

Street Naming and Numbering Policies and Procedure

Draft - October 2007

Background

Street Naming and Numbering is a statutory function. The relevant powers for local authorities are contained in Sections 64 and 65 of the Towns Improvements Clauses Act 1847 and Sections 17 and 19 of the Public Health Act of 1925. These require the local authority to maintain a good standard of street nameplates, naming and numbering schemes and to improve standards where necessary. Both are essential for the efficient functioning of the postal and emergency services as well as for the convenience and safety of the general public.

The Council also maintains the definitive record of all street names and property addresses. This is known as the Local Land and Property Gazetteer (LLPG). All LLPG addresses are formatted in accordance with British Standard 7666.

As far as street naming proposals are concerned, developers or owners are invited to propose their own preferred names for consideration. However, it is recommended that more than one suggestion should be put forward in case one fails to meet the criteria outlined in this procedure.

Procedure for New Developments

The developer should not give any postal addresses, including postcodes, to potential occupiers, both directly, or indirectly (for example via solicitors or estate agents) before formal approval has been issued by West Wiltshire District Council.

Applicants are encouraged to contact the Council (via Notes to Applicants on Planning Application Forms and the WWDC website) prior to a formal application in order to get advice on our naming and numbering procedure.

Applicants are issued with;

- An application form – requesting contact names, details of the development, proposed street names and relevant plans
- Guidance Notes
- A list of current charges

The applicant or developer suggests a possible name or names for the streets, which need to comply with the following criteria. Several names can be submitted in case we, the Royal Mail or the Parish or Town Council object.

- It is desirable that the name should reflect the history or geography of the locality
- Duplication of any similar name in that postcode area should be avoided
- Names should not be difficult to spell or pronounce
- Unofficial marketing titles or company names used by developers or their agents will not be permitted
- The use of a name which relates to a person, living or dead should be avoided. Only exceptional circumstances will be given consideration and justifications will be required.
- The name should not be offensive

Initial approval for street names will be sought from the Royal Mail as to their suitability for delivery purposes. If Royal Mail objects to a name an alternative will need to be suggested by the developer or the Parish or Town Council.

The proposed street names are then passed to the relevant Town or Parish Council for their consideration within six weeks, unless they have already proposed these names as described above.

If the proposals meet with our criteria and do not raise an objection from the Parish or Town Council, the name will be formally allocated and sent to the National Land and Property Gazetteer Hub for allocation of postcodes and it will then appear on their website.

Where the developer does not wish to name the development, the Parish or Town Council will be asked to do so within six weeks.

The developer will be notified in writing and issued with an annotated plan and Street Naming and Numbering Schedule with postcodes and will be requested to erect appropriate street nameplates and related signage.

Objections

Any objections to street names should be submitted to the Street Naming and Numbering Officer with supporting reasons. If the objection cannot be overcome by negotiation, the Parish or Town Council will be asked to provide up to six alternative names that meet the District Council criteria and which are acceptable to the Royal Mail. The developer will then make their choice from this list.

If an agreement cannot be reached after six weeks, the ward member for that area shall be given a list of all the street name proposals that meet the District Council criteria and shall make their choice from that list within a further four weeks. Their decision will be final.

Procedure for Address Changes

We do not need to be informed of name changes to properties with numbers.

If the property has a house number, it will not be possible to replace the number with a name. We will not normally sanction a name change that drops the use of the number; any such requests will only be considered where it can be shown that the current numbering system causes delivery problems. If more than one property is affected then the agreement of all owners affected will have to be obtained.

Requests are to be made in writing. The following information must be provided:

- The existing house name, address and postcode.
- The new name.
- A plan showing the exact location of the property if the property is not easily identifiable from the existing address.
- A date from which the house name should be change (if not immediate).

Requests can only be received from owners of properties. Tenants wishing to change the name of their property should make their request to the property owner.

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

A check is made by us (Royal Mail database, Council Tax records etc) to ensure there is no property in the location with the same or similar name. Royal Mail will be asked for their opinion on the suitability of the chosen name, in case it may cause delivery problems due to its similarity with other local names. Royal Mail cannot guarantee mail delivery if their advice is ignored. In these situations, we will formally advise the applicant against the name and also contact those other affected properties.

If the proposed name is suitable, we will then change the name of the property, and advise the relevant parties via the National Land and Property Gazetteer Hub.

Procedure to name or re-name an existing street

All such requests have to originate from the relevant Parish or Town Council. Parish and Town Councils can only make such requests if they can demonstrate that the owners/residents of all the affected properties have been consulted and are in agreement.

Once raised by the Parish or Town Council, we will confirm with the Royal Mail that the name is acceptable and seek final confirmation with the ward member for that area.

All costs associated with providing this service and erecting nameplates, will have to be met by the Parish or Town Council.

Listed Buildings

When receiving a request to rename or renumber a property or add a house name, a check will be made against the listed building records in the Uniform computer system. If the building is listed, the Conservation Officer is notified so that the Statutory List held in the Development Control section can be updated.

Holiday Lets

Holiday lets will be added into our internal systems as a non-official, no-postal address in order that the Council's system has a record for linking council tax, business rates or planning applications.

Under no circumstances will we allocate an official address without either planning permission or an assessment for council tax being in place. This includes agricultural and other land. This conforms to Royal Mail policy and guidelines.

Guidelines for Numbering Buildings

- Number 13 is **omitted** (this was at the request of the Royal Mail several years ago as even in these enlightened time many people are superstitious) it will not be replaced with 11a or 12a.
- The Royal Mail should be consulted by the Council on numbering pedestrian type layouts and other complex urban developments.
- A new street should be numbered with even numbers on one side and odd on the other except that for a cul-de-sac, consecutive numbers in a clockwise direction is preferred.
- Buildings used for storage and similar purposes will not be numbered.
- A proper sequence shall be maintained, with the number 13 omitted. 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 in order to secure a "prestige" address or to avoid an address, which is thought to have undesired associations will not be permitted.
- If a multiple occupancy building has entrances in more than one street, then each entrance can be numbered in the appropriate street if required.
- In blocks of flats, it is usual to give a street number to each dwelling.
- Legislation permits the use of numbers followed by letters.
- For private houses in existing unnumbered roads it is essential that the houses are officially allocated names, which are registered with the emergency services. Anyone wishing to change the name of their unnumbered house must apply to the Council.

- 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. This is enforceable under Section 65 of the Towns Improvement Clauses Act 1847. We do not need to be informed of name changes to properties with numbers, but are happy to store names on our system. This applies to domestic and commercial properties
- This Council will enforce numbering of properties without numbers or those where numbers are not being displayed and causes serious mail delivery problems, poor emergency service responses or administrative problems.

Charges

Payment is requested in accordance with Fees and Charges in force at time of application.

Procedure Review

West Wiltshire District Council reserves the right to review or update this procedure as deemed necessary.