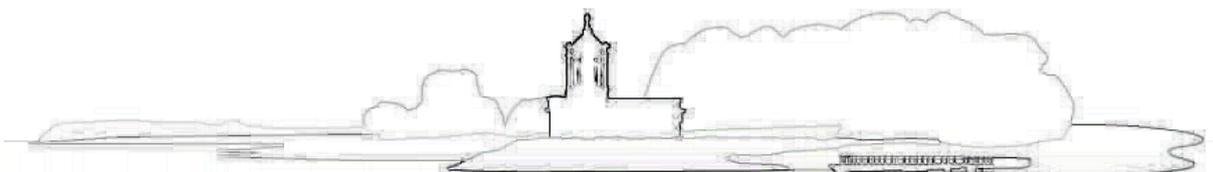


Rutland County Council

Street Naming and Numbering Policy

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Summary of document

This document sets out the legislation that grants us the authority to street name and number, while also setting out the process for an application and the guidelines all applications should follow to be successful.

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1.0 Introduction

- 1.1 Rutland County Council is the Local Authority responsible for the administration of the Street Naming and Numbering process (SNN), and has the legal responsibility to ensure that streets are named and properties are numbered. Property addressing is an important function as organisations such as the Royal Mail and Emergency Services, as well as the general public need an efficient and accurate means of locating and referencing properties.
- 1.2 New street names need to be accepted by the Local Authority and will be subject to a consultation process before approval to avoid duplication or confusing arising from use of similar names in close proximity but also fitting with the Naming Conventions.
- 1.3 New addresses and amendments to existing addresses are registered by Royal Mail when notified by the Local Authority as the responsible body. Postcodes are allocated by Royal Mail and allocation is made in conjunction with the official addresses approved by the Local Authority.
- 1.4 This policy will be reviewed every three years or sooner if a major change in the process is required through the introduction of new legislation for example.

2.0 Purpose of Policy

- 2.1 This policy provides a framework for Rutland County Council to operate its street naming and numbering function effectively and efficiently for the benefit of Rutland's residents, businesses and visitors. It will also act as a guide for developers when considering new names for streets.
- 2.2 The policy defines:-
 - 2.2.1 The legal framework for operation of the street naming and numbering service.
 - 2.2.2 Protocols for determining official street names and numbers.
 - 2.2.3 Recommendations to prevent confusion by duplicating or using similar names to any already in use.

3.0 Legal Framework

- 3.1 Rutland County Council District Council has the legal responsibility to ensure that streets are named and properties are numbered.

- 3.2 The authority has the power to approve or reject property addresses submitted by developers or the general public, or prescribe its own addressing scheme.
- 3.3 The legislation under which naming and numbering can be carried out is:
- Sections 64 and 65 of the Town Improvement Clauses Act 1847
 - Section 21 of the Public Health Amendment Act 1907.
 - Section 93 of the Local Government Act 2003.
- 3.4 Section 64 and 65 of the Town Improvement Clauses Act 1847 gives the Local Authority the ability to number the properties and ensures those occupiers of dwellings and other buildings in the street mark the buildings with such numbers as approved.
- 3.5 Relevant extracts of the above legislation are shown in Appendix A.

4.0 The National Land and Property Gazetteer (NLPG)

- 4.1 The National Land and Property Gazetteer (NLPG) is the de facto addressing solution for local authorities and increasingly so for its partners. Local Government has invested heavily in creating the NLPG and is committed to using the NLPG for all its addressing requirements and services.
- 4.2 The NLPG is the definitive address list that provides unique identification of properties and conforms to the British Standard, BS7666:2006. The NLPG covers the whole of England and Wales and contains more than 30 million residential, business and non-mailing addresses.
- 4.3 The NLPG is a comprehensive and continually updated database, created by those with local knowledge in each local authority, the body with legal responsibility for street naming and numbering of property. As local authorities are the originators of addressing information an address dataset, developed and maintained at source by users of the data, will inevitably have the highest level of currency and completeness.
- 4.4 The Council is committed to this initiative through its own Local Land and Property Gazetteer (LLPG) which, together with the other local authorities in England and Wales, makes up the NLPG. Street naming and numbering is the single most important source of address change intelligence for the Council's LLPG and therefore the NLPG.

