



**CITY OF TSHWANE GEOGRAPHICAL NAMES
POLICY, 2021**

ECONOMIC DEVELOPMENT AND SPATIAL PLANNING DEPARTMENT
CITY PLANNING AND DEVELOPMENT DIVISION

CITY OF TSHWANE GEOGRAPHICAL NAMES POLICY, 2021**ARRANGEMENT OF THE POLICY**

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CHAPTER 1: INTRODUCTION AND LEGISLATIVE CONTEXT**1. Background****1.1 United Nations Group of Experts on Geographical Names**

The United Nations Group of Experts on Geographical Names (UNGEGN) was established in pursuance of Economic and Social Council Resolutions 715 A (XXVII) of 23 April 1959 and 1314 (LXIV) of 31 May 1968 to further the standardisation of geographical names at national and international level.

In order to continuously coordinate achievement of the required results across the world, the UNGEGN performs its work by means of divisions based on geographical proximity and the linguistic systems in use in the world. The Africa South Division, which consists of Botswana, Lesotho, Malawi, Namibia, South Africa, Swaziland and Zimbabwe, is one of four African divisions.

Recognising that national standardisation is a basic requisite for international standardisation and that each country has the sovereign right to decide on the names and written forms for its features, the United Nations recommended that each country should have a national geographical names authority to standardise its names.

1.2 The South African Geographical Names Council

The South African Geographical Names Council (SAGNC) is an advisory body that was appointed in terms of the South African Geographical Names Council Act, 1998 (Act 118 of 1998) (the Act).

The objectives of the SAGNC include implementing, promoting and ensuring the standardisation of geographical names and facilitating the transformation processes for geographical names. A priority of the SAGNC is to ensure that the general public of South Africa is involved in the naming process.

According to Regulation 3(2) to the Act, the criteria for deciding whether or not a geographical name is to be regarded as a national competence are as follows:

- Geographical names that are of national interest may include towns, suburbs and any form of human settlement, post offices, railway stations, highways and government dams.
- They may also include natural land forms such as mountains, hills, rivers, streams, bays, islands, passes, etc.

The SAGNC is also responsible for facilitating the establishment of provincial geographical names committees such as the Gauteng Geographical Names Committee (GGNC) in terms of Section 2(2)(a) of the Act.

1.3 Gauteng Geographical Names Council

The GGNC was established in terms of Section 2(2)(a) of the Act.

This provincial geographical names committee advises municipalities, including the City of Tshwane, and works with municipalities to ensure they apply the principles of the SAGNC. The GGNC makes recommendations to the SAGNC on geographical features in provincial boundaries and liaises with communities and/or municipalities and the SAGNC. The GGNC does preparatory work for submitting names to the SAGNC and is responsible for ensuring that local communities and other stakeholders are adequately consulted.

1.4 Tshwane Geographical Names Committee

In order to advise the City of Tshwane on the naming and renaming of public places and streets, the City's Council established the Tshwane Geographical Names Committee (TGNC) in terms of Section 79 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998).

This committee consists of a number of councillors elected by Council to serve on it. The role and function of the TGNC are to ensure that reports that are submitted for naming and renaming public places and streets and that reports for the approval of names for the Geographical Names Bank and other *ad hoc* reports are in line with the approved policy and prevailing legislation. The TGNC does not have delegation or decision-making powers with respect to the approval of public places and street names, but it makes recommendations to Council in this respect.

2. Introduction

Geographical names fulfil a dual role. The first is a cultural role in terms of the messages they convey, which means messages that express the soul of the country, often in an exuberant and spontaneous manner, and the second is a technical role in terms of their locational function.

Geographical names include the names of natural (topographical) features and the names of features created or adapted by humans, and they are used to refer to populated as well as unpopulated places.

Geographical names can be used to reaffirm traditional cultures and national identity and are important for reference purposes in conservation, education and training, tourism, trade and commerce, transportation, regional and environmental planning, science and technology, search-and-rescue operations, and in people's ordinary orientation and communication.

According to SAGNC Regulation 3(1), the criteria for deciding whether or not a geographical name is to be regarded as a local competence are as follows:

- The area must be situated within the jurisdiction of the municipality.
- Geographical names of local concern include streets, municipal buildings, squares, local parks, cemeteries and privately owned buildings.

All matters concerning the naming of public street and municipal properties or public places vest in a municipality. Therefore, all organs of state, developers, and any other bodies or persons who wish to apply for naming or renaming any

local geographical feature must submit an application in writing to the municipality.

3. Objectives of the policy

The objectives of this policy are to –

- enhance the quality of life of people in Tshwane by providing public place names and street names;
- standardise, transform and correct the naming of public places and street names in the area of jurisdiction of the City, subject to national and provincial legislation;
- enable the City to implement naming and renaming of public places and streets in order to reflect the rich diverse cultural, natural resources, religious, ethnic and historical heritage of the area; and
- have clear guidelines, rules and procedures for naming and renaming public places and streets so that it can be done in a constructive and transparent manner.

4. Legislative context

This policy is embedded within the context of national, provincial and municipal legislation and takes cognisance of the following legislation:

- Constitution of the Republic of South Africa, 1996
- South African Geographical Names Council Act, 1998 (Act 118 of 1998)
- Regulations on the Standardisation of Geographical Names, published in *Government Gazette 24999* of 7 March 2003 by Notice R339
- Land Survey Act, 1997 (Act 8 of 1997)
- Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)
- Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)
- Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) (SPLUMA)
- National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977)
- Companies Act, 2008 (Act 71 of 2008)
- Sectional Titles Act, 1986 (Act 95 of 1986)
- Deeds Registries Act, 1937 (Act 47 of 1937)
- National Heritage Resources Act, 1999 (Act 25 of 1999)
- Rationalisation of Local Government Affairs Act, 1998 (Act 10 of 1998)
- Town-planning and Townships Ordinance, 1986 (Ordinance 15 of 1986)
- Local Government Ordinance, 1939 (Ordinance 17 of 1939)
- City of Tshwane Land Use Management By-law, 2016

CHAPTER 2: DEFINITIONS AND CATEGORISATION OF APPLICATIONS

5. Definitions

In this policy, unless the context indicates otherwise, the following terms shall have the following meaning:

“the Act” means the South African Geographical Names Council Act, 1998 as published on 2 December 1998 and as may be amended from time to time

“allocate” or **“allocation”** means to indicate on a map the specific location of a street name to be endorsed on the general plan of the township

“applicant” means –

- (a) an owner(s); or
- (b) a duly authorised person on behalf of the owner;
- (c) any body or person under whose control and management a property(ies) falls in terms of Local Government Ordinance, 1939, or the relevant legislation related to property(ies) or land within the jurisdiction of the City; and
- (d) any person, community or organisation located within the boundaries of Tshwane

who submits a local geographical name application

“body corporate” means a body corporate as contemplated in the Companies Act, 2008 and the Sectional Titles Act, 1986

“building” means a building as contemplated in the National Building Regulations and Building Standards Act, 1977

“the By-law” means the City of Tshwane Land Use Management By-law, 2016 as amended from time to time

“City” means the City of Tshwane Metropolitan Municipality or its successor in title as envisaged in Section 155(1) of the Constitution established under Sections 11 and 12 in 2000 and amended by Notice 1866 of 2010 in terms of the Local Government: Municipal Structures Act, 1998 to perform the duties assigned to it in terms of the prevailing legislation

“community” means the residents, as may be determined by the City, who may have diverse characteristics but who live in a particular area with common interests, agendas and causes, and who may or may not be linked by social ties, may share common perspectives, and may engage in joint action in geographical locations or settings

“Constitution” means the Constitution of the Republic of South Africa, 1996, as may be amended from time to time

“contact details” means sufficient details, including but not limited to a name, surname, telephone number (business or private), email address, and postal and residential address that will enable a municipality or organ of state to contact a person for the purposes of executing their functions in terms of this policy, and in so far as it relates to an organ of state, the details of a contact person within the employ of the organ of state

“Council” means the municipal council of the City of Tshwane as contemplated in Section 157 of the Constitution

“the Department” means the department or any institutional administrative body responsible for development planning and toponymy as part of the municipal planning function of the City that is appointed to administer development planning powers, functions and duties, and the processing and implementation of local geographical name applications in the City at any time, as may be approved by Council

“duplication of street names” means the repetition or near-repetition (identical or similar spelling or pronunciation) of already approved street names within the jurisdictional area of the City, which may include translation into other languages

“erf” means land in an approved township registered in a deeds registry as an erf, lot, plot or stand or as a portion or the remainder of any erf, lot, plot or stand or land indicated as such on the general plan of an approved township and includes any particular portion of land laid out as a township which is not intended as a public place, whether or not such a township has been recognised, approved, established and proclaimed as such in terms of the By-law

“GGNC” means the Gauteng Geographical Names Council as established in terms of Section 2(2)(a) of the Act

“general plan” means a general plan approved by the Surveyor General in terms of the Land Survey Act, 1997

“geographical feature” means a man-made or natural feature of the earth. Natural geographical features consist of landforms, and ecosystems such as types of terrain are also natural geographical features

“geographical name” means the name of any terrestrial feature within the borders of the Republic of South Africa, with the area of jurisdiction of the Republic acquired by treaty, whether –

- (a) natural or man-made or adapted by human agency; or
- (b) populated or unpopulated

“Geographical Names Bank” means a database that contains approved local geographical names within the area of jurisdiction of the City

“informal area” means the informal occupation of land by persons, none of whom are the registered owner of such land, which persons are using the land primarily for residential purposes, with or without the consent of the registered owner and established outside existing planning legislation, and it may include any settlement or area under traditional tenure

“interested and affected person”, unless specifically delineated, means any person or group of persons, legal entities or bodies that can demonstrate their interest in the local geographical name application

“language practitioners” means officials from the Language Services Section of the City who provide a linguistic service in terms of translation and/or verification of the correctness of reports and proposed names in their specific official language capacity

“layout plan” means a plan that indicates information relevant to a naming and/or renaming application and includes the relative locations of erven, public places, roads and adjacent township names

