

# Street Naming & Numbering

## Policy & Procedure

### Adopted November 2018

#### 1.0 Introduction

The Council is responsible for naming new streets and numbering new properties. The address of a property is an important issue. Our purpose is to ensure that any street names are suitable and that there are no duplications or similarities to existing names that could lead to confusion. Amongst other things it is vital that the emergency services are able to locate any address to which they are summoned.

This document sets out how the Council delivers our Street Naming & Numbering service and confirms the policies that are applied and procedures we will observe in doing so.

The Council imposes an administrative charge for the service and the current fees and charges imposed can be found [here](#).

The Council welcomes the proactive engagement in the delivery of its services and believes that it is in interest of all for the process to be started as early as possible. It should be remembered that the object of the exercise is to establish a unique, unambiguous and logical address for each property in the district. If you are a developer and have received approval for your development and have or are about to start work, you should contact the Council in writing to start the process. The earlier a request is received the earlier the development can be assigned an official address.

The naming and numbering of a new street involves a wide range of participants and stakeholders, more than might be expected. These range from the relevant town or parish council through to the post office, utility companies and the emergency services. A list of consultees can be viewed on the Council's website<sup>1</sup>.

With so many different organisations involved, the Council will consult and to carefully consider all and any responses we receive. The Council will naturally be looking to avoid any confusion that might arise from duplicate street names in the same village or locality. At the same time the Council wants to be inclusive and provide the opportunity for local people to have a say in their area.

To assist those involved in the process this document sets out the Council's policies relating to the street naming and numbering function we carry out and the relevant procedures.

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<sup>1</sup> <https://www.n-kesteven.gov.uk/residents/planning-and-building/planning/street-naming-and-numbering/>

The legislative provisions for street naming and numbering are derived from the Town Improvement Clauses Act 1847 and the Public Health Act 1875 with the statutory duty that the Council undertakes being enshrined under Section 18 of the Public Health Act 1925.

The policies that the Council will apply are set out in Section 2 below and include to:

- Policy 1 – Street Naming
- Policy 2 – Street Numbering
- Policy 3 – Annexes

In support of each policy there is a short commentary and a summary of the relevant procedures.

Section 3 of this document deals with any other issues and/or procedures that relate to the street naming and numbering functions of the Council.

## **2.0 Policies and Procedures**

There are three policies relevant to the way the Council carries out its statutory duties.

### **STREET NAMING**

This is a key stage of the process where a proposed name for a new street is first identified and consultations carried out to inform stakeholders and enable them to make their views known.

Streets will only be named when there are five or more properties located on them, any less than this will be numbered onto the existing road using suffixes if necessary (example 15A, 15B). Where less than five properties front a street, a name will only be given on the grounds of exceptional circumstances, for example demonstrable road safety concerns.

Statute provides for the developer to initiate a street naming request and therefore, it is for the developer to identify the proposed street name to the Council (section 17 of the Public Health Act 1925). The Council encourages all parties to work proactively and collaboratively on new street names, be they for a single road, or a new housing estate.

The Council welcomes and encourages the developer and the town/parish council consulting with each other from the beginning of the process, so they can agree suggested names. Names should not duplicate any similar sounding names already in use in the town, village or postal district. Names should not be difficult to pronounce or awkward to spell. Names of living persons are not used. Repetition of a street name is not used ie. North Crescent when it is off North Street.

Where the parties all agree and there are no unresolved representations on behalf of the Council, the new street name will be approved under delegated powers.

However, in the event that there is an unresolved objection on behalf of the Council, and the developer maintains their preferred choice of name, the intended street name will be referred to one of the Council's Planning Sub-Committees for consideration. The Council has the discretion to either accept the proposed street name or to suggest an alternative; however, the Council cannot compel the developer to accept the alternative. Where the developer wishes to continue with their preferred street name contrary to the Council's objections, they can refer the matter to the Magistrates Court (s17(4) Public Health Act 1925).

The Council must notify the developer within one month of receipt of notice of the proposed name of their objection (s17(2) Public Health Act 1925)

Once a street name is agreed, either under delegated powers or by a Planning Committee, the Council must place a statutory notice of their intended Order assigning a street name/s at each end of the street/s concerned. The notice must be in place for not less than one month before the making of the Order. The notice must specify when the Order will come into effect and advise how anyone who wants to object to make a complaint within 21 days to both the local Magistrates' Court and the District Council. If no objections are received within the 21-day period, the Order is made and posted on the site in place of the notice. The street name is then adopted.

