



## DRAFT TANZANIA STANDARD

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Rural and urban addressing

STANDARD FOR STAKEHOLDER'S COMMENTS

TANZANIA BUREAU OF STANDARDS

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## 0 Foreword

The addressing system in Tanzania involves assignment of Private Office Box number that is obtainable at the Post Office. It is obvious that depending on the number of post office boxes not every household will have an address.

In terms of address and communications, P O Box and landmark identification are widely used but they have obvious shortcomings. For instance, they are not related to precise and accurate physical addresses.

This Tanzania Standard has been developed to be used by addressing authorities in order to fulfill their custodial responsibilities and maintenance, accuracy and quality addressing in a manner that is consistent across the country. It is also intended to be used by other stakeholders as guidance for maintenance of quality addressing.

During the preparation of this Tanzania Standard, assistance was drawn from the following publications:

- a) *Street Addressing Manual, 2011*, issued and published by Tanzania Communications Regulatory Authority (TCRA);
- b) AS/NZS 4819:2011, *Rural and urban addressing*, jointly published by Standards Australia and Standards New Zealand;
- c) SANS 1883-1:2009, *Geographic information – Addresses*, published by SABS Standards Division
- d) *Mwongozo wa mfumo wa anwani za makazi*, 2016
- e) The Electronic and Postal Communications Act, 2022.
- f) *Postcode allocation guide*, 2012

This assistance is gratefully acknowledged.

This second edition cancels and replaces the first edition (TZS 1571:2015), which has been technically revised due to technical and market need requirements.

# Rural and urban addressing

## 1 Scope

This Tanzania Standard provides requirements for assigning addresses in urban and rural areas; naming roads, streets, buildings and localities; recording and mapping the related information; assigning postcodes; and signage related to the above issues.

## 2. Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

TZS 722/EAS 851 Specification for matt emulsion paints for interior and exterior use.

## 3. Terms and definitions

For the purpose of this Tanzania Standard, the following terms and definitions shall apply:

### 2.1 address

primary means to identify an object by location

### 2.2 address database

collection of address data systematically stored in the computer and that can be accessed by the authorized users

### 2.3 address map

map which shows the boundaries of address areas, the names for streets, the starting point ("point zero") and end points of streets, a coordinates grid where possible and major facilities

### 2.4 address suffixes

word or words used at the end of street name indicating the type of street, as in Bigwa Road

### 2.7 addressing system

mechanism for creating a mental association between the physical location of a building, plot, dwelling, business and similar premises and an abstract code that represents it, providing its unique identification

### 2.7 council

jurisdiction area as defined by local Government authority

### 2.9 courier service

specialized services for speedy collection, conveyance and delivery of postal articles other than letters

### 2.10 technical committee

street naming and house numbering committee in the Local Government Authorities

### 2.11 developer

any individual or company responsible for developing new estate

### 2.12 hamlet

part or division of a village that includes a part or division of a township situated in an area under the jurisdiction of a district

**2.13 landmark**

any popular place name (tangible or intangible) that an area is commonly known

**2.14 land parcel**

area of land that is part of a larger area which has been divided up

**2.15 locality**

named geographical area defining a community or area of interest, which may be rural or urban in character

**2.16 manual**

document that explains the process and steps that have to be followed to develop, assign and manage address database

**2.17 postcode**

identifier for a given postal delivery point or collection of postal delivery points, normally comprising of a string of numerical or alphanumeric characters

**2.18 post office**

any building, house, room, vehicle or place where postal articles are received, delivered, sorted, made up or dispatched

**2.19 postal service**

conventional postal, hybrid postal and courier services

**2.20 post rest ante**

facility provided by the post office to keep letters and parcel posts for people who have no postal addresses and are required to collect them from the post office counter

**2.21 postal address**

set of information which, for a postal item, allows the unambiguous determination of an actual or potential delivery point, usually combined with the specification of an addressee and/or mailee;

**2.22 property**

land or plots with unique or shared (communal) ownership, public or private properties, planned or unplanned land, registered or non-registered property/land, etc.

**2.23 standard**

way to express the content, applicability, data quality and accuracy of a dataset or data element

**2.24 street**

public road in a given settlement that has houses, shops, etc. on one or both sides

**2.25 street addressing or physical addressing**

addressing system that makes it possible to locate a lot or dwelling on the ground, that is to define its address using a system of maps and charts

**2.26 shehia**

part or division of district authority established by the Revolutionary Government of Zanzibar

**2.27 thoroughfares**

designation of any communication means people use to gain access to physical entity such as building and parcel (by vehicle, foot any other means)

**2.28 thoroughfare designations**

linear features' importance or ranking within a communication network based on size or function. Designations typically used in this connection include avenue, street, boulevard, parkway, court, drive, highway, lane, path, place, road, trail, way, loop, circle and footpath.

### **2.29 village**

rural settlement defined by Local Government Authority

### **2.30 ward**

part of district under the Local Government Authority

## **3 Street naming requirements**

All public streets or thoroughfare shall be named in accordance with the requirements of this Tanzania Standard. All private streets, frontage roads and ingress/egress easements providing the principal means of access to residential, commercial, industrial, or other properties or buildings shall be named.

### **3.1 Criteria**

The following criteria shall be used to name a street:

#### **3.1.1 History**

Wherever possible, a street name shall have a proven historical connection to the land intended for development.

#### **3.1.2 Person's name**

Proposals relating to a person's name shall not be permitted, unless there is a proven historical connection to the land intended for development or a proposal is put forward for commemorative purposes.

#### **3.1.3 Pronunciation**

To avoid street names being aesthetically unsuitable, they shall not be difficult to pronounce or awkward to spell.

#### **3.1.4 Legislation**

During street naming, the Local Government Legislations shall be observed.

