



STREET NAMING AND NUMBERING STATEMENT

May 2012

Table of contents	Section	Page
Policy statement	1	3
Statutory content	2	4
Naming and numbering properties	3	4
Criteria for naming streets	4	5
Responsibility for property addressing	5	6
Address locality	6	7
Guidelines for numbering buildings and commercial units	7	7
Procedure for new developments and commercial units	8	9
Procedure for address change	9	10
Renaming a street/renumbering properties	10	11

1.0 POLICY STATEMENT

1.1 The Council controls the naming and numbering of streets and buildings within the District of North Hertfordshire under the Town Improvements Clauses Act 1847 sections 64 and 65. The purpose of this control is to make sure that any new street or building names and numbers are allocated logically with a view to ensuring they conform to BS 7666:2006. This is important as it allows:

- 1 Emergency services to find a property quickly (delays can cost lives and money)
- 2 Mail to be delivered efficiently
- 3 Visitors to find where they want to go
- 4 Reliable delivery of services and products
- 5 Records of service providers to be kept in an effective manner

All types of developments should be subject to the formal Street Naming and Numbering(SNN) process even if the statute which the SNN authority adopts does not mention a particular type of property, for example, internal numbering of a sub-divided building. This helps achieve consistent street and LPI records in the NLPG. This applies to all residential, commercial and industrial properties.

1.2 Anyone wishing to change the name or number of their property or seeking an address for a new property, should apply in writing to the Council. This also applies to property owners who require street naming and numbering changes for splits/mergers or other reasons. The numbering of properties where no new street is involved ('infill' properties on existing streets) are not subject to the consultation procedures outlined in Section 3.

1.3 As far as street naming proposals are concerned, the Council is happy for developers or owners to propose their own preferred names for consideration. However it is a requirement that three suggestions for a new name should be put forward in case one or more fails to meet the criteria outlined in this guidance. The Council will give preference to names which reflect the historical significance to the site. Existing themes should be respected and continued wherever possible. Streets may be named after people related to a particular area or site, however, such names will only be considered if the person in question is deceased and the surviving family has consented.

1.4 If proposals comply with this statement on Street Naming and Numbering and do not meet with an objection following consultation with parish councils and/or local ward members, the new address will be formally allocated and all relevant bodies will be notified.

1.5 Where street names or previous numbers have been established without reference to the Council, the Council have the authority to issue Renaming or Renumbering Orders.

1.6 The SNN Authority has the responsibility for the final approval of a street name.

- 1.7 In addition to complying with appropriate legislation, this policy is compliant at the time of implementation with the document “Data entry conventions and best practice for the NLPG (version 3.1 November 2010) available from the NLPG custodian at www.nlpg.org.gov

2.0 STATUTORY CONTEXT

- 2.1 Local authority powers relating to street naming and numbering are set out in the Town Improvements Clauses Act 1847.
- 2.2 North Hertfordshire District Council carries out street naming under the same Act.

3.0 NAMING STREETS AND NUMBERING PROPERTIES

- 3.1 While the Council is the authority for naming streets the applicant or developer will be asked to suggest names for any new street(s).
- 3.2 Following commencement of works on site, the developer will be requested to complete an application form and submit the relevant fee, supplying a minimum of one preferred name for consideration for each of the new streets being constructed or to indicate that they do not wish to put forward any names (in which case the Council will decide the names in consultation with the Parish and or Ward Councillors). Please note that where possible any suggested street name should have some connection with the area and must conform to the guidelines set out below (see section 4). The developer is requested to supply a layout plan with plot numbers of the site with the street name application.
- 3.3 Within 5 working days following receipt of the developer’s preferred names which conform with the Council’s policy guidelines, the appropriate ward member(s) and/or parish/town council will be consulted. The period allowed for consultation shall be 21 days from the date of the letter to the ward member(s) and /or parish/town council. The stipulated ‘deadline’ date will be strictly adhered to.
- 3.4 If as a result of the consultation there is agreement on one or more of the preferred names the Council will select one of those preferred names, the properties within the new street will be numbered, an official plan produced and distributed to the developer, Royal Mail and other relevant bodies.
- 3.5 If no response is received from consultees by the specified ‘deadline’ date, then the Council will select one of the preferred names, the properties within the new street will be numbered, an official plan produced and distributed to the developer, Royal Mail and other relevant bodies.