Street Name Plates are then ordered and erected on site by the developer; this should be done within 14 days of the first property being occupied. The cost is borne by the developer. Street name plate should be to the specification in accordance with Department of Transport Circular 3/93.

### **POLICY 1 – STREET NAMING**

***The Council, developers, town and parish councils and other stakeholders in determining proposals for street names shall meet the following material requirements:***

- ***A street name will only be relevant for roads providing access to five or more properties; in exceptional circumstances a street name may be considered for roads of less than five properties if there is demonstrable evidence to justify such a departure.***
- ***In the interests of providing a unique, unambiguous and logical address for each property in the district, proposed street names should not:***
  - ***duplicate any similar sounding names already in use in the town, village or postal district.***
  - ***be difficult to pronounce or awkward to spell.***
  - ***be derived from and be a repetition of an existing street name ie. North Crescent when the new street is served by an access from North Street.***
- ***A street name should not use the name of a living persons.***

#### **Street Naming Procedure**

- Developer notifies the Council of intended street name
- Suggestions received they are checked for suitability.
- Only developments consisting of five or more properties will be named.
- Parish/Town council and consultees will be contacted for street naming suggestions. Given 14 days to respond
- Only developments consisting of five or more properties will be named.

- Names put to Head of Development, Economic and Cultural Services or Development Manager to be dealt with under delegated powers or referred to a Planning Committee for a decision where there are outstanding objections
- Local Members are notified and given 24 hours to comment.
- The Council will issue a refusal to the Developer within one month of receipt of the intended street name, or, if approved under delegated powers/by a Planning Committee a Statutory Notice will be posted on site for 21 days informing the public of the intended Street Naming Order and giving the public a chance to object to the Order, these must be directed to the Local Magistrates Court, with a copy to the District Council,
- Statutory Order posted on site.
- Developer, Parish/Town Council and Local Member notified by that name/s have been adopted. Developers are informed that they are required to erect sign.

## **STREET NUMBERING**

Once a street name is agreed, the next stage is to formalise the numbering of the street. It is recognised that developers often want to agree a street numbering plan prior to starting construction on site. This is not always possible or practical as, particularly on larger housing estates, there are often variations that the developer may seek before and/or during construction where they may substitute different house-types for those approved or through modifying the approved layout. The Council wants to minimise the risk that such changes have in terms of the costs and efficiency of the service we provide.

The Council adopts the normal conventions that streets are normally numbered odd on the left hand side and evens on the right. Small cul-de-sac developments maybe numbered consecutively. No sanction will be given to the avoidance of any numbers, except 13. Over time it has increasingly been the case that developers prefer to avoid the use of the number 13 and, unless the developer specifically wishes to use this number, the Council will not do so. There are, of course, many properties number 13 on older estates and in villages and this could be changed to 11a should the resident wish to do so. The Council will no longer routinely issue the number 13.

Once a number has been issued this should be displayed on the property, even if the property also has a name.

In the case of individual or small groups of less than 5 properties being built on infill land or on the site of a previously demolished property or buildings, these will be numbered within the existing sequence of the street if possible and letter suffixes (e.g. 16A, 16B, 16C) will be used if necessary. Legislation permits the use of numbers followed by letters, to avoid having to re-number the existing properties on a road.

## **POLICY 2 – STREET NUMBERING**

***The Council will observe the following criteria when numbering new properties:***

- ***The number 13 will not be used, unless at the specific request of the developer;***
- ***New streets will be numbered odd on left hand side and evens on the right;***
- ***Small cul-de-sac developments of less than 10 properties may, subject to the agreement of the developer, the Council, and consultees, be numbered sequentially;***
- ***Properties will be numbered in relation to the road which their primary pedestrian access is located;***
- ***For small scale development of less than 5 properties the numbers assigned will respect the existing sequence of the street if possible or letter suffixes will be used;***
- ***The Council's numbering sequence is final.***

### **Street Numbering Procedure:**

- Plans of new properties prepared by Development Management.
- Postal numbers are decided and entered onto the plan.
- Royal Mail, emergency services and utilities are notified of the relevant numbering scheme.

## **ANNEXES**

Over the last few years there has been an increasing trend of providing an annexe at a property for occupation by a family member or relative. An annexe is defined as a building joined to or associated with a main building, providing additional space or accommodation.

It is the case that an annexe can take various forms, such as a conversion of an existing detached or attached garage/outbuilding, or a purpose-built structure. However, what is common to whatever physical form an annexe takes is its physical and/or functional relationship with the main building: its purpose is to supplement the existing residential property by providing additional space or accommodation, and it cannot function as a separate independent premises.

