

RESOLVED

1. **That** the Sports, Heritage, Recreation, Arts and Culture Oversight Committee's report on the Sport, Heritage, Recreation, Arts and Culture Department: report on the Ekurhuleni Metropolitan Municipality Geographical Naming and Renaming Policy **BE NOTED**.
2. **That** the current Streets and Township Naming Policy (Item B-DP 11-2003), **BE RESCINDED**.
3. **That** the Ekurhuleni Metropolitan Municipality Geographical Naming and Renaming Policy, attached to the report as Annexure A, **BE APPROVED**.
4. **That** an Ekurhuleni Metropolitan Municipality Geographical Naming and Renaming Committee **BE ESTABLISHED**.
5. **That** joint roadshows **BE CONDUCTED** by SHRAC department and SHRAC oversight committee with the aim of educating the public on this new policy by **June 2018**.



Ekurhuleni
METROPOLITAN MUNICIPALITY

EKURHULENI METROPOLITAN MUNICIPALITY GEOGRAPHICAL NAMING AND RENAMING POLICY

Contents

1. DEFINITIONS AND INTERPRETATION.....	3
1.1 Definitions.....	3
1.2 Interpretation.....	3
2. PURPOSE	4
3. SCOPE OF THE POLICY	4
4. POLICY OBJECTIVES.....	4
5. LEGISLATIVE FRAMEWORK	4
6. GENERAL PRINCIPLES FOR GEOGRAPHICAL NAMES	5
6.1 One name for one entity	5
6.2 Geographical names that should generally be avoided.....	5
6.3 Naming places after persons.....	5
6.4 The following principles for the selection and allocation of names shall apply	5
7. PRINCIPLES FOR NAMING OF STREETS AND TOWNSHIPS.....	6
7.1 Townships	6
7.2 Streets	6
8. PROCEDURES FOR EXECUTING THE POLICY	6
8.1 Establishment of a Committee for EMM to be known as EMM Geographical Naming and Renaming Committee	6
8.2 Establishment of Names for the EMM	7
9. APPROVAL OF A GEOGRAPHICAL NAME	8
10. WHO MAY APPLY FOR THE APPROVAL OF GEOGRAPHICAL NAME	8
11. NAMING OF TOWNSHIPS AND STREETS	8
12. RENAMING OF GEOGRAPHICAL FEATURES	9
12.1 Townships with existing names.....	9
12.2 The renaming process of an existing street name is as follows	10
12.3 Other Municipal Features	11
13. GUIDELINES FOR PUBLIC CONSULTATION	11
14. REVIEW OF THE POLICY	11
15. EFFECTIVE DATE.....	11

EKURHULENI METROPOLITAN MUNICIPALITY GEOGRAPHICAL NAMES POLICY

1. DEFINITIONS AND INTERPRETATION

1.1. Definitions

'Act' – this shall refer to the South African Geographical Names Council Act of 1998 (Act 118 of 1998).

'EGNC' - means Ekurhuleni Geographical Names and Rename Committee.

'EMM' -means Ekurhuleni Metropolitan Municipality.

'Geographical names' - The national legislation governing the allocation of geographical names, the South African Geographical Names Council Act, 1998 (Act 118 of 1998) defines geographic names as the names of features on the earth that are natural, or man-made and adapted. These features can be populated or unpopulated. Geographic names include the names of towns, suburbs, rivers, dams, ridges, etc.

'SAGNC' - means South Africa Geographical Names Council.

'SHRAC' – Department of Sports, Heritage, Recreation, Arts and Culture.

1.2. Interpretation

All reference to streets shall also apply to all roads, lanes, etc. owned by the EMM and therefore falling within the City's jurisdiction to name and rename as contemplated in the Act and elsewhere in this policy.

Features shall refer to all features that are the subject of this policy, including streets, parks and other public buildings.

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

Other municipal features covered under the policy may include Cemeteries, Municipal buildings, Community Halls, Airports, Stadiums, Lakes and Dams, Public Parks, etc.

2. PURPOSE

The purpose of this policy is to lay a framework which will provide guidelines for naming and renaming of public places, geographical features, streets and townships within the EMM. This policy seeks to clarify the roles and powers of the EMM in relation to geographical name and rename changing processes. This policy framework would co-ordinate these activities by setting standards for the management of the process on naming and renaming public places and other geographical features in the jurisdiction of EMM.