### **3.2 Procedure**

Notwithstanding the provisions of the Local Government Act, the following procedure shall be followed:

- a) Street names shall be proposed from Village Council in rural areas and in urban areas through the Ward Development Committee.
- b) Street names shall be verified by the Technical Committee.
- c) Approval shall be sought from the Council.
- d) Street names shall be registered in the addressing system.

### **3.3 Street signs**

All street signs, for public and private streets, shall conform to the requirements of this Tanzania Standard and the existing laws of the land in respect thereof.

Street signs shall be conspicuously indicated in or near the street. Specifications for street sign are described in Annex B.

### **3.4 Assignment and change of street names**

The assignment or change of street names shall be approved by the appropriate authorities for approval of street names.

### **3.5 Coordination of assignment of street names**

The relevant Councils shall coordinate all stakeholders involved in street naming assignment. This coordination will occur during the street name approval processes defined in this Tanzania Standard.

### **3.6 Duplication of street names**

Duplication of street names within a ward shall not be permitted in order to eliminate potential confusion and delay of emergency response. Streets with the same name but different street type shall be considered to be duplicate.

### **3.7 Similar or confusing spelling of street names**

Similar text, phonetic or confusing spelling of street names within a ward shall not be approved, for example 'Songe' Street and 'Songwe' Street.

### **3.8 Aesthetically unsuitable names**

Names that are aesthetically unsuitable must be avoided such as 'Popobawa' Road, 'Msimangaji' Street and 'Msagaji' Avenue.

### **3.9 Length of street names**

**3.9.1** Street name signs shall be uniform in appearance. Street names of 20 or fewer characters are encouraged to maximize visibility of street signs. This does not include either the direction (north, east, west and south) or the street type for example lane and drive.

**3.9.2** Names shall not contain hyphens, or other non-letter characters.

**3.9.3** Street naming suffixes require careful consideration to avoid giving a false impression of location.

**3.9.4** New Street names shall not contain more than two words, exclusive of direction or street type.

### **3.10 Continuation of street names**

**3.10.1** Streets continuing through an intersection shall keep the same name.

**3.10.2** For commercial, multi-family, or townhouse developments that have an entrance or access through a publicly maintained close (cul-de-sac), a separate street name shall be required for the entrance or access road in the event that it serves or is intended to serve two or more address numbers.

**3.10.3** Street names shall not be changed due to a change in direction of the street, nor shall a new prefix be used for those streets that meet the criteria for using a directional indicator in the street name.

### **3.11 Thoroughfare designations**

Thoroughfare shall be assigned by the Council or its designee. Street names submitted for review shall be evaluated for conformance with the criteria provided (clause 3.12). Thoroughfare that appears on approved subdivision, development and condominium plans shall be consistent with approved designations.

### **3.12 Change of street names**

#### **3.12.1 Renaming or renumbering a street**

Renaming or renumbering a street is only done when there is confusion over a street name, a group of residents are unhappy with their street name or new properties are built in a street and there is a need to renumber to accommodate the new properties.

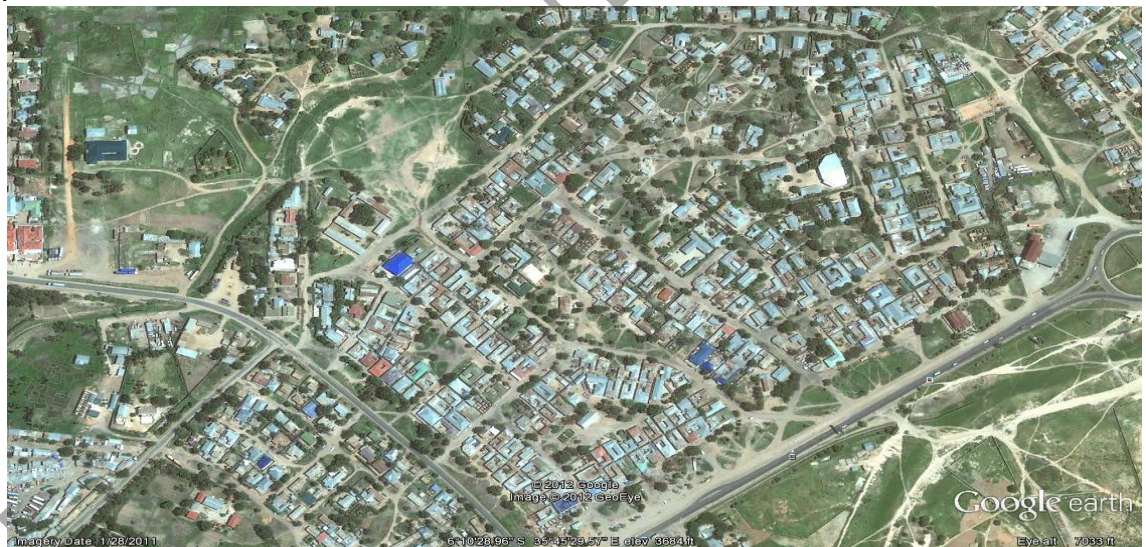
NOTE — This will only be done when there is no alternative and existing residents should be contacted and their views taken into account.

#### **3.12.2 Application for street name change**

Clients shall apply for new street name, street name change or closing to the recognized authority (see annex E).

### **3.13 Address maps**

The Council Director shall have a prepared and maintained series of maps of the entire area of his/her jurisdiction (see Figure 1), and such maps to the extent possible, shall depict each street property address as well as the boundaries of all emergency service numeration districts.



**Figure 1 — Example of map of a District Council**

## **4 Addressing requirements**

### **4.1 Street address assignment**

Street addresses shall be assigned to all residential and commercial lots, i.e., each home site within mobile home parks, condominium, apartment units, individual business, office,



commercial uses and sites, and accessory structures and uses that represent separate living or business units.

