



Prince Albert Municipality Naming and Numbering Policy

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DRAFT

1. Introduction

The naming of streets and public places occurs within the context of the South African Geographical Names Act, 1998 (Act 118 of 1998). The naming of streets must be in compliance with the national policies, principles and guidelines as prepared by the SA Geographical Names Council (SAGNC).

The function of municipal place naming, street naming and numbering is to enable people to locate properties readily and assist with orderly growth within Prince Albert Municipal Area. The effective allocation and recording of places and street names and numbers are important for:

- Registration of ownership in new subdivisions
- Provision of municipal services
- Billing for rates and municipal services used
- Provision of emergency services
- Postal delivery
- Data integrity of Council
- Public participation processes

Street naming and numbering must be decided on, and recorded, without delays. Delays are unnecessary and unacceptable as they result in:

- Inconvenience and / or crises relating to inter alia deliveries, engineering services, emergency services and community services.
- Complications and delays in the transfer of properties to new owners.
- People still feeling “homeless”.
- • Loss of revenue to Council.

The purpose of this Policy is to fulfil the need for a standardized procedure and to outline effective administrative and decision-making processes to guide Prince Albert Municipality in place naming, street naming, and numbering.

The general term "street" used in this policy includes all classes of streets that serve a public right-of-way, including parking areas, squares, malls, paths, lanes, and other public places. The naming of a "street" is the responsibility of the Council, in terms Section 98 of Prince Albert the Municipality: Municipal Land Use Planning By-Law; 2015.

2. Existing Legislative Framework

Section 98 of Prince Albert the Municipality: Municipal Land Use Planning By-law ; 2015 makes provision for the naming and numbering of streets.

The Local Government Municipal Systems Act No. 32 of 2000, consistent with relevant sections, provides for a Municipality to establish appropriate mechanisms, processes, and procedures to enable the local community to participate in the affairs of the Municipality.

3. Principles for Street and Place Naming

The Prince Albert Council shall designate the names of streets and public places by resolution. In all cases, the Council shall have the prerogative of accepting or rejecting any proposal received. Council may, by resolution, delegate the power to designate the naming of streets and public places to a nominated official.

The following principles must be adhered to when naming streets and places:

- 1.1 Names should be easy to read, spell, and pronounce.
- 1.2 New names should fit into the theme of the existing townships.
- 1.3 Large subdivisions with multiple streets should use an overall theme for the naming of streets.
- 1.4 Where a street is interrupted by a natural or man-made barrier, the resulting portions of that street may be named in the appropriate language by the addition of an identifier such as North, South, East, West, Lower, Upper, Central, or Extension.
- 1.5 A continuous street shall maintain its name throughout its entire length to avoid confusion.
- 1.6 Only appropriate suffixes shall be used. A suffix to a street name shall form part of the name and, where appropriate, be in the same language as the street name. Normal grammatical rules shall apply to suffixes (Refer to Annexure A).
- 1.7 The length of a name should preferably be limited to what can be practically accommodated on a name board and maps, not exceeding 20 characters including spaces.
- 1.8 Street names shall be displayed on name boards or kerbs.

The procedure to be followed is set out as follows:

*Refer to **Annexure A** for Naming and Numbering of Street*

4. Rules for naming streets

- i. There shall be no duplication of street names within a town.
- ii. There shall be no similarly spelled names in the same suburb or in adjoining suburbs or within 5 km.
- iii. There shall be no phonetically similar names in the same suburb or in adjoining suburbs or within 5 km.
- iv. Names, where appropriate, should be in keeping with the theme of the surrounding street names when falling within an established area.
- v. Where a street is interrupted by a natural or man-made barrier, the resulting portions of that street may be named in the appropriate language by the addition of an appropriate identifier to one or both portions, such as North, South, East, West, Lower, Upper, Central, and Extension.
- vi. A continuous street should maintain its name throughout its length, to avoid confusion.
- vii. Only appropriate suffixes or their accepted abbreviations shall be used (see Table 1 below for guidelines in this respect).
- viii. A suffix to a street name shall form part of the name and shall, where appropriate, be in the same language as the street name.
- ix. The normal grammatical rules shall apply to suffixes. (In Afrikaans, suffixes to short names other than proper nouns shall form one word with the name, while others are written separately).
- x. Where a street name can be translated e.g. Long Street / Langstraat, it shall be at the Council's discretion as to which name is displayed.
- xi. The length of a name should preferably be limited to what can be practically accommodated on name boards and on maps, which is no more than 20 characters including spaces.
- xii. Names should not be offensive to any community or section of a community.
- xiii. If historical names are used, they must be historically correct and relevant.