- 3.6 If, within the stipulated 'deadline' date, none of the offered names are considered acceptable by the ward members and/or parish/town council, or they have put forward their own preferred name, the developer will be informed.
- 3.7 The developer will be responsible for the cost and installation of street nameplates. Maintenance of street nameplates becomes the Council's responsibility once a street has been adopted. It is not lawful to erect a street nameplate until the Council has confirmed the street name in writing.

4.0 CRITERIA FOR NAMING STREETS

- 4.1 The Council will use these guidelines when agreeing a new street name. Developers and parish/town councils should follow these guidelines when considering street names.
- 4.2 New street names should not duplicate any similar name already in use in the same locality, the same town, post town or within a 10k radius of a neighbouring SNN authority's administrative area. A variation in the terminal word, for example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name.
- 4.3 A common request is to repeat existing names in a new road or building title (for example a request for "St Mary's Close" off an existing St Mary's Way, near St Mary's Church). This is not allowed as it can have a detrimental effect in an emergency situation. This is in line with Government guidance found in Department of Transport Circular 3/93.
- 4.4 Street names should not be difficult to pronounce, awkward to spell or where punctuation may give rise to variations.
- 4.5 The Council will not adopt any unofficial 'marketing' titles used by developers in the sale of new properties.
- 4.6 Names will not be considered that may be construed as contravening any aspect of the Council's Equality and Diversity Policy or would undermine the cohesiveness of local communities.
- 4.7 In order to avoid potential confusion with building names, street names ought not include the word "the" or end with a possessive (i.e. apostrophes) or plural words (e.g. "The Saltings").
- 4.8 Names that may be taken as advertising (i.e. company name) will not be accepted.

4.9 All new street names should ideally end with one of the following suffixes:

- 1 Street (for any thoroughfare)
- 2 Road (for any thoroughfare)
- 3 Way (for major roads)
- 4 Avenue (for residential roads)
- 5 Drive (for residential roads)
- 6 Grove (for residential roads)
- 7 Lane (for residential roads)
- 8 Gardens (for residential roads) subject to there being no confusion with any local open space
- 9 Place (for residential roads)
- 10 Crescent (for a crescent shaped road)
- 11 Close (for a cul-de-sac only)
- 12 Square (for a square only)
- 13 Hill (for a hillside road only)
- 14 Circus (for large roundabouts with residential properties)
- 15 Vale (for residential roads, in appropriate circumstances)
- 16 Rise (for residential roads, in appropriate circumstances)
- 17 Row (for residential roads, in appropriate circumstances)

4.10 All new pedestrian ways should end with one of the following suffixes:

- 1 Walk
- 2 Path
- 3 Way

4.11 For private houses with postal numbering it is sufficient that the name should not repeat the name of the road or that of any other house or building in the same postcode area, see procedure for address changes below.

4.11.1 For private houses which are named only, the process is at 4.2.

4.12 The use of North, East, South or West (as in North Road and South Street) is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicular access between the two.

4.13 The Council will avoid having two phonetically similar names within a postal area and, if possible within the District, for example Churchill Road and Birch Hill Road.

4.14 The use of a name which relates to people living will not be considered.

5.0 RESPONSIBILITY FOR PROPERTY ADDRESSING

5.1 All elements of an address with the exception of postcode and post town are defined by North Herts District Council. The numbers and names assigned to properties and the official names assigned to streets are the Intellectual Property

of the authority.