5.0 Operational Guidance

5.1 Street Naming

- 5.1.1 A person who creates a new street has the right to propose a name for that street. Proposals should be submitted to the Street Naming and Number Officer at Rutland County Council District Council.
- 5.1.2 Any suggested street names will be checked to ensure that they meet the naming criteria. If a suggestion does not meet the naming criteria it will be rejected.
- 5.1.3 Discussion takes place with relevant Councillors and Parish Council(s). They may either accept the suggestion or object to it and offer their own alternatives.
- 5.1.4 In the event of an unresolved disagreement, where a suitable name cannot be agreed upon, then the Local Authority will allocate a name for the street(s).
- 5.1.5 Where a street is created as all or part of a new development, all costs for the erection of new street name plates will be paid for by the developer.
- 5.1.6 There is a specification for the plates and their locations and the Authority should be contacted for advice. Maintenance of street name plates becomes the responsibility of Rutland County Council District Council only once the developer has left the site and the street has been adopted.
- 5.1.7 No street name plate is allowed to be erected until the street name has been confirmed in writing by Rutland County Council District Council.
- 5.1.8 The proposed street name(s) will be sought from the developer, but should the developer not put forward any suggestions, the Local Authority in conjunction with relevant Councillors and Parish Council(s) and will seek suitable name(s). Any such name(s) will be forwarded to the developer for their comments.

5.2 Naming Conventions

- 5.2.1 Wherever practicable a new street(s) with 5 or less properties and where the new street cannot be further extended, will be numbered into the primary road in which they are accessed.

- 5.2.2 Where a new road is an extension of an existing road, it will not be allocated a new street name, and the properties will be numbered into the existing road
- 5.2.3 New street names shall not duplicate any name already in use in the County.
- 5.2.4 Distinctions by suffix within the same or adjoining area will not be permitted, e.g. Butterworth Drive and Butterworth Road.
- 5.2.5 Street names with phonetically similar names will not be permitted, e.g. Willows Avenue and Winnows Avenue.
- 5.2.6 Street names that may be considered or construed as obscene, racist or which would contravene any aspect of the Councils equal opportunity policies will not be acceptable.
- 5.2.7 Street names that may be open to re-interpretation by graffiti or shortening of the name should be avoided.
- 5.2.8 New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.
- 5.2.9 In order to avoid causing offence either by inclusion or exclusion, no street shall be named after any living persons. Similarly the names of deceased persons will not be accepted unless they meet the criteria below:
- 5.2.9.1 Only names of local historical figures or events where their role has benefitted society will be considered providing the proposal is supported by documentation to show the person to have been one of the highest standing and such a view is likely to be shared by the public at large.
- 5.2.9.2 To ensure that this decision is made with sufficient hindsight, the proposed person has to have been dead for at least 5 years before the name can be used. Consent from the family is required along with evidence.
- 5.2.10 New street names shall not end in 's' where it can be construed as either a possessive or plural, neither shall they commence with the word 'The'.
- 5.2.11 Where possible, words of more than three syllables and the use of more than two words (excluding the thoroughfare type) should be avoided.

5.2.12 Street names are unacceptable if they are likely to cause spelling difficulties, as they may lead to confusion in an emergency situation or result in demands for a change of address from occupiers.

5.2.13 Where possible names should reflect the history of the site and acknowledge the geography of the area.

5.2.14 Names with a common theme are encouraged on large developments, preferably with a local or historic connection. Two developments with the same theme within the County should be avoided.

5.2.15 Any street name that promotes a company, service or product will not be allowed. Names based on a developers trading name are seen as advertising and are not acceptable.

