APPROVED

Policy Framework and Guidelines for Geographical Naming System in Gauteng

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<td>Department of Arts and Culture</td>
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B. BIBLIOGRAPHY

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- Development Facilitation Act No 67 of 1995
- Gauteng Planning and Development Act No 3 of 2003
- National Heritage Resources Act No 25 of 1999
- National Environmental Management: Protected Areas Act No 57 of 2003
- Local Government: Municipal Structures Act No 117 of 1998
- Traditional Leadership and Governance Framework Act No 41 of 2003
- The Deeds Registry Act No 47 of 1937
- Land Survey Act No 8 of 1997
1. **INTRODUCTION AND BACKGROUND**

1.1 This policy was developed in response to the need identified by the Gauteng Provincial Government to create a provincial policy on geographical naming systems in Gauteng. The policy also seeks to ensure community input into the naming of public places, natural features and other geographical features in the province.

1.2 The process of naming and renaming entities and geographical features begun in earnest with the advent of democracy in South Africa in 1994, with a view to forge nation building, reclaiming history, overcoming colonial notions of superiority and inferiority and developing a sense of loyalty and pride in the social formations being constructed.

1.3 Geographical names can be used to re-affirm traditional culture and national identity and are essential for effective communication worldwide and supports socio-economic development, conservation and national infrastructure. Geographical names can also be used for reference purposes in education, training, tourism, trade, commerce, population census, transportation, property rights and cadastre, urban and regional planning, mapping, national statistics, security strategy, environmental management, search and rescue operations.

1.4 There are various issues and shortcomings identified in current legislative framework. This policy framework seeks to close such gaps. The issues and shortcomings include:

- The role of the provincial MECs is not spelt out in the Act. The National Department of Arts and Culture is currently amending its legislation to address the role of MECs and the following has been recommended:
  - In terms of the SAGNC Act, sole authority for the naming of geographical features resides with the Minister responsible for arts and culture, therefore the
PGNC has no authority to reject, decline or withhold a name submitted to it. Its sole power is to make recommendations to the SAGNC.

Before submitting its recommendations to the SAGNC, the PGNC must first submit its recommendations to the Provincial MEC responsible for geographical names via the responsible provincial department.

The role of the Provincial MEC is to consider the PGNCs recommendations and make his/her comments. These comments must be re-submitted to the PGNC which will submit its recommendations with the comments of the Provincial MEC to SAGNC.

It must be noted that due to the fact that sole authority to name geographical Features resides exclusively with the national Minister, the PGNCs have a responsibility to forward all names submitted to them to the SAGNC.

The PGNC must however, indicate the process followed in terms of consultation and verification as well as its recommendations, comments and recommendations of the Provincial MEC.

- The role of the GGNCs is limited to consultations because the authority to changes names lies at national and local level;
- The structures, powers and composition of the GGNCs is not spelt out;
- The appointment, disqualification, termination of membership and term of offices is also not spelt out;
- The roles and responsibilities of GGNC and LGNC
- The issue of funding to enable GGNCs to carry out their mandates must be addressed;
- Participation of GGNCs members at the SAGNC should be reviewed. An intergovernmental forum may be created where the SAGNC and local and provincial committees
may meet to exchange ideas, share best practices, including how to deal with challenges and disputes;

- There are no guidelines on how much consultation is required and what are the time frames for consultation process. However, it must be noted that different features would require different processes of consultation when names are standardised. This aspect must be clearly set out in the policy.