“TGNC” means the Tshwane Geographical Names Committee as appointed by Council in terms of Section 79 of the Local Government: Municipal Structures Act, 1998

“local authority” and “municipality” have corresponding meanings

“local competence”, in terms of Section 3(1) of Regulation 339 of 2003, on the standardisation of geographical names, is when –

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

“local geographical feature” means a man-made or natural feature within the jurisdiction of the City

“local geographical names” include but are not limited to township zone names, township names, public street names, private street names and the names of municipal properties, such as cemeteries, clinics, care centres, halls, libraries, markets, museums, nature reserves, parks, public open spaces, and sport and recreation centres, that are for the use and benefit of the general public and are owned by or vests with the City to which the public has a common right of access. They also include right-of-way servitudes in favour of the general public that are normally used as public streets

“local geographical name application” means one of or a combination of the following applications submitted by or to the City under Chapter 5 of this policy with the intention to obtain approval

“Minister” means the Minister of the Department of Arts and Culture or his/her successor in title

“municipal property” means an immovable asset that is owned by the City or vested under its management and control. This includes but is not limited to cemeteries, clinics, care centres, halls, libraries, markets, museums, nature reserves, parks, public open spaces, and sport and recreation centres

“notice” means a written notice and **“notify”** means to give notice in writing, which may include the notice being sent by electronic means or, where the context requires, a notice served or published in the *Gauteng Provincial Gazette* or in other media

“organ of state” means an organ of state as defined in Section 239 of the Constitution

“owner” means any body or person that is registered in a deeds registry as contemplated in Sections 1, 2 and 102 of the Deeds Registries Act, 1937, as the owner of land or beneficial owner in law and includes a municipality or any other organ of state as an owner or where properties have been vested and is under the control and management of the City in terms of Section 63 of Local Government Ordinance, 1939

“owners’ association”, “property owners’ association”, “homeowners’ association” and/or **“voluntary association”** means an owners’ association established in terms of the relevant legislation, rules and regulations related to the establishment thereof, for the purposes of coordinated management of an area or community as contemplated in Section 34(3) of the By-law

“policy” means a set of guidelines that assists the City to make decisions in terms of its legislative authority and to give guidance on processes and procedures, and is therefore part of its constitutional and legislative framework; in this instance the City of Tshwane Geographical Names Policy, 2020

“private street” means a street that is not regarded as a public street that in the opinion of the City can be regarded as a private street and may include, predial right-of-way servitudes, roads and roadways inside full-title developments, sectional title schemes, or developments governed through a non-profit company, previously known as a Section 21 company or homeowners’ association. A body corporate or homeowners’ association will thus be regarded as the owner of the street or where a right-of-way servitude is registered in its favour or in favour of any member of such body or association

“proclaimed township” means an township as defined in the By-law

“property(ies)” means any erf, erven, lot(s), plot(s) or stand(s), portion(s) or part(s) of farm portions or agricultural holdings that are registered in the deeds registry as such

“province” means the province of Gauteng in terms of the Constitution

“public participation” means the process by which the ward councillor and/or the City consult with communities (including but not limited to residents, interested or affected individuals, organisations and stakeholders) to afford

them the opportunity to take part in the naming and/or renaming process for local geographical features

“public place” means any open and/or enclosed place, park, street, road, bridge, public transport area or thoroughfare or other similar area of land shown on a general plan or diagram which is for the use and benefit of the general public and is owned by or vests with the City to which the public has a common right of access, and includes a public open space and a servitude for any similar purposes in favour of the general public as contemplated in SPLUMA and Section 63 of Local Government Ordinance, 1939

“public street” means any street, road or thoroughfare that is 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 general public as contemplated in SPLUMA and Section 63 of Local Government Ordinance, 1939

“regional coordinator” means an official from the City of Tshwane Office of the Speaker who provides a support service in terms of liaison with ward councillors and communities, who renders a service to arrange community participation meetings, and who liaises with secretariat services to ensure that all relevant documents are supplied to the Department after a public participation meeting was concluded

“Registrar of Deeds” means a registrar as defined in the Deeds Registries Act, 1937

“registered public streets” means public streets that are situated in proclaimed townships

“SAGNC” means the South African Geographical Names Council appointed in terms of the Act

“servitude” means a servitude registered against a title deed of a property(ies) or which has been created through legislation

“SPLUMA” means the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013), as amended from time to time

“street” means a street and includes the definitions in Section 63(6) of Local Government Ordinance, 1939. It further means a road in the jurisdictional area of the City that serves, among others, single or multiple houses, businesses, shops or similar types of buildings or developments as may be determined by the City. For the purposes of this policy, “street” is used as a collective term for avenues, roads, boulevards, bypasses, circles, closes, places, crescents, cul-de-sacs, drives, freeways, highways, lanes and roads

“street code” means a unique code that has been assigned to a street that does not have an approved street name in order to provide an address to a specific location

“**street type suffix**” means the element of the complete street name following the name that indicates the type of street as defined in the SANS1883-1 Geographic Information Address Standard: Data Format of Addresses, 2009, as may be amended from time to time. The different types of street type suffix are as follows:

“**avenue**” means a wide and attractive city street, lined with trees and smaller than a boulevard

“**boulevard**” means a wide, prestigious street, usually a traffic artery or primary road

“**bypass**” means a wide road which runs around a densely populated suburban area to allow traffic to flow past

“**circle**” means a ring road that starts and ends at the same point

“**close**” means a blind alley or cul-de-sac

“**crescent**” means a ring road or street with an arch which subtends an angle of less than 180°

“**cul-de-sac**” means a street with a single entrance that is also the exit

“**drive**” means a picturesque route or a private carriageway to a dwelling

“**freeway**” means a dual carriageway with grade-separated intersections and interchanges at intervals of about 5 km

“**highway**” means a dual carriageway with controlled grade-separated intersections at intervals of about 500 m

“**lane**” means a narrow road or trail (alley), often for service vehicles only

“**place**” means a blind alley or cul-de-sac

“**road**” means a public communication road (generally used to describe thoroughfares outside built-up areas)

“**street**” means a road in a city or town that serves houses, businesses, shops, etc

“**Surveyor General**” means the Surveyor General as defined in the Land Survey Act, 1997

“**title deed**” means any deed that is registered in a deeds registry and that records ownership of land, and it includes deeds of grant and 99-year leasehold titles or such tenure as may be recognised in law

“**toponymy**” means 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 subject of toponymy is anything that can pass as a geographical name, which includes the names of cities, towns, provinces, regions, districts, mountains, rivers, farms, streets and buildings

“township zone name” means a distinct name that is 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

“township name” means the name that is allocated to a new township establishment or division thereof read with the provisions of the By-law. This name consists of the township zone name and the next available extension number. Names of new township developments must be allocated by the City in accordance with the provisions of the By-law

“unregistered public streets” means public streets that are situated in townships, which were approved by the Surveyor General’s office, but the townships are not yet approved or registered in terms of the By-law or any other legislation of which notice has been given in the Gauteng *Provincial Gazette*

6. Categorisation of applications

6.1 Category 1: Provincial and national government delegations

According to Regulation 339 of the Act, this regulation relates as follows to the standardisation of geographical names (in accordance with Government Notice 24999 of 7 March 2003):

3(2)(b) Geographical names of national concern include: towns, suburbs, and any form of human settlement, post offices, stations, airports, harbours, highways, mountains, streams, rivers, bays, points, islands, wetlands and national parks.

Council can only recommend names in this category for approval or submit comments on the following types of names to the GGNC and the SAGNC:

- Naming a township zone
- Renaming a township zone or proclaimed township
- Naming any local geographical feature under the jurisdiction of the provincial or national government, such as rivers, streams or mountains
- Geographical features of provincial or national importance
- Any property that falls in the jurisdiction of the national or provincial government

6.2 Category 2: Municipal delegations

According to Regulation 339 of the Act, this Regulation relates as follows to the standardisation of geographical names (in accordance with Government Notice 24999 of 7 March 2003):

3(1)(b) *Geographical names of local concern include: streets, municipal buildings and squares, local parks and cemeteries.*

Council can approve the following types of name:

- Reserving a new township name
- Naming public streets
- Renaming public streets
- Naming private streets
- Renaming private streets
- Naming municipal properties
- Renaming municipal properties
- Submitting names for the Geographical Names Bank
- Selecting names from the Geographical Names Bank
- Proposing a person's name for a local geographical feature
- Naming any specific right-of-way servitude that is registered in favour of the general public and is nominally used as a public street
- Any other local geographical name application that is not mentioned above for naming or renaming an entity that is owned and managed by the City as may be determined by the City from time to time

CHAPTER 3: GUIDELINES FOR NAMING**7. Mandatory guidelines**

- (1) The length of street names must always be considered in terms of the cartographic layout of maps, which means shorter names for shorter streets and longer names for longer streets. Shorter streets that give access to fewer than six erven or properties should retain the same name as the street that cuts across it. Cul-de-sacs or places with a street length of more than 50 metres should be allocated a street name.
- (2) When the name of a person (living or dead) is proposed, a motivation and consent for proposing a person's name must be completed and submitted. No local geographical name application being named after a person will be accepted without the above-mentioned motivation and consent form.
- (3) If a natural or man-made physical barrier is removed so that two or more streets are joined, the affected streets must be given the same name in order to prevent one street from having two or more names, thus leading to confusion.
- (4) All named streets must have a definite start and end point such as an intersection, including a T-junction, cul-de-sac, Y-junction or river.
- (5) Changes in direction or bends in a street are not regarded as starting or end points for streets.
- (6) If a street is extended in the same direction, the new section must have the same name as the rest of the street. Alternatively, the entire street must be renamed (see Schedule 5).
- (7) No street name may be duplicated. A name will not be regarded as duplicated when it is translated into other official languages and the spelling and pronunciation are not the same.
- (8) Multilingual street names: The street name that appears on the approved Surveyor General's general plan must be used as the primary street name.
- (9) If the street name is an ordinal number, it must be written out, for example Fourth Street (not 4th Street).
- (10) A street name can only change at an intersection.
- (11) Cul-de-sacs must have a separate street name assigned to them if there are more than six stands, given that this is merited by the erven or property sizes (thus the length of the street).
- (12) Amendments to the spelling of names on submitted reports to the TGNC and/or Council must include a copy of the source document that indicates the correct spelling of the word.