- xiv. No streets shall be named after countries or living people, except in exceptional circumstances as the Council may agree. Any proposals to name after people must be accompanied by a detailed motivation indicating why the person is worthy of the honour. In rare instances where a person's name is used, the person's name and surname must be used, as a reflection of the honour bestowed upon them.
- xv. Street names shall be displayed on name boards or kerbs, which shall comply with the relevant standards, in appropriate locations, at the discretion of the Director: Infrastructure Development.

*Refer to **Annexure B** for Rules for street numbering*

5. Criteria for Selection of Names

The following criteria should guide the selection of street and place names:

- 5.1 Consideration should be given to names of local historical, social, and cultural significance.
- 5.2 The use of neutral names such as those of trees, birds, minerals, flora, and fauna is accepted and encouraged.
- 5.3 Proposed names should meet one or more of the following criteria:
- Honour or commemorate noteworthy people associated with the Prince Albert Municipal Area, the Province of the Western Cape, or the Republic of South Africa.
 - Commemorate local, provincial, and national historical places or events, and memories of cultural significance to the people of the Prince Albert Municipal Area.
 - Strengthen the community's heritage and promote the character of the area.
 - Recognise indigenous flora and fauna or natural features of the Prince Albert Municipal Area.

6. Process of Naming Public Streets and Places

The following process must be followed when naming public streets and places:

- 6.1 The Municipality may initiate a process for naming streets and places, or a request may be submitted from the public.
- 6.2 All requests for the naming of new streets and places, or existing streets and places that have not been named before, must be submitted in writing to the Directorate: Corporate and Community Services

- 6.3 A report regarding the request, advising on appropriate names and procedures to be followed, will be compiled by the Directorate: Corporate and Community Services and submitted to the applicable Ward Councillor for discussion with the Ward Committee.
- 6.4 An attendance register and minutes of the Ward Committee meeting where the report serves must be kept.
- 6.5 The Ward Councillor and Ward Committee must, through appropriate mechanisms, obtain inputs and comments from the residents/property owners living in that particular street or place, or those affected by the proposed new names. Proposed names must comply with the guidelines and principles of Council's Policy on Municipal Place Naming and Street Naming and Numbering.
- 6.6 Where applicable, the Ward Committee must keep an attendance register and minutes of the meeting held with the residents/property owners concerned.
- 6.7 A letter confirming the proposed names from the Ward Councillor must be submitted to the Directorate: Planning and Integrated Services.
- 6.8 The proposed names will then be published in the local newspaper, granting the community a 30-day commenting period in terms of Section 21 of the Local Government Municipal Systems Act No. 32 of 2000, to ensure broader community participation.
- 6.9 The Directorate: Corporate and Community Services will then compile a report with recommendations to Council for a final decision.
- 6.10 The Directorate: Corporate and Community Services will thereafter communicate the Council's decision to the residents/property owners concerned.
- 6.11 Where applicable, street numbering will take place in accordance with Council's Policy on Municipal Place Naming, Street Naming and Numbering by the said Directorate.

7. Process of Naming Private Streets and Places

Not all the streets are public streets, some, especially those in estates or group housing that emanate from subdivisions, are private streets.

