

## **Street Name and Numbering Operational Guidance 2015**

1. Following submission and acceptance (including payment of the relevant fee) of an application form the Street Naming and Numbering Officers ( SNNO) will check that the names put forward for a development/street or building name comply with this street naming and numbering policy.
2. Any names suggested (by the developer or individual making the application) that comply with the Council's Policy will then form part of the consultation process with Royal Mail, Parish Councils and Ward Councillors for them to either accept or make a sustainable objection to (examples of sustainable objections and special circumstances are listed in **Appendix 2**).
3. All consultees have 14 days from receipt of the consultation to make their comments known. Comments should be sent in writing to the SNNO within 14 days from being consulted.
4. The SNNO upon being notified of any objections or special circumstances by the consultees which are found to be sustainable will notify the applicant for reconsideration or further name suggestions.
5. Once a development has been named and numbered, notification emails/letters of confirmation will be sent out to all consultees and those official bodies that are affected by the naming and numbering process (examples of those bodies currently consulted after the naming and numbering process are contained in **Appendix 1**).
6. In circumstances where the applicant does not offer any names for consideration, the Council's SNNO will seek suitable names from the local Parish Council where the development is to take place and carry out the usual consultation process.

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

7. Blaby District Council will charge for this service.. (**See Appendix 3 – Charging Schedule for Street Naming and Numbering Service**).
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 existing street (numbering of properties only required).
  - c) New developments to 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 official address allocated.
  - f) Numbering of new a 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.

### **Guidelines for Property Addressing**

- 10. When numbering properties on new streets, the Council will seek to do so in the most logical manner with consideration given to potential future developments.
- 11. All new property development will be numbered rather than named. Exceptions may apply in existing streets where no numbering scheme exists.
- 12. New streets will be numbered with odd numbers on the left hand side and even numbers on the right hand side, 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.
- 13. Consecutive numbering in a clockwise direction may be used in a cul-de-sac or close or in a situation where there is no scope for future development in the street.
- 14. The number of a property will be allocated to the street onto which the front door faces. If the front door provides no direct access from that street, an exception may be made.
- 15. All numbers will be used in the proper sequence. The number 13 will be excluded from any numbering sequence.
- 16. Once numbered, the Council will not normally renumber properties. The Council will only renumber a property or properties where it can be shown that there are consistent delivery problems.
- 17. Where an existing street is to be extended, the same street name will be used. This will include the continuation of the street numbering.
- 18. Flats and units will be given individual numbers where possible; the sequence of the numbering will depend on the access point to the front doors of the individual premises. The word flat in any form is not acceptable in the principle property name or as part of the property name.
- 19. If a building has entrances in more than one street, is multi-occupied and each entrance leads 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.

20. When a numbered property is converted into flats, the flats should be allocated suffixes A, B etc. Example being first floor flat at 20 Main Street, will be 20a Main Street. A numbering sequence such as Flat A, Flat B or Suite 1 or 2 and descriptive names such as 'First Floor Flat' will be avoided. The same will apply for units, apartments and other forms of property sub-division.
21. If a block of flats are built in the middle of a numbered street and cannot be integrated into the current numbering of the street, a name will be given to the block and flats numbered internally e.g. Almond House, High Street.
22. At locations where for example, a large house within a road is demolished, to be replaced by (e.g.) 4 new smaller houses the new smaller houses should be given the number of the old house with A, B, C or D added (i.e. 12A, 12B, 12C, 12D).
23. When new properties are built on an existing street, typical as an infill development, and there are no available numbers to use whilst retaining the current sequence, a letter shall be used as a suffix, e.g. 12A. Where a building is located on a site of a demolished property, the new building will inherit the existing building number.
24. Where two or more properties on a numbered street are merged, one of the numbers of the original properties should be retained. For example, 7 and 9 High Street being combined would become 7 or 9 High Street.
25. New street names will not be provided for the sole purpose of avoiding numbers with a suffix.
26. A business name will not take the place of a number or a building name.
27. Private garages and buildings used for the storage of vehicles and similar purposes will not be numbered.
28. A piece of land such as a farmer's field cannot be given an official address, only property on that piece of land can have a conventional address enabling mail delivery and services.
29. Buildings that have been erected or converted without the benefit of Planning/Building Regulations approvals will not be given an official number or name until they obtain the relevant permissions.
30. On a street without numbers, a name will be allocated to a new property. The name of the property must not repeat the name of the road or that of any house or building in the area. It should be sufficiently different to other property names used locally and where possible should reflect the history of the area or acknowledge the local geography.
31. Royal Mail will only register properties which have their own entrance and or their own secure letter box. Sometimes, this can cause problems as residents think that their address/flat should be registered. If mail for a building is delivered to a single letter box and occupants then collect their own mail, Royal Mail class

