

NZ Suburbs and Localities

Change Requests



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Contents

1.	Introduction	4
1.1.	Purpose	4
1.2.	Context.....	4
1.3.	Background	4
2.	Requesting a change.....	5
2.1.	How to request a change	5
2.2.	Types of Change Request.....	5
2.3.	Minor and Major Change Requests	5
2.4.	Change Request Review Panel	6
2.5.	Change Request Process.....	7
2.6.	Wellington City Council Case Study.....	8
3.	Contact Us.....	9

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 describes the spatial extent and name of communities in urban areas (suburbs) and rural areas (localities) for navigation and location purposes.

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

1.3. Background

NZ Suburbs and Localities is based on the NZ Localities dataset previously maintained by Fire and Emergency New Zealand. The NZ Localities dataset was created by Fire and Emergency NZ 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, the adoption of official place names and a new change request process. The original NZ Localities dataset is no longer maintained and will be removed from the LINZ Data Service in November 2023.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 a 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 and NZ Post, can submit a change request proposal online. 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 cover the whole land area of New Zealand without gaps or overlaps.

2.3. Minor and Major Change Requests

Toitū Te Whenua's Addressing and Properties Team 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 (Pou Taunaha) and the changes 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.

All Major Change Requests are considered by the NZ Suburbs and Localities Change Request Review Panel.

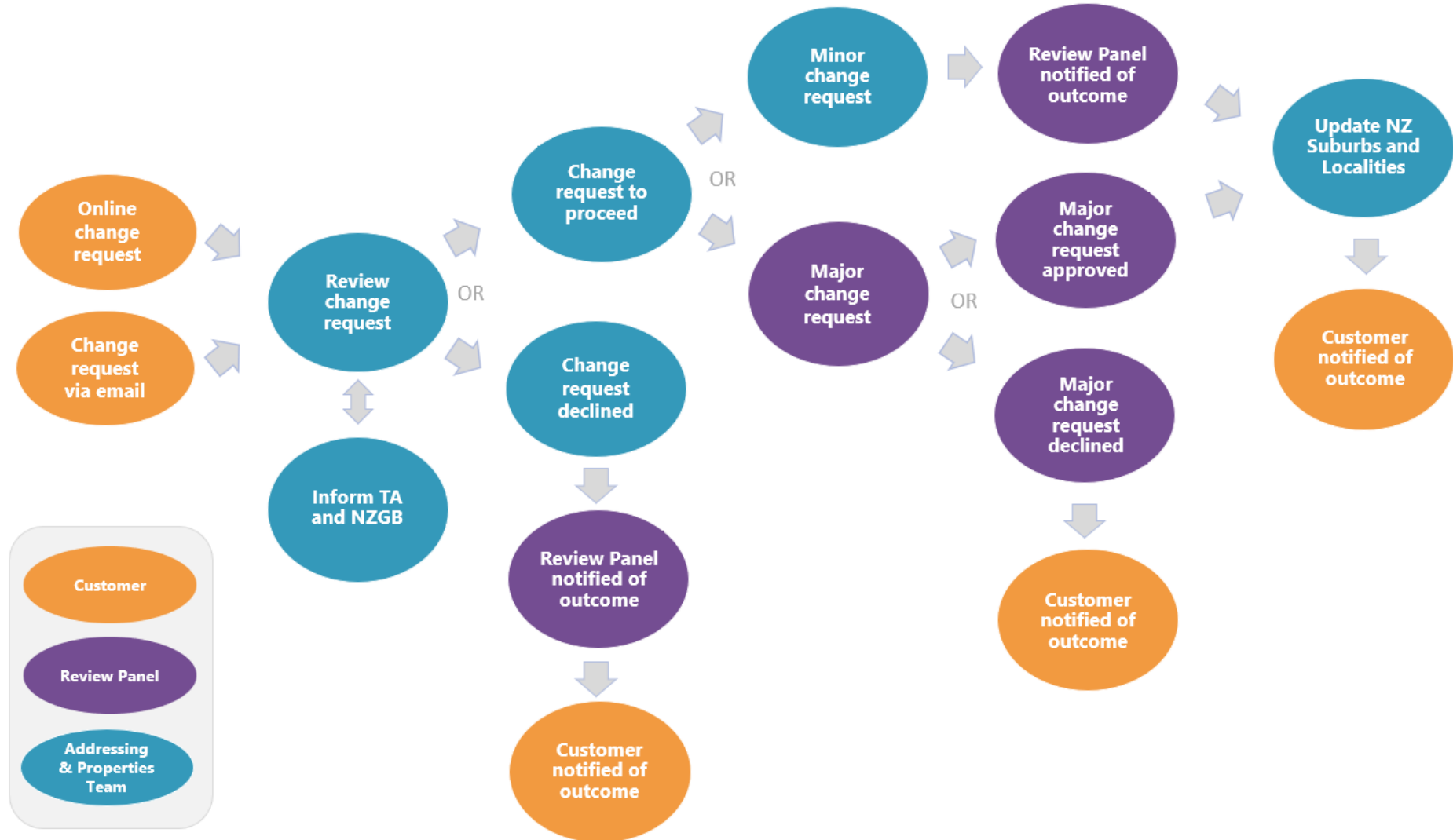
2.4. Change Request Review Panel

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

The Review Panel includes representatives from:

- Relevant Territorial Authority for each proposed change
- Office of the Surveyor-General 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 and Properties Team

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 suburbs and locality boundaries.

Well-defined suburb boundaries enable Councils to allocate unique addresses to properties. Maintaining suburb 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 Pou Taunaha. Wellington City Council were a member of the NZ Localities Consortium, led by Fire and Emergency New Zealand, to review changes to the original NZ Localities dataset.

Given this history and expertise, a case study of the process used by Wellington City Council to propose a suburb 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' (refer to Appendix # for examples) 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 resident 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 and Properties Team 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.