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SCARBOROUGH BOROUGH COUNCIL

Naming and Numbering Policy

July 2019

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1. Introduction

1.1 The naming and numbering of streets and buildings within the Scarborough Borough is a statutory function of Scarborough Borough Council, and is covered by Sections 64 and 65 of the Towns Improvement Clauses Act 1847 and Sections 17-19 of the Public Health Acts 1925. The Council is the only organisation with the authority to name and number new streets and properties within the Scarborough Borough.

1.2 Scarborough Borough 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 or other parties. In general the law is in need of review and updating but there are currently two sets of powers that an Authority may use for this purpose:

- Towns Improvement Clauses Act 1847 (sections 64 and 65) together with section 21 of the Public Health Act Amendment Act 1907
- Public Health Act 1925 (sections 17 to 19)

It is noted that an Authority may use only one of the above statutes for the purposes of Naming and Numbering. It is not possible to combine the Acts. Therefore Scarborough Borough Council has adopted the Town Improvement Clauses Act 1847 (including 1875 Public Health Act and 1907 Public Health Acts Amendment Act) as it provides the Council with more powers as this Act includes provisions regarding numbering.

This Policy document also incorporates the guidance and recommendations contained in the *Data Entry Conventions and Best Practice for the National Address Gazetteer* published by GeoPlace ®

1.3 The address of a property is a very important issue. The appropriate naming of streets, and naming and numbering of buildings is essential for:

- visitors to find where they want to go
- delivery of post by the Royal Mail and courier services
- fast responses to emergencies by ambulance, police, and fire services
- record keeping e.g. index to the National Land and Property Gazetteer, legal transactions, taxation and planning permissions.

It is also important that property names and numbers are appropriate and are clearly displayed so that the public and service providers can quickly and easily locate a property and its entrance.

1.4 The Council is responsible for maintaining information in relation to the Borough of Scarborough in the National Land and Property Gazetteer (NLPG). This is done by maintaining a Local Land and Property Gazetteer (LLPG) which

feeds into the NLPG. The NLPG covers the whole of England and Wales and contains more than 30 million residential, business and non-postal addresses. The NLPG uses the British Standard BS7666 : 2006 to ensure data format consistency across the country. Each record has a Unique Property Reference Number (UPRN) which provides a reference key to join related address records across different datasets. Data from the NLPG forms the core of AddressBase, which is the address database published by Ordnance Survey, and used by over 1000 public and private sector organisations including the Emergency Services, Utility Providers, Insurers and many Central Government departments.

In addition to updating the NLPG the Council also sends updates directly to various organisations including (but not exclusively) the Royal Mail, Emergency Services and The Land Registry to keep them informed of any new or amended addresses in the Borough. This alerts these organisations to update their records. It is important to follow this process to ensure that the Royal Mail database includes the new addresses before any new properties are occupied. This minimizes the risk of problems that can occur if the address is not recognised by organisations such as utility companies, couriers and other agencies.

- 1.5 The emergency services have requested nationally that Councils no longer address properties and streets with the same or similar names with differing suffixes in an area which historically was acceptable. They have requested that street names and property names are unique and easy to spell in order to allow for efficient identification of a property to avoid delays in deploying emergency services.
- 1.6 The Royal Mail are responsible for the allocation of postcodes, however they will not allocate a postcode until they receive official notification of a new or amended address from the Council nor will they allocate a postcode to an address where there is no secure facility to deliver mail or the property is not a dwelling or a business premises.
- 1.7 The overall objective when undertaking naming and numbering processes is to allocate unique and logical addresses whilst complying with the recommendations and guidelines provided in the Guidance from GeoPlace.