2. **DEFINITIONS**

In this policy, unless the context indicates otherwise, the following definitions will apply:

2.1 “**Act**” means South African Geographical Names Council Act No 18 of 1998 and regulation promulgated thereunder;

2.2 “**Capacity building**” in relation to geographical name changing means the development of skills within the province and local government in the standardisation and naming of geographical features;


2.4 “**Consultation**” means reasonable and adequate facilitation of public involvement or involvement of affected persons as envisaged in the Constitution and Promotion of Administrative Justice Act No 3 of 2000;

2.5 “**Department**” means Department of Sports, Arts, Culture and Recreation;

2.6 “**GGNC**” means Gauteng Geographical Names Committee;

2.7 “**Geographical name**” means the name of any terrestrial feature within the jurisdiction of the Province of Gauteng acquired whether by natural or made or adapted by human agency or populated or unpopulated;
2.8 “HOD” means the Head of Department of Sports, Arts, Culture and Recreation;

2.9 “LGNC” means Local Geographical Names Committee;

2.10 “MEC” means the Member of Executive Council responsible for Sports, Arts, Culture and Recreation in the province;

2.11 “Municipality” means a municipality established in terms of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998);

2.12 "Municipal Structures Act" means the Local Government: Municipal Structures Act No 117 of 1988;

2.13 “Public education” means educating members of the public on geographical names change and renaming by way of public awareness programmes and media campaigns;

2.14 “Public places” include places, buildings, structures, roads and natural features of cultural significance;

2.15 “Standardisation” means determination of a name to be applied to each geographical feature and written form of that name, and the regulation by an appropriate authority of a geographical name, its written form and its application;

2.16 “SANGC” means South Africa Geographical Names Council;

2.17 “Verification” means of a process of verification of proposed names through the geographical names bank and with regard jurisdictional competence.

3. PURPOSE
3.1 There are various geographical features that are located in various sectors of provincial government because they link to mandates of different departments. While a set of guidelines exist, however, there is no clear policy on name changes at national level. In the absence of a policy each of these departments follows its own processes. National and local government have clearly defined roles in relation to name changes, while provincial government seem to have been excluded from any power or authority in the process.

3.2 This policy therefore seeks to clarify the roles and powers of the provincial government in relation to geographical name changing processes. This policy framework would co-ordinate these activities by setting standards for the management of the process on naming public places and other geographical features in the province.

4. **POLICY OBJECTIVES**

The main objectives of the policy are to:

27.1 Regulate standardisation of geographical names, to redress, correct and transform the geographical naming system in the province.

27.2 Provide guidance and support on how name changing processes should be implemented at all levels that is in accordance with the requirements and guidelines set out by the SAGNC.

27.3 Ensure that a consistent, fair and equitable process is followed when naming public place, community infrastructure and roads.

27.4 Ensure that naming applications are assessed in accordance with guiding principles set out in this policy.

27.5 Encourage public participation as an integral part of naming and renaming processes.
27.6 Ensure that policy is implemented in such a manner that it adheres to applicable national policy and legislation.

27.7 Ensure that naming processes are handled in such a manner that it unites the people instead of creating divisions and also to foster social cohesion through the recognition of different languages, cultures and heritage.

27.8 Provide clarity on the roles, composition and accountability of provincial and local committees for purposes of implementation of the Act.

27.9 To establish principles and procedures for determining new names and for renaming existing features within the province.

27.10 Set out collaboration mechanism between provincial and local committees.

5. APPLICATION OF POLICY

This policy is applicable to the Gauteng provincial government, agencies, employees, including local government and is intended to regulate standardisation, the co-ordination, consultation processes and geographical naming system for features falling within the provincial boundaries.

6. THE CONSTITUTIONAL MANDATE

6.1 The Constitution allocates various functional areas to one or more spheres of government. Within the context of culture and related matters, four of such concurrent functional areas that bear relevance are:

6.1.1 culture is a functional area of concurrent national and provincial legislative competence.
6.1.2 the constitution expressly confers language and regulation of official languages on provincial legislative competence.

6.1.3 indigenous law and customary law.

6.1.4 traditional leadership.

6.2 In respect of these concurrent functional areas, the national government is empowered by Constitution to formulate national policy framework and to implements national legislation. In this regard, a national legislation, the South African Geographical Names Council Act has been promulgated and the Handbook on Geographical Names has been issued by the South African Geographical Names Council.

6.3 With regard to the provincial government, the role of provincial executives and provincial legislatures, respectively, are to formulate policy framework and implement such framework and provide for a provincial legislation. These provincial policies and legislation must be aligned with national framework policy and legislation.