7.1 Private Street and Place Naming During the Development Phase

With the establishment of new private streets within a development, the developer should provide proposed street names on the site development plan according to the criteria of the Municipal Place Naming, Street Naming and Numbering Policy. The proposed street names will be assessed by the Directorate Planning and Integrated Services. If the proposed street names are in compliance with the provisions of this Policy, the Directorate: Corporate and Community Services will inform the Developer. The developer should then erect the new street name signage to the standards specified by the Municipality to his/her cost and the Municipality will allocate appropriate street numbers.

7.2 Private Street and Place Naming After the Development Phase

Should the owner of a private street wish to name an unnamed private street that was not named during the development phase, a submission must be made to the Directorate: Corporate and Community Services. The submission should be accompanied by the following information:

- A locality map showing the street/place proposed for naming
- Proposed new name(s), the identification of which MUST comply with the criteria of the Municipal Place Naming, Street Naming and Numbering Policy.
- Confirmation that the majority of residents of the street are in support of the proposed name (this may be done in the form of a signed petition)
- The petition should include the names, addresses, signatures and contact details of the affected property owners. This list should indicate whether the affected property owner or resident supports the proposed street naming and the signatures should not be older than 1 (one) year upon time of submittal to the Prince Albert Municipality.

The Directorate: Corporate and Community Services then assess the application to check compliance with the policy in terms of the set criteria.

Should the recommended name(s) be in compliance with the provisions of this policy, the applicant is informed that the Municipality supports the name and that they may proceed to notify all relevant agencies, i.e. Telkom, Post Office, SAPS etc.

On approval the applicant should erect the new street name signage to the standards specified by the Municipality, to his/her cost and the Municipality will allocate appropriate street numbers.

Should the developer/owner/body corporate/home owners or residents of private streets not provide street names within a reasonable time the Municipality may initiate a process to provide street names. The Directorate: Corporate and Community Services will then propose street names and publish the proposed names in the local newspaper and send notices to the directly affected parties, granting a 30-day commenting period. Proposed street names from the community, if any, will be scrutinized where after the developer/owner/body corporate/home owners or residents will be informed of the approved street names. The responsibility to erect the street name signage is that of the developer/owner/body

corporate/home owners or residents. The Municipality will allocate appropriate street numbers.

*Refers to **Annexure E** for Process of Naming Street (sample letter to Councillors and confirmation)*

8. Rules for Street Numbering

The numbering of erven shall be done as follows:

8.1 Streets – West to East (Horizontal)

Numbering must be done from left to right, west to east, with even numbers on the southern side of the street, and the odd numbers on the northern side of the street.

8.2 Streets – South to North (Vertical)

Start by numbering from south to north, with the even numbers on the eastern side of the street, and the odd numbers on the western side of the street.



Figure 1: Street numbering, Horizontal and Vertical

8.3 Corner Erf (Two Streets)

Two street numbers must be provided for a corner erf, with one street number bordering each street. The street number of a property will be determined by the position of the front door of the new or existing structure.

8.4 Corner Erf (Three Streets)

Three street numbers must be provided for a corner erf, with one street number bordering each street. The street number of a property will be determined by the position of the front door of the new or existing structure.

8.5 Cul-de-sac

If there are fewer than 7 (seven) properties on the same side of the road in a cul-de-sac with no possibility of development on the other side of the road, numbering is then to be sequential.

The street numbering of all other properties in a cul-de-sac should start at the entrance of the cul-de-sac (at the corner erf). Odd numbers must be on the southern side. The island in the middle must be numbered with even numbers, with the smallest even number at the entrance to the circle.

8.6 Public Open Spaces

Public Open Spaces must also be numbered. Numbering should be done on both sides of the erf if the erf borders on two streets. The lowest value street number allocated to the erf will be used for administrative purposes.

8.7 Other Situations

From south to north: Even numbers must be provided on the eastern side of the street and the next odd number on the western side of the street.

From west to east: Even numbers must be provided on the southern side of the street and the odd number on the northern side of the street.

8.8 Existing Street Numbers

In cases where an existing street is already numbered, the existing numbers must be taken into account when an item for subdivision is proposed to Council. The street numbering must also fit into the General Plan of the area.

