1 Introduction

1.1 Purpose of this document

The purpose of this document is to set down the Policy for the allocation, management and use of all addresses used by Richmondshire District Council in particular, for new developments and conversions, including the allocation of Street Names, changes to property names, the addition of new names and aliases.

An immediate benefit of setting up a corporately recognised reference address database, the Local Land and Property Gazetteer henceforth referred to as the LLPG, is that anyone within the council can gain value from using it. Integrating the master address database with other internal systems avoids duplication of data and maintenance. Establishing a single corporate address gazetteer reduces the 'cost of ownership' of multiple gazetteers, while merging gazetteers can bring financial and other benefits by discovering properties known by one department but completely unknown to another.

The master address list will span all council services from for example, Democratic Services, Environmental Health, Revenue and Benefits to Development Management and Legal Services. Staff in service and support departments right across the council will be able to use standard address based information as they go about their work. The gazetteer supports joined-up government by facilitating easier and more-accurate exchange of information between departments, authorities and agencies.

All Local Authorities are required to develop a Local Land and Property Gazetteer (LLPG) which is a definitive master list of all land and property addresses within the Authority. This forms part of the National Land and Property Gazetteer (NLPG). The LLPG will be the definitive master address list for all services to use and , ideally should have live links to all other major systems, namely Council Tax (e.g. Northgate Revenue and Benefits), Electoral Registration (e.g. Xpress), Finance (e.g. E-Financials), Planning, Environmental Health and Landlord Services (e.g. Uniform, TLC and Civica).

It is important to recognise that there is one definitive address that is used by all services when contacting residents and businesses, and for customer use via the web site/Local View. A definitive and single address system will enable all information about a property or piece of land to be retrieved from all the Council's back office systems (as above) and enable a joined up response to customer enquiries. All requests for addresses will therefore be directed to the Authority Address Custodian (Information Officer), at Richmondshire District Council who will liaise, as appropriate, with the SNN Officer (Information Officer).

1.2 National, Regional and Local Policy Context

There are a number of local and national drivers that make it necessary for the Council to define a Policy for address management:

1.2.1 National/Regional

The Town Improvement Clauses Act 1874 (Sections 64 & 65) and the Public Health Act 1925 (Section 18) (or equivalent) places a statutory obligation on the Council to supply and maintain correct addressing for every property within the Authority.

Under this legislation the Authority is obliged to inform the "the requestor" (i.e. of all address changes) that take place within the Authority area.

All address changes are required to be sent to the NLPG Hub at least once a month to be incorporated within the National Land and Property Gazetteer for onward use by adjoining and partner Authorities such as County, Police, Fire, Parks, Passenger Transport, etc.

Richmondshire District Council should therefore produce a gazetteer that adheres to the NLPG Data Entry Conventions (DEC).

1.2.2 Local

The provision of correct address information is of critical importance to local emergency services. The creation of the LLPG is a key building block in the Authorities' Customer Service Improvement Programme and is a prerequisite of a number of the process re-engineering projects included in the Value for Money and efficiency saving programmes. By utilising a single address database, Customer Services will be able to accurately record actions against streets and properties which are then input directly into back end systems such as Uniform.

1.3 The National Land and Property Gazetteer (NLPG) and Local Land and Property Gazetteer (LLPG)

The Council will create and maintain its own LLPG for transfer to the national hub for inclusion into the NLPG.

The Council will be responsible for its own set of UPRNs and USRNs for creation of new addresses and streets within the LLPG.

1.4 The National Street Gazetteer (NSG)

North Yorkshire County Council is responsible for maintaining a list of all streets within the Richmondshire District area. As part of the Street Naming and Numbering process the Council creates and makes changes to streets within its area.

Richmondshire District Council will inform the North Yorkshire County Council of all resulting changes to street information, including the creation of new streets, changes to spelling, closed street records, adjustment to start and end co-ordinates on a monthly basis.

2 Street Naming and Numbering

Richmondshire District Council as the SNN Authority has a statutory power to ensure that all Streets are named and properties numbered. This should be in accordance with the provisions set out in this document (Richmondshire SNN Approved Policy).

The SNN Authority can approve or reject property numbers and Street Names which are submitted by developers or owners under the powers and guidance listed below.

- Towns Improvement Clauses Act 1847 (sections 64 and 65) (for numbering of properties and Street naming).
- Section 21 of the Public Health Act Amendment Act 1907 (for alteration of names of Streets).

