NZ Suburbs and Localities

Change Requests

Versioning

Version number	Amendments	Date
1.0	Original document	19/06/2023
1.1	Minor revisions to better reflect NZGB role and changes to LINZ squad structure	19/08/2025

Contents

1. Introduction

1.1. Purpose

This document details the process to request a change to NZ Suburbs and Localities, a dataset maintained by Toitū Te Whenua Land Information New Zealand.

Users of this document will include those wanting to request a change to a suburb or locality boundary or name.

1.2. Context

NZ Suburbs and Localities dataset is an administrative record that shows and maintains boundaries and names for urban areas (suburbs) and rural areas (localities) for location and addressing purposes.

The suburb and locality boundaries cover New Zealand including North Island, South Island, Stewart Island/Rakiura, Chatham Islands, and nearby offshore islands.

1.3. Background

NZ Suburbs and Localities is based on the former NZ Localities dataset previously created and maintained by Fire and Emergency New Zealand. Fire and Emergency NZ developed it in 2005 to assist emergency first responders to quickly locate an emergency call, reducing confusion and delay.

Under the Local Government Act 1974, the Surveyor-General at Toitū Te Whenua has a responsibility to collate addresses allocated by Territorial Authorities for electoral, postal, and other purposes. Given the importance of a suburb or locality to ensure addresses are unique, NZ Localities was transferred to Toitū Te Whenua in June 2023. NZ Suburbs and Localities contains the same data but with a simplified data structure, uses official place names and offers a new change request process. The previous NZ Localities dataset is no longer maintained and was removed from the LINZ Data Service in November 2023.

2. Requesting a change

2.1. How to request a change

Anyone may request a change to an NZ Suburbs and Localities suburb or locality name or boundary by contacting the relevant local authority or by emailing Toitū Te Whenua at addresses@linz.govt.nz.

All change requests must include the original name and boundary, a description of the proposed change plus any supporting evidence and consultation.

Authorised agencies, including Territorial Authorities, Fire and Emergency New Zealand and NZ Post, can submit a change request proposal online through an online portal created by LINZ. To request access to this online Change Request Form please email addresses@linz.govt.nz

- Change Request Form (restricted access)
- User Guide and How to Videos

2.2. Types of Change Request

Proposed changes to NZ Suburbs and Localities may include:

a. Change of boundary with no name change

b. Change of name with no boundary change

c. New boundary with a new name

d. Delete an existing boundary and name

All boundary changes will require adjustments to adjacent boundaries to ensure NZ Suburbs and Localities continues to cover the whole land area of New Zealand, Chatham Islands and nearby offshore islands without gaps or overlaps.

2.3. Minor and Major Change Requests

Toitū Te Whenua's Addressing Squad assesses each new proposal against the change request principles, requirements, and rules.

- NZ Suburbs and Localities Principles, Requirements and Rules

Minor Change Request

If the change request is a simple boundary change which meets all the principles, requirements, and rules, this is a Minor Change Request. The proposal will be adopted after notifying the relevant Territorial Authority and Ngā Pou Taunaha o Aotearoa New Zealand Geographic Board (the Board) and the changes will be made available in NZ Suburbs and Localities.

An example of a minor change request is realigning a boundary to match a revised property boundary.

Major Change Request

A Major Change Request is a request:

a. for a name change or a new name;
b. which does not meet all the principles, requirements, and rules; or
c. which is considered to be contentious.

