

Street Naming & Numbering Policy

Draft Policy - June 2018

Table of Contents

Street Naming & Numbering Policy	1
1. Background	2
2. Purpose of Policy	2
3. Policy Statement.....	3
4. Street Naming Proposal and Consultation Process.....	3
5. Naming of Streets Conventions	5
6. Numbering of Properties Conventions	6
7. Naming of Properties Conventions.....	8
8. Renaming of Streets and Renumbering of Buildings.....	9
9. Street Nameplates	10
10. Postcodes.....	11
11. Charging for Services	11
Appendix 1 - Public Health Act 1925. Part 2 Naming of Streets.....	13
Appendix 2 - Towns Improvement Clauses Act 1847	15
Appendix 3 - The National Land and Property Gazetteer.....	16

1. Background

1.1 Guildford Borough Council is the Local Authority responsible for Street Naming and Numbering (SN&N). This is an important function as it allows the Council to maintain a comprehensive and accurate address database covering all properties in the Borough. This enables many services for the benefit of residents:

- Accurate taxation records for properties
- Registration of electors
- Emergency Services to locate a property quickly and effectively
- Post to be delivered efficiently
- Statutory service providers will not normally connect their services until the premises have been given a formal postal address
- Acceptance of an address for official purposes such as insurance, credit rating, and contracts.
- Visitors to find their destination
- Reliable delivery of services and goods by courier companies

1.2 Royal Mail will only register a new address or record a change to an existing address when notified by the Council. Postcode allocation is the responsibility of Royal Mail.

2. Purpose of Policy

2.1 This policy provides a framework for Guildford Borough Council to operate its Street Naming and Numbering function effectively and efficiently. It also acts as a guide for developers when considering new names for streets.

2.2 The Policy sets out the legal framework for the operation of the Street Naming and Numbering service and makes recommendations to enable the recording of suitable street and property addresses.

3. Policy Statement

3.1 The naming of streets in the borough is controlled by Guildford Borough Council under Sections 17, 18 and 19 of the Public Health Act 1925 (Appendix 1). The numbering of houses and other buildings in the Borough is controlled under Section 64 and 65 of the Town Improvement Clauses Act 1847 (Appendix 2). Streets and buildings will be named and numbered in accordance with the Local Land and Property Gazetteer (LLPG) and Street Naming and Numbering data entry conventions and best practice for the National Land and Property Gazetteer (NLPG) (Appendix 3).

3.2 Following these conventions will ensure that the Council complies with the British Standard BS7666:2006 (spatial datasets for geographical referencing) which the Council is required to do in respect of all address information.

4. Street Naming Proposal and Consultation Process

4.1 A person who creates a new street has the right to propose a name for that street as per the Public Health Act 1925. The applicant is required to give notice of the proposed name and the Council has one calendar month from the date of receipt of the notice, in which to object. If the Council objects to the proposed street name, it must send written notice of the objection within this period. An appeal can be made to the Magistrates' Court within 21 days from the date the notice of objection is made.

4.2 It is not lawful for the proposed name to be used until the time period for objection has expired without an objection being made. If the Council makes an objection, the name may not be used unless the objection is withdrawn or overruled on appeal. Any person contravening this provision will be liable to prosecution.

4.3 All proposed street names will be checked to ensure they are within the street naming guidelines. These are set out in Section 5 of this document.

4.4 The developer of the new street will normally propose a new street name, but should the developer not provide a proposed name, the Council in consultation with the Parish Council (where the new street is in a parished area) will decide on a suitable name and inform the applicant of the approved name.

4.5 The proposed street name will be submitted for consultation to Guildford Borough Council Ward Councillors, the relevant Parish Council, and Royal Mail. A set time of 14 calendar days (or in exceptional circumstances a time not exceeding the Council's objection period of one calendar month) will be given for the consultation. Objections from consultees can only be received within this consultation period. A valid objection must include the reason for objecting to the proposed name. If no reason is supplied the objection will not be considered valid.

4.6 If a valid objection is received from a consultee, a written objection will be sent to the developer, informing them of the objection and reason.

