

REPUBLIC OF KENYA



THE PROPOSED NATIONAL ADDRESSING SYSTEM (NAS) – STEERING COMMITTEE DRAFT REPORT

NAS STANDARDS

Submitted to:
The Communications Authority of Kenya

Submitted by:
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INTRODUCTION

1. National Address System

The National Address Systems (NAS) shows guidelines to the naming of and numbering of property in Kenya. It is designed to assist the national and county governments to manage the process of establishing a coherent National Address System. By providing a common understanding of the standards and processes involved. This guideline seeks to assist the county governments, in consultation with the national government, to coordinate, implement and manage the National Address System (NAS) and gives details on the role and responsibilities of the national government, county governments, local communities and other actors in implementation and management of the National Address System.

2. Objectives of National Address System

The following have been identified as medium and long-term objectives of the National Address System

- More revenue by tax authorities at both the national and county government levels
- Efficient delivery of government services by both national and county governments
- Efficient delivery of goods and services (e-commerce)
- Facilitate reach of social and utility services (electricity, telephone, ICT, transport, gas etc.)
- Enable authorities to deploy rescue and emergency services (fire, police, ambulance...)
- Greater financial inclusion of citizens
- Higher growth of the logistic sector
- High Economic growth at both national and county levels
- Promotion of Identity management for emergency response, security and counter terrorism
- Enhance urban and rural development planning in the towns, counties, country and East Africa region
- Facilitate universal access to the government services in the towns, counties, country and East Africa region.
- Provide a platform to facilitate government responsibilities such as the National Identification Exercise, National Statistics and National Population and Housing Census.
- Support effective use and management of land

3. Benefits of a National Address System includes

a) County Governments:

The National Address System will facilitate increase in locally generated revenue and the management of county services. It is therefore a system:

- For planning and managing county services. This is made possible with the creation of a database for management of county services. These county services include transport and road signage, water, sewerage, drainage, ICT, fire, ambulance etc.

- To improve local property and business tax collection where information gathered e makes it possible to compile a register of taxable businesses and properties with addresses thereby making it easy to locate them. This provides a realistic basis for determination of the tax base and has the potential to improve revenue when the right systems are established.

b) National Government

- The National address system can be used to compile business and property registers with specific locations that are vital for the collection of revenue. The National Address System will also support national population and housing census, the security agencies and emergency services.

c) General Public

The National Address System makes the urban and rural settlements and attendant services more “user-friendly” by:

- Improving the system of street names which makes it easier for people to find their way around in cities, urban, and rural areas
- Assisting with the delivery of health, fire, and security services in times of emergencies,
- Facilitating easy location of critical facilities like health facilities in cities, towns and rural villages
- Supporting private sector business transactions and enable provision of targeted services to clients as well as tracking their location.

4. Street Naming Address Standards

Overview

This section outlines the standards that govern street naming standards. The standards set out the requirements to implementing the naming of streets.

The rationale behind the standards is to provide the guide to interpreting and implementing the Address System to ensure conformity to and consistency with the requirements. The following are to be noted as critical ingredients to the standards:

- i. It is the responsibility of all county governments to ensure that all existing and proposed streets within their jurisdiction are named and appropriate signage erected in accordance with agreed standards. All streets are to be named irrespective of their location in urban and rural areas.
- ii. The naming of streets shall be the responsibility of the county address unit (CAU) of the county government. The CAU shall thus lead the process of interpreting the policy and implementing the Address System. The CAU shall lead the naming of streets in

consultation with relevant technical departments like planning, roads and land survey, and submit for approval by the county assembly before implementation.

- iii. During the initial phase of implementing the System, the respective County government shall constitute a County Address Unit (CAU).
- iv. Street names and property addresses shall be ultimately geo-referenced to allow navigation.