3. SCOPE OF THE POLICY

This policy is applicable to the EMM, its agencies, entities, employees and is intended to regulate standardisation, the co-ordination, consultation processes and geographical naming and renaming system for features falling within the jurisdiction of EMM. The policy regulates the naming and renaming of the following features and landmarks within the EMM:

- a) Municipal buildings
- b) Parks and cemeteries
- c) Streets and townships
- d) Any other feature or features falling within the competency of the EMM

4. POLICY OBJECTIVES

The main objectives of this policy are to:

- a) provide guidance and support on how name changing processes should be implemented in accordance with the requirements and guidelines set out by the SAGNC.
- b) ensure that a consistent, fair and equitable process is followed when naming or renaming public place, community infrastructure and roads.
- c) ensure that naming or renaming applications are assessed in accordance with guiding principles set out in this policy.
- d) encourage public participation as an integral part of naming and renaming processes.
- e) ensure that naming and renaming processes are handle in such a manner that it unites the people instead of creating divisions and also to foster social cohesion through the recognition of different languages, cultures and heritage.
- f) to establish principles and procedures for determining new names and for renaming existing features within EMM.

5. LEGISLATIVE FRAMEWORK

The policy shall be subject to any legislation applicable to the naming of public places including but not limited to:

- a) Constitution of the Republic of South Africa (1996)
- b) South African Geographical Names Council Act, 1998 (Act 118 of 1998)
- c) Local Government Municipal Structures Act, 1998 (Act 117 of 1998)
- d) Local Government Municipal Systems Act, 2000 (Act 36 of 2000)
- e) Regulations on Standardisation of geographical names published in Government gazette 24999 of 7 march 2003 by notice R339
- f) Intergovernmental Relations Framework Act (No 13 of 2005)
- g) Promotion of Administrative Justice Act (No 3 of 2000)

- h) Promotion of Access to Information Act (No 2 of 2000)
- i) Policy Framework and Guidelines for Geographical Naming System in Gauteng (2012)
- j) Handbook on the Geographical Names (2002)

6. GENERAL PRINCIPLES FOR GEOGRAPHICAL NAMES

6.1 One name for one entity

- a) Each individual feature or entity should have one official name.

6.2 Geographical names that should generally be avoided

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

6.3 Naming places after persons

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

6.4 The following principles for the selection and allocation of names shall apply:-

- a) There should be no duplication of names or confusingly similar names in the EMM.
- b) Names of well-known places in other countries and the names of other countries should be avoided;
- c) Street names shall be limited to a length of 18 characters, including any combination of spaces, letters or punctuation in the base portion of the name, in order to facilitate the use of standard signage materials. Only in exceptional circumstances will street names of a longer length be considered with the required justification;
- d) The use of compound names shall be discouraged;
- e) Names should not be discriminatory or derogatory from the point of view of race, religion, sex, colour, creed, political affiliation or other social factors to any community or section of a community;
- f) Names should promote goodwill and reconciliation;
- g) Names may be expressed in any of the eleven official languages;

- h) Names should promote a sense of ownership and the character of an area;
- i) Names should be in keeping with the theme of an area such that they have local relevance;
- j) Street names should only change at intersections or where there is a clear start or an end to an existing street/ road;
- k) Continuations of existing streets should as far as possible use the same name depending on street numbering sequence – link roads/ streets should be named differently;
- l) Street names that start with a number should be avoided or written in text (e.g. 5th Road to be written as Fifth Road) as this creates confusion in the allocation of street addresses;
- m) Names that could be construed as advertising a particular business, service or product shall not be allowed;
- n) Names should increase the marketing potential and investment attractiveness of an area;
- o) Streets adjacent to a freeway should be given different names on each side of such a freeway/national highway;
- p) The use of compass directions, such as North, South, East and West, should be avoided;
- q) Naming and renaming of only sections or partial areas of streets should not be considered.
- r) Changes of names for public buildings, facilities and public open spaces shall only be approved when they do not violate historical or common usage names;

7. PRINCIPLES FOR NAMING OF STREETS AND TOWNSHIPS

The following specific principles shall apply to Townships and Streets respectively:-

7.1. Townships

- a) The name must not already exist in Ekurhuleni Metropolitan Municipality;
- b) If the township is already existing (as in the case of an un-promulgated township, or an existing informal settlement which is to be regularized) and an informal name is used to identify it, such name or any other name proposed for the township shall be considered following participation and consultation with the community in accordance with the procedure outlined before it is approved.
- c) If the name is a repeat of an existing township name, it shall be allocated an extension number to differentiate it from the existing township.

7.2. Streets

- a) In an existing township where a theme has already been established which forms the basis for street naming in that township, such theme should form the basis for any new names in the township.
- b) In a new subdivision or township, a theme characteristic of that area must first be established and names chosen in accordance with that theme. The theme may also take into account themes in adjacent and/or surrounding areas.
- c) In an existing township where the streets have not been named, the naming of such streets shall be in terms of the established themes.

