

Street Naming and Numbering Policy

Version 1

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1.1 POLICY STATEMENT

The naming and numbering of streets and buildings in the Rossendale area, is controlled by Rossendale Borough Council under the Town Improvement Clauses Act 1847. The purpose of this control is to make sure that any new street names and building names and numbers are allocated logically with a view to ensuring, amongst other things, the effective delivery of mail and that emergency service vehicles are able to locate any address to which they may be summoned.

Anyone wishing to change the name or number of their property or seeking an address for a new property should apply in writing to the Council (at the address shown on page 14) following the procedures detailed in this policy.

As far as street naming proposals are concerned, the Council are happy for developers or owners to propose their own preferred names for consideration. However it is a **requirement that three suggestions for a new name** should be put forward in case one or more fails to meet the criteria outlined in this guidance. It is desirable that any suggested road name should have some connection with the area.

If proposals comply with our Policy on Street Naming and Numbering and do not meet with an objection from Ward Members, the new address will be formally allocated and all relevant bodies will be notified. See Appendix A for a list of those informed by the Council.

Where street names or previous numbers have been established without reference to the Council, the Council have the authority to issue Renaming or Renumbering Orders, under section 64 of the Town Improvement Clauses Act 1847.

To aid the emergency services, the Council will endeavour to ensure that where appropriate, if a street has a name and has street signs relating to that name, all properties accessed off it will be officially addressed to include that street name and also where appropriate, all new properties are numbered.

1.2 THE COUNCIL COMMITMENTS

- To treat everyone in a fair and equal manner in line with our Equality and Diversity Policy.
- To endeavour to deliver best value and to place the customer first
- To meet our statutory duties

1.3 STATUTORY CONTEXT

Definition of a Street

The naming of a street includes any road, square, court, alley or thoroughfare, within the limits of the Towns Improvements clauses Act 1847 or relate to any thoroughfare which when named will be included in an official address.

Public Health Act 1925

Section 17 – 19 (Adoptive Provision)

Provides the Council with the duty to ensure that the name of every street, which is maintained at public expense, is shown in conspicuous position and also to alter or renew if it becomes illegible.

Anyone found guilty of damaging or removing a sign is liable to prosecution.

Signs for private streets are the responsibility of the residents.

Town Improvement Clauses Act 1847

Section 21:

This section gives power to the Council to alter the street name or any part of a street, and assign a street name to all or part of a street where a name has not been given.

The Council may, with the consent of two thirds of the ratepayers and people who are liable to pay council tax in any street, alter the name of the street or any part of the street. The Council will consider this if the local Ward Member has made the request in writing to the Building Control Section, and can provide proof of consent from the required number of residents.

In such instances the council will consult with the Fire Authorities and Police Authorities.

An appeal or complaint against a decision of the Council would be to the Local Government Ombudsman, 21 Queen Anne's Gate, London SW1.

Section 64:

The Council can cause to be put up or painted the numbers to the houses, as it thinks fit.

Section 65:

The occupiers of houses and other buildings in streets must mark them with such numbers as the Council approve.

Where an occupier fails to do this in a week from the notice from the Council, they are liable to a fine in the magistrates' court if the Council decide to pursue them. The Council can mark or renew the numbers and the occupier must pay our costs where the Council have had to take this course of action.

Power to charge under Section 93 of the Local Government Act 2003

A local authority may charge for discretionary services. Discretionary services are those services that an authority has the power but not a duty to provide. An authority may charge where the person who receives the service has agreed to its provision, the charge must not exceed the cost of providing the service.

So the Council cannot charge for street naming services (since the duty to provide this service is not discretionary), but it can charge for elements of the naming and numbering function outlined in section 1.10 (which is a discretionary service) by virtue of section 64 and 65 of the 1847 Act coupled with section 93 of the 2003 Act.

1.4 SPECIFIC POLICY AREAS Naming Streets and Numbering Houses

Section 64 of the Town Improvement Clauses Act 1847 requires Councils to ensure houses and buildings are “marked with numbers as they think fit”. The Council also have a responsibility to make sure that street names are displayed. Should any person destroy, deface or put up another number or name other than the official one, then that person shall be liable to a fine under the provisions of Criminal Justice Act 1982 for every such offence.

While the Council are the authority for naming streets the applicant or developer will be asked to suggest names for any new street(s).

Several suggestions for names can be made in case the Council or the local Ward Members object.

Approval for street names will be sought from local Ward Members. If objections are received to a name an alternative will need to be suggested, otherwise suggestions from local Ward Members will be the only ones considered.

Should agreement on a name not be reached, final approval of street names will be given by the Building Control Manager in consultation with the Regeneration Portfolio Holder

All costs for the erection of signs for new streets will be borne by the developer. There is a specification for the signs and their locations and the Council must be contacted for advice.