#### 4.2 Addressing detached houses

Addresses for the detached house lots shall be assigned consecutively odd numbers on the left side and even numbers on the right side of the street (see Figure 2).

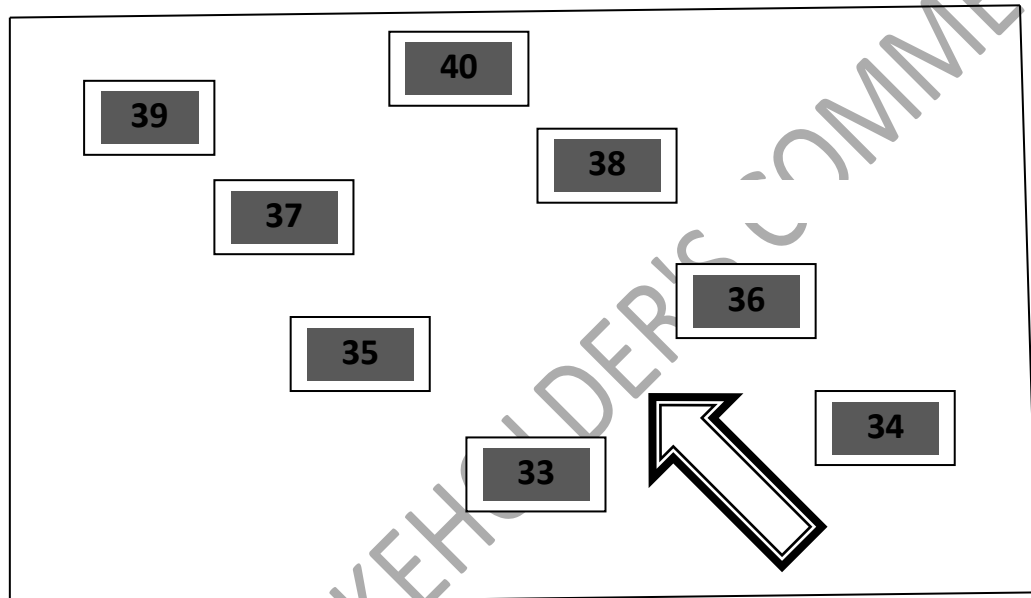


Figure 2 — Example of addressing detached house lots

#### 4.3 Addressing mobile home parks

Addresses for home sites in mobile home parks are assigned consecutively on the odd and even sides of the street. A separate street address number shall be assigned for each mobile home park. No unit numbers shall be assigned to mobile home park developments.

#### 4.4 Addressing townhouse developments

Addresses for townhouse units shall be assigned consecutively on the odd and even sides of the street. A separate street address number shall be assigned for each townhouse lot. No unit numbers, such as apartment numbers, shall be assigned to townhouse developments.

#### 4.5 Addressing shopping centres

Shopping centres shall be addressed in a manner similar to townhouses as the frontage dimension for each store may change as the use changes.

#### 4.6 Addressing shopping malls

Malls shall be addressed with one street address number assigned to the street intersecting with the main vehicular entrance. Separate address numbers shall not be assigned to each entrance of shopping malls.

#### **4.7 Addressing multiple institutions enclosed in one premise**

Multiple institutions enclosed in one premise shall be addressed with one street address number.

#### **4.8 Addressing in villages**

House numbering in villages where there is no proper streets or roads, shall base on administrative areas (eg village/hamlet).

#### **4.9 Addressing in high risk areas or prohibited areas**

Rural and urban Addressing shall not be used in high risk areas or in prohibited areas such as road reserves, flood prone areas, natural protected areas, water catchment areas, coastal and freshwater wetlands – such as swamps, mangroves and marshes, Beach and shoreline, etc.

#### **4.10 Addressing of world nominated heritage sites**

Addressing of world nominated heritage sites can be done in accordance to guidance provided by UNESCO.

### **5 Postcode system**

Postcode system shall be designed to provide information for dispatch and delivery of mails and identification of residences within Tanzania in a coded form.

#### **5.1 Types**

There are two types of postcode system in the world – alphanumerical and numerical postcode systems.

##### **Examples:**

- 1) EC1Y 8SY (Alphanumerical postcode system)
- 2) 23100 (Numerical postcode system)

NOTE — In some countries, postcodes are referred to as Zip codes or Postal Index Number (PIN) codes or Postal codes.

#### **5.2 Tanzanian postcode system**

The Tanzania postcode system shall be numerical and designed to make quick processing, delivery of mails and identification of residences; and may also be used by utilities and distributors, financial institutions, rescues services and government activities.

#### **5.3 Rules of postcode creation**

The following rules shall be considered in creation of the postcodes:

##### **5.3.1 The number of digits**

The Tanzanian postcode shall be made up of five numeric digits. Each digit has a meaning, represents a spatial area and indicates a specific geographical space inside the United Republic (see figure 3 and table 1).

