



Fiji Roads Authority

ROAD NAMING POLICY

Revised May 2020

PLAN UPDATE AND DISTRIBUTION CONTROL

PLAN UPDATE AND DISTRIBUTION CONTROL (Responsibility: Manager Asset) PLAN UPDATE

Date	Principal Changes
November 2014	First edition
May 2020	Second edition

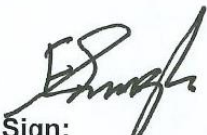


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1 PURPOSE

The purpose of the Fiji Roads Authority's Road Naming Policy is to ensure the acceptable, timely and consistent selection of road names. This ensures ease of location identification for the Authority, the public and key services such as emergency and delivery services.

2 SCOPE

This policy applies to the naming of public and private roads within the Republic of Fiji.

3 LEGISLATION AND AUTHORITIES

Section 7 of the Fiji Roads Decree 2012 empowers the Authority to "regulate its own procedure" in this case the Road Naming Policy. The Solicitors General's Office has also provided a legal opinion advising the Authority that road naming is the responsibility of the Fiji Roads Authority.

4 PROCEDURE FOR NAMING A ROAD

4.1 Step 1 - A proposal is submitted

In the case of an existing unnamed road, the application to name the road can be made at any time. In the case of a road resulting from a subdivision, new road names should be applied for before the Survey Plan is registered. Proposals to alter a road name can be made at any time.

The applicant is to submit to the Authority an application titled "Request for the formal approval of a road name".

Each application must be accompanied by:-

- i. Proposed new road name, including preferred suffix
- ii. For a new road created by subdivision provide
 - a. preferred name plus at least one alternative listed in order of preference.
 - b. the legal description of the road and a copy of the subdivision plan legalising, or proposing to legalise, the road.
- iii. A location map highlighting the road.
- iv. A brief explanation demonstrating the background to the names, and how they comply with the requirements of the Road Naming Policy.
- v. If proposing to alter an existing road name, include a justification detailing the benefits to the community for the proposed change.
- vi. The applicant's contact details (email, telephone, postal).

Where a proposal involves the naming of multiple roads, one application may be submitted for all names.

4.2 Step 2 – Staff assessment for compliance

Authority staff receive the application and check the preferred and alternative names for compliance with the Road Naming Policy and Guidelines.

Proposals not complying with the policy are rejected and the applicant advised

immediately.

Where the proposal does not fully comply with the Road Naming Policy, the applicant is advised. The applicant is given the opportunity to amend the proposal or request that it proceed as originally proposed.

4.3 Step 3 – Consultation

Consultation on proposed road names will be at the discretion of the Fiji Roads Authority.

Most often, consultation will be undertaken with the directly affected property owners, but may also include anyone directly associated with the road or the proposed name(s), e.g. relatives of named people, Ministry of iTaukei Affairs, etc.

4.4 Step 4 – Formal consideration

The Authority approves, amends or declines the name proposed for the road by way of a formal decision of the Chief Executive Officer (CEO), Fiji Roads Authority. Where the CEO wishes to amend the proposed name, the decision of the matter shall be left on the table to enable the amendment to be checked for compliance with this policy and to obtain the agreement of the proposer of the name.

The Authority will formally advise the applicant of the Authority's decision.

4.5 Step 4 – Consultation for altering a road name

Where the proposal is to alter a road name, the CEO's decision is subject to a period of general public consultation. Authority staff will advertise the proposal and request feedback. The CEO is asked to consider any feedback and amend or confirm its decision.

4.6 Step 5 – Implementation

Where the road is part of a subdivision or road legalisation, the road name will not become official until the road is vested in the Authority at the time the plan is approved. In other cases the road name is official immediately, or from a date specified in the CEO's decision.

Immediately after the Authority approves the name of any road, the Authority will advise the Lands Department, Municipal Council, and other relevant agencies and organizations.

The Authority will arrange for the erection of street signs showing the name of the road. All costs associated with the creation and erections of such signs are normally borne by the applicant. The signs shall be erected as soon as practicable after the date of the Authority's decision and/or close to the date decreed by the CEO (as appropriate). The sign must conform to the Authority's street sign specification.

5 SELECTION OF A ROAD NAME

5.1 Similarity

There must not be another road name the same or similar within the Republic of Fiji. Identical names or homophones will not be accepted. If the road name consists of more than one word (excluding the suffix) then the significant part of the word should not be

the same as the significant part of any other road name.

5.2 Alternative Names

Roads are to have only one name. Where the naming of a road is considered, only one name is to be assigned, e.g. it is not acceptable to have a road that can be known as Victoria Parade, or by either Main Street.

The implication is that when considering a name change, the new name must completely replace the use of the existing name and not offered as an alternative.

