

# *Street Naming and Numbering Policy*



*served by One Team*

South & East Lincolnshire Councils Partnership

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## **1. Purpose of Policy**

The aim of this policy is to provide a framework for South and East Lincolnshire Councils Partnership to operate its street naming and numbering function effectively and efficiently according to set procedures, for the benefit of the residents and visitors to the area, and covers the following activities:

- Naming of new street and numbering properties on those streets
- Re-naming an existing street or renumbering all the existing properties on an existing street.
- Registering a new property / property on an existing street.
- Allocation of numbers to properties with names only.

## **2. Reasons for Street Naming and Property Numbering**

The Partnership has a duty to ensure that all roads in the districts are named and all properties numbered or named. Maintaining a comprehensive and high standard for naming streets and numbering or naming properties is essential to:

- Ensure post is delivered efficiently.
- Facilitate emergency services finding a property without undue delay.
- Provide consistency of property-based information across local government and national address datasets (e.g., the National Address Gazetteer and related Ordnance Survey Address Base products).
- Facilitate the reliable delivery of services and products.
- Enable the public to find where they want to go.

## **3. The Street Naming Legislation**

The principles of this policy are supported in law under the following Acts:

- Towns Improvement Clauses Act 1847
- Public Health Act 1875 (The First Scheme)
- Public Health Acts Amendment Act 1907
- Public Health Act 1925
- Local Government Act 2003 (section 93)

## **4. Scheme of Delegation**

Decisions are made in accordance with each of the Council's Constitution and Scheme of Delegations as amended from time to time.

## **5. Consultation and Notification of postcodes and postal addresses**

	Consult	Consultation period	Notification when approved
New Street Names	Parish/Town Councils, Ward members	21 days	Royal Mail Address Management, Local Post Office sorting depot Ambulance Service Lincolnshire Police Authority BT Openreach Anglian Water Authority East Midlands Electricity/Western Power British Gas Internal Council departments i.e., Council Tax, Electoral Registration.
Street Numbering (new developments)	N/A	N/A	As above
Existing Street renaming and/or renumbering	Ratepayers in the street Portfolio Holder	28 days	As above

No response will be treated as acceptance of the proposal.

## 6. Naming of new streets

Whilst the clarity of street numbering, naming and name plates is important for all users from visitors to the emergency services, street names should:

- Enhance the social and environmental wellbeing of the local area by creating a positive association for the occupiers of the street and wider community.
- Create a sense of place by recognising the local historical or landscape character/ geography.
- Encourage social cohesion and inclusion, or
- Reflect and/or celebrate local heritage and culture.

### 6.1 Street naming within Town and Parish Council areas

Any Town or Parish Council which has been duly delegated by a SELCP Council to name the streets within their boundaries must follow this Street Naming and Numbering Policy. All applications for Street Naming and Numbering must however be made directly to respective SELCP Council in whose administrative area the

development lies; at the point an application is acknowledged by the respective Council, it shall notify the relevant Town or Parish Council who has delegated authority to undertake all relevant consultation. Following such consultation and full compliance with this policy, the respective SELCP Council will be responsible for obtaining postcodes and the numbering of new developments using the names determined.

When this version of the Policy was published, only Skegness Town Council had delegation to name of streets within Skegness.

Approved naming conventions are welcomed from all Town and Parish Councils and will be shared with the builder/owner/applicant.

## **6.2 Naming after people**

For a living or deceased person's name to be considered, evidence should be provided that they have made a significant contribution to the community either at a national, regional or local level and/ or have a historical connection to the land being developed. This should be evidenced through the completion of a 'Street Name Persons Proforma', which includes consent from the deceased person's next of kin, if applicable and where practicable. The proforma should be completed by the developer or person(s) recommending the name. In most instances, the person's surname will be used rather than their full name.

## **6.3 National standard conventions**

All new streets should consider the following national standard conventions.

- That it is not similar, duplicated or phonetically sounding like an existing street in the local authority area or within the postal town.
- That it meets the Royal Mail PAF® Code of Practice convention that only one street using the same name should exist within one post town.
- That it does not cause spelling or pronunciation problems.
- That names with more than 3 words including the suffix or with more than 30 characters should be avoided.
- That any historic connotations to people, places or events are researched and are accurate.
- That consent must be sought for the use of a name with Royal connotations.
- That the use of names and their combination with numbers should not be considered offensive, discriminative, rude, obscene, and racist or which would contravene any aspect of the Council's equal opportunities policies should not be used.
- That the use of names and their combinations with numbers which can easily be vandalised or changed into any of the above should not be considered.