- 5.2 The allocation of postcodes is managed by Royal Mail and must be confirmed by them. North Herts District Council may undertake this process on the applicant's behalf and inform the applicant and other interested parties. The authority reserves the right to complete a Street Naming and Numbering application without the provision of postcode and post town information. The maintenance of postcode information, and any future change to individual postcodes or postcode sectors is the responsibility of Royal Mail. North Herts District Council accepts no responsibility or liability for omission of postcode or post town information, nor any failure of services arising from this omission.

6.0 ADDRESS LOCALITY

- 6.1 Localities within the official postcode and post town address are the responsibility of Royal Mail. Where applicants object to a post town in their postal address, the Street Naming and Numbering section will advise them to consult Royal Mail, who has a procedure laid down in their code of practice by the Postal Services Commission for adding or amending the details.

7.0 GUIDELINES FOR NUMBERING PROPERTIES AND COMMERCIAL UNITS

7.1 General

- 7.1.1 A new street should be numbered with even numbers on the right side and odd numbers on the left, except, for a cul-de-sac, where they may be numbered sequentially.
- 7.1.2 Additional properties in streets that are currently numbered will be allocated a property number. Legislation permits the use of numbers followed by letters.
- 7.1.3 Private garages, annexes and buildings used for housing cars or livestock will not be numbered separately from a main dwelling.
- 7.1.4 A proper sequence shall be maintained, sanction will be given to the avoidance of number 13. Once numbered, the Council will not normally re-number properties. The Council will only re-number a property where it can be shown that there are consistent delivery problems or during the course of a development. The Council's numbering sequence is final. In the event of a disagreement the matter will be determined by the Head of Development and Building Control.
- 7.1.5 Properties (including those on corner sites) are numbered according to the street in which the main entrance is to be found and the manipulation of numbering in order to secure a "prestige" address or to avoid an address, which is thought to have undesired associations will not be sanctioned.

7.2 Multiple Occupancy Buildings

- 7.2.1 In multiple occupancy buildings (blocks of flats) it is preferable to give a street number to each dwelling with individual access to the street. When the flats share a common entrance or there are not sufficient numbers available because of existing development, the building should be given a number where possible or a name, and the flats numbered separately internally.
- 7.2.2 Flats will be numbered in the form of “Flat 1”, “Flat 2”, etc. Any other form of naming or numbering is discouraged (for example “First Floor Flat” or “Flat A” is unacceptable and will be known as “Flat 1”).
- 7.2.3 If a multiple occupancy building has entrances in more than one street, then each entrance can be numbered in the appropriate road if required. In this case, advice from the local delivery office will be sought.

7.3 Small Developments

- 7.3.1 The Council will endeavour to follow the existing numbering sequence for a street, or to use numbers followed by letters where there is no alternative. For example these are included when one large house in a road is demolished and replaced by a number of smaller houses. To include the new houses in the numbered road sequence would involve renumbering all the higher numbered houses on that side of the road. To avoid this each new house should be given the number of the old house with either A, B, C etc added. Infill developments will be given suffixes relating to the lower numbered property (two properties between no's 21 and 23 would be 21A and 21B). Suffixes will not be used for a development situated prior to a numbering sequence. In this case individual property names would be requested.
- 7.3.2 In the case of an infill development of more than 5 units in one structure – terrace properties or flats, a building name can be agreed.
- 7.3.3 Any such building names should end with one of the following suffixes:
- 1 House
 - 2 Mews
 - 3 View
 - 4 Court
 - 5 Terrace
- 7.3.4 The developer will be responsible for the cost and installation of signage indicating the name of the block, or individual numbering including such name. The size, type and positioning to be to the Council's specification.
- 7.3.5 For new developments under construction, where additional properties or plots have been added or removed after initial numbering the Council will re-number the entire street. This will incur the appropriate charge.

7.4 Development greater than 5 properties

- 7.4.1 A development of greater than 5 properties off a new access road will be allocated a new street name and numbered accordingly.

