

KAMPALA CITY ROAD NAMING GUIDELINES



2017

Kampala Road



23-1



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Front cover image is one of the photographs from the KCCA Photo Office, reflecting efforts undertaken in street addressing in Kampala
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A bird's eye view of a cross-section of the
Central Business District, Kampala - Uganda.

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KCCA
Fabrication Systems
CITY ADDRESSING PROJECT



Nile Avenue

KCCA

100017

KAGGWA
ROAD

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CITY ADDRESSING PROJECT

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1.0 Definitions

Road

Any way open to the public for the circulation of vehicles which is maintained by the government or an administration.

Road Name

Is the official name to be used for the purpose of locating and addressing. The road name excludes the road type portion (e.g.: Street, Close, etc.)

Renaming

Is when a road which already has an official name is to be changed in part or whole.

Duplication

Refers to the road name itself and does not include the road type. For example, Luwum Street is considered a duplication of Luwum Place.

Reputable Committee

A respectable, distinguished group of people (minimum of 5) who meet to make decisions or plans for a larger community that they represent.

2.0 Introduction

Kampala City belongs to all its people, and has a long history of human settlement and a rich heritage. The names of roads should reflect our multi-cultural society which must be easily and equitably recognized.

It is essential for Kampala Capital City Authority (hereinafter KCCA) to provide an acceptable policy and process in giving names to its public places, building, roads, facilities and artifacts.

One of the services for which KCCA is responsible under the Third schedule, Part A of the Kampala Capital City Act, 2010 is identifying streets by assigning names to them and causing those names to be exhibited on posts or pillars or to be painted or otherwise exhibited on any building or other erection.

Street naming and numbering is an important function of Kampala Capital City Authority as it allows the Authority to maintain a comprehensive, unambiguous and accurate list of streets covering all properties in the City. In turn, this enables:

1. Proper Planning, Development Control and Revenue enhancement
2. Emergency services to find a property quickly (delays can cost lives and money)
3. Mail to be delivered efficiently
4. Visitors to find their destination
5. Reliable delivery of services and products
6. Records of service providers to be kept in an effective manner
7. Statutory undertakers will not normally connect their services until such time as the premises have been given a formal postal address
8. Companies to accept an address for official purposes. For example, insurance, credit rating, contract acceptance

3.0 Importance of Road Names

- i) Names create a sense of place and are essential locational tools and navigation aids for a predictable and orderly environment.
- ii) Names are the beginning and ends of journeys
- iii) Names are place markers and focal points through symbolism, association and remembrance.
- iv) Names have powerful positive or negative meanings for people and can promote community harmony or perpetuate hurt and division.

4.0 Purpose of the Guidelines

The purpose of these guidelines is to provide clear and unambiguous procedures for naming new and unnamed roads as well as renaming existing roads in Kampala.

5.0 Aims and objectives of the guidelines

The guidelines will

- i) Support names that act as reminders of local history, culture, and citizens;
- ii) To ensure a clear, inclusive, and consultative process which enjoys public and political support and can stand the test of time.
- iii) To encourage citizens to consider all categories of places, provisions or opportunities in the policy.
- iv) To address issues of confusion where there are no names or duplication of names.
- v) To provide the opportunity to reflect all aspects of our history in a fair manner.
- vi) To address or replace names which are considered controversial or offensive.
- vii) To actively pursue initiatives in specific areas of the city needing intervention including alignment with the integrated Physical Development Plan.

6.0 Process for Road Naming and Renaming

6.1 The process for the submission and assessment of proposals to name or rename roads is outlined below and illustrated on the Road Naming Proposal Flowchart (Refer Appendix 1 to this guideline).

6.2 Parties interested in proposing a new name or replacement name for a road are required to complete a Road Naming Proposal Form (Refer Appendix 2 to this guideline for an example). The interested parties are: The land-owner (whose property's address fronts the road), or a local reputable committee or organization. Once completed in its entirety the form is to be submitted to KCCA for evaluation.

6.3 Submissions which are considered incomplete will be discussed with the applicant and advice provided on creating a more effective application.