- (13) Renaming sections or partial areas of streets shall not be considered.
- (14) Naming unnamed features shall take priority over renaming local geographical features.
- (15) Renaming a local geographical feature must only be done in exceptional circumstances.
- (16) A township zone name must be approved before the new township name can be reserved.
- (17) All street names must contain a street type suffix as may be determined by the City at its sole discretion.

8. Recommended guidelines

- (1) The Department may initiate naming for unnamed local geographical features.
- (2) The Department will not initiate the renaming of local geographical features.
- (3) Private street names should be assigned in accordance with this policy.
- (4) Names should be as short as possible in order to fit on a regular name board without excluding other names. A guide is a maximum of 13 to 15 characters, including spaces.
- (5) If a street is extended in such a way that negative street numbers must be assigned, a new street name should be allocated.
- (6) An application for street names should be lodged simultaneously with the application for township establishment, division or amendment of township layout or subdivision if the subdivision brings about the establishment of streets, as contemplated in the By-law.
- (7) After renaming a street name is approved, the street name boards for the previous street name must be retained on the street pole for a period of at least two years, but the previous name must be struck through. The new street name must be indicated above the previous street name in a different colour in order to be clearly distinguishable.
- (8) When a street is intersected by a natural or man-made barrier, the affected street may be renamed by using the existing name in addition to a direction route marker, for example Green Street North and Green Street South.
- (9) Renaming should be done sparingly in order to eliminate unnecessary expenses, including costs for residents, businesses and other stakeholders. No renaming application will be considered within ten years after the approval of renaming that local geographical feature.

- (10) Formalisation of names must be done in accordance with the type of names to be approved (zone names, streets or municipal properties or public places).
- (11) Each individual feature or entity should have one official name.

9. Guidelines for name selection

- (1) Proposed names should meet one of the following criteria:
 - (a) Honouring or commemorating noteworthy people who are associated with the city, province or country by considering the following:
 - *Honour* means to recognise and reward a person for his/her achievements and is used to describe men and women of high moral worth or great achievement.
 - *Commemorate* means to serve as a memorial or reminder.
 - *Noteworthy* means the most remarkable things that happened in the opinion of the City. Someone is described as noteworthy when he/she is worth taking interest in.
 - (b) Commemorating local, provincial and national or international natural or historical places or events and memories of cultural significance to the people of Tshwane
 - (c) Strengthening the community's heritage and promoting the character of the area
 - (d) Recognising indigenous and international flora and fauna or natural features of Tshwane
 - (e) Recognising the cultural diversity of the people of Tshwane
 - (f) Being in one of the South African official languages
 - (g) Including diacritical marks where appropriate, for example Es'kia Mphahlele Drive, not Eskia Mphahlele Drive.
- (2) The historical, social and cultural significance of the name must be considered.
- (3) The use of neutral names, including but not limited to the names for trees, birds, minerals, plants and animals as well as surnames, is accepted.
- (4) Names should preferably have a South African character or connection.

10. Types of names that must be avoided

- (1) Names that are offensive, vulgar, blasphemous, indecent or derogatory with regard to race, colour, creed or gender

- (2) Names that duplicate other names (in the same language) or names that have already been approved within the municipal boundaries of other places in South Africa
- (3) Names of places in other countries as well as the names of other countries
- (4) Names of living people, unless they are truly of national and/or international significance. For purposes of this policy, the following meanings are applicable:
 - *Truly* means to the fullest degree, genuinely or properly.
 - *National* means in a way that relates to a whole nation.
 - *International* means between or among many different nations.
 - *Significance* means the importance that something has, usually because it will have an effect on a situation or shows something about a situation.
- (5) Names of which the spelling or pronunciation is so close to existing names that it may cause confusion
- (6) Names that are too long or clumsy, especially where the streets to be named are short or the places to be named are small, because this may cause cartographic problems
- (7) Names that may be regarded as an advertisement for a particular product, service or firm
- (8) The names of existing townships or geographical features
- (9) Names (or parts thereof) of previous or serving councillors
- (10) Names that do not constitute a swear word in one language, but may do so in another language

11. Criteria for prioritising the renaming of local geographical features

The following criteria are ranked in order of importance to assist in prioritising the renaming of local geographical features:

- (1) The existing name is considered to be offensive, vulgar, blasphemous, indecent or derogatory with regard to race, colour, creed or gender.
- (2) The name change is desirable to promote goodwill and is in the public interest of all South Africans.
- (3) The name change will enhance reconciliation of the community, assist in building the community and redefine society.

12. Purpose of the Geographical Names Bank

The Geographical Names Bank is a database that consists of approved geographical names for the municipal area. These names are ready for selection and allocation for local geographical name applications.

In order to avoid duplication, all new and proposed names should first be verified against the Geographical Names Bank.

13. Allocation of names that do not require Council approval

Formal approval from Council is not required in the following instances and can be administered by the Department:

- (1) Where existing streets are extended (continued) and the street names have been approved, the existing names must be given to the extensions.
- (2) Street names for private streets will be checked for duplication and whether they conform to the guidelines of this policy. Adoption of naming and renaming private streets will be granted by the Department if the criteria have been met.
- (3) Administrative errors and/or incorrect spelling of names may be rectified.
- (4) If an incorrect street name has been captured in the database and administrative corrections are required.
- (5) Allocation of already approved street names that are banked in the Geographical Names Bank can be done by the Department in accordance with Schedule 11.
- (6) The allocation of a township name and/or new extension number(s) to the township name in the case of an existing township name within an approved township zone.

14. Financial implications**14.1 Local geographical name application fees**

- (1) Where the applicant is required to pay a local geographical name application fee in terms of this policy, such fee shall be determined by the City and shall be payable by the applicant before or simultaneously with the submission of an application. Proof of payment must accompany the application.
- (2) Nothing contained in this policy shall prevent the City from determining fees for applications for naming or renaming a local geographical feature.
- (3) Fees paid for a local geographical name application to the City are non-refundable.

- (4) Fees applicable to the local geographical name application processes shall be dealt with as part of the charges and tariffs published by the City in terms of the Local Government: Municipal Systems Act, 2000.
- (5) The following types of application will be exempted from local geographical name application fees:
 - Formalisation of existing names
 - Approval of streets in formalised townships
 - Applications for naming municipal properties from internal departments

14.2 Financial considerations

- (1) The department responsible for public participation will bear the costs for the public participation process.
- (2) The department responsible for the street name boards will bear the costs for erecting new or changing existing street name boards.
- (3) The department responsible for the place name boards for municipal properties will bear the costs to erect new or to change existing place name boards.
- (4) The department responsible for communication and marketing will bear the costs for marketing and the communication of the names and the renamed local geographical features.
- (5) The Department will bear the costs for the endorsement of the general plans.

CHAPTER 4: STREET CODES**15. Allocation of street codes**

- (1) Due to the incorporation of disestablished amalgamated municipalities and the establishment of what is now the City of Tshwane and the regularisation and formalisation of semi-informal and informal townships, the City took control of a number of townships and developments without street names. The Department [should this be a specific department?] is currently obtaining approval for street names in these developments and townships. Meanwhile, street codes have been or will be allocated to all streets without approved names in order to determine street addresses.
- (2) The importance of a street address cannot be underestimated, because it ensures proper service delivery of all kinds. The allocated address (with a street code) will reflect on all municipal systems. As soon as a name has been allocated to a street on the general plan or approved diagram, the name will replace the street code as part of the address. The residents will be informed that a name has been allocated and they will be advised to change their addresses accordingly. The municipal systems will be updated in accordance with the new address.

CHAPTER 5: TYPES, PROCESSES AND PROCEDURES OF APPLICATIONS FOR GEOGRAPHICAL NAMES

16. Category 1 applications

16.1 Naming a township zone (Schedule 1)

- (1) The submission, processing and recommendation of the Council decision concerning the naming of township zones vests in the City of Tshwane. An applicant who wishes to apply for a township zone name must submit the local geographical name application in writing to the Department as prescribed in Schedule 1 to this policy.
- (2) The requirements for the application are set out in Section 1 of Schedule 1 to this policy.
- (3) The preparation phase is set out in Section 2 of Schedule 1 to this policy.
- (4) The public participation phase is set out in Section 3 of Schedule 1 to this policy.
- (5) The report phase is set out in Section 4 of Schedule 1 to this policy.
- (6) The implementation phase is set out in Section 5 of Schedule 1 to this policy.

16.2 Renaming a township zone or proclaimed township (Schedule 2)

- (1) The submission, processing and recommendation of the Council recommendation concerning renaming a township zone or township vests in the City. An applicant who wishes to apply for renaming a township zone or township must submit the application in writing to the Department as prescribed in Schedule 2 to this policy.
- (2) A township zone name or township name that is deemed to be offensive because of the racial connotation thereof can only be amended in terms of the Deeds Registries Act, 1937. All proclaimed township names that do not meet the criteria as set out above cannot be amended, although the renaming of the township zone or township has been approved and promulgated in the *Government Gazette*. All new townships within the renamed township zone can, however, be approved in accordance with the renamed township zone.
- (3) The requirements for the application are set out in Section 1 of Schedule 2 to this policy.
- (4) The preparation phase to proceed with the renaming application and public participation are set out in Section 2 of Schedule 2 to this policy.
- (5) The public participation phase is set out in Section 3 of Schedule 2 to this policy.

- (6) The report phase is set out in Section 4 of Schedule 2 to this policy.
- (7) The implementation phase is set out in Section 5 of Schedule 2 to this policy.

17. Category 2 applications

17.1 Reserving a new township name (Schedule 3)

- (1) All powers, functions, duties and other matters concerning the reservation of new township names vests in the City. An applicant who wishes to apply for a township name must submit the local geographical name application in writing to the Department as prescribed in Schedule 3 to this policy, read with the By-law.
- (2) Before the submission of a township establishment, extension of boundaries application or a division of a township in terms of the By-law, an application for approval for reserving a township name must be submitted to the Department.
- (3) The requirements for the application are set out in Section 1 of Schedule 3 to this policy
- (4) The preparation phase is set out in Section 2 of Schedule 3 to this policy.
- (5) The implementation phase is set out in Section 3 of Schedule 3 to this policy.

