

# Street Naming and Numbering Policy 2.0

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Version	Changes	Author	Date
1.0	Original Document	David Bloxham	2014
1.1	Typographical errors and email address changes.	Andrew Singleton	2014
1.2	Minor wording amendment to clarify when Fee payment is required for name to be added or changed on an existing property. Adopted by Council.	Tom Orbinson	February 2015
2.0	Re-write of policy to reflect updates and changes in SNN best practice nationally. Addition of charging for discretionary work.	Mark Percival	June 2019

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# 1 Introduction

Rugby Borough Council (RBC) has the legal responsibility to ensure that streets are named and properties are numbered. The authority has the power to approve or reject property addresses submitted by developers or the general public, or prescribe its own addressing schemes.

The legislation relating to street naming and numbering within Rugby Borough is contained within the following legislation:

- The Towns Improvement Clauses Act (1847) (sections 64 & 65)
- The Public Health Act 1925 (sections 17-19) - sections 17, 18 and 19 are adoptive only. Currently Rugby Borough Council has only adopted S18 (10/11/1987 (minute 45-87/88)).

All elements of an address, with the exception of postcode and post town, are defined by the Council. The numbers and names assigned to property and the official names assigned to streets are the Intellectual Property of the authority.

The information as to the naming of streets and numbering of properties is of critical importance to the Emergency Services, Royal Mail, the Local Authority and other agencies as it feeds into the National Address Gazetteer.

By utilising a single address database, services will be able to accurately record actions against land, streets and properties, which can then be input into Corporate back office systems.

All address changes and newly created addresses will be included and maintained within the Local Land and Property Gazetteer (LLPG) for the Authority. No address change or creation will be entered into the Authority's system without prior approval of an Officer responsible for Street Naming and Numbering.

This document will provide guidance to developers and residents on the naming and numbering of streets. It covers new developments - residential and commercial, and street naming and numbering.

## 1.1 Types of address

There are two forms of address in common use:

The Postal Address is the form of the address held by Royal Mail for the delivery of post. Royal Mail accept no responsibility for use of the postal address for any other purpose than delivery of mail by them.

The BS7666 Address is the form of the address which conforms to the national standard for addressing - BS7666. This form of address is prescribed by the government for various statutory purposes such as planning applications and the electoral register. It is used as the council's primary address register, the Local Land & Property Gazetteer (LLPG). It is also the basis of the National Address Gazetteer introduced by the government in 2011 to provide a single address list across the whole public sector.

While the two forms of the address are often the same, they may not be. The differences between the two forms are set out in Appendix A. Other forms of an address may exist (such as those on title deeds or held by third party databases) but have no legal standing.

The legislation covering Street Naming and Numbering only specifies that properties are numbered and street names allocated, all other services around the creation of an address are discretionary (see Appendix D). However, management of addresses is more complex than these two elements and for them to be effective they need to have other elements added (locality, town, postcode etc.) and other services notified/consulted.

## 2 New Developments

Applicants, and any other interested parties such as local Councillors or local Organisations, are at liberty to provide name suggestions for consideration during the planning application process but not later than 7 days after the development has been received by the Street Naming and Numbering Team for addressing. Names that refer to the historic and past heritage of an area will be given preference.

If no names have been suggested for consideration, or those that have been are not acceptable according to the National Street Naming and Numbering Conventions as defined by Central Government and /or Rugby Borough Council Policy, then the Officer(s) responsible for Street Naming and Numbering will research the site and in certain circumstances, liaise with Borough Councillors, Parish Councillors and or Local History Societies in order to provide suitable suggestions.

A list of suggestions may be kept by the Council made from suggestions from the public, councillors or other groups and societies. These will be made available to developers if requested. It is often helpful if these suggestions are made at the time of the planning application(s) as developers may have developed a naming structure when they start work on site.

All requests must be submitted using the form on the Council's website together with a site plan showing the plot layout and the sites relationship with the surrounding area and the approved planning application reference. No work will be carried out until a fee is agreed (SNN officers will determine the total to be paid and advise developers of the amount payable) – see charging schedule, Appendix D. Once agreed, any amendment (including any consequential changes) will incur further charges, at the prescribed rate. Payment must be made before any work is carried out.

Allocation of postcodes is the sole responsibility of Royal Mail. These are only assigned following receipt of address confirmation from the Officer responsible for Street Naming and Numbering who will liaise with Royal Mail as part of the SNN process.

