

HARROGATE BOROUGH COUNCILS STREET NAMING AND NUMBERING GUIDELINES

Harrogate Borough Council [the Council] has the statutory responsibility to ensure that streets are named and properties are numbered. The authority has the power to approve or reject property addresses submitted by developers or the general public, or prescribe its own addressing schemes. The Council uses the Public Health Act 1925 (sections 17 to 19) for the purpose of naming streets.

All elements of an address, with the exception of postcode and post town, are defined by the Council. The numbers and names assigned to property and the official names assigned to streets are the Intellectual Property of the authority.

Allocation of postcodes is managed by the Royal Mail and must be confirmed by them. The Council normally undertakes this process on the applicant's behalf and informs the applicant and other interested parties. However, the authority reserves the right to complete a Street Naming and Numbering application without the provision of postcode or post town information. The maintenance of postcode information, and any future change to individual postcodes or postcode sectors, is the responsibility of the Royal Mail. The Council accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission.

Anyone seeking an address change, or the creation of an address for a new property, should apply to the Council, preferably electronically, following the procedures detailed in this document.

Proposals for street names from developers and the public are welcome for consideration. However it is recommended that more than one suggestion is put forward in case the primary suggestion fails to comply with the guidelines. It is desirable for all suggestions for street and building names to reflect or have a connection with the local area where possible. If suggestions conform to this guidance on Street Naming and Numbering and, for street names, do not meet with any reasonable objection from the Town/Parish Councils, the new address will be formally recommended to the Director of Economy and Culture, to officially approve the recommendation once approved all relevant bodies will be notified. (No developments of less than 5 dwellings will be given a street name, and advertising names will not necessarily be part of the official addressing).

For the avoidance of doubt, it should be noted that the Council has the legal responsibility to ensure that streets are named and properties numbered. The authority, therefore, has the power to approve or reject property and street addresses that are submitted by developers. This power extends to commercial property as well as domestic. Legislation to support this statutory power is reproduced below.

To aid the emergency services we will try to ensure that, where appropriate, if a street has a name and has street signs relating to that name, all properties accessed from that street will be officially addressed to include that street name and also, where possible, new properties are numbered.

In addition to complying with appropriate legislation, we endeavour to comply with (BS7666) [Data Entry Conventions and Best Practice for the National Land and Property Gazetteer](#) version 3.3, available from the National Land and Property Gazetteer website at www.nlpg.org.uk.

NOTES ON STREET NAMING

- New street names shall not duplicate any name already in use in the area.
- Street names with phonetically similar names are also to be avoided, along with Street names that are difficult to pronounce or awkward to spell. Example: Churchill Road and Birch Hill Road
- Street names are unacceptable if they are likely to cause spelling difficulties, as these may lead to confusion in an emergency situation or result in demands for a change of address from occupiers.
- Street names that may be open to re-interpretation by graffiti or shortening of the name shall be avoided.
- Street names that may be considered or construed as obscene, racist or which would contravene any aspect of the council's equal opportunities policies will not be acceptable.
- New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.
- In order to avoid causing offence either by inclusion or exclusion, no street shall be named after any living person.
- New street names shall not end in "s" where it can be construed as either a possessive or plural; neither shall they commence with the word "The".
- All punctuation will be considered but avoided where possible because street names and addresses, when stored in databases, must meet the standards set out in BS7666. This restricts the use of punctuation marks and special characters (e.g. apostrophes, hyphens and ampersands) to avoid potential problems when searching the databases as these characters have specific meanings in computer systems. However, the use of these characters on street signs is acceptable if they currently form part of the existing official street name.
- The Council will try to promote names with a local or historic significance to the area.
- However, it is not sufficient cause to object to a name if it fails to meet this criterion.
- Names with a common theme are encouraged on large developments, preferably with a local or historic connection. Two developments with the same theme within the area shall be avoided.
- Any street name that promotes a company, service or product will not be allowed. Names based on a developer's trading name are seen as advertising and are not acceptable. An exception to this may be made for a company that no longer exists, if used solely in a historical context and the claim of advertising cannot be made.

Procedure for New Developments – flow diagram