5.3 Property Numbering

5.3.1 Section 64 and 65 of the Town Improvement Clauses Act 1847 gives the Local Authority the ability to number the properties and ensure that occupiers of dwellings and other buildings in the street mark the buildings with such numbers as approved.

5.3.2 When making an application for a plot or development to be numbered, the developer must provide either in hard copy or electronically, the following information:-

5.3.2.1 Planning Application Number – Street Naming and Numbering can only be administered subject to approved planning, without this no address will be allocated.

5.3.2.2 Plans clearly showing plot numbers, location in relation to existing land and property, and the placement of front doors and primary access for each plot.

5.3.2.3 Internal floor plans, if appropriate, for development that is subdivided at unit or floor level.

5.3.2.4 Building Regulation Number, once available, to indicate that work has commenced.

5.3.2.5 New properties in an existing unnumbered street will require a property name. For an infill development of two or more properties accessed by a private drive, and if deemed appropriate by the Street Naming and Numbering Officer, we will agree with the developer the name of a property group.

5.3.2.6 Property with a premise number must always use and display that number. Where a property has a name and an official number the number must always be included in the address and displayed on the property.

5.3.2.7 The property name cannot be regarded as an alternative. This is enforceable under section 65 of the Towns Improvement Act 1847.

5.4 Numbering Conventions

5.4.1 All new property developments shall be numbered rather than named. Exceptions may apply in existing streets where no numbering scheme exists.

5.4.2 New streets shall be numbered with odd numbers on the left hand side and even numbers on the right, commencing from the primary entrance to the street. Where the street is a thoroughfare between two other streets, the numbering shall commence at the end of the street nearest the centre of the town or village.

5.4.3 Consecutive numbering may also be used in a cul-de-sac or in a situation where there is no scope for future development in the street. Properties will be numbered consecutively with number 1 of the left working in a clockwise direction

5.4.4 The number of a property will be allocated to the street onto which the front door faces. If the front door provides no direct access from that street, an exception may be made.

5.4.5 Numbers should remain in sequence and there shall be no exclusion of any number due to superstition or personal preference, e.g. 4, 13, 17.

5.4.6 Flats and units shall be given individual numbers where possible; the sequence of the numbering depends on access to front doors of individual premises.

5.4.7 If a block of flats is built in the middle of a numbered street and cannot be integrated into the numbering of that street, a name will be given to the block and the flats numbered internally.

5.4.8 When new properties are built on an existing street and there are no available numbers to use whilst retaining the current sequence, a letter shall be used as a suffix, e.g. 15a.

5.4.9 New street names shall not be assigned for the sole purpose of avoiding numbers with a suffix.

- 5.4.10 A business name shall not take the place of a number of a building name.
- 5.4.11 Private garages and buildings used for housing vehicles and similar purposes will not be numbered.
- 5.4.12 A piece of land e.g. a farmer's field, cannot be given an official address, only property on that piece of land can have a conventional address for the purposes of delivering mail and services.
- 5.4.13 On a street within numbers, a name will be allocated to new property.
- 5.4.14 All property numbers should be visible from the highway. This may mean numbers being displayed on posts, gates or fences (and not necessarily the door of the property) to aid easy identification of the property, particularly in the event of an emergency.
- 5.4.15 Where an existing numbered property is converted into flats, the flats shall be numbered, e.g. Flat 1, 20 High Street. A numbering scheme such as Flat A/Flat B or First Floor Flat should be avoided. The same shall apply for units, apartments and other forms of property subdivision.
- 5.4.16 Annexes to buildings e.g. granny flats or ancillary accommodation, will be given the prefix "The Annex". The rest of the address will be the same as the parent property e.g. The Annex, 1 High Street.