Where a street is created as part of a new development, all costs for the fabrication and erection of street name plates will be paid by the developer. Rugby Borough Council will be responsible for the maintenance of the street name plate if or when the street has been adopted by the Highways Authority. Street name plate specifications are available on request.

### 3 Street Naming

All creating Authorities follow guidelines defined by the National Street Naming and Numbering Conventions [document ref: GeoPlace DEC-Addresses v3.4 2016].

The below conditions are a summary of Rugby Borough Councils rules as a guidance.

When considering street names:

- There should be significant and or historical links to the local area.
- Street names will not be created if it is similar to or the same as one which already exists if any of the following conditions apply:
  - It is in use in the same locality.
  - It is in use in the same town.
  - It is in use in the same post town.
  - It is in use in the same town or post town within a neighbouring SNN Authority's administrative area.
- Names should be easy to say and spell so as not to cause confusion.
- Street names that may be considered or construed as rude, obscene, racist or would contravene any aspect of the Council's Equal Opportunities Policies will not be acceptable.
- Living people will not have streets named after them to avoid causing offence either by inclusion or exclusion.
- Requests for the naming of streets after recently deceased persons are invariably declined. However, in exceptional circumstances, where consent has been granted (by the family) for the use of a recently deceased person's name then the naming will be restricted to the surname only. Use of the full name, such as 'John Andrew Smith Road', will be restricted to relate to a person who died at least 50 years previously.
- Should the naming of a street relate to a person who died within the previous 10 years then proof of the family's consent must be provided by the applicant in writing.
- Street names shall not commence with the word "The".
- All punctuation and abbreviation should be avoided.
- Numerical values should be avoided as these could cause confusion with property numbers e.g. 2 Eleven Arches Road & 11 Arches Road
- Private drives will not be named unless it requires a name to make the property numbering unambiguous.
- Where an existing street or road is to be extended, the existing street name will be used. This will include the continuation of the street numbering scheme.
- New street names are required to end with an appropriate suffix:
  - Street, Road, Avenue, Drive, Lane, Place, Gardens, Way - for thoroughfares
  - Close or End - for cul-de-sacs
  - Crescent - for a crescent shaped road
  - Square - for a square

Hill - for a hill

Terrace - for a terrace of houses only when those properties are set on their own access road

Mews – officially a term for converted stables in a courtyard or lane but would be considered acceptable for most small terraced developments within a courtyard or similar.

- All new pedestrian walkways will be named as follows:  
Walk, Path or Way

## 4 Property Numbering and Naming

### 4.1 Residential properties

Any request to change existing property details will only be considered from the legal owner of the property concerned.

All new properties will receive a number unless in an area wholly without numbers or where it is not possible from a numbering point of view (in-fill development). If an existing numbered house is given a name, the number is to be retained and displayed alongside the name – both must be clearly visible from the highway.

If a developer wishes to name a block of flats or buildings, they may supply name suggestions which will be put through a similar scrutiny process as a house name request. The same principles relating to the use of personal names as outlined above for street naming will be applied – *there is no guarantee that suggested names will be accepted.*

All named property blocks (defined as a single building irrespective of split ownership or number of access doors unless these doors fall on different streets) should end with one of the following:

Court – for flats and other residential buildings

House – residential blocks or offices

Individual dwellings within a block will be named “Flat 1, Flat 2” etc. (the name of the block being a Pao record and the individual dwellings within the block will be a Sao record i.e. a child of the Pao).

Existing named blocks and individual dwellings within an existing block will not be changed unless the whole block is redeveloped.

Properties will be numbered off the road which provides primary access to the main entrance.

Numbering will start with the lowest odd number on the left and lowest even number on the right (ascending from the most important street from which they lead).

No number will be omitted due to any belief or conviction.

Cul-de-sacs may be numbered sequentially, clockwise.

Infill developments within an existing street will be numbered so as to carry on the existing numbering scheme with suffix added i.e. a, b, c etc. if no whole number is available.

## 4.2 Commercial properties

Areas consisting mainly of commercial premises designated (but not limited to) Class B under '*The Town and Country Planning (Use Classes) Order 1987 (as amended)*' will be called either "Industrial Estate" or "Business Park" as appropriate and all new buildings will be required to have the term "Unit" applied. These "Units" will be numbered in a logical manner so as to uniquely identify them within the named area. Splitting an existing unit can be done with the addition of a letter suffix i.e. a, b, c etc.

The unit numbering will be determined by the SNN Officer.

A Unit number must be clearly shown on the building to which it relates.