6.4 Using the Road Naming Proposal Checklist (Appendix 3 to this guideline), the proposal will be reviewed by the KCCA to confirm that:

- i) The proposed name is in accordance with Kampala City's Road Naming guidelines;
- ii) KCCA has power to approve the name (i.e. the name relates to an official public or private road under the authority's powers);
- iii) The proposed name/s comply with the Uniqueness, Sources, Propriety, Communication, Spelling and Form outlined below
- iv) If the proposal does not meet all of the above criteria the proposal will not be supported.
- v) The responsible officer will then notify the applicant of the outcome, outlining the reasons for the decision of non-support. The applicant will be given the opportunity to provide further information, if appropriate, in support of the application.

6.5 In the case of naming of new roads:

- i) It is a requirement that naming submissions contain a brief background of their origin.
- ii) Road names shall be approved prior to applying for Survey Plan sealing, the approved road/street name is to be shown on the survey plan

- iii) Information as to the proposed final layout of a road or road system is to be provided by the Applicant. This is to ensure that the road naming extension correctly describes the type of road as listed below
- iv) For multi-road developments the use of naming themes is encouraged
- v) After the subdivision plan is approved, a road naming process should then be followed to name the road(s).
- vi) Valid applications will be sent by the responsible officer to PPC for Information.

6.6 In the case of road re-naming, the following will be the criteria:

- i) The current name is duplicated in another suburb in Kampala.
- ii) Two or more roads have been joined.
- iii) A current road is significantly realigned to the extent that a new name would be appropriate.
- iv) Two or more roads follow each other and it is not clear where the road changes its name.
- v) The current name has been incorrectly spelt.
- vi) The road is commonly known by a different name.
- vii) The current name has lost historical significance or has become distasteful.

6.7 All affected parties will be notified in writing of the outcome.

6.8 It is the duty of the Property Addressing Officer to inform relevant areas of the Authority (i.e. Directorates and working committees) and related external agencies (e.g.: National Emergency Services, Postal Authorities, the Electoral Office, Departments of Environment and Resource Management, Emergency Services, Utility providers, Telecom companies etc.) of the new name(s), through the best available method probably print media for wide circulation.

6.9 Additional names of historical significance, suggested by the applicants, will be sent to the KCCA Library Supervisor to record on the Unused Names Register, for use in future road naming.

6.10 The President of the Republic of Uganda, Cabinet, Parliament of Uganda, Kampala Capital City Authority and Division Councils may by presidential edict or special resolution assign a name or rename an existing road.

7.0 Road name review

7.1 KCCA'S Directorate of Physical Planning will continuously review road names with a view of having them renamed to suit prevailing times. Affected parties (local residents, societies, social groups, clubs and organizations, property owners of neighboring areas, or any other person(s) who are directly affected by the renaming of the road) will be informed of the process to rename the road, and will be provided with an opportunity to propose a name for the road.

7.2 Once a new name has been agreed upon with the affected parties, it will be presented to the division urban authority by the Directorate of Physical Planning for approval.

8.0 Naming Convention for Public & Private Roads

When naming and renaming of roads and streets the following guidelines should be observed:

8.1 Uniqueness

7.1.1 Name duplication should be avoided. If possible duplication of names in proximity to adjacent local government areas should also be avoided. Similarity in road names within these areas is also discouraged (e.g. White Street and Whyte Street).

7.1.2 However, roads crossing KCCA boundaries should have a single and unique name.

8.2 Sources

8.2.1 Preferred sources for road names include:

- Aboriginal names

- local history
- early explorers, pioneers, settlers and other eminent persons
- war/casualty lists
- Thematic names
- Flora and fauna

8.2.2 Names should be appropriate to the physical, historical or cultural character of the area concerned.

8.2.3 The origin of each name should be clearly stated and subsequently recorded.

8.3 Propriety

8.3.1 Names which are characterized as follows are to be avoided.

- Offensive or likely to give offence.
- Incongruous – out of place.
- Commercial or company.
- Un desirable names

8.4 Communication

8.4.1 Names should be reasonably easy to read, spell and pronounce in order to assist both service providers and the travelling public.

8.4.2 Unduly long names and names composed of three or more words, including the road type, should be avoided. Road names should be limited to less than 40 characters which include any spaces and the road type.

8.4.3 A given name should only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names should generally be avoided.

8.4.4 Roads with double destination names should be progressively renamed.

8.5 Spelling

8.5.1 Where it is intended that a road have the same name as a place or feature with an approved geographical name, then particular care should be taken to ensure that the correct spelling is adopted.

8.5.2 Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form.

