipal council wishes to suggest suitable themes for the owner to consider.

Owners must ensure that road names conform to the principles outlined in these guidelines.

Complex owners must submit a plan/map for naming the roads within their property to the municipal council within which the roads are located. The municipal council will then check that the proposal conforms to the guidelines and, if suitable, send the proposal to the Registrar for endorsement.

Council staff should lodge the proposal with the OGN using the online Notification and Editing Service (NES). This online facility allows for the easy submission and tracking of proposals from the council through to the Registrar and onto the Department of Sustainability and Environment's Spatial Information Infrastructure (SII) office. Details on how to register for and use NES are provided at <http://www.land.vic.gov.au/nes>.

If it can be shown that the proposed name will cause an issue for emergency or other service provision, the name must be changed within 90 days of receiving a request by the municipal council or the Registrar.

4.5.3 How are private road names entered into VICNAMES?

Upon receiving a proposal to name or rename a private road on private property, the OGN will upload details of the proposal on the Proposals webpage at www.dse.vic.gov.au/namingplaces. A letter will also be sent to the municipal council advising of the proposal's receipt.

When considering the proposal, the Registrar will check that the proposed naming or renaming conforms to the principles of these guidelines. If the Registrar deems that the proposal conforms to the guidelines the OGN will proceed to gazette the proposal and update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

If the Registrar deems that the naming or renaming proposal does not conform to these guidelines, the proposal will be returned to the municipal council with a request for further information or advice that the proposal be redesigned for future consideration and registration.

The new name will not be registered in VICNAMES. The OGN will update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

4.5.4 Gazettal

Once a new name has been approved by the Registrar for registration, it will be included as part of a monthly notice published in the *Victoria Government Gazette*, notifying of the registration of new or altered road names in Victoria.

The gazette notice will include:

- the pre-existing name of the road (if relevant);
- the new name of the road;
- written details of the extent of the road;
- the name of the private complex in which the road is located (if relevant);
- the locality(ies) in which the road is located;
- the local government area(s) in which the road is located;
- the road naming authority; and
- a web link to the OGN website where the proposal and map of the road can be located.

The gazette notice acts as an official notification that the proposal will be registered.

4.5.5 Signage

Signage must conform to the details outlined in Principles 1(P) and 4(G) and the cost is the responsibility of the property owner (subject to local municipal council provisions and guidelines).

Signage for private roads should include reference to the fact that they are private roads and not open for general public access.

Signage must be erected within 30 days of infrastructure work commencing at the site (this is to ensure that emergency response services can respond to any incidents that might arise in the area during the construction phase). If the site is under construction 30 days after the name is registered, temporary signs may be erected until such time as the road is open to traffic.

4.5.6 Maintenance and responsibility

Registering the name of a road in a private property or complex, when the maintenance of that road is the responsibility of the owners, does not imply or transfer responsibility for road maintenance to the road naming authority (municipal council or State Government department) processing the renaming proposal.

Appendix 1: Road types accepted for registration

Culs-de-sac

Road Type	Abbreviation	Description
CLOSE	CL	A short enclosed roadway.
COURT	CT	A short enclosed roadway.
MEWS	MEWS	A roadway having houses grouped around the end.
PLACE	PL	A short, sometimes narrow enclosed roadway.
PLAZA	PLZA	A roadway enclosing the four sides of an area, forming a marketplace or open space.
RETREAT	RTT	A roadway forming a place of seclusion.

Open-ended streets

Road Type	Abbreviation	Description
APPROACH	APP	A roadway leading to an area of community interest, i.e. public open space, commercial area, beach etc.
ARCADE	ARC	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
AVENUE	AV	A broad roadway, usually planted with trees on each side.
BOULEVARD	BVD	A wide roadway, well paved, usually ornamented with trees and grass plots.
BREAK	BRK	A vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.
BYPASS	BYPA	An alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.
CIRCUIT	CCT	A roadway enclosing an area.
CONCOURSE	CON	A roadway that runs around a central area, e.g. public open space or a commercial area.
CRESCENT	CR	A crescent-shaped thoroughfare allowing traffic, without many cross streets.
DRIVE	DR	A wide thoroughfare allowing a steady flow of traffic, without many cross streets.
ENTRANCE	ENT	A roadway connecting other roads.
ESPLANADE	ESP	A level roadway, often along the seaside or a river.
FREEWAY	FWY	An express, multi-lane highway, with limited or controlled access.

Road Type	Abbreviation	Description
HIGHWAY	HWY	A main road or thoroughfare; a main route.
INTERCHANGE	INTG	A highway or freeway junction designed so that traffic streams do not intersect.
MALL	MALL	A sheltered walk, promenade or shopping precinct.
PARADE	PDE	A public promenade or roadway that has good pedestrian facilities along the side.
PARKWAY	PWY	A roadway through parklands or an open grassland area.
PATH	PATH	A roadway usually used for pedestrian traffic.
PROMENADE	PROM	A roadway like an avenue with plenty of facilities for the public to take a leisurely walk; a public place for walking.
QUAYS	QYS	A roadway leading to a landing place alongside or projecting into water.
RAMP	RAMP	An access road to and from highways and freeways.
RIDGE	RDGE	A roadway along the top of a hill.
ROAD	RD	A place where one may ride; an open way or public passage for vehicles, persons and animals; or, a roadway forming a means of communication between one place and another.
STREET	ST	A public roadway in a town, city or urban area; especially a paved thoroughfare with footpaths and buildings along one or both sides.
SUBWAY	SBWY	An underground passage or tunnel that pedestrians or vehicles can use for crossing under a road, railway, river, etc.
TERRACE	TCE	A roadway usually with houses on either side raised above the road level.
TOLLWAY	TLWY	A road on which a toll authority collects a fee-for-use.
TRACK	TRK	A roadway with a single carriageway and a roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways; however, in many areas (e.g. Tasmania) these are more often associated with walking rather than vehicular movement.
TRAIL	TRL	See TRACK.
UNDERPASS	UPAS	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
WALK	WALK	A thoroughfare with restricted vehicle access used mainly by pedestrians.
WAY	WAY	An access way between two streets.

Either culs-de-sac or open-ended streets

Road Type	Abbreviation	Description
ALLEY	ALLY	Usually a narrow roadway for people or vehicles in cities and towns. Also a minor roadway through the centre of city blocks or squares.
BOARDWALK	BWLK	A promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles along, or overlooking, a beach or waterfront.
CAUSEWAY	CSWY	A road raised above water, marshland or sand.
CHASE	CH	A roadway leading down to a valley.
CREST	CRST	A roadway running along the top or summit of a hill.
GLADE	GLDE	A roadway usually in a valley of trees.
GROVE	GR	A roadway that features a group of trees standing together.
LANE	LANE	A narrow way between walls, buildings, etc.; a narrow country or city roadway.
PASSAGE	PSGE	A narrow street.
RISE	RISE	A roadway going to a higher place or position.
SQUARE	SQ	A roadway bounding the four sides of an area to be used as open space or a group of buildings.
VIEW	VIEW	A roadway commanding a wide panoramic view across surrounding areas.
VISTA	VSTA	A road with a view or outlook.