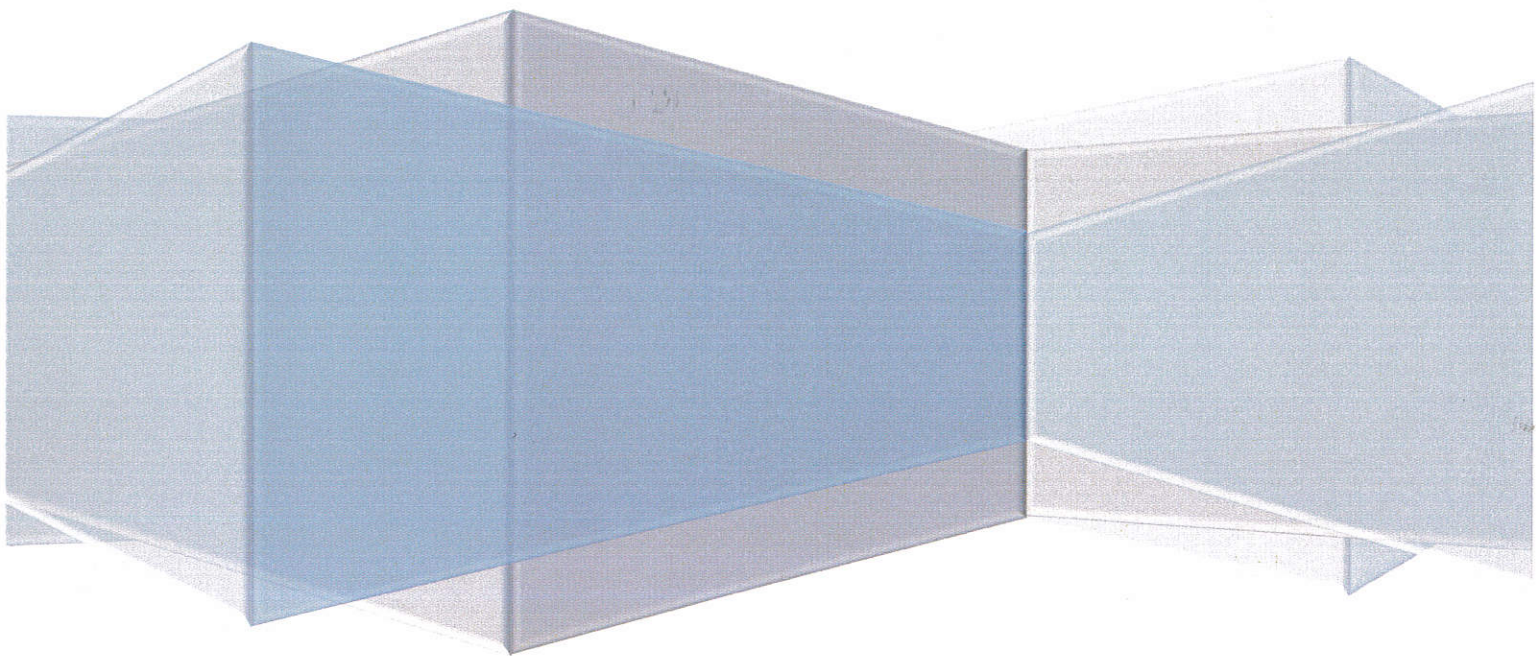


City of Windhoek

Street and Place Naming Guidelines

APPROVED BY COUNCIL RESOLUTION 76/04/2017



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1 Introduction and Background

The City of Windhoek is the Local Authority responsible for the administration of the street naming and renaming within its boundary. This administrative function is performed in order to ensure that all properties in the City are allocated official addresses. Street Addresses are an important urban navigation tool to the City's officials, residents, visitors and businesses.

Naming of streets and places is also an important element of service delivery as it promotes legibility and facilitates the effective delivery of services such as water and electricity, emergency services and also policing functions.

The naming and renaming of streets and places after persons who made an impact on the development of the City is a way of etching the country's history, both pleasant and not so pleasant, in the memory of people; and also to honour individuals for their contributions to the development of the country and the City and should therefore be done with careful consideration since it may have an impact on current and future users of a particular street or place.

2 Framework

The legislative framework within which the street and place naming and renaming is undertaken is the Local Authorities Act, Act 23 of 1992. Of particular relevance is Section 94 (1) (f) that stipulates as follows:

“the regulation of the naming from time to time of streets, and the numbering of houses, buildings and places in such streets”

3 Purpose of the Policy

- 3.1 The purpose of the policy is to provide a consolidated document to be used in the processes of naming and renaming of public places and streets within the City of Windhoek.
- 3.2 To ensure an inclusive, consultative and transparent process that enjoys public support when a proposal for a name change is received;
- 3.3 To facilitate the replacement of controversial, historical irrelevant and offensive names within Windhoek;
- 3.4 To facilitate the allocation of street names to new townships to be established in Windhoek; and

- 3.5 To serve as a guide to all private township developers within Windhoek on procedures to be followed in the allocation of street and place names.