8.5.3 Spelling which is sanctioned by general usage should be adopted.

8.5.4 Generally road names proposed or approved should not contain abbreviations. There is, however, one exception. ST should always be used in place of Saint.

8.6 Form

8.6.1 The apostrophe mark ' must be omitted in the possessive case e.g. Colville's Road should be Colvilles Road.

8.6.2 The use of hyphens, slashes and other diacritical marks should be avoided if possible.

8.6.3 The use of numbers and roman numerals in a road name should be discouraged, when numbers are applied to a name it should be in alpha rather than numeric form.

8.6.4 No spaces should be embedded in words within the road name, single spaces only are allowed between words and no spaces are allowed to surround hyphens.

9.0 Road type

Proposals for road names should include an appropriate road type suffix. The road type selected should be representative of the physical form of the road.

Road type suffixes are grouped into three categories, Cul-de-sac, Open ended and either. The use of appropriate types is strongly encouraged to assist the travelling public, delivery companies and emergency services.

Road types in the singular or plural form (e.g. GARDEN or VIEWS etc.) to those included in these lists are strongly discouraged except in presently existing cases.

Road types should not be abbreviated when being proposed, advertised and gazetted. It is acceptable to use Road Type Codes on mail, road signs and maps.

9.1 Cul-de-sac

The types of cul-de-sac and a description are as follows.

NO	Road Type	Code	Description
1	CLOSE/ COURT	CL	A short enclosed roadway
2	COURTYARD	CTYD	An enclosed area
3	END	END	A roadway that has a definite finishing point
4	GREEN	GRN	A roadway often leading to a grassed public recreation area
5	MEWS	MEWS	A roadway having houses grouped around the end
6	PLACE	PL	A short sometimes narrow enclosed roadway
7	RETREAT	RTT	A roadway forming a place of seclusion

9.2 Open ended streets

The type of open ended street and a description are as follows.

NO	Road Type	Code	Description
1	APPROACH	CL	A roadway leading to an area of community interest i.e. public open space, commercial area, beach etc.
2	ARTERY	CTYD	A major roadway within a city, generally of high capacity and providing connectivity between collector roads and limited access freeways.
3	AVENUE	END	A broad roadway, usually planted on each side with trees.
4	BEND	GRN	A roadway containing a bend
5	BOULEVARD	MEWS	A wide roadway, well paved, usually ornamented with trees and grass plots.
6	BYPASS	PL	An alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.

7	CRESCENT	CR	A crescent thoroughfare allowing traffic without many cross streets
8	DRIVE	DR	A wide thoroughfare allowing a steady flow of traffic without many cross streets
9	EXPRESSWAY	EXP	An express, multi-lane highway, with limited or controlled access.
10	FREEWAY	FWY	An express, multi-lane highway, with limited or controlled access.
11	HIGHWAY	HWY	A main road or thoroughfare, a main route.
12	JUNCTION	JNC	A roadway making a transition from a major to a minor road in an estate, etc. A through road leading from one minor road to another as a link.
13	LINK	LINK	A roadway which links similar land uses i.e. pockets of residential, other roadway, etc.
14	LOOP	LOOP	A roadway that diverges from and rejoins the main thoroughfare.
15	MOTORWAY	MTWY	A highway, usually between cities, designed to carry large traffic volumes. Predominantly dual-carriageway, with three or more lanes in each direction and grade-separated access.
16	PATH	PATH	A roadway usually used for pedestrian traffic.
17	ROAD	RD	A place where one may ride, an open way or public passage for
18	SUBWAY	SBWY	An underground passage or tunnel that pedestrians or vehicles can use for crossing under a road, railway, river, etc.
19	TERRACE	TCE	A roadway usually with houses on either side raised above the road level.
20	TRACK	TRK	A roadway with a single carriageway. A roadway through a natural bush land region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (e.g. Tasmania) these are more often associated with walking rather than vehicular movement.
21	TURN	TURN	A roadway containing a sharp bend or turn.
22	ROUTE	RTY	A roadway allowing steady traffic flow with limited cross streets

23	ROW	ROW	A roadway with a line of Professional buildings on either sides.
24	STREET	ST	A public roadway in a town. City or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.
25	WALK	WALK	A thoroughfare with restricted vehicle access used mainly by pedestrians
26	WAY	WAY	An access way between two streets

9.3 Either cul-de-sac or open ended streets

When these types are used for a cul-de-sac it is essential that a 'No Through Road' sign also be erected. The types and descriptions are as follows.

