

## **Policy Group – 31 January 2018**

### **Adoption of the Street Naming and Numbering Policy**

#### **1. Purpose of report**

The purpose of this report is to seek Policy Group support for the street naming and numbering policy before presenting the policy to Council for adoption.

#### **2. Key issues**

- 2.1 Purbeck District Council does not have an adopted street naming and numbering policy. This process of street naming and numbering is carried out under sections 64 and 65 of the Town Improvement Clauses Act 1847 and Section 41 of the Public Health Amendments Act 1907. The aim of the policy is to provide guidance about what applications for street naming and numbering should contain and how the Council will deal with such applications.
- 2.2 The Council has the power to charge for discretionary elements of the street naming and numbering service in accordance with section 93 of the Local Government Act 2003, as other Councils do so throughout the County and elsewhere.
- 2.3 The adoption of the street naming and numbering policy along with the addition of fees to cover the cost of the non-statutory parts of the service is intended to ensure the Council is able to recover costs of discretionary elements of the service and provide the best service available to its customers.
- 2.4 The draft street naming and numbering policy is attached in **Appendix 1**.

#### **3. Recommendation**

That a report be submitted to Council recommending the adoption of the street naming and numbering policy.

#### **4. Policy issues**

##### **4.1 How will this affect the environment, social issues and the local economy?**

**Being an efficient and effective Council.** The policy sets out how the Council aims to provide an effective and efficient street naming and numbering service, enabling official addressing of properties and assisting emergency service access.

##### **4.2 Implications**

###### **4.2.1 Resources**

The introduction of charges for the discretionary part of the service provides the potential for new and additional income to the Council. The proposed fees are shown in the table below:

<b>Application type</b>	<b>Fee</b>
Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken	£14.00 per property
Adding a name or renaming an existing property	£28.00
Address confirmation	£28.00
Renaming or numbering a street at residents' request	£112.00

## 4.2.2 Equalities

None

## 5. Further information

- 5.1 Purbeck District Council has a statutory obligation for the administration of the street naming and numbering process, to ensure that all properties in the district are officially addressed. This enables proper response by Emergency Services and Utilities and ensures that all Council customers have a verifiable address for postal, service and goods deliveries.
- 5.2 The street naming and numbering policy provides a framework for Purbeck District Council to operate the service effectively and efficiently for the benefit of Purbeck residents, businesses and visitors.
- 5.3 Section 93 of the Local Government Act 2003 allows the Council to charge for discretionary services it may provide but not for ones that it has to provide.

## Appendices:

### 1 - Street naming and numbering policy

Background papers:

There are none.

For further information contact:-

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# **Street Naming and Numbering Policy**

**Policy, guidance and procedures manual**



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## **Part A - Street naming and numbering policy**

### **1.0 Extent**

1.1 This policy shall apply to applications for the naming of streets and the numbering of buildings throughout the Council's administrative area or the re-naming or re-numbering of any such streets or buildings.

### **2.0 Introduction**

2.1 The Council is responsible for the naming and numbering of streets within its area.

2.2 The aim of this policy is to ensure that any new street names and building names and numbers are allocated logically and consistently, and that

- Emergency Services can find a property quickly
- Mail is delivered efficiently
- Visitors can easily find where they want to go
- There is a reliable delivery of services and products
- Service providers have up to date and accurate records
- the right person, in the right property, at the right time is billed for Council Tax and National Non Domestic Rates (NDR)

2.3 To achieve this aim the Council will apply the criteria in sections 3.0-5.0 of Part A below to the naming of streets and numbering of buildings in them.

### **3.0 Criteria for naming streets**

3.1 New street names should avoid duplicating any similar name already in use in a town or village or in the same postcode area. A variation in the suffix word e.g. "street", "road", or "avenue" will not be accepted as sufficient reason to duplicate a name as for example Bishops Road, Bishops Avenue or Bishops Gate.

