

# Street Naming & Numbering Policy Havant Borough Council

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**Havant**  
BOROUGH COUNCIL

# Havant Borough Council

## Naming & Numbering Policy

### Contents

	<b>Page No</b>
1. Introduction	3
2. Purpose of Policy	3
3. Street Naming and Numbering Charges	3
4. National Land & Property Gazetteer (NLPG)	4
5. Operational Guidance	4
6. Street Nameplates	10
7. Postcodes	10
8. Claims for Compensation	10
9. Performance Monitoring	11
10. Contact Details	11

#### Appendices:

Appendix A - Distribution List

Appendix B - Details of Proposed Level of Charges

Appendix C - Street Name Specification

# Naming & Numbering Policy

## 1. Introduction

- 1.1 Havant Borough Council is the Local Authority responsible for the administration of the street naming and numbering process (SNN), to ensure that all properties are officially addressed. The address of a property is important because 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.
- 1.2 New street names supplied will need to be accepted by the Local Authority and will be subject to a consultation process with the appropriate Ward Councillors, Emergency Services and Royal Mail primarily to avoid duplication or confusion arising from use of similar names in close proximity but also fitting with the Naming Conventions found in Item 5.2.
- 1.3 New addresses and amendments to existing addresses are registered by Royal Mail when notified by the Local Authority as the responsible body. Postcodes are allocated by Royal Mail and allocation is made in conjunction with the official addresses initiated by the Local Authority.

## 2. Purpose of Policy

- 2.1 This policy provides a framework for the Council to operate its SNN function effectively and efficiently for the benefit of residents, businesses, developers and visitors.
- 2.2 The Policy defines:-
  - Protocols for determining official street names and numbers.
  - Recommendations to prevent confusion by duplicating or using similar names to any already in use

## 3. Street Naming and Numbering Charges

- 3.1 Street naming and numbering is a discretionary service provided at the request of developers or property owners and therefore the Council can legally charge for these service.
- 3.2 For Street Naming and Numbering these charges cover:
  - Consultation and liaising with other external organizations such as Royal Mail, and Emergency Services (as a non-statutory element of naming of streets).
  - The Naming and Numbering of new properties (including conversions).
  - Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
  - Notifications to those organizations listed in Appendix A
  - Confirmation of addresses previously issued.

- Challenges to existing official names, numbers or addresses held within the street naming and numbering records.

3.3 These charges are to be paid at the time of the application.

3.4 Changes made without contacting the Council will be not be officially recognised and will not be registered with services and organizations listed in Appendix A.

3.5 The Scale of Charges for Street Naming and Numbering can be found in Appendix B.

3.6 Fees and charges applicable for the street naming and numbering service/s will be annually reviewed and publicised through the Council's agreed communication channels including the website.

## **4. The National Land and Property Gazetteer (NLPG)**

4.1 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. Local and National Government collectively is committed to using the NLPG for all of its addressing requirements and services.

4.2 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.

## **5 Operational Guidance**

### **5.1 Street Naming Procedural Guidance**

5.1.1 When a building regulation application has been approved the SNN officer will be informed by the developer, householder or Building Control. The applicant is responsible for making the request.

5.1.2 For any development identified, the developer will be contacted; requesting suggested street names are submitted along with the appropriate fee. The Local Authority will inform the developer of the number of new street names required, this will include the request for a number of additional alternative names should any objection be raised to a proposed name. A self service portal will be available to applicants; this will be available on the authorities' website. See appendix B for fees and charges.

5.1.3 The proposed street name(s) will be sought from the developer, but should the developer not put forward any suggestions, the Local Authority in conjunction with

Ward Councillors will seek suitable name(s). Any such name(s) will be forwarded to the developer for their comments.