17.2 Naming public streets (Schedule 4)

- (1) All powers, functions, duties and matters concerning the naming of public streets that fall within the jurisdiction of the City can be approved by Council. An applicant who wishes to apply for a public street name must submit an application in writing to the Department as prescribed in Schedule 4 to this policy.
- (2) The requirements for the application are set out in Section 1 of Schedule 4 to this policy.
- (3) The preparation phase is set out in Section 2 of Schedule 4 to this policy.
- (4) The public participation phase is set out in Section 3 of Schedule 4 to this policy.
- (5) The report phase is set out in Section 4 of Schedule 4 to this policy.
- (6) The allocation phase for registered public streets is set out in Section 5 of Schedule 4 to this policy.
- (7) The allocation phase for unregistered public streets is set out in Section 6 of Schedule 4 to this policy.

- (8) The implementation phase is set out in Section 7 of Schedule 4 to this policy.
- (9) Formalisation of existing streets is dealt with in accordance with Schedule 4 to this policy.
- (10) The naming of any public street that falls under the jurisdiction of national or provincial government cannot be dealt with by the City and shall be referred to the relevant authority.

17.3 Renaming public streets (Schedule 5)

- (1) All powers, functions, duties and other matters concerning the renaming of a public street that fall within the jurisdiction of the City can be approved by Council. An applicant who wishes to apply for renaming a public street must submit the application in writing to the Department as prescribed in Schedule 5 to this policy.
- (2) The requirements for the application are set out in Section 1 of Schedule 5 to this policy.
- (3) The preparation phase for approval to continue with renaming is set out in Section 2 of Schedule 5 to this policy.
- (4) The report phase for approval for the public participation to continue with renaming is set out in Section 3 of Schedule 5 to this policy.
- (5) The public participation phase is set out in Section 4 of Schedule 5 to this policy.
- (6) The report phase is set out in Section 5 of Schedule 5 to this policy.
- (7) The implementation phase is set out in Section 6 of Schedule 5 to this policy.
- (8) The renaming of any public street that falls under the jurisdiction of national or provincial government cannot be dealt with by the City and shall be referred to the relevant authority.

17.4 Naming private streets (Schedule 6)

- (1) An applicant who wishes to apply for a private street name must submit the application in writing to the Department as prescribed in Schedule 6 to this policy.
- (2) The requirements for the application for naming private streets are set out in Section 1 of Schedule 6 of this policy.
- (3) The preparation phase is set out in Section 2 of Schedule 6 to this policy.
- (4) The implementation phase is set out in Section 3 of Schedule 6 to this policy.

17.5 Renaming private streets (Schedule 7)

- (1) An applicant who wishes to apply for renaming a private street must submit the application in writing to the Department as prescribed in Schedule 7 to this policy.
- (2) The requirements for the application for renaming private streets are set out in Section 1 of Schedule 7 to this policy.
- (3) The preparation phase is set out in Section 2 of Schedule 7 to this policy.
- (4) The implementation phase is set out in Section 3 of Schedule 7 to this policy.

17.6 Naming municipal properties (Schedule 8)

- (1) All powers, functions, duties and other matters concerning the naming of municipal properties vests in the City. An applicant who wishes to apply for naming a municipal property must submit the application in writing to the Department as prescribed in Schedule 8 to this policy.
- (2) The requirements for the application for naming a municipal property are set out in Section 1 of Schedule 8 to this policy.
- (3) The preparation phase is set out in Section 2 of Schedule 8 to this policy.
- (4) The public participation phase is set out in Section 3 of Schedule 8 to this policy.
- (5) The report phase is set out in Section 4 of Schedule 8 to this policy.
- (6) The implementation phase is set out in Section 5 of Schedule 8 to this policy.
- (7) Formalisation of the names of existing municipal properties is dealt with in accordance with Schedule 8 to this policy.

17.7 Renaming municipal properties (Schedule 9)

- (1) All powers, functions, duties and other matters concerning the renaming of municipal properties vests in the City. An applicant who wishes to apply for renaming a municipal property must submit the application in writing to the Department as prescribed in Schedule 9 to this policy.
- (2) The requirements for the application for renaming municipal properties are set out in Section 1 of Schedule 9 to this policy.
- (3) The preparation phase for approval to continue with renaming is set out in Section 2 of Schedule 9 to this policy.
- (4) The report phase for approval to continue with renaming is set out in Section 3 of Schedule 9 to this policy.

- (5) The public participation phase is set out in Section 4 of Schedule 9 to this policy.
- (6) The report phase is set out in Section 5 of Schedule 9 to this policy.
- (7) The implementation phase is set out in Section 6 of Schedule 9 to this policy.

17.8 Submitting names for the Geographical Names Bank (Schedule 10)

- (1) All powers, functions, duties and other matters concerning the naming of local geographical features vests in the City. An applicant who wishes to submit proposed names for the Geographical Names Bank must submit the application in writing to the Department as prescribed in Schedule 10 to this policy.
- (2) The requirements for the application for submitting names for the Geographical Names Bank is set out in Section 1 of Schedule 10 to this policy.
- (3) The preparation phase is set out in Section 2 of Schedule 10 to this policy.
- (4) The report phase is set out in Section 3 of Schedule 10 to this policy.
- (5) The implementation phase is set out in Section 4 of Schedule 10 to this policy.

17.9 Selecting names from the Geographical Names Bank (Schedule 11)

- (1) All powers, functions, duties and other matters concerning the naming of local geographical features vests in the City. An applicant who wishes to select names from the Geographical Names Bank must submit an application in writing to the Department as prescribed in Schedule 11 to this policy.
- (2) The requirements for the request for selecting names from the Geographical Names Bank are set out in Section 1 of Schedule 11 to this policy.
- (3) The selection phase is set out in Section 2 of Schedule 11 to this policy.
- (4) The allocation phase is set out in Section 3 of Schedule 11 to this policy.

17.10 Proposing a person's name for a local geographical name application (Schedule 12)

- (1) All powers, functions, duties and other matters concerning the naming of local geographical features vests in the City. An applicant who wishes to propose a person's name for a local geographical feature must submit the application in writing to the Department as prescribed in Schedule 12 to this policy.

- (2) The requirements for the application to propose a person's name are set out in Section 1 of Schedule 12 to this policy.

CHAPTER 6: GENERAL PROVISIONS

18. Compliance with the provisions, schedules and forms to this policy

- (1) All local geographical name applications must comply with the guidelines for naming set out in Chapter 4 of this policy.
- (2) The schedules and forms to this policy are aimed at assisting the public and the City to deal with any matter in terms of this policy and provides draft forms and formats which shall substantially be complied with, in the opinion of the City, by an applicant, owner or anybody or person as contemplated in this policy.
- (3) Nothing contained in this policy or any other law shall prohibit the municipal manager from determining, through its schedules or forms or subsequent amendments thereof, processes and procedures to be complied with by the applicant or any other person acting in terms of this policy, provided that in determining these processes and procedures, it shall not do so if the determination will, in the opinion of the municipal manager, materially amend this policy as adopted.
- (4) The City's interpretation of the content of the schedules and forms to this policy shall prevail, provided that where a conflict exists between the content of the schedules and/or the forms to this policy and the policy, the policy shall prevail.
- (5) The headings contained in this policy are for reference purposes only and do not constitute any provisions in the policy.
- (6) Where any provision of this policy refers to the schedules to this policy, the schedule in relation to the type of application, action or other applications shall be applicable, provided that the schedules may apply *mutatis mutandis* to other types of application, actions or other applications.
- (7) Where in terms of this policy any schedule or form is applicable and reference is made to any schedule, form or provision to this policy therein, the schedule, form or provision shall *mutatis mutandis* be applicable.
- (8) Any documentation issued by the City in terms of the provisions of this policy –
 - (a) which does not comply with any procedural requirement of this policy is nevertheless valid if the non-compliance is not material and does not prejudice any person; and
 - (b) may be amended or replaced without following a procedural requirement of this policy if –
 - (i) the purpose is to correct an error or to provide new contact details; and

- (ii) the correction does not materially change the rights and duties of any person.

19. Publication and coming into operation

19.1 Category 1 applications

- (1) After the Minister approves the naming and/or renaming, a notice shall be published in the *Government Gazette*, whereupon the new and/or renamed name shall have been adopted and come into operation –
 - (a) on the date of the notice; or
 - (b) on a date as may be determined by the national department and indicated in the notice.

19.2 Category 2 applications

- (1) Local geographical names come into operation once they are approved by Council and/or allocated by the Department in conjunction with the relevant ward councillor.
- (2) After Council approves the naming and/or renaming of local geographical features, it shall publish a quarterly notice in the *Gauteng Provincial Gazette* to inform all interested and affected parties.

20. General

The schedules may be amended by the municipal manager from time to time in order to streamline processes and procedures in so far as it does not materially amend the provisions of the policy.

21. Title of this policy

This policy is to be known as the City of Tshwane Geographical Names Policy, 2021.

SCHEDULE 1**APPLICATION REQUIREMENTS, PROCESSES AND PROCEDURE FOR NAMING A TOWNSHIP ZONE****1. Application requirements**

An applicant who wishes to apply for naming a township zone must submit complete documentation for the purposes of application, including but not limited to the following:

- (1) An original **official receipt** or proof of EFT payment of the application fee, if applicable. The application will not be processed before confirmation of payment has been received.
- (2) When the name of a person is proposed, a **motivation and consent** for proposing a person's name **application form** must be completed and submitted. No application for naming a local geographical feature after a person will be accepted without the above-mentioned motivation and consent form.
- (3) The applicant's proof of **legal residence or business address** in Tshwane
- (4) A **locality plan** of the proposed township zone
- (5) **Hard copies** of all source documents

No incomplete application shall be accepted and such an application shall be returned to the applicant.