The name of the company or organization occupying a premises will not form part of the 'official address' but will be recorded in the "organization" field within the gazetteer.

Individual commercial premises on existing streets will follow the numbering convention for that street – company or organization names will not form any part of the 'official address' but will be recorded in the "organization" field within the gazetteer.

## 5 Charging

Rugby Borough Council charge for discretionary naming and numbering services. Discretionary services are those services that an authority has the power but not the duty to provide, as provided for under Section 93 of the Local Government Act 2003. Charges cover services such as the administrative function of the service, working with Royal Mail, notifying utilities and other bodies, and for registering non-statutory parts of the address such as property name.

Naming and Numbering charges will be made for the following services:

- Numbering new residential or commercial premises
- Registration of new roads
- Naming or numbering a new single property
- Renaming or renumbering an existing property/building (currently in place)
- Enquiries from Solicitors and other bodies/organisations

Charges will also be made for changing a street name unless there is an overriding public interest for the name change.

### 5.1.1 APPENDIX A: COMPARISON OF POSTAL AND LLPG ADDRESSES

This appendix summarises the differences between the two types of address.

<b>Address element Postal</b>	<b>Postal Address</b>	<b>BS7666 Address</b>
Flat number/name	Not usually included	Always included
Property number	Always included	Always included
Property name	Only included if no number	Always included if applicable
Street name	Not always included in rural areas	Always included
Locality/Village	Included where Royal Mail have operational need	Included where such a name exists
Town	Included where Royal Mail have operational need	Always included
Post town	Always included	Recorded separately from actual Town
Postcode Always included	Always included where allocated	Always included where allocated
<i>Note that where a village or locality is recorded, it may not always be the same in the two types of addresses.</i>		

## 5.1.2 APPENDIX B: SUMMARY OF RIGHTS AND RESPONSIBILITIES

This appendix summarises who has the rights and responsibilities for each element of an address.

Address element	Person or body with right to create or amend
Property Name	Property Owner
Property Number	Rugby Borough Council
Street Name	Rugby Borough Council
Post Town and Locality	Royal Mail
Post Code	Royal Mail
LLPG Town or Locality	Rugby Borough Council

Your statutory rights if you disagree with a decision about your address:

### ***House Numbers***

The Towns Improvement Clauses Act 1847 provides no statutory rights of consultation, objection or appeal over property numbers.

### ***Street Names***

Section 18(4) of the Public Health Act 1925 provides that anyone who wishes to object to a renaming of a street may appeal to the local magistrate's court within 21 days of being given notice of the change.

### ***Post codes, town and Localities***

If you disagree with the Postcode, Post Town or Post Locality allocated to your address you should contact Royal Mail in the first instance. If you do not get a satisfactory answer from them, you may put your case to the Postal Review Panel and then, if necessary to the Postal Redress Service.

Consumer Focus, the consumer watchdog gives details of how to contact these bodies on their website.

<http://www.consumerfocus.org.uk/get-advice/post/post-advice/how-to-complain>

### 5.1.3 APPENDIX C: RELEVANT LEGISLATION UNDER WHICH RBC HAVE A DUTY

#### Property numbering:

by virtue of S.64 of the Towns Improvement Clauses Act 1847

#### Street naming:

by virtue of S.64 of the Towns Improvement Clauses Act 1847 which states:

*“The Council 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”*

*‘Street’ shall extend to and include any road, square, court, alley and thoroughfare.*

This section was incorporated into S.160 of the Public Health Act 1875.

#### Changing a street name:

by virtue of S.18 of the Public Health Act 1925:

S.18 was adopted by RBC on 10 November 1987 – see minute no. 45-87/88

#### 5.1.4 APPENDIX D: SCHEDULE OF CHARGES

Charges will be increased as per financial practice as applicable.

<b>SERVICE</b>	<b>CHARGE</b>	<b>UNIT OF CHARGE</b>
Add a name to an existing address.	£25	Per address
Change an existing address.	£25	Per address
Register a new address.	£25	Per address
New Addresses on large developments	£100	2-5 plots
New Addresses on large developments	£200	6-10 plots
New Addresses on large developments	£300	11-19 plots
New Addresses on large developments	£400	20+plots
	£15	Per additional plot over 20 plots
Register a new street.	£100	Per Street
Rename existing street.	£200	Per Street
+ a per address charge	£25	Per address

Note: charges are applied for the administration of liaising with all internal departments, notifying emergency services, utilities and all other interested parties including updates to the National Address Gazetteer. Liaising with Royal Mail for the allocation of postcodes.