

STREET NAMING AND NUMBERING PROCEDURE

Street Naming and Numbering Procedure

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1. INTRODUCTION

- 1.1 West Lindsey District Council has a statutory responsibility for the naming and numbering 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.
- 1.2 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 very 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 mail order
 - 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.
- 1.3 "Street" includes any road, square, court, alley, passage or lane which has on one or both sides a more or less continuous and regular row of houses or other buildings.
- 1.4 The legislation requires names and numbers to be appropriate and to be prominently displayed.
- 1.5 This document provides useful information and guidance for both applicants and residents on the naming and numbering of streets. It covers new developments, re-naming of existing properties, naming and numbering of new properties into existing named streets and finally renaming and renumbering of existing streets.
- 1.6 All decisions on applications will be processed in accordance with this procedure, the Geoplace Guidance and Code of Practice and any relevant consultation exercises.

2. STREET NAMING AND NUMBERING

Types of Street Names

- 2.1 West Lindsey District Council will consider the following:-

- an application for a street name should, first and foremost, show some connection with the locality in which the street is located (e.g. the history, heritage or environment of the locality).
- 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 individuals death and with the agreement of the immediate family.
- an application to name a street to mark some historic or political event.
- an application to name a street after places or locations, whether within the district or nationally or internationally.
- West Lindsey District Council will normally require the use of a suffix (e.g. “street”, “road”, “park”), although an application for a single name may be considered.
- any applications for names should be easy to say and spell, so as not to cause confusion, particularly in an emergency situation. It is important to note that in the majority of cases apostrophes or another punctuation will not be held in postal address databases. This is to assist emergency services etc. when trying to locate premises in a quick and efficient time frame.
- Any street name that has a royal family name or the word Royal can be applied for, but permission must be obtained from the HM King Charles III or the relevant royal family member via the Lord Chamberlain’s Office.

2.2 The following suggested names will not be acceptable:-

- Inaccurate Use of Words will not be acceptable, for example, the use of the word “Mews” when a street is not Mews, or, “The Beeches”, where the Applicant has felled all the beech trees in the area.
- Inappropriate or offensive names will not be accepted.
- An application to name a street after any living individual.
- Aesthetically unsuitable name or names that is capable of deliberate misinterpretation.
- Street names should not duplicate or conflict with any identical streets in the area. A variation in the terminal word, e.g. Street, Road or Avenue should not be used but may be considered if they lead off each other.

2.3 Whilst this is not an exhaustive list, this guidance should be noted.

3. **STREET NAMING CONVENTIONS**

- 3.1 Guidance in the GeoPlace Guidance and Code of Practice outlines that certain types of “Streets” must have the correct suffix:-

- Street, Road, etc for thoroughfares;
- Lane, Drive, Way etc. for side streets; and,
- Close, End, etc. for cul-de-sacs.

3.2 Geographical or feature names might include:

- Hill, Rise, etc. for slopes; and,
- Circus, Square, Crescent, etc. for the appropriate road formats.

4. APPLICATION PROCEDURE FOR APPROVAL OF STREET NAMING

- 4.1 All applicants, their agents or other interested parties must have regard to this procedure before submitting an application for street naming.
- 4.2 Applicants must in the first instance have their proposed street name agreed with the Parish or Town Council at the earliest stage of development. Parish or Town Councils are ideally placed to advise on matters of local significance and historical links and may already have a list of names that are considered appropriate. All details of the Parish/Town councils and Ward Members are shown on the web-site www.west-lindsey.gov.uk/parishcouncils. For the unparished areas of the district, Applicants should contact the District Ward Member.
- 4.3 It is important to note that marketing names that applicants use to promote their properties may not be agreed as an official address and therefore it is important that any applications for new street names are applied for at the earliest possible date as this may cause difficulties for both the applicant and the purchaser.
- 4.4 Upon receipt of an application, the proposed name(s) will be checked with the Local Land and Property Gazetteer for duplication or similar spelling or sounding names prior to the application being approved or rejected. If necessary Royal Mail, and adjacent District Council in boundary situations, will also be consulted in this regard.
- 4.5 It is standard practice for all new addresses to be placed on Royal Mail's "not yet built" file in order to avoid unnecessary deliveries during the construction stage. When the properties are complete and accessible the applicant should contact WLDC who will then contact Royal Mail to make the addresses "live". Alternatively the applicant is able to activate newly built properties themselves by using this form - online contact form

5. NOTIFICATION OF REJECTION

- 5.1 If the Council rejects a proposed street name, the applicant will be notified and the reasons given for such rejection. The applicant will be invited to submit an alternative proposed name and an alternative may be suggested by the Council.

6. NOTIFICATION OF APPROVAL

- 6.1 Once the Council approves a street name, details will be entered in the Local Land and Property Gazetteer. Statutory Authorities will receive updates via the National Land and Property Gazetteer, other local authorities may be notified.
- 6.2 There are no statutory requirements for West Lindsey District Council to provide details of changes to existing property or new developments to any external organisations.

