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# Street Naming and Numbering Policy

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## Contents

1.0 Introduction .....	3
2.0 Legislation .....	3
3.0 The National Land and Property Gazetteer (NLPG) and the Local Land and Property Gazetteer (LLPG).....	3
4.0 Street Naming and Numbering Procedure .....	4
5.0 Street Renaming and Renumbering .....	6
6.0 Naming Streets and Buildings.....	6
7.0 The Numbering of Buildings .....	8
8.0 Property Naming .....	9
9.0 Review .....	9

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## 1 Introduction

- 1.1 North East Lincolnshire Council, working in partnership with Cofely, is responsible for ensuring locally that streets are named and properties are numbered. The procedures followed to do so and performance standards to be achieved, are set-out here.
- 1.2 Maintaining a comprehensive and high standard for naming streets and numbering or naming properties is important as it allows:-
- ✓ Emergency Services to find a property quickly;
  - ✓ Mail to be delivered efficiently;
  - ✓ The reliable delivery of services and products;
  - ✓ Records of service providers to be kept in an effective manner; and
  - ✓ Easier navigation around the borough.
- 1.3 This policy is approved and adopted by North East Lincolnshire Council subject to any exceptions agreed with the Portfolio Holder for Environment and Housing on a case by case basis from time to time.

## 2 Legislation

- 2.1 North East Lincolnshire Council undertakes the naming and numbering of streets in accordance with national law, including:
- The Town Improvement Clauses Act 1847 (Sections 64 & 65).
  - Public Health Act 1907 (Section 21).