2. Purpose of the Policy

2.1 The purpose of the Naming and Numbering Policy is to set out the correct process and rules for the following:

- Naming of new streets and numbering properties on those streets
- Renaming an existing street or renumbering all existing properties on an existing street
- Registering a new property/properties on an existing street
- Allocation of numbers to properties with names only
- Allocation of house names or changing house names to properties with or without a postal number

3. Naming and Numbering Processes

3.1 Naming and Numbering of new streets

- 3.1.1 Applications for the naming of new streets and numbering of new properties should be made by individuals or developers building new houses, commercial or industrial premises.
- 3.1.2 Applications for new street names should be submitted as soon as possible after permission for the proposal has been granted. This is important, as utility companies are often reluctant to install services where an official postal address has not been allocated. Details on how to submit are covered in section 7 of this document.
- 3.1.3 A site location and a layout plan should be attached with the form and the relevant fee submitted. Details of the fees are available on our webpages or by request.
- 3.1.4 The Council is happy for developers to propose names for consideration. It is suggested that more than one new name per street is proposed. These names should meet our street naming conventions as set out in section 5 of this document.
- 3.1.5 Once an application has been received, the Council will check that there is no duplication of an existing street name within the locality. We will also check that the proposed street name(s) satisfies our conventions, as set out in section 5 of this document.
- 3.1.6 Consultations will then be sent to internal consultees, the Royal Mail Address Development Centre and Parish or Town Councils where applicable. In the case of Scarborough Town, consultations will be sent to relevant Ward Councillors.
- 3.1.7 Where more than one name is suggested and agreement cannot be reached, or the name(s) do not satisfy our conventions the matter will be placed before the Council's Planning and Development Committee for a decision to be made. This decision is final.
- 3.1.8 Once a decision has been reached on the new street name(s) the Naming & Numbering Officer will allocate postal numbers and then request postcodes from the Royal Mail. A letter of decision will be sent to the applicant. Notification of the official address to be used will also be sent to the relevant organisations e.g. the emergency services, utility companies etc.

3.2 Naming and Numbering of new and converted properties or site of demolished properties.

3.2.1 Applications for the naming and numbering of new and converted properties should be made by:

- Individuals or developers building new houses, commercial or industrial premises, or
- Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises, or
- Individuals or developers building on the site of previously demolished building(s).

3.2.2 A site location and a layout plan should be attached with the form and the relevant fee submitted. Details of the fees are available on our webpages or by request.

3.2.3 Applications for new addresses should be submitted as soon as possible after permission for the proposal has been granted. This is important, as utility companies are often reluctant to install services where an official postal address has not been allocated. Details on how to submit are covered in section 7 of this document.

3.2.4 If the applicant wishes to add a property name to the address the Council is happy for developers or occupiers to propose names for consideration. It is suggested that more than one new name is proposed. These names should meet the building naming conventions as set out in section 5 of this document.

3.2.5 Once an application has been received which includes proposed property name(s), the Council will check that there is no duplication of an existing property name within the vicinity. We will also check that the proposed property name(s) satisfy our conventions, where the proposed name(s) are not considered to be satisfactory the applicant will be asked to supply suitable alternatives (if none have been initially supplied) for consideration. Suitable names will be sent to internal consultees and the Royal Mail Address Development Centre for comment.

3.2.6 If no objections are received from the above parties the Naming and Numbering Officer will allocate a property name (if applicable), a postal number and then request a postcode from the Royal Mail. A letter of decision will be sent to the applicant. Notification of the official address to be used will also be sent to the various relevant organisations e.g. the emergency services, utility companies etc.

3.3 Addition of a property name, change or deletion of existing property name

- 3.3.1 The addition, change or deletion of a property/business name to an existing domestic/commercial property can be made at the request of the property owner or occupier. Please note, if you are a tenant of the property you must seek and provide evidence of written permission from the owner of the property. Details on how to submit are covered in section 7 of this document. If the property is within multiple ownerships please see paragraphs 3.3.9 to 3.3.13
- 3.3.2 A site location should be attached with the form and the relevant fee submitted. Details of the fees are available on our webpages or by request.
- 3.3.3 In the case of an addition or change of name it is suggested that more than one new name is proposed. The Council will check that the proposed names satisfy our naming conventions as set out in section 5 of this document. Where the proposed name(s) are not considered to be satisfactory the applicant will be asked to supply suitable alternatives for consideration.
- 3.3.4 Suitable names will be sent to internal consultees and the Royal Mail Address Development Centre for comment.
- 3.3.5 If no objections are received from the above parties the Naming and Numbering Officer will send a letter of decision to the applicant. Notification of the official address to be used will also be sent to the relevant organisations e.g. the emergency services, utility companies etc.
- 3.3.6 If objections are received the Naming and Numbering Officer will seek alternative proposals for the name and providing the alternatives satisfy our naming conventions the consultation process will begin again.
- 3.3.7 Please note, where a property has a name as well as a postal number, the number takes precedence over the property name.
- 3.3.8 In the case of a deletion of name the property will revert to a postal numbered address, this will only be acceptable where a postal number and street name are included in the existing address.