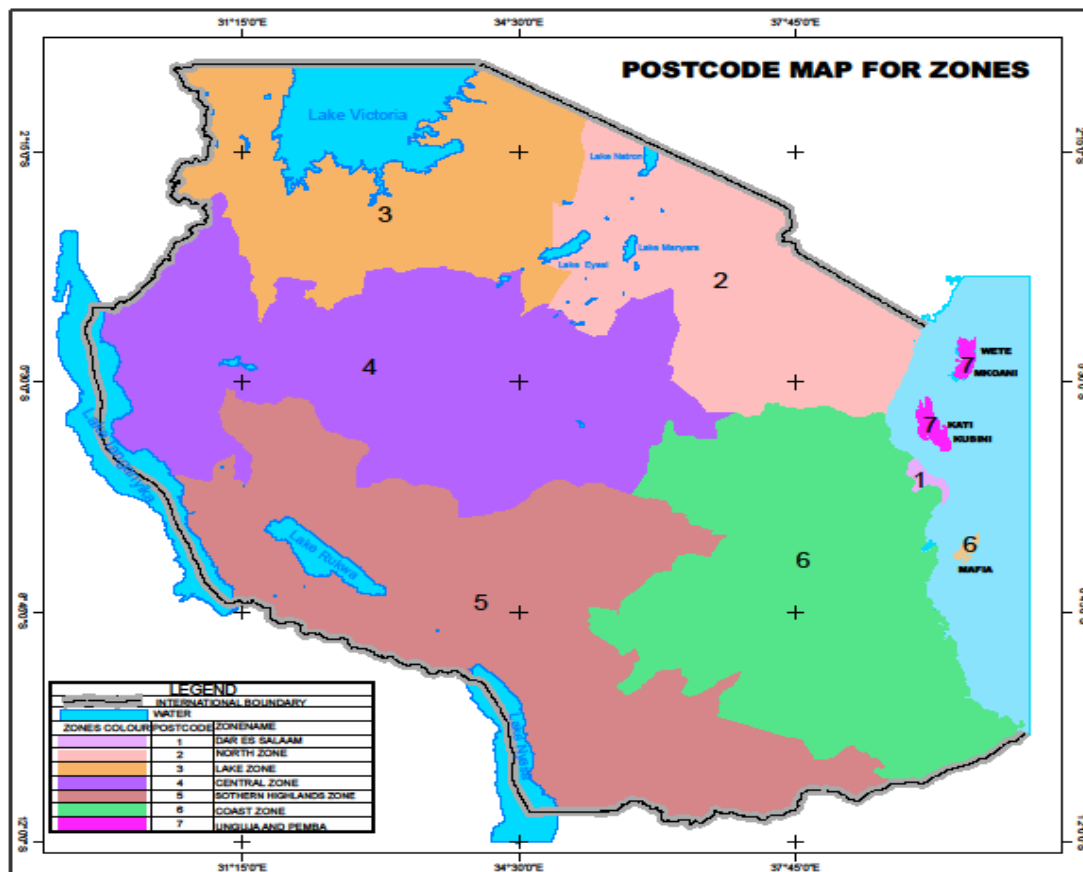


Figure 3 —Mapping the postcode areas

### 5.3.2 Postcode zones and area

The United Republic of Tanzania has been divided into six zones and Zanzibar (see table 1).

**Table 1 — Division of postcode areas**

Postcode	Zone Name	Regions
<b>Tanzania Mainland</b>		
1XXXX	Dar es Salaam	IlalaCBD, Ilala, Kinondoni, Temeke, Ubungu, Kigamboni
2XXXX	North	Tanga, Kilimanjaro, Arusha, Manyara
3XXXX	Lake	Geita, Mara, Mwanza, Shinyanga, Kagera,, Simiyu
4XXXX	Central	Dodoma, Singida, Tabora, Kigoma
5XXXX	Southern Highlands	Katavi, Rukwa, Mbeya, Iringa, Ruvuma, Njombe, Songwe
6XXXX	Coast	Pwani, Morogoro, Lindi, Mtwara
<b>Zanzibar</b>		
7XXXX	Unguja	Mjini Magharibi, Unguja kusini, Unguja kaskazini
7XXXX	Pemba	Pemba kusini, Pemba Kaskazini
CBD- Central Business District		

### 5.4 Postcode regions

**5.4.1** The postcode region shall be represented by the combined first and second digits of the postcode number, whereas all postal regions are divided into districts with combination of the first three digits of the postcode number.

**5.4.2** Each region shall be divided into a maximum of 10 districts, whereas each district shall be divided into a maximum of 99 postcode delivery areas called wards or shehia.

**5.4.3** Postcodes shall also be allocated to specific post office establishments, landmarks and major postal customers. Table 2 gives details of presentation of postcode regions.

**Table 2 — Structure of the postcode system**

Postcode	Explanation
X <sub>1</sub> X <sub>2</sub> X <sub>3</sub> X <sub>4</sub> X <sub>5</sub>	5 digits (numeric postcode system)
X <sub>1</sub> - - - -	1 = Zone (first digit represents postcode zone)
X <sub>1</sub> X <sub>2</sub> - - -	1 + 2 = Region (combined first two digits represent the region in the zone)
X <sub>1</sub> X <sub>2</sub> X <sub>3</sub> - -	1 + 2 + 3 = District (combined first three digits represent the district in the region )
X <sub>1</sub> X <sub>2</sub> X <sub>3</sub> X <sub>4</sub> X <sub>5</sub>	All 5 digits = Ward/Wadi (delivery area)
	All 5 digits = Post office / MDC / big mailers / landmarks /activity postcodes (combined five digits (whole code) represent ward, wadi, Post office, landmark, big mailer or special activity)

NOTE — In postal system the first two digits represent dispatching component while the last three digits represent delivery component.

## 6 House numbers and numbering

### 6.1 House numbers

House numbers shall comply with the following requirements:

#### 6.1.1 Form

- a) Standard Arabic numerals (e.g. 1, 2, 3, 4);
- b) In a color distinguishable from its background – yellow background with black Arabic numerals; as described in Annex D;
- c) At least four inches and not more than ten inches in height, unless the owner has applied for bigger house number.

#### 6.1.2 Placement

- a) Free and clear of any obstructions hindering clear visibility (see figure 4).
- b) Placed at, on, or about the front door of the house; however, numbers which are painted only on the road curb do not comply with this requirement.
- c) There will be painted numbers on walls or doors especially in the rural areas.

### 6.2 House numbering

**6.2.1** House numbering shall involve a meeting between the occupant and the authorized numbering team, during which information can be gathered that will serve as the basis for the town directory and a national address database.