## 3 The National Land and Property Gazetteer (NLPG) and the Local Land and Property Gazetteer (LLPG)

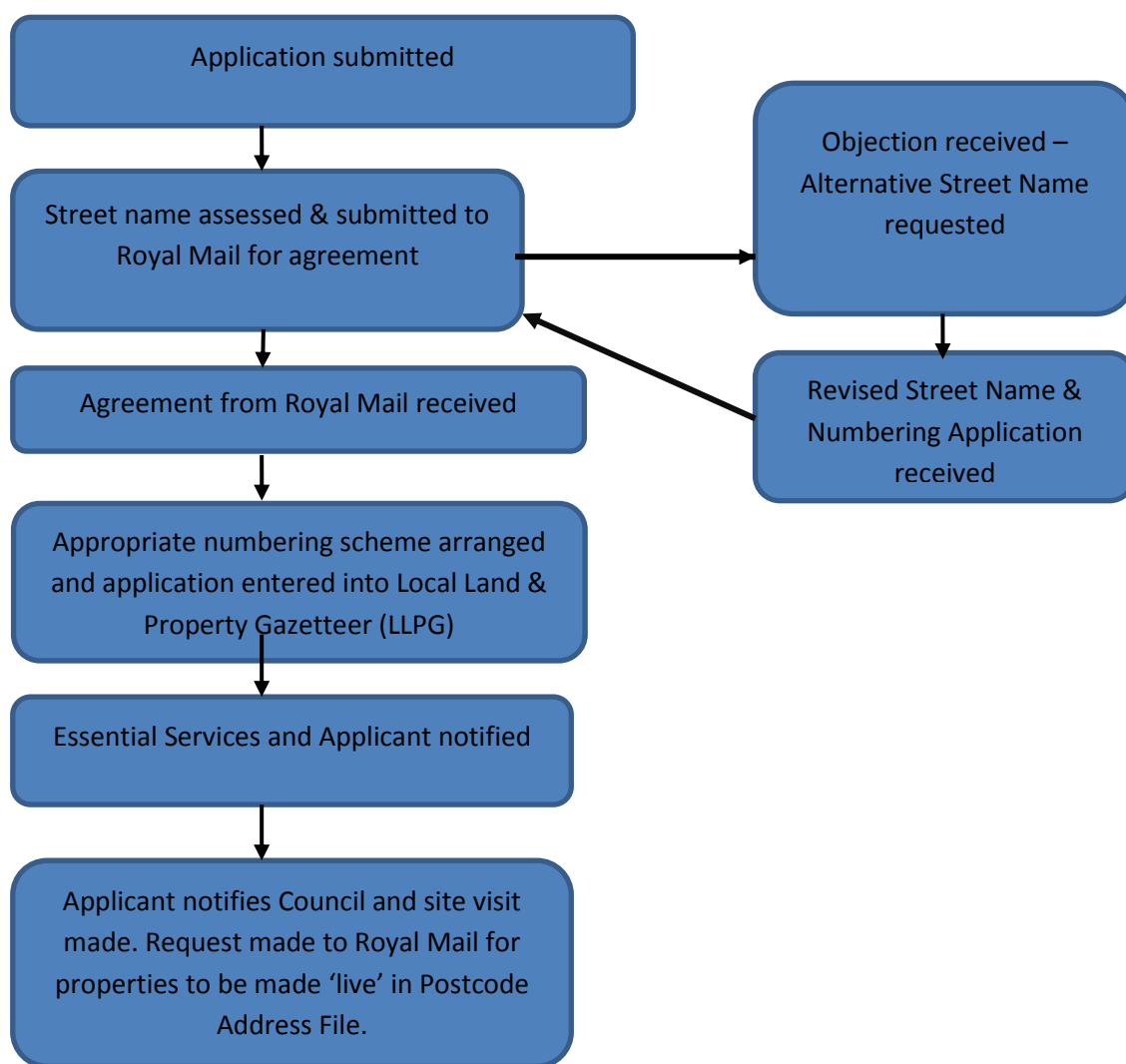
- 3.1 The NLPG is a definitive address list that provides a unique identification of properties. It contains nationally more than 30 million residential, business and non-mailing addresses and is marketed commercially. The NLPG is owned and licensed by the Local Government Information House (LGIH) on behalf of local government and its content is prescribed in a British Standard (BS7666:2006).
- 3.2 The NLPG is continually updated by North East Lincolnshire Council, who have a legal responsibility for the naming of streets and the numbering of properties.
- 3.3 North East Lincolnshire Council is committed to this initiative through its own Local Land and Property Gazetteer which, together with other local authorities in England

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and Wales, makes up the NLPG. Applications made to the street naming & numbering service are administered and entered into the LLPG upon completion.

## 4.0 Street Naming & Numbering Procedure

4.1 The formal street naming and numbering process does not start until full planning permission is obtained and building works approved by North East Lincolnshire Council; or an Initial Notice, under the Building Regulations is received from an Approved Inspector. An application submitted before these steps are complete will not progress and will be returned if, within 3 months of receipt, planning and building control approvals have not been resolved. The following outlines the procedure to be followed.



4.2 Upon completion of the steps outlined at 4.1, North East Lincolnshire Council will:

1. Write, to the applicant for planning permission in the first instance, requesting their suggestion for the naming of a new street;