- 5.1.4 If neither the developer of the new street/s nor the Ward Councillors can suggest name(s) then the Local Authority will allocate a name for the street(s).
- 5.1.5 When suggested names are received from the developer, a check of the suggestion(s) will be undertaken to ensure the name(s) are within the guidelines of the naming conventions.
- 5.1.6 If suggestion(s) are found to fall outside of the Naming Conventions set out in Item 5.2, then a written objection will be sent to the developer, informing of the reasons, together with a request for a further suggestion(s).
- 5.1.7 If the suggestion is found to be within the naming conventions, the proposed name(s) will be forwarded for consultation to Ward Councillors, Emergency Services and Royal Mail. As any objection has to be made by the Local Authority within one calendar month of receipt, a set time of 7 days will be given for the consultation period and the Local Authority must receive any objection within this time period.
- 5.1.8 If an objection is received from a consultee and found to be valid, a written objection will be sent to the developer, informing them of the reasons along with a request for further suggestion(s).
- 5.1.9 If no valid objections or reply are received from the consultees within the consultation period, a notice of adoption of street name will be sent to the developer.
- 5.1.10 Numbering of the new streets will be carried out as per the Numbering of Properties Conventions as Item 5.2. All properties on newly named streets will be allocated numbers.
- 5.1.11 The initial installation and costs of street nameplates for all new developments is the responsibility of the developers. It is expected that street name plates will be provided prior to the first occupation of the development. The developer should consult with Streets and Open Spaces with regards to suitability of the proposed street name plate locations. A signage specification can be found in Appendix C. Costs for works are published in our fees and charges schedule and can vary on local issues.

For any newly adopted streets the maintenance of the nameplate will become the responsibility of the local authority

- 5.1.12 If a scheme is to be developed in phases, the naming and numbering scheme will be issued for only the released phases.
- 5.1.13 Where a naming and/or numbering scheme is issued, the Local Authority will inform those bodies listed on Appendix A.

## 5.2 Naming Conventions

- 5.2.1 Wherever practicable a new street(s) with 5 or less properties and where the new street cannot be further extended, will be numbered into the primary road in which they are accessed. Experience has shown that roads with few houses are not well known and become difficult to locate.
- 5.2.2 Where 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.
- 5.2.3 Where a development includes a number of new roads, a theme for these roads will be requested. The developer may put forward any suggestion for the theme to the Local Authority to be considered. Once a theme has been agreed between the Local Authority and Ward Councillors the developer will be requested to provide suggested name(s) within this theme.
- 5.2.4 Developers are encouraged to preserve any historic link to the land which they are developing, e.g. field names the land may be previously known as, or previous property names located on site such as farm names or any other associated historic link.
- 5.2.5 Where no historic link to the land can be established for the use of a street name, the developer will be encouraged to have a historic link to the locality.
- 5.2.6 The use of a name, which relates to that of a living person(s), will not be adopted.
- 5.2.7 The name of a street should not promote an active organization.
- 5.2.8 Street names should not be difficult to pronounce or awkward to spell. Names that could give offence will not be used. Names that could encourage defacing of nameplates will be avoided.
- 5.2.9 New street names will not be acceptable where they duplicate or are similar to an existing name already in use within the district.
- 5.2.10 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 "Court" or "Close" to indicate a cul-de-sac.
- 5.2.11 The following is a list of possible suffixes, it is not exhaustive and sometimes other description words are more appropriate: Avenue, Chase, Circle, Close, Court, Crescent, Croft, Drive, Drove, End, Field(s), Garden(s), Green, Grove, Hill, Lands, Lane, Lawns, Mews, Paddock, Parade, Park, Path, Place, Ridge, Rise, Road, Row, Square, Street, Terrace, Vale, Valley, View, Villas, Walk, Way.

- 5.2.12 Where an existing road is dissected by the construction of a new road, we may choose to rename either or both parts of the existing road, however consultation with the appropriate Ward Councillors will be under taken.
- 5.2.13 Punctuation will be used in street names, which have been approved after the implementation date of this policy revision. Existing street names and nameplates will not be affected by this policy revision.
- 5.2.14 We reserve the right to object to any suggested name deemed to be inappropriate.