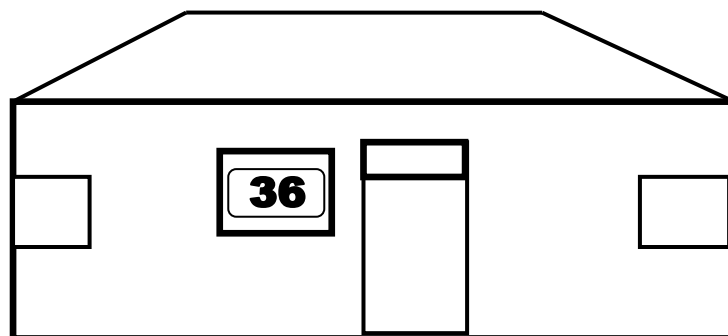
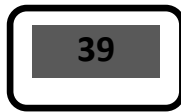


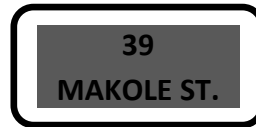
Figure 4 — Example of house assigned numbers

**6.2.1** House numbering shall be assigned by using house number plates as specified in Annex D or using weather guards paints as specified on TZS 722/EAS 851 in the villages.

**6.2.2** House numbering shall be written by a single numbering system (using only house number on a single plate see Figure 5) or dual numbering system (use of combined house number and street /hamlet names written in a single house number plate) in unplanned settlements and villages (see Figure 6);



**Figure 5**—Single numbering system



**Figure 6** — Dual numbering system

## **7 Naming of properties and building name suffixes**

### **7.1 Naming of properties**

The individual shall be responsible to notify, naming or numbering property to be quoted within the address on all correspondence.

### **7.2 Building names suffixes**

All names of buildings and houses shall end with one of the following suffixes:

- a) House, Plaza or Complex: For residential or commercial building;
- b) Court, Flats, Apartments or Villas: For residential building only;
- c) Point: For high block residential building only;
- d) Tower (s): For high block offices or residential block;
- e) Heights: For high block offices or residential block;
- f) Village: For residential or commercial building;
- g) Park: For residential or commercial building.

## **Annex A**

### **(Normative)**

## **Addressing standards**

### **A.1 Overview of the addressing standards**

National addressing standards set for Tanzania is based on the Universal Postal Union (UPU) International Addressing Standard S42 general guidelines.

The UPU is the United Nations (UN) Agency responsible for the development of postal sector worldwide and is the primary forum for cooperation between postal sector players. It helps to ensure a truly universal network of up-to-date products and services. In this way, the organization fulfils an advisory, mediating and liaison role, and provides technical assistance where needed.

### **A.2 Importance of addressing standards**

Addresses link the sender of a message with its addressees. The quality of a postal service will depend on the accuracy and clarity of those addresses.

The aim of the addressing standards is to help postal operators and other delivery industries to deliver items efficiently, accurately, and in a cost effective manner and hence satisfy the customer.

### **A.3 Address types**

**A.3.1** Tanzania has categorized the addresses into six types, which are:

- a) Urban — Street type with Ward postcode;
- b) Urban — Informal settlements with Ward postcode;
- c) Rural address — Village setup (Village and Hamlet) with Ward postcode;
- d) Postal Office delivery (P O Box, Private bags, Postrestante) with postcodes allocated to the respective post offices;
- e) Combination of P O Box and Street type with Ward postcodes;
- f) Combination of Street type with big mailers postcode.

**A.3.2** An individual or company may receive mail at a geographic (urban and rural) and/or postal address. It all depends on the method of delivery.

**A.3.3** The information contained in an urban or rural address describes the physical/geographical location of the addressee, and that where the addressee receives mail at home or at his/her place of work.

**A.3.4** Addressee will have an option on whether to use urban/rural (physical) or postal address. If the addressee opted for postal address, then P O Box number or Private bag or poste restante suffix must be provided.

**A.3.5** Address must provide postcode for the relevant address type (e.g. Ward postcode, Post office Postcode, Big mailer Postcode).

**A.3.6** Combination of the two urban/rural (physical) and postal delivery might be used as specified in item A.3.1 (e) & (f) but the addressee must correctly specify the postcode for the relevant address type. To avoid confusion and delay in mail delivery, when a combination of P O Box and Street type address is used, the Street type address is considered as the Primary address unless specified otherwise.

## A.4 Examples of addresses

### A.4.1 Urban addresses

Address	Description
Regional Manager Arusha Head Post Office 1Boma street 23100 Arusha	Name of addressee/Title Building name House number + street name Postcode + locality
Managing Director Pwagu and Pwaguzi Company 22 Samora Avenue 11101 Kivukoni Dar es Salaam	Name of addressee/Title Company name House number + street name Postcode + locality Region/District
Ally Mwamwaja Protea Apt. Block A 22 Ali Hassan Mwinyi Rd 1411 Msasani Dar es salaam	Name of addressee Apartment name + Block/Flat number House number + street name Postcode + locality Region/District
Samuel Rutashobya Posta House, Fl 10 14 Ghana Avenue 11101 Kivukoni Dar es salaam	Name of addressee Building name + Floor number House number + street name Postcode + locality Region/District

### A.4.2 Rural addresses

Address	Description
James Kessy	Name of the addressee
Jumba la ushirika	Building name (Optional)
15 Tella	House number + hamlet
Kirua Village	Village name
25714 Kirua Keni	Postcode + locality
Rombo	District
Kilimanjaro	Region
Aloyce Lwambano	Name of the addressee
12 Mazengo	House number + hamlet
Matonya Village	Village name
41627 Galigali	Postcode + locality
Mpwapwa	District
Dodoma	Region
Mr Ramadhani Vuai	Name of the addressee
34 .....	House number + Zoni
Shehia ya Mgogoni	Shehia Name
74209 Wawi	Postcode + locality
Chakechake	District
Pemba Kusini	Region