Addition of a property name to a property within multiple ownerships e.g. block of flats

- 3.3.9 The submission process should be undertaken by a nominated person acting as the agent for affected parties or, by a person in their role as representative of the Management Committee. We request that evidence is provided to support the addition of a property name. The applicant must also undertake a consultation with all affected owners and provide the Council with the results of and replies to this consultation. If the applicant cannot prove agreement of two thirds of affected owners the application will not be considered and will be returned. Failure to respond to the applicant's consultation letter will not count as the owners' consent for this purpose. A sample letter (ref SNN 339) to distribute to affected parties is available to download from our website or on request from planning.services@scarborough.gov.uk
- 3.3.10 On receipt of an application the Naming and Numbering Officer will check the supplied documentary evidence to ensure that there is consent from at least two thirds of the affected owners. A consultation letter will be sent to all affected owners. The Naming and Numbering Officer will then allow 28 days to pass as a 'cooling off' period or for any objections to be received.
- 3.3.11 If any subsequent objections are received from more than a third of the affected owners the process will cease and the application will be closed and notification confirming this will be issued to the applicant and all affected properties.
- 3.3.12 If, after the passage of 28 days (from the issue of the Council's consultation letter), there is consent from two thirds of the affected owners the Naming and Numbering Officer will allocate a name in accordance with the process detailed in paragraphs 3.3.2 to 3.3.8 and, in accordance with the Building Naming Conventions within section 5.3.
- 3.3.13 Notification of the official address to be used will be sent to the applicant, all affected properties and the various relevant organisations e.g. Royal Mail, the emergency services, utility companies etc.

3.4 Confirmation of Address

- 3.4.1 There are occasions when an owner or occupier may need a confirmation of an official address, for example the address currently being used is not recognised by an address database when ordering goods online.
- 3.4.2 Applicants wishing to confirm their address may find it useful to provide historical legal documentary evidence to support their application e.g. property deeds, conveyancing documents etc.
- 3.4.3 A site location should be attached with the form and the relevant fee submitted. Details of the fees are available on our webpages or by request. Please note, if you are a tenant of the property you must seek and provide evidence of written permission from the owner of the property. Details on how to submit are covered in section 7 of this document.
- 3.4.4 On receipt of an application the existing records will be searched to determine the address which was allocated to the property. If it is found that the property has not been assigned an official address it may be necessary to alter the application to the process as outlined above in section 3.2. We will inform the applicant if this is the case.
- 3.4.5 Once the address has been determined we will notify the relevant organisations e.g. the emergency services, Royal Mail etc. of the official address to be used and a letter of confirmation will be sent to the applicant.

3.5 Change of Address

(Not a change of property/business name which is covered in paragraph 3.3)

- 3.5.1 In some circumstances it may be necessary to apply for a change of address, for example, when the main access to a property is altered, resulting in that property being accessed from a different street
- 3.5.2 A site location should be attached with the form and the relevant fee submitted. Details of the fees are available on our webpages or by request. Please note, if you are a tenant of the property you must seek and provide evidence of written permission from the owner of the property. Details on how to submit are covered in section 7 of this document.
- 3.5.3 An investigation will be made to assess whether a change of address is appropriate, if the address is to be changed the Royal Mail may allocate a new postcode. Notification of the altered address will be issued to the relevant organisations e.g. the emergency services, and a letter of decision will be sent to the applicant.
- 3.5.3 If it is decided that the requested change of address is not appropriate the applicant will be notified of this.

