



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Land Transport Policy

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Together we Thrive! E ora ngātahi ana!

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Introduction

Council own and operate a network of more than 1,200km of roads across Central Hawke's Bay with approximately 2/3 sealed and 1/3 unsealed. As well as roads, Council also manage a network of bridges, culverts, walls, signs, footpaths and access-ways. This non-exhaustive list of assets are together referred to as the activities of Councils 'Land Transport' team.

This Policy provides guidance to decision makers at Council and to a range of stakeholders (including our direct residents and road-users) about key aspects of how Council will manage its Land Transport network.

Application

This Policy applies to all Council owned and/or operated/managed land transport assets. This Policy applies to all Council staff and contractors.

Each section of this Policy contains specific direction and a policy position for a specific topic. In total there are **12** topics in this Policy.

Policy Objectives

This Policy is designed to provide clarity and consistency to those making decisions and those affected by decisions on Councils Land Transport network. The Policy is intended to be clear and digestible by a range of stakeholders. Ultimately the Policy contains positions and direction that are designed to deliver on the objectives/principles of Councils Land Transport Strategic Framework.

Governance (Directional) Policy Positions:

Dust Suppression

DESCRIPTION

The effects of dust create issue for road users and property owners on/near unsealed roads. This Policy provides Councils approach to sealing unsealed roads for the purpose of controlling dust and its known effects.

APPLICATION

This Policy applies to all Council unsealed roads.

POLICY POSITION

Property owners with houses adjacent to metal roads may apply to Council for permission to form, pave and seal the road frontage adjacent to their property for a length of 200 metres.

Council will work with the property owner to determine the responsibilities for up-front construction and ongoing maintenance and the standard to which all works are undertaken.

Council will also work with the property owner to determine who will bear the costs of the works. Council will use a set of its own guidelines to inform its decision making process as to whether or not it contributes financially to the works. "Council will consider its own contribution to funding in light of the funds available, the criteria above being met and where external funding is available.

New Footpath Construction

DESCRIPTION

Central Hawke's Bay District Council provides footpaths to the urban areas within the District to enable our citizens to connect with each other and access available services and amenities. The intent of this policy is to ensure that all newly created footpaths and enhancements to existing footpaths (widening) are done in a sustainable and methodical way in order to obtain value for money and meet the highest needs of our various communities.

The district has 68.9km of footpaths spread throughout the various communities. In 2018 Waka Kotahi became an investment partner in footpath maintenance, renewals and new footpath construction with a funding assistance rate of 60%. This supplemented the current rates funding and has allowed the district the flexibility to progress the construction of new footpaths which has necessitated the re-writing of the footpath policy.

In providing the funding assistance Waka Kotahi require that the Districts have a reasonable set of criteria for creating new footpaths based on need, value for money, must be owned by the Council, must have access 24/7 and must be connected to the wider footpath network. This necessitates the Council to have a very well thought out policy for the construction of new footpaths and the widening of others that are sub-standard.

APPLICATION

This policy is applicable to the construction of any new footpaths within the district and to the widening or upgrading of any existing footpaths to increase capacity.

POLICY POSITION

The footpath policy relies on the use of available funding and a simple yet robust weighted multi-criteria decision support tool to prioritise investment. All areas of the district being considered for new footpath construction (either through customer requests or by Council network analysis and assessment) are prioritised using the tool.

The use of the tool will ensure consistent and transparent decision making processes and is intended to:

- Enhance the footpath users experience and access within the district communities
- Ensure that the council footpath construction and widening programme is transparent prioritisation is transparent and passes scrutiny from our public, NZTA, and any auditors
- Ensure value for money by choosing the right project for the right reasons at the right time are completed

Formation, Subdivision and Maintenance of New Roads

DESCRIPTION

This section encompasses all unformed roads and ensure the Council meets its obligations under the LGA 1974 to provide access to all lots within the district

APPLICATION

This will be applied as required throughout the district

POLICY POSITION

The formed roading network will continue to be maintained to the extent outlined in the Council's Road Asset Maintenance Management system (RAMM) of maintained roads

Where existing titles are presently unserved by a formed road, Council will not form a road to serve the title. The owner of the existing title must notify the Council if they wish to form the road and must form the road to the Council's Satisfaction. The formation of a road to a formed status or the improvement of an existing formed road is to be carried out by the owner at the owner's expense.