#### A.4.3 Postal office box addresses

Address	Description
John Kigoda	Name of the addressee
P O Box 25	P O Box number
21300 Muheza	Postcode + Post office
Tanga	Region
Director General	Title of the addressee
XYZ Company	Organization /company name
Private Bag 5	Private bag number
71150 Shangani	Postcode + Post office
Mjini Magharibi	Region
Joseph Kassanga	Name of the addressee
Poste restante J	Poste restante + Customer Id
33151 Bugando	Postcode + Post office
Mwanza	Region

#### A.4.4 International addresses

##### A.4.4.1 Incoming mails

Address	Description
Jackson Massawe	Name of the addressee
45 Kipanga Street	House number + street name
23103 Kaloleni	Postcode + locality
Arusha	Region
TANZANIA	Country
Director General	Title of addressee
XYZ Company	Company name
Private Bag	Private bag
63550 NDANDA	Postcode + Post office
Mtwara	Region
Tanzania	Country

##### A.4.4.2 Outgoing mails (depending on the country's national addressing standard)

Address	Description
International Bureau	Name of the addressee
Universal Postal Union	Organization /company name
3000 Berne 15	Postcode + locality
SWITZERLAND	Country

#### A.5 Address abbreviations

Name	Recipients		Name	Building and floor
Attention	Attn		Apartment	Apt
Care of	c/o		Building	Bldg
Doctor	Dr		Flat	Flt
			Floor	Fl
			House	Hse

## A.6 Post office classification

Name	Postal Offices
Branch Post Office	BPO
Cluster Post Box	CPB
Departmental Post Office	DPO
Franchised Post Office	FPO
Head Post Office	HPO
General Post Office	GPO
Mail Delivery Centre	MDC
Sub Post Office	Sub-PO

**Annex B**  
(Normative)

**Specifications for the street sign**

**B.1 Street sign plate**

**B.1.1** Size 6 inch (150 mm) X 24 inch (600 mm) sign with folded edges

**B.1.2** Border – Black gilding

**B.1.3** Material – Iron sheet 16 gauge

**B.1.4** Colour – Yellow (background) reflective paint

**B.1.5** Lettercolour – Black (maximum contrast)

**B.1.6** Letter size – Varies according to the length of street names

NOTE — See clause 3.9.1.

**B.1.7** Reflective painting – Double sided (one side English and the other Kiswahili of the street type)

**B.1.8** Signs shall be in bracket with two holes and corresponding securing crews (rivets) (see figure 7 a) and 7 b).

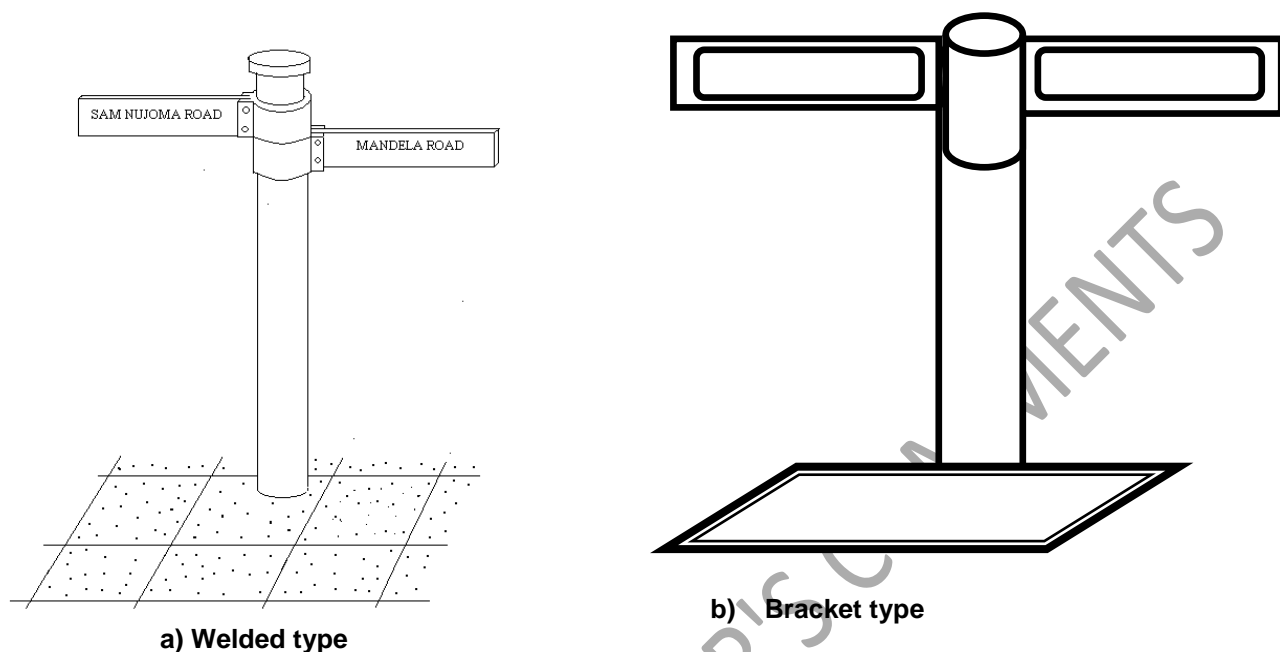


Figure 7 — Example of street sign

## B.2 Methods of fixing street sign plates

### B.2.1 Material for street poles: Steel

**B.2.1.1** Size – Galvanized pipe – 62.5 mm (3 inch) diameter and 5.49 mm (0.216 inch) thickness

**B.2.1.2** Total height – 3000 mm (10 feet)

**B.2.1.2.1** the ground – at least 600 mm (2 feet)

**B.2.1.2.2** Above the ground – 2400 mm (8 feet)

**B.2.1.2.3** Cover the top of the pipe by welding with appropriate plate.

**B.2.1.2.4** Poles shall be painted in black and yellow colours as follows: 24 inches from the ground black, followed by alternate 12 inches yellow and black.

