


# STREET AND PLACE NAMING POLICY FOR 2025/2026 FY



APPROVED BY:

  
MR M NAKO  
MUNICIPAL MANAGER  
DATE: 19/06/25.....

APPROVED BY:

  
CLLR JANDA  
EXECUTIVE MAYOR  
DATE: 19/06/2025.....

## TABLE OF CONTENTS

1. Purpose of Policy.....	1
2. Objective of Policy.....	2
3. Scope.....	2
4. Policy Definition.....	2
5. Legislative Framework.....	2
6. Policy or Procedure Target.....	2
7. General policy provisions.....	2
8. Procedure for Implementing policy.....	3
9. Policy governance.....	4

## 1. PURPOSE OF POLICY

To recognise legends and important species in the Mbashe Local Municipality, by preserving their names through the naming and provision of public place and street names”.

## 2. OBJECTIVE OF POLICY

3. To standardize, transform and correct the naming of Public Places and street names in the area of jurisdiction of the Mbashe Local Municipality, in line with the national and provincial legislation.

## 4. SCOPE

All unnamed streets and Townships will be covered under this policy.

## 5. POLICY DEFINITION

**Cul-de-dac** means a street with a single entry, which is also the exit, into the street

**Duplication of street names** means the repetition or near repetition (identical or similar in spelling or pronunciation) of already approved street names within the jurisdictional area of the Mbashe Local Municipality, with a radius of 20 km and/or within the same postal code.

**Geographical name** means the name of any terrestrial feature within the borders of the Republic of South Africa, together with the area of jurisdiction of the Republic acquired by treaty, whether:

- a) Natural or man-made adapted by human agency; or
- b) Populated or unpopulated.

**Geographical Names bank** means a database consisting of approved geographical names within the area of jurisdiction of the Mbashe Local Municipality.

**Local competence** is taken to apply, in terms of section 3 (1) of regulation 339 of 2003, on the standardisation of geographical names when:

- a) The area is situated within the jurisdiction of the local authority; and
- b) Streets, municipal buildings and squares, local parks and cemeteries are to be named

**Municipality** means the ‘Mbashe Local Municipality’ established and instituted in terms of Notice 6770 of 2000, promulgated in terms of section 12(1) of the Local Government Structures Act, 1998 (Act 117 of 1998), as amended.

**Municipal property** means an asset that is owned by the Municipality. This will include buildings, parks, libraries, museums, clinics, stadiums, community halls etc.

**Panel of external advisers** means people who are nominated and appointed by the council and who are experts on history, culture, linguistics, town planning, toponymy, reconciliation and religion.

**Policy** means a set of guidelines that assists a public authority, such as a municipality, to make decisions in terms of its legislative authority and is therefore part of its constitutional and legislative framework.

(What is imperative, though, is the principle that the decision-making authority must in all instances and in all matters before it, still consider every individual matter on merit, and that no policy of the Municipality is supposed to be a rigid and inflexible set of rules.)

**Public Open Place** means land which falls under, or is intended to come under the ownership of the local authority, which is not leased or intended to be leased on a long term basis and which is utilized as an open space, park, garden, playground or square and include a public place (Section 8 of the Land Use Planning Ordinance 15 of 1985)

**Public Place** means any land in respect of which the ownership as such vests in a local authority in terms of section 28 Land Use Planning Ordinance (15 of 1985).

**Private Street** means a street that is not a public street that is inside a sectional title complex or a Section 21 homeowner's association complex. A body corporate/home owners association will thus be the owner of the street. Private streets also include rights of way registered in favour of private users.

**Public Street** means any street, road or thoroughfare shown on the general plan of a township, agricultural holding or other division of land or in respect of which the public has acquired a prescriptive or other right of way registered and/or zoned as a street in favour of the public.

**Toponymy** means the science or discipline with the study of place names, which is apparent from the word itself, which is derived from the Greek "topos" meaning 'place' and "onama" meaning 'name'. The objective of Toponymy is anything that can pass as a geographical name, i.e. Names of cities, towns, provinces, regions, districts, mountains, rivers, farms, roads, buildings etc.

**Township zone name** means a distinct name reserved for a broader area in which township development can take place. (All new township establishments will then bear the same distinct zone name as well as a unique extension number. If a township zone does not have an approved name, a township zone name needs to be approved before new townships can be reserved.)

**Township name** means the name allocated to a new township establishment. ( This name is made up of the name of the township zone name and the next available extension number. Names of new township developments have to be allocated by issuing a reservation letter.)

## **6. LEGISLATIVE FRAMEWORK**

- Constitution of the Republic of South Africa, 1996
- South African Geographical Names Council Act, 1998 (Act 118 of 1998)
- Regulations on the standardization of geographical names published in Government Gazette 24999 of 7 March 2003 by Notice R339
- Land Survey Act, 1997 (Act 8 of 1997)
- Land Use Planning Ordinance 15 of 1985 (Ordinance 15 of 1985)
- Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)
- Local Government: Municipal Systems Act, 2000 (Act 36 of 2000)
- Development Facilitation Act, 1995 (Act 67 of 1995)

## **7. POLICY PROCEDURE**

A panel of external advisers who advises the PPSNC must be established.

7.1 The panel will submit comment and/or recommendations on spelling, meaning, language and origin of names proposed for naming and renaming applications that have been submitted for consideration.

7.2 The panel must consist of members, selected by public nominations received through a process of advertising for a period of 28 days.

7.3 Nominations to serve on the panel must include the permission of the nominee and his/her full particulars, including contact details, relevant expertise and qualification(s), and a full justification by the nominator(s).

7.4 The demographic profile and cultural composition of the Mbashe Local Municipality must be reflected in the profile of the panel.

7.5 The nominee must have expertise, experience and a qualification in two or more of the following areas, history, culture, linguistics, town planning, toponymy, reconciliation and religion.

7.6 The panel will meet at the discretion of the Chairperson of the Committee.

7.7 The Chairperson of the Committee will invite representatives of the appointed external advisers to meetings of the Public Place and Street Names Committee to ensure continuity. The external advisors will however be only ex officio members of the meeting.

## **8. GENERAL POLICY PROVISIONS**

- a) All matters concerning the naming of new streets vest in the Municipality and must be submitted in writing to the Department.
- b) Any person, community or organization within the boundaries of the Mbashe Local Municipality is entitled to propose new names. These names must be forwarded to the Councillor of the ward in order to add the naming as an item on the Ward Committee meeting.

## **9. PROCEDURES FOR IMPLEMENTING POLICY**

- 1) The Head of Department or his/her delegate must evaluate the proposed names against the provisions of this policy.
- 2) The Office of the Speaker will facilitate the public participation process as provided for in the Council's policy.
- 3) If no reply concerning the community's acceptance or non-acceptance of the names is received from the Ward Committee within 30 days from the day the request for acceptance of the names was sent, the names are deemed to have been accepted, and the Council is entitled to consider the proposals.
- 4) Any comments or objections regarding the proposed name changes must be forwarded to the Department for inclusion in the final report to the Council.
- 5) All names must be referred to the Panel of External Advisors by the Chairperson at his/her discretion: their comments, if any, must be included in the report to the Council.
- 6) All names must be referred to Council for consideration.
- 7) Proposed names (on reports) could only be amended once proof of the correct spelling and the resource thereof has been received.
- 8) The relevant parties (municipal departments, the Surveyor – General and the developer or applicant) must be notified of approved names.