8.9 General

On completion of any building on a property, it shall be the duty of the property owner to obtain and install suitable address numerals for property identification on a location that is clearly visible from the street prior to occupation of the dwellings in the street.

There should be conformity in the type of numerals used for street signs as determined by the Council.

Refer to Annexure C & D : suffixes and abbreviation for streets

9. Administrative and financial considerations

There should be conformity in the type of lettering used for street name signs, as determined by the Director: Technical Services.

Street numbers should have a minimum size, as determined by the Director: Technical Services, so as to be easily legible, given the specific conditions relating to a property e.g. nature of adjoining road (speed with which vehicles travel), street lighting etc. The requirement must be communicated with the issue of building plan approval.

On completion of any building on a property, it shall be the duty of the property owner to obtain and install suitable address numbers for property identification, on a location that is clearly visible from the street. Final approval of any building constructed on a property may be withheld until the suitable address numbers have been appropriately displayed.

Costs relating to street naming in new subdivisions shall be borne by the developer. Where the developer is the Council, the costs shall be borne by Council.

10. Conclusion

The aim of the Municipal Place Naming and Street Naming and Numbering Policy of the Prince Albert Municipal Area is to ensure a uniform process with adequate public participation to enhance participatory governance. This includes the principles for naming, categories of names that should be avoided, criteria for selection of names, the process of naming public and private streets and places, and rules for street numbering.

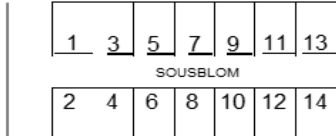
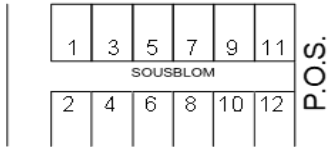
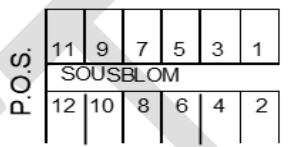
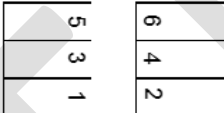
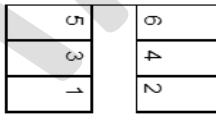
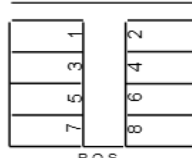
The policy will also enable people to locate properties readily and provide orderly growth within the Prince Albert Municipal Area.

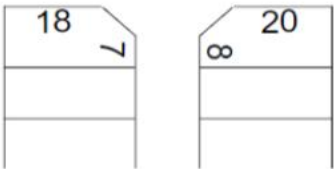
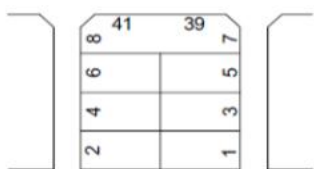
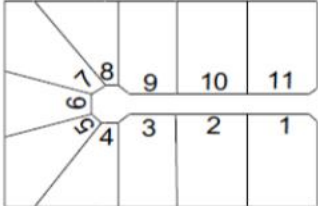
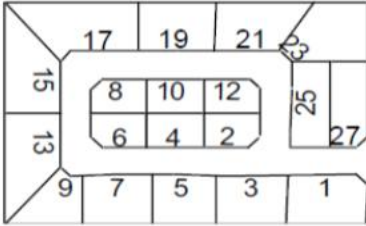
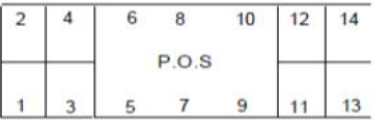
Annexure A: Procedure for Naming and Numbering of Street

