

## New Inserts

Paragraph	Wording
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.
2.1	An application to name a street after a deceased individual who have prominent associations with the district or part of the district an be applied for after a period of <b>20</b> years following the individuals death and with the agreement of the immediate family.
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.
11.3	As with new developments, the District Council will supply the new name to Royal Mail and the statutory bodies.
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.
12.5	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 Director – Change management, ICT and Regulatory Services. in line with the Council’s scheme of delegation within the constitution.

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**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 9.2 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	<p><b>14. LISTED BUILDINGS</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

Appendix 3 – Summary of Main changes

Para (New Procedure)	Current	Proposed
1.2	<p>The District Council holds property related information for the purpose of:</p> <ul style="list-style-type: none"> <li>• Delivery of post by Royal Mail</li> <li>• Responses to emergencies by ambulance, police and fire services</li> <li>• Timely provision of authority services</li> <li>• Record keeping e.g. legal transactions, taxation</li> </ul>	<p>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:</p> <ul style="list-style-type: none"> <li>• Emergency and health care services to find a property quickly</li> <li>• Mail and goods to be delivered efficiently</li> <li>• Service connections by utilities companies</li> <li>• Occupiers to apply for a credit card, benefits, pensions or obtaining goods by mail order</li> <li>• Financial verification of addresses and fraud detection</li> <li>• Visitors to find where they want to go</li> <li>• Reliable delivery of services and products</li> <li>• Service provider records to be maintained and kept in an efficient manner</li> <li>• Digital processing of addresses without corrupting the data</li> </ul>
2.1	<p>any applications for names should be easy to say and spell, so as not to cause confusion, particularly in an emergency situation.</p>	<p>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 any other</p>

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		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.
2.1	Any street name that has a royal family name or the word Royal can be applied for, but permission must be obtained from the <b>Queen</b> or the relevant royal family member via the Lord Chamberlain's Office	Any street name that has a royal family name or the word Royal can be applied for, but permission must be obtained from the <b>HM King Charles III</b> or the relevant royal family member via the Lord Chamberlain's Office
4.5	When developments are nearing completion and ready for occupation the developer should contact WLDC who will in turn contact the Post Office to have the addresses "made live". Addresses are not "made live" at the initial stage to avoid unnecessary deliveries during the construction stage.	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 developer should contact WLDC who will then contact Royal Mail to make the addresses "live". Alternatively the developer is able to activate newly built properties themselves by using this form - <a href="#">online contact form</a>
8.1	Roads, streets, drives or similar shall be numbered as follows:- <ul style="list-style-type: none"> <li>• Odd numbers on left hand side and</li> <li>• Even numbers on right hand side</li> <li>• Number 13 to be omitted</li> <li>• Cul-de-sacs may be numbered consecutively in a clockwise direction.</li> <li>• Building names or numbers shall be</li> </ul>	Roads, streets, drives or similar shall be numbered as follows:- <ul style="list-style-type: none"> <li>• Odd numbers on left hand side and</li> <li>• Even numbers on right hand side</li> <li>• Number 13 and all other such like numbers to be included unless requested otherwise by the developer</li> <li>• Cul-de-sacs may be numbered consecutively in a</li> </ul>

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	<p>allocated to the road serving the principal entrance.</p> <ul style="list-style-type: none"> <li>• Only dwellings or business premises with a proper, secure delivery point should be numbered/named, ie-private garages, etc shall be ignored.</li> </ul>	<p>clockwise direction up to and including a maximum of 12 properties.</p> <ul style="list-style-type: none"> <li>• Building names or numbers shall be allocated to the road serving the principal entrance.</li> <li>• 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.</li> </ul>
<p>8.7</p>	<p>The District Council is responsible for numbering the properties and will confirm the numbering at suitable stages during development.</p>	<p>The District Council is responsible for numbering the properties and will confirm the numbering when requested by the developer. 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.</p>
<p>12.4</p>	<p>Should an occupier wish to use a name it must be used in conjunction with the number. WLDC can register this name with the Post Office as an alias.</p>	<p>Should an occupier 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.</p>