3.6 Addition of numbers to named properties in an existing street

- 3.6.1 There may be a need to add numbers to named properties for example, the number of named-only properties in a street is deemed to be causing confusion for visitors and the delivery of emergency services. This will only be considered as a last resort where there are potential problems and when two thirds of the rate payers within the affected street agree to the change. This is due to the significant impact such a change will have upon all properties concerned, for example residents may incur costs in updating their address on documentation such as their passport, driving licence etc. If the request is received from the emergency services this will be made clear to the affected parties during the consultation process.
- 3.6.2 The submission process should be administered by the Town or Parish Council or, in the case of Scarborough, preferably by the relevant Ward Councillor however another nominated person acting as the agent for affected parties will be accepted. We request that evidence is provided to support the addition of numbers. The applicant must also undertake a consultation with all affected ratepayers and provide the Council with the results of and replies to this consultation. If the applicant cannot prove agreement of two thirds of affected ratepayers the application will not be considered and will be returned. Failure to respond to the applicant's consultation letter will not count as the ratepayers consent for this purpose. A sample letter (ref SNN 362) to distribute to affected parties is available to download from our website or on request from planning.services@scarborough.gov.uk
- 3.6.3 On receipt of an application the Naming and Numbering Officer will check the supplied documentary evidence to ensure that there is consent from at least two thirds of the affected ratepayers. A consultation letter will be sent to all affected ratepayers. The Naming and Numbering Officer will then allow 28 days to pass as a 'cooling off' period or for any objections to be received.
- 3.6.4 If any subsequent objections are received from more than a third of the affected ratepayers the process will cease and the application will be closed and notification confirming this will be issued to the applicant and all affected properties.
- 3.6.5 If, after the passage of 28 days (from the issue of the Council's consultation letter), there is consent from two thirds of the affected ratepayers the Naming and Numbering Officer will allocate postal numbers in accordance with the Building Numbering Conventions within section 5.2.
- 3.6.6 Notification of the official address to be used will be sent to the applicant, all affected properties and the various relevant organisations e.g. Royal Mail, the emergency services, utility companies etc.

3.7 Renaming of Streets

3.7.1 On very rare occasions, it may be necessary to rename a street, for example

- there is confusion over a street(s) name
- a group of residents are unhappy with their street name
- where there are potential problems for the emergency services, or
- where an error has occurred.

3.7.2 This will be undertaken as a last resort. This is due to the significant impact such a change will have upon all properties concerned, for example residents may incur costs in updating their address on documentation such as their passport, driving licence etc. If the request is received from the emergency services this will be made clear to the affected parties during the consultation process.

3.7.3 The submission process should be administered by the Town or Parish Council or, in the case of Scarborough, preferably by the relevant Ward Councillor however another nominated person acting as the agent for affected parties will be accepted. We request that more than one proposed street name be provided and that all affected parties are in agreement over the proposed street names. The proposed street names must meet the Street Naming Conventions in section 5.1. Evidence must be provided to support the renaming of the street. The applicant must also undertake a consultation with all affected ratepayers and provide the Council with the results of and replies to this consultation. If the applicant cannot prove agreement of two thirds of affected ratepayers the application will not be considered and will be returned. Failure to respond to the applicant's consultation letter will not count as the ratepayers consent for this purpose. A sample letter (ref SNN 373) to distribute to affected parties is available to download from our website or on request from planning.services@scarborough.gov.uk

3.7.4 On receipt of an application the Naming and Numbering Officer will check the supplied documentary evidence to ensure that there is consent from at least two thirds of the ratepayers of affected properties. The Naming and Numbering Officer will check that there is no duplication of an existing street name within the locality, we will also check that the proposed street name(s) satisfies our conventions, as set out in section 5 of this document. Consultations will then be sent to internal consultees and the Royal Mail Address Development Centre.

3.7.5 If objections are received from any internal consultees or the Royal Mail Address Development Centre the applicant will be informed and if they wish to propose further names it will be necessary to submit a new application. A further fee will not be required.

3.7.6 Alternatively the application can be withdrawn. All affected properties would be notified of this.

- 3.7.7 A consultation letter will then be sent to all affected ratepayers. The Naming and Numbering Officer will allow 28 days to pass as a 'cooling off' period or for any objections to be received.
- 3.7.8 If any subsequent objections are received from more than a third of the affected ratepayers the process will cease and the application will be closed and notification confirming this will be issued to the applicant and all affected properties.
- 3.7.9 If, after the passage of 28 days (from the issue of the Council's consultation letter), there is consent from two thirds of the affected ratepayers the Naming and Numbering Officer will inform the applicant, all affected properties and the various relevant organisations e.g. Royal Mail, the emergency services, utility companies etc. of the change of street name and the official address to be used.

