



**Corporate Policy &
Resources**

**Tuesday, 19 December
2023**

Subject: Street Naming and Numbering Procedure

Report by:	Director of Change Management, ICT & Regulatory Services
Contact Officer:	Daniel Reason Corporate Systems Development Manager (Interim) daniel.reason@west-lindsey.gov.uk
Purpose / Summary:	Note the changes to the Street Naming and Numbering Procedure and agree further Policy review

RECOMMENDATION(S):

Members are asked to:

- a) Note the changes to the procedure guide for Street Naming and Numbering
- b) Agree that a further update to the procedure guide will be undertaken in Quarter 4 2023/2024 as part of a Street Naming and Numbering Policy review to ensure that West Lindsey processes align to proposed changes in the Levelling up and Regeneration Act which when enacted will standardise the process for Street Naming and Numbering across England
- c) Agree that the review in Quarter 4 2023/2024 will be in consultation with relevant key stakeholders and will include a review of all the content, and improvements to accessibility of the information

IMPLICATIONS

Legal:

The legal framework within which the Council operates its Street Naming and Numbering is set out in the procedure. The following guidance and legislation applies:

- The Towns Improvement Clauses Act 1847
- Public Health Act 1907
- The Local Government Act 1985 and subsequent amendments.

It has been decided to update this procedure with a view to completing further updates in 2024 to align with any new legislation.

Legal advice has been sought to assist in the updates.

Financial : None

Staffing : None

Equality and Diversity including Human Rights : None

Data Protection Implications : None

Climate Related Risks and Opportunities : None

Section 17 Crime and Disorder Considerations : None

Health Implications:None

Title and Location of any Background Papers used in the preparation of this report:

Street Naming and Numbering Procedure (2019)-

<https://www.west-lindsey.gov.uk/sites/default/files/2022-02/Street%20Naming%20and%20Numbering%20Procedure.pdf>

Geoplace Guidance and Code of Practice -

<https://www.snn.geoplace.co.uk/tableofcontents>

Risk Assessment : None

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

x

No

1. Introduction

- 1.1. The Street Naming and Numbering procedure was reviewed in 2019 (Appendix 1). However, it doesn't appear that the procedure came to committee previously, and there are now some required updates to the procedure, including clarity on building names and numbering and also to renaming buildings and sites and as such, we have taken the opportunity to bring the updates to the procedure to the attention of members for noting.
- 1.2. As part of the Levelling up and Regeneration Act, there is an intention by the Government to update the national policy for street naming and numbering to ensure a standard approach across England. This law has not yet been enacted; however, it is thought this will happen sometime in 2024.
- 1.3. This report contains an updated version of the Council's Street Naming and Numbering Procedure (Appendix 2). This sets out the approach that is taken when dealing with applications of this type and also for the naming, numbering and renaming of buildings or sites.
- 1.4. The report also provides a summary of the main updates that have been made to the procedure along with any new additions (Appendix 3).
- 1.5. This update is being made in response to feedback from customers and from officers. It is expected that the new updated procedure now provides clarity in how we will deal with applications and decide on the final outcomes.
- 1.6. Applications are determined using this procedure and the GeoPlace Guidance and Code of Practice along with any relevant consultation exercises.
- 1.7. This procedure will form the basis of a new Street Naming and Numbering Policy that will be brought to Committee in 2024.

2. Street Naming and Numbering

- 2.1 All District Councils have a statutory responsibility for the naming of streets and postal addressing of properties within their authority boundaries. The legislation relating to street naming and numbering is contained within The Towns Improvement Clauses Act 1847, Public Health Act 1907, The Local Government Act 1985 and subsequent amendments.
- 2.2 Address and street data held in a common standard can be used by government, local authorities, businesses and citizens to deliver better services. Good addressing of properties is important as it enables:
 - Emergency and health care services to find a property quickly
 - Mail and goods to be delivered efficiently

- Service connections by utilities companies
- Occupiers to apply for a credit card, benefits, pensions or obtaining goods by direct delivery
- Financial verification of addresses and fraud detection
- Visitors to find where they want to go
- Reliable delivery of services and products
- Service provider records to be maintained and kept in an efficient manner
- Digital processing of addresses without corrupting the data.

3 Proposed Procedure Amendments

3.1 The main changes that members should note are as follows:

Layout Change – The Procedure now groups related paragraphs together for better flow and to make it easier for applicants to find the information they need.

Property Numbering – This section has been amended to make it clear that in no circumstances will an official number be dropped from any address. This includes properties that historically didn't have a number but now do.

Street Naming – An application to name a street after a deceased individual who have prominent associations with the district or part of the district can be applied for after a period of **20 years** following the individual's death and with the agreement of the immediate family.

Naming/Re-Naming an Existing Building or Site – It has been made clearer that only the owner of a property can apply for a name change. It also sets out the process for dealing with applications relating to buildings or sites that are of public interest or historical significance.

Listed Buildings – This section has been added to address the process that will be followed in relation to listed buildings and includes the scenario whereby it may be necessary for the application to be determined by Planning Committee

3.2 The amendments to the procedure are aimed at ensuring that the Street Naming and Numbering officer has a more robust procedure to help deal with any complaints or queries raised by applicants. It will also remove some of the ambiguity for customers when making applications.

3.3 The street Naming and Numbering section on the West Lindsey District Council website will also be updated where necessary to reflect any changes.

4 Further Updates

4.1 A further review will take place in early 2024 as part of the implementation of a new Street Naming and Numbering policy

4.2 Any changes to the procedure, as part of the policy review will be made with the following considerations:

- Any changes to the street naming and numbering legislation introduced as part of the Levelling up and Regeneration Act.
- Digital web based version created to make it easier for applicants to access and navigate.
- GeoPlace guidance
- Alignment with Corporate layout and branding conventions
- Consultation with relevant key stakeholders

Members are asked to:

- a) Note the changes to the procedure guide for Street Naming and Numbering
- b) Agree that a further update to the procedure guide will be undertaken in Quarter 4 2023/2024 as part of a Street Naming and Numbering Policy review to ensure that West Lindsey processes align to proposed changes in the Levelling up and Regeneration Act which when enacted will standardise the process for Street Naming and Numbering across England
- c) Agree that the review in Quarter 4 2023/2024 will be in consultation with relevant key stakeholders and will include a review of all the content, and improvements to accessibility of the information

END