A practical guide to obtaining a street name(s), property numbering and postcodes for a new development

Introduction

When proposing new developments, a proper address and postcode are vital, for example; for deliveries and connection of services. Section 17 of the Public Health Act 1925 (hereafter referred to as 'the Legislation') allows the District Council to govern the naming of streets for new developments.

The Street Naming and Numbering Officer in the Development Support Team at the District Council is the responsible service for the naming process and has prepared a 7 Step guide below to obtaining an address for a new development.

In association with these steps, **APPENDIX ONE** outlines what should be considered in respect of naming a street and **APPENDIX TWO** outlines the guidance with regard to property numbering. These also apply to naming and numbering of new properties on existing streets.

Note: In the steps below, the Applicant is the builder, developer or other person responsible for the project.

Step 1

Email (SNN@stratford-dc.gov.uk) or write in to Development Support enclosing the following:-

- A site plan at a suitable scale indicating the street(s) and entrance points to the houses/flats;
- A site location plan showing the context of the site;
- The planning permission reference;
- A correspondence address; and
- A fee of:
    - £169 for each plot* for a new dwelling/unit following demolition/conversion
    - £169 per plot of a new development

- £845 (plots 1-5) + £41 per additional plot (plot 6 onwards)
- £169 per affected plot to amend a development layout

(* per plot means each dwelling, flat, conversion, retail/industrial unit)

Step 2

Once the application is initially assessed, the Street Naming and Numbering Officer will advise the Applicant of the number of new streets and numbering required (the latter in accordance with **APPENDIX TWO**).

Step 3

1. In accordance with the legislation, the Applicant has the option of submitting a street name(s) – In this case, the relevant parish council in-conjunction with the ward member (who will be consulted by the District Council in accordance with its constitution), **must only consider the name put forward by the Applicant.**

   OR

2. The Applicant may choose not to officially submit a name(s) allowing the relevant parish council (in-conjunction with the ward member) to officially undertake the matter **(this process is the District Council's preferred option)**.

   Note – whichever option is used, Appendix One should be considered

Step 4

1. If the application is made under Step 3.1, under the Legislation, a one month period* has to elapse to allow any objections from the relevant town/parish council (in-conjunction with the ward member). If there is an objection by the relevant town/parish council (and/or ward member), the District Council will forward a holding objection to the Applicant to permit a decision in respect of the street name(s) to be made by the District Council's relevant Portfolio Holder (this process does not affect the rights the Applicant has under the legislation upon receipt of any holding objection).

   Or

If the application is made under Step 3.2, the Applicant who has waived their rights to name the street(s), will still wish the decision to be made promptly as Steps 5 and 6 below are important due to the connection of services etc. The relevant town/parish council (in-conjunction with the ward member) will therefore be requested to make a decision within **two months** of the request by the District Council as most town/parish councils meet within at least a two month period. If no reply is forwarded within two months then the District Council will ask the

Applicant to name the street(s) instead.

**In certain instances the relevant town/parish council may not have had time to assess the request therefore the District Council will forward a holding objection to the Applicant within the month, if requested to do by the relevant town/parish council, so the latter can assess the matter but a decision must be made by the relevant town/parish council within the time line directed by the District Council upon it forwarding a holding objection to the Applicant (this process does not affect the rights the Applicant has under the legislation upon receipt of any holding objection).*

Step 5

Once the name(s) is accepted, the Street Naming and Numbering Officer will then arrange for Unique Property Reference Numbers (UPRN), Unique Street Reference Numbers (USRN) and Postcodes to be allocated. If the name(s) is rejected, the District Council will advise the parties as soon as possible.

Step 6

The Applicant will then be notified of the final address details and postcode in writing, generally by email. Notice will also be forwarded by the Street Naming and Numbering Officer to emergency services and relevant institutions/bodies that require notification of the development (such as water, gas and electricity companies).

Step 7

If the development requires a new street name plate, the Applicant will need to have these erected in accordance with the District Council's specification prior to occupation of the development. A copy of this specification will be forwarded to the Applicant in addition to the notification set out in Step 6.

TIMESCALES TO NOTE

- The process for new developments requiring new street names can take between two to three months. It is therefore recommended that a request for street naming and numbering is submitted well in advance of works commencing on site.

- The process for one off dwellings can normally be completed in less than a month from initial receipt.

Disclaimer

This practical guide is provided for the provision of naming streets and numbering on new developments. This guide is not intended to give legal advice for any person to rely on and the District Council will not be held liable for any reliance any person places on it. This guidance is not exhaustive because each application has to be assessed on its own merits.

