

Street Naming and Numbering Policy

South Norfolk Council

Street naming and Numbering policy**Summary**

The document describes the Council's policy for its functions regarding Street Naming and Numbering and give details on our standards for street name plates.

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1 Introduction

- 1.1 Any new development or alterations to existing developments will require Planning and/or Building Regulations approval. This will also give rise for the need to name streets and number properties by South Norfolk Council (hereafter known as “the Council”), the only authority with the powers to do these tasks.
- 1.2 The naming and numbering of streets and buildings is a Statutory Function of the Council and the Council has adopted Sections 17- 18 of the Public Health Acts 1925 and sections 64 & 65 of the Towns Improvement Clauses Act 1847. The purpose of this control is to make sure that any new street names, building names and numbers are allocated logically with a view to ensuring, amongst other things, that emergency service vehicles are able to speedily locate any address to which they may be summoned; and the effective delivery of mail. The council has introduced a scale of charges for this function, under Section 93 of the Local Government Act 2003.

The charges cover:-

- Consultation and liaising with external organisations such as Royal Mail.
 - The process of naming or numbering of new properties (including conversions & alias).
 - Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
 - Notifications to organisations listed in Section 3.5.
 - Confirmation of addresses.
- 1.3 These charges are to be paid in advance. Changes made without contacting the Council will not be entered onto either the National Gazetteer or the Postal Address file and therefore may not be registered with services and organisations listed in Section 3.5. Please see Section 11 for current fees.
- 1.4 The address of a property is becoming a very important issue. The emergency services and the general public need an efficient and accurate means of locating and referencing properties.
- 1.5 The purpose of this document is to provide advice to developers and building occupiers on the naming and numbering policy of the Council. The Council is happy for developers or occupiers to propose names for consideration, alternatively the council can contact the relevant parish or town council for their road name suggestions on the developer’s behalf. It is suggested that more than one new name is submitted, and that the names proposed meet the criteria set out in Sections 4 – 6 below. The Council’s decision ultimately is final.

2 Applying for a new address

- 2.1 Applications should be made by individuals or developers covering all new buildings, including new houses, commercial or industrial premises,

Or:

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Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.

- 2.2 Applications for new addresses should be submitted as soon as possible after planning permission has been granted. This is important, as utility companies are often reluctant to install services where an official address has not been allocated.
- 2.3 Applications can be made by completing the application form that can be downloaded from <https://www.south-norfolk.gov.uk/street-naming-and-house-numbering> .
- 2.4 The following information should be provided by the developer:
 - A location plan clearly identifying the new scheme, in relation to any existing streets or means of access.
 - A detailed approved plan of the development (site layout plan) clearly marked with the plot numbers of the proposed scheme. This plan must indicate the postal delivery point for each property and the main entrance (if different) in relation to the adjacent highway.
 - An internal layout, if appropriate, for developments that are sub-divided at unit or floor level, e.g. a block of flats. The main entrance to the flats shall be clearly marked in relation to the adjacent highway.
 - Eastings and Northings for each building
- 2.5 The completed form & plans should be sent to LLPG@s-norfolk.gov.uk or posted to
Street Naming and Numbering
South Norfolk Council
South Norfolk House
Cygnet Court
Long Stratton
Norwich
NR15 2XE
- 2.6 Where possible, we are happy take location plans and site layout plans from the associated planning application, but to do this, you must send us the appropriate planning application number & the correct drawing numbers.
- 2.7 Developers must be aware that marketing names for developments are not to be confused with street names. It should be made clear in the literature distributed to purchasers that marketing names for the development may not form part of the final official address for the property .The Council reserves the right in all circumstances to replace a marketing name with a street name of it's choosing. If an application for naming and/or numbering is submitted at a late stage of the development, problems could arise, especially if the application is rejected and purchasers have bought properties marketed under an unofficial marketing title.

3 Procedure

- 3.1 Once an application for naming has been received, the Council will check that there is no duplication of existing street names within the geographic location.

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- 3.2 The Council will check that the proposed street names accord with the General Naming Conventions, Street Naming Conventions and Building Naming and Numbering Conventions as outlined in Sections 4 – 6 of this document.
- 3.3 Where a name is not proposed by a developer, the Council will request the relevant Parish or Town Council to suggest street names. A temporary holding objection may be lodged by the Council in the meantime. We aim to have a reply back within 21 days.
- 3.4 For new streets the Council will inform the Royal Mail of the name(s) that has/have been agreed and the numbering of the properties on the street(s). The Royal Mail is responsible for allocating appropriate post code(s) & post town.
- 3.5 The Council will also notify the following organisation of changes to property names, property numbering and new streets
- The Emergency Services
 - Norfolk County Council
 - The Valuation Office
 - Ordnance Survey
 - CNC Building Control
 - SNC Departments
- 3.6 We will not normally inform utility companies, they are commercial organisations and can obtain information from other sources.
- 3.7 Ultimately, the Council has the right to object to any name proposed for a new street by the owner or developer by giving notice of objection within one month. The proposer may then within 21 days after service of the notice of objection appeal to a Magistrates Court.