	PROCEDURE FOR NAMING & NUMBERING OF STREETS	RESPONSIBLE DEPT./ INDIVIDUAL	APPROXIMATE TIME FRAME
1.	IDENTIFICATION OF NEED Identify the need to allocate street names / resolve problematic situations relating to existing names and numbers. Identify street names within surrounding area (± 5 km radius of site).	- Developer/Community - Director & Manager: CCS	Simultaneously with the preparation of new layouts.
2.	APPLICATION - PRIVATE DEVELOPMENT: Proposal submitted by developer to Manager: Town Planning, with the following: - Plan showing streets, proposed & alternative names. - Brief explanation of reason/s for street name selection. - Proof of land ownership of person applying.	- Developer.	Simultaneously with the submission of layout plans for approval.
	APPLICATION - PUBLIC DEVELOPMENT: a. Provision of necessary mapping and information to Ward Councilor in standard format (see Annexure E), with preliminary name proposals. Note: Where the road or part of a road to be named, is owned by another sphere of government then the consultation process must include the relevant Department.	- GIS & Town Planning.	As soon as layout plans are available.
	b. Consultation with Ward Committee & any other relevant party as deemed appropriate by Council, given the scale and functional impact of the street / place to be named.	- Ward Councilor (public participation). - CCS: Town Planning. (administrative & technical support).	Within one month of layout plans being supplied to Councilor.
	c. Proposal submitted by Ward Councilor, to Manager: Town Planning, with the following: - Plan showing streets, proposed names & alternative names. - Brief explanation of reason/s for street name selection. - Councilor's signature that proposed names are acceptable to community and/or copy of minutes of Ward Committee / community meeting.	- Ward Councilor. - CCS: Town Planning.	Within 2 weeks of the date on which the Ward Committee meeting was held.
3.	ASSESSMENT: Application assessed in terms of compliance with policy, and report submitted to Council for a decision.	- CCS: Town Planning.	Within 2 weeks of submission of proposal.
4.	DECISION: Council decides to proceed or not with the recommended name/s. Clear reasons must be stated where recommended names are not approved.	Council.	Earliest available Council meeting.
5.	UPDATE SPATIAL DATA BASE: Street numbers are allocated and Council's Street Map/s are updated.	GIS & Town Planning	Within 2 weeks of notification of decision.
6.	NOTIFICATION OF DECISION: A copy of Council's decision and final map is sent to the developer and any other relevant party as deemed appropriate by Council e.g. Manager: Traffic Services, Manager: Engineering Services, SG, SAPS, PO. Where the approval entails any changes to existing numbering, the affected landowners must also be notified.	CCS: Town Planning.	Within 1 week of updated map being available.
7.	INSTALLATION OF STREET NAME BOARDS: Street names are physically put in place e.g. name boards or painted on kerbs.	Private Dev: developer. Public Dev: Appointed Contractor, if included in their Tender, otherwise Technical Dept.	Within 2 months of being notified of approval.
8.	MAINTENANCE: Ongoing maintenance of existing street name boards.	Director: Technical services	Ongoing, as per agreed program or identified need

Abbreviation: CCS – Community and Community Services

Annexure B: Rules for street Numbering

Rule	Illustration
Street – West to East (Horizontal): Numbering must be done from left to right, West to East, with even numbers on the southern side of the street, and the odd numbers on the northern side of the street.	Figure 1: Where a new street has access from both sides.  Figure 2: Where a new street has access from the western side.  Figure 3: Where a new street has access only from the eastern side (number from E to W, with even numbers on the S and odd numbers on the N). 
Streets – North to South (Vertical): Numbering starts from south to north, with even numbers on the eastern side of the street and odd numbers on the western side of the street.	Figure 4: Where a new street has access from both sides.  Figure 5: Where a new street has access only from the southern side (number from S to N; even numbers on E and odd numbers on W).  Figure 6: Where a new street has access only from the northern side (number from N to S; even numbers on E and odd numbers on W). 