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2. Send the applicant's suggestion to Royal Mail's Address Development Team for review and agreement. It should be noted that the Royal Mail is responsible for assigning new post codes;
  3. In the event that agreement is not achieved with Royal Mail, write to the applicant explaining why the suggested street name is unacceptable and recommending an alternative; it may be that a minor modification to the suggested name will make it acceptable. The process to appeal against an objection will also be explained (as described at 4.4 below) should the applicant wish to follow this route, although it is North East Lincolnshire Council's approach to seek, whenever possible, an agreement;
  4. Notify applicants that a street name is agreed within 15 working days. At this stage, the numbering of any new buildings may also be dealt with;
  5. Notify essential services and other interested parties of the new street name and postal addresses of new developments. This will include :
    - Royal Mail,
    - Humberside Fire & Rescue Service;
    - Humberside Police Authority;
    - East Midlands Ambulance Service NHS Trust;
    - British Telecom;
    - North East Lincolnshire Council - Highways, Council Tax, Waste Management, Electoral Services, Legal Services, Building Control, Planning Service; and Valuation Office Agency.
- 4.3 North East Lincolnshire Council will, for larger developments of 10 new homes or more, as part of its Major Applications Planning Service (MAPS), engage with applicants, at the pre-planning application stage, in order to discuss and agree the names of new streets. This will help to avoid the premature use of street names in sales promotional literature, which will not at that time have been approved and may ultimately be unacceptable.
- 4.4 Decisions on street naming and numbering are taken, under powers delegated to the Strategic Director, Place. Applications are administered by Cofely. An applicant who wishes to contend a decision to reject a particular street name or number will do so via the Council's corporate "Compliments, complaint's and suggestions" procedure. Information about this can be viewed here: <http://www.nelincs.gov.uk/council/the-council-as-an-organisation/compliments--complaints-and-suggestions/>
- 4.5 Notification and copies of street numbering schemes are also sent to the same bodies as outlined above.
- 4.6 Once a development is underway and some properties occupied, a survey may be carried out to assess the level of implementation and accordance with the approved street naming and numbering scheme. If the street naming and numbering is not in accordance with the approved scheme, reminders will be sent to those occupiers not complying with the scheme. If reminders fail to achieve compliance, legal action may be taken.

## 5.0 Street Renaming and Renumbering

5.1 Sometimes a street name and/or its numbering needs changing or residents request that such a change is made. If a request for renaming/numbering is received:

- 1 The essential services (detailed above at 4.2) will first be consulted and proposals agreed;
- 2 The views of householders within the street will then be sought and given at least 21 days in which to respond. A change will only be approved if at least two thirds of the households polled are in agreement;
- 3 All observations received will be fully considered before a decision is taken;
- 4 A scheme of renaming/numbering will thereafter be prepared and implemented;
- 5 Details of the scheme will be issued to the essential services listed in 4.2.;
- 6 A survey will be undertaken after a reasonable time to ascertain the level of implementation; and
- 7 Written reminders will be sent to those occupiers not complying with the scheme.

Note: Renaming/numbering 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, Post Office or Emergency Services etc.

## 6.0 Naming Streets and Buildings

6.1 New street names will not be permitted to duplicate any similar name already in use in the parish or neighbouring authority. A variation in the terminal word, i.e. 'street', 'road', 'avenue', etc., will not be accepted as sufficient reason to duplicate a name.

6.2 Street names should not be difficult to pronounce or awkward to spell. In general, words of more than three syllables should be avoided and this generally precludes the use of two words except in special cases.

6.3 Subsidiary names (e.g. a row of buildings within an already named road being called 'Terrace') will not be permitted.

6.4 All new street names are required to end with one of the following suffixes:-

- |          |           |
|----------|-----------|
| ➤ Road   | ➤ Place   |
| ➤ Street | ➤ Gardens |
| ➤ Avenue | ➤ Way     |
| ➤ Drive  | ➤ Grove   |
| ➤ Lane   |           |

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6.5 The following names will be used only as indicated:

- Court for cul-de-sacs or similar roads
- Crescent for a crescent shaped road only
- Close for a cul-de-sac only
- Square for a square only
- Hill for a hillside road only
- Circus for a large roundabout
- Terrace for a terrace of houses (provided it is not a subsidiary name)

6.6 Non acceptable suffixes include:

- View
- Wharf
- Walk
- End
- Cross
- Side
- Park
- Meadow

Exceptions: Single or dual names without suffixes in appropriate places (e.g. Broadway - for major roads only).