4 General Naming Conventions

- Street names should not be difficult to pronounce or awkward to spell.
- In order to avoid offence either by inclusion or exclusion of an individual's name, the name of living persons should be avoided except in exceptional circumstances, when the council may be willing to relax this convention. Where the naming is proposed posthumously, agreement from the person's family or estate administrators should be obtained by the applicant and a copy sent to the Council attached to the application. Only the first or last name will be used and not both to avoid the possible occurrence of future information coming to light that may taint that specific road name and give rise to costly street name procedures for both residents and council alike.
- The street names should, where possible, reflect the history or geography of the site or area.
- Street names that could be construed as advertising should be avoided.
- Street names that could be considered offensive should be avoided.

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- The use of North, South, East or West (as in Norwich Road North and Norwich Road South) should be avoided when the road is in two separate parts. In such a case, one half should be completely renamed.
- Phonetically similar names within an area should be avoided (i.e. Norwich Road and Norwich Close, or Churchill Road and Birchill Road).

5 Street Naming Conventions

5.1 When naming new streets, the following conventions should be considered.

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

- Avenue (for residential roads)
- Circus (for a roundabout only)
- Close (for a cul-de-sac only)
- Court (for a cul-de-sac only)
- Crescent (for a crescent shaped road)
- Drive (for residential roads)
- Gardens (for residential roads – subject to there being no confusion with local open space)
- Grove (for residential roads)
- Hill (usually for residential roads, particularly if there is a hill in the area)
- Lane (for development of a historic by-way or residential roads)
- Mead (for residential roads)
- Mews (for residential roads)
- Place (for residential roads)
- Rise (for residential roads)
- Road (for any thoroughfare)
- Row (for residential roads)
- Square (for a square only)
- Street (for any thoroughfare)
- Vale (for residential roads in exceptional circumstances)
- Walk (for residential roads in exceptional circumstances)
- Way (for major roads and residential roads)

5.2 All pedestrian ways should have the following suffixes:

- Walk
- Path
- Way

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5.3 In addition to the above, we are happy to use historic names as the suffix for a road, such as Loke, Pightle, Drift and others with a Norfolk connection.

6. **Building Naming and Numbering Conventions**

6.1 When naming / numbering a new building, the following conventions should be considered:

- A new street should be numbered with even numbers on one side and odd numbers on the other, except in the case of a cul-de-sac, where consecutive numbering in a clockwise direction is preferred. A proper sequence shall be maintained using all numbers without omissions.
- Buildings (including those on corner sites) are numbered according to the street on which the main entrance is found. The manipulation of numbering in order to secure a "prestige" address or to avoid an address will not be sanctioned.
- For dwellings in existing unnumbered roads it is essential that they are officially allocated names, which are registered with the emergency services. Anyone wishing to change the name of an unnumbered property must also apply to this Council using the renaming application form (See Section 7).
- Where a property has a number, it must be clearly displayed. Where a name has been chosen for a property with a number, only the number will form part of the official address. The name cannot be regarded officially as an alternative. This is enforceable under Towns Improvement Clauses Act 1847.
- Where an existing street or similar is to be extended, it would normally be appropriate to continue to use the same street name. This would include the continuation of the street numbering.
- If a building has entrances in more than one street, and is a multi-occupied building with each entrance leading to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats.
- In residential buildings (i.e. a block of flats), it is usual to give a street number to each dwelling where the block is up to six storeys in height. When the block exceeds this height or there are not sufficient numbers available because of existing development, it should be given a name and numbered separately internally.
- The use of numbers followed by letters is permissible. These may be needed, for example, when one large property is demolished and replaced by a number of new properties. The Council is loathed to renumber existing properties (see Section 7); therefore the new premises will be given a number followed by a letter. This will be allocated by adding a letter to the lower of the two numbers on either side of the development. For example, a new property between 4 and 6 (evens only) would be allocated 4A, not 6A.
- The use of letters will not be sanctioned if the new development were to be situated before the numbering scheme commencing. For example, if 4 houses were built prior to the first property number 2, the new dwellings would not

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become 2A, 2B, 2C and 2D, but four individual property names would be requested.

- Private garages and ancillary buildings used for housing cars, etc, will not be numbered.