2. Preparation phase**2.1 Responsibilities of the Department**

- (1) The Department receives a naming application form or identifies areas or geographical features without township zone names.
- (2) The Department evaluates the proposed names against the provisions of this policy.
- (3) The Department prepares a project letter and a map for the ward councillor's attention.
- (4) The Department sends a hard copy of the project letter and the map to the regional coordinator (the Office of the Speaker) for delivery to the relevant ward councillor.
- (5) The Department sends an email with the project letter and the map to the ward councillor, the regional coordinator and the Office of the Speaker, Ward Administration and Community Mobilisation Division.

3. Public participation phase**3.1 Responsibilities of the Office of the Speaker**

- (1) The Office of the Speaker delivers the hard copies of project letters and maps to the ward councillor(s).
- (2) The Office of the Speaker facilitates the public participation process within 30 days of notification of the project. The Office of the Speaker and the ward councillor are jointly responsible for the public participation process.
- (3) The Office of the Speaker facilitates the public participation process by means of the following:
 - Arranging the public participation meetings
 - Preparing and sending out invitations
 - Preparing flyers
 - Preparing agendas
 - Preparing attendance registers and ensuring that these are completed during the public participation meetings
 - Recording the proposed or selected names
 - Compiling the minutes of the public participation meetings
 - Recording and facilitating any other matters related to the public participation process
- (4) The Office of the Speaker submits the following documents to the Department within seven days after the public participation meeting:
 - A copy of the invitation to the meeting
 - The completed attendance registers
 - The minutes of the meeting
 - The names proposed or selected by the community
 - The application forms, motivation and consent from families to use people's names, if applicable
- (5) The Office of the Speaker liaises with officials from the Department to attend the public participation meetings and/or the cancellation thereof in order to advise the community with regard to the provisions of this policy.
- (6) The Office of the Speaker may invite the members of the TGNC to participate in the public participation meetings. The TGNC members may provide input in terms of the policy and procedure, but they cannot vote in this regard.

3.2 Responsibilities of the ward councillor

- (1) The ward councillor receives the project letters and maps from the regional coordinators.

- (2) The ward councillor works closely with the officials from the Office of the Speaker to ensure that public participation meetings are scheduled.
- (3) The ward councillor chairs the public participation meetings, explains the project to the community, promotes the need for names, and engages with communities in order to –
 - (a) propose names; and
 - (b) liaise with officials from the Department on a regular basis until the naming project is completed.

4. Report phase

4.1 Responsibilities of the Department

- (1) The Department evaluates the proposed names against the provisions of this policy.
- (2) The Department conducts thorough research to determine the language, meaning and source of the proposed name(s), and records the name(s).
- (3) The Department sends the proposed name(s) to the language practitioners to determine if the spelling and meaning of the name(s) are correct.
- (4) The Department receives feedback from the language practitioners and makes the necessary amendments.
- (5) The Department liaises with the Surveyor General's office to determine that the proposed names are not duplicated.
- (6) The Department prepares the report and all relevant annexures and submits the report to the TGNC.

4.2 Responsibilities of the TGNC and Council

- (1) The TGNC forwards its recommendations to Council.
- (2) Council takes a decision on the recommendation with regard to approval of the township zone name.

5. Implementation phase

5.1 Responsibilities of the Department

- (1) The Department submits Council's recommendation with regard to the approval of the township zone name to the GGNC for recommendation to the SAGNC.
- (2) The Department follows up with the GGNC and SAGNC until notification of the decision about the name is received.

- (3) After notification of acceptance by the SAGNC, approval by the Minister and a notice of the name being published in the *Government Gazette*, the name is considered as official.

5.2. Responsibilities of the national department

- (1) The final decision lies with the Minister. All approved names are published in the *Government Gazette* by the relevant national department.
- (2) After notification of acceptance by the SAGNC, approval by the Minister and a notice of the name being placed in the *Government Gazette*, the name is considered as official.
- (3) The Minister will notify the Minister of Agriculture, Land Reform and Rural Development (or his/her successor in title) of the name change in order for the Surveyor General and the Registrar of Deeds to effect the name change in the relevant registers and documents and on the relevant diagrams in terms of the relevant legislation.

5.3. Responsibilities of the Department

- (1) After publication of the new name and notification to the Surveyor General, the naming can be considered as official.
- (2) The Department informs Corporate GIS and Geomatics Section to update their spatial layers.

SCHEDULE 2**APPLICATION REQUIREMENTS, PROCESSES AND PROCEDURE FOR RENAMING A TOWNSHIP ZONE OR A PROCLAIMED TOWNSHIP NAME****1. Application requirements**

An applicant who wishes to apply for renaming a township zone or a proclaimed township must submit complete documentation for the purposes of application, including but not limited to the following:

- (1) An original **official receipt** or proof of EFT payment of the application fee, if applicable. The application will not be processed before confirmation of payment has been received.
- (2) A complete and signed **application form**
- (3) When the name of a person is proposed, a **motivation and consent** for proposing a person's name **application form** must be completed and submitted. No application for naming a local geographical feature after a person will be accepted without the above-mentioned motivation and consent form.
- (4) The applicant's **proof of legal residence or business address** in Tshwane
- (5) A **locality plan** of the township zone or the proclaimed township to be renamed
- (6) **Hard copies** of all source documents

No incomplete application shall be accepted and such an application shall be returned to the applicant.

2. Preparation phase to proceed with the renaming application and the public participation process**2.1 Responsibilities of the Department, the TGNC and Council**

- (1) The Department receives a renaming application form and evaluates the proposed names against the provisions of this policy.
- (2) The Department requests input from stakeholder departments in terms of the public participation process and the implications thereof.
- (3) The Department prepares a report for approval of the public participation process for the proposed name change and submits it to the TGNC.
- (4) The TGNC recommends to Council to approve the public participation process for the renaming application.

- (5) If Council approves the public participation process for the name change, the application may proceed. If the public participation process is not approved, the applicant will be notified accordingly by the Department.
- (6) The Department sends a hard copy of the project letter and the map to the regional coordinator (the Office of the Speaker) for delivery to the relevant ward councillor.
- (7) The Department sends an email with the project letter and the map to the ward councillor, the regional coordinator and the Office of the Speaker, Ward Administration and Community Mobilisation Division.

3. Public participation phase

3.1 Responsibilities of the Office of the Speaker

- (1) The Office of the Speaker delivers the hard copies of project letters and maps to the ward councillor(s).
- (2) The Office of the Speaker facilitates the public participation process within 30 days of notification of the project. The Office of the Speaker and the ward councillor are jointly responsible for the public participation process.
- (3) The Office of the Speaker facilitates the public participation process by means of the following:
 - Arranging the public participation meetings
 - Preparing and sending out invitations
 - Preparing flyers
 - Preparing agendas
 - Preparing attendance registers and ensuring that these are completed during the public participation meetings
 - Recording the proposed or selected names
 - Compiling the minutes of the public participation meetings
 - Recording and facilitating any other matters related to the public participation process
- (4) The Office of the Speaker submits the following documents to the Department within seven days after the public participation meeting:
 - A copy of the invitation to the meeting
 - The completed attendance registers
 - The minutes of the meeting
 - The names proposed or selected by the community
 - The application forms, motivation and consent from families to use people's names, if applicable
- (5) The Office of the Speaker liaises with officials from the Department to attend the public participation meetings and/or the cancellation thereof

in order to advise the community and to answer relevant questions pertaining to this policy.

- (6) The Office of the Speaker may invite the members of the TGNC via the Office of the Speaker to participate in the public participation meeting. The TGNC members may provide input in terms of the policy and procedure, but they cannot vote in this regard.

3.2 Responsibilities of the ward councillor

- (1) The ward councillor receives the project letters and maps from the regional coordinators.
- (2) The ward councillor works closely with the officials from the Office of the Speaker to ensure that public participation meetings are scheduled.
- (3) The ward councillor chairs the public participation meetings, explains the project to the community, promotes the need for names, and engages with communities to propose names.
- (4) The ward councillor liaises with officials from the Department on a regular basis until the naming project is completed.

4. Report phase

4.1 Responsibilities of the Department

- (1) The Department evaluates the proposed names against the provisions of this policy.
- (2) The Department conducts thorough research to determine the language, meaning and source of the proposed names, and records these on the Toponymy Names Tool.
- (3) The Department sends the proposed names to the language practitioners to determine if the spelling of the names is correct.
- (4) The Department receives feedback from the language practitioners and makes the necessary amendments.
- (5) The Department liaises with the Surveyor General's office to determine if the proposed names are not duplicated.
- (6) The Department prepares the report and all relevant annexures and submits the report to the TGNC.

4.2 Responsibilities of the TGNC and Council

- (1) The TGNC considers the report and forwards its recommendations to Council.

- (2) Council considers the report and decides on the recommendation to the SAGNC for approval or refusal of the renaming application.

5. Implementation phase

5.1 Responsibilities of the Department

- (1) The Department submits Council's recommendation for approval to the GGNC for recommendation to the SAGNC and the Minister.
- (2) The Department follows up with the GGNC and SAGNC until notification of the decision about the township zone name is received.

5.2 Responsibilities of the national department

- (1) The final decision lies with the Minister. All approved names are published in the *Government Gazette* by the relevant national department.
- (2) After notification of acceptance by the SAGNC, approval by the Minister and a notice of the name being placed in the *Government Gazette*, the name is considered as official.
- (3) The Minister will notify the Minister of Agriculture, Land Reform and Rural Development (or his/her successor in title) of the name change in order for the Surveyor General and the Registrar of Deeds to effect the name change in the relevant registers and documents and on the relevant diagrams in terms of the relevant legislation.

5.3 Responsibilities of the Department

- (1) After publication of the new name and notification to the Surveyor General, the renaming can be considered as official.
- (2) Communication, Marketing and Events must market and communicate the name changes of the affected zones throughout Tshwane.
- (3) The Roads and Transport Department must amend all name boards with the new approved name.
- (4) The Department informs Corporate GIS and Geomatics Section to update their spatial layers.