3.8 Naming of a street with no official street name

- 3.8.1 In some circumstances it may become apparent that an existing street does not have an official street name and therefore it becomes necessary to officially name the street. For example, it may be that a street is historically known as a particular name however upon checking the street records the street in question is found to have no official name.
- 3.8.2 Requests to name a street without an official street name should be made in writing. If the request is received from the emergency services this will be made clear to the affected parties during the consultation process. It is acceptable for more than one proposed street name to be provided for consideration. The proposed street names must meet the Street Naming Conventions in section 5.1. Evidence must also be provided to support the naming of the street.
- 3.8.3 On receipt of an application the Naming and Numbering Officer will check the supplied documentary evidence. At this point the Naming and Numbering Officer may propose further street name options for consideration. Consultations will then be sent to internal consultees and the Royal Mail Address Development Centre and Parish or Town Councils where applicable. In the case of Scarborough Town, consultations will be sent to relevant Ward Councillors. Once responses have been received from them a consultation letter will be sent to all affected rate payers.
- 3.8.4 Rate payers of the affected properties will be asked to return their preferred option within 28 days, only one vote per property is required and we can only consider the returned responses in the decision making process. A decision will be made on the majority vote.
- 3.8.5 Where agreement cannot be reached the matter will be placed before the Council's Planning and Development Committee for a decision to be made. This decision is final.
- 3.8.6 Once a decision has been reached on the new street name the Naming and Numbering Officer will issue a letter of decision to the applicant and all affected properties. Please be aware that as a result of this decision the postcode may change. Notification of the official address to be used will also be sent to the relevant organisations e.g. the emergency services, utility companies etc.

3.9 Renumbering of buildings

- 3.9.1 On very rare occasions, it may be necessary to renumber buildings within a street, for example
- new properties are built in a street and there is a need for other properties to be re-numbered to accommodate the new properties
 - the numbering system of existing properties is causing problems
- 3.9.2 This will be undertaken as a last resort and only considered where there are potential problems for the emergency services or where there is additional development which cannot be accommodated within the existing sequential postal numbers. This is due to the significant impact such a change will have upon all properties concerned, for example residents may incur costs in updating their address on documentation such as their passport, driving licence etc.
- 3.9.3 Requests to renumber a street must be made in writing and evidence to support the change must also be provided. If the request is received from the emergency services this will be made clear to the affected parties during the consultation process.
- 3.9.4 On receipt of an application the Naming and Numbering Officer will check the documentary evidence supplied and contact the Royal Mail regarding postcodes. Letters will then be sent to the rate payers of all affected properties seeking their views.
- 3.9.5 The rate payers of affected properties will be asked to return their comments within 28 days, only one vote per property is required and we can only consider the returned responses in the decision making process.
- 3.9.6 Where a solution cannot be found the matter will be placed before the Council's Planning and Development Committee for a decision to be made. This decision is final.
- 3.9.7 Once a decision has been reached the Naming and Numbering Officer will issue a letter of decision to the applicant and all affected properties. If the address(es) have altered notification of the official address(es) to be used will also be sent to the relevant organisations e.g. the emergency services, utility companies etc.

4. Limit of Responsibility and Complaints

- 4.1 The Local Authority is not liable for any claims for compensation arising directly or indirectly from the naming of streets, re-naming of streets, numbering or renumbering of properties, renaming/renumbering of properties.
- 4.2 The property developer must not give any postal addresses, including the postcode, to potential occupiers, either directly or indirectly e.g. via solicitors or estate agents, before the official naming and numbering scheme has been issued by the Local Authority. The Council will not be liable for any costs of damages caused by failure to comply with this.
- 4.3 The Council is not responsible for the following:
- Correspondence and deliveries not being delivered to the correct address. Complaints of this nature should be directed to Customer Services at Royal Mail.
 - The address being unavailable on databases used by third parties, such as retail outlets, or 'Sat Nav' companies.
 - Ordnance Survey maps or plans not featuring any new properties or roads.
 - Notifying any personal contacts e.g. doctors, dentists, banks etc.
- 4.4 If you feel we have acted in a way that is not in accordance with this policy document you can make a complaint using the Council's complaints procedure. Further information on the Complaints process and the necessary details can be found on the Council's website.