this as a building in multiple occupancy and will only register the parent building and not individual flat numbering schemes within the building.

### **Guidelines for Street Naming**

32. The SNNO will use these guidelines when agreeing to a new number or address. Property developers should follow these guidelines for any names they wish to suggest.
33. New street names should try to avoid duplicating any similar name already in use in the same village or same post code. A variation on the terminal words for example 'street', 'road', 'avenue' will not be accepted as sufficient reason to duplicate a street name. This could lead to difficulties in an emergency situation.
34. The Council will encourage and promote street names that reflect local geography or historical significance in the area.
35. Street names should not be difficult to pronounce or awkward to spell.
36. Phonetically similar names within the same post code area and parish should be avoided e.g. Churchill Road and Birch Hill Road.
37. No street or building name shall start with 'The'.
38. Street names must not cause offence having particular regard to race, disability, gender, age, faith, belief and sexual orientation.
39. Street names that may be open to re-interpretation by graffiti or shortening of the name must be avoided.
40. Any street names that promote a company, service or product will not be permitted. Names based on a developer's trading name are seen as advertising and are not acceptable.
41. Naming a street after a living person is not permitted, in order to avoid offence either by inclusion or exclusion of an individual name. Only exceptional circumstances will be given consideration.
42. New street names shall exclude 's' where it can be construed as either a possessive or plural.
43. Street names must not contain numeric characters.
44. Words of more than three syllables and the use of more than two words shall be avoided.
45. The creation of an address in order to secure a 'prestige' address or to avoid an address which is thought to be undesirable will not be allowed.
46. While not an exhaustive list, new street names should ideally end with one of the suffixes included in **Appendix 4**.

## Renaming Streets

47. The Council is empowered under legislation covering street naming and numbering to forcibly rename streets and consider an application to rename a street. The changing of a street name or sequence of property numbering shall be avoided, unless there is specific and sufficient reason to do so. This may come in the form of new developments in the street.
48. The Council will pursue alternative solutions and only change the name or numbering sequence as a last resort. In the event that the street name or numbering needs to be changed the following steps will be taken:
- a) Consultation to take place with all affected property owners. Two thirds of the owners must be in favour of the proposed change to proceed.
  - b) All costs associated with a change to a street name or numbering sequence instigated by the property owners must be met by the individual property owners affected by the changes.
  - c) Consultation to take place with Royal Mail, Parish Council and Ward Members.

## Installation of Street Nameplates

49. Council is responsible for the replacement and repair of street nameplates in its own administrative area. Nameplates will usually be erected and replaced whenever required taking into account both financial restraints and requirement.
50. Nameplates erected within the District of Blaby will be as per nameplate specification (**see Appendix 5**).
51. On new developments the initial installation and associated costs of the street nameplates will be the responsibility of the developer. It is expected that street nameplates will be provided prior to first occupation of the development. Once the street has been adopted the maintenance of the nameplate will become the responsibility of the Local Authority.
52. If a scheme is to be developed in phases, the naming and numbering scheme will be issued only for the released phases.
53. Street name plates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The name plate should normally be within 3m on the intersection of the kerb lines but where this is not practicable the distance may be varied up to a maximum of 6m.
54. Street nameplates should be mounted so that the lower edge of the plate is approximately 1m above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5m where

obscuration is a problem. They should never be lower than 600mm or higher than 3.6m.