5.5 Postcodes

- 5.5.1 Allocation of postcodes is managed by the Royal Mail and must be confirmed by them.
- 5.5.2 Rutland County Council District Council will undertake this process on the applicant's behalf and inform the applicant and other interested parties.
- 5.5.3 The maintenance of postcode information, and any future changes to individual postcodes or postcode sectors is the responsibility of the Royal Mail. Rutland County Council District Council accepts no responsibility or liability for omission of postcode or post town information, nor any failure of services arising from this omission.
- 5.5.4 The Local Authority is not liable or responsible for third parties updating their databases with address information.

5.6 Charging for the Street Naming and Numbering Service

5.6.1 The power to charge falls under Section 93 of the Local Government Act 2003 (see Appendix A). This sets out that a Local Authority may charge for discretionary services. Discretionary services are those services that an authority has the power but not a duty to provide. An authority may charge where the person who receives the service has agreed to its provision and the charge must not exceed the cost of providing the service.

5.6.2 Therefore, the Council cannot charge for the street naming service but it can charge for elements of the naming and numbering function which are a discretionary service by virtue of Section 64 and 65 of the 1847 Act coupled with Section 93 of the 2003 Act.

5.6.3 For Street Naming and Numbering these charges would cover:

5.6.3.1 Consultation and liaising with other external organisations such as the Royal Mail and Emergency Services (as a non-statutory element of the naming of streets).

5.6.3.2 Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.

5.6.3.3 Notifications to those organisations listed in Appendix B.

5.6.3.4 Confirmation of addresses previously issued.

5.6.3.5 Challenges to existing official names, numbers or addresses held within the street naming and numbering records.

5.6.4 Charging rates are shown in Appendix C.

5.7 Renaming and Renumbering of Streets and Buildings

5.7.1 Renaming of a street and renumbering of buildings is very time-consuming process and may cause costs or disruption to individual occupiers and owners and wherever possible will be avoided. Hence, it is usually only done as a last resort i.e. renaming of a street is normally only considered if consistent problems occur for the Emergency Services and the renumbering of properties is only considered when infill etc. is so great, that numbers to the new properties cannot be

allocated. The existing street may then be subject to a renumbering scheme.

5.7.2 Where an order for renaming of an existing street is made, the Local Authority will display notices at each end of the street or part of the street affected.

5.7.3 It should be appreciated that changing a street name or renumbering properties can cause a great deal of inconvenience for residents. The Council are therefore reluctant to make changes without good reason. Before making any changes we will consult with all residents affected by the proposals. The Council would not proceed with a proposal unless two thirds of the residents support the change. The Council may require residents requesting a change of street name to pay the Council's cost for the process.

5.7.4 Where any order for renaming of a street is made, the Ward Councillors will be consulted.

5.7.5 Where an order for renaming of a street is made the proposed name must follow the naming procedures and must also fall within the naming conventions.

5.8 Naming a Property

5.8.1 Property owners can request that the Local Authority official updates the property to include a property name.

5.8.2 The Royal Mail will not accept name changes from anyone other than the local authority.

5.8.3 To request a change to a property name, the owner must make an application for the change.

5.8.4 Requests can only be accepted from the owners of properties and not tenants. The name cannot formally be changed where the property is in the process of being purchased, that is, until exchange of contracts, although we can give guidance on the acceptability of a chosen name before this.

5.8.5 A check is made by the Local Authority to ensure there is no other property in the locality with the name. Under no circumstances will we allow a replicated name in the same postal area, the Street Naming and Numbering Officer can refuse such names.

5.8.6 We also strongly recommend against similar sounding names to existing properties, although we may allow these. However, the

Royal Mail cannot guarantee mail delivery if our advice is ignored.

- 5.8.7 Property owners should be aware that owners/residents of properties that are affected by the choice of a similar sounding name may take legal action if they have delivery problems caused by such name changes.
- 5.8.8 Under no circumstances will we allow a name that is offensive, or can be construed to be offensive.
- 5.8.9 If the property has a house number, it is not possible to replace the number with a name. However, an 'alias name' can be added to an address. The name will be held by the Royal Mail on their 'alias file' and will not form part of the official address, the alias name can only be used with the property number, not as a replacement of it.
- 5.8.10 Once all checks are satisfactorily complete and any necessary fees received the name of the property will be changed and the Local Authority will advise the relevant parties including Royal Mail, Council Tax, the Local Land and Property Gazetteer team.
- 5.8.11 This process is subject to charging see Appendix C.