4.7 During the consultation period, consultees can propose alternative names for the new street. For this to occur, the applicant's proposed name must be subject to a valid objection and the reason for the objection stated in all correspondence.

4.8 After the 14 day consultation period the Lead Councillor responsible for street naming will be notified of all proposed names which have no valid objections against them. The Lead Councillor will then decide the approved name.

4.9 The Lead Councillor may delegate the decision for a specific request or all requests made under this policy to designated Council officers. The Lead Councillor will be notified of all decisions made by officers under this scheme of delegation.

4.10 The applicant may make an appeal to the Magistrates' Court within 21 days of receiving a notice of adoption of a street name.

4.11 If no valid objections are made to the applicant within the Council's calendar month objection period, the applicant's proposed street name will be accepted and a notice of adoption of the name sent to the applicant.

4.12 Applicants should state in any marketing literature distributed to prospective purchasers that marketing names are subject to formal approval and may consequently be liable to change.

4.13 The applicant must not give any postal addresses, including the postcode, to potential occupiers, either directly or indirectly, for example via solicitors or estate agents,

before the Council has issued the official naming and numbering scheme. The Council shall not be liable for any costs or losses arising from a failure by the applicant and their clients or agents to comply with this policy.

4.14 The numbering of properties on a new street will be carried out as per the Numbering of Properties Conventions (see Section 6 below). All properties on newly named streets will be allocated numbers.

4.15 If a scheme is to be developed in phases, the naming and numbering scheme will be issued for only the released phases.

4.16 Where either a naming or numbering scheme is issued, the Council will inform the following external bodies (subject to their agreement):

- Royal Mail
- Surrey Fire and Rescue
- Surrey Police

5. Naming of Streets Conventions

5.1 Where possible, if 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 Developers are encouraged to preserve any historic link to the land which they are developing through the use of a historically relevant name.

5.3 Where no historic link to the land can be established for the use of a street name, the developer will be encouraged to suggest a name with an historic link to the local area.

5.4 The use of a name, which relates to that of a living person is not permitted, except in exceptional circumstances. Such exceptional circumstances are considered to be the award of an gallantry medal, such as the Victoria or George Cross, an Olympic medal won by a person with links to the Borough or outstanding public service to the Borough. The decision on the suitability of any proposal shall rest with the Council.

5.5 The name of a street must not promote an active organisation.

5.6 Street names should not be difficult to pronounce or awkward to spell. Names that could give offence or could in the opinion of the Council, encourage the defacing of nameplates will not be approved.

5.7 The Council will not approve new street names where they are identical or phonetically identical to an existing street name in the same locality. A locality is defined by the National Land and Property Gazetteer as an area or geographical identifier within a town, village, or hamlet that must be a recognised geographical name.

5.8 Street name suffixes are not always essential, but if used must be descriptive of the road e.g. "Road", "Street" or "Drive" to indicate a thoroughfare and "Close" to indicate a cul-de-sac. The following suffixes will be used only as indicated:

- Crescent - for a crescent shaped road only
- Close - for a cul-de-sac only
- Square - for a square only
- Hill - for a hill only
- Rise - for a hill only
- Terrace - for a terrace of houses but not a subsidiary name within another road
- Mews - officially a term for converted stables in a courtyard or lane but would be considered favourably for appropriate small terraced developments.
- Avenue - a broad road typically having trees at regular intervals along its sides

6. Numbering of Properties Conventions

6.1 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.

6.2 A cul-de-sac will be numbered consecutively starting at number 1 on the left at the entrance and numbering properties in a clockwise direction. Gaps in numbering may be provisioned for possible future extension of a cul-de-sac.

6.3 Additional new properties in existing streets that are currently numbered will always be allocated a property number.

6.4 Private garages and similar buildings used for housing cars and similar will not be allocated an address.

6.5 Numbers which have superstitious connotations such as 13 will not be omitted when numbering a new street or block of flats.

6.6 The Council will only renumber a property where it can be shown that there are consistent delivery problems or issues with emergency services' attendance to the property.