55. Street name plates should be clear and unambiguous to allow for easy identification. This would normally preclude the use of unusual colours and non-essential information, such as the Parish name or postcode or any additional information, for example cul-de-sac or no through road.
56. Name plates should normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street positioned on the offside of the traffic emerging from the road may be sufficient, except where the road name changes or where it is thought that paragraph 79 would apply.
57. At T-junctions a main street name plate should be placed directly opposite the traffic approaching from the side road.
58. Where the street name changes at a point other than a cross-road, both names should be displayed at the point of change.
59. On straight lengths of road without intersections, name plates should be repeated at reasonable intervals with priority given to such places as bus and railway stations and opposite entrances to well frequented sites such as car parks.
60. Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.
61. Where it might reasonably be expected, for example at intervals only on straight lengths of road or at intersections or T-junctions, it may be useful to incorporate on the name plate, information indicating street numbers on either side of the intersection.
62. Whenever practical, street name plates should be mounted on walls, buildings or other boundary structures at the back edge of the footpath. Post mounting or finger mounting should only be used where normal mounting does not make the plate conspicuous (e.g. where an important side road has a narrow entrance or in the exceptional circumstances mention in paragraph 78 above, or where it will frequently be obscured by pedestrian movement and cannot be mounted at the 2.5m height).
63. The name plates should be fixed that there is a clear space of at least 300 mm in every direction between them and any notices, advertisements or other

printed or written matter. Where possible greater clearance should be provided. Care should be taken to keep the view of name plates free from obstruction by trees or other growth.

64. Where possible, name plates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.
65. Duplication of street names and of nearly similar street names should be avoided within one postal area or Parish.
66. Street names may be displayed in panels in bollards facing footways as an addition to, but not as a replacement for, other name plates.

## Appendix 1

List of Persons / Official Bodies / Members who are to be consulted over Street Naming and Numbering matters.

### Application Stage

Developer or Applicant

Ward Councillors - Relevant Council

Parish Council - Relevant Council

Royal Mail (as below)

### Acceptance Stage

Ms Karen Partridge	Department of Environment and Transport Infrastructure Planning, Leicestershire County Council, County Hall, Glenfield, Leicester.
BT (Openreach) Newsites	pp 3D3, 2 Castle Wharf, Canal Street, Nottingham NG1 7BT
Chief Fire Officer	Leicestershire Fire & Rescue Service, Risk Management Group, Southern Fire Station, Meridian East, Leicester LE19 1WZ
Mr C Newton	East Midlands Ambulance Service, NHS Trust, Trust HQ, Beechdale Road, Nottingham NG8 3LL
Severn Trent Water Ltd	New Connections, P O Box 51, Raynesway, Derby DE21 7UZ
Western Power	Toll End Road, Tipton, West Midlands DY4 0HH
M Pancholi & S Fernandes	Valuation Office, Enkalon House, 92, Regent Road, Leicester, LE1 7DD.
Mr A Collinson & Ms C Altringham	Royal Mail, Address Development Team, Admiral House, 2 Admiral Way, Doxford International Business Park, Sunderland SR3 3XW
Ward Councillors -	Relevant Council
Parish Council -	Relevant Council
Leics. Land Registry	Westbridge Place, Leicester, LE3 5DR. (Blaby District Team).
<b>Internal Memo</b>	Revenues Mailbox Revenues Recovery Officer Refuse & Recycling Supervisor Waste Management Administrator Electoral Services Mailbox Land Charges Mailbox Systems Administrator



## **Appendix 2**

This list of examples is not an exhaustive list of sustainable objections nor is it an exhaustive list of special circumstances warranting acceptance but they are typical examples.