- Where developers use a 'Development Name' for marketing purposes, re-use of that name should be avoided in the final naming schedule, and this should be made clear to prospective purchasers.

## **Themes**

- Where several streets are involved, a theme linking the names should be considered to help identify the area.
- Where the new street is an area with existing themed street names, this should be followed where possible.
- Names cannot be construed to be used for advertising or commercial gain for example named after the developer's company name.

## **Prefixes**

- New street names should not have the prefixes 'The' or 'A'.

## **Suffixes**

- Streets in close proximity should not be assigned the same name with a different suffix, for example "Birch Road", "Birch Avenue", "Birch Park" and "Birch Crescent".
- Street names should have an appropriate suffix, which must be descriptive of the street, e.g., 'Close' to indicate a cul-de-sac. See Appendix A for a list of suffixes and their appropriate uses.

## **Punctuation**

- Punctuation should only be used where it is necessary in a new street name. However, commas, ampersands, hyphens, quotation marks, mathematical symbols and QWERTY keyboard symbols should not be used.
- Full stops may only be used where they would make text grammatically correct. For example, 'St. Stephens Road'.

## **Plurals**

- Street names should not include words that end in a "S" where they can be construed as either possessive or plural.

## **Numbers**

- Street names should not contain a number, even if spelt as a name. For example, Seven Foot Lane: "20 Seven Foot Lane" could be misinterpreted as 27 Foot Lane.

## Abbreviations

- Abbreviations should not be used. The only exception to this is 'St' or 'St.' in replace for 'Saint'.

Duplication of **any** existing street name within a town or village is to be avoided.

## 6.4 Procedure for Street Naming

A developer/owner/applicant is advised to liaise with the local Town/Parish Council to seek their views, prior to submitting street name suggestions.

The builder, owner or developer should then submit suggestions for street names for agreement to the Council as early as possible in the application/build process and include any comments by Town/Parish Councils. Three suggestions are required as a minimum.

Upon receipt of an application the Council will formally consult Parish/Town Councils, Ward members on suggested names. Only valid reasons for objections will be considered.

In the event of a developer and the consultees failing to agree a road name and negotiation failing to reach an agreed solution, the Council must uphold the objection. A report will be prepared for the relevant Portfolio Holder to make a decision. The developer/owner has the right of appeal to the Magistrate's Court against the objection.

If necessary, a refusal letter will be sent to developer/owner.

If no objection is received from consultees the road(s) names will be approved.

Following the decision, developers/owners will be notified in writing without delay. The numbering of the new development may also be dealt with at this time. This will be carried out once official confirmation of the post code(s) is received from the Post Office Registration Authority (This will only be carried out by the District Council and not the developer/owner).

The final stage is to notify essential services and other interested parties of the official name.

Following agreement on the name(s) for development the developer/owner will be issued with guidelines for the manufacture and installation of new signs. The developer/owner will bear the cost of the signs.

The developer/owner will agree the number, position and type of sign(s) to be installed with the Council prior to any installation. The Council's decision on location, design and timing of installation will be final.



The installation of signs will take place when the first property in the relevant road/development is occupied. If this is not carried out within 14 days of occupation the Council can take any necessary steps to have this done. If it becomes necessary for the Council to supply and install any signs, the full cost including administrative charges will be recharged to the developer/owner.

Following completion of the final property on the site the developer/owner will contact the Council to arrange an audit of all new signs. Any additional or alterations to the signs will be purchased and installed by the developer/owner.

Following the audit, any discrepancies found must be rectified within 6 weeks from the date of written/email notification. If the work is not completed by this time, the Council reserves the right to undertake the works and pass on any costs to the developer.

## **7. Property Numbering (New Developments)**

Main roads should be numbered so that when traveling away from the Centre of town the odd numbers are on the left hand side and even numbers on the right. Succeeding numbers should be opposite one another; even though this may mean the omission of certain numbers where frontages vary. (Suffix letters may be used in such cases as an alternative).

Side roads should be numbered in ascending order from the main road, either consecutively or odds and evens as appropriate to the layout.

For a cul-de-sac consecutive numbering in a clockwise direction is preferred.

Private garages and similar buildings used only for housing cars, etc, will not be numbered.

The number 13 is to be used in the proper sequence and no sanction should be given to its avoidance.

Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found and the manipulation of numbering to secure a 'prestige' address or to avoid an address, which is thought to have undesired associations, should not be sanctioned.

Where a new development consists of three or more properties and delivery points cannot be accessed directly from the existing street, the creation of a new street and the associated name will be considered. Where the development is less than 3 new dwellings, suffixes will be used to maintain the numbering sequence.

In small groups of low rise flats, dwellings should be numbered within the ordinary street numbering system, but in tall blocks of flats each flat should be numbered so that the number indicates the floor level. The numbers of the flats contained in each block should also appear at the entrance to the block in a position clearly readable from the roadside.

All houses, offices, business establishments and other premises should be numbered, preferably with numerals of a minimum size of 62.5mm, and their numbers should be displayed to be in a clearly readable position facing the road. Mounting may be on gates, gate posts, doors or walls as appropriate, but ensuring that there is a good colour contrast between the numerals and the background to which they are fixed.

Where a property has a number, it must be displayed. Where a name has been given to the property with the official number, the number must always be included. The name cannot be regarded as an alternative.

When considered appropriate a scheme of numbering will be prepared and implemented. A numbering scheme will be used in all cases except in exceptional circumstances i.e.: no numbering scheme currently in place for existing surrounding properties where to number would not assist in any future renumbering scheme. No existing logical numbering pattern to follow.

It will be the responsibility of the developer/builder to supply all necessary information/plans to enable a suitable scheme to be prepared.

#### **7.1 Procedure for street Numbering (New Developments)**

Once the road names are agreed (as per street naming process) we will:

- Contact Royal Mail and request postcodes for the proposed road names.
- Produce a site location plan showing the agreed road names, proposed house numbers and postcodes along with the same information in table form. *Note the number 13 will always be used in sequence.*

Request the Royal Mail register the road names and property numbers on the NYB (not yet build address database).

Provide the applicant with copies of the information sent to the Royal Mail.

As the properties are completed it is the applicant / developer's responsibility to notify The Council of each completion. At completion of each property Notifications and copies of the scheme are sent to the statutory bodies.

Properties that are allocated with a number may also be named. The property name will be registered by the Royal Mail as an alias. The property number **MUST** be displayed alongside the house name. The name cannot be regarded as an alternative. This is enforceable under section 65 of the Town and Improvement Clauses Act 1847.

## **7.2 New Properties on an existing street**

Where existing properties in a street are numbered, new properties should be allocated a number.

Duplication of any numbers currently in use in the same street should not occur.

Suffixes should be used where there is no gap in existing numbering sequence for an infill development.

For example, 4 new properties are proposed for a gap on an existing street between the existing numbers 25 and 31 but there are insufficient odd numbers to allocate to the new properties.

## **8. Re-numbering existing properties / buildings or Re-naming a street.**

There are occasions where existing naming and or numbering is found to be unsatisfactory, and changes need to be made. The renaming and/or renumbering of existing streets and buildings is normally only considered when changes occur which give rise or are likely to give rise to problems for the occupiers, Post office or Emergency Services.

### **8.1 Procedure for Renumbering existing properties / buildings or Re-naming a street.**

If the council feels it appropriate that renaming/numbering/renumbering is required, the essential services should first be consulted, and proposals agreed.

It is then necessary to seek consent from two thirds in number of the ratepayers in the street.

Following the expiry of 28 days consultation, a decision is reached considering objections and other observations received.

A report will be prepared with recommendations for the respective Portfolio Holder to make the necessary decision.

Once a decision has been made and has not been called in by scrutiny a scheme will be prepared and implemented.

A letter of notification will be sent to all relevant parties informing them that the new naming/numbering scheme will be implemented 6 months from date of the letter.

Four weeks prior to implementation a further letter will be sent to all parties reminding them of the pending change-over, stating that they will use their new official street name/number from given date and all new signs to be placed on their property as per the schedule.

Where necessary all new street signs will be purchased and installed by the Council on the day of change-over.

Notification will be provided to all relevant parties giving details of the scheme including statutory bodies.

A survey may be carried out after a period of 28 days to ascertain the level of implementation.

Where necessary a communication will be sent to occupiers not complying with the scheme of their legal duty to do so.

If notification of difficulties has been received from one of the following major stakeholders i.e., Emergency Services, Post Office, the implementation of a renaming/numbering/renumbering exercise will be undertaken within a shorter timescale due to the serious nature of these concerns. This will entail reduction of implementation from 6 months to 3 months.