3.2 Street names must not cause or be likely to cause offence.

3.3 Street names should not be difficult to pronounce or be awkward to spell.

3.4 Unofficial marketing titles used by developers will not normally be acceptable.

3.5 Except in exceptional circumstances all street names should end with one of the following suffixes:

Street, Road, Avenue, Drive, Way, Grove, Lane, Gardens, Place, Crescent, Court, Close, Square, Hill, Vale, Rise, Row or Mews.

In exceptional circumstances single or dual names without suffixes are acceptable in appropriate places

- 3.6 All new pedestrian ways should end with one of the following suffixes:

Walk, Path, Way or similar.

- 3.7 The use of North, South, East or West will generally only be acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicular access between them.

#### **4.0 Criteria for assigning new postal address**

- 4.1 Streets or buildings in new developments will not be given an address unless they have an approved relevant planning permission.

#### **5.0 Criteria for numbering buildings**

- 5.1 A new street will be numbered with even numbers on one side and odd numbers on the other unless it is a cul-de-sac in which case properties will be numbered consecutively in a clockwise direction.

- 5.2 Additional properties in streets that are currently numbered will always be allocated a property number.

- 5.3 Private garages and similar buildings used for housing cars will not be numbered.

- 5.4 A proper sequence of numbers will be maintained. Once a property has been numbered the Council will not normally renumber it unless it is shown to cause consistent delivery problems and the renumbering will be in accordance with these criteria.

- 5.5 Buildings (including those on corner sites) will be numbered according to the street in which the main entrance is to be found and the manipulation of numbering in order to secure a "prestige" address or to avoid an address which is thought to have undesired associations will not be permitted.

- 5.6. If a multi-occupancy building has entrances in more than one street, then each entrance may be numbered in the appropriate road if required.

- 5.7 Dwellings in residential buildings (e.g. blocks of flats) will usually each be given a postal number. When there are insufficient numbers available because of an existing development, the building will be given a name and numbered separately internally. Such names will be treated in the same way

as house names. Descriptive names for flats/apartments such as “ground floor flat” or “first floor flat” are generally not permitted. Individual flats should generally be alphabetically or numerically labelled such as Flat A, Flat B or Flat 1, Flat 2.

- 5.8 The Council will use numbers followed by letters where there is no alternative. For example these are needed when one large house in a road is demolished and replaced by a number of smaller houses. In these circumstances the Council will give each new house the number of the old house with lettering such as A, B, C etc. added as a suffix.
- 5.9 The Council will endeavour to avoid suffixes to numbers wherever possible. Where requests are received for additional property numbering for new developments after initial numbering has taken place the Council may renumber the entire street.
- 5.10 Individual houses in existing unnumbered roads will normally require property names. For an infill of two or more properties accessed via a private drive, the Council may agree with the developer a “sub-road” name, e.g. 1-4 Church Cottages, Primrose Lane.

## **6.0 Costs**

- 6.1 The Council will charge for:
- Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
  - Adding a name or renaming an existing property.
  - Address confirmations
  - Renaming or numbering a street at residents’ request.
- 6.2 The Council’s charges will be set out on its website and reviewed annually.

## **7.0 Unauthorised street names and numbers**

- 7.1 Where street names and/or numbers are created without reference to the Council, the Council may take enforcement action.

## **8.0 Review**

- 8.1 The Council will review this policy every two years.

Adopted by the Council on \* 2018



## **Part B - Guidance**

### **1.0 Introduction**

1.1 This guidance is divided into sections dealing with:

- Requests for street names
- Requests for street numbering
- Failure to request street name or number
- Applications for new postal address
- Changing or adding a property name
- Procedure to re-name an existing street or renumber properties
- Numbering existing properties that only have house names

### **2.0 Requests for street names**

2.1. All requests for street names must be submitted to the Street Naming and Numbering team using the appropriate form available from Purbeck District Council or they can be downloaded from <https://www.dorsetforyou.gov.uk/article/412174/Street-naming-and-numbering-in-Purbeck>. Applications for a new postal address should include the information in paragraphs 5.3 or 5.4.

