



## **Street Naming and Numbering Procedure**

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## **1. Introduction**

- 1.1 All District Councils have a statutory responsibility for the naming and numbering of streets within their authority boundaries. The legislation relating to street naming and numbering is contained within The Towns Improvement Clauses Act 1847, Public Health Act 1907, The Local Government Act 1985 and subsequent amendments.
- 1.2 "Street" includes any road, square, court, alley, passage or lane which has on one or both sides a more or less continuous and regular row of houses or other buildings.
- 1.3 The District Council holds property related information for the purpose of:
  - Delivery of post by Royal Mail
  - Responses to emergencies by ambulance, police and fire services
  - Timely provision of authority services
  - Record keeping e.g. legal transactions, taxation
- 1.4 The legislation requires names and numbers to be appropriate and to be prominently displayed.
- 1.5 This document provides useful information and guidance for both developers and residents on the naming and numbering of new streets. It covers new developments, residential and commercial and renaming and renumbering of existing streets, and numbering and naming of new property into existing named streets.

## **2. Types of Names**

- 2.1 West Lindsey District Council will consider the following:-
  - an application for a street name should, first and foremost, shows some connection with the locality in which the street is located (e.g. the history, heritage or environment of the locality).
  - an application to name a street after a deceased individual who had prominent associations with the district or part of the district .
  - an application to name a street to mark some historic or political event.
  - an application to name a street after places or locations, whether within the district or nationally or internationally.
  - West Lindsey District Council will normally require the use of a suffix (e.g. "street", "road", "park"), an application for a single name will be considered.
  - any applications for names should be easy to say and spell, so as not to cause confusion, particularly in an emergency situation.
  - Any street name that has a royal family name or the word Royal can be applied for, but permission must be obtained from the Queen or the relevant royal family member via the Lord Chamberlain's Office

2.2 The following suggested names will not be acceptable:-

- Inaccurate Use of Words will not be acceptable, for example, the use of the word “Mews” when a street is not Mews, for example, “The Beeches”, where the developer has felled every beech tree in sight.
- An application to name a street after any living individual.
- Aesthetically unsuitable name or names that is capable of deliberate misinterpretation.
- Street names should not duplicate or conflict with any identical streets in the area. A variation in the terminal word, e.g. Street, Road or Avenue should not be used but may be considered if they lead off each other.

2.3 Whilst this is not an exhaustive list, this guidance should be noted.

### 3.0 **Naming Conventions**

3.1 Guidance in the Local Land and Property Gazetteer outlines that certain types of “Streets” must have the correct suffix:-

- Street, Road, etc for thoroughfares;
- Lane, Drive, Way etc. for side streets; and,
- Close, End, etc. for cul-de-sacs.

Geographical or feature names might include:

- Hill, Rise, etc. for slopes; and,
- Circus, Square, Crescent, etc. for the appropriate road formats.

3.2 Although the District Council has no jurisdiction over the building names, in the case of new build, all new building names require to end with an appropriate suffix, for example:

- Lodge
- Apartments
- Mansions
- House
- Court

3.3 The legislation requires properties allocated with official street numbers are to always use the number. However, a house name may also be added, but the number must not be dropped in favour of the name.

3.4 For private houses it is sufficient that the name should not repeat or be similar to the name of the road or that of any other house or building in the locality. In order to name or rename a residential property the Street Naming and Numbering Officer requires a request in writing or using the “contact us” form on the website. The District Council’s records will be investigated to ensure there is no duplication and if appropriate the new name approved.

- 3.5 When infilling takes place within a street, if any unused numbers are available they should be used.
- 3.6 When unused numbers are not available, then the identification by suffix (a, b, c, etc.), would be acceptable.
- 3.7 Should the infilling create a large number of flats or similar units, the development may be named, (as described elsewhere), and clearly identified by private signage attached to the building erected and thereafter maintained by the developer, owner or occupier.
- 3.8 If new development takes place within a street, prior to the start of the numbering then the new properties/development should be named.
- 3.9 As with new developments, the District Council will supply the new name to Royal Mail and the statutory bodies.
- 3.10 Premises that are holiday properties will as a rule not be registered as delivery addresses if they are only for short-term occupation, or if there is some form of Site Management to deal with incoming mail etc. Individual premises will be considered on their merit, but if considered suitable as a delivery address, will be required to meet the criteria of having a secure delivery point and a properly displayed name and/or number.
- 3.11 New Dwellings in existing unnumbered roads will need to have their property names officially registered.

#### **4.0 Application Procedure for Approval of Street Naming**

- 4.1 All developers, their agents or other interested parties must have regard to this procedure before submitting an application for street naming.
- 4.2 Developers must make application for street naming of any new development at the earliest possible date and before a development is advertised, as an advertised name may well be rejected, causing difficulties for the developer and purchasers of property in the development.
- 4.3 Developers must contact the Parish or Town Council, (For the un-parished areas of the district, developers should contact the District Ward Member) at the earliest possible stage of development. Parish or Town Council are ideally placed to advise on matters of local significance and historical links. Their advice should be sought prior to submitting an application. Some Parish or Town Council and Ward members of un-parished areas may already have a list of names that are considered appropriate. All details of the Parish/Town councils and Ward Members are shown on the web-site – [www.west-lindsey.gov.uk/parishcouncils](http://www.west-lindsey.gov.uk/parishcouncils).
- 4.4 Upon receipt of an application, the proposed name(s) will be checked with the Local Land and Property Gazetteer and then with the Royal

Mail (and adjacent district Councils in boundary situations) for duplication or similar spelling or sounding names, prior to the application being approved or rejected.