7.5 Property names

- 7.5.1 Historically, some rural areas do not have a numbering sequence. Individual houses and small developments in these areas, on existing unnumbered roads, will normally require property names. Proposals for naming unnumbered properties should meet the general criteria set for Street Naming and should not repeat the road name, or that of any house or building in the area (section 4.2 and 4.11.1).
- 7.5.2 Where a property has a number, it must be used and displayed. Where a name has been given to a property together with its official number, the number must always be included and displayed as well as the name. The name alone cannot be regarded as an alternative.
- 7.5.3 The official address will be the property number and any name will be held on the database as an alternative (alias) for completeness of identification only. This applies both to domestic and commercial property. This is to ensure consistency of records over time, reduce costs and aid delivery of mail and emergency service response.

8.0 PROCEDURE FOR NEW DEVELOPMENTS AND COMMERCIAL UNITS

- 8.1 The property developer should not give any addresses, including postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before the Council has issued formal approval. The Council will not be liable for any costs or damages caused by failure to comply with this.
- 8.2 Applicants are encouraged to contact the Council prior to a formal application in order to get advice on our naming policy and the positioning of nameplates.
- 8.3 The applicant or developer will be asked to suggest names for any new street(s). See Section 3.2 Naming Streets and Numbering Properties.
- 8.4 The developer will be responsible for the cost and installation of street nameplates. The Council will cover maintenance costs once the street has been officially adopted.

- 8.5 Numbering of the new street(s) will be carried out following the guidelines within this statement. All properties on newly named streets will be allocated numbers. All new properties on existing streets will be numbered unless the existing properties on that street all have official building names and no numbers, or in the exceptional circumstances outlined under section 7 “Guidelines for numbering properties”. When numbering is complete the Council will contact all the bodies listed in Appendix D.

9.0 PROCEDURE FOR ADDRESS CHANGES

- 9.1 If a property has an officially allocated number, it will not be possible to replace the number with a name. If the occupier chooses to use a house name in these circumstances the address must still include the allocated property number.

9.2 Named Properties

- 9.2.1 To request a change to an address, the owner must apply to the Council on the relevant application form and include the relevant fee, the application should include the following details:
- 1 The existing house name, address and postcode
 - 2 The proposed new name
 - 3 A plan showing the exact location of the property if the property is not easily identifiable from the existing address
 - 4 A date from which the house name should be changed (if not immediate)
- 9.2.2 Requests can only be accepted from the owners of properties and not tenants; if the Council is in any doubt that the applicant is not the owner, proof of ownership may be requested.
- 9.2.3 The Council cannot formally change a property name where the property is in the process of being purchased, that is, until exchange of contracts, although the Council can give guidance on the acceptability of a chosen name before this.
- 9.2.4 A check is made by the Council to ensure there is no other property in the location with the same or similar name. (section 4.11 and 4.11.1)
- 9.2.5 Once all checks are satisfactorily complete, the Council will change the name of the property and advise the relevant parties.
- 9.2.6 The Council will then confirm in writing the new official address to the owner of the property.

10.0 RENAMING A STREET/RENUMBERING PROPERTIES

10.1 Renaming an existing street or re-numbering properties within an existing street is avoided unless the benefits clearly outweigh the obvious disadvantages.

10.2 On rare occasions this may become necessary but it is usually only carried out as a last resort when:

- 1 there is confusion over a street's name and/or property numbering;
- 2 the residents are unhappy with their street name;
- 3 the number of named-only properties in a street is deemed to be causing;
and
- 4 confusion for emergency services, visitors or deliveries.

10.3 In such instances it is the responsibility of those requesting a change to canvass existing residents and conduct a ballot of the local residents on the issue. This will ensure that residents' views are taken into account and the results must be submitted to the Council. In addition they must consult Royal Mail for their position on the issue. To change a street name will require 70% support from the local residents on the issue as any subsequent change can be very disruptive and cause individuals to have to change all their personal address details. The consultation process referred to in this document will be implemented before any agreement is given. This is a very time consuming process and can be very emotive for those involved and should therefore only be contemplated as a last resort.