7 Changing a Property Name

- 7.1 Where there is no formal street numbering system a property name forms part of the postal address. Occasionally, requests are made to change this name.
- 7.2 In these cases, the owner should fill out an application form and send to the Council indicating:
- The existing house name, address and postcode.
 - The proposed new name.
 - A plan showing the exact location of the property.
- 7.3 A check will be made to ensure there is no other property in the geographic area with the name or similar name. It is normal practice to seek the views of Royal Mail for their advice on the proposed name. This may result in the proposal not being supported.
- 7.4 Once approved the council will inform Royal Mail of the revised name and appropriate other services will also be informed, see Section 3
- 7.5 We will accept only applications for renaming if you are the freeholder of the property. If you are the leaseholder, tenant, occupant or one of a number of occupants we will require written confirmation from the freeholder giving consent for the property to be renamed. Please note when you complete the application form you are confirming that you have the legal right to request renaming. It will be necessary to submit any written consent required at the same time the application is submitted.
- ## **8. Renaming and Renumbering of Existing Streets and Buildings**
- 8.1 On rare occasions, it may be necessary to rename or renumber an existing street. This is usually only done as a last resort when:
- There is either no official name or there is confusion over a street's name and/or numbering
 - A group of residents are unhappy with their street name- (costs incurred by this process will be payable to the Council by each of the residents of the streets before the renaming is completed, please see section 11)
 - New properties are built and there is a need for other properties to be renumbered to accommodate the new properties
- 8.2 The number of named-only properties in a street is deemed to be causing confusion for visitors, delivery or emergency services.
- 8.3 Residents of the affected street will be consulted, and their views will be taken into account. We will also consult the Royal Mail.

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9. Naming of unnamed roads

- 9.1 The Council has a duty to ensure all roads within the district are officially named.
- 9.2 If there are any unnamed roads within the district the Council will informally consult with the appropriate parish/town council to agree the name for such roads.
- 9.3 We will also informally consult town and parish councils where necessary when there is the need for local knowledge regarding anything to do with existing street names, e.g. where specified streets start and finish.
- 9.4 There are also many instances where a road has been formally named by the Council but does not appear on Royal Mail's Postal Address file. We will try and resolve these discrepancies wherever possible.
- 9.5 We will formally publicise in accordance with the Public Health Act 1925 any alteration of a name or any assigning of a name being proposed by the Council by order. Any person aggrieved may appeal to a Magistrates Court within 21 days of posting up of the notice.
- 9.6 In all cases we will keep the Royal Mail informed of any changes which need to be reflected in their Postal Address file.

10. Street Nameplates

- 10.1 Every street must be clearly signposted with nameplates positioned at principal junctions so as to be easily readable by both pedestrians and drivers.
- 10.2 Developers can either provide and install these plates themselves, in accordance with the Council's Design Guide and Specification, or can have them produced and installed and be re-charged for the cost of doing so.
- 10.3 The need to avoid unnecessary street furniture will always be a key consideration where practical. The site and location of street nameplates will, therefore, be carefully considered by officers for appropriateness.
- 10.4 The Council's standard for street name plates is
11g aluminium pressed street nameplate 6" deep, with 3½" Kindersley letters in white and ½" white border on a black non-reflective background. The nameplate to include the "No through road" symbol, where appropriate.
Stands are manufactured from 40mm x 40mm x 3mm angle mild steel, galvanised.
As an alternative, nameplates can be fixed on black (recycled) plastic posts and boards
- 10.5 The Council will provide replacement nameplates where these have become damaged or broken
- 10.6 The Council will also attempt to ensure that, in due course and subject to available resources, every populated road in the district will have nameplates
- 10.7 Developers will normally be expected to pay for and install nameplates for all new streets to the Council's design standard. The developer to also agree the proposed locations of the nameplates in consultation with the Council.

11. Fees (including VAT)

New Developments	
1 plot	£126
2-5 plots	£252
6-10 plots	£379
11-20 plots	£631
21-50 plots	£1262
51 + plots	£1893
Naming New Street	No charge
Property Name change / add alias	£63
Changes to Layouts after SNN process completed	No charge
Confirmation of Address	No charge
Renaming Street	No charge

12 The NLPG and LLPG

12.1 The Council is responsible for maintaining information relating to South Norfolk the National Land and Property Gazetteer (NLPG). This is done by maintaining a Local Land and Property Gazetteer (LLPG) covering just the area of South Norfolk Council.

12.2 The LLPG and NLPG will be updated to include all authorised new street names, building names and numbering. These will be made in accordance with British Standard BS7666 "Spatial Data-sets for geographical referencing".

12.3 The Council is not responsible for assigning post codes or post towns to addresses. The Royal Mail does this. Any queries about post codes or post towns can be dealt with by the Royal Mail by calling 0906 302 1222 (Postcode Enquiries) or via their website at <http://www.royalmail.com/portal/rm/>

Further information and Advice

For further advice on any aspect of street naming and numbering, please contact the Gazetteer and Addressing Officer on 01508 533811

or email : llpg@s-norfolk.gov.uk