Applications should be sent to:

Street Naming and Numbering, Purbeck District Council, Westport House,  
Worgret Road, Wareham, Dorset BH20 4PP

Or emailed to: [snn@purbeck-dc.gov.uk](mailto:snn@purbeck-dc.gov.uk)

2.2 Applicants may propose their own preferred names of streets for the Council to consider. However, it is recommended that more than one suggestion for a new name should be made in case one fails to meet the adopted criteria.

2.3 The Council will check the preferred name against its criteria and if it complies, the application will be forwarded to the relevant Parish or Town Council for consideration.

2.4 The Parish or Town Council will either raise no objection to the name or if they do object, may suggest an alternative. Any alternatives will be forwarded by the Council to the Applicant for their agreement.

2.5 If there are no objections or an alternative suggestion is agreed the street name will be allocated and written notice will be given to the Applicant.

2.6 If there is no agreement between the parties, the final decision as to the name will be taken by the Council within two months of receiving the Application taking account of the views submitted by the Applicant and Parish Council.

2.7 The Applicant will pay the initial costs of the street nameplates.

- 2.8 Once approval has been given the Council will notify the following departments and organisations:

<b>Purbeck District Council Departments</b>
Building Control Planning Development Control Council Tax Electoral Services Environmental Health Land Charges Business Rates NNDR
<b>External Organisations</b>
Royal Mail Address Development Team National Land and Property Gazetteer Land Registry Ordnance Survey The Dorset Waste Partnership

- 2.9 Royal Mail will allocate a postcode to the address. Once this has been notified to the Council, the Council will inform the developer or individual confirming the postal address.
- 2.10 If the Council objects to the street name suggested by the Applicant within one month of the application being made, the Applicant has a right of appeal to the Magistrates' Court. The appeal must be made within 21 days of the Council giving notice of its objection.

### **3.0 Requests for street numbering**

- 3.1 All requests for street names must be submitted to the Street Naming and Numbering team using the appropriate form available from Purbeck District Council or they can be downloaded from <https://www.dorsetforyou.gov.uk/article/412174/Street-naming-and-numbering-in-Purbeck> . Applications for a new postal address should include the information in paragraphs 5.3 or 5.4.

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- 3.2 The Council apply its adopted criteria to the requested number and if it complies, will allocate the number. If the request does not comply the Council will allocate a number that does comply.

3.3 Where a property has a number, it must be used and displayed. Where a name was given to a property together with its official number, the number must always be included. The name cannot be regarded as an alternative.

3.4 Once approval has been given the Council will notify the persons listed in paragraph 2.8

#### **4.0 Failure to request street name or number**

4.1 If an application has not been made for an address and occupation of the property has taken place, the Council will write to the developer or owner requesting an application within 14 days. If no application is received within this time, the Council will allocate a name and/or number.

#### **5.0 Applications for new postal address**

5.1 As soon as work begins on site, developers of a new property, single or small development, should contact the Senior GIS Officer (responsible for Street Naming and Numbering) who will allocate a reference number for use in any further communications.

5.2 Developers should at the same time provide the information in paragraphs 5.3 or 5.4 as applicable

5.3 For a **single** unit of accommodation the following information will be required:

- 1 copy of the approved site layout plan. This should clearly indicate
  - Individual property boundaries
  - The principal entrances to the properties

5.4 For **larger developments** the following information will be required:

- 1 copy of the approved site layout plans. These should clearly indicate:
  - Plot numbers
  - Individual property boundaries
  - The principal entrances to the properties
  - Suggested road and/or property names not duplicated in the area
  - For multi-level developments separate floors plans, indicating each individual plot, will also be required

5.5 Paragraphs 2.1-2.10 will then apply

#### **6.0 Changing or adding a property name**

6.1. Only the owner can make an application to change a property name. Applications from tenants will not be accepted.

All requests for street names must be submitted to the Street Naming and Numbering team using the appropriate form available from Purbeck District Council or they can be downloaded from <https://www.dorsetforyou.gov.uk/article/412174/Street-naming-and-numbering-in-Purbeck> . Applications for a new postal address should include the information in paragraphs 5.3 or 5.4.