SCHEDULE 3**APPLICATION REQUIREMENTS, PROCESSES AND PROCEDURE FOR RESERVING A NEW TOWNSHIP NAME****1. Application requirements**

An applicant who wishes to apply for reserving a new township name must submit complete documentation for the purposes of application, including but not limited to the following:

- (1) An original **official receipt** or proof of EFT payment of the application fee, if applicable. The application will not be processed before confirmation of payment has been received.
- (2) A covering letter with the **application form** for a new township name
- (3) If the applicant is not the owner of the property(ies), a **power of attorney** that complies with the provisions of the By-law
- (4) A copy of the **title deed** that is registered in the Deeds Office at the time when the application is submitted or registered ownership or beneficial ownership of property, with all the pages, including the endorsement pages and any notarial deed of agreement and/or other rights and/or servitude(s) registered against the property, provided that a draft title deed shall not be acceptable
- (5) A **locality plan** that indicates where the proposed township establishment or division of the township establishment will be as well as the exact boundaries of the proposed township
- (6) The **township layout plan** at a scale of 1:1 000, 1:1 250, 1:1 500, 1:2 000, 1:2 500 or 1:5 000, as determined by the City

No incomplete application shall be accepted and such an application shall be returned to the applicant.

2. Preparation phase**2.1 Responsibilities of the Department**

- (1) The Department receives a reservation application form from the applicant.
- (2) The Department evaluates the proposed township establishment application against the existing township zone name and determines the next available extension number.
- (3) In the case of an existing township name, the Department may add new extension numbers to the township name without referral to the TGNC or Council.

3. Implementation phase

The Department notifies the applicant in writing that the new township name has been reserved if the application is finalised.

SCHEDULE 4**APPLICATION REQUIREMENTS, PROCESSES AND PROCEDURE FOR NAMING PUBLIC STREETS****1. Application requirements**

An applicant who wishes to apply for naming public streets must submit complete documentation for the purposes of application, including but not limited to the following:

- (1) An original **official receipt** or proof of EFT payment of the application fee, if applicable. The application will not be processed before confirmation of payment has been received.
- (2) A complete and signed **application form**
- (3) When the name of a person is proposed, a **motivation and consent** for proposing a person's name **application form** must be completed and submitted. No application for naming a local geographical feature after a person will be accepted without the above-mentioned motivation and consent form.
- (4) The applicant's **proof of legal residence or business address** in Tshwane
- (5) A **locality plan** of the proposed streets
- (6) **Hard copies** of all source documents

No incomplete application shall be accepted and such application shall be returned to the applicant.

2. Preparation phase

- (1) The Department receives a naming application form or identifying streets without names.
- (2) The Department evaluates the proposed names against the provisions of this policy.
- (3) The Department prepares a project letter and a map.
- (4) The Department sends a hard copy of the project letter and the map to the regional coordinator (the Office of the Speaker) for delivery to the relevant ward councillor.
- (5) The Department sends an email with the project letter and the map to the ward councillor, the regional coordinator and the Office of the Speaker, Ward Administration and Community Mobilisation Division.

- (6) The Department selects names from the Geographical Names Bank in an area for a new development with no residents.

3. Public participation phase

3.1 Responsibilities of the Office of the Speaker

- (1) The Office of the Speaker delivers the hard copies of project letters and maps to the ward councillor(s).
- (2) The Office of the Speaker facilitates the public participation process within 30 days of notification of the project. The Office of the Speaker and the ward councillor are jointly responsible for the public participation process.
- (3) The Office of the Speaker facilitates the public participation process by means of the following:
 - Arranging the public participation meetings
 - Preparing and sending out invitations
 - Preparing flyers
 - Preparing agendas
 - Preparing attendance registers and ensuring that these are completed during the public participation meetings
 - Recording the proposed or selected names
 - Compiling the minutes of the public participation meetings
- (4) The Office of the Speaker submits the following documents to the Department within seven days after the public participation meeting:
 - A copy of the invitation
 - The completed attendance registers
 - The minutes of the meeting
 - The names proposed or selected by the community
 - The application forms, motivation and consent from families to use people's names, if applicable
- (5) The Office of the Speaker liaises with officials from the Department to attend the public participation meetings and/or the cancellation thereof in order to advise the community on the provisions of this policy.
- (6) The Office of the Speaker may invite the members of the TGNC to participate in the public participation meeting. The TGNC members may provide input in terms of this policy and procedures, but they cannot vote in this regard.

3.2. Responsibilities of the ward councillor

- (1) The ward councillor receives the project letters and maps from the regional coordinators.

- (2) The ward councillor works closely with the officials from the Office of the Speaker to ensure that public participation meetings are scheduled.
- (3) The ward councillor chairs the public participation meetings, explains the project to the community, promotes the need for names, and engages with communities to –
 - propose names;
 - select names from the Geographical Names Bank; and
 - allocate approved names.
- (4) The ward councillor liaises with officials from the Department on a regular basis until the naming project is completed.

4. Report phase

4.1 Responsibilities of the Department

- (1) The Department evaluates the proposed names against the provisions of this policy.
- (2) The Department conducts thorough research to determine the language, meaning and source of the proposed names, and records these on the Toponymy Names Tool.
- (3) The Department sends the proposed name(s) to the language practitioners to determine if the spelling and meaning of the name(s) are correct.
- (4) The Department receives feedback from the language practitioners and makes the necessary amendments, if applicable.
- (5) The Department prepares the report and all relevant annexures and submits the report to the TGNC.

4.2. Responsibilities of the TGNC and Council

- (1) The TGNC considers the report and forwards its recommendations to Council.
- (2) Council considers the report and takes a decision on the approval or refusal of naming the public streets.

5. Allocation phase: Registered public streets

5.1 Responsibilities of the Department

- (1) The Department receives Council's decision regarding the approval of the street names.
- (2) The Department prepares an allocation letter and map for the allocation project if the street names are approved.

- (3) The Department sends a hard copy of the allocation letter and map to the regional coordinator (Office of the Speaker) for delivery to the relevant ward councillor.
- (4) The Department sends an email with the allocation letter and map to the ward councillor, the regional coordinator and the Office of the Speaker, Ward Administration and Community Mobilisation Division.
- (5) The Department prepares the final allocation map and sends it to the ward councillor, the regional coordinator and the Office of the Speaker, Ward Administration and Community Mobilisation Division once the names have been allocated.

5.2 Responsibilities of the Office of the Speaker

- (1) The Office of the Speaker delivers the hard copies of the allocation letter and map to the ward councillor and the regional coordinator.
- (2) The Office of the Speaker and the ward councillor are jointly responsible for the allocation process:
 - (a) The public participation process must be facilitated to complete the allocation of approved names within 30 days of notification of the project.
 - (b) Should the allocation as indicated in Subsection (a) above not take place within the prescribed period, a report will be submitted by the Department to the TGNC to take a decision in this regard.

5.3 Responsibilities of ward councillors

- (1) Ward councillors, in conjunction with their ward committees, complete the allocation of the street names and sign off the allocation letters and maps. Ward councillors, in conjunction with the Office of the Speaker, must provide feedback within 30 business days after notification of the project.
- (2) Ward councillors must send the completed signed-off allocation letters and maps back to the Department within 30 business days after notification of the project.

6. Allocation phase: Unregistered public streets

6.1 Responsibilities of the Department

- (1) The Department notifies the developers and/or applicants in writing of the approval of the street names for their township development and requests the final layout plan with the allocated approved names.
- (2) The Department captures the allocated street names according to the final layout plan.

- (3) The Department ensures that the correct names are captured on the general plan of the township.
- (4) The Department requests the applicant to provide proof of the placement of the correct street name boards.

7. Implementation phase

- (1) The approval of street names and the placement of street name boards form part of the pre-proclamation conditions. Developers and/or applicants must comply with this condition before the township establishment is proclaimed.
- (2) If the township has already been proclaimed before approval of the street names, the endorsement is the City's responsibility.
- (3) The Department prepares an endorsement application letter and map packages for endorsement of the general plans and submits them to the Surveyor General's office.
- (4) The Department prepares the placement letter for the street name boards (if the township has already been proclaimed) and submits it to the Roads and Transport Department.
- (5) The Department informs Corporate GIS and Geomatics Section to update their spatial layers.

SCHEDULE 5**APPLICATION REQUIREMENTS, PROCESSES AND PROCEDURE FOR RENAMING PUBLIC STREETS****1. Application requirements**

An applicant who wishes to apply for renaming public streets must submit documentation for the purposes of a complete application, including but not limited to the following:

- (1) An original **official receipt** or proof of EFT payment of the application fee, if applicable. The application will not be processed before confirmation of payment has been received.
- (2) A complete and signed **application form**
- (3) When the name of a person is proposed, a **motivation and consent** for proposing a person's name **application form** must be completed and submitted. No application for naming a local geographical feature after a person will be accepted without the above-mentioned motivation and consent form.
- (4) The applicant's proof of **legal residence or business address** in Tshwane
- (5) A **locality plan** of the proposed streets
- (6) **Hard copies** of all source documents

No incomplete application shall be accepted and such an application shall be returned to the applicant.

2. Preparation phase for approval to proceed with the proposed renaming application and the public participation process

The Department is responsible for the following:

- (1) Receiving the renaming application form
- (2) Scrutinising the application for compliance with this policy
- (3) Evaluating the proposed names against the provisions of this policy

3. Report phase for approval to continue with the proposed renaming application and the public participation process**3.1 Responsibilities of the Department**

- (1) The Department requests input from stakeholder departments in terms of the public participation process and the implications thereof.

- (2) The Department prepares a report with annexures for approval of the public participation process and submits the report to the TGNC to obtain approval to proceed with the renaming application.

3.2 Responsibilities of the TGNC and Council

- (1) The TGNC considers the report and forwards its recommendations to Council.
- (2) Council considers the report and decides if the public participation process for the proposed renaming can proceed.
- (3) If Council approves the public participation process for renaming, the application may proceed. If the public participation process is not approved, the applicant will be notified accordingly and the renaming application will not proceed.