NO	Road Type	Code	Description
1	ACCESS	ACCS	A minor road built specially to give access to a house, motorway, etc.
2	ALLEY	ALLY	A usually narrow roadway for people or vehicles in cities and towns. A minor roadway through the center of city blocks or squares.
3	ALLEYWAY	ALWY	A narrow street or passageway between or behind city buildings.
4	AMBLE	AMBL	A public road with pavements and buildings at the side or sides, especially in a town.
5	BOARDWALK	BWLK	A promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.
6	BROW	BROW	A roadway that runs along or over the top of a hill.
7	BYWAY	BYWY	A little travelled side road, usually in the country, not regularly used by people or traffic.
8	CAUSEWAY	CSWY	A road raised above water, marshland or sand.

9	CHASE	CH	A roadway leading down to a valley.
10	COPSE	CPS	A roadway running through or to a public open space or woodland area.
11	CORNER	CNR	A roadway containing a sharp bend or corner
12	CREST	CRST	A roadway running along the top or summit of a hill.
13	CROSS	CRSS	A roadway forming a 'T' or cross.
14	CUTTING	CUTT	A road through a narrow excavation made through high ground.
15	DALE	DALE	A roadway situated between hills.
16	DIP	DIP	Short roadway through a steep valley or gully.
17	DRIVEWAY	DVWY	A private road that connects a house/s, or garage/s, or other buildings with the street.
18	ELBOW	ELB	A roadway containing a sharp bend or turn.
19	FOOTWAY	FTWY	A walkway or path for pedestrians.
20	FRONTAGE	FRTG	A roadway passage a point of interest or significance with lots fronting only one side e.g. public open space, coastline, etc.
21	GAP	GAP	A roadway that traverses a passage or a pass through a ridge or hill.
22	GARDENS	GDNS	A roadway with special plantings of trees, flowers etc. and often leading to a place for public enjoyment.
23	GLADE	GLDE	A roadway usually in a valley of trees.
24	GLEN	GLEN	A roadway usually in a valley of trees.
25	HEIGHTS	HTS	A roadway traversing high ground.
26	HILL	HILL	A roadway going up a natural rise.
27	KEY	KEY	A roadway serving
28	LANE	LANE	A narrow way between walls, buildings etc. a narrow country or city roadway.
29	LANEWAY	LNWY	A narrow street or alley running between or behind urban buildings, especially houses or stores.

30	OUTLOOK	OTLK	A roadway leading to an area which affords a view across surrounding areas.
31	PASSAGE	PSGE	A narrow street.
32	PIAZZA	PIAZ	A public square or paved open space, without grass or planting, often in front of shops or significant buildings.
33	RISE	RISE	A roadway going to a higher place or position.
34	SERVICEWAY	SVWY	A narrow lane or access way to provide services or access to adjacent properties.
35	SPUR	SPUR	A minor roadway running off at less than 45 degrees
36	SQUARE	SQ	A roadway bounding the four sides of an area to be used as open space or a group of buildings
37	VALE	VALE	A roadway along low ground between hills
38	VIEW	VIEW	A roadway commanding a wide panoramic view across surrounding areas
39	VISTA	VSTA	A road with a view or outlook
40	WHARF	WHRF	A roadway running alongside a water feature creating a wharf-like impression

10.0 Prefixes

Road name prefixes should not be used. A notional prefix that relates directly to a locality name may be included as part of a road name (e.g. Lower Kololo Terrace, where Lower Kololo is a gazetted locality). However, where a directional or similar device is used to uniquely define road extremities, it should be used as a road suffix (e.g. Palmerston Road West).

11.0 Segments

While directional (e.g. Smith Road East and Smith Road West) used to achieve uniqueness for segments of the same road name are acceptable, where such segments are unconnected, such as where an intervening segment of road is unconstructed or where they are separated by a barrier and are likely to remain unconnected for the foreseeable future, consideration should be given to renaming one or each of the unconnected segments. The use of similar words to Upper, Lower, Extension, North, East, South and West should be avoided where possible to prefix or suffix a road name.