## **9. The Naming of Buildings**

The owner (not tenant) of a property may request the addition, amendment or removal of a name for their property. An application form should be completed and returned to the Local Authority along with the appropriate fee.

The council cannot formally add, amend or remove a property name where the property is in the process of being purchased, that is, until the exchange of contracts, although guidance of the acceptability of a name may be given.

A check will be made by the Local Authority to ensure that there is no other property in the locality with the registered or similar registered name. Under no circumstance will a replicated name in the locality be allowed.

Under no circumstances will a name that is offensive, or that can be construed as offensive, be allowed.

If a proposed property name is refused, then the owner will have the option to provide further suggestions or retain the current address.

Where a property has a number, it is not possible to replace the number with a name. The name cannot be regarded as an alternative.

House names are not favoured by the council or the emergency services as a number readily identifies the location of the building in the road. The only exception to this will be on the occasions, particularly in rural areas where a street numbering sequence does not exist. In these circumstances we will accept the use of a building name to identify the property.

Building names should always be prominently displayed in a position where they can be easily read from the public highway.

Where an amendment to a property name is carried out, the Local Authority will inform those bodies listed in 5.

## **10. Derelict, Demolition of Properties and Replacement Dwellings**

Derelict Properties Derelict Properties that are uninhabitable will be held with the street naming and numbering records with a reserved “non official” and “non postal” address, as these properties will be deemed a non postal address.

Following the renovation of a derelict property the address will require reactivation.

Demolished properties. An address is attached to the property and not the site the property is situated on. Following the demolition of a property/ies the associated address/es will be deactivated.

Replacement properties. Any replacement property/ies constructed on the site will require new property address/es. It should be noted that a replacement may not be allocated the same access as the original, as the position and location of the principal entrance may have changed.

## **11. Holiday Lets and Caravan Sites.**

All Holiday Lets will eventually be added to the Councils property gazetteer which forms part of the National Land and Property Gazetteer. Holiday lets and caravans on a site **WILL NOT** be allocated a postal address or registered with a postcode. Post to caravans or holiday lets on a site should be addressed to a reception building and distributed to the caravans by the site operator.

## **12. Charging**

The Power to charge falls under Section 93 of the Local Government Act 2003. This sets out that local authorities may charge for discretionary services.

The fees and charges are set on a cost recovery basis to cover the non-statutory elements of the service.

All charges are to be paid prior to any service being provided. Please note: Any change to a property name/number made without contacting the Council will not be officially recognised and will not be registered with service providers and/or other organisations.

The Scale of Charges for Street Naming and Numbering can be found in Appendix B.

Fees and charges applicable for Street naming and Numbering service(s) will be annually reviewed during the Council's budget setting process and publicised through the Council's agreed communication channels including the website.

### **12.1 Refunds**

Where an application form and fee has been submitted and a naming/numbering scheme has already been issued, no refund of fee will be available. No refund of the

street naming fee can be made once a name has been submitted for the consultation period.

### **13. Claims for compensation**

The developer should not give any postal addresses, including the postcode, to potential occupiers, either directly or indirectly (for example 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 or damages caused by failure to comply with this.

### **14. Decision and Discretion**

The Council's decision is final for the naming of streets, re-naming of streets, numbering/naming or re-numbering/re-naming of properties and it is at the discretion of the Council acting through delegated powers under the Council's Constitution. However, in cases where any objections can be and have been lodged with the Magistrates Court then the decision of the Court will be upheld. The Council may depart from the policy where justifiable. The Council will produce a record of the decision containing the date, the decision taken, reasons, and details of any alternatives considered. Decision records can be made available for inspection upon request.

### **15. What the Council is not responsible for**

The Council is not responsible for:

- Allocation of postcodes. This is the responsibility of the Royal Mail
- Correspondence and deliveries not being delivered to the correct address. Issues of this nature should be raised with the appropriate delivery service.
- The address being unavailable on databases used by third parties, including Internet based ones. Third parties may refresh their address sets at different frequencies and from various sources. Address changes can therefore take some time to appear in their systems.
- Maps not showing new properties or roads (e.g.: Ordnance Survey, satellite navigation systems). Information can take some time to percolate through to third party products and depends on those third-party update regimes and data sources.
- Erection of new street name plates. The owner/developer is responsible for the proper provision of street name plates.

### **16. Street name plates**

Where new street(s) are created or affected as part of a development, the costs of supplying and erection of new street nameplates will be borne by the developer. A detailed specification will be provided to the developer to ensure new name plates are to the correct specification.

