

**LOCAL GOVERNMENT (LILONGWE CITY COUNCIL) (STREET NAMING AND
PROPERTY NUMBERING) BYLAWS, 2023**

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IN EXERCISE of the powers conferred by the Section 103 of the Local Government Act, the Lilongwe City Council makes the following Bylaws:

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| Citation | 1. These Bylaws may be cited as the Local Government (Lilongwe City Council) (Street Naming and Property Numbering) Bylaw, 2023. |
| Application | 2. These Bylaws shall apply within the jurisdiction of Lilongwe City. |

PART 1 – STREET NAMING

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| Naming of streets | 3. The Council shall apply the following principles when naming a street: <ul style="list-style-type: none">a. All access ways shall be named irrespective of whether they have buildings or not;b. All existing and proposed access ways shall have appropriate signage erected in accordance with the specifications outlined in Bylaw 4c. All proposed names of access ways shall be approved by relevant authorities before implementation.d. Access ways shall be geo-referenced to allow navigation.e. Access way names shall not be duplicated in a locality defined for the purpose of this exercise except where there is variation in the terminal word: for example, "street", "road", and "avenue", (e.g. Livingstone Road and Livingstone Avenue).f. For commercial, multi-family, or townhouse developments that have an entrance or access through a publicly maintained close (cul-de-sac), a separate name will be required for the entrance or access road in the event that it serves or is intended to serve two or more address numbers. A good example is when a particular plot has been subdivided for additional townhouse developments which will have their addresses from the other road serving the houses.g. Access way names shall not be changed due to a change in direction of the access way, nor shall a new prefix be used for those access ways that meet the criteria for using a directional indicator in the access way name.h. Access way names along continuous collector and arterial streets with elbows shall not change. Name changes cannot occur at T intersections. An access way which runs through |
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more than one locality may have one name along its entire length and no access way name change even at T intersections. In this regard, end and start point of access ways shall be determined as a vital element of the access way naming process.

Specifications
for street
signage

4. Street signage shall conform to the following specifications:
 - a) Height of the signage steel post above ground shall be up to 2.5 metres.
 - b) Signage pole to be perforated to deter vandalism.
 - c) Signage pole to be painted in black and yellow colours for visibility.
 - d) Concrete base footing - 500mm.
 - e) Signage flap to be not more than 1m in length and made of materials which are lightweight; rigid and firm; durable; weather resistant and at least 2mm in thickness
 - f) The materials should also be non-recyclable/non-reusable- to deter vandalism
 - g) Signage flap base colour to be green and words in white colour for visibility
 - h) The lettering of the access way name should be white with green background and should use “Transport” font.
 - i) The material of the access way name shall be reflective scotchlite (high-intensity or higher).

Installation of
street signage

5. a) Signs should be placed with the **DIRECTION OF THE INSCRIPTION** parallel to the streets they name, as close to the intersection corner as practicable with the nearest part of each sign not less than 30.5 cm, and preferably 61cm, back from both curb lines.
 - b) Access way name signs are to be bi-directional at intersections and shall not impede pedestrians using the access ways
 - c) Placement of access way name signs shall not be combined with outdoor advertising in the first five years of implementing the system.

- d) Access way name signs shall not be obscured by existing outdoor advertising at access way intersections.

Replacement of street signage

- 6. Where a street pole or sign has been removed or damaged, the Council shall replace the street pole or signage within ninety days

PART 2- PROPERTY NUMBERING

Numbering of new property

- 7. (1) The Council shall designate numbers for properties within its jurisdiction.
 - (2) When allocating the numbers pursuant to sub paragraph (1), the Council shall give the owner of the property notice of fourteen days with information about –
 - (a) the number allocated to the property; and,
 - (b) the requirement to install the number at the property.

Procedures for numbering of new property

- 8. A person shall be given a property number upon allocation of the property or grant of development permission.

Procedures for numbering in formal areas

- 9. The Council shall apply the following principles when allocating numbers in a formal area –
 - (a) where the numbering is along an access way, odd numbers shall be on the left and even numbers shall be on the right;
 - (b) where properties are in circular formation, the numbering shall be consecutive in a clockwise manner from the start of the access way;
 - (c) where properties are located in an infill, an alphabetical letter shall be added to the number immediately preceding the property;
 - (d) where a property is allocated on a side access way, the number shall be in an ascending order from the main access way;

- (e) where there are two access ways to a property which comprise a main access way and a service access way, the numbering of the property shall be based on the service access way;
- (f) where a property is apportioned into apartments, the property shall be allocated a number and each apartment shall be assigned an alphabetical suffix to the number of the property; and,
- (g) where there is more than one property on a plot, each property shall be allocated an independent number.

Procedure for numbering of informal areas

10.

(1) The Council shall apply the following procedures when allocating numbers in an informal area –

- (a) the properties shall be grouped into sections based on physical features such as river, access ways, informal pathways and any other similar features;
- (b) each section shall not have more than one hundred properties;
- (c) each section shall have an alphabetical letter allocated to it and identifying signpost shall be installed at the entrance to the section;
- (d) each property in the section shall be allocated a number beginning from the main access way to the section.

(2) The numbering of the property shall bear both the property number and the section number beginning with the property number.

Specifications of number plates

11.

(1) The specifications for the number plates depending on use of property shall be as follows–

- (a) 30cm by 20cm for residential property; and
- (b) 40cm by 32cm for commercial property.

(2) The Council shall designate an agent to issue number plates.

(3) The property owner shall pay a fee for a number plate to the agent as determined by the Council.

Installation of number plate

12. (1) The property owner shall install a number plate with the number allocated under Bylaw 8 at a visible and conspicuous place at the property.

(2) In the case where the property has a fence, the number plate shall be put up at the entrance gate to the property.

(3) In the case where the property has no fence, the number plate shall be put up/displayed at the entrance to the property from the main access road.

Replacement of number plates

13. Where a property number plate has been removed from a property or damaged, the property owner shall replace the number plate within thirty days.

Change in occupancy

14. Where there is change in occupancy of a property, the property owner shall inform the Council of the change within thirty days.

Offences and penalties

15. A property owner who contravenes a provision of these bylaws commits an offence and shall be liable to the following penalties:

a) A fine of K 2,000.00 payable to the Council, upon being notified of the contravention for the first time by the council

b) Where the contravention continues, a further penalty of K200 for each day during which the offence continues or a term of imprisonment of ... months or both such fine and imprisonment.

Made this..... day of 2023

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MACLOUD KADAM'MANJA PhD
Chief Executive Officer

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COUNCILLOR RICHARD BANDA
Mayor

Approved by the Minister of Local Government, Unity and Culture

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This.....day of 2023

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RICHARD CHIMWENDO BANDA
Minister of Local Government, Unity and Culture