Maintenance of street signs becomes the Council's responsibility once a street has been adopted.

It is not lawful to erect a street nameplate until the Borough Council has confirmed the street name in writing:

Note: Contravention attracts a fine under the provisions of the Criminal Justice Act 1982 (Section 37(2) Standard Scale Level 1 offences). A daily penalty rate also applies in this case.

1.5 CRITERIA FOR NAMING STREETS

The address management officer will use these guidelines when agreeing a new number or address. Developers and Ward Members should follow these guidelines for any suggested 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 in the terminal word, for example, “street”, “road”, “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 allowed as it can have a detrimental effect in an emergency situation. This is in line with Government guidance found in Circular 3/93.
- Street names should not be difficult to pronounce, awkward to spell or where punctuation may give rise to variations.
- The Council will not adopt any unofficial ‘marketing’ titles used by developers in the sale of new properties.
- Names should not be considered that may be construed as obscene, racist or contravene any aspect of the Council’s Equality and Diversity Policy and will not be acceptable.
- Street names must not include the word “The” or end with a possessive (i.e. Apostrophe s) or plural words (i.e. “The Cottage” or “The Saltings”)
- The use of the number 13 should be included.
- Names that may be taken as advertising (i.e. company name) will not be accepted

All new street names 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 residential roads)
Vale	(for residential roads)
Rise	(for residential roads)

Row	(for residential roads)
Mews	(for residential roads this is considered acceptable in appropriate circumstances)
Terrace	(for residential roads)

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

Walk
Path
Way

For private houses it is sufficient that the name should not repeat the name of the road or that of any other house or building in the same postcode area, see Procedure for Address Changes below.

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

The Council will avoid having two phonetically similar names within a postal area and, if possible within the Borough, for example Churchill Road and Birch Hill Road.

The use of a name which relates to people either living or those alive during living memory should be avoided if possible. Only exceptional circumstances will be given consideration and justification will be required as well as the consent of either the person concerned or their family

The use of tree names should be avoided mainly due to the duplication of many existing streets already named within the Rossendale area. The Council will only do this if those requesting them show that such confusion is not likely to take place and that the tree name has local relevance.

Providing Postcodes

Rossendale Borough Council is not responsible for issuing new postcodes
When an approved address is agreed by all parties, Royal Mail will confirm a Postcode and Post Town, however they will not issue a postcode for a new street or property until requested to do so by the Council. The maintenance and any future changes to this postcode are Royal Mail's responsibility.

Address Locality

Localities within the official postcode and post town address are the responsibility of Royal Mail. Where applicants object to a post town in their postal address, the Street Naming and Numbering section will advise them to consult Royal Mail, who has a procedure laid down in their code of practice by the Postal Services Commission for adding or amending the details.

1.6 GUIDELINES FOR NUMBERING BUILDINGS AND COMMERCIAL UNITS

- A new street should be numbered with even numbers on one side and odd numbers on the other except that, for cul-de-sac, consecutive numbering in a clockwise direction is preferred.
- Additional properties in streets that are currently numbered will always be allocated a property number
- Private garages and similar buildings used for housing cars and similar will not be numbered.
- A proper sequence shall be maintained, with the number 13 included. Once numbered the Council will not normally re-number properties The Council will only re-number a property where there can be shown to be consistent delivery problems or during a development. **This will incur a charge.**
- 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 a “prestige” address or to avoid an address, which is thought to have undesired associations will not be sanctioned.
- If multiple occupancy building has entrances in more than one street, then each entrance can be numbered in the appropriate road if required. In this case, advice from the local delivery office will be sought.
- In residential buildings (example, blocks of flats) it is usual to give a street number to each dwelling where the block is up to six storeys 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. Flats will be numbered in the form of “Flat 1”, “Flat 2”, etc. Any other form of naming or numbering is discouraged (for example “First Floor Flat” or “Flat A” is unacceptable and will be known as “Flat 1”)
- The Council will use numbers followed by letters where there is no alternative. For example these are included 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. The Council will endeavour to avoid using suffixes to numbers wherever possible. For new developments where additional properties have been requested after initial numbering the Council will renumber the entire street. **This will incur a property charge.**
- Individual houses in existing unnumbered roads will normally require property names. For an infill of two or more properties accessed via a private drive, where

- the Council feel it is appropriate, the Council will agree with the developer a 'sub-road' name, for example 1 – 4 Curlew Cottages, High Street.
- 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. The official numbers and do not normally store such property names on its system. This applies both to domestic and commercial property. This is to ensure consistency of records over time, reduce costs and aid delivery of mail and emergency service response.
 - The Council 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.
 - Names that may be taken as advertising (i.e. company name) will not be accepted

1.7 PROCEDURE FOR NEW DEVELOPMENTS AND COMMERCIAL UNITS

The property developer should not give any addresses, including postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before the Council has issued formal approval. The Council will not be liable for any costs or damages caused by failure to comply with this.