4 Establishment of Committee

There shall be established a Committee under Section 30 (1) (w) exclusively dealing with the naming and renaming of public places and streets.

4.1 Composition of Committee

- 4.1.1 The committee will comprise of not less than eight (8) and no more than ten (10) members.

- 4.1.2 The committee shall consist of :

- 4.1.2.1 Three (3) Councillors nominated by Council,

- 4.1.2.2 Five (5) members from the public with expertise or experience in one or more of the following: town planning, onomastics, history, culture, linguistics, land survey, reconciliation and religion nominated by the Department of Community Services following consultation and acceptance of the nomination,

- 4.1.2.3 Two (2) staff members – one (1) representing the Department of Community Services and one (1) representing the Office of the Chief Executive Officer (the latter shall be staff member designated by the Chief Executive Officer).

- 4.1.3 The Department of Community Services shall perform the secretarial functions of the committee.

- 4.1.4 The Department of Community Services shall motivate and submit the names of the public members to Council for consideration.

4.2 Quorum of the committee

A simple majority of the Committee shall form the quorum.

4.3 Terms of office

- 4.3.1 The Committee shall hold office contemporaneous with the term of Council.
- 4.3.2 A member of the committee is appointed for a period of five (5) years.
- 4.3.3 A member of the committee may be re-appointed for a consecutive term of office.
- 4.3.4 Council may terminate a person's membership to the Committee.
- 4.3.5 If a member dies or resigns, Council must appoint another person to fill that vacancy for the remaining portion of the term of office of that member.

4.4 Meetings of the committee

- 4.4.1 The Chief Executive Officer must convene the first Committee meeting, thereafter the Chairperson of the Committee must be elected from the Members of the Committee.
- 4.4.2 The Strategic Executive Community Services will convene all other meetings including urgent meetings.
- 4.4.3 The committee will meet once every quarter or four (4) times a year and when convened by the Chairperson as often as necessary to consider urgent matters.
- 4.4.4 In the absence of the Chairperson, the members present at the meeting must elect from amongst themselves a Chairperson for the purpose of that meeting.

4.5 Functions of the committee

The primary functions of the Committee are to:

- 4.5.1 Assess and evaluate all naming and or renaming proposals received against the criteria as spelt out in this policy.
- 4.5.2 Recommend to Council proposed names for public places and streets within the Municipal boundary of Windhoek.

4.6 Allowances of members of the committee

Members of the committee shall not receive any remuneration and serve on a voluntary basis.

4.7 Annual report of the committee

In order to ensure that proper record keeping is maintained the committee will compile an annual report on the following;

4.7.1 Current names that were changed;

4.7.2 New names that were proposed and accepted

This report shall be held with the City's Registry for record keeping purposes.

4.8 Policy Review

This policy is subject to review as and when the regulatory; social and or the local authority environment require change.

5 Principles to be followed in naming streets and places

The principles detailed below should be adhered to in considering all submissions/proposals and petitions for the naming and renaming of public places and streets.

The following principles shall apply:

5.1 Proposed street names must be kept short.

5.2 Names of people, places, or objects may be used.

5.3 Names can be in all languages and should be easily pronounceable by Namibian citizens.

5.4 For record keeping purposes, information with regards to the proposed name, identity of a personal names, biography and activities the person was involved must accompany the proposal letter. This is important in cases where notable persons names are submitted as proposed for naming or renaming after streets or public places.

- 5.5 Names of the same object but in different languages can occur but are preferably to be avoided.
- 5.6 Names with similar sounds but different spelling cause confusion and should be avoided.
- 5.7 When personal names are used, the preferred form is to use only the surname, for instance, "Smith Street", the full name should be used, for example "Joan Harrison Street". A third alternative, which allows names to be kept in short form, is to use initials and surname, for example "H G Veii Street".

6 The naming of places and streets after deceased persons

- 6.1 The person must have popular support.
- 6.2 The person is credited with outstanding achievement, for example, in the areas of cultural, educational, social, sport or economic development.
- 6.3 The person should have greatly contributed towards promoting a positive image of Namibia and Windhoek.

7 Guidelines to be followed in renaming existing public places and streets

- 7.1 In an effort to keeping with previous Council Resolutions, streets should, as a general principle:
 - 7.1.1 be named after people, places, events and things related primarily to the City and its citizens and; b) Secondly, to Namibia at large.
- 7.2 The following are the criteria that will be applicable in the naming or renaming of public places and streets:
 - 7.2.1 To commemorate noteworthy persons associated with the City, Namibia, Africa and the international community of which the City is part of;
 - 7.2.2 To commemorate local history, places, events or culture;
 - 7.2.3 To promote names with powerful positive meanings for people, so as to provide opportunities to promote Community harmony;
 - 7.2.4 To recognise native wildlife, flora, fauna or natural features related to the community and the City of Windhoek;
 - 7.2.5 To recognise communities which contribute to the ethno-racial diversity of Windhoek City;
 - 7.2.6 To strengthen community identity;