6.4 No specific matters relating to culture are allocated to local government in terms of the Constitution. However, the Constitution provides that municipalities may administer any other matters assigned to them by national or provincial legislation (this may include aspects relating to cultural matters).

7. LEGISLATIVE FRAMEWORK

The following legislation and policies serves as background for the policy:

7.1 Constitution of the Republic of South Africa Act No 108 of 1996
7.3  Intergovernmental Relations Framework Act 13 of 2005
7.4  Promotion of Administrative Justice Act No 3 of 2000
7.5  Promotion of Access to Information Act No 2 of 2000
7.6  Public Finance Management Act No 1 of 1999
7.7  Development Facilitation Act No 67 of 1995
7.8  Gauteng Planning and Development Act No 3 of 2003
7.9  National Heritage Resources Act No 25 of 1999
7.10 National Environmental Management: Protected Areas Act No 57 of 2003
7.11 Local Government: Municipal Structures Act No 117 of 1998
7.12 Traditional Leadership and Governance Framework Act No 41 of 2
7.13 The Deeds Registry Act No 47 of 1937
7.14 Land Survey Act No 8 of 1997
7.15 White Paper on Arts, Culture and Heritage, 1996
7.16 Handbook on Geographical Names

8.  GAUTENG GEOGRAPHICAL NAMES COMMITTEE  (GGNC)

8.1  Section 2(2)(a) of the SAGNC Act states that “the objects of the Council are to facilitate the establishment of Provincial Geographical Names Committees.”

8.2  It is apparent from the above that there are broad issues that requires clarification to close the policy gaps. Legislation cannot exist in a vacuum, and this policy, therefore, seeks to ensure that there are clear guidelines to support the values and principles for geographical naming system and empower rather than impede implementation. These matters would generally be better addressed in legislation than policy. Therefore, there may be a need to formulate a provincial legislation to deal with these matters and other matters or address these matters by way of regulations prescribed by the responsible Member of the Executive Council in the province. Until such time that the regulations are prescribed or legislation formulated, the guidelines set out in this policy shall apply.
8.3 **Establishment**

The Gauteng Geographical Names Committee is established in terms of section 2 (2)(a) of South African Geographical Names Council Act to do preparatory work for the submission of names to the SAGNC. The GGNC falls under the authority of the responsible department for arts and culture, namely Department of Sports, Arts, Culture and Recreation.

8.5 **Objectives of the Committee**

8.5.1 To facilitate and support with the establishment of local geographical names committees (LGNC). In this regard ensure that LGNC complies with SAGNC principles to names under its jurisdiction.

8.5.2 To promote standardisation of geographical names at provincial and local level.

8.5.3 Facilitate transformation process for geographical names in order to forge national unity and social cohesion.

8.5.4 To promote public awareness, research and education of communities.

8.5.5 To establish and maintain a research section and the necessary infrastructure, incorporating computerised database, a library, reference material and documents archives

8.5.6 To promote public consultation process by bringing the process closer to the people and helping them to identify with it.
8.5.7 To make recommendations to the SAGNC on names of geographical features that falls within its jurisdictional boundaries, after adequate consultation with local communities and stakeholders.

8.6 Composition of the Committee

8.6.1 The GGNC shall consist of 8 and not more than 15 members appointed by the Member of the Executive Council responsible for cultural matters.

8.6.2 The MEC must appoint a chairperson of the Committee, who shall not serve more than 2 consecutive terms as chairperson of the committee.

8.6.3 The members of the Committee must be appointed in accordance with the principles of transparency and representatively and must take into account the qualification, knowledge, experience or interest in the area of geographical names, linguistic, cultural matters, history, legal and land surveying and mapping.

8.7 Meetings

8.7.1 The members shall meet at least four times in a year or as often as necessary.

8.7.2 The chairperson or deputy chairperson shall preside over the Committee meetings and in their absence the members present shall elect any of the members to chair the proceedings at such meeting.