Major Change Requests for names changes or new names are first referred to the Board for consideration and advice. Orthographic conventions set by Te Taura Whiri i te Reo Māori (Māori language Commission) are to be applied. All Major Change Requests are subsequently considered by the NZ Suburbs and Localities Change Request Review Panel.
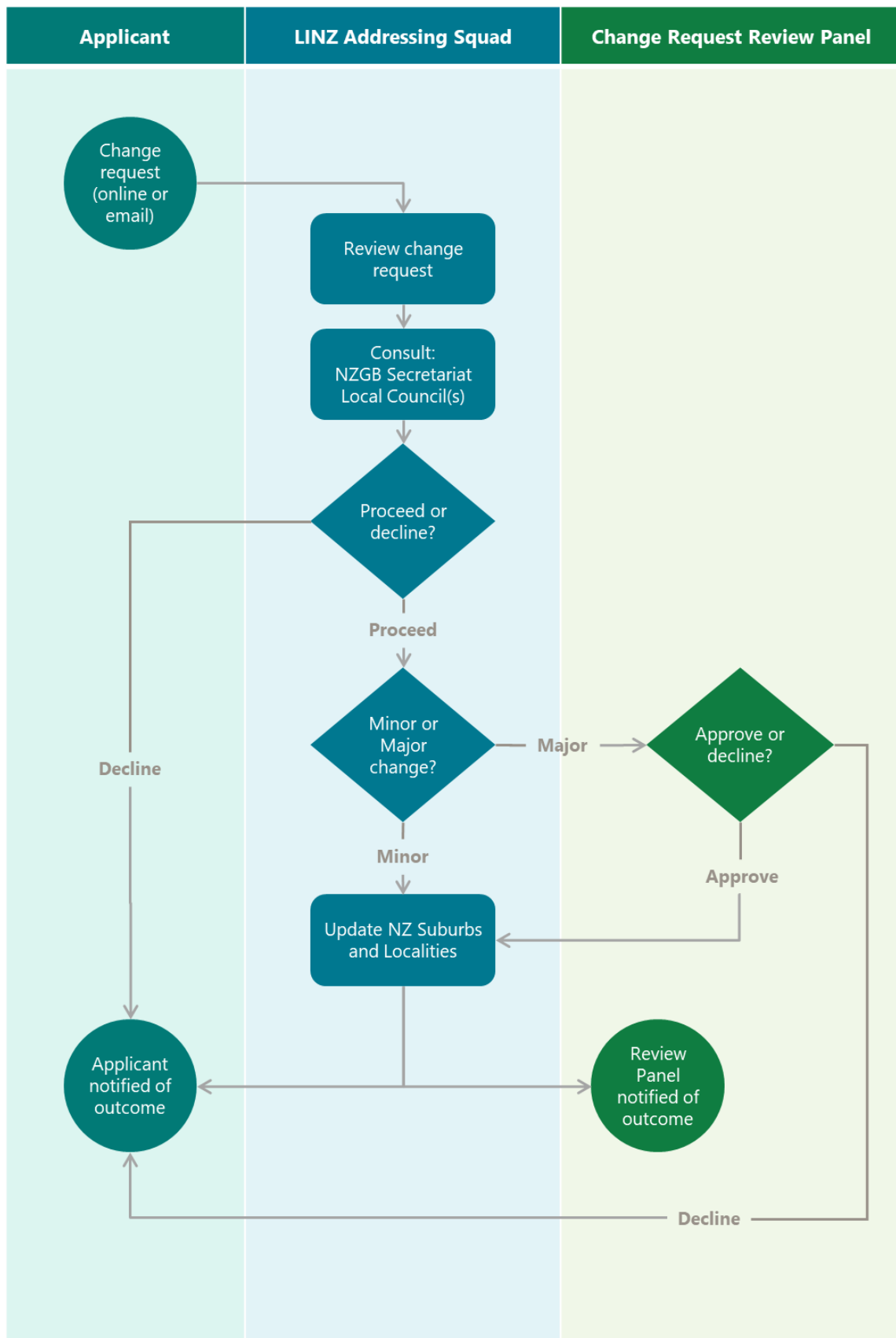
2.4. Change Request Review Panel

The NZ Suburbs and Localities Change Request Review Panel (Review Panel) meets three times a year and collectively decides whether to accept or decline or defer a Major Change Request.

The Review Panel includes representatives from:

- Relevant Territorial Authority for each proposed change, if they wish to be on the Panel
- Secretary, Ngā Pou Taunaha o Aotearoa New Zealand Geographic Board (Pou Taunaha)
- Emergency Services Communications Centre
- Māori Crown Relations
- Local Government
- NZ Post

- Stats NZ
- Toitū Te Whenua Addressing Squad

2.5. Change Request Process

2.6. Wellington City Council Case Study

Background

The purpose of this case study is to provide additional information for Territorial Authorities wanting to review their own internal processes for managing suburb and locality boundaries.

Well-defined suburb and locality boundaries enable Councils to allocate unique addresses to properties. Maintaining suburb and locality boundaries is therefore important to enable effective civic administrative and emergency management.

Wellington City Council defined its local suburbs in 2003 and most of the names have been gazetted by the Board. Wellington City Council were a member of the NZ Localities Consortium, led by Fire and Emergency New Zealand, to review changes to the previous NZ Localities dataset.

Given this history and expertise, a case study of the process used by Wellington City Council to propose a suburb or locality boundary or name change is included here.

Authorising a Suburb Boundary Amendment

For each change request received, Wellington City Council prepares a formal report 'Amendment to Suburb Boundaries' which describes the proposed changes and the reason for the change in detail.

Maps are included to show both the original boundary and the proposed boundary change. Council engagement includes direct consultation with affected land owners, all interested parties such as local iwi and hapū, property developers, local residents associations, plus consultation with emergency services and NZ Post, and any ad hoc feedback received by Council.

The report also documents Treaty of Waitangi / Te Tiriti o Waitangi considerations, and any potential implications including financial, policy and legislative, risks and legal issues, climate change impact or Health and Safety issue.

Once approved this change will be submitted to the NZ Suburbs and Localities Review Panel for consideration.

Further information: Wellington City Council's Naming Policy Te Māpihi Maurea

https://wellington.govt.nz/your-council/plans-policies-and-bylaws/policies/naming-policy-te-mapihi-maurea

3. Contact Us

Please contact the Toitū Te Whenua Addressing Squad

if you have any questions or feedback about NZ Suburbs and Localities

addresses@linz.govt.nz

or call the Toitū Te Whenua Customer Support Team 0800 665 463.