- 7.2.7 To use names that can serve as locational tools and navigational aids for a predictable, manageable, and orderly environment (names are the beginnings of journeys or destination); and
- 7.2.8 To use names that creates a sense of place.
- 7.2.9 Preference shall be given to names of local area or historical significance.
- 7.2.10 Names of living persons should only be used in exceptional circumstances such as to celebrate Windhoek's rich heritage of struggle for a democratic, non-racial society and to acknowledge the contribution that many of the City's residents have made to the development of the City or Namibia.
- 7.2.11 Names should be grouped in categories for use in the same areas, for instance, the names of birds are used in certain extensions of Khomasdal, and whilst the names of historical figures are used in other townships; new developments can accommodate new trends in the naming of streets.
- 7.2.12 Renaming proposals must recognise persons who, in their lifetime demonstrated outstanding contributions to the City and the country at large. The following criteria must be met:
- 7.2.12.1 Persons nominated dead or alive should have made a substantial contribution directly to the City of Windhoek or Namibia at large;
- 7.2.12.2 The person must have given extensive or distinguished service to the community that goes beyond any doubt to Council;
- 7.2.12.3 The service should be easily recognisable as having a direct benefit to the City or Namibia at large and should be such that it has produced substantial benefit to the well-being of the citizens of the country; and
- 7.2.12.4 Nominees in the case of a Windhoek resident should have lived within the City of Windhoek for a significant number of years (significant usually means at least 15 years) and have had a long and close association and identification with the City.
- 7.2.12.5 Nominations by foreigners shall be done by their direct diplomatic representatives through both the Ministry of International Relations and Ministry of Urban and Rural Development.

8 Names to be avoided

- 8.1 There must be no duplication of a name within the City.
- 8.2 Names for public streets must not be construed as commercial advertising.

- 8.3 Cumbersome, corrupted or poorly modified names, discriminatory or derogatory names from the point of view of race, sex, colour, creed, political affiliation or other social factors shall be avoided.
- 8.4 The reuse of former street names should be discouraged because of the confusion it causes in property records management.
- 8.5 Names of living people are to be excluded, except when the age of the proposed persons reach or exceed 70 years.
- 8.6 In addition to the guidelines the City will consider the following when renaming the City's streets:
 - 8.6.1 The historical reasons for the original name;
 - 8.6.2 The public profile or familiarity of the public place and street's original name;
 - 8.6.3 The cost associated with changing the place or street's name; that is, the cost of replacing street and traffic signs;
 - 8.6.4 The relevance of the proposed new name to the place and street's main user group; and
 - 8.6.5 The potential confusion created for emergency and other municipal services, commercial delivery services, and the travelling public.

9 Current streets and places that should not be renamed

The renaming of public places and streets which have the following characteristics is discouraged, i.e. streets that:

- 9.1 Have a name that reflects a positive historical event within the City of Windhoek;
- 9.2 Have a name that has specific relevance to the people of Namibia; and
- 9.3 Public places and streets that have already been renamed after a person associated with the City and people of Windhoek.

10 Process by which proposals for naming or renaming shall be made

- 10.1 Any citizen or person, Community or organisation in the geographical area of the City of Windhoek shall be entitled to propose the naming of new streets or renaming of an existing street in accordance with policies and procedures accepted by Council.
- 10.2 Application for the naming or renaming of streets/places shall be in writing under the name of the person making the proposal, and include details of

the affected street or place, proposed new name, background of the name to be eliminated, and fully motivated reasons which shall include research references, evidence of professional or community support of the name proposed.

- 10.3 Proposals may include the results of referenda, minutes of a concerned group or similar consultation within communities by way of evidence of support or opposition but which Council shall not consider as defining criteria.
- 10.4 Proposals will be received by the Chief Executive Officer, and forwarded to the Strategic Executive Community Services for report and preparation of a submission to the Committee.
- 10.5 The processing shall be strictly according to the proposed procedures provided in the Policy.
- 10.6 Proposals will be considered by the Street and Public Places Naming Committee who will make recommendations to Council.
- 10.7 The Council of the City of Windhoek will take the final decision on whether to accept the proposed name or not.

11 Public Participation

In order to ensure a transparent and fair process in the renaming of public places and streets, the following shall be followed:

- 11.1 The level of public participation must be reflective of the size, and importance of the street or public place to be named or renamed.
- 11.2 Council will place an advert in two (2) local newspapers for one week advertising the proposed renaming of a street or public space calling for objections from the public.
- 11.3 In cases where the street is short, the city may invite objections from all residents in the surrounding by way of registered mail.
- 11.4 A member of the public who has objections against the renaming of a place or street will have twenty one (21) working days to lodge the objections with Council.
- 11.5 Council shall retain the right to reject any objection with reasons and refuse the renaming of a public place or street.
- 11.6 Council's decision shall be final and no further objections may be entertained.

10 Annexures