

FEES AND CHARGES REPORT

APPENDIX 2 – STREET NAMING AND NUMBERING

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 2019/2020, 2020/2021 and the forecast for 2021/2022.

	2019-20 (£)	2020-21 (£)	2021-22 (£) forecast	2022-23 (£) forecast
Income Achieved	(19,079)	(31,115)	(25,000)	(29,300)
Total	(19,079)	(31,115)	(25,000)	(29,300)

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.

3. COVID-19 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 would be expected under non-pandemic conditions, which will have a negative effect on the income. Once lockdown eased, requests started to filter through again.

4. Pricing

Although SNN fee income currently exceeds the set budget figure each year, the Council has no influence to ensure continued income at this level. 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 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 (3.9%) rounded to the next whole £. The service was introduced in 2019/2020 and the pricing structure will be reviewed for 2023/2024 when there is three full years of data for analysis of demand.

7. Impact on Medium Term Financial Plan (MTFP)

	2022/23 (£)	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)
Current Budget in MTFP	(10,200)	(10,500)	(10,700)	(10,900)	(10,900)
Proposed Budget - Street Naming and Numbering	(29,300)	(30,300)	(31,100)	(32,100)	(33,000)
Impact on MTFP 2022/23 Pressure/ (Saving)	(19,100)	(19,800)	(20,400)	(21,200)	(22,100)

8. Recommendation

The proposed charges shown below be set for 2022/2023.

Policy and Resources Committee

Central & Democratic Services

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Street Naming and Numbering:

Naming or renaming of a registered property	£73.00	4.1%	£3.00	£76.00	£0.00	£76.00	OS
Renaming an existing street at resident request, per	£258.00	3.9%	£10.00	£268.00	£0.00	£268.00	OS
Renumbering an existing street at resident request, per property	£52.00	3.8%	£2.00	£54.00	£0.00	£54.00	OS
Naming a new street	£103.00	3.9%	£4.00	£107.00	£0.00	£107.00	OS
Naming of additional streets on the same application	£31.00	3.2%	£1.00	£32.00	£0.00	£32.00	OS
Numbering new development (plots 1-10), per plot	£31.00	3.2%	£1.00	£32.00	£0.00	£32.00	OS
Numbering new development (plots 11+), per plot	£21.00	4.8%	£1.00	£22.00	£0.00	£22.00	OS
Numbering a block of flats, per block	£103.00	3.9%	£4.00	£107.00	£0.00	£107.00	OS
Renumbering due to change in layout plan by developer (plots 1-10), per plot	£21.00	4.8%	£1.00	£22.00	£0.00	£22.00	OS
Renumbering due to change in layout plan by developer (plots 11+), per plot	£16.00	6.3%	£1.00	£17.00	£0.00	£17.00	OS
Confirmation of address details	£52.00	3.8%	£2.00	£54.00	£0.00	£54.00	OS