### **5.3 Numbering Procedural Guidance**

- 5.3.1 Official naming and numbering, or alterations to current official addresses will not be issued until such time as the appropriate Building Regulation application has been deposited. The numbering or renumbering of properties will be carried out in a similar way to that outlined in street naming (5.2.1 & 5.2.14)
- 5.3.2 Where a naming and/or numbering scheme is issued, the Local Authority will inform those bodies listed on Appendix A

### **5.4 Numbering Conventions**

- 5.4.1 A new through road will be numbered with odds on the left hand side and evens on the right hand side.
- 5.4.2 A cul-de-sac will be numbered consecutively with number 1 of the left working in a clockwise direction, unless the cul-de-sac can be extended in the future.
- 5.4.3 Additional new properties in existing streets that are currently numbered will always be allocated a property number.
- 5.4.4 Private garages and similar buildings used for housing cars and similar will not be numbered.
- 5.4.5 A proper numbering sequence shall be maintained. Normally, in the interest of equality and diversity no numbers will be omitted from the numbering sequence, although should a strong preference be expressed, comments would be taken into consideration. Once numbered, the Local Authority will not normally re-number properties. The Local Authority will only renumber a property where it can be shown that there are consistent delivery problems or issues with emergency services.
- 5.4.6 Buildings (including those on corner sites) are usually numbered according to the street in which the main entrance is to be found. 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 sanctioned.

- 5.4.7 If a multiple occupancy building (i.e. flats) has entrances in more than one street, each entrance will be numbered into the appropriate road.
- 5.4.8 We will use numbers followed by letter suffixes where there are no alternatives and to avoid the renumbering of other properties in the existing street. For example, these will be used where infill properties are built and insufficient numbers are available. Wherever possible infill properties requiring a suffix will be given the property number before the infill to maintain a proper numbering sequence.
- 5.4.9 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.
- 5.4.10 All property numbers should be visible from the highway. This may mean numbers being displayed on posts, gates or fences (and not necessarily the door of the property) to aid easy identification of the property, particularly in the event of an emergency.
- 5.4.11 If open space or undeveloped areas exist along a length of road, it is usual to leave spare numbers.
- 5.4.12 No two buildings in one street may have the same number.
- 5.4.13 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.
- 5.4.14 Flats will be numbered with their own separate number into the street where possible.
- 5.4.15 Annexes to buildings e.g. granny 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.
- 5.4.16 Moored Houseboats will form part of the Council's LLPG, which in turn forms part of the National Land and Property Gazetteer. The Local Authority will only allocate an official address and inform Royal Mail where we have an operational requirement to do so or we believe the property is being used for permanent residency in the District and therefore subject to Council Tax. This will assist any emergency response and create a unique record for each property for future use. Such addresses will have to meet Royal Mails requirements for secure delivery points.
- 5.4.17 For any dwelling accessed internally through commercial premises, the accommodation will be given a prefix to match the accommodation type i.e. The Flat. The rest of the address will be the same as the parent property, e.g. where a flat above a public house and is only accessed internally, its address will be The Flat, Name of Public House, Street Number and Name.



## **5.5 Renaming and Renumbering of Streets and Buildings**

- 5.5.1 Renaming of a street and renumbering of buildings is very time-consuming process and may cause costs or disruption to individual occupiers and owners and wherever possible will be avoided. Hence, it is usually only done as a last resort i.e. renaming of a street is normally only considered if consistent problems occur for the Emergency Services and the renumbering of properties is only considered when infill etc. is so great, that numbers to the new properties cannot be allocated. The existing street may then be subject to a renumbering scheme.
- 5.5.2 It should be appreciated that changing a street name or renumbering properties can cause a great deal of inconvenience for residents. The Council is therefore reluctant to make changes without good reason. Before making any changes we will consult with all residents affected by the proposals. It is unlikely that the Council would proceed with a proposal unless two thirds of the residents support the change. The renaming of a street involves a legal process that gives any resident who may object the right to appeal to a Magistrates Court. The Council may require residents requesting a change of street name to pay the Council's cost for the process.
- 5.5.3 Where any order for renaming of a street is made, the Ward Councillors will be consulted.
- 5.5.4 Where an order for renaming of a street is made the proposed name must follow the naming procedures and must also fall within the naming conventions.
- 5.5.5 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 4 weeks from the date of the notice
- 5.5.6 Where a re-naming and/or re-numbering scheme is issued, the Local Authority will inform those bodies listed in Appendix A.