8.7.3 Majority of members at the meeting shall constitute a quorum.
8.7.4 Decision shall be taken by way of resolution of majority of the members present at a meeting duly convened. In the vent of equality of votes on any matter the chairperson shall have a casting vote in addition to his vote as member of the Committee.

8.8 **Term of Office**

Members of the committee shall hold office for period, determined by the MEC, not exceeding 3 years but a member shall be eligible for reappointment.

8.9 **Vacation of Office**

A member of the committee shall vacate the office if he or she:

- 8.8.1 Resigns;
- 8.8.2 Dies;
- 8.8.3 Is found to be of unsound mind by the a court;
- 8.8.4 Is convicted of an offence involving dishonesty;
- 8.8.5 Has been absent for three consecutive meetings without leave and reasonable or just explanation.

9. **ROLES AND RESPONSIBILITY OF THE GGNC**

9.1 The role and responsibilities of the GGNC are defined as:

- Public Education.
- Capacity Building.
- Consultation.
- Verification.
- Recommendation.

9.2 **Public Education**: increasing public awareness of the need and process for geographical names change through public education programmers and media campaigns. A further element of public education includes lobbying and advocacy to improve political support for geographical naming and name changes amongst provincial governments. GGNC must also
establish and maintain a research section and the necessary infrastructure, incorporating computerised database, a library, reference material and documents archives.

9.3 **Capacity Building:** In terms of the Municipal Structures Act, 1998, local authorities have power to name geographical features within an area of local competence. However, there is a need for greater coordination between local authorities, the SAGNC and GGNC to ensure improved synchronization in terms of processes and standardisation. This will therefore require the development of skills within local government in the standardisation and naming of geographical features.

9.4 **Consultation:** It is a function of the GGNC to consult broadly with provincial stakeholders once a name change has been proposed to it. Whilst there is no possibility of prescription due to the varying circumstances, certain stakeholders or categories of stakeholders were felt to be universally applicable, these were:

- The South African Post Office;
- The officials of the Department of Rural Development and Land Reform within the province;
- Organs of civil society; and
- Provincial government departments.
- Local Municipalities

Consultation may take place in the various forms such as public hearings, stakeholder forums, calls for written submissions and generally as contemplated in the Promotion of Administrative Justice Act.

9.6 Effectively address the issue of backlog of geographical names in the province and ensure compliance with SANGC principles.

9.7 The GGNC must maintain a public register or a data base of names in accordance with the national standards and from time to time submit such data to the SAGNC. The register must be
continuously updated. The register must be available for public inspection without a charge and should be publicized for public access.

9.8 **Verification:** once submissions for name changes have been received by the GGNC, they must be subject to a process of verification. The verification process must determine:

- Whether the geographical name is of national competence in terms of Section 3(2) of the SAGNC Regulations;
- The written form of the proposed name(s); and
- The significance of the proposed name(s).

9.9 **Recommendation:** once the verification has been conducted, the GGNC can make a recommendation. In terms of the SAGNC Act, sole authority for the naming of geographical features resides with the Minister responsible for arts and culture, therefore the GGNC has no authority to reject, decline or withhold a name submitted to it. Its power is to make preparatory work and then make recommendations to the SAGNC. Before submitting its recommendations to the SAGNC, the GGNC must first notify and submit its recommendations to the Provincial MEC responsible for geographical names.

10. **ROLES AND RESPONSIBILITIES OF LGNC**

Each municipality must establish a Local Geographical Names Committee and define it structure with the assistance and support of the GGNC. The municipalities must also develop a policy for geographical names.

In line with the criteria set out in the Act, the responsibilities of the LGNC will be as follows:

10.1 To ensure compliance with the principles set by the SANGC;

10.2 Set guidelines for the operations of the LGNC and ensure that the activities of the LGNC are equitably funded and promoted;
10.2 Promote awareness of economic and social benefits of the standardisation of geographical names;

10.4 Work in close collaboration with the GGNC and SAGNC in respect of names that do not fall within local jurisdiction;

10.5 To receive proposed geographical names falling within local competence, consider and process them for recommendation for approval by Municipal Council;

10.6 To ensure and promote adequate public participation and consultation take place in the various forms such as public hearings, stakeholder forums, calls for written submissions and generally as contemplated in the Promotion of Administrative Justice Act.

