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#### OFFICE USE ONLY

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Date of receipt: \_\_\_\_\_  
Job Number: 0095-709-928

## Property section

Council, in 2015, resolved to comply with the *NSW Online Road Naming User Guide & NSW Addressing User Manual* published by the Land & Property Information (LPI) and Geographical Names Board (GNB) of NSW (copy attached of extract). The GNB website address is [www.gnb.nsw.gov.au](http://www.gnb.nsw.gov.au) and may be of assistance with more information.

For Council to fulfill obligations as a road naming authority under the Road Act 1993 application must be made on the attached form.

## Road name requirements

In accordance with GNB & LPI Addressing/Guidelines the following information must be provided:

1. **New Road Name(s) Application Form** to be completed.
2. Provide Road Type e.g. Street, Road etc. See table below to assist in determining the type.
3. All applications must **suggest one (1) new name and alternative one (1) in case your first choice is rejected by GNB or Council, state reasons to support suggestions**. The history/reason for the name(s) chosen must be included.
4. Proposed road **name(s) should have a maximum length of nine letters** (excluding the suffix), should be appropriate for the physical environment, historical and/or cultural character of the subject area and represent the values of the community and be mindful of future generations. Euphony will also be considered when determining appropriateness of proposed name(s)
5. All **applications must be accompanied by an annotated GIS map or survey plan** and sufficient particulars to enable the road to be identified.

## Fees charges – payable prior to release of subdivision certificate

- In accordance with GNB – Online Road Naming User Guide, all road/street names must be advertised in the local newspaper (as both a proposed name and again after GNB approval), then advertised in the NSW Government Gazette (after GNB approval).
- The advertising costs are paid by the applicant as per the current Port Stephens Council Fees and Charges Schedule.
- If objections are lodged and an alternate name needs to be selected there may be additional costs associated with any extra advertisement of the amended road name request.
- To maintain equity, the additional disbursements associated with the naming of roads will be charged, by invoice **payable prior to the release of lines**, at cost plus GST.

## Definition of road types (by GNB guidelines)

### a) Cul-De-Sacs

Suffix	Abbreviation	Definition
Close	CL	Narrow passageway leading from a Street to a Court
Court	CT	Uncovered area wholly surrounded by buildings or walls
Cove	CE	Small cul-de-sac or court
Grove	CR	Roadway ending in a square having a group of trees stranding together

### b) Open Ended Streets

Suffix	Abbreviation	Definition
Alley	AL	Narrower than a street for people or vehicles in cities and towns; a minor thoroughfare through the centre of city blocks or squares

Arcade	AR	Passage having an arched roof, or any covered passageway, especially one with shops along the sides
Avenue	AVE	Broad passageway planted on each side with trees
Boulevard	BLVD	Wide street or avenue, well paved, usually ornamented with trees and grass plots
Chase	CH	Road leading down to a valley
Circle	CI	Thoroughfare which forms a circle or part of a circle
Circuit	CC	Road or way enclosing an area
Circus	CS	Circular open place where many streets come together
Crescent	CR	Thoroughfare in the form of a crescent or half moon
Drive	DR	Wide thoroughfare allowing a steady flow of traffic without many cross streets
Esplanade	ES	Open, level roadway, often along the seaside, lake or river
Fairway	FRY	Short open roadway between two streets
Freeway	FWY	Express highway usually with limited controlled access
Highway	HWY	Road freely open to public, a main road or a thoroughfare, main route
Lane	LA	Narrow way between hedges, walls, buildings etc a narrow country road or city street
Mall	ML	Sheltered walk, promenade or shopping precinct
Parade	PDE	Public promenade or road which has good pedestrian facilities along the sides
Parkway	PWY	Road, street or way through parklands or open grass land area
Path	PT	Way or street not specially constructed usually used for pedestrian traffic
Promenade	PRO	Like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking
Quays	QS	Road, street or way leading to a landing place alongside or projecting into water for unloading ships etc.
Ridge	RGE	Road, street or way along the top of a hill
Road	Rd	Place where one may ride, an open way or public passage for vehicles, persons and animals, a street forming a means of communication between one place and another, generally applied outside an urban district
Row	RW	Street with a line of professional building on either side
Street	ST	Public road in a town or city especially a paved thoroughfare with footpaths and buildings along one or both sides
Terrace	TCE	Road which has the houses on either side raised above the road level
Trail	TRL	Road or way through a wilderness region
Walk	WK	Thoroughfare with restricted vehicle access used mainly by pedestrians
Way	WY	Short access between two streets

## Applicant details

Name (1 only): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

*I hereby apply to Council for the naming of the proposed road(s) shown in this application. I understand that I will be responsible for the payment of costs associated with the road naming process as set in Council's current Fees and Charges. I have read the attached pages to this application and understand the procedures required and will undertake to complete the process as detailed in the Official Geographical Names Board Guidelines.*

Date: \_\_\_\_\_ Applicant/s signature: \_\_\_\_\_

Please indicate preferred method of contact:      Australia Post      Email

(Please note: Some documentation may require sending via Australia Post)

## Road names suggested by applicant

**Road 1:** (Map indicating location of road MUST be provided with application)

Name 1: \_\_\_\_\_

Explanation of chosen name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name 2: \_\_\_\_\_

Explanation of chosen name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For additional roads see next page.

## Applicant's signature

Date: \_\_\_\_\_ Applicant/s signature: \_\_\_\_\_

## Additional roads

**Road 2:** (Map indicating location of road MUST be provided with application)

Name 1: \_\_\_\_\_

Explanation of chosen name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name 2: \_\_\_\_\_

Explanation of chosen name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Road 3:** (Map indicating location of road MUST be provided with application)

Name 1: \_\_\_\_\_

Explanation of chosen name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name 2: \_\_\_\_\_

Explanation of chosen name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Road 4:** (Map indicating location of road MUST be provided with application)

Name 1: \_\_\_\_\_

Explanation of chosen name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name 2: \_\_\_\_\_

Explanation of chosen name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_