

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 2020/2021, 2021/2022, 2022/23 and the forecast for 2023/2024.

Income achieved	2020/21 (£)	2021/22 (£)	2022/23 (£)	2023/24 Forecast (£)
Street Naming & Numbering	(31,115)	(28,761)	(31,700)	(31,500)
Total Income	(31,115)	(28,761)	(31,700)	(31,500)
Budget	(19,000)	(10,000)	(29,900)	(31,500)
Income Achieved Above Budget	(12,115)	(18,761)	(1,800)	-

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. 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 notified of this informal change.

Likewise, the remaining chargeable elements of the SNN process is something we have no control over. This is 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 want street names and postal addresses during 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 Charging

Members are asked to approve an increase to fees by inflation (6%) rounded to the next whole pound.

6. Impact on Medium Term Financial Plan (MTFP)

	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)	2028/29 (£)
Current Budget in MTFP	(32,300)	(33,300)	(34,300)	(34,300)	(34,300)
Proposed Budget - Street Naming and Numbering	(33,400)	(34,400)	(35,400)	(36,300)	(37,200)
Impact on MTFP 2024/25 Pressure/ (Saving)	(1,100)	(1,100)	(1,100)	(2,000)	(2,900)

7. Recommendation

The proposed charges shown below be set for 2024/2025.

Policy and Resources Committee

Street Naming and Numbering

2023/24	Proposed Increase / (Decrease)		2024/25	VAT Amount	2024/25 Charge Inc. VAT	VAT Rate
	£	% Type or £				

Street Naming and Numbering:

Naming or renaming of a registered property	£81.00	6.2%	£5.00	£86.00	£0.00	£86.00	OS
Renaming an existing street at resident request, per street	£284.00	6.0%	£17.00	£301.00	£0.00	£301.00	OS
Renumbering an existing street at resident request, per property	£57.00	5.3%	£3.00	£60.00	£0.00	£60.00	OS
Naming a new street	£113.00	6.2%	£7.00	£120.00	£0.00	£120.00	OS
Naming of additional streets on the same application	£34.00	5.9%	£2.00	£36.00	£0.00	£36.00	OS
Numbering new development (plots 1-10), per plot	£34.00	5.9%	£2.00	£36.00	£0.00	£36.00	OS
Numbering new development (plots 11+), per plot	£23.00	4.3%	£1.00	£24.00	£0.00	£24.00	OS
Numbering a block of flats, per block	£113.00	6.2%	£7.00	£120.00	£0.00	£120.00	OS
Renumbering due to change in layout plan by developer (plots 1-10), per plot	£23.00	4.3%	£1.00	£24.00	£0.00	£24.00	OS
Renumbering due to change in layout plan by developer (plots 11+), per plot	£18.00	5.6%	£1.00	£19.00	£0.00	£19.00	OS
Confirmation of address details	£57.00	5.3%	£3.00	£60.00	£0.00	£60.00	OS