5. Naming and Numbering Conventions

The naming and numbering conventions are based upon the historic context of the Borough and national best practice.

5.1 Street Naming Conventions

When suggesting a name for a street the following conventions must be considered:

- 5.1.1 New names should not duplicate or be similar to any name which already exists within the same town where it would cause confusion in location of a property or service delivery. A variation in the suffix e.g. *Mill Street, Mill Road, Mill Avenue*, will not be considered distinctive enough.
- 5.1.2 Street names should not be difficult to pronounce or awkward to spell. Punctuation within a street name is not allowed. The use of names which may lead to variations can result in confusion and are therefore not acceptable.
- 5.1.3 Proposed names which are too generic e.g. *The Avenue*, will not be permitted. The name should have a descriptive element in order to differentiate one 'Avenue' from another 'Avenue'. For example, *Sea View Avenue*
- 5.1.4 Where possible, new street names should reflect the history or geography of the site or area.
- 5.1.5 Names consisting of, referring to, or derived from any company or group which may be construed as advertising are not acceptable.
- 5.1.6 Street names that could be considered or interpreted as rude, obscene, racist or which contravene any aspect of the Council's equal opportunities policies will not be acceptable.
- 5.1.7 Aesthetically unsuitable names will be avoided, a new street name should not be of a type which could be altered by an act of graffiti to read or spell other words.
- 5.1.8 The use of two (subsidiary) names will not be allowed For example, *Rose Terrace, Main Street*.
- 5.1.9 Street names that include numbers can cause confusion and therefore will not be allowed. For example, *20 Seven Foot Lane* sounds the same as *27 Foot Lane*.
- 5.1.10 The use of the suffixes North, South, East or West (as in *Filey Road North* and *Filey Road South*) are not acceptable when the road or street is in two separate parts. In such instance, one half should be completely renamed.

- 5.1.11 Phonetically similar names within an area should be avoided e.g. *Churchill Road* and *Birchill Road*.
- 5.1.12 The consent of the Lord Chamberlain's office must be obtained and provided if a name with any reference to the Royal Family, use of the word '*royal*' or use of a name with royal connotations is proposed.
- 5.1.13 In order to avoid the possibility of any future negative publicity the names of living persons will not be allowed.
- 5.1.14 Any applications to name streets after deceased persons must be accompanied by evidence of written permission from the person's family or estate administrators where the said person has been deceased for less than 50 years.

In order to be considered the individual in question should have:

- a significant, demonstrable connection to the site, and
- been deceased for at least 20 years, or passed the centenary of their birth.

The documentary evidence submitted to support the application should demonstrate the person to have been one of the highest standing, having a role which benefitted wider society. Furthermore, this view should be shared by the public at large.

- 5.1.15 Where an existing street or similar is to be extended, it would be appropriate to continue to use the same street name. (This would also include the continuation of the street numbering).
- 5.1.16 New street names should end with one of the following suffixes:
- Avenue
 - Drive
 - Grove
 - Lane
 - Place
 - Road
 - Street
 - Way

The following suffixes will be considered when they meet the specified criteria:

- Alley - for a narrow passageway between or behind buildings
- Chase – for an area formerly used as hunting grounds
- Circus - for a roundabout only
- Close - for a cul-de-sac only
- Court - for a cul-de-sac only
- Crescent - for a semi-circular shaped road

- Dene - a vale, especially the deep, narrow, wooded valley of a small river
- End - for a street which comes to a natural end with no further possibility for development beyond
- Gardens - subject to there being no confusion with local open space
- Hill - for a hillside road only
- Mead or Meadow - for a former grassland site or where the development includes, proposes, or is adjacent to a field
- Mews - officially a term for converted stables in a courtyard or lane but would be considered for most small terraced developments
- Park - for a former area of recreational land
- Rise - to be used where the street in question moves from a lower to a higher position
- Row - for a street, particularly a narrow one, lined with identical houses
- Square - where buildings surround an open rectangular/square yard only
- Terrace - for a terrace of houses, but not as a subsidiary name within another street/road (see 5.1.8 above)
- Vale or Valley - for a low area between hills
- View - the word used as the prefix to 'View' must be able to be seen from the proposed street. For example Castle View, must have a view of the castle.
- Wharf - for development adjacent to a harbour or river where vessels can dock or moor.