APPENDIX ONE

Naming a Street

1. Proposals deemed unacceptable is a street name(s):-

- Repeated in the area **(see point 4 below)**;
- The full name of a living or deceased person. However, naming a street using the forename or surname of a living person is permitted with the person's written permission prior to the application being made. Naming a street using the forename or surname of a deceased person is also permitted where written permission has been obtained by the family prior to the application being made.
- Where there is a punctuation mark(s) or starts with 'The';
- That is considered to cause an offence;
- That is difficult to pronounce or awkward to spell;
- That is deemed offensive or which encourage defacing nameplates;
- Where unofficial marketing titles are used by developers in the sale of new properties, or names that advertise the developers;
- Not in keeping (as far as practicably possible) with local traditions;
- Including a secondary street in addition to a first named street in an address (for clarity, only one street name is required followed by the name of the settlement).

2. All new streets should ideally end with one of the following suffixes:

- Street (for any thoroughfare);
- Road (for any thoroughfare);
- Way (for major roads);
- Avenue (for residential roads);
- Drive (for residential roads);
- Grove (for residential roads);
- Lane (for residential roads);
- Gardens (for residential roads) subject to there being no confusion with any local open space;
- Place (for residential roads);
- Crescent (for a crescent shaped road);
- Court/Close (for a cul-de-sac only);
- Square (for a square only);
- Hill (for a hillside road only);
- Circus (for a large roundabout);
- Vale (for residential roads);

- Rise (for residential roads);
- Row (for residential roads);
- Wharf (for residential roads);
- Mews (for residential roads)

3. All new pedestrian ways should end with one of the following suffixes:

- Walk
- Path
- Way

4. Duplication of Street Names

New street names should not duplicate any similar name already in use in a town or village or in the same postcode area. A variation of the terminal word, for example, "street' "road" or "avenue" will not be accepted as sufficient reason to duplicate a name. A common request is to repeat existing names in a new road or building title for example a request for "St Mary's Close" off an existing St Mary's Way, near St Mary's Church. **This is not permitted as it can have a detrimental effect in an emergency situation.** This is in line with Government guidance found in circular 3/93

APPENDIX TWO

Numbering procedure

1. Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found and the manipulation of numbering in order to secure either a "prestige" address or to avoid an address which is thought to have undesired associations will not be sanctioned.

2. A new street should be numbered with odd numbers on the left and even numbers on the right, for a cul-de-sac, consecutive numbering in adopted in a clockwise direction.

3. No property will be allocated number thirteen.

4. Where possible additional properties in streets which are currently numbered will always be allocated a property number.

5. Private garages and similar buildings used for housing cars and similar will not be numbered.

6. Stables and outbuildings will not be allocated official postal addresses unless planning permission is approved for residential conversion or manned offices at the site.

7. If a multiple occupancy building has entrances in more than one street, then each entrance can be numbered in the appropriate road if required.

8. In residential buildings (for example blocks of flats) it is usual to give a street number to each dwelling where the block is up to six stories in height. When the block exceeds this height or there are not sufficient numbers available because of existing development, it should be given a name and numbered separately internally. Such names will be treated in the same way as house names.

9. The Street Naming and Numbering Officer will use numbers followed by letters where there is no alternative. For example these are needed when one large house in a road is demolished and replaced by a number of smaller houses. To include the new houses in the numbered road sequence would involve renumbering all the higher numbered houses on that side of the road. To avoid this each new house should be given the number of the old house with either A, B, C or D added. Letters will also be used if the new development were to lie prior to the numbering scheme commencing. For example, if 4 houses were built prior to the first property number 2. The new dwellings would become 2A, 2B, 2C, 2D. This is to aid emergency service response and mail delivery.

10. The Street Naming and Numbering Officer will endeavour to avoid using suffixes to numbers wherever possible. For new developments where

additional properties have been requested after initial numbering we will renumber the entire street. This will incur a per property charge.

11. Where a property has a number, it must be used and displayed. Where a name has been given to a property together with its official number, the number must always be included. The name cannot be regarded as an alternative. This is enforceable under section 65 of the Town Improvement Clauses Act 1847.

12. Where a property has a number, it must be used and displayed. Where an application is made to add a name to a property with a number, the number must always be included. The number cannot be removed from the official address and the name cannot be regarded as an alternative.

13. The Street Naming and Numbering Officer will enforce numbering of properties without numbers, for example in streets where all properties have names or those where numbers are not being displayed where this causes serious mail delivery problems or emergency service response issues.

14. Once numbered, a property will always retain that number, even if residents only use a name. The District Council shall not be liable for any mail delivery or credit rating problems caused by residents not using the given property number.

15. Royal Mail will only register properties which have their own entrance and/or their own secure letter box. Sometimes this can cause problems as people think 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 occupation' and will only register the parent building and not individual flats.

16. For commercial properties, whenever possible, unit numbers will be allocated. If there are special circumstances that make numbering impractical the building names will be requested. However The Street Naming and Numbering Officer will not normally register company / business names as the building name.

17. All new commercial / industrial sites will be numbered (as per the residential process above). The Street Naming and Numbering Officer will use combinations of a number and letter where this is no alternative e.g. 1A, 1B etc.

ENDS
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