12.0 Gated Communities – Private Roads

12.1 Developers of gated / security or restricted entry developments that contain internal roads may also apply to KCCA for approval of these internal street names. This ensures uniqueness of name and that other components of these guidelines are adhered to. This is for the benefit of emergency services and the community as a whole. Developers will meet the costs of erecting signposts with street names on private roads.

12.2 A public and private road cannot share the same name. At the delineation point there must be a physical change in the road to signify the change in name (e.g.: roundabout, gates, surface, etc.).

13.0 Display of Street Names

13.1 KCCA will display road names in a prominent and visible location from the street and positioned only on the street the address refers to.

13.2 KCCA will maintain a database of all street names, and the corresponding history behind them. This database will be accessible online and physically at the KCCA Public Library.

Appendices

Appendix 1 — Road Naming Proposal Form

Appendix 2 — Road Naming proposal Checklist

Appendix 3 — Road Naming Proposal Flowchart

Appendix 1 — Road Naming Proposal Form

KCCA ROAD NAMING APPLICATION FORM To be used for Naming Public and Private Roads

Ref Number:

Name/Organization:	Division:
Telephone No:	Parish/Ward:
Box No:	Village:
Email:	
Other Referees:	Signatures
1.	
2.	

Applicant Information

Location

Block:	Plot Number:
Volume:	Folio:
House Number:	Road Name:

Specific Property Information

YES	
NO	

Public	
Private	

Paved	
Unpaved	

Applicant's will to register road as public easement	YES	
	NO	

Road Surveyed

Ownership

Road Type

1st Preference	
2nd Preference	
3rd Preference	

Proposed Road Names

1st Preference	
2nd Preference	
3rd Preference	

Significance of Preferred Name(s) (If insufficient space, please provide attachment)

Required Information

This information must be fully completed and accompanied by a road layout plan, including future road extensions. Please provide a copy with the new roads numbered (1, 2, 3 etc.) for identification.

Certification

I hereby certify that the information contained in this application (including the information in my attachment) is correct in all particulars.

Applicant's Signature:

Date:

Please forward application to: KCCA, Physical Planning Directorate

Appendix 2 – Road Naming Proposal Checklist

KCCA ROAD NAMING PROPOSAL CHECKLIST

Checklist 1. Naming Nomenclature standards

		Tick or Cancel	Remarks
1	Number of names (one)		
2	Road type (one and appropriate)		
3	Number of characters for both name and type <= 40		
4	Correct Spelling for the name		
5	No abbreviations except for St.		
6	Not a given name		
7	No double destinations		
8	Duplication: There are no similar names in the region		
9	No prefix on the road name		
10	No apostrophe mark e.g. Colville's Road should be Colvilles Road, No hyphens, slashes and other diacritical marks		
11	Name is alphabetic with spaces only between words		
12	Name is not offensive		
13	No numbers and or roman numerals.		

Conclusion about whether the name has passed this stage

.....

Name & Signature of the officer

.....

Name & Signature of the Supervisor

Checklist 2. Process & Policy standards

1. Is the proposal in accordance with KCCA's policy on the naming of Roads?	YES	NO
Comments		
2. Is the proposed name/s included?	YES	NO
Comments		
3. Is there an accurate description of the existing road in form of a location map and or approved plan for the creation of new road/s?	YES	NO
Comments		
4. Is evidence provided about why the proposed name/s is/are suitable?	YES	NO
Comments		
5. Has the evidence been referred to the KCCA database & or library for consideration?	YES	NO
Comments		
6. For naming or renaming applications is the proponent an owner of a property fronting the road?	YES	NO
Comments		
7. Is the road under KCCA's authority and classes as a road?	YES	NO
Comments		
8. The proposed name/s is not in use within or adjoining the locality?	YES	NO
Comments		
9. Does the proposed name have historical or cultural significance?	YES	NO
Comments		
10. Where the proposal includes a person's name: • Is the person deceased? • Has written permission been obtained from a family member approving the use of the name?	YES	NO
Comments		
11. Has the use of an Indigenous name or term been approved by the appropriate Indigenous representatives	YES	NO

Comments		
12. For renaming applications have other owners on the road and interested parties been notified?	YES	NO
Comments		
13. What was the outcome of their consultation?	YES	NO
Comments		
14. Does the Responsible Office recommend implementing the name/s	YES	NO
Comments		