Applicants are encouraged to contact the Council prior to a formal application in order to get advice on our naming policy and the positioning of nameplates.

The applicant or developer will be asked to suggest names for any new street(s). Several suggestions for names can be made in case the Council or the local Ward Members object.

Approval for street names will be sought from local Ward Members. If objections are received to a name an alternative will need to be suggested, otherwise suggestions from local Ward Members will be the only ones considered.

Should agreement on a name not be reached, final approval of street names will be given by the Building Control Manager in consultation with the Regeneration Portfolio Holder

The developer will be responsible for the cost and installation of street nameplates. The Council will cover maintenance costs once the street has been officially adopted. Street nameplates must meet the specification as set out at APPENDIX D.

Numbering of the new street(s) will be carried out following the guidelines within this policy. All properties on newly named streets will be allocated numbers. All new properties on existing streets will be numbered unless the existing properties on that street all have official dwelling names and no numbers, or in the exceptional circumstances outlined under the section "Guidelines for numbering buildings"

When numbering is complete the Council will contact all the bodies listed in Appendix A.

1.8 PROCEDURE FOR ADDRESS CHANGES

The Council does not need to be informed of name changes to properties that have official numbers and does not normally store or use property names in such cases.

If the property has a house number, it will not normally be possible to replace the number with a name. In cases of dispute the Building Control Manager with the relevant

Ward Councillor(s) will decide. These will only be considered where it can be shown that the current numbering system causes delivery problems or emergency response issues. Also, if more than one property is affected then the agreement of all owners affected will have to be obtained.

To request a change to an address, the owner must give the Council either by email or in writing,

- The existing house name, address and postcode
- The proposed new name
- A plan showing the exact location of the property if the property is not easily identifiable from the existing address
- A date from which the house name should be changed (if not immediate)

Requests can only be accepted from the owners of properties and not tenants, if the Council is any doubt that the applicant is not the owner, proof of ownership may be requested.

The Council cannot formally change a property name where the property is in the process of being purchased, that is, until exchange of contracts, although the Council can give guidance on the acceptability of a chosen name before this.

A check is made by the Council to ensure there is no other property in the location with the same or similar name. Royal Mail will then be asked for their opinion on the suitability of the chosen name in case it may cause delivery problems due to the similarity with other local names. Royal Mail cannot guarantee mail delivery if their advice is ignored. In these situations, the Council will formally advise the applicant against the name and also contact those other affected properties. Owners/residents of affected properties may take legal action if they have delivery problems caused by such name changes.

Once all checks are satisfactorily complete and any **necessary fees received**, the Council will change the name of the property and advise the relevant parties including Royal Mail, Ordnance Survey, and Council Tax, the Local Land and Property Gazetteer team and emergency services. A full list of those informed is included in **Appendix A**.

The Council will then confirm in writing to the owner of the property, the new official address.

1.9 PROCEDURE TO NAME/RE-NAME AN EXISTING STREET

Whenever a request is received to name/rename an existing street, the Council will ensure the street is an adopted highway – private streets will not usually be named/renamed. The Council will consult with all affected residents, and local Ward Members. A unanimous agreement is required before the standard naming and numbering process is carried out.

1.10 CHARGING FOR STREET NAMING AND NUMBERING PROCESS

The Council will charge for the Street Naming and Numbering Process as specified in Appendix C.

Local Authorities can charge only where they provide a service if they are authorised, but not required, to provide the service, this charge is therefore non-vateable . The charge must not exceed the cost of providing the service.

For Street Naming and Numbering this charge is for;

- Renaming existing properties
- Alterations in either names or numbers to new developments after initial naming and numbering has been undertaken
- Contacting the bodies listed in Appendix A of new/altered addresses

These charges have to be paid prior to any changes made.

Changes made without contacting the Council will not be registered with services and organisations listed in Appendix A of new/altered addresses.

These charges will be reviewed on an annual basis and new charges approved by the Head of Finance.

1.11 OUTCOMES

- A modern Street Naming and Numbering policy which is clear and easily understandable by our staff, developers and members of the public
- Appropriate involvement of all interested groups.
- Address and street numbering systems that comply with the needs of the emergency services and occupants.
- Addresses entered and maintained in our systems in British Standard 7666 format
- Recoverable costs for house renaming and where developers seek to number and/or rename after their initial proposal have been dealt with.