6.7 Buildings, including those on corner sites, are usually numbered according to the street in which the main entrance is found.

6.8 If a multiple occupancy building has entrances in more than one street, each entrance will be numbered into the appropriate street.

6.9 Infill development (new properties built between existing properties or in the grounds of an existing property) on a numbered street will be given the same house number as the property preceding the infill followed by a suffix of 'A', 'B'. For example, 10A, 10B etc.

6.10 Where a property has a number, it must be used and displayed. Where a name is given to a property together with its official number, the number must always be included. The name cannot be regarded as an alternative to the number.

6.11 All property numbers should be visible from the highway. This may mean numbers being displayed on posts, gates or fences, not necessarily just the door of the property, to aid easy identification of the property, particularly in the event of an emergency.

6.12 If open space or undeveloped areas exist along a length of road, it is usual to leave spare numbers to allow for potential infill at a later date.

6.13 No two buildings in one street may have the same number.

6.14 Where two or more properties are combined to form one single property, the property will usually be numbered using one of the existing numbers. This will normally be based on the location of the main entrance.

6.15 Flats will be numbered within their own building, which is in turn numbered into the street.

6.16 Annexes to buildings e.g. annex 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.

6.17 The Council will only allocate an official address and inform Royal Mail where there is an operational requirement to do so or if the property is being used for permanent residency or commercial activity in the Borough and is therefore subject to Council Tax or Business Rates.

6.18 For any dwelling accessed internally through commercial premises, the accommodation will be given a prefix to match the accommodation type i.e. The Flat or Flat 1. The rest of the address will be the same as the parent property, e.g. where a flat above a public house is only accessed internally, its address will be The Flat, Name of Public House, Street Number and Name.

7. Naming of Properties Conventions

7.1 Only the owner of a property may request the addition, amendment or removal of a name for their property. An application form should be completed and returned to the Council along with the appropriate fee. Fee information is published on the Council's website (<https://www.guildford.gov.uk>).

7.2 The Council cannot add, amend or remove a property name on behalf of purchasers if the property is in the process of being purchased.

7.3 Property names are not subject to consultation under the Towns Improvement Clauses Act 1847 or Public Health Act 1925 in the way that street names are. However, in order for a property name to be registered by the Council the name must adhere to these rules:

- The name must not be identical or phonetically identical to a property name within the same street or postcode sector.
- The name must not be offensive or potentially construed as offensive in the opinion of the Council.

7.4 Where a property has a number, it is not possible to replace the number with a name. The name cannot be regarded as an alternative.

7.5 Where an amendment to a property name is carried out, the Council will inform the following external bodies (subject to their agreement):

- Royal Mail
- Surrey Fire and Rescue
- Surrey Police

8. Renaming of Streets and Renumbering of Buildings

8.1 Changing a street name or renumbering properties causes a great deal of inconvenience for residents. The Council are therefore reluctant to make changes without good reason.

8.2 The renaming of a street involves a legal process that gives any aggrieved person the right to appeal to a Magistrates' Court. The Council will require residents requesting a change of street name to pay the Council's cost for the process.

8.3 Where an order for renaming of an existing street is proposed, the Council will display notices at each end of the street or part of the street affected under Section 18 of The Public Health Act 1925. The notice will remain in place for at least one calendar month before an order changing the name can be made.

8.4 At the end of the consultation period a notice of the change will be displayed, if agreed. Any objection to the intended order can be made by an appeal to the Magistrates Court within 21 days after the posting of the notice. If an appeal is made to the Magistrates Court the Council will not make any change to the street name until the appeal is heard.

8.4 Before any order for renaming of a street is made, the Ward Councillors, relevant Parish Council and Royal Mail will be consulted.

8.5 Under the Towns Improvement Clauses Act 1847, the Council can “from time to time” cause houses and buildings to be marked with numbers “as they think fit”. The council will consult with owners or occupiers where there is a proposal to renumber houses or buildings which have existing numbers recorded against them. The Council can renumber houses or buildings without the approval of the owner/occupier however this will happen in exceptional circumstances only. Exceptional circumstances are likely to arise where there is a clear risk of confusion with another location in the Borough that could result in delays to the emergency services responding to an incident or the failure to deliver mail correctly. The Council will seek to work with residents, wherever possible, to minimise the impact of any necessary changes.