7. ERECTION OF STREET NAME PLATES

- 7.1 Upon approval of a street name, West Lindsey District Council will provide details of the design specification and positioning for the street name plate in conjunction with the Highway Authority's requirements. This information is also on the website. See Appendix.
- 7.2 The District Council is responsible for the repair and maintenance of existing street name plates within the district when this becomes necessary either due to accidental damage, vandalism or normal wear and tear.
- 7.3 Individual names for cul-de-sacs accessed via no-through roads could give rise to excessive use of "*leading to*" name plates at the entrance to estates and should be avoided by treating the estate as a single entity.
- 7.4 Applicants are required to erect nameplates prior to occupation. Once roads are adopted the maintenance and replacement of nameplates becomes the duty of the District Council.

8. STREET NUMBERING

- 8.1 Roads, streets, drives or similar shall be numbered as follows:-
- Odd numbers on left hand side and
 - Even numbers on right hand side
 - Number 13 and all other such like numbers to be included unless requested otherwise by the applicant
 - Cul-de-sacs may be numbered consecutively in a clockwise direction up to and including a maximum of 12 properties
 - Building names or numbers shall be allocated to the road serving

the principal entrance.

- 8.2 Addresses can be issued to the majority of buildings. However, for properties to be deliverable and held on Royal Mail's database they do need to have a secure delivery point with a residential or commercial requirement.
- 8.3 If a property is numbered in a numbered street then that number must be displayed and used.
- 8.4 When infilling takes place within a street, if any unused numbers are available they should be used.
- 8.5 Should the infilling create a large number of flats or similar units, the development may be named, (as described elsewhere), and clearly identified by private signage attached to the building erected and thereafter maintained by the applicant, owner or occupier.
- 8.6 When unused numbers are not available, then the identification by suffix (a, b, c, etc.), would be acceptable.
- 8.7 The District Council is responsible for numbering the properties and will confirm the numbering when requested by the applicant. However, we would advise that numbers are allocated as and when properties are at foundation level or above to avoid the issue surrounding point 8.8 below.
- 8.8 If an applicant returns to the council to re-number a newly numbered housing development, there will be a charge for this based upon the fee set for renaming and renumbering properties.

9. STREET RENAMING & RENUMBERING

- 9.1 Renaming/renumbering existing streets and buildings is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the occupiers who are experiencing problems with their location from Royal Mail, the emergency services, utility companies and deliveries.
- 9.2 Under the legislation the District Council must consult with all those affected by the potential change. Only if a majority of two thirds of occupiers (Council Tax payers) are in favour of the proposed change is the next phase undertaken. This involves a legal notice displayed at the street giving aggrieved persons 21 days to make representation to the Magistrates Court.
- 9.3 Once this stage is completed the District Council make a new order officially changing the name of the road.

10. NEW AND EXISTING BUILDING NUMBERS

- 10.1 The legislation requires properties allocated with official street numbers are to always use the number. However, a house name may also be added, but the number must not be dropped in favour of the name.
- 10.2 In no circumstance will a property with an existing number be removed at the request of the owner. This remains to be the case if historical records show that originally the property only had a house name and that the house number has been added in addition to or in replacement of the house name.
- 10.3 If new development takes place within a street, prior to the start of the numbering then the new properties/development should be named.
- 10.4 Premises that are holiday properties as a rule will not be registered as delivery addresses if they are only for short-term occupation, unless there is some form of Site Management to deal with incoming mail etc. Individual premises will be considered on their merit, but if considered suitable as a delivery address, will be required to meet the criteria of having a secure delivery point and a properly displayed name and/or number.
- 10.5 New Dwellings in existing unnumbered roads will need to have their property names officially registered.

11. APPLICATION PROCESS FOR NAMING BUILDINGS AND SITES

Naming a New Building

- 11.1 Although the District Council has no jurisdiction over the building names, in the case of new build, all new building names require to end with an appropriate suffix, for example:
 - Lodge
 - Apartments
 - Mansions
 - House
 - Court
- 11.2 For private houses it is sufficient that the name should not repeat or be similar to the name of the road or that of any other house or building in the locality.
- 11.3 As with new developments, the District Council will supply the new name to Royal Mail and the statutory bodies.

12. NAMING AND RENAMING OF EXISTING BUILDINGS & SITES

- 12.1 To make an application to add a house name to an existing property or to rename a property the applicant must be the owner of the property.
- 12.2 Renaming of an existing building or site can be applied for through the submission of a Street Naming and Numbering application. When making

a request to change the name of a building or site, the proposed name must follow the building naming requirements detailed in the 'Application Process for Naming Buildings and Sites' section of the procedure on page 8.