1.12 WHO IS RESPONSIBLE FOR DELIVERY?

The Building Control Section, and the Local Land and Property Gazetteer Team.

1.13 PERFORMANCE MONITORING

The Building Control section will forward all requests for new street names to the local Ward Members, and Royal Mail. Once the Council have received their recommendations, the Council will normally complete the process within 30 days

1.14 POLICY CONSULTATION.

This policy has been written by the Building Control Manager in consultation with the Executive Director of Regulatory Services.

1.15 POLICY REVIEW

This policy will be reviewed every three years. Charges will be reviewed on an annual basis by the Head of building Control, Director of Regulatory Services and the Head of Finance.

1.16 RELATED POLICIES AND STRATEGIES

- Equality and Diversity Policy
- Customer Care Policy

Appendix A

Organisations the Council inform of new or changed addresses

Externally;

United Utilities (Customer Centre)
United Utilities (Service Delivery)
United Utilities (Asset Information Services)
BT Wholesale
National Grid
NTL Plant Protection
Ambulance Service
Lancashire Constabulary
Lancashire County Fire Brigade (Chief Fire Officer Burnley)
Lancashire County Fire Brigade (Principal Fire Control Officer - Rawtenstall)
Lancashire County Fire Brigade (Principal Fire Control Officer – Bacup)
Valuation Office Agency
Land Registry Lancashire Office
Royal Mail Address Development Team
Lancashire County Council (Environment Directorate)
Lancashire County Council (Highways Area East)
Rossendale Civic Trust
Haslingden Community Link
Bacup Natural History Society
Edenfield Residents Association

Internally;

Land Charges Section
Council Tax Billing
Building Control
Elections Officer
Development Control
Whitworth Town Council
LLPG Project Manager
Forward Plans

Appendix C – Schedule of Street Naming and Numbering Charges

Approach to Charging

- The Council are keen to deliver a cost effective street naming and numbering service
- The Council will make a administration charge for notifying organisations listed in Appendix A,
- Issues which do not fall into the charging categories below, but require a cosmetic change to a property address (or property addresses) will be charged in multiples of £30

Existing Properties

Individual House Name / Individual House re-name or re-number	£100
Rename of Street where requested by residents	£200 plus £30 per property

New Properties

Number/naming of new properties	Charge
Development of 10 plots or less	£30 per plot up to a maximum of £170
Development of over 10 plots	£200.00 plus an additional £10 per plot
Additional charge, where this includes naming of a street.	£100
Additional charge where this includes the naming of a building (e.g. block of flats)	£100

Reduction in Charges

Where a developer uses Rossendale Building Control services there will be a reduction in charges as follows:

Development of 10 plots or less	50% reduction
Development of over 10 plots	100% reduction

Appendix D - Street Nameplate Specifications

- Street nameplates should be made of die pressed aluminium 11SWG
- Lettering on nameplates should be 90mm Kindersley, black on white
- Nameplates are to be fitting into a galvanised angle iron frame with legs
- Nameplates should be sited at a 40° splay to the junction
- The top of the sign should be 915mm above ground level
- The legs should be set in a 4560mm cube of concrete



FIG. 1 KINDERSLEY — 90

Nameplate locations

1. Street nameplates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The nameplate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable the distance may be varied up to a maximum of 6 metres.
2. Street nameplates should be mounted so that the lower edge of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
3. Nameplates 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 traffic emerging from the road may be sufficient,

except where the road name changes or where it is thought that paragraph 8 would apply. At major crossroads, nameplates will be necessary on both sides of each arm.

4. At T-junctions a main street nameplate should be placed directly opposite the traffic approaching from the side road.

5. Where the street name changes at a point other than cross-roads both names should be displayed at the point of change and it has been found useful to include arrows to indicate clearly to which parts of the street the names refer.

6. 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.

7. 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.

8. Where it might reasonably be expected, for example at intervals on long straight lengths of road or at intersections or T-junctions, many local authorities have found it useful to incorporate on the name plate information indicating the street numbers on either side of the intersection.

9. Whenever practical, street nameplates should be mounted on walls, buildings or other boundary structures at the back edge of the footway. 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 mentioned in paragraph 7 above, or where it will frequently be obscured by pedestrian movement and cannot be mounted at the 2.5 metre height).

10. The nameplates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Where possible greater clearance should be provided. Nor should they be incorporated in other direction sign assemblies, but be kept distinct and mounted in as standardized a manner as possible. Care should be taken to keep the view of nameplates free from obstruction by trees and other growth.

11. 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.

The Councils suppliers of nameplates, whom you are welcome to contact, are:

Aluminum type – Green Bros. Ltd; Shentonfield Road, Sharston Ind. Estate,
Manchester M22 4TJ