

# FEES AND CHARGES REPORT

## APPENDIX 2 – STREET NAMING AND NUMBERING

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 2018-19 and 2019-20 and an estimate for 2020-21.

	2018-19 (£)	2019-20 (£)	2020-21 forecast (£)
<b>Income Achieved</b>	(2,846)	(19,079)	(10,000)
<b>Total</b>	(2,846)	(19,079)	(10,000)
<b>Budget</b>	(1,300)	(2,100)	(8,600)

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 were implemented from September 2019 and therefore the data up to this point represents income from renaming existing properties only.

### 3. COVID Impact

From March 2020 through to August 2020, building work has reduced on sites because of the Covid situation. Therefore, the request for numbering properties and naming streets has not been as high as normal years, which will have an effect on

the income. Since the lockdown has eased, requests have started to filter through again.

#### **4. 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 nameplate 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.

#### **5. 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 want 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.

#### **6. Proposed Charging**

Members are asked to approve an increase to fees by inflation (3%) rounded to the next whole £.

#### **7. Recommendation**

The proposed charges shown below be set for 2021/22.

Policy and Resources Committee

Central & Democratic Services

2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
£	£	% Type	or £	£	£	£	

**Street Naming and Numbering:**

Naming or renaming of a registered property	£70.00	£70.00	4%	£3.00	£73.00	£0.00	£73.00	OS
Renaming an existing street at resident request, per street	£250.00	£250.00	3%	£8.00	£258.00	£0.00	£258.00	OS
Renumbering an existing street at resident request, per property	£50.00	£50.00	4%	£2.00	£52.00	£0.00	£52.00	OS
Naming a new street	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
Naming of additional streets on the same application	£30.00	£30.00	3%	£1.00	£31.00	£0.00	£31.00	OS
Numbering new development (plots 1-10), per plot	£30.00	£30.00	3%	£1.00	£31.00	£0.00	£31.00	OS
Numbering new development (plots 11+), per plot	£20.00	£20.00	5%	£1.00	£21.00	£0.00	£21.00	OS
Numbering a block of flats, per block	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
Renumbering due to change in layout plan by developer (plots 1-10), per plot	£20.00	£20.00	5%	£1.00	£21.00	£0.00	£21.00	OS
Renumbering due to change in layout plan by developer (plots 11+), per plot	£15.00	£15.00	7%	£1.00	£16.00	£0.00	£16.00	OS
Confirmation of address details	£50.00	£50.00	4%	£2.00	£52.00	£0.00	£52.00	OS