4. Public participation phase

Council and/or the Office of the Speaker may determine the public participation process that should be conducted. If no specific procedure is indicated, the procedures as set out below will be followed:

4.1 Responsibilities of the Office of the Speaker

- (1) The Office of the Speaker delivers the hard copies of project letters and maps to the ward councillor(s).
- (2) The Office of the Speaker facilitates the public participation process within 30 days of notification of the project. The Office of the Speaker and the ward councillor are jointly responsible for the public participation process.
- (3) The Office of the Speaker facilitates the public participation process by means of the following:
 - Arranging the public participation meetings
 - Preparing and sending out invitations
 - Preparing flyers
 - Preparing agendas
 - Preparing attendance registers and ensuring that these are completed during the public participation meetings
 - Recording the proposed or selected names
 - Compiling the minutes of the public participation meetings
- (4) The Office of the Speaker submits the following documents to the Department within seven days after the public participation meeting:
 - A copy of the invitation
 - The completed attendance registers
 - The minutes of the meeting

- The names proposed or selected by the community
 - The application forms, motivation and consent from families to use people's names, if applicable
- (5) The Office of the Speaker liaises with officials from the Department to attend the public participation meetings and/or the cancellation thereof in order to advise the community on the provisions of this policy.
 - (6) The Office of the Speaker may invite the members of the TGNC to participate in the public participation meeting. The TGNC members may provide input in terms of the policy and procedure, but they cannot vote in this regard.

4.2 Responsibilities of the ward councillor

- (1) The ward councillor receives the project letters and maps from the regional coordinators.
- (2) The ward councillor works closely with the officials from the Office of the Speaker to ensure that the public participation meetings are scheduled.
- (3) The ward councillor chairs the public participation meetings, explains the project to the community with regard to the proposed renaming of the streets in terms of the current names versus the proposed names .
- (4) The ward councillor liaises with officials from the Department on a regular basis until the naming project is completed.

5. Report phase

5.1 Responsibilities of the Department

- (1) The Department receives all the required documentation after the public participation process from the Office of the Speaker as set out in Section 4 above.
- (2) The Department evaluates the proposed names against the provisions of this policy.
- (3) The Department conducts thorough research to determine the language, meaning and source of the proposed names, and records these names.
- (4) The Department sends the proposed name(s) to the language practitioners to determine if the spelling and the meaning of the name(s) are correct.
- (5) The Department receives feedback from the language practitioners and makes the necessary amendments, if applicable.
- (6) The Department prepares the report and all relevant annexures and submits the report to the TGNC.

5.2 Responsibilities of the TGNC and Council

- (1) The TGNC considers the report and forwards its recommendation to Council.
- (2) Council considers the report and decides on the proposed renaming.

6. Implementation phase

6.1 Responsibilities of the Department

- (1) The Department notifies the relevant stakeholders (municipal departments, the Surveyor General and the applicant) of the decision of Council on renaming a public street(s) by a notice in the *Gauteng Provincial Gazette*.
- (2) If renaming of the public street is approved, the following takes place:
 - (a) The Department prepares an application letter and map packages for endorsement by the Surveyor General.
 - (b) The Department prepares a letter for the replacement of street name boards to the Roads and Transport Department.
 - (c) Communication, Marketing and Events must market and communicate the name changes of affected streets throughout Tshwane.

SCHEDULE 6**APPLICATION REQUIREMENTS, PROCESSES AND PROCEDURE FOR NAMING PRIVATE STREETS****1. Application requirements**

An applicant who wishes to apply for naming private streets must submit complete documentation for the purposes of application, including but not limited to the following:

- (1) An original **official receipt** or proof of EFT payment of the application fee, if applicable. The application will not be processed before confirmation of payment has been received.
- (2) A complete and signed **application form**
- (3) When the name of a person is proposed, a **motivation and consent** for proposing a person's name **application form** must be completed and submitted. No application for naming a local geographical feature after a person will be accepted without the above-mentioned motivation and consent form.
- (4) The applicant's **proof of legal residence or business address** in Tshwane
- (5) A **locality plan** of the proposed streets
- (6) **Hard copies** of all source documents

No incomplete application shall be accepted and such an application shall be returned to the applicant.

2. Preparation phase**2.1 Responsibilities of the Department**

- (1) The Department receives the naming application form.
- (2) The Department evaluates the proposed names against the provisions of this policy.
- (3) The Department notifies the applicant of the adoption of private street names.

3. Implementation phase**3.1 Responsibilities of the Department**

- (1) The Department captures the private street names on the Toponymy Names Tool.

- (2) The Department informs Corporate GIS and Geomatics Section to update their spatial layers.

SCHEDULE 7**APPLICATION REQUIREMENTS, PROCESSES AND PROCEDURE FOR RENAMING PRIVATE STREETS****1. Application requirements**

An applicant who wishes to apply for renaming private streets must submit complete documentation for the purposes of application, including but not limited to the following:

- (1) An original **official receipt** or proof of EFT payment of the application fee, if applicable. The application will not be processed before confirmation of payment has been received.
- (2) A complete and signed **application form**
- (3) The applicant's **proof of legal residence or business address** in Tshwane
- (4) A **locality plan** of the proposed street to be renamed
- (5) A certified copy or original document of the **resolution** by the managing company or homeowners' association
- (6) **Hard copies** of all source documents
- (7) When the name of a person is proposed, a **motivation and consent** for proposing a person's name **application form** must be completed and submitted. No application for naming a local geographical feature after a person will be accepted without the above-mentioned motivation and consent form.

No incomplete application shall be accepted and such an application shall be returned to the applicant.

2. Preparation phase**2.1 Responsibilities of the Department**

- (1) The Department receives a renaming application form accompanied by the resolution of the managing company, body corporate or homeowner's association to rename the private street(s).
- (2) The Department evaluates the proposed street names against the provisions of this policy.
- (3) The Department notifies the applicant of the adoption of renaming the private street(s).

3. Implementation phase

The Department captures the renamed private street on the Toponymy Names Tool.

SCHEDULE 8**APPLICATION REQUIREMENTS, PROCESSES AND PROCEDURE FOR NAMING MUNICIPAL PROPERTY****1. Application requirements**

An applicant (including the department responsible for the relevant municipal property) who wishes to apply for naming a municipal property must submit complete documentation for the purposes of application, including but not limited to the following:

- (1) An original **official receipt** or proof of EFT payment of the application fee, if applicable. The application will not be processed before confirmation of payment has been received.
- (2) A complete and signed **application form**
- (3) When the name of a person is proposed, a **motivation and consent** for proposing a person's name **application form** must be completed and submitted. No application for naming a local geographical feature after a person will be accepted without the above-mentioned motivation and consent form.
- (4) The applicant's proof of **legal residence or business address** in Tshwane, if applicable
- (5) A **locality plan** of the municipal property or public place
- (6) **Hard copies** of all source documents

No incomplete application shall be accepted and such an application shall be returned to the applicant.

2. Preparation phase**2.1 Responsibilities of the Department**

- (1) The Department receives a naming application form or identifies local geographical features without names.
- (2) The Department evaluates the proposed name(s) against the provisions of this policy.
- (3) The Department prepares a project letter and a map and sends a hard copy of the project letter and the map to the regional coordinator (Office of the Speaker) for delivery to the relevant ward councillor.
- (4) The Department sends an email with the project letter and the map to the ward councillor, the regional coordinator and the Office of the Speaker, Ward Administration and Community Mobilisation Division.

3. Public participation phase**3.1 Responsibilities of the Office of the Speaker**

- (1) The Office of the Speaker delivers the hard copies of project letters and maps to the ward councillor(s).
- (2) The Office of the Speaker facilitates the public participation process within 30 days of notification of the project. The Office of the Speaker and the ward councillor are jointly responsible for the public participation process.
- (3) The Office of the Speaker facilitates the public participation by means of the following:
 - Arranging the public participation meetings
 - Preparing and sending out invitations
 - Preparing flyers
 - Preparing agendas
 - Preparing attendance registers and ensuring that these are completed during the public participation meetings
 - Recording the proposed or selected names
 - Compiling the minutes of the public participation meetings
- (4) The Office of the Speaker submits the following documents to the Department within seven days after the public participation meeting:
 - A copy of the invitation
 - The completed attendance registers
 - The minutes of the meeting
 - The names proposed or selected by the community
 - The application forms, motivation and consent from families to use people's names, if applicable
- (5) The Office of the Speaker liaises with officials from the Department to attend the public participation meetings and/or the cancellation thereof in order to advise the community on the provisions of this policy.
- (6) The Office of the Speaker may invite the members of the TGNC to participate in the public participation meeting. The TGNC members may provide input in terms of this policy and procedure, but they cannot vote in this regard.

3.2 Responsibilities of the ward councillor

- (1) The ward councillor receives the project letters and maps from the regional coordinators.
- (2) The ward councillor works closely with the officials to ensure that public participation meetings are scheduled.

- (3) The ward councillor chairs the public participation meetings, explains the project to the community, promotes the need for names, and engages with communities to –
 - propose names; and/or
 - select names from the Geographical Names Bank.
- (4) The ward councillor liaises with officials from the Department on a regular basis until the naming project is completed.

4. Report phase

4.1 Responsibilities of the Department

- (1) The Department evaluates the proposed names against the provisions of this policy.
- (2) The Department conducts thorough research to determine the language, meaning and source of the proposed name(s), and records the name(s).
- (3) The Department sends the proposed name(s) to the language practitioners to determine if the spelling and meaning of the name(s) are correct.
- (4) The Department receives feedback from the language practitioners and makes the necessary amendments.
- (5) The Department prepares the report and all relevant annexures and submits the report to the TGNC.

4.2 Responsibilities of the TGNC and Council

- (1) The TGNC considers the report and forwards its recommendations to Council.
- (2) Council considers the report and takes a decision on the approval or refusal of the naming of the municipal property.

5. Implementation phase

5.1 Responsibilities of the Department

- (1) The Department receives Council's decision regarding the approval of municipal property name(s).
- (2) The Department notifies the applicants and/or the department responsible for the municipal property in writing of the decision of Council about the public place name.
- (3) The Department notifies the department responsible for municipal property boards of the approval of the public place name in order for them to place the necessary name boards.