- Public Health Act 1925 (sections 17 to 19) (for notification of Street Names and name plates).
- Electoral Administration Act 2006.
- Royal Mail's right under licence to maintain the Postcode Address File (PAF) Section 116 of the Postal Services Act 2000.
- A Local Act, for example the Humberside Act 1982 or the London Building Acts (Amendment) Act 1939 (Part 2).
- PAF® Code of Practice, Changing Postal Addresses and Postcodes, May 2010.
- Department of Transport Circular Roads 3/93 dated 15th December 1973.

2.1 Property Naming

2.1.1 Changing a House Name or Adding a Name to a Property.

The Authority will check the existing gazetteer and consult on every request to add or change an existing property name. Names will be considered acceptable unless they are duplicated within the local area or are likely to cause offence.

2.1.2 Property in a Numbered Street.

If a property has been numbered, then both the name and number must be displayed in a prominent position, visible from the road. A name cannot be regarded as an alternative to a number.

2.2 Street Naming and Numbering – New Development

2.2.1 Numbering

The developer must provide the Richmondshire District Council with a written request to number the site, including relevant site plans, preferably before work commences on site.

Allocation of addresses will be carried out as early in the development process as possible in order to provide address information.

If the development forms an entirely new road then numbering will be allocated with even numbers on one side of the road (*normally the right when entering from the principal road*) and odd numbers on the other. Where a cul-de-sac is developed, the numbering shall be consecutive and in a clockwise direction.

If it forms part of an existing street, a new development will be numbered sequentially into an existing numbering system. If the development is an infill site and there are no spare numbers within the sequence, then letters will be used as part of the address (i.e. 10A, 10B etc.). In a street where existing properties are not numbered, the properties must have names attached to them. It is up to the developers or new occupiers to suggest names for consideration.

All numbers, including the number 13, must be used in the proper sequence. Applications to omit any number from a numbering sequence, for whatever reason, will be refused.

2.2.2 Naming

Where a new development creates a new street, consultation must take place in order to allocate a new street.

The developer will be expected to provide name suggestions for consideration. Preference will be given to street names that refer to the history and heritage of the local area. If the

developer fails to provide a name, the Richmondshire District Council will research the site and provide suitable suggestions. For large developments a list of road names will be approved, to be allocated as the development progresses.

The proposed names will be checked against existing NLPG entries. (To ensure that the name is not duplicated within the area in the District or adjoining Authorities or that it is not so similar to an existing street name that it is likely to cause confusion.)

The relevant Ward Councillors will then be consulted and asked for their comments on the name suggestion. If Councillors' have their own suggestions or an objection to the name provided, then another name will be chosen and the consultation process repeated.

Once a name has been agreed upon, the developer will be informed in writing.

2.2.3 Naming Protocols

The following suffixes are acceptable for any type of new street within Richmondshire:

2.2.3.1 Streets

All new street names will end with a terminal word such as:

Road	Lane
Street	Place
Avenue	Garden
Drive	Way
Court	

The following names will be used only as indicated:

Suffix	Description
Crescent	For a crescent shaped road only
Close	For a cul-de-sac only
Square	For a square only
Hill	For a hill only
Terrace	For a terrace of houses but not a subsidiary name within another road
Mews	Officially a term for converted stables in a courtyard or lane but would be considered acceptable for most small terraced developments

2.2.3.2 Footways

All new pedestrian ways will be named as follows. Either:

- Walk
- Path or
- Way

2.2.3.3 Flats/Apartments

If the developer wishes to name a block of flats or buildings then they must supply a suitable name, which will be put through the same consultation process as a house name request. All named blocks should end with one of the following:

Road	Lane
Court	For flats and other residential buildings
Mansion	Other residential buildings
House	Residential blocks or offices
Point	High residential blocks only
Tower	High residential or office blocks

3 Policy for Address Management

1. All address changes, and newly created addresses will be combined together into the single master LLPG for the Authority.

2. All **external** requests for same will be directed to the SNN Officer (Information Officer) who will process the requests and then pass to the Authority Address Custodian (Information Officer) for inclusion in the LLPG.

3. All **internal** requests for same will be directed to the Authority Address Custodian (Information Officer) for inclusion in the LLPG.

4. Under no circumstances will any address change or newly created addresses be entered into any Authority Address Databases (Northgate or Express) without prior approval or knowledge of the Authority Address Custodian (Information Officer).