10.7 Effectively address the issue of backlog of geographical names within the LGNC’s jurisdiction and pro-actively promote geographical name changes.

10.8 To establish and maintain a research section and the necessary infrastructure, incorporating computerised database, a library, reference material and documents archives

10.9 The LGNC must maintain a public register or a data base of names in accordance with the national standards and from time to time submit such data to the SAGNC. The register must be continuously updated. The register must be available for public inspection without a charge and should be publicized for public access.

11. RELATIONS BETWEEN GGNC AND LGNC

11.1 The SAGNCA does not prescribe the role of provincial government but makes provision for the province to assist municipalities in establishing the local geographical names
committee. In terms of section 154(1) of the Constitution national and provincial government are required to support and strengthen the capacity of municipalities to manage their own affairs and to exercise their powers and perform their function. The Constitution also provides for intervention by provincial government in the operation of a municipality where the municipality cannot or does not fulfill an executive obligation in terms of the constitution or legislation, in order to ensure fulfillment of that obligation.

11.2 The relationship between the provincial and local spheres of government is very important to the SANGC as local government performs significant powers and functions in relation to aspects of its mandate and to the extent that local government has no powers to approve names the province will have to play a significant role in terms of facilitation and consultation.

11.3 In terms of facilitation and assistance for the establishment of LGNC by GGNC, we recommend and for consistency purposes that the LGNCs must be located within the Arts and Culture and Heritage division with municipalities.

11.4 It is also recommended that intergovernmental forums established under the Intergovernmental Relations Framework Act, be used to manage the relations and where such forums are not appropriate establish new Geographical Names Forum consisting of GGNC and LGNCs members. This will assist in the elimination of confusion and tension between institutions and will clarify roles, because in some instances, institutions are tasked with functions that belong to other institutions and the departments.

11.5 The GGNC must provide administrative support, build and strengthen capacity of Forum. The forum must ensure collaboration and promote participation by local communities in the process of name changes.
12. **FUNDING**

12.1 The Department shall provide funds to the GGNC from money appropriated by the Gauteng Provincial Legislature promotion of culture to enable the GGNC to perform its functions and duties and to execute its powers as prescribed in the SAGNCA and this policy.

12.2 The financial management of the affairs of the GGNC must be consistent with the requirements of the Public Finance Management Act and the Committee must also comply with the financial prescripts determined by the MEC or the HoD of the Department from time to time. As soon as practical after the end of financial year of the Department, GGNC must compile and submit to the MEC a report on all its activities during the financial year, including statement of income and expenditure. In this regard it is recommended that a specific budget be allocated to the Committee in accordance with the strategic business plan to undertake its activities as prescribed by Act, including implementation of this policy.

12.3 The funding provided should utilized for amongst others and without limitation, for human resources, remuneration of staff and committee members, establishment of library, office requirements and public awareness campaigns.

12.4 The MEC may, with the concurrence of the MEC for finance, determine the reimbursement of expenses incurred by members of the GGNC and any committee it may establish who are not in the employ of the State.

13. **PUBLIC PARTICIPATION AND CONSULTATIONS**
13.1 Public participation is an important principle in the process of naming and renaming of geographical features. This policy framework recognizes this principle of public participation and consultation as inalienable from any process of name changing. Therefore, as a policy, it enables what is fundamentally driven by communities. The policy thus emphasizes the importance of public participation as well as underscores the importance of equity in human rights and cultural rights. In the context where government is facilitating name changes public participation and consultation must be evident in those facilitated processes. Most of disputes relating the naming or renaming of public places revolve around the issue of public participation and consultation.

13.2 Public participation and consultation will be an integral part of formulation, review and continuous development of this policy. The act of naming and renaming of geographical features must be handled with sensitivity and must follow a process that is as inclusive as possible.