Pedestrianised streets should use the following suffixes:

- Alley
- Arcade - for a covered walkway with retail units.
- Passage
- Path
- Walk
- Way

5.1.17 Please note any enquiries regarding the erection or maintenance of street name plates should be directed to the Asset Management section of Scarborough Borough Council.

5.2 Building Numbering Conventions

When numbering a building the following conventions must be considered:

- 5.2.1 Buildings, including those on corner plots, will be numbered according to the street in which the main entrance is to be found. This is to enable properties to be located quickly and easily. The manipulation of numbering in order to secure a prestigious address or to avoid an address thought to have undesirable associations will not be allowed.
- 5.2.2 A new street will generally be numbered with the odd numbers on the left side and the even numbers on the right as you enter the development, except in the case of a cul-de-sac where consecutive numbering in a clockwise direction is preferred.
- 5.2.3 When numbering new streets the number 13 is not used. This practice has been adopted as experience has shown that properties assigned the number 13 are often returned for a re-number, which usually results in 11A being applied.
- 5.2.4 If a building has entrances in more than one street e.g. is a multi-occupied building and each entrance leads to a separate occupier, each entrance will be numbered into the street it faces.
- 5.2.5 Where development has been inserted into an existing street and no sequential postal numbers are available alphabetical suffixes will be used in addition to a number. For example, when one large house in a road is demolished to be replaced by 4 new smaller houses, the new houses would be given the number of the old house with A, B, C or D added e.g. 21A, 21B, 21C, 21D. Please note the official address will use upper case letters in suffixes. The Royal Mail use lower case letters within their Postcode Address File (PAF).
- 5.2.6 Flats sharing a common entrance will be addressed by flat number rather than floor level or lettered suffix. For example, Flat 1 rather than Ground Floor Flat or 1A. They will usually be numbered in a clockwise direction travelling from bottom to top.
- 5.2.7 The numbering of addresses will be numeric as opposed to textural. For example an address should be 1 Smith Street as opposed to One Smith Street. The reasoning is that the use of textural descriptions is likely to cause confusion in data entry and data retrieval on information systems. This can result in delays in responding to emergency situations and cause confusion in terms of mail delivery.
- 5.2.8 It would be appropriate to continue to use the same numbering (and street name) where an existing street or similar is to be extended.

- 5.2.9 Commercial properties may be assigned a unit number.
- 5.2.10 Where a property has a number, it must be used and displayed. Where a name has been chosen in addition to a number, the number must always be included. The name cannot be regarded as an alternative.
- 5.2.11 Private garages and similar buildings used for the storage of vehicles and similar purposes within the same curtilage will not be numbered.
- 5.2.12 Requests to remove a postal number from a property address will be refused.

5.3 Building Naming Conventions

Building names are not an essential part of an authorised address as the street number and street name are sufficient for location and mail delivery purposes.

- 5.3.1 New building names should not duplicate or be similar to any name which already exists within the vicinity where it would cause confusion in location of the property or service delivery. A variation in the suffix e.g. *House* or *Towers* will not normally be distinctive enough.
- 5.3.2 New building names may end with one of the following suffixes when they meet the specified criteria:
- Apartments - residential only
 - Buildings - business or residential
 - Court - residential only
 - Grange - business or residential in a village or rural location
 - Heights - for a high block, business or residential
 - House - business or residential
 - Lodge - residential only
 - Mansions - residential only
 - Tower - business or residential
- 5.3.3 In the absence of a postal number and/or street name no building name should be similar to, or the same as one which already exists within the same village or town.
- 5.3.4 Proposed building names should not be difficult to pronounce or awkward to spell. The use of punctuation within a building name will not be allowed. The use of names which may lead to variations can cause confusion and result in early demands for a change of address from occupiers.
- 5.3.5 Building names should not be too generic e.g. *The Barn*, *The Cottage*. The name should have a descriptive element in order to differentiate one property from another. For example, *Quarry Barn*, *Pear Tree Cottage*.
- 5.3.6 Where a property has a number, it must be used and displayed. Where a name has been chosen for a property with a number, the number must always be included. The name cannot be regarded as an alternative.
- 5.3.7 Where possible building names should reflect the history or geography of the site or area.
- 5.3.8 Building names that could be considered or interpreted as rude, obscene, racist or which would contravene any aspect of the Council's equal opportunities policies will not be acceptable.