Corner Erf (Two Streets): A minimum of 2 street numbers must be provided for a corner erf, with a minimum of one street number bordering each street. The street number provided will be determined by the direction of the front door of the new or existing structure.	Figure 7: 
Corner Erf (Three Streets): A minimum of 3 street numbers must be provided for a corner erf, with a minimum of one street number bordering each street. The street number provided will be determined by the direction of the front door of the new or existing structure.	Figure 8 
Cul-de-sac (Short): If there are fewer than seven properties on the same side of the road in a cul-de-sac with no possibility of development on the other side of the road, they be numbered sequentially,	Figure 9 
Cul-de-sac (Long) or Circle: The street numbering should start at the entrance of the cul-de-sac (at the corner erf). Odd numbers must be on the southern side. The island in the middle must be numbered with even numbers with the smallest even number at the entrance to the circle.	Figure 10 
Public Open Space: Numbering should be done on both sides of the erf if the erf borders on 2 streets. The lowest value street number allocated to the erf will be used for administrative purposes.	Figure 11 
Existing Street Numbers: In cases where an existing street is already numbered, the existing numbers must be retained unless there are exceptional circumstances.	

Annexure C: suffixes to describe street and abbreviation

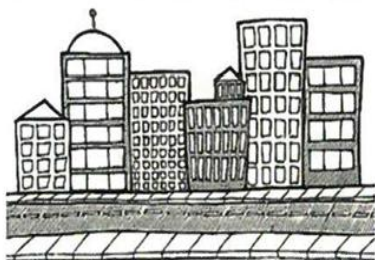
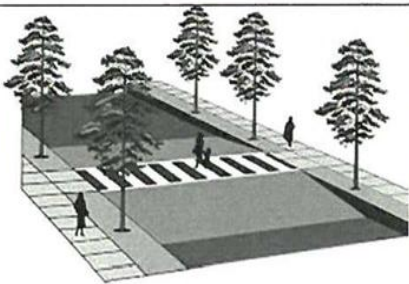
Table 1: Suffixes to describe Streets, and accepted abbreviations thereof
(Source: Based substantially on the City of Cape Town's 2002 Street Naming Policy)

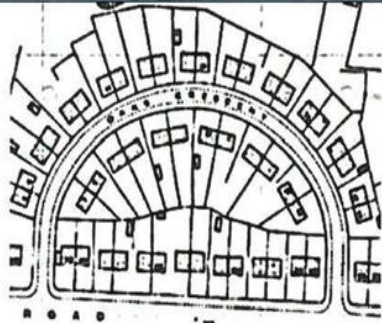
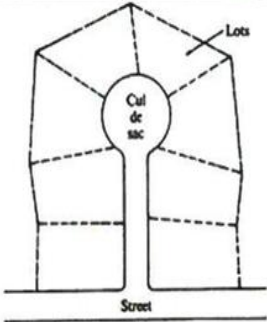
ENGLISH	AFRIKAANS	DEFINITION / USED FOR
Avenue (Ave)	Laan (Ln)	A city street usually with significant horticultural features.
Boulevard (Blvd)	Boulevard (Blvd)	A wide, pretentious street, usually with horticultural or landmark features.
Bypass	Verbypad	A usually wide road which takes traffic around developed areas.
Circle	Sirkel	A road which roughly forms a circle.
Close (Cl)	Slot	A cul-de-sac.
Court (Crt)	Hof	As a square, but normally surrounded by residential buildings.
Crescent (Cres)	Singel (Sng)	Curved or looped road, usually relatively short.
Drive (dr)	Ryiaan(RIn)	A relatively long, usually scenic route, often a major road / bus route.
Grove	Bospad	Minor road, usually with significant horticultural features.
Lane	Steeg	A narrow street, usually short.
Mall	Wandelhal	A major road mainly for pedestrian use, serving mostly commercial developments.
Parkway (PW)	Parkweg (PW)	A dual carriageway with limited, signal controlled or interchange access only, which has horticultural features.
Path	Voetpad	Surfaced road for walking.
Place (Pl)	Plek	Cul-de-sac.
Road (Rd)	Weg	General term for streets usually, but not always, outside developed areas, streets which perform a distributor function as well.
Square (Sq)	Plein (Pln)	A road or portion of road the shape of which resembles a square or rectangle.
Steps	Trappe	Street with steps, for pedestrian use only.
Street (St)	Straat (Str)	General term for streets usually in developed areas (CBD).
Terrace (Ter)	Terras (Ter)	A road, normally for pedestrian use, which serves houses on a raised level.
Trail	Wandelpad	Unsurfaced road for walking.
Walk	Voetpad	Narrow street normally for pedestrian use only.
Way	Weg	General term for streets usually, but not always, outside developed areas, streets which perform a distributor function as well.