8. PROCEDURES FOR EXECUTING THE POLICY

8.1 Establishment of a Committee for EMM to be known as EMM Geographical Naming and Renaming Committee

8.1.1 Council shall establish the EMM Geographical Naming and Renaming Committee (“EGNC”).

8.1.2 The committee shall be an advisory committee to the Council section 79 Rules Standing Committee.

8.1.3 The committee shall be composed of experts in the relevant sectors.

8.1.4 Key responsibilities for the committee shall be as follows:

- a) To consider all submissions for the naming and renaming of streets, public spaces, public buildings, etc. and ensure compliance and consistency with the provisions of the policy.
- b) To receive proposed geographical names falling within local competence, consider and process them for recommendation to Council Section 79 Rules Standing Committee.
- c) To ensure and promote adequate public participation and consultation take place in the various forms such as public hearings, stakeholder forums, calls for written submissions.

8.1.5 The SHRAC and City Planning Departments shall render secretarial and technical support for the committee respectively.

8.1.6 The committee shall be called as and when there are submissions received for consideration.

8.1.7 Quorum for the committee shall be 50% plus 1 of the members present.

8.1.8 Members amongst themselves shall elect the chairperson for each sitting.

8.2 Establishment of a Names Bank for the EMM

8.2.1 The Names Bank is a database consisting of existing and approved geographical names within the EMM.

8.2.2 The EGNC will amongst others ensure that the SHRAC keeps, maintains and updates the Names bank for the EMM.

8.2.3 The Geographical names in the names bank shall be the names already approved and ready for allocation.

8.2.4 All new names and proposed name changes should be verified against the Names Bank, in order to avoid duplication and confusion.

8.2.5 Geographical names in the Names Bank must also reflect the following information:

- a) The language of the names
- b) When upper and lower case letters are used in a name, the capital letters must be clearly indicated, e.g Kwa-Thema
- c) The origin and meaning of the name, its historical connections to the geographical feature, or the name in honour of a person should be comprehensive.
- d) References to historical, linguistic and/or other information where oral traditions prevail, the source of information must be comprehensive.
- e) Archival documents in support of the information can be attached as an annexure.

9. APPROVAL OF A GEOGRAPHICAL NAME

- 9.1. SAGNC is the only institution authorised to recommend to the Minister for approval of a geographical name.
- 9.2 EGNC must maintain a public register or a data base of names in accordance with the national standards and from time to time submit such to the SAGNC.
- 9.3 The register must be continuously updated.
- 9.4 The register must be available for public inspection without a charge and should be publicized for public access.

10. WHO MAY APPLY FOR THE APPROVAL OF GEOGRAPHICAL NAME

10.1 The following categories of institutions, bodies or persons may apply on a prescribed form (**Attached as “Annexure A”**) for an approval of geographical name:

- a) EGNC
- b) All government departments
- c) Property developers, or
- d) Any other person/ body/ institution.

11 NAMING OF TOWNSHIPS AND STREETS

11.1 All townships established in terms of applicable legislation shall be named for purposes of identification in accordance with the following procedures:-

11.1.1 New Townships

- a) All applications for township establishment whether submitted by a private developer, the municipality, provincial or national government, or any other applicant, shall include a proposed name for the township so created.
- b) The proposed name shall be in accordance with the principles articulated in this policy and shall be approved simultaneously with approval of the township.

11.1.2 Existing Townships with no names and Un-Named Streets

11.1.2.1 In the case of existing townships with no names, the procedure shall be as follows:-

- a) Any ideas, proposals, petitions or requests from any party must be submitted to City Planning department in the prescribed format, for registration purposes.
- b) The application referred to in (a) above shall include the following information:
 - i) The proposed new name and the reasons for the name.
 - ii) A locality map showing the township proposed for naming.
 - iii) The applicant or requesting party’s proof of legal residency or business address in the EMM as well as contact details.

- c) City Planning will receive the application and subject it to the scrutiny of EGNC.
- d) On the basis of the recommendation of the EGNC, a report will be submitted to Council Section 79 Rules Standing Committee.
- e) The Council Section 79 Rules Standing Committee, in consultation with Section 79 SHRAC Oversight Committee, shall submit a report to municipal council for approval.
- f) Once the name is approved, the City Planning Department erects notices on the site and at prominent strategic positions such as schools, clinics, libraries, etc, reflecting adequate details of the name, i.e. the date of implementation, the approved name and the date of the Council decision.
- g) The City Planning Department shall notify all affected role-players such as the Gauteng Geographical Names Committee, Surveyor-General and Postmaster-General, the Registrar of Deeds, the SA Post Office, Telkom, the South African Police Service, Emergency Services, EMPD, the Roads Department and City Planning of any change or variation in the name of any feature in terms of Section 69(1)(a) of the Local Government Ordinance, 1939.