5. Guide for Assigning Street Names

The selection of Street Names shall respond to the following standards:

- i. Street names shall not be duplicated in a county defined for the purpose of this exercise even if the street types are different.
- ii. Street names along continuous collector and arterial streets with elbows shall not change. As such, name changes cannot occur at “T” intersections. A Street which runs through more than one County may therefore have one name along its entire length and there shall be no street name change even at “T” intersections. In this regard, start and end points of access ways shall be determined as a vital element of the Street Naming process.
- iii. Names with similar pronunciations but different spelling shall be avoided within a City or Town in a County.
- iv. Street names applied should effectively communicate to the public especially children. The names should be appropriate, easy to pronounce and not offensive.
- v. The street names should promote community image and shall be drawn from local history; culture and traditions (including names of distinguished local leaders and elders); fauna and flora; and landmarks.
- vi. The Names with the same theme, such as flowers should as much as possible be applied in naming streets in an entire sector or area as a means of providing general identification distinctions and easy public appreciation of the naming system.
- vii. Existing historical road names should be retained, where they comply with the requirements.
- viii. The range of streets in a community or city should be categorised into first, second and third order levels in terms of use and importance; and used as a guide for the naming exercise. With such categorisation, the most important streets get to be given the most important names and followed through with the second order of names for the next level of important streets in that order.
- ix. The use of special characters in road names such as hyphens, apostrophes or dashes should be avoided.
- x. The use of names of living persons, including politicians and chiefs, should be avoided.

- xi. Street names shall not exceed a maximum of twenty-two (22) characters made up of eighteen (18) characters for the name plus prefixes (including spaces) and four (4) for suffixes.
- xii. Directional prefixes (north, south, east, and west) are permitted only when used together with a street name (i.e. South Lake Road). Directional prefixes are permitted to identify extensions of existing streets or to distinguish parallel streets within the same vicinity. Directional suffixes shall not be used, such as The Lake Drive South. If a directional word is not intended to provide direction, it shall be connected to the remaining portion of the street name without a space, for example East lands Link.
- xiii. Only recognised street types as listed in section on Access Way Types and Suffixes, shall be used.
- xiv. Street types shall be consistent with their definitions as listed in section on Access Way Types and Suffixes.
- xv. To facilitate easy mapping of street names, short road lengths must have short street names.
- xvi. In newly developing areas, in the interest of public safety, if any graded or paved access is provided, a temporary street sign identifying the street(s) shall be erected by the developer.
- xvii. Street names proposed on site master plans shall not be approved until names and placements have been reviewed for clarity and correct spelling. A street name shall not be considered final until it is submitted to the CAU for review, processing and submission to the County Assembly for approval and gazetted.

6. Street Names for New Development

- i. In the case of existing streets with no names, the respective CAU shall, in consultation with the relevant county departments and local community leadership (or relevant major stakeholders), select a street name in accordance with the requirements set out in the section on assigning street names.
- ii. Naming of streets proposed for new developments shall be done at the time of developing site master plan (subdivision plans and maps).
- iii. In the case of private gated developments, the developer shall submit the names of the streets as part of the site master plan to the county Address unit (CAU) for review, processing and submission to the County Assembly for approval and gazetted. The review by the CAU is to avoid duplication and to ensure conformity to the required street naming standards.
- iv. Street names shall be deemed to be legally binding upon the approval of the digital maps by Director of Survey and thereafter the approval by the county Assembly, and gazetted.

7. Naming of Streets in Developed or Developing Suburbs

- i. Naming of new streets for already developed or developing suburbs shall be done by the CAU, in consultation with the relevant sub-county, ward and community leadership and subsequently approved by the county assembly.
- ii. The naming of the streets will first be executed as deskwork by digitising the names on maps before field validation.
- iii. Subsequent to the completion of this exercise the updated digitised maps with street names will be presented to the county assembly for approval.

8. Street Naming in informal settlements and Areas of Unplanned Development

Street naming in informal settlements and areas of unplanned development shall be based on a range of options due to their unique characteristics.

- i. Where there are existing defined streets (streets, walkways, lanes, etc.), they shall be mapped and named accordingly as set out in the section on assigning street names
- ii. Where there are no existing definable access ways, the CAU shall (in collaboration with the leadership of the local community and the ward Member of County Assembly (MCA)) undertake an exercise to identify possible streets. This will involve identification and mapping of the streets and naming such streets, walkways, lanes and paths in line with the requirements in the section on assigning street names.