Where a request for the formation of the road is by way of a subdivision approval it shall be the responsibility of the developer to form the new road up to the first boundary of the last property that needs access in the subdivision. The formed road must meet council specifications as outlined in NZS4404 and the Hastings District Council Code of Compliance

Where a gate across a public road is clearly marked with a permanent sign saying 'Public Access', Council will ensure access by working with the property owner(s).

Use of Road Reserve for Permanent Commercial Display

DESCRIPTION

This Section preserves the integrity of the road and road reserve. Its purpose is to ensure that no objects are placed that would create a safety hazard or a distraction for the road user

APPLICATION

This section will apply to all roads within the District

POLICY POSITION

The use of the road reserve for the erection of permanent signs and displays for commercial purposes is not permitted.

Operational Policy Positions:

Allocation of Property Numbers

DESCRIPTION

Central Hawke's Bay District Council has implemented the Rural Address Property Identification (RAPID) system to ensure all rural property numbers are correct to enable accurate electoral, postal and emergency application. Requests to change numbers from the correct number will not be granted by the Council so as to maintain the integrity of the numbering system. This also includes changing numbers that are duplicated or wrong and assigning the correct numbers.

The carrying out and on-going implementation of this policy shall be the responsibility of the Land Transport Department.

RAPID numbers will be determined using a vehicle equipped with a calibrated Distance Measuring Instrument (DMI) installed in a Council vehicle. Odometers on Council vehicles shall not be used due to their inaccuracy.

Council will comply with the Australian / New Zealand Standard – Rural and Urban Addressing – AS/NZS 4819:2011

APPLICATION

This policy will be applied throughout the District. The original cost of the numbers shall be the responsibility of the Council. The on-going renewal of numbers that become worn or faded will be at the cost of the rate-payer. Numbers that are issued for non-residential rarely used buildings or sections will be the cost of the rate-payer and will be issued by the Council at the request of the rate-payer.

POLICY POSITION

Under the Local Government Act 1974 – 319B, a Local Authority (District Council), for electoral, postal and other purposes may allocate a number to any area of land or building or part of a building within its district and may change the number allocated to any such area of land or building.

One of the main purposes of doing this is to ensure emergency services have the ability to quickly locate a property should the need arise along with providing a unique identifier for property owners for mail delivery and other identification purposes.

This policy is intended to clarify how the Central Hawke's Bay District Council will implement the authority provided under the Local Government Act 1974 – 319B.

The system adopted by most Council's in New Zealand is the Rural Address Property Identification (RAPID) system. The system was chosen in 1991 by a national working party comprised of New Zealand Fire Service, New Zealand Ambulance Board, New Zealand Police, Local Government Association, Land Information New Zealand and Federated Farmers.

RAPID is based on providing a unique number to each property based by dividing the number of kilometres that property is from the start point of the road by 100 (Example: 1.650 kilometres from the start of Blackhead Road provides a property number of 165 Blackhead Road).

Enclosure of Road Reserve (License to Occupy - LtO)

DESCRIPTION

This is the mechanism by which land owners can utilise road reserve for private needs primarily property beautification and grazing

APPLICATION

This will apply to all roads within the district and will be administered using a License to Occupy (LtO) issued from the Land Transport Department. Property owners must contact council for a LtO which will state the conditions the property owner must adhere to.

POLICY POSITION

Property owners or occupiers adjacent to the road may apply to Council for a LtO to occupy land that encroaches into the adjoining road reserve. Should a property owner wish to have an LtO on to a road on a property that is not adjacent to the property they own they must have the written permission of the property owner adjacent to the road reserve and must comply with any wishes of said property owner. All construction, materials and or plantings must meet Council specifications/standards and be approved by the Land Transport Department of the Council prior to any work taking place.