6.7 All new pedestrian ways should end with one of the following suffixes:-

- Walk
- Path
- Way

6.8 No street or building name will be permitted to start with 'The'.

6.9 All new block names will end with the one of the following suffixes:-

- Court – for flats and other residential buildings
- Mansions – other residential buildings
- House – residential blocks or offices
- Point - high block residential only
- Tower - high block offices or residential

6.10 For private houses the name should not repeat the name of the road or that of any house or building in the area.

6.11 Aesthetically unsuitable names will not normally be permitted, such as Gaswork Road, Tip House, Coalpit Lane, or names capable of deliberate misinterpretation like Typple Avenue, Swag House, etc.

6.12 The use of North, East, South or West (as in Alfred Road North and Alfred Road South) (or East, West) will only be acceptable where the road is continuous and passes over a major junction. It will not be acceptable when the road is in two separate parts with no

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vehicular access between the two. In such cases, one half of the road will be completely renamed.

- 6.13 Two phonetically similar names within a postal area will be avoided, such as Alfred Road and Alfred Close or Churchill Road and Birch Hill Road.
- 6.14 The naming of a street after a living person will not be permitted.
- 6.15 Following a Council resolution in 2013, new streets may be named after military servicemen / women killed on duty since 1991. This will only follow prior agreement with the relatives of the deceased and the applicant/developer. Naming of streets after other deceased persons who have provided a service to the borough will be considered on an individual basis.

## **7.0 The Numbering of Buildings**

- 7.1 A new street should be numbered with even numbers on the right side and odd numbers on the left, except that for a cul-de-sac consecutive numbering in a clockwise direction is preferred.
- 7.2 Private garages and similar buildings used only for housing cars, etc will not be numbered.
- 7.3 The number 13 will be used in the proper sequence with no exceptions.
- 7.4 Buildings (including those on corner sites) are numbered according to the street in which the main entrance door is to be found and the manipulation of numbering in order to secure a 'prestige' address or to avoid an address, which is thought to have undesired associations, will not be permitted.
- 7.5 If a building has entrances in more than one street, but it is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on the circumstances, for a house divided into flats
- 7.6 A named building may not have more than one number in one street.
- 7.7 When flats are numbered internally they should be numbered not lettered (e.g., Flat 2, 21 Smith Street, not Flat A, 21 Smith Street and not 21A Smith Street which might already be used by an adjoining infill building).
- 7.8 The use of numbers followed by letters is sometimes needed, for instance, when one large old house in a road is demolished and replaced by a greater number of houses. To include the new houses in the numbering sequence would involve renumbering all the higher numbered houses on that side of the road. If a considerable number of other houses would be affected, then to avoid this each new house should be given the number of the old with either A, B, C or D added.



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## **8.0 Property Naming**

- 8.1 North East Lincolnshire Council will review the existing gazetteer and consult with Royal Mail on every request to add or change an existing property name. Changes will be considered acceptable unless they are duplicated within the local area or are likely to cause offense. However, the house names will not form part of the official address as defined by Royal Mail.

## **9 Review**

- 9.1 This document will be reviewed as and when required due to legislative or any other changes in circumstances but at least every 3 years.

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BACKGROUND INFORMATION				
Document Purpose				
Author				
Last Review and Publication Date	April 2014			
Target Audience	North East Lincolnshire Council officers & staff and residents of the area			
Subject	Street naming & numbering			
Reference and Version	NELC.COF.SN01 / V2.0			
For Further Copies Email	<a href="mailto:snn@nelincs.gov.uk">snn@nelincs.gov.uk</a>			
Location of Published Copy	NELC webpages			
Copyright	North East Lincolnshire council			
Integrated Impact Assessment (inc E&D) done?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	
Risk Assessments done?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	
Name of Lead Officer undertaking Assessments	Pauline Cooke			
IIA Action Plan with Recommendations Produced	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	
Today's Date	22 <sup>nd</sup> April 2014			
Corporate Priorities	Levels of Impact			
	High	Medium	Low	None
All people in North East Lincolnshire benefit from a strong economy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All children, young people and adults are ready for work and have skills for life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All people in north East Lincolnshire enjoy good health and wellbeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Determination to be an efficient and effective council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>