9. Street Name Change Request by a Community

Street Names provided at the community level shall be legally binding after the approval by the county Assembly and subsequent gazettment. Requests for street name changes shall be forwarded in writing to the county address unit for consideration. Therefore local community desiring a change in name of an existing street will be required to pursue the following steps:

- i. Submit an application for the change to the county addressing unit through the ward and sub-county offices. The application for the name change must clearly outline the concerns and basis warranting the change. The application must have names and signatures of the applicants;
- ii. Where a new name is proposed by the local community, the name will be reviewed by the county addressing unit for compliance with the street naming standards and subsequently approved by the county assembly;
- iii. Where there is no new name proposed, the county address unit will follow the process for selection of a new name as outlined in the section on assigning street names.
- iv. Upon acceptance or otherwise by the county addressing unit, the applicant will be informed in addition to the relevant public and private organisations as well as individuals affected by the new name, the effective date for the new name and when the signage will be changed. The name change when approved shall be publicly advertised by the county government.

Residents of a local community or settlement are not mandated to change street names through any local actions without the prior approval by the CAU of the respective county government

10. Effective Date of Change of street Name

The effective date for the name change will be on gazettelement. A Street for which a new name has been approved will have new street signage within 90 days.

11. Street Name Signage

All streets shall be identified by the street name assigned and street signage erected in line with the provisions of the prescribed standards.

12. Description of Street Name Signs

Street name signage shall be installed at all intersections and shall comply with design, installation and maintenance requirements. The signage shall conform to the specifications below.

13. Street Name Sign Color and Illumination

- i. Two colour schemes shall be permitted for street name signage. The background colour of the street name panel shall be reflective white. The lettering of the street name shall be black.
- ii. The appropriate font shall be used.

14. Property Numbering of Slums and Areas of Unplanned Development

Property numbering of slum areas will be based on a range of options due to their peculiar nature. Numbering in areas where there are access ways will follow the standards and procedures outlined in relevant sections. In situations where there are no walls for the properties and a number of buildings are on the same compound or parcel of land, the following steps shall be followed:

- The county addressing unit will identify the owners of the building or properties on the parcel of land; and
- Where it is established that there are different owners who are not of the same household, then different numbers shall be assigned to the properties or houses following the flow.

In situations where there are a few access ways and unplanned developments, the following approach shall be used in the numbering of properties:

- The first source of the numbering will be the access way names as described in relevant sections
- Where there are named streets, walkways, lanes etc., then the numbering of the properties will be done with these as the reference points;

- Where there are no defined access ways, the clustering approach will be applied, where various clusters will be determined and the numbering carried out depending on the building patterns. The standards outlined in the relevant section above shall inform the numbering flow.

15. Property Numbering in Settlements without Streets

The following process shall be applied in the numbering of properties in settlements without streets, which is typical of most rural settlements close to a number of urban areas in Kenya. Most of such rural areas are ultimately absorbed into urban areas. This process should be combined with the relevant section above:

- i. Determine the direction of growth of the settlement;
- ii. Determine the central point of the community
- iii. Using available maps divide the settlement into manageable and distinct blocks as sectors;
- iv. Number and name the sectors on the Map. If there are existing names for the sectors they may be adopted;
- v. Sign post the sectors;
- vi. Determine key walkways with the help of community leaders and name them; and
- vii. Start numbering along the walkways from the west to east or from the south to the north depending on the direction of growth of the settlement.

16. Addressing New Construction and Development

- a) **Building Permit Requirements:** Prior to starting development on a parcel of land, the prospective property owner is required to submit an application for a building permit. At the point of applying for the permit, the county addressing unit as per its mandate will be required to assign an address to the new building(s) as part of granting the development permission and building permit.
- b) **Sector Layout Requirements:** Layouts for new developments shall only be approved and recorded when street names and address numbers have been assigned.
- c) **Changing Address Numbers**
 - i. Responsibility for change in address number(s) irrespective of the reason shall lie with the respective County government.
 - ii. The Counties shall notify the property owner of the change in address.
 - iii. The owner of the property has the responsibility to write to the respective agencies providing services to the property of the change in address number within 30 days of the receipt of the notice.