- 12.3 If an owner wishes to change the name of a registered building or site, the request must be made to WLDC using the online form [Street naming and numbering application form](#).
- 12.4 Should an owner wish to use a name it must be used in conjunction with the existing number. It is important to realise that house names do not replace numbers in any circumstances. WLDC can register this name with Royal Mail as an alias (this can take up to one month for their records to be updated). This means that Royal Mail will hold the address details for the property in two formats. Firstly, just making reference to the postal number and secondly with the house name and the postal number (alias address). Please note postal address data is purchasable and so not all companies will purchase the alias information for their records.
- 12.5 The Local Land and Property Gazetteer will be used to check for address duplications and to ensure that your preferred name is acceptable.
- 12.6 A public interest test will be applied to all naming and renaming of buildings and sites. Where no public interest is found in the renaming of a building or site, these will be considered and determined by the Director – Change management, ICT and Regulatory Services in line with the Council's scheme of delegation within the constitution.

13. PUBLIC INTEREST TEST

- 13.1 In cases of applications for the renaming of a building or site which is considered of public interest due for example, it has historical/social importance or is considered a prominent or significant landmark in the area, the Council will reserve the right to follow the process detailed below.
- 13.2 Once a renaming application is submitted that the Council considers to be in public interest in line with paragraph 13.1 above, the Council will:
 - a. Display a notice of the proposal in a prominent and publicly accessible position at the building/site or part to which the change application relates; and
 - b. Consult relevant and appropriate stakeholders pertinent to the building/site in question.
- 13.3 The notice under paragraph 13.2(a) above shall state the new name proposed and that representations may be made in writing to the Council by the deadline specified in the notice, not earlier than 28 days after the posting of the notice.

- 13.4 The Council shall consider all representations made as provided in paragraph 13.2(b). A report will be created which will detail the number of representations submitted to the Council, provide a summary of the representations, including those raised by key stakeholders and detail the key issues to be considered.
- 13.5 This report will be presented to Planning Committee where members will consider the key issues raised. The Committee will give weight to the views of those considered key stakeholders relative to the reason the application was considered to be in the public interest initially. The Committee will make decision on the application, whether to support or refuse the name change. The Committee's decision will be final.
- 13.6 Where an application to rename a building or site is approved WLDC will notify any necessary statutory consultees of the update to the address details and place the information on the website.

14. LISTED BUILDINGS

- 14.1 If the building to be renamed is a listed building it may be necessary for consultation with relevant parties to be completed before a decision can be made. These will typically include West Lindsey District Council's conservation officer, Historic England and other heritage groups known to the Council at the time of the application, as well as the Ward Member for the area.
- 14.2 The Council shall consider the representations made by key stakeholders as provided in paragraph 14.1. A report will be created which will, provide a summary of the representations made, including the detail of the key issues to be considered.
- 14.3 In cases where there are objections to the proposed name change this report will be presented to Planning Committee where members will consider the key issues raised. The Committee will give weight to the views of key stakeholders and particularly the buildings prominence and linkages to the area's broader history and distinction. Not all applications to rename Listed Buildings will go to Committee, however where they do The Committee will make decision on the application, whether to support or refuse the name change. The Committee's decision will be final.
- 14.4 There is no right of appeal against the renaming of a property for third parties. Therefore, a neighbour cannot object to the naming of a neighbouring property.

15. IMPLEMENTING AND MONITORING OF THE PROCEDURE

- 15.1 The procedure will be continuously monitored and regularly reviewed to ensure that it is effective in the management addresses within the District.

Appendix A - Street Name Plate Specification

Specification For Street Nameplates

NON-REFLECTIVE STREET NAMEPLATE, DIE PRESSED ALUMINIUM

11 GAUGE, 3½" KINDERSLEY ON 7" PLATE,

½" BORDER, BLACK ON WHITE, RADIUSSED CORNERS, GREY BACK,
DRILLED FOR POST MOUNTING

MOUNTED ON 2 NO 80MM X 80MM UPRIGHTS, BEVELLED TOPS, 30MM
BACKING BOARD

ALL IN RECYCLED PLASTIC BOLTED THROUGH, NAMEPLATE FIXED WITH
SECURITY SCREWS FRAME TO INCLUDE BASE RODS

Street name plates – guidelines for positioning

Where possible, name plates should be positioned at 45 degrees to the "main" road, so that it can be read by approaching traffic.

If the road has equal amounts of traffic from both directions, two signs are to be used. If traffic only comes from one direction, only one sign need be used.

If there is a wall immediately to the rear of the path, mount the name plate on a suitable backing board, and fix to the wall.

If the name plate is to be post mounted, position the posts in the back of the footpath, *not* behind it. The reason for this is that the footpath is "public", but the verge will probably be private and a new owner could ask us to move it in order to either plant a hedge or build a wall.

These are merely guidelines and not definitive. If your circumstances are different please contact Anna Grieve on 01427 676620 to discuss the matter.