The LtO holder shall be responsible for maintaining all appliances within the enclosed area in good workable condition that meets Council's requirements inclusive of any fences. Council will exercise its right to enter private property to carry out maintenance operations after giving no less than 24 hours' notice to the land owner/occupier, under Section 171 of the Local Government Act 2002.

All enclosures of road reserve shall be at Council's discretion. The Council reserves the right to withdraw the permit to enclose a road reserve by giving 2 months notification to the LtO holder. Council has the right to instruct the LtO holder to remove any item that constitutes a safety hazard or has a negative impact on the road reserve. Any agreement with Council is non-transferable to heirs or subsequent property owners. Heirs and subsequent property owners must re-apply to Council for a permit.

Roadside Stabilisation and Tree Management

DESCRIPTION

This section is for the protection of the road and safety of the road user. It describes the process Council will follow if required

APPLICATION

This will be applied on all land that is identified as instable that threaten the integrity of the road asset

POLICY POSITION

Any land identified as containing areas of instability that threaten the integrity of the road assets from grazing and considered for planting in suitable varieties of trees.

Council will enter into a formal agreement with land owners whereby the maintenance of both trees and fencing are the responsibility of each land owner and whereby upon maturity of the trees (if commercial), the landowner becomes the owner of the timber.

Upon maturity of the trees the landowner may either undertake a replanting programme or, if the area is considered sufficiently stabilised, the land may be returned to pasture.

Stock Underpass

DESCRIPTION

The construction of acceptable stock underpasses to ensure the movement of livestock from one side of the road to the other does not damage the road asset

APPLICATION

This will be applied across the District as requested by the property owner

POLICY POSITION

Financial assistance for the construction of stock underpasses will be in accordance with New Zealand Transport Agency policies. The applicant for construction of a stock underpass will pay the local share remaining after any financial assistance is received from the New Zealand Transport Agency (Waka Kotahi). The applicant will be responsible for the maintenance and cleaning of the structure. The project must be identified as part of Council's Roading Programme and at the beginning of each LTP funding cycle. If the stock underpass is no longer required, then the owner must remove it at their expense and reinstate the road to the Council's satisfaction.

Roadside Weed Control

DESCRIPTION

CHBDC will carry out roadside weed control as required for traffic safety, to prevent re-infestation of adjacent properties and to comply with relevant legislation. Areas where the stability of the ground depends on the presence of those plants will not be treated.

APPLICATION

This applies to all rural roads within the District

POLICY POSITION

Council is responsible as a neighbouring land owner to work with property owners to ensure that weeds that are harmful do not spread and negatively impact property owners. Council is also responsible for the safety of the road user and as such must ensure that road delineation is visible. This will be carried out using a suitably qualified spraying contractor obtained using our procurement strategy

Naming of Streets and Roads

DESCRIPTION

This Policy outlines the requirement required for the naming of streets and roads within the Central Hawke's Bay District

APPLICATION

This will be applied throughout the district.

POLICY POSITION

1. NEW ROADS

Requests for new road names are to be submitted with the application for subdivision consent. The subdivider shall submit three names in order of preference with reasons for the suggestions and results from any consultation undertaken. In cases where subdividers/developers do not wish to submit preferred options for road names, the Chief Executive or a delegated officer will provide three options which will be included in the report that requests a new road name. The Finance and Infrastructure Committee will approve or decline requests.

2. RENAMING ROADS

Council does not encourage the changing of road names because of the cost of the procedures and the inconvenience caused to the public. A name change will only be made if Council considers that the change will result in a clear benefit to the community and the owners of land fronting the road are generally in agreement with the proposal. Reasons for changing road names may include;

- a) Spelling correction.
- b) Prevention of duplication in spelling or sound.
- c) Prevention of confusion arising from major layout changes to the roads.
- d) Geographical corrections.
- e) Issues of cultural sensitivity.

Where an owner or occupier of a property in a particular road or a member of the public seek to have a road name changed and the change does not meet the above criteria for changing road names, Council will only consider initiating the change if:

The request takes the form of a petition signed by at least 80% of the owners whose properties front the road OR Council deems a name change necessary or is requested to do so by emergency services.