17. Responsibility for Installation and Maintenance of Address Numbers

- i. Responsibility for the installation of address numbers for the first time shall be that of Counties. However, the cost of the address plate shall be borne by the property owner and redeemed by Counties surcharging the cost as part of the property rate or business operating license.
- ii. The maintenance of the address plates shall be the responsibility of the property owner, caretaker or tenant at all times, be it residential, commercial or industrial property.
- iii. Any attempt to obstruct or cover an address number with the intention of concealing it shall be considered as unlawful.
- iv. To ensure that the public complies with the addressing requirements and empower Counties to take legal action against defaulter, it will be required that a law is passed by the county Assembly to give it legal backing.

18. Size and Location of Address Numbers

The size and location of the address numbers shall take into account the following:

a. Residential, Industrial and Commercial Centres

i. Number Plate Size

The dimension of Address Number Plates shall be 19cm by 11 cm and the dimension of the numbers inscribed shall be 7.5cm. The number shall be inscribed or embossed on the plate with details.

ii. Colour and Material

The Plates shall have a reflective green background with reflective yellow lettering. The material on which the number will be inscribed or embossed shall be a chromate plated aluminium sheet.

iii. Placement Height

The plates shall be placed at the front entrance of every property 10cm to the right and 153cm above the building floor.

Following the initial installation of address plates, it will be the duty of every property owner, trustee, lessee, agent and occupant of a building or property to ensure that the assigned address number is displayed at all times. The address plates to be placed at the front entrance of a building or property have to be visible from the sidewalk or road whether it is day or night.

Where the address is not legible from the access ways and there is a driveway or lane, an additional address number shall be placed at the intersection of the driveway or lane.

b. Apartment Buildings and High-rises

All apartment buildings and high-rises shall display the main address number above or on the side of the primary entrance to the building. The size, colour placement shall be in line with the requirements as outlined in “a” above. Apartment numbers for individual units within the complex shall be displayed above or on the right side of the entrance of each unit.

19. Temporary Addresses

- i. Structures on proposed access ways, drainage ways and other public rights of way shall be assigned temporary addresses until County government has determined their status.
- ii. Structures within this category shall be determined using outputs of the addressing system of the Country Planning Department.
- iii. Structures so designated in this category shall have addresses based on the numbering standards of this system but shall have the letter “T” in addition to the number assigned. An example of such an address shall be 12T Taifa Close. Thus, in such cases the numbers may be repeated but the letter will be used to distinguish them.

20. Numbering Address Exceptions

Temporary structures like kiosk, containers shops and wooden structures shall be exempt from the numerical addressing. Thus, the County government is to view the implementation of this Street Addressing System as part of the overall management of the cities and therefore the location of the numerous temporary structures in street corners will have to be properly managed to ensure that they are easily located and needed rates and fees charged.

21. Responsibility for Street Name and Property Number Signage

a) Street Name Signage by County Government

Responsibility for fabricating and installing street name signage of all existing and new streets is vested in the county executive.

b) Property Number Signage by Property Owner

- i. The responsibility for fabrication and installation of property number signage is vested in the property owner.

- ii. It is the responsibility of the county executive to supervise and ensure that fabrication and installation of property number signage by property owner meets national addressing standards.

22. ENFORCEMENT OF THE NATIONAL ADDRESS STANDARDS

a) Responsibilities of National and County Governments

The Cabinet Secretary responsible for information and communication, through the Communications Authority of Kenya (CAK), shall have oversight responsibility regarding the national policy and standards on Street Naming and Property Numbering. The county government shall be responsible for the implementation of street naming and property numbering at the County level.

b) Non-Compliance Notification by Communication Authority

Whenever the Cabinet Secretary has reason to believe that there has been a violation of the policy and standards on street naming and property numbering, the Communication Authority of Kenya (CA) shall accordingly notify the relevant County government

Upon receipt of the non-compliance notification, the County government through the County Address Unit shall ensure compliance is addressed within 90 days.

c) Non-compliance Notification by County Address Unit

Whenever the CAU has reason to believe that there has been non-compliance in property Address standards, the CAU shall accordingly notify the property owner and ensure compliance is addressed within 90 days.