11.2 All streets created through subdivision, township establishment, or any other procedure shall be named for purposes of identification and for purposes of providing addresses for residents of the streets so created.

11.2.1 New Streets

- a) An application for subdivision or township establishment which creates new streets shall include proposed names for the streets created.
- b) The proposed names shall be in accordance with the principles articulated in this policy, and shall be approved simultaneously with the subdivision or township establishment.
- c) The proposed names shall be received by City Planning department, and be submitted to EGNC for verification of compliance with the policy, including clearance with GIS, as part of the circulation of the application.

11.2.2 Un-Approved and Informal Townships

- a) Streets in un-approved and/or informal township shall not be named in terms of this policy unless the said township/settlement is to be regularized.
- b) In the case of a regularised township a layout plan will first have to be prepared in order to create the formal streets.

12. RENAMING OF GEOGRAPHICAL FEATURES

12.1 Townships with existing names

- a) An application for change of name of a proclaimed township must be submitted to City Planning department on a prescribed form,
- b) The application referred to in (a) above shall include the following: -

- i) The proposed new name and the reasons for the name.
 - ii) A locality map showing the township proposed for re-naming.
 - iii) The applicant or requesting party's proof of legal residency or business address in the City of Ekurhuleni as well as contact details.
- c) On the basis of the recommendation of the EGNC, a report will be submitted to Council Section 79 Rules Committee.
 - d) The Council Section 79 Rules Standing Committee, in consultation with Section 79 SHRAC Oversight Committee, shall submit a report to municipal council for approval.
 - e) Once the name is approved, the City Planning Department erects notices on the site and at prominent strategic positions such as schools, clinics, libraries, etc, reflecting adequate details of the name, i.e. the date of implementation, the approved name and the date of the Council decision.
 - f) The City Planning Department shall notify all affected role-players such as the Gauteng Geographical Names Committee, Surveyor-General and Postmaster-General, the Registrar of Deeds, the SA Post Office, Telkom, the South African Police Service, Emergency Services, EMPD, the Roads Department and City Planning of any change or variation in the name of any feature in terms of Section 69(1)(a) of the Local Government Ordinance, 1939.

12.2 The renaming process of an existing street name is as follows:

- a) Any ideas, proposals, petitions or requests from any party must be submitted to City Planning department on the prescribed format, for registration purposes.
- b) The application referred to in (a) above shall include the following information:
 - i) The proposed new name and the reasons for the name.
 - ii) A locality map showing the street proposed for renaming.
 - iii) The applicant or requesting party's proof of legal residency or business address in the EMM as well as contact details.
- c) On the basis of the recommendation of the EGNC, a report will be submitted to Council Section 79 Rules Standing Committee.
- d) The Council Section 79 Rules Standing Committee, in consultation with Section 79 SHRAC Oversight Committee, shall submit a report to municipal council for approval.
- e) Once the name is approved, the City Planning Department erects notices on the site and at prominent strategic positions such as schools, clinics, libraries, etc., reflecting adequate details of the name, i.e. the date of implementation, the approved name and the date of the Council decision.
- f) The City Planning Department shall notify all affected role-players such as the Gauteng Geographical Names Committee, Surveyor-General and Postmaster-General, the Registrar of Deeds, the SA Post Office, Telkom, the South African Police Service, Emergency Services, EMPD, the Roads Department and City Planning of any change or

variation in the name of any feature in terms of Section 69(1)(a) of the Local Government Ordinance, 1939.

- g) The signage showing the old street name (crossed out below the new name) should be retained for a period not exceeding 12 months to enable members of the community to familiarise themselves with the new name.

12.3 Other Municipal Features

12.3.1 An Application for renaming any municipal features, shall be submitted formally on a prescribed application form to SHRAC and must contain the following information:

- a) Details of the applicant
- b) The proposed new name
- c) The convincing reasons for the proposed change

12.3.2 The following shall also apply:-

- a) A notification of the proposed new name shall be publicised in the local press notifying the public of the proposed change of name and inviting comments.
- b) Written comments on the proposed change must be received within 30 days of the date of the publication;

13. GUIDELINES FOR PUBLIC CONSULTATION

The guidelines for public participation shall in line with the approved EMM Public Participation Policy.

14. REVIEW OF THE POLICY

The EMM Geographical Naming and Renaming Policy shall be reviewed at least every 3 years or as and when required.

15. EFFECTIVE DATE

This Policy shall become effective on the date of approval of the Ekurhuleni Municipal Metropolitan Council.