13.3 The public sector in general has an obligation towards promoting culture as set out in the Batho Pele principles and in public participation imperative as embodied in various pieces of legislation. The business sector and media has an important role to play and must promote social cohesion and encourage respect for cultural diversity. In taking responsibility for promotion of public participation and consultation in names changing, the societal stakeholders must promote tolerance to cultural diversity and respect for individual and group choices. Communities and individuals must be allowed to express themselves in their own languages.

13.4 One of the main strengths of the South African constitutional framework is the value attached to consultation in both policy development and implementation. Although most features are located at national and local level, the collaboration, input and
guidance from province is important because province and municipalities are closer to the communities.

13.5 GGNC must consult with the public on any naming proposal. The level and form of consultation can vary depending on the naming proposal. This principle does not apply to the naming of new features, roads within subdivisions where there are currently no residents, businesses or rate payers who will be directly affected. There are two types of community groups to consult with regarding a naming, renaming or boundary change proposal:

- the **immediate community**, which includes residents, ratepayers and businesses within the immediate area directly affected by the proposal;
- the **extended community**, which includes residents, ratepayers and businesses surrounding the area directly affected by the proposal; any visitor groups to the area; and government or non-government organisations with an interest in or who service the area.

If a proposal will not affect any person because there is no living persons in the area the naming authority must consult with the public by advertising the proposal in local or provincial newspapers. The GGNC can also promote the proposal to the immediate and extended community on a website, through letters, newsletters or magazines, email contact lists and public notices.

Communication through letters or advertising must outline the following information:

- The location and extent of the feature, locality or road proposed to be named, renamed or have boundaries changed (with a map and written description – to reduce advertising costs the public can be referred to a website and council office to view these details);
- The reason the particular name and/or new boundaries have been chosen for the proposal;
- An invitation for public feedback with a closing date 30 days from the date of the letter and/or advertisement.
14. CRITERIA FOR DETERMINING WHETHER A GEOGRAPHICAL NAME IS A LOCAL OR NATIONAL COMPETENCE

14.1 Geographical names are assigned to features on earth that occur either naturally, manmade, or are adapted by humans, which can be populated. In terms of section 12 of the Act the Minister must make regulation as to the criteria to be followed when deciding whether or not a geographical name should be regarded as a national or provincial or local competence. The SAGNC, Regulations, 2003 (Regulation 339 of 2003) has only made prescription for national and local competence and not for the province.

14.2 The criteria for deciding whether or not a geographical name is regarded as a local competence is as follows:

14.2.1 The area must be situated within the jurisdiction of the local authority; and

14.2.2 Geographical names of local concern include
- Streets;
- Municipal buildings;
- Squares;
- Local parks;
- Cemeteries; and
- Privately owned buildings.

14.3 The criteria for deciding whether or not a geographical name should be regarded as a national competence is as follows:

14.3.1 Geographical names of national concern include towns; suburbs; human settlements; post offices; stations; airports; harbours; highways; mountains; streams; rivers; bays; points; islands; wetlands; national parks; and
14.3.2 any other geographical name other than those referred to in paragraph 14.2.2.

15. **STANDARDISATION OF NAMES**

15.1 People tend to give the same name to different places.

15.2 Names may sound the same, or the spelling of one place name may be very similar to that of another.

15.3 Names can be spelled in different ways.

15.4 In a multilingual country such as South Africa, places often have more than one name. It is important to regulate or standardize names for the purpose of affirming the country’s history and national identity, for trade and commerce, transportation and communications.

15.5 The current spelling rules of the languages from which the names are derived.

15.6 The wishes of local population provided they are not in conflict with the principles of the GGNC.

15.7 The historical use of the name.

15.8 Redress, where a name is changed on the basis of historical consideration.

15.9 United Nations resolutions on the standardisation of geographical names.

15.10 Any other relevant factors which the GGNC may identify.

16. **GUIDELINES AND PROCEDURES FOR INITIATING PUBLIC PLACE NAMING**
16.1 Names of living persons should generally be avoided and names of this category of persons can only be used with permission of GGNC and that person.