## **5.6 Property Naming**

- 5.6.1 The owner (not tenant) 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 Local Authority along with the appropriate fee.
- 5.6.2 The Local Authority cannot formally add, amend or remove a property name where the property is in the process of being purchased, that is, until the exchange of contracts, although guidance of the acceptability of a name may be given.
- 5.6.3 A check will be made by the Local Authority to ensure that there is no other property in the locality with the registered or similar registered name. Under no circumstance will a replicated name in the locality be allowed.

- 5.6.4 Under no circumstances will a name that is offensive, or that can be construed as offensive, be allowed.
- 5.6.5 If a proposed property name is refused, then the owner will have the option to provide further suggestions or retain the current address.
- 5.6.6 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.
- 5.6.7 Where an amendment to a property name is carried out, the Local Authority will inform those bodies listed in Appendix A

## **6 Street Nameplates**

- 6.1 The Local Authority is responsible for the replacement and repair of street nameplates in its own administrative area. Nameplates will be erected and replaced whenever required, taking into account both financial restraints and requirement.
- 6.2 Where a street is approached only from one direction only one nameplate will be erected and this will face the direction of approaching traffic. Where a road can be approached from both directions, nameplates on either side of the junction will be erected. Nameplate(s) will also be erected at any junction or entrance onto the street.
- 6.3 The nameplates erected within the Havant Borough Councils area will be as per the nameplate specification. (See Appendix C)
- 6.4 Requests for “No through road” symbols to be added to street nameplates, will only be considered when erecting new nameplates.

## **7 Postcodes**

- 7.1 An important element of addressing is the Postcode. The Postcode allocation is the responsibility of Royal Mail and identifies a number of postal delivery points and a postal town as defined by Royal Mail. The Local Authority is not responsible for allocating these codes.

Royal Mail will allocate a postcode on receipt of the official naming and numbering scheme from the Local Authority but the postcode will be held in “reserve” (the not yet built file) until Royal Mail is notified by either the developer or owner that the property is occupied.

- 7.2 Royal Mail does not publish on its website addresses that are not completed and/or occupied. This means that in certain cases addresses that have been officially allocated and issued by the Local Authority may not, for a while, be visible to anyone using the Royal Mail website to validate an address. This may also mean that other organisations using the

Royal Mail address database (Postcode Address File) will also not be able to validate addresses.

- 7.3 The Local Authority is not liable or responsible for third parties updating their databases with address information.
- 7.4 Developers, owners and tenants should be aware that their properties may not have the same postcode as the surrounding or existing properties.

## **8 Claims for compensation**

- 8.1 The Local Authority is not liable for any claims for compensation arising directly or indirectly from the naming of streets, re-naming of streets, numbering or renumbering of properties, renaming/renumbering of properties.
- 8.2 The property developer 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 official naming and numbering scheme has been issued by the Local Authority. The Council will not be liable for any costs of damages caused by failure to comply with this.

## **9 Performance Monitoring**

- 9.1 The street naming and numbering team will either send written adoption or objection of the proposed street name(s) to the proposer within one calendar month of receiving the proposed street name(s).
- 9.2 All requests for property name changes will be dealt within one calendar month. However, to provide the best service to our customers, we will aim to turn requests around within 10 working days.
- 9.3 We promise to notify the Local Authority's LLPG and inform the bodies listed on the distribution list (Appendix A) within 5 days of a naming and/or numbering scheme being issued.
- 9.4 We aim to respond to all Street Naming and numbering enquiries within 5 working days.