- 4.5 When developments are nearing completion and ready for occupation the developer should contact WLDC who will in turn contact the Post Office to have the addresses "made live". Addresses are not "made live" at the initial stage to avoid unnecessary deliveries during the construction stage.

## **5. Notification of Rejection**

- 5.1 If the Council rejects a proposed street name, the applicant will be notified and the reasons given for such rejection. The applicant will be invited to submit an alternative proposed name and an alternative may be suggested by the Council.

## **6. Notification of Approval**

- 6.1 Once the Council approves a street name, details will be entered in the Local Land and Property Gazetteer. Statutory Authorities will receive updates via the National Land and Property Gazetteer, other local authorities may be notified.
- 6.2 There are no statutory requirements for Creating Authorities to provide details of changes to existing property or new developments to any external organisations.

## **7. Erection of Street Name Plates**

- 7.1 Upon approval of a street name, West Lindsey District Council will provide details of the specification document relating to the Highway Authority's requirements for street nameplate of an approved design and to agree the position for the erection of the street sign. See Appendix.
- 7.2 The District Council is responsible for the repair and maintenance of existing street name plates within the district when this becomes necessary either due to accidental damage, vandalism or normal wear and tear. Individual names for cul-de-sacs accessed via no-through roads could give rise to excessive use of "*leading to*" name plates at the entrance to estates and should be avoided by treating the estate as a single entity.
- 7.3 Developers are required to erect nameplates prior to occupation. Once roads are adopted the maintenance and replacement of Nameplates becomes the duty of the District Council. The specification document for Street Name Plates is available from the District Council upon request and also on the website.

## **8. Street Numbering**

- 8.1 Roads, streets, drives or similar shall be numbered as follows:-
- Odd numbers on left hand side and
  - Even numbers on right hand side
  - Number 13 to be omitted
  - Cul-de-sacs may be numbered consecutively in a clockwise direction.
  - Building names or numbers shall be allocated to the road serving the principal entrance.
  - Only dwellings or business premises with a proper, secure delivery point should be numbered/named, ie-private garages, etc shall be ignored.
- 8.2 If a property is numbered in a numbered street then that number must be displayed and used.
- 8.3 The District Council is responsible for numbering the properties and will confirm the numbering at suitable stages during development.
- 8.4 If a developer returns to the council to re-number a newly numbered housing development, there will be a charge for this based upon the fee set for renaming and renumbering properties.

## **9. Renaming and Renumbering**

- 9.1 Renaming /renumbering existing streets and buildings is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the occupiers who are experiencing problems with their location from Royal Mail, the emergency services, utility companies and deliveries.
- 9.2 Under the legislation the District Council must consult with all those affected by the potential change. Only if a majority of two thirds of occupiers (Council Tax payers) are in favour of the proposed change is the next phase undertaken. This involves a legal notice displayed at the street giving aggrieved persons 21 days to make representation to the Magistrates Court.
- 9.3 Once this stage is completed the District Council make a new order officially changing the name of the road.

## **10. Property Name Changes**

- 10.1 Should an occupier wish to use a name it must be used in conjunction with the number. WLDC can register this name with the Post Office as an alias.
- 10.2 If an owner wishes to change the name of a registered property, the request must be made to WLDC who will consult the Local Land and Property Gazetteer and the Post Office to check if your preferred name is acceptable.

- 10.3 Applicants are reminded that it can take up to one month for schemes to be approved or agreed by the Post Office.
- 10.4 WLDC will notify any necessary statutory consultees.
- 10.5 The Street Naming and Numbering Officer will check whether the name alteration is affecting a "Listed Building". If the Building is listed then the Conservation Officer is to be informed of the name change so that the relevant listing material may be updated.
- 10.6 There is no right of appeal against the renaming of a property for third parties. Therefore a neighbour cannot object to the naming of a neighbouring property.

**11. Implementation & Monitoring Of The Procedure**

- 11.1 The procedure will be continuously monitored and regularly reviewed to ensure that it is effective in the management addresses within the District.

## **Appendix - Street Name Plate Specification.**

### **Specification For Street Nameplates**

NON REFLECTIVE STREET NAMEPLATE,  
DIE PRESSED ALUMINIUM  
11 GAUGE, 3½" KINDERSLEY ON 7" PLATE,  
½" BORDER, BLACK ON WHITE,  
RADIUSSED CORNERS, GREY BACK,  
DRILLED FOR POST MOUNTING

MOUNTED ON 2 NO 80MM X 80MM UPRIGHTS,  
BEVELLED TOPS, 30MM BACKING BOARD  
ALL IN RECYCLED PLASTIC  
BOLTED THROUGH, NAMEPLATE  
FIXED WITH SECURITY SCREWS  
FRAME TO INCLUDE BASE RODS

#### **Street name plates – guidelines for positioning.**

Where possible, name plates should be positioned at 45 degrees to the "main" road, so that it can be read by approaching traffic.

If the road has equal amounts of traffic from both directions, two signs are to be used. If traffic only comes from one direction, only one sign need be used.

If there is a wall immediately to the rear of the path, mount the name plate on a suitable backing board, and fix to the wall.

If the name plate is to be post mounted, position the posts in the back of the footpath, *not* behind it. The reason for this is that the footpath is "public", but the verge will probably be private and a new owner could ask us to move it in order to either plant a hedge or build a wall.

These are merely guidelines and not definitive. If your circumstances are different please contact Anna Grieve on 01427 676620 to discuss the matter.