- (4) The Department informs Corporate GIS and Geomatics Section to update their spatial layers.

SCHEDULE 9**APPLICATION REQUIREMENTS, PROCESSES AND PROCEDURE FOR AN APPLICATION FOR RENAMING MUNICIPAL PROPERTY OR PUBLIC PLACES****1. Application requirements**

An applicant (including the department responsible for a particular municipal property) who wishes to apply for renaming a municipal property must submit complete documentation for the purposes of application, including but not limited to the following:

- (1) An original **official receipt** or proof of EFT payment of the application fee, if applicable. The application will not be processed before confirmation of payment has been received.
- (2) A completed and signed **application form**
- (3) When the name of a person is proposed, a **motivation and consent** for proposing a person's name **application form** must be completed and submitted. No application for naming a local geographical feature after a person will be accepted without the above-mentioned motivation and consent form.
- (4) The applicant's **proof of legal residence or business address** in Tshwane, if applicable
- (5) A **locality plan** of the municipal property or public place
- (6) **Hard copies** of all source documents

No incomplete application shall be accepted and such an application shall be returned to the applicant.

2. Preparation phase for approval to proceed with the proposed renaming application and the public participation process**2.1 Responsibilities of the Department**

- (1) The Department receives a renaming application form.
- (2) The Department scrutinises the proposals for compliance with this policy.
- (3) The Department evaluates the proposed names against the provisions of this policy.

3. Report for approval to proceed with the proposed renaming application and the public participation process**3.1 Responsibilities of the Department**

- (1) The Department requests input from stakeholder departments in terms of the public participation process and the implications thereof.
- (2) The Department prepares a report with annexures for approval of the public participation process and submits the report to the TGNC to obtain consent to proceed with the renaming application.

3.2 Responsibilities of the TGNC and Council

- (1) The TGNC considers the report and forwards its recommendations to Council.
- (2) Council considers the report and takes a decision on the public participation process for renaming the municipal property.
- (3) If Council approves the public participation process for renaming, the application may proceed. If the public participation process is not approved, the applicant will be notified accordingly and the renaming application will not proceed.

4. Public participation phase**4.1 Responsibilities of the Office of the Speaker**

- (1) The Office of the Speaker delivers the hard copies of the project letters and maps to the ward councillor(s).
- (2) The Office of the Speaker facilitates the public participation process within 30 days of notification of the project. The Office of the Speaker and the ward councillor are jointly responsible for the public participation process.
- (3) The Office of the Speaker facilitates the public participation process by means of the following:
 - Arranging the public participation meetings
 - Preparing and sending out invitations
 - Preparing flyers
 - Preparing agendas
 - Preparing attendance registers and ensuring that these are completed during the public participation meetings
 - Recording the proposed or selected names
 - Compiling the minutes of the public participation meetings
- (4) The Office of the Speaker submits the following documents to the Department within seven days after the public participation meeting:

- A copy of the invitation
 - The completed attendance registers
 - The minutes of the meeting
 - The names proposed or selected by the community
 - The application forms, motivation and consent from families to use people's names, if applicable
- (5) The Office of the Speaker liaises with officials from the Department to attend the public participation meetings and/or the cancellation thereof in order to advise the community on the provisions of this policy.
- (6) The Office of the Speaker may invite the members of the TGNC to participate in the public participation meeting. The TGNC members may provide input in terms of the policy and procedure, but they cannot vote in this regard.

4.2 Responsibilities of the ward councillor

- (1) The ward councillor receives project letters and maps from the regional coordinators.
- (2) The ward councillor works closely with the officials to ensure that public participation meetings are scheduled.
- (3) The ward councillor chairs the public participation meetings, explains the project to the community and engages with communities to –
- propose names; and/or
 - select names from the Geographical Names Bank.
- (4) The ward councillor liaises with officials from the Department on a regular basis until the naming project is completed.

5. Report phase

5.1 Responsibilities of the Department

- (1) The Department evaluates the proposed names against the provisions of the policy.
- (2) The Department conducts thorough research to determine the language, meaning and source of the proposed names, and records these names.
- (3) The Department sends the proposed name(s) to the language practitioners to determine if the spelling and meaning of the name(s) are correct.
- (4) The Department receives feedback from the language practitioners and makes the necessary amendments.
- (5) The Department prepares the report and all relevant annexures and submits the report to the TGNC.

5.2 Responsibilities of the TGNC and Council

- (1) The TGNC forwards its recommendation to Council for consideration and approval.
- (2) Council decides on the proposed renaming.

6. Implementation phase

6.1 Responsibilities of the Department

- (1) The Department notifies the relevant stakeholders, municipal departments and the applicant of the decision of Council on renaming a municipal property by a notice in the Gauteng *Provincial Gazette*.
- (2) If renaming the municipal property is approved, the following takes place:
 - (a) The Department prepares a letter for the replacement of municipal property boards at the Department responsible for these boards.
 - (b) Communication, Marketing and Events must market and communicate the name changes of affected public places or municipal properties throughout Tshwane.

SCHEDULE 10**APPLICATION REQUIREMENTS, PROCESSES AND PROCEDURE FOR
SUBMITTING NAMES FOR THE GEOGRAPHICAL NAMES BANK****1. Application requirements**

An applicant who wishes to propose names for the Geographical Names Bank must submit complete documentation for the purposes of application, including but not limited to the following:

- (1) A complete and signed **application form**
- (2) When the name of a person is proposed, a **motivation and consent** for proposing a person's name **application form** must be completed and submitted. No application for naming a local geographical feature after a person will be accepted without the above-mentioned motivation and consent form.
- (3) The applicant's **proof of legal residence or business address** in Tshwane
- (4) **Hard copies** of all source documents

No incomplete application shall be accepted and such an application shall be returned to the applicant.

2. Preparation phase

The Department receives the application form for submitting names to populate the Geographical Names Bank or identifies possible names or themes.

3. Report phase**3.1 Responsibilities of the Department**

- (1) The Department evaluates the proposed names against the provisions of this policy.
- (2) The Department conducts thorough research to determine the language, meaning and source of the proposed names, and records these on the Toponymy Names Tool.
- (3) The Department sends the proposed name(s) to the language practitioners to determine if the spelling and meaning of the name(s) are correct.
- (4) The Department receives feedback from the language practitioners and makes the necessary amendments.
- (5) The Department prepares the report and all relevant annexures and submits the report to the TGNC.

3.2 Responsibilities of the TGNC and Council

- (1) The TGNC considers the report and forwards its recommendations to Council.
- (2) Council considers the report and decides on the approval or refusal of the proposed names.

4. Implementation phase

4.1 Responsibilities of the Department

- (1) The Department captures the names in the Geographical Names Bank.
- (2) Should a specific name in the Geographical Names Bank be approved for use in a specific area, township or ward, the application thereof should be reflected.

SCHEDULE 11**APPLICATION REQUIREMENTS, PROCESSES AND PROCEDURE FOR
SELECTING NAMES FROM THE GEOGRAPHICAL NAMES BANK****1. Application requirements**

An applicant who wishes to apply for selecting street names from the Geographical Names Bank must submit complete documentation for the purposes of application, including but not limited to the following:

- (1) An original **official receipt** or proof of EFT payment of the application fee, if applicable. The application will not be processed before confirmation of payment has been received.
- (2) A complete and signed **application form**
- (3) The applicant's **proof of legal residence or business address** in Tshwane
- (4) A **locality plan** of the proposed streets

2. Selection phase**2.1 Responsibilities of the Department**

Due to the fact that the names in the Geographical Names Bank have already been approved, no further approval by Council is deemed necessary.

- (1) The Department receives an application form for selecting names from the Geographical Names Bank.
- (2) The Department prepares a selection project letter and map.
- (3) The Department sends a hard copy of the project letter and map to the regional coordinator (Office of the Speaker) for delivery to the relevant ward councillor.
- (4) The Department sends an email with the project letter and map to the ward councillor, the regional coordinator and the Office of the Speaker, Ward Administration and Community Mobilisation Division.

2.2 Responsibilities of the Office of the Speaker

- (1) The Office of the Speaker delivers the hard copies to the ward councillor and the regional coordinator.
- (2) The Office of the Speaker facilitates the public participation process within 30 days of notification of the project. The Office of the Speaker and the ward councillor are jointly responsible for the public participation process.

2.3 Responsibilities of the ward councillor

- (1) The ward councillor, in conjunction with the ward committee, selects the street names from the Geographical Names Bank, and at the same time completes the allocation of the street names. The ward councillor must provide feedback within 30 business days.
- (2) The ward councillor completes the relevant selection and allocation letters for the street names from the Geographical Names Bank, signs them off and sends them back to the Department.
- (3) If the ward councillor does not complete the selection process within the prescribed period of 30 days, a report will be prepared and submitted to the TGNC in order for the TGNC to select names on behalf of the ward councillor. The Department will complete the allocation and the chairperson of the TGNC will sign off the allocation maps.

3. Allocation and implementation phase by the Department and the ward councillor

The Department and the ward councillor follow the allocation and implementation phases set out in Sections 5 to 7 of Schedule 4.

SCHEDULE 12

**APPLICATION REQUIREMENTS FOR PROPOSING A PERSON'S NAME
FOR A LOCAL GEOGRAPHICAL FEATURE**

1. Application requirements

An applicant who wishes to apply to propose the name of a person for a local geographical name application must submit complete documentation for the purposes of application, including but not limited to the following:

- (1) A complete and signed **application form**
- (2) The applicant's **legal residence or business address** in Tshwane
- (3) Supporting documents with regard to the motivation, including but not limited to the following:
 - Obituary
 - *Curriculum vitae*
 - Articles from books, newspapers, etc
 - Formal documentation of proof of membership of groups, committees, etc
- (4) If the person who is to be named is still alive, the person must agree in writing to his/her name being used and must sign agreement that no money will be paid for the use of his/her name.
- (5) **Hard copies** of all source documents
- (6) This application should be submitted with the local geographical name application as set out in Chapter 5 of this policy.

No incomplete application shall be accepted and such an application shall be returned to the applicant.