Notes:

1. Suffixes are not included on the actual name board, except where this is necessary to distinguish between similar names e.g. Mark St. and Nelson Mandela LnAve.
2. During the compilation of the City of Cape Town's Street Naming Policy, the City's Xhosa translator and an independent translator, the Cape Town International School of Languages, both confirmed that there are no Xhosa terms for the Street suffixes used above.

Annexure D: Street suffixes

English	Afrikaans	Definitions	Illustration
Freeway	Snelweg	A dual carriageway with access limited to interchanges only	
Boulevard	Boulevard	A broad formally laid out (landscaped) paved public way, may be ornamentally illuminated or decorated. It carries moderate to heavy volumes of traffic at moderate to high speeds.	
Street	Straat	A straight tarred road in a developed area (residential or business buildings) and may have a sidewalk	
Road	Weg	Is a link road and perform a distributor function as well	
Avenue	Laan	Is a broad pedestrian friendly road with traffic calming effects, street furniture and trees	

English	Afrikaans	Definitions	Illustration
Crescent	Singel	is a curved road in a residential area and the entrance and exit is on the same route	 A plan view diagram showing a semi-circular road (crescent) with several rectangular buildings on either side. The road starts and ends at a straight road at the bottom, labeled 'ROAD'.
Close	Slot	A minor dead-end street with a turning circle	 A plan view diagram of a dead-end street. A main 'Street' at the bottom leads to a circular 'Cul de sac' at the top. Several 'Lots' (rectangular plots) are shown on either side of the cul-de-sac.
Drive	Ryiaan	A relatively long, usually scenic route.	 A simple line drawing of a winding, S-shaped road leading towards a stylized evergreen tree.
Path	Voetpad	Surfaced narrow street normally for pedestrian use only.	 A black and white photograph of a pedestrian crossing marked with white zebra stripes on a dark road.
Trail	Wandelpad	Unsurfaced road for walking	 A black silhouette illustration of two people walking, each carrying a backpack.

Annexure E: *Process of Naming Street (Sample letters to Councillors, proposed names list and map)*

	Dept: Corporate & Community services Unit: Town Planning and Land Use Management Private Bag X52, Prince Albert , 6930 Thusong Center Adderley/ Church Street 6930 Tel: +27 23 5411 668/036 Email: adminklerk@pamun.gov.za Web: www.pamun.gov.za
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Ref: 15/1/...

Navrae /Enq:

Date:

Dear Sir / Madam

- **NAMING AND NUMBERING OF STREETS IN PRINCE ALBERT/ LEEU GAMKA / KLAARSTROOM**

Attached please find the following:

- A map indicating streets which need to be named, with preliminary suggestions.
- A table to be filled in with proposed names, alternative names and reasons for naming.
- A map showing the surrounding area and existing street names.

Please contact the Town Planning Department at your earliest convenience to coordinate a meeting to identify and agree on proposed street names for these new streets or unnamed street

These proposed street names will be checked for any duplication of existing street names, and in terms of compliance with the Council's Street Naming and Numbering Policy, and submitted to Council for a final decision.

Yours faithfully

Initials and Surnames

Director: Corporate and community services

Annexure F :

STREET NAMING CONFIRMATION BY COUNCILLOR : PRINCE ALBERT/ LEEU GAMKA/ KLAARSTROOM

Road No.	Suggestion by Town Planning Department/ Community members	Proposed Name	Alternative Name	Reason for Name
1				
2				
3				
4				
5				
6				
7				
8				

The above listed street names refer to the attached plan, reference I,
..... Ward Councilor for Ward..... hereby confirm
that the above street names were discussed as a meeting held on
and that these names are acceptable to the community affected by these streets.

Signature:

Date:

Example of Unnamed street