Whilst an annexe might seem to provide the opportunity for some degree of independent living, the functional purpose of this type of accommodation is not to provide a functioning separate dwelling. This is reflected through the planning system where in granting planning permission for an annexe, planning conditions will be imposed to require occupation in association with and ancillary to the main residence, and stipulating that the structure shall not be sold or let independently.

To reflect this physical and functional relationship, the Council will, therefore, not provide a street number or name for an annexe.

### ***POLICY 3 – ANNEXES***

***The Council will not provide a street number or name for an annexe.***

#### Annexe Procedure:

- In the event that an application for a street number for an annexe is received it shall be returned and any fee reimbursed.
- If on assessment it is found that an application for a street number relates to an annexe, the Council will take no further steps to determine it and shall refund 50% of the fee.

### **3.0 Other relevant issues and/or procedures**

#### **CHANGING HOUSE NAMES**

The Council has no policy relating to changing house names.

##### **Changing House Names Procedure:**

- Anyone wishing to change the name of a property where there is no postal number should apply in writing to the Council enclosing a location plan or complete the form on the internet **\*\*LINK\*\***.
- The council will then notify all the relevant consultees.
- There is an administration fee for this service.

#### **ADDING A HOUSE NAME**

You are entitled to add a house name but you must continue to use the postal number, the house name will not form part of the official address. Under no circumstances will a number be removed and replaced with a name. The owners should not choose a name similar or the same as any other in the immediate locality.

The District Council can notify consultees of an additional name for a small administration fee. Royal mail will hold this name as an 'alias' however NKDC do not have to be consulted regarding the addition of a name.

#### **NUMBERING SCHEME FOR VILLAGES WITH HOUSE NAMES ONLY**

These are only undertaken at the request of Parish Council following open consultation with the residents concerned. This only affects a village where the properties have a name rather than a number

#### **RENAMING AND/OR RENUMBERING**

On extremely rare occasions it may be necessary to rename or renumber a street, this would normally be at the request of the residents or a Parish Council in order to provide logical street numbering so that premises can be quickly identified by the Post Office, tradesmen, emergency and other services.

##### **Renaming and/or Renumbering Procedure:**

- If the Council feel there is sufficient justification, existing residents will be contacted and their views taken into account.
- We will consult with Royal Mail for their position on the issue.
- To change a street name we will ballot the local residents on the issue.
- Whilst the aim through consultation would be to secure the support of all those affected, at least a two-thirds majority would be sufficient to make the change.

- A decision on whether to initiate the process would need to be taken by EB.

## **POSTCODES**

The Council is not responsible for issuing and maintaining postcodes. Enquiries about postcodes can be dealt with direct at:

Royal Mail  
Address Development Team  
Admiral House  
2 Admiral Way  
Doxford International Business Park  
SUNDERLAND  
SR3 3XW

Tel : 08456 045060

Email: [addressdevelopment@royalmail.com](mailto:addressdevelopment@royalmail.com)

Searches for postcodes can also be carried out on the Royal Mail Website:  
[www.royalmail.com/portal/rm](http://www.royalmail.com/portal/rm)

## **STREET NAMEPLATES**

Developers are responsible for purchasing and erecting street nameplates to the appropriate specification on new developments; this should be carried out within 14 days of the first property being occupied. If it becomes necessary for the Council to supply and install any signs, the full cost including administrative charges will be re-charged to the developer/owner.

The District Council is responsible for the maintenance of the nameplates.

If Parish Councils request signs stating 'leading to', the full cost involved in purchasing and installing the sign will be incurred by the Parish Council.

## **MARKETING NAMES**

Developers often use marketing names for their developments; these do not reflect the actual postal address of the properties. Purchasers often form the mistaken view that the marketing name will also be the postal address and are then disappointed when this turns out not to be the case.

The Council advise that any new resident should check with the District Council what their official postal address will be, prior to notifying anyone.

## **COMPLAINTS/GRIEVANCE PROCEDURE**

If any member of the public believes that the Council has acted in a way that is not in accordance with our policies, the Council's formal complaints procedure should be followed.

## **CLAIMS FOR COMPENSATION**

North Kesteven District Council is not liable for any claims for compensation arising directly or indirectly from the naming of roads, renumbering of roads, numbering or renumbering of properties.

## **LIMIT OF RESPONSIBILITY**

The Council is not responsible for the following

- Correspondence and deliveries not being delivered to the correct address. Any complaints should be directed to Royal Mail, Customer Services.
- The address being unavailable on databases used by third parties, such as retail outlets.
- Ordnance Survey maps or plans not featuring any new properties or roads.
- Notifying anyone other than the services listed.