



## **Blaby District Council: Street Naming and Numbering Policy**

**Version 1: March 2015**

### **Introduction**

1. The naming and numbering of streets and buildings within Blaby District is the responsibility of Blaby District Council. The Council is the only organisation with the authority to name and number new or to amend existing streets and properties within the district.
2. Due to their close working relationship with developers and others carrying out development it is Building Control which undertakes this function on behalf of the Council.
3. The purpose of street naming and numbering is to ensure that any new or amended street, building name and/or property numbers are allocated in a logical and consistent manner. Organisations such as the Royal Mail, Emergency Services, delivery companies as well as the general public need an efficient and accurate means of locating and referencing properties. The Royal Mail will not allocate a post code until they receive official notification of new or amended addresses from the Council.

### **Purpose**

4. The purpose of this policy is to provide clear and transparent guidance to developers, parish councils and elected members in relation to street naming and numbering procedures.

### **Legislation**

5. The legislation covering England and Wales in respect of naming of streets and numbering properties is contained in:
  - a. Section 64 and 65 of The Town Improvement Clauses Act 1847
  - b. Section 21 of The Public Health Act 1907
  - c. Section 17, 18 and 19 of The Public Health Act 1925
  - d. Section 19 of The Leicestershire Act 1985
  - e. The Local Government Act 2003 (Section 93)

## **Charges for Street Naming and Numbering**

6. Blaby District Council will charge for this service. The developer, an individual or a company, that is paying for the service will have preference when it comes to determining names, so long as their choice is in accordance with the policy and its detailed operational protocol.
7. Charges will be reviewed annually as part of the Council's budget process.
8. There are seven types of charges that apply for this service.
  - a. Additional / amendment / removal of property names (both for residential and commercial properties).
  - b. New development on an existing street (numbering of properties only required).
  - c. New developments which include naming of new streets (naming of streets and numbering of properties).
  - d. Renumbering of schemes following notification by a developer (after the notification of numbering issued).
  - e. Written confirmation of an allocated official address.
  - f. Numbering of new apartment complex.
  - g. Street renaming at residents request.
9. Council will not charge for its Street Naming and Numbering Service in the following circumstances:
  - a. The developer chooses to use Blaby District Council's Building Control Services to carry out the full Building Control function for the site in question.
  - b. Properties, that have been previously officially named or numbered by the Council, are experiencing difficulty in receiving post or deliveries etc.

## **Procedural Guidance (General)**

10. A document detailing the operational process, to assist businesses and the community through the process, has been prepared and will be published on the Council's website (Street Naming and Numbering Operational Guidance 2015). Shown below are the basics of this process.
11. Anyone seeking an address change or the creation of an address for a new property must apply to the Council in writing or by email following the procedures outlined in this policy.
12. Housing developers and other applicants are welcome to submit street names for consideration. It is recommended however that more than one suggestion is put forward in case the suggestion fails to meet the Council's criteria specified in the operational guidance document. It is desirable that any suggestions for street

and building names reflect the local history or geography of the area or have some relevant connection with the area. Names put forward must avoid duplication with existing street names in the area.

13. Suggestions that comply with the Council's policy on street naming and numbering will be formally allocated and all relevant bodies will be notified by the Council. The Council reserves the right to make changes as deemed necessary, but will consult with parish councils, ward members and Royal Mail.
14. Where street names or previous numbers have been established without reference to the Council, the Council has the authority to issue renaming or renumbering orders, under Section 64 of The Town Improvement Clauses Act 1847.
15. Council will try to ensure that if a street has a name and has street signage relating to that name; all the addresses of properties accessed from that street will include the street name and be appropriately numbered.
16. Council has the legal responsibility to ensure that streets are named and properties numbered and has the authority to approve or reject property and street names that are submitted if they are considered unsuitable.
17. The Council will follow best practice and will name and number streets and dwellings in accordance with the Local Land and Property Gazetteer (LLPG) and Street Naming and Numbering (SNN) data entry conventions for the National Land and Property Gazetteer (NLPG). Following these conventions ensures the Council's practices are compliant with British Standard BS 7666.2006 confirming the precise identification of a property or plot of land.
18. Allocation of post codes is managed by Royal Mail and must be confirmed by them.
19. For clarification, official postal addresses always take the following format:

<b>Company</b>	Company or organisation name (if applicable)
<b>123 Street Name</b>	Postal number / name of street
<b>Anywhere</b>	Locality or sub-town (if applicable)
<b>Any Town</b>	Postal Town
<b>County</b>	County
<b>LL00 0AA</b>	Post Code
20. When an approved address is agreed by all parties, Royal Mail will confirm a post code. The maintenance and any future changes to this post code is the responsibility of Royal Mail.
21. The responsibility for dealing with street naming and numbering applications, renaming or renumbering is administered by the Building Control Section within Blaby District Council.

## Right of Appeal

22. In the event that agreement cannot be reached over names chosen, the Council's Street Name and Numbering Officer (SNNO) will follow the policy and make a reasoned decision on the name to be used.
23. In exceptional circumstances a developer and a parish council (or other parties who have an interest in a street name or number) have the right to appeal the SNNO's decision..
24. In the event of an appeal, the services' Group Manager, together with the Portfolio Holder; will make a decision on the name to be used. Their decision will be final.

## Document Control

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