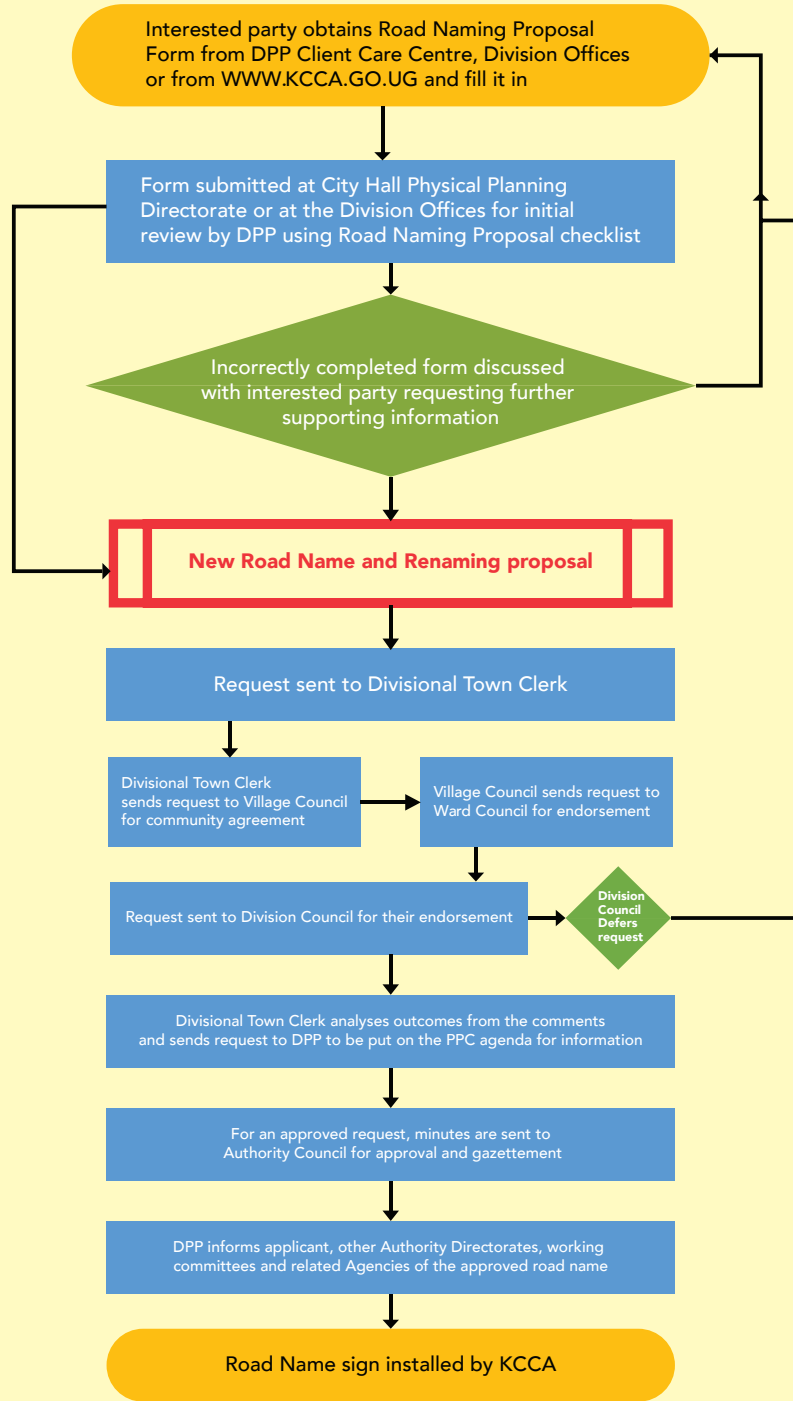
What is the size of the road

Length		
Width		

Comments:

Name:Signature:

Appendix 3 – Road Naming Proposal Flowchart



Akii Bua Road



KCCA

14/07/17

SN 0247

KAMPALA CITY ROAD NAMING GUIDELINES

2017

References

Standards Australia/Standards New Zealand, 26 October 2006,
Amendment No. 1 to AS/NZS 4819:2003 Geographic information
– Rural and urban addressing.

Legislation

1. The Local Government Act 1997 - Section 39 provides the authority for the naming of roads.
2. Kampala Capital City Act 2010, Third schedule Part A no 7



Kintu Road
16 - 1

200617





WWW.KCCA.GO.UG