

# FEES AND CHARGES REPORT

## APPENDIX 2 – PROPERTY NAME CHANGES

Street naming and numbering and renaming of properties.

(Resources, System Development)

### 1. Service description

The function of street naming and numbering (SNN) sits alongside the Local Land and Property Gazetteer Custodian within the System Development Team. The SNN function is a statutory service and the Council is responsible for naming or renaming the streets, allocating postal numbers and requests to change house names.

### 2. Prior years analysis, current financial year projections

The SNN function is dependent on the delivery of local plan growth, market demand and developers viability in addition to the economy, cost and availability of skilled workers.

The table below illustrates the actual income received 2017-18 and 2018-19 and an estimate for 2019-20.

	2017-18 £	2018-19 £	2019-20 forecast £
<b>Total Income Achieved</b>	(1,937)	(2,846)	(15,000)
<b>Budget</b>	(1,300)	(1,300)	(2,100)
<b>Variance</b>	(637)	(1,546)	(12,900)

Royal Mail are invoiced each year for providing certain address information whilst exercising our statutory street naming and numbering function. The Royal Mail own the postcode, but West Lindsey own the postal name, postal number, street and locality information.

Please note that the new fees are to be implemented from September 2019 and therefore the data up to this point represents income from renaming existing properties only.

### 3. Pricing

Although SNN fees currently exceeds the set budget figure each year, there is nothing we can do to ensure continued income. If a customer wishes to add a name

plate to their house and not apply for the change to be formalised, we cannot enforce the customer to comply. However if the change is only applied by the customer the LLPG, statutory consultees and the Royal Mail will not be informed of this informal change.

Likewise the remaining chargeable elements of the SNN process is something we have no control over. This is down to mainly down to new developments commencing building works.

#### **4. Understanding Customers and Markets**

Our customers are individuals building their own homes, or new occupiers wanting to rename an existing home. We also have developers and builders who are wanting street names and postal addresses during the course of construction. Occasionally we are approached by parish councils or a group of individuals to rename their street. This requires two thirds agreement, and as such this rarely happens.

#### **5. Proposed Charges**

The proposed charges shown above be set for 2019/20 and 2020/21.

#### **Recommendation**

Members approved the charges for 2019/20 in July 2019, and are asked to approve that they remain fixed for 2020-21 as detailed below:

Policy and Resources Committee

Central & Democratic Services

2019/20	Proposed Increase/decrease		2020/21	VAT Amount	2020/21 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

**Property Name Changes:**

Naming or renaming of a registered property		£70.00		£70.00	£0.00	£70.00	OS
Renaming an existing street at resident request, per street		£250.00		£250.00	£0.00	£250.00	OS
Renumbering an existing street at resident request, per property		£50.00		£50.00	£0.00	£50.00	OS
Naming a new street		£100.00		£100.00	£0.00	£100.00	OS
Naming of additional streets on the same application		£30.00		£30.00	£0.00	£30.00	OS
Numbering new development (plots 1-10), per plot		£30.00		£30.00	£0.00	£30.00	OS
Numbering new development (plots 11+), per plot		£20.00		£20.00	£0.00	£20.00	OS
Numbering a block of flats, per block		£100.00		£100.00	£0.00	£100.00	OS
Renumbering due to change in layout plan by developer (plots 1-10), per plot		£20.00		£20.00	£0.00	£20.00	OS
Renumbering due to change in layout plan by developer (plots 11+), per plot		£15.00		£15.00	£0.00	£15.00	OS