- 5.3.9 Building names which include numeric values will not be allowed if they will cause confusion. For example *Two4One* could be confused with *241, 2 For One* etc.
- 5.3.10 Phonetically similar names within an area should be avoided e.g. *Churchill House* and *Birchill House*.
- 5.3.11 The consent of the Lord Chamberlain's office must be obtained if a name with any reference to the Royal Family, use of the word '*royal*' or use of a name with royal connotations is proposed
- 5.3.12 In order to avoid the possibility of any future negative publicity names of living persons will not be allowed where the naming of a building would affect a number of properties e.g. a block of flats or offices.
- 5.3.13 Any application made to name a building (that would affect a number of properties e.g. a block of flats or offices) after a deceased person this must be accompanied by evidence of written permission from the person's family or estate administrators where the said person has been deceased for less than 50 years.

In order for a name to be considered the individual in question should have:

- a significant, demonstrable connection to the site, and
- been deceased for at least 20 years, or passed the centenary of their birth.

The documentary evidence submitted to support the application should demonstrate the person to have been one of the highest standing, having a role which benefitted wider society. Furthermore, this view should be shared by the public at large.

- 5.3.14 When a proposed name includes the word *and* or *&* for example *Dog and Rabbit* or *Dog & Rabbit*. The official name will be listed using *And* in all circumstances. Please note the Royal Mail uses *&* within their Postcode Address File (PAF).
- 5.3.15 Private houses in existing unnumbered streets will be officially allocated names. The proposed name should accord with the above Building Naming Conventions.
- 5.3.16 The issuing of an address does not serve as confirmation that any building or structure is authorised under Planning, Building Regulations or any other legislation. The Council may allocate unofficial addresses for emergency services purposed and for internal authority purposes such as the collection of Council Tax however, no postcodes will be requested from Royal Mail.

6. Fees and Charging

- 6.1 Scarborough Borough Council charges for the provision of Naming and Numbering functions. The power to charge is conferred in section 93 of the 2003 Local Government Act.
- 6.2 Charges are not subject to VAT. Payment can be made by debit/credit card, electronic payment, cash or cheque. If paying by cheque these should be made payable to Scarborough Borough Council and sent with the application form.
- 6.3 We require fees to be paid in advance of processing of an application. If payment of fees is not received within 3 months of a completion date, we may allocate official addresses for emergency services purposes with no further consultation.
- 6.4 If payment of fees is not received in relation to adding, amending or removing an existing property name, the official name will remain unchanged.
- 6.5 If amendments are received to an application once the Naming and Numbering process has commenced, a new application should be submitted, together with a new full application fee.
- 6.6 Once an application has commenced fees will not be refunded.
- 6.7 Fees will be reviewed on an annual basis.
- 6.8 Details of the current charges are available on the Naming and Numbering pages of our website. If you are unsure which fee is applicable please contact Planning Services for clarification.

7. The Submission and Determination Process

7.1 The Council will remind developers of new properties of the need for an official address and the process to follow. Preparation of new addresses will not commence until an application with the appropriate fee has been received.

7.2 Applications can be made in a number of ways:

- online via our Self Service system, or
- in paper on the forms available to download from our webpage.

In relation to requests for the **Naming of a street with no official street name** (Section 3.8) or the **Renumbering of buildings** (Section 3.9), such applications should be submitted in writing via email or by post.

7.3 The time taken to process applications can depend on a number of factors, such as the complexity of the site and the potential need to carry out consultation. Larger (re)development sites, depending upon the size, generally take longer as the process is often reliant upon new street names being approved. The process can be lengthened further if there are objections to any part of the proposal. There are currently no statutory targets for Naming and Numbering functions however the Council will endeavor to process and determine applications in the most efficient manner possible given the resources.