### **Examples of Sustainable Objections**

- 1 That the suggested names quite clearly do not comply with the street naming and numbering policy.
- 2 That although the name complies with the policy it should not be formalised because it does not take into account special circumstances.
- 3 That although the name may comply with the policy the Royal Mail have objected as they are of the opinion that the naming and numbering scheme may lead to postal delivery problems.
- 4 That the original information provided by the applicant or developers was not accurate or was misleading.
- 5 That the Street Naming and Numbering Officer did not give the consultees the full 14 days for them to raise their objections prior to naming a road/building etc.
- 6 Despite the suggested name complying with Councils street naming and numbering policy the name would be considered inappropriate in the circumstances.

### **Special Circumstances**

- 1 That the development will be located near or adjacent to a significant event, that has significant historical links that warrants that this event or person should be recognised by the name of a street or where appropriate building.
- 2 An item that the Street Naming and Numbering Officer might not have reasonably foreseen or predicted that may have a significant adverse impact if the chosen name is formalised.
- 3 Any other significant circumstances that the Group Manager along with the Portfolio Holder deem to be special circumstances. That may warrant a deviation from the street naming and numbering policy.

## Appendix 3

Charging Schedule for Street Naming and Numbering Service.

### **STREET NAMING AND NUMBERING CHARGES**

From 1<sup>st</sup> April 2012 Blaby District Council is introducing charges for the recovery of costs incurred whilst carrying out its statutory street naming and numbering function.

**Where the developer has chosen to use Blaby Building Control Services to carry out the full Building Control function on the development the charges for street numbering and naming will be waived.**

#### **Fees and Charges (Recovery)**

	£
Renaming/renumbering of existing property	£43.06
Naming/numbering of one to five properties	£43.06 each
Naming/numbering for more than five plots	£20.80 each additional plot
Naming of a street	£161.46 each
Change to a development after notification	£52 admin fee plus £16 per plot
Street re-naming at residents' request	£269.10 plus all compensation met by applicant with two thirds majority agreement from residents
Written confirmation of postal address details	£26.91
Numbering of new flat complex	£26 per plot

#### **Notes**

1. After notification means after the Council has renamed the street.
2. Compensation relates to monies paid to residents to help them pay for the cost of informing all parties that they correspond with, regarding the change to their address.
3. Where the developer has chosen to use Blaby Building Control Services to carry out the full Building Control function on the development the charges for street numbering and naming will be waived.
4. The charges will be renewed annually as part of the Councils fees and charges setting process.

## Appendix 4

Street –	for major roads / thoroughfare
Road –	for major roads / thoroughfare
Way –	for major roads / thoroughfare
Terrace –	a group of attached properties not a thoroughfare
Row –	a group of attached properties not a thoroughfare
Avenue –	for residential roads (usually tree lined)
Drive –	for residential roads
Grove –	for residential roads (usually area of trees)
Lane –	for residential roads
‘Rise’ or ‘Rising’ –	for residential roads (usually upward rising hillside)
Place –	for residential roads
Vale –	for residential roads (usually near water/stream)
Wharf –	for residential roads (usually near sea water)
Gardens –	for residential roads (avoid local open space area)
Green –	for residential roads (near open space)
Meadow –	for residential roads (near lowland meadow)
Wood –	for residential roads (near woodland)
Crescent –	for a crescent shaped road
‘Court’ or ‘Close’ –	for a cul-de-sac only
Square –	for a square only
‘Hill’ or ‘Heights’ –	for a hillside road or multi-storey building (Heights)
‘Walk’ or ‘Path’ –	for a pedestrian way
Mews –	row of dwellings converted or built to look like stable/farm development

## Appendix 5

Nameplate	225mm white stone enamelled painted 3mm aluminium thick plate
Lettering	Die pressed 89mm kindersley black lettering raised for main sign
Lettering	District of Blaby lettering to be 25mm mot in purple to BS4800 located to top and central of plate
Border	12mm (varied) and black
Tray Frame	Galvanised anti-vandal A type 3mm thick tray frame with 18mm lip in black
Supports	50mm x 50mm black box section legs (1200mm long) with black plastic caps to top
Feet	150mm feet made from 40mm x 40mm x 5mm angle iron