5.3 Appropriateness

The name should have significant local content or meaning. The name is to reflect one of the following:

- a) **A common or established theme** - Where more than one road is being created in a subdivision, a common theme is recommended for the names. If a naming theme is already established in a suburb or township, the names for that suburb should remain consistent with that theme.
- b) **An historical person or event** - The name of a notable person or event from early history should ideally have a local association with the area.
- c) **A significant feature** - It is appropriate to name a road after a significant feature in the area (for example, geographical feature, landscape, flora, or fauna). Naming after features which do not exist in the area should be avoided (for example, naming after native trees or plants that are not evident in the area, or views that cannot be identified).
- d) **A traditional or appropriate iTaukei name** - If the name suggested is an i-Taukei name, then the name should be checked by the applicant with the Ministry of iTaukei Affairs to ensure that it is acceptable to the iTaukei people, and is also appropriate, spelt correctly and interpreted correctly.
- e) **A personal name to recognize special service** - This can be for conservation, sport, community service or some other sphere of activity with a local association. Naming after persons living or recently deceased should generally be avoided.

5.4 Spelling and length

Names are preferably short, simple to spell and easy to recall. Over long names are difficult to fit on mail, maps and street signs. Names over 15 characters (including the space between the names but not including the suffix) would not normally be approved.

5.5 Taste

The name should not be considered to be in poor taste or otherwise likely to cause offence.

5.6 Using names of people and organizations

Full names should only be used where the name is of a reasonable length and the first name needs to be used to correctly identify the individual being commemorated. Full

names that are longer than 15 letters will not usually be approved (refer spelling and length above).

5.7 Use of apostrophes, possessive 's' and hyphens

The possessive 's' is discouraged except to avoid harsh euphony (e.g. Princes Road, The Plains). Where used it should be without an apostrophe. Apostrophes and hyphens are discouraged, except where required to correctly spell a name (e.g. Wai-si-sisi Drive,). Hyphens are also appropriate to use in destination names (refer below).

5.8 Alphabet

Only the English alphabet should be used.

5.9 Use of destination names

For a rural road which is the main route connecting townships it is common practice to use a destination name using the towns it connects (Wailevu - Lagonia Road). The hyphen used in destination names has a space either side of it.

5.10 Use of a directional suffix

North, South, East, West and Central may be appended to road names to differentiate sections of a road (e.g. Vuci South Road). This can be for differentiating sections of the same road, or where the sections of the road are permanently physically separate. Notwithstanding the above, the use of a direction suffix in the formal name is discouraged.

5.11 Naming Service Lanes

Service lanes should end in either "Lane" or "Service Lane".

5.12 Naming of Public Walkways

Walkways, where there is no likelihood of future vehicular use, should end in "Track" or "Walk".

5.13 Road Name Suffix

The road name suffix for the road should be the one that most accurately reflects the type of roadway that it is. A list of suggested suffixes and their meanings is included in the table below. Note that this list is not exclusive – other road name types can be used where their application is appropriate.

Suffix	Standard Abbrev	Definition
Avenue	AVE	A generally broad straight roadway with trees or other objects at regular intervals
Boulevard	BLVD	A broad main street often planted with trees and grass plots
Circle	CIRC	A street surrounding a circular or oval shaped space
Crescent	CRES	A crescent or half-moon shaped street rejoining the road from which it starts
Drive	DRV	An especially scenic road or street. A main connecting route in a subdivision or suburb

Lane	LN	A narrow way, path, country road or street. A narrow passage between hedges or buildings. Also used for service lanes
Parade	PRDE	A public promenade or roadway with good pedestrian facilities along the side
Place	PL, PLCE	A short sometimes narrow enclosed roadway; cul-de-sac
Road	RD	Route or way between places. General usage. Defined in Local Government Act
Street	ST	A township carriageway that has buildings usually on both sides
Track	TRCK	A narrow country road that may end in pedestrian access
Walk	WLK	A thoroughfare with restricted vehicle access used mainly by pedestrians

6 ALTERING A ROAD NAME

A reason for altering the name of a road may include:

- i. To correct the spelling
- ii. To eliminate duplication in spelling or sound
- iii. To prevent confusion arising from major changes to road layout
- iv. To make geographical corrections
- v. To assign different names to separate ends of a road with a permanently impassable section somewhere along the length

7 NAMING UNFORMED UNNAMED LEGAL ROADS

It is not practical to name all these roads especially where most of them may never be formed. Names should only be considered where these roads are to be formed for vehicular traffic, established as a public walkway or used for addressing.

8 APPROVED LIST OF ROAD NAMES

The Authority may decide to create a list of approved names for future naming opportunities.

Names can be proposed for inclusion on the approved list by members of the public, Authority, Government or staff.

Relevant sections of the policy apply, specifically, names must meet the Policy selection criteria and consultation requirements

8.1 Selection criteria

Names proposed for the approved list do not have the context of a proposal, therefore for some proposals it may be desirable to limit the future use of a proposed name to a context (e.g. some names may be suitable for the coastal areas).

8.2 Consultation

Ministry of iTaukei Affairs will be consulted for any i-Taukei names proposed. Names of any persons will require will require consultation with appropriate family members if possible. Similarly names of organization or group or closely associated with an organization will require consultation with that group. Consideration will occur prior to

consideration by the Authority.

8.3 Approval

Names approved by the CEO will be listed on the Authority's website, and in a public notice. If any objections are received they will be considered by the FRA board following a Board meeting.

8.4 Use of the approved list

Future proposers may use names from the list following any limitations attached to the road name. Proposals will otherwise follow the same approval process as other proposals. The CEO may use the approved list of road names for road names not involving private subdivision or where no acceptable name has been provided by a developer.