The name suggested by the applicants must be acceptable to Council in terms of the criteria for naming new roads.

The applicants or petitioners agree to meet all costs and disbursements incurred by Council (including costs of signs, renumbering, administration, official notifications etc).

The *Finance and Planning Committee* will consider the request and recommend to Council new road names for the roads with reference to the Naming of Streets and Roads Section of this Policy approval criteria and style guide.

3. APPROVAL CRITERIA

The following factors shall be taken into account when selecting names:

- a) Historical or geographical significance.
- b) Well known or previously well-known names of farms, properties or run holdings.
- c) Maori names of local significance. Appropriate consultation and advice from the Maori Consultative Committee may be required.
- d) Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, science, politics, local government, military etc. Naming after persons living should generally be avoided. Permission of surviving relatives should be obtained where deemed appropriate.
- e) Continuing an established theme in a neighbourhood.
- f) 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).
- g) Where an existing street is being extended, the street extension will be the same as that of the existing street.
- h) Names cannot be offensive, racist, insensitive or commercially based.
- i) Council may not necessarily accept the marketing name for the development as a road name for any road within a development.
- j) A new road shall not be named the same or similar to a road already in existence within the Central Hawke's Bay District.
- k) In some circumstances reference to the New Zealand Geographic Board Nga Pou Taunaha o Aotearoa, Rules of Naming in New Zealand may be made by Council to guide its decisions regarding street naming.

4. STYLE GUIDE FOR NAMES

To ensure a consistent standard of road naming, the following style guide should be applied.

a) In general the "road type" of a road will reflect the public nature of a road or the geography of the area. For example, an urban road would be a "Street", "Place", "Avenue" or "Crescent" whereas a remote rural road would be a "Road".

b) Full names will only be used where the name is of reasonable length and the first name needs to be used to correctly identify the individual being commemorated. Full names longer than 15 letters will not usually be considered. In these instances, consideration will be given to using only the surname.

Under no circumstances will initials be used in any part of the name.

c) Short names for short streets, private rights of ways and the like are suggested for practical reasons.

d) Printed symbols such as apostrophes and hyphens should not be used, to ensure the clarity of signs is maximised.

ROAD TYPES

- The road type must reflect the functions and characteristics of the road
- The road type must be selected from the list in Appendix B of the Standard AS/NZS 4819:2011
- Council reserves the right to require the use of a different term if it believes that the term suggested is not suitable

NUMBERING

Once the Road/ Accessway name has been approved, Council will allocate numbers to the affected properties. Council will update their records and forward details to LINZ, NZ Post and the local delivery centre in Napier, Chorus, Emergency Services contacts via Corelogic (Terralink & Property IQ) and Hawke's Bay Regional Council via Quoteable Value. Property Owners will need to update their own records and contact details accordingly.

5. PRIVATE WAYS AND ACCESS DRIVES

Clause 4.2.1 of the NZ Standard Rural and urban addressing AS/NZS 4819:2011 *Check reference* states that all formed roads, including private roads, that are generally open to the public or to services shall be named except as set out in Clause 4.2.2 *check reference* where it allows roads and accessways servicing five sites or less to not be named. The District Plan requires that access to more than ten lots must be by legal road.

REQUEST FOR A NEW ACCESSWAY NAME

- The subdivider/developer shall submit to Council three names in order of preference with reasons for the suggestions and results from any consultation taken
- Proposed names must comply with NZ Standard Rural and urban addressing AS/NZS 4819:2011 *check reference*

- In cases where subdividers/developers do not wish to submit preferred options for private accessway names, the Chief Executive or a delegated officer will provide three options
- Preferred option(s) will be presented to the Council
- Council and Land Information New Zealand (LINZ) can approve or decline the preferred name if they believe that it is not suitable

ACCESSWAY NAME SELECTION

The following provides some guiding principles on choosing new names. Short names that consist of a single word are preferred. The Name must

- be unique, clear and unambiguous.
- be shorter in length, rather than longer, especially where the road itself is short
- be easily pronounced and spelt and be easily understood when written or in conversation