Applications should be sent to:

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- 6.2. If a property is being purchased, the Council cannot change a property name until exchange of contracts, although the Council can give guidance on the acceptability of a chosen name before this.
- 6.3 The Council will check to ensure there is no other property in the locality with the name. Under no circumstances will the Council allow a replicated name in the same postal area. The Council also strongly recommend against similar sounding names to existing properties, although the Council will not refuse these. However, if a similar sounding name is used by the applicant, Royal Mail cannot guarantee mail delivery and owners/residents of properties that are affected by a similar sounding name may seek legal advice if they have delivery problems caused by such name changes.
- 6.4 **If the property has a house number, it is not possible to replace the number with a name.** However, the Council will allow an 'alias name' to be added to the address. The name will be held by the Royal Mail on their 'alias file' and will not form part of the official address, the alias name can only be used with the property number, not as a replacement of it.
- 6.5 Once approval has been given the Council will notify the persons listed in paragraph 2.8 and inform the owner of the property with the new official address.
- 7.0 Procedure to re-name an existing street or renumber properties**
- 7.1 From time to time a Parish or Town Council may request that the Council rename an existing street. Any such request would need to show that the owners/residents of all affected properties have been consulted and at least two thirds are in agreement with the proposal.
- 7.2. If the proposed name is acceptable to the Council, the Council will then confirm with Royal Mail that the name is acceptable.

- 7.3 Except in exceptional circumstances, all costs associated with providing and erecting nameplates, will have to be met by the Parish or Town Council. Once sited, the Council will be responsible for maintaining any nameplates.
- 7.4 Alternatively, the Council itself may decide that to improve the delivery of mail and the routing of emergency services, a street should be re-named, or properties in the street re-numbered. The Council will only do this after consultation with the affected properties and the Council will always give 30 days' notice in writing.
- 7.5 If development takes place, and existing properties may find that their primary access has changed onto a new street, the Council will number existing properties into the new street. The Council will consult with the owners/residents of the affected properties and give 30 days' notice in writing.
- 7.6 Royal Mail may also approach the Council where they believe there is an operational necessity to make changes. The Council will only make such changes where the Council believe there is a need and where consultation has taken place.
- 7.7 Any person who is aggrieved by the decision of the Council to re-name a street has a right of appeal to the Magistrates' Court. The appeal must be made within 21 days of the Council giving notice of the intended order.
- 8.0 Numbering existing properties that only have house names**
- 8.1 This procedure will only be undertaken if requested by the Parish or Town Council and with the consensus of the residents. It is rare and is usually considered by residents or the Parish or Town Council if there has been a delay with the emergency services reaching a particular location which has been caused by their inability to easily find a particular property, or residents are having service and delivery problems.
- 8.2 The procedure set out in paragraph 7.0 will apply with any necessary charges.

## **Part C - Service delivery**

### **1.0 Introduction**

- 1.1 The Council's Senior GIS Officer is responsible for the address management service delivery. The post is within the Information and Technology Section of the Council's Resources Department. The Senior GIS Officer is also the Local Land and Property Gazetteer Custodian for the Council.
- 1.2 Requests for property name changes do not require consultation with Councillors or Parish and Town Councils and will be dealt with within 10 working days. However, to provide the best service to our customers the Council always aim to turn requests around within 7 working days. The time it can take is dependent on Royal Mail workloads and a confirmation being received from Royal Mail. This is usually within 7 days, however, the Council have known it to take up to 14 days.
- 1.3. Once you have received our confirmation of the change, the Royal Mail website will show it.
- 1.4. **Please note that it may take at least six months and can be as long as twelve months for name changes or indeed new addresses to appear in other companies and organisations' systems, over which the Council have no control.**