

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 2021/2022, 2022/2023, 2023/2024 and the forecast for 2024/2025.

Income achieved	2021/22 Actual (£)	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Forecast (£)
Street Naming & Numbering	(28,761)	(31,700)	(15,400)	(26,100)
Total Income	(28,761)	(31,700)	(15,400)	(26,100)
Budget	(10,000)	(29,900)	(31,500)	(33,400)
Income Achieved Above Budget	(18,761)	(1,800)	16,100	7,300

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. Pricing

The Street Name and Numbering fees are reviewed each year and benchmarked against other local authorities.

This year we are proposing an increase by inflation at 3.5%, rounded to nearest pound (an average increase of 3.6%).

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 at 3.5% rounded to the nearest whole pound (an average increase of 3.6%).

6. Impact on Medium Term Financial Plan (MTFP)

In the last 18 months there has been a downturn in applications. This is demonstrated in the table above (section 2). As a result, we have not increased the income targets below. Demand will continue to be monitored and the income target reviewed next year.

Each year includes a forecast inflationary increase of 2.5%.

	2025/26 (£)	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)
Current Budget in MTFP	(34,400)	(35,400)	(36,300)	(37,200)	(37,200)
Proposed Budget - Street Naming and Numbering	(34,400)	(35,400)	(36,300)	(37,200)	(38,100)
Impact on MTFP 2025/26 Pressure/ (Saving)	-	-	-	-	(900)

7. Recommendation

Members are asked to approve charges for 2025/2026 as detailed below:

Policy and Resources Committee		Street Naming and Numbering					
	2024/25	Proposed Increase / (Decrease)		2025/26	VAT Amount	2025/26 Charge Inc. VAT	VAT Rate
	£	% Type	or £	£	£	£	
Street Naming and Numbering:							
Naming or renaming of a registered property	£86.00	3.5%	£3.00	£89.00	£0.00	£89.00	OS
Renaming an existing street at resident request, per street	£301.00	3.7%	£11.00	£312.00	£0.00	£312.00	OS
Renumbering an existing street at resident request, per property	£60.00	3.3%	£2.00	£62.00	£0.00	£62.00	OS
Naming a new street	£120.00	3.3%	£4.00	£124.00	£0.00	£124.00	OS
Naming of additional streets on the same application	£36.00	2.8%	£1.00	£37.00	£0.00	£37.00	OS
Numbering new development (plots 1-10), per plot	£36.00	2.8%	£1.00	£37.00	£0.00	£37.00	OS
Numbering new development (plots 11+), per plot	£24.00	4.2%	£1.00	£25.00	£0.00	£25.00	OS
Numbering a block of flats, per block	£120.00	3.3%	£4.00	£124.00	£0.00	£124.00	OS
Renumbering due to change in layout plan by developer (plots 1-10), per plot	£24.00	4.2%	£1.00	£25.00	£0.00	£25.00	OS
Renumbering due to change in layout plan by developer (plots 11+), per plot	£19.00	5.3%	£1.00	£20.00	£0.00	£20.00	OS
Confirmation of address details	£60.00	3.3%	£2.00	£62.00	£0.00	£62.00	OS