The Name must not:

- be offensive, racist, derogatory or demeaning
- include apostrophes or hyphens
- be the same or similar to an existing road name within the Central Hawkes Bay District

SIGNAGE & COSTS

- Accessway signage, installation and maintenance is at the cost and responsibility of the subdivider/ developer
- Signage must comply with the relevant sign rules as set out in the District Plan. The main contact for signage requirements is the *Senior Planner Landuse Consent check reference* at Council
- The subdivider/developer may wish to add the words Private Way to the road sign

Current and future maintenance and road sealing of Private Accessways does not fall under the responsibility of Council.

AS/NZS 4819:2011 Appendix B: list of the 32 official road types

Road Type	Abbreviation	Description	Open Ended	Cul-de-sac	Pedestrian Only
Alley	Aly	Usually narrow roadway in a city or towns.	x	x	
Arcade	Arc	Covered walkway with shops along the side.			x
Avenue	Ave	Broad roadway, usually planted on each side with trees.	x		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	x		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	x	x	
Close	Cl	Short enclosed roadway.		x	
Court	Crt	Short enclosed roadway, usually surrounded by buildings		x	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	x		
Drive	Dr	Wide main roadway without many cross-streets.	x		
Esplanade	Esp	Level roadway along the seaside, lake or a river.	x		
Glade	Gld	Roadway usually in a valley of trees.	x	x	
Green	Grn	Roadway often leading to a grassed public recreation area.		x	
Grove	Grv	Roadway that features a group of trees standing together.		x	
Highway	Hwy	Main thoroughfare between major destinations.	x		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway.	x	x	x
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	x		
Mall	Mall	Wide walkway, usually with shops along the sides.			x
Mews	Mews	Roadway in a group of houses.		x	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	x		
Place	Pl	Short, sometimes narrow, enclosed roadway.		x	
Promenade	Prom	Wide flat walkway, usually along the water's edge.			x
Quay	Qy	Roadway alongside or projecting into water.	x	x	
Rise	Rise	Roadway going to a higher place or position.	x	x	
Road	Rd	Open roadway primarily for vehicles.	x		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	x	x	
Steps	Stps	Walkway consisting mainly of steps.			x
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	x		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	x	x	
Track	Trk	Walkway in a natural setting.			x

Walk	Walk	Thoroughfare for pedestrians.			x
Way	Way	Short enclosed roadway.		x	x
Wharf	Whrf	A roadway on a wharf or pier.	x	x	x

Ad Hoc Road Signs

DESCRIPTION

Council will ensure that:

1. The requester will bear the cost of the road signs, their installation and their maintenance.
2. All signs will meet council specifications before they are approved
3. The road signs will remain in place for as long as Council determines that they are necessary. Once the sign is deemed unnecessary the requester will be notified and asked to remove the sign. Should the requester fail to remove the sign in a reasonable time frame then the Council will remove the sign and invoice the requester for all costs incurred

APPLICATION

This section will apply to all Ad Hoc Road Signs requested

POLICY POSITION

This section allows individuals and groups to install ad hoc signage within the road reserve and defines the parameters within which they are allowed.

Council also has a mandate to ensure that the road reserve remains uncluttered and that signage does not create a distraction for the user of the road thus creating a safety hazard

Vehicle Crossings

DESCRIPTION

This policy describes outlines the Council's and the ratepayers responsibility for the construction and maintenance of vehicle crossings in the Central Hawke's Bay District

APPLICATION

This policy applies to all accesses throughout the District

POLICY POSITION

Council has determined that property owners are responsible for the construction of vehicle crossings to Council specifications and procedures subject to approval by Council, and once constructed they are also required to maintain the vehicle crossing to Council's standards and specifications. The rationale for this policy is that property owners gain the greatest benefit of having vehicle crossings from the road to their property. As this is largely a private benefit, it would be unfair and inequitable for ratepayers to bear this cost. By requiring property owners to be responsible for their own vehicle crossings there will be a reduced burden on ratepayers for the future maintenance of these crossings. **FINAL**