6.0 Contact Details

6.1 Enquiries should be directed to:

Corporate Address Management Team
Rutland County Council District Council
Catmose House
Catmose Street
Oakham
LE15 6HP

Tel: 01572 722577
Email: snn@rutland.gov.uk

6.2 Applications for Street Naming and Numbering can be made online at:

<https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/street-name-and-numbering/>

Appendix A - Legislation

Section 64 Town Improvement Clauses Act 1847 - Houses to be numbered and streets named

“The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding level 1 on the standard scale for every such offence.”

Section 65 Town Improvement Clauses Act 1847 - Numbers of houses to be renewed by occupiers

“The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioner, or to renew such number when obliterated, shall be liable to a penalty not exceeding level 1 on the standard scale, and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.”

Section 17 Public Health Amendment Act 1907 – Notice to urban Local Authority before street is named

“The local authority may, with the consent of two-thirds in number of the ratepayers, and persons, who are liable to pay an amount in respect of council tax, in any street, alter the name of such street or any part of such street. The local authority may cause the name of any street or of any part of any street to be painted or otherwise marked on a conspicuous part of any building or other erection.”

Local Government Act 2003

Brought about new devolved powers for Local Authorities, these included giving Councils new powers to trade and charge for non-statutory services if they are Best Value Authorities (Section 93 of the Act). Authorities, if charging for discretionary services, have a duty to charge no more than the costs they incur in providing the service. The aim is to encourage improvements to

existing services and develop new ones that will help to improve the overall service they provide to the community, not to make a profit.

Appendix B - Distribution List

Distribution List for Street Naming and Numbering information

Internal:

Electoral Role
Land Charges
Council Tax
Highways
Building Control
Customer Services
Digital Rutland
Licensing

External:

Ambulance Service
Leicestershire Police
Leicestershire Fire and Rescue Service
Land Registry
Royal Mail
Geoplace

Appendix C - Charging

There are 6 types of charges that apply for the Street Naming and Numbering services;

- Addition/Amendment/Removal of property names (both for residential and commercial properties)
- New development on existing street (numbering of properties only required);
- New development to include naming of new streets (naming of streets and numbering of properties);
- Renumbering of scheme following developers replan of site layout (after the notification of numbering issued);
- Confirmation of official address;
- Challenge/request/revision to existing street naming and numbering schemes.

Charges cover:

- Consultation and liaising with other external organisations such as the Royal Mail and Emergency Services (as a non-statutory element of the naming of streets).
- Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
- Notifications to those organisations listed in Appendix B.
- Confirmation of addresses previously issued.
- Challenges to existing official names, numbers or addresses held within the street naming and numbering records.

Schedule of Charges Street Naming and Numbering Service (April 2017)

Property Name Additions/Amendments/Removals	£30.00
Numbering of New Properties	
1 Property	£50.00
2 – 5 Properties	£75.00
6 – 10 Properties	£100.00
11 – 25 Properties	£175.00
26 – 50 Properties	£250.00
51 – 100 Properties	£400.00
101+ Properties	£500.00 plus £10 per plot
Division of Properties, same as numbering of new properties (and based on number of properties created including the original) See numbering of new properties.	
Confirmation of address to solicitors/conveyance's/occupiers or owners	£25.00
Renumbering of scheme following development replan (after notification of numbering scheme issued)	£100.00 plus £10.00 per plot
Street renaming following request (price costed per request)	
Issue of address following demolition and reconstruction. £50.00 if address differs from that initially allocated.	

**A large print version of this document is
available on request**



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