### B.2.2 Material for street poles: Reinforced concrete

**B.2.2.1** Precast concrete pole – Ratio: Material – Reinforced concrete with ratio 1:2:4 with fair face

**B.2.2.2** Denting/Recessing – 10 mm for street sign with size 6-inch (150 mm) X 20 inch (500 mm) denting 150 mm x 150 mm recessed to accommodate sign plate

**B.2.2.3** Reinforced with 4 high tensile 10 mm diameter steel bar

**B.2.2.4** Height: Reinforced concrete with ratio 1:2:4 of the same height as B.2.1.2

### B.3 Optional installation of street signs

The Council can utilize the existing infrastructure, e.g. Electricity and telephone poles, advertisement poles and corner houses for street signage.

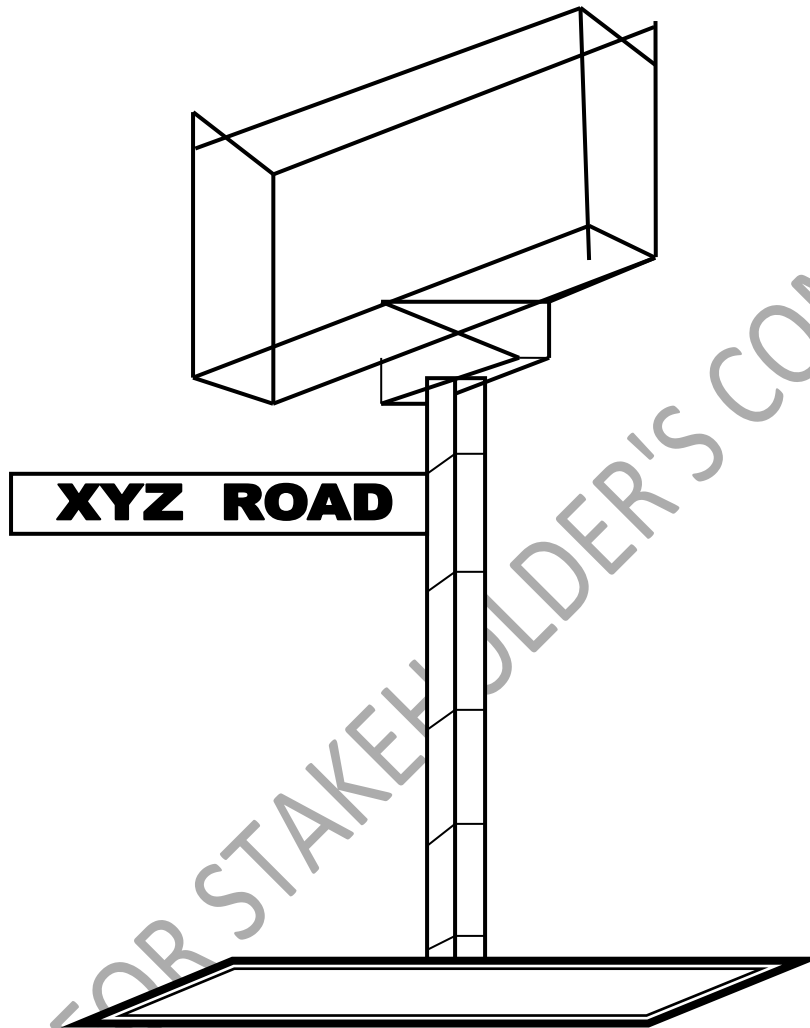


Figure 8 — Example of street signs on a billboard pole

## Annex C (Normative)

### Street type suffixes and abbreviations

#### C.1 Street type designation and abbreviation

Category	Criteria	Possible street type designation	Abbreviation
Limited Access Roadway	Four or more lanes, divided, limited access	Expressway or Highway	Hwy
Major Arterials	Multi-lane, high volume, through movement of traffic	Avenue	Ave
		Road	Rd
Minor Arterials and Collectors	Two or more lanes, moderate traffic volumes and trip lengths	Street	St
		Drive	Dr
Local Residential or Commercial	Two or more lanes, providing access to individual residences or businesses	Lane	Ln
		Way	Way
		Circle	Cir
Residential or Commercial Cul-de-sacs	Typically two travel lanes, providing access to fewer than twenty locations	Court	Crt
		Place	Pl
		Terrace	Tce
		Close	Clo
Shopping Center ingress/egress	Typically two travel lanes, providing access to business sites within a larger lanned development	Square	Sq
		Arcade	Arc
		Center	Ctr
		Plaza	Plz
Service Facilities	One or more travel lanes providing service access to residences and businesses	Alley	Alley
		Walk	Wlk
		Court	Ct
		Terrace	Ter

#### C.2 Thoroughfare naming

Name	Streets		Name	Streets
Alleyway	Alley		Way	Way
Avenue	Ave		Park	Pk
Close	Clo		Passage	Psg
Crescent	Cres		Path	Pth
Drive	Dr		Road	Rd
Circle	Cir		Street	St.
Highway	Hwy		Squire	Sq
Lane	Lane		Village	Vlg
Bypass	Byp		Ward	Wrd
Court	Ct			
Ring Road	Rrd			

## Annex D (Normative)

### Specifications for the house number plates

#### D.1 Technical specifications of house number plates

##### D.1.1 Material

The number plate shall be made from plastic clear acrylic.

