



# Street Naming and Numbering Procedure

## 2015

### Introduction

Local authorities have the legal responsibility to ensure that streets are named and properties numbered. In a two-tier area this duty lies at district council level. The Council therefore has the power to approve or reject property and street addresses.

### Why is street naming and numbering important?

Maintaining a comprehensive and high standard for naming streets and numbering or naming properties is important as it allows: -

- Emergency services to find a property quickly
- Post to be delivered efficiently
- Visitors to locate their destination
- Reliable delivery of goods and services
- Records of service providers to be kept in an efficient manner
- A national database - National Land and Property Gazetteer (NLPG). Addresses are held in the British Standard (BS 7666) format. This standard defines how address information should be structured. Local authorities are responsible for building and maintaining that part of the NLPG that covers their area. This is known as the Local Land and Property Gazetteer (LLPG).
- Every address contains grid references, which will make it possible to locate it quickly on the computerised mapping systems. This information will support emergency services and service providers. It is also making possible a whole range of locational services available through mobile phones, in-car navigation systems, internet mapping, etc.

The national Unique Property Reference Number (UPRN) in the LLPG enables links and information to be obtained from other software systems.

### Legislation

- Sections 17 - 19 of the Public Health Act 1925

The legislation enables the Council to:

- Allocate numbers to new dwellings
- Allocate names to new streets
- Change a street numbering scheme where expedient

## Specific Policy Areas

### Naming streets and numbering houses

Anyone responsible for building developments that will give rise to new addressable properties should deal with naming any new streets and postal numbering as soon as possible after the necessary Planning and Building Regulations have been obtained.

Developers are encouraged to propose a street name (or names).

All applications must be submitted, on the correct form, with corresponding fee enclosed:

- A location plan clearly identifying the new scheme in relation to any existing streets or means of access.
- A detailed plan of the development clearly marked with the plot numbers of the proposed scheme. This plan must indicate the postal delivery point for each property in context with the adjacent highway.
- An internal layout, if appropriate, for developments that are sub-divided at unit or floor level, e.g. a block of flats. The main entrance to the flats shall be clearly marked in relation to the adjacent highway.
- Fees (please see fees below).

### Fees Table

Adding/changing the name of an existing house	£30 per property
Proof of official address	£30 per property
Registration of small developments (10 or less)	£50 per property
Registration of large developments (11+)	£300 additional plot fee as required
Additional Plot	£25

### Street names

The following is a list of guidelines:

- Proposals should not duplicate existing street names within the district.
- Wherever possible a street name should have a proven historical connection to the land intended for development.
- Proposals relating to a person's name (either living or recently deceased) will not be permitted, unless there is a proven historical connection to the land intended for development or a proposal is put forward for commemorative purposes.
- Names are unacceptable that would give rise to spelling difficulties, would involve punctuation (not acceptable in BS 7666) or which could be considered excessively fashionable.

## Numbering

Once new road names have been established, it is the District Council's responsibility to produce the numbering scheme for a new development. This is undertaken by consulting the developer's plans and allocating each plot number a house number. Developers should note that only the District Council can issue the formal postal number.

The Council will usually adhere to the following conventions:

- Street numbering schemes should allow for odd numbers on the left and even numbers on the right.
- In small developments properties can be numbered consecutively, for example 1 - 5.
- For infill developments of one or two houses it may be necessary to use an alphabetical suffix, for example 9a.
- Side roads should be numbered ascending from the main road.
- Number 13 will be excluded from schemes.
- In small groups of low-rise flats, dwellings should be numbered within the ordinary street numbering system. The numbers of the flats contained in each block should be clearly displayed at the entrance, in a position clearly readable from the roadside.
- Complex commercial developments such as industrial estates often cause problems because the unit numbers applied at the point of development are not carried through when the premises are occupied. This often forces people to include the name of the occupying firm as part of the address which is discouraged in BS 7666 and which gives rise to repeated requests to change the address to suit a new occupant. Developers will therefore be issued with numbers for all plots and these must be allocated.
- Where a property has been allocated a number by the Council it must be used and displayed. Where a name has been given to a property together with a number, the number must always be displayed. The name cannot be regarded as an alternative. This applies to both domestic and commercial properties. This is to ensure an effective mail delivery and emergency response.

## Changing an address

If a property has a number it is acceptable to supplement this with a name. However, the number must always be displayed on the property.

To request a change to an address, the owner must give the Council written notice by completing the relevant form, with corresponding fee enclosed and providing the following information:

- The existing house name, address and postcode.
- The proposed new name.
- A plan showing the exact location of the property.

Requests can only be accepted from owners of properties and not tenants.

We cannot formally change a property name where the property is in the process of being purchased, that is until the exchange of contracts, although we can give guidance on the acceptability of a chosen name before this.

A check is made by us to ensure there is no other property in the location with the name or similar name.

Once all checks are satisfactorily completed, we will change the name of the property and advise the relevant parties including the Royal Mail, Ordnance Survey, Council Tax, the Local Land and

Property Gazetteer team and the emergency services. We will confirm in writing to the owner of the property.

## **Postcodes**

An important element of addressing nowadays is the Postcode. This identifies a number of postal delivery points and is defined by Royal Mail. The Council is **not** responsible for allocating these codes; they are a Royal Mail product. The Council works closely with the Royal Mail to ensure that proposed addresses are acceptable postally and consults Royal Mail on proposed schemes. Postcodes will generally be allocated before a scheme is approved.

## **Street nameplates**

Every street must be clearly signposted, with nameplates being positioned at principal junctions so as to be easily readable by both pedestrians and drivers. Developers can either provide these plates themselves, in accordance with the Council's Standard Specification, or can have them produced and installed by the Council and be re-charged for the cost of doing so.

## **Name/re-name an existing street**

Again, all such requests have to originate from the relevant Town/Parish Council. Town/Parish Councils can only make such a request if they can demonstrate that the owners/residents of all affected properties have been consulted and at least two thirds are in agreement.

Once raised by the Town/Parish Council we will confirm with the Royal Mail that the name is acceptable and seek final confirmation from the Community Services and Licensing Committee.

## **Outcomes**

- A modern Street Naming and Numbering policy, which is clear and easily understandable by our staff, developers and members of the public.
- Appropriate involvement of all interested groups, including our Town and Parish partners.
- Address and street number systems, which comply with the needs of the Royal Mail and emergency services.
- Addresses entered into the Local Land and Property Gazetteer and maintained in our systems in British Standard 7666 format.