16.2 Entities or features named after persons must be done in accordance with the contribution and stature of the person concerned.

16.3 Written permission should where possible be obtained from the individual or individual’s family or heirs before that name is officially used.

16.4 Administrative errors and erroneous spellings of names identified for renaming may be rectified without following the process as set out for as guidelines in this policy framework.

16.5 A name that existed in the past but which is not at present officially recognized, and which is now proposed to restore.

17. GEOGRAPHICAL NAMES THAT SHOULD GENERALLY BE AVOIDED

17.1 Names that have already been approved for other places in the province and South Africa as whole should not be used to avoid duplication.

17.2 Names of places in other countries and names of countries.

17.3 Names that are derogatory, blasphemous, offensive and generally discriminatory shall not be used for this process and must be avoided.
17.4 Names of which spelling or pronunciation is close to that of an existing name which may result in confusion.

17.5 Names that are too long or clumsily compounded. Names with more than two words should be avoided.

17.6 Names that may be regarded as an advertisement for a particular commercial product, services or firm.

17.7 Names which do not conform to the rules of writing names adopted by the SAGNC.

18. CONDITIONS FOR NAMING AND RENAMING

18.1 When the duplication exists or has occurred within the boundaries of the province and on features falling within the province.

18.2 When the duplication is required with background information as motivation where a name is changed due to historical considerations.

18.2 When new settlement area, park and other important geographical features have been established.

18.3 When the recognition of the name was previously approved and as such a name seems to enjoy popularity in the areas.

18.4 When the street, public place and feature of such a place have an existing name.

19. PROCEDURE FOR NAMING AND RENAMING OF PUBLIC PLACES AND FEATURES
19.1 The application submitted for the name change or renaming must be made on the prescribed form and must meet the requirements.

19.2 The applicant shall submit to GGNC or any designated office, such as local authority, tribal authority on a prescribed form and in addition shall submit a detailed motivation explaining the reasons for the name change or renaming that is proposed.

19.3 Any other part that is affected or is deemed to be affected shall be notified in writing of such an application. GGNC will consider the application upon receipt.

19.4 If the Committee decides that the application/request does not merit any further discussions or consideration for lack of compliance with policy requirements, it will close the matter and the applicant will be informed accordingly.

19.5 However, if the Committee is of view that the application/request merits consideration, process of public consultation will be followed after which the recommendation will be made to the SAGNC for consideration and recommendation to the Minister.

20. **CHANGING OF EXISTING NAMES**

20.1 As geographic names form part of historical, cultural and linguistic heritage of the nation, it is more desirable to preserve than abandon them.

20.2 A new geographical name that has replaced an existing name may be objectionable and certain people would like to see the original name restored.
20.3 Some linguistic corruptions of names may be offensive.

20.4 A name may be deemed offensive because of its association, even though it was originally approved in all innocence.

20.5 When an existing name is granted official status, its form may have to be standardized (e.g. its spelling may have to be modernized).

20.6 A decision may have to be taken regarding the relatives status of an alternative spelling.

20.7 Where different spelling of the same name are used for different entities (for instance, a suburb, a post office, a river or a town) the form should be standardized. The form used for a particular entity should be fixed.

20.8 The number of entities to which a particular name applies must be limited.

21. CONSIDERATIONS TO BE TAKEN INTO ACCOUNT WHEN REVIEWING NAMES

21.1 Archives, oral tradition and other resources should be researched.

21.2 When consideration is given to whether an original name should be reinstated, its relevance to the needs and convenience of present day society should be taken into account, bearing in mind the original language to which the name was assigned may have disappeared from the use over time.

21.3 It may be impossible to ascertain the correct form of the original name because its language form or origin (e.g. San and Khoi languages) is unknown.
21.4 Legislation other than the Act governs types of geographical names (i.e. the name of the country, names of provinces, local authorities and cadastral names).