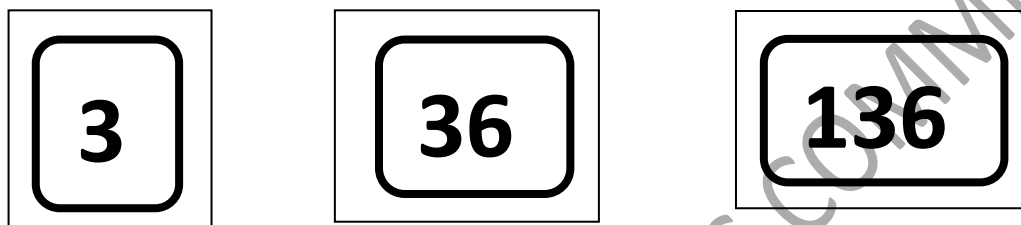


Figure 9 — Example of one digit, two digits and three digits' house number plate

##### D.1.2 Description

**D.1.2.1** House number plates shall be of yellow background colour, black gilding border and black letter colour.

**D.1.2.2** Each house number plate shall have the provision for screwing at the wall beside the front door.

**D.1.2.3** Each house number plate shall be provided with two (2) screws and wall plugs.

##### D.1.3 Plate sizes

**D.1.3.1** Single digit plate: 200 mm width X 4 mm thick X 200 mm height

**D.1.3.2** Double digits plate: 300 mm width X 4 mm thick X 200 mm height

**D.1.3.3** Triple digits plate: 300 mm width X 4 mm thick X 200 mm height

**D.1.4 Letter size:** 50 mm width X 120 mm height

**D.1.5 Border:** Rounded border of black gilding 15 mm from the edge of the plate

#### D.2 Instructions for the installation of house number plates

House number plate size	Single digit plate	Double and triple digit plate
Border	Black gilding (rounded)	Black gilding (rounded)
Orientation	Vertical	Horizontal
Font type	Arial rounded MT bold	Arial rounded MT bold
Letter size	Around 120 mm height X 50 mm width	Around 120 mm height X 50 mm width
Thickness of the plate	4 mm	4 mm
Screw positioning/ Mounting	Diagonal or vertical	Diagonal or horizontal
Appropriate position for sitting of house sign	On the brickwork on the right hand side of the front door and in some	On the brickwork on the right hand side of the front door and in

	cases on the door	some cases on the door
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## **Annex E** (Normative)

### **Formal application for new street name and street name change**

#### **E.1 Request for a street name change**

Formal application for new street name, street name change or closing shall contain the following items:

**E.1.1** The existing road street

**E.1.2** The proposed street

**E.1.3** Justification for request

**E.1.4** The application signed by the applicant or a person authorized by the applicant

**E.1.5** Signed, notarized, consent and address of each adjoining property owner who has requested the name change, or an affidavit authorizing an agent to act on behalf of said adjoining property owner(s)

**E.1.6** Statement of the availability of the proposed street name.

**E.1.7** Six copies of a scaled 8 1/2 x 14 inch drawing showing the entire street or alley involved and including names, sources of title, and addresses of all adjacent property owners along the street as reflected by information and maps maintained by the Property Valuation Office in the Council.

NOTE 1 – Vacant lots should be designated as such in the scaled drawing.

NOTE 2 – A location/vicinity map showing the distance of the street proposed for re-naming to the nearest arterial street should be on the drawing.

**E.1.8** The appropriate application fee

**E.1.9** Additional information as may be required

#### **E.2 Action by the Local Government Authority**

**E.2.1** The Council shall review the proposed street names for duplication of names, appropriateness of names, and for overall compliance with the street naming and numbering policy. The Council may modify or amend the street name proposed on an address list as it deems necessary in order to bring it into compliance with the street naming and numbering system.

**E.2.2** The Council shall administratively correct misspellings or make any other simple corrections and inform the affected persons by mail.

**E.2.3** The Council will consider submitted applications for change of street once in every three months.

**E.2.4** Results of the decision of the Council shall be communicated to the applicants in writing.



**E.2.5** If a street name is denied by the Council for any reason, the matter shall be solved amicably by the parties. If the matter is not solved amicably a written appeal may be submitted to the Regional Administrative Secretary (RAS) whose decision will be final.

### **E.3 Review and action for street name change: Applications**

Complete applications for a street name change shall be reviewed and action taken in accordance with the following guidelines:

**E.3.1** The Council or its designee shall determine the technical accuracy of the request and establish the public hearing date.

**E.3.2** A notice of the proposal to change the road, street or alley name and the opportunity to request a public hearing shall be sent to all property owners adjacent to the affected portion of the street or alley and all governmental units having geographical jurisdiction. Notice shall be sent no less than 28 days prior to the Council's consideration of any proposed street name change.

**E.3.3** Under normal circumstances, to change a street name a ballot will be needed for the local residents on the issue and at least a two-thirds majority will be required to make the change.

**E.3.4** If there will be complications on the voting or an appeal on the results of the ballot by any interested party, the Council shall hold a public hearing on any proposed street or alley names changes.

**E.3.5** The Council may waive the public hearing if no such request is received, and affected governmental units having geographical jurisdiction agree to the proposed name change.

**E.3.6** Notice of public hearing shall be published and publicized in offices of all wards in a Council.

**E.3.7** Following a public hearing or business session at which the proposed street or alley name change was considered, the Council shall submit the proposed change or otherwise to the Council session for approval and final action.

**E.3.8** Upon receipt of an ordinance from the legislative body approving a name change, a copy of the ordinance and the approved map shall be recorded in the Office of the Council Director.

### **E.4 Proposal from a developer for street naming, street name change and street closing**

Where street naming, change and house numbering initiative comes from the developer, the Council will expect the developer to provide the nameplates for any new developments. A standard street nameplate specification will be sent to the developers along with the proposed naming and numbering scheme for the new development.

### **E.5 Correcting and changing addresses**

If an incorrect address is being used, the Council shall contact the owner to correct the address. An official notification form shall also be sent to the owner to enclose when correcting their address.

STANDARD FOR STAKEHOLDER'S COMMENTS