In conservation areas and all other parts of a town or village where historic street signs remain, the historic signs must be retained. If a structure carrying a historic sign is to be demolished or redeveloped, the sign must be retained, refurbished and re-used.

In the case that a new traditional street sign is required (for example if the existing is beyond repair, or existing naming and or numbering is found to be unsatisfactory etc), new street signs should be in the same style and a matching material to existing. The use of modern materials like vinyl and printed thin sheet metal should be avoided. Lettering should match existing in colour, font, and application (whether this be hand painted, embossed etc.).

### **16.1 Design of street name plates**

The design and installation of road signage should be in accordance with that specified within Department of Transport circular 3/93.

The design of all new signs within the District will be.

- SHDC - 150mm plate white lettering on Mid Brunswick Green background.
- ELDC - White Lettering on black background
- BBC – Black lettering on White background

### **17. Complaints/grievance procedure**

If anyone believes that the Council has acted in a way that is not in accordance with this policy the Council's formal complaints procedure should be followed. We will take appropriate action to remedy any breaches.

### **18. Review of this Policy**

This policy will be reviewed periodically or in line with changes in relevant legislation.

### **19. Contact Details**

If anyone has any queries about this policy, please contact Pauline Lyon. Email [Pauline.lyon@sholland.gov.uk](mailto:Pauline.lyon@sholland.gov.uk).

Boston Borough Council	Tel: 01205 314280 E-mail: <a href="mailto:tracey.banks@boston.gov.uk">tracey.banks@boston.gov.uk</a>
East Lindsey district Council	Tel: 01507 613188/ 613193 E-mail: <a href="mailto:BC@E-lindsey.gov.uk">BC@E-lindsey.gov.uk</a>
South Holland District Council	Tel: 01775 764447/764465 E-mail: <a href="mailto:bcadmin@sholland.gov.uk">bcadmin@sholland.gov.uk</a>

## **20. Appendices**

Appendix A – Street name suffixes

Appendix B – Scale of Charges

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## Appendix A

All new street names should end with one of the following suffixes: -

Street	for any road	
Road	for major roads	
Way	for residential roads	
Road		
Avenue (if to be tree lined)		
Drive		
Lane (if narrow)		
Court (for cul de sac or similar)		
Grove		
Gate		
Gardens		subject to there being no confusion with any local open space
Crescent		for a crescent shaped road
Close	for a cul-de-sac only	
Square	for a square only	
Hill	for a hillside road only	
Circus	for a large roundabout	
Terrace	for a terrace of houses (provided it is not a subsidiary name)	
Vale	for residential road only (for exceptional use)	
Dene		
Mead		
Rise		
<b>Non acceptable suffixes</b>		
End		
Cross		

Side	All these words can, of course, be incorporated in a street name provided it terminates with an appropriate suffix (e.g. Mile End Road)
View	
Wharf	
Walk	
Park	
Meadow	
Exceptions: Single or dual names without suffixes in appropriate places (e.g. Broadway - for major roads only).	
All new pedestrian ways should end with one of the following suffixes	
Walk	
Path	
Way	
House, Court - residential only	All new block names should end with one of the following suffixes
Point - high block residential only	
Tower - high block offices or residential	

## Appendix B

### Schedule of Street Naming and Numbering Charges

Existing Addresses (or addresses on new developments where schedules of numbering scheme have already been agreed and issued)

<b>Type of Project</b>	<b>Charge</b>
Renaming/Renumbering/Adding Name to an Already Numbered property	£60.00
Development renumbering due to change in layout (plot numbers or positions)	£30 per plot requiring renumbering
Renaming/Renumbering of street where requested by residents	Fees dependent on number of properties (see fees for New Addresses below)
<b>New Addresses</b>	
Naming/Numbering of up to 5 new properties	£200 plus £25.00 per plot
Naming/Numbering from 6 to 25 new properties	£200.00 plus £20.00 per plot
Naming/Numbering from 26 to 75 new properties	£200.00 plus £15.00 per plot
Naming/Numbering of more than 75 properties	£200.00 plus £10.00 per plot
Naming/Numbering following conversion of existing property to alternative configuration	As above
Re-issue of an address for a replacement dwelling following demolition and reconstruction of property	£60.00
Additional charge where new street names required	£120.00
Additional charge where naming of a new building is required (i.e., block of flats/office suites)	£120.00 per building
Confirmation of address to solicitors/conveyance's/occupiers or owners	£30.00