21.5 Preservation of historical value of certain types of geographical names (i.e. certain hospitals, provincial roads, street names, names of parks, cemeteries buildings and structures).

21.6 Name changes should not be continuous, divisive, or controversial and should enjoy the popular support of the local community who is affected.

22. DUPLICATION AND CORRECTION OF NAMES

22.1 Communication

- Names which will be reasonably easy to read, spell in order to assist service providers, emergency services and the travelling public. Unduly long names and names composed of two or more words should be avoided:
- A given name will only be included with a family name where it is essential to identify any individual or where it is necessary to avoid ambiguity. The use of given names will generally be avoided,
- Whilst street and cul-de-sac names should have only one word, it is recognized that some roads require a two word name because of their geographic relationship.

22.2 Spelling

- Where it is intended that the road have the same name as a place or feature with an approved geographical name, particular care must be taken to ensure the correct spelling of the official place name is adopted as shown in the Government Gazette.
Where the spelling of the names has been changed by long established local usage, unless there is a particular request by the local community to remain the original name, the spelling that is sanctioned by the general use will be adopted.

General names proposed or approved will not contain abbreviations e.g. Creek” in Wallaby Creek Road” must not be abbreviated. There are however, two exceptions, St” will always be used in place of Saint” and it is acceptable to use “Mt” for “Mount

23. NAMING PLACES AFTER PERSONS

23.1 Names of living persons should generally be avoided

23.2 Geographic entities named after persons should be in accordance with stature of the persons concerned (not, for instance, naming an obscure feature after a person of national importance).

23.2 Written permission should, where possible, be obtained from the individual or individual’s family or hers before that person’s name is used.

23.3 Should the names of persons (including retired politicians) be used they should be persons who are generally perceived to have all, distinguished themselves in services of the country or province as a whole.

24. WHO MAY APPLY FOR APPROVAL OF NAME

The following category of institutions, bodies or persons may apply on a prescribed form for approval of a name:

- All National Departments;
- All Provincial Departments;
- A Municipality;
• Post Office;
• Property Developers;
• Any Person;
• Any Community.

25. **APPLICATION FOR GEOGRAPHICAL NAME APPROVAL**

25.1 Every application must have:
- details of the applicant
- on prescribed form
- have motivation in respect of significance, meaning and relevance
- supporting documents

25.2 Must be submitted to GGNC or LGNC or Post offices.

25.3 LGNC will process proposals and recommend to GGNC.

25.4 GGNC will evaluate and determine whether the proposal is consistent with naming policy.

25.5 All proposals must be investigated thoroughly and objectively, adhering to the principles of openness and administrative fairness.

25.6 The proposed name will place in public exhibition for a period of 60 days for public comment.

25.7 GGNC will ensure that appropriate and adequate consultation must take place.

25.8 Consider and take into account written inputs; representations and objections

25.9 Names must be selected so as to be appropriate to the physical, historical and cultural character of the area concerned.

25.10 Make recommendations to SAGNC which in turn makes recommendation to the Minister

26. **PROCEDURE AFTER NAME APPROVAL**

The following steps must be taken after approval of the geographical name:

26.1 Notify the Applicant in writing of the decision.
26.2 Name register/Names bank must be updated.
26.3 Mapping and cadastral systems updated
26.4 Notification of key stakeholders
26.5 Announcement and Publication of approved name
26.6 Proclamation and/or publication in the gazette of approved name

27. **MONITORING AND REVIEW OF POLICY**

27.1 This policy is subject to review by the Department, following the first year of its implementation. Thereafter, the policy will be reviewed every three years of implementation or as the need may arise. No amendments may be made to any section of this policy without consultation with all relevant and recognized stakeholders within the Department and approval by the Head of Department for Sports, Arts, Culture and Recreation.

27.2 This implementation of this policy shall be monitor by the GGNC and reviewed annually for improvement and best practices. GGNC shall develop processes and procedures on how to monitor and evaluate implementation of this policy. They shall also compile and submit report on the monitoring and evaluation process to the Department on a quarterly basis.