8.6 Where a request is made by an owner or occupier to renumber buildings in a street, all owners/occupiers affected must approach the Council with the request jointly. If this does not occur the request will not be considered by the Council. The Council will require residents requesting a change of street name to pay the Council’s cost for the process.

8.7 Where renumbering and/or renaming is involved, as much warning as is practicably possible will be given. The notice to occupiers will give a specific date on which the new naming or new numbering comes into effect, which will be at least one calendar month from the date of the notice.

9. Street Nameplates

9.1 The initial installation and costs of street nameplates for all new developments will be the responsibility of the developer. The developer should consult with Guildford Borough Council with regard to the street nameplate specification and suitability of the proposed locations.

9.2 The Council is responsible for the replacement and repair of street nameplates for public and private roads within the Borough. The Council is not responsible for nameplates indicating the name of buildings or other properties.

9.3 The Public Health Act 1925 (Section 19) requires the Council to install street nameplates on all streets. This applies regardless of whether they are public or private streets. The Council is not required to obtain consent from residents or owners of a private street because the Council is required to install street nameplates under statutory authority.

9.4 Typically the Council will require the residents or owners of a private street to install and maintain their own street nameplates.. Nameplates installed by owners or residents on a private street must follow the Department for Transport's guidance and the Council's nameplate specification (see sections 9.5 and 9.6 respectively),

9.5 Any street nameplate signs erected should be in accordance with the current Department for Transport guidance (Ref: Circular Roads 3/93) or the updated guidance in force at the time of the application.

9.6 Street nameplate signs must be designed and manufactured using the Council's street nameplate specification. Specifications are publicly available on the Council's website (<https://www.guildford.gov.uk>).

10. Postcodes

10.1 The allocation of a Postcode is the responsibility of Royal Mail and identifies a number of postal delivery points and a postal town as defined by Royal Mail. The Council is not responsible for allocating these codes. Royal Mail will allocate a postcode on receipt of the official naming and numbering scheme from the Council.

10.2 The Council is not liable or responsible for third parties updating their databases with address information.

11. Charging for Services

11.1 The Council can charge for street naming and numbering services, and address registration services which are not specifically required to be provided as a statutory duty as part of the Public Health Act 1925 or the Towns Improvement Clauses Act 1847.

11.2 This includes, but is not exclusive to, the potential to charge for production of location plans, the production of plot to postal registers, address changes, and notification of address

registrations or changes to third parties such as Royal Mail, Land Registry, Emergency Services, Utility Companies, and Surrey County Council.

11.2 Details of any applicable charges are publicly available on the Council's website (<https://www.guildford.gov.uk>).

DRAFT

Annex 1 - Public Health Act 1925. Part 2 Naming of Streets

Section 17 *Notice to urban authority before street is named.*

- (1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.
- (2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.
- (3) It shall not be lawful to set up in any street an inscription of the name thereof—
 - (a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and
 - (b) where the urban authority has objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal;and any person acting in contravention of this provision shall be liable to a penalty not exceeding level 1 on the standard scale and to a daily penalty not exceeding £1
- (4) Where the urban authority serves a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court.

Section 18 *Alteration of name of street.*

- (1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
- (2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.
- (3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.
- (4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a petty sessional court.

Section 19 *Indication of name of street.*

- (1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription becomes illegible.
- (2) If any person pulls down any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of a street marked on a house, building, or erection in pursuance of this section, he shall be liable to a penalty not exceeding [level 1 on the standard scale] and to a daily penalty not exceeding £1.

Annex 2 - Towns Improvement Clauses Act 1847

Section 64 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 £25 for every such offence.

Section 65 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 commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding £20, 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.

Annex 3 - The National Land and Property Gazetteer

The National Land and Property Gazetteer (NLPG) is the 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.

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 and is now marketed commercially.

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.

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 NLPG.