## **10 Contact Details**

Street Naming and Numbering

XXXXXXXX

XXXXXXXX

XXXXXX

XXXX

Tel:

Email:

## **APPENDIX A:**

Distribution List for Street Naming and Numbering Information Internal:

Electoral Roll

Land Charges

Local Land and Property Gazetteer Custodian (LLPG)

Council Council Tax

External:

Hampshire Fire & Rescue

Ambulance Service

Hampshire Police

County Council Highways

Southern Water

Thames Water

British Telecom

Ordnance Survey

Land Registry

British Gas Transco

Royal Mail

## APPENDIX B: Street Naming and Numbering Charges

# Havant Borough Council

## Street Naming & Numbering Charges

### From 1<sup>st</sup> January 2017

Street Naming and Numbering Charges from 1st January 2017

The naming and numbering of streets and buildings is the responsibility of the Council. The service is provided at the request of owners or developers and the Council can charge an appropriate fee for this service.

There are 4 types of charges that apply for the Street Naming and Numbering services;

- Addition/Amendment/Removal of property names (both for residential and commercial properties)
- New development on existing street (numbering of properties only required);
- New development to include naming of new streets (naming of streets and numbering of properties);

Havant Borough Council Schedule of Charges Street Naming and Numbering Service (January 2017)	
Property Name Additions/Amendments	
• Rename a Road	£300
• Rename a Property	= £100
Numbering of New Properties	
• First plot of any new development	= £200
• Additional plots 2-20	= £40
• Additional plots over 21 and above	= £30

These charges are not subject to VAT.

All fees are payable at time of application.

## APPENDIX C: Havant Borough Councils Street Name Plate Specification

### SPECIFICATION

#### 1. GENERAL SPECIFICATION

##### 1.1 Manufacture Street nameplate

90mm Black Cast Vinyl Kindersley lettering and border with rounded corners applied using pressure roller, to the reverse of anti-glare Polycarbonate sheet with White Cast Vinyl background, generally 150mm deep, signs with two lines of Kindersley generally 300mm deep. Length to suit.

Subsidiary lettering to be 52.5mm (37.5mm 'x' height) Black Cast Vinyl, Transport heavy style all in lower case, except first letter.

40mm minimum space between letter and border (or "No through road (816.1) symbol if applicable) at both ends.

All costing of ie. lettering/arrows/numbers/colours etc. eg. "Odd Nos.1-9" including all legends are to be incorporated within size of sign excluding Item 8 "Borough of Havant".

Black border (and panel dividers where appropriate) 12.5mm depth with rounded corners "Scotch" or similar approved edging.

No Through Road 816.1 symbol to be included on the end of the plate if required. The symbol will be enclosed by a continuation of the surrounding border unless requested otherwise. Minimum overall width 130mm within border. Minimum overall depth 120mm within border. Minimum symbol width 80mm. Minimum symbol depth 100mm.

"Borough of Havant" (Item 8 Provisional) if required. 49mm actual height (35mm 'x' height). Red cast vinyl Transport medium style letters in lower case centred on a single line positioned at bottom as per Provisional Standard Street Nameplate Details.

2 no Black Solid Recycled Plastic Posts 80 x 80 x 1500mm (unless specified separately) with moulded four way chamfered top, slotted at top to accept 30mm

thick Recycled Plastic Plank, with signface and capping, of depth and length to suit.

Plank signface and capping to be fixed into post slot with 2 no 50 x 6mm screws each side recessed into post and capped with plastic bungs, or similar approved.

The signface to be fixed to plank using suitable adhesive and capped top and bottom with Black powder coated extruded aluminium channel to protect exposed edges of signface, with Black zinc plated Stainless Steel rustproof security screws.

Anchor pins to be used at bottom of each post at least 150mm in length.

All signs/lettering (excluding the Kindersley alphabet) shall be to Department for Transport specification unless otherwise specified.

See attached photograph for standard Street nameplate unit and lettering layout to comply with Department for Transport. Not including Kindersley alphabet.