



ROTHER DISTRICT COUNCIL

STREET NAMING AND PROPERTY NUMBERING POLICY

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Author: Local Land and Property Gazetteer Custodian

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For all enquiries please contact:
rothersnn@rother.gov.uk or telephone 01424 787000

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1. INTRODUCTION

- 1.1 The address of a property is an important issue; Police, emergency services, and the general public need an effective way of locating and referencing properties
- 1.2 The naming and numbering of streets and buildings in the Rother District is controlled by Rother District Council under The Public Health Act 1925, Sections 17 - 19, with regard to Street Naming and Numbering.
- 1.3 This Policy guides the Council in exercising its responsibilities for:
 - The naming of streets
 - The numbering of properties
 - The naming of properties
- 1.4 The remit for this role rests with the Local Land and Property Gazetteer (LLPG) Custodian within the Technology Service of Rother District Council.
- 1.5 The process of street naming usually occurs after planning permission has been granted for new development, which involves the creation of a new road(s) and the erection of one or more new buildings which require a postal address
- 1.6 For matters concerning planning applications and building regulations please see Section 5 - Contact Information
- 1.7 Developers, residents and customers wishing to change the name of their property or seeking an address for a new property need to apply in writing to the Council, following the procedures detailed in this policy. The same applies to those who wish to discuss or confirm the street numbering of properties within the remit of Rother District Council
- 1.8 The Council's aim is to ensure that everyone we deal with receives the same level of service, based solely on relevant factors and taking individual needs into account. All Service users should be treated with courtesy and respect

2. STREET NAMING

2.1 Street Naming Procedures for New Developments

- 2.1.1 As far as new street naming proposals are concerned, the Council is content that developers or owners propose their own preferred name for consideration. It is recommended that more than one suggestion for a new street name is put forward in case an original proposal contravenes the criteria, as set out in this guidance
- 2.1.2 The Council attaches considerable importance to the views of Parish and Town Councils and will seek their views on the suggested names. In cases where their suggestion does not meet the criteria a decision will be made by the Planning Committee, Rother District Council
- 2.1.3 Where developers may be refused a preferred choice of name by the Planning Committee, then they make an Appeal which is made to the local magistrates
- 2.1.4 Where there are no objections to the street name, or after agreement has been reached, then proposed names will be confirmed in writing by the Council
- 2.1.5 Developers and owners are advised to start the street naming process soon after planning permission for a development is granted and no later than when Building Regulations are sought or an Approved Inspector Notice is given
- 2.1.6 It should be noted that to avoid confusion consultation should take place before developers assign an unofficial marketing name to the development. Problems can arise if purchasers have bought properties which have been marketed under an unofficial name and legal documentation has already been drafted. Developers should be wary of using a name for marketing purposes if it has not been authorised as a street name by the District Council
- 2.1.7 Developers are encouraged to use the final approved street name as part of their advertising etc - this helps legal process and the emergency services
- 2.1.8 The property developer should not give any postal addresses, including postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before formal approval has been issued by the Council
- 2.1.9 Royal Mail is responsible for the allocation of post codes. It will allocate a Post Code only to those streets that have properties on them that will require the delivery of mail. It should be noted that Royal Mail requires confirmation from Rother District of an official address before it will issue a postcode
- 2.1.10 Any use of a locality in a descriptive address is not of concern to Rother District Council, and will not be used in Council systems

2.2 Street Naming Criteria

- 2.2.1 The Council will use these guidelines when agreeing a new number or address. Developers and Town and Parish Councils should adhere to the following guidelines for any suggested street names:

- 2.2.2 Wherever possible a street name should have a proven historical connection to the land intended for development, encouragement is also given to names that reflect local natural history or the nature of terrain
- 2.2.3 Proposals relating to a person's name or commercial reference will not be permitted, unless there is a proven historical connection to the land intended for development or a proposal is put forward for commemorative purposes
- 2.2.4 New street names should try to avoid duplicating any similar name already in use in a town/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 as this repetition can delay the attendance of the emergency services
- 2.2.5 Street names should not be difficult to pronounce or awkward to spell
- 2.2.6 Street names with the potential to cause offence will not be approved
- 2.2.7 The use of North, South, East or West (as in Collington Lane East) is not encouraged and 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 vehicle access between the two
- 2.2.8 The use of two phonetically similar names within a post area should be avoided (e.g. Chapel Road and Capel Road)

2.3 Erection of Street Name Plates

- 2.3.1 All costs for the erection of signs for new streets will normally be borne by the property developer. There is a specification for the signs and their locations which is sent to developers along with the proposed naming and numbering scheme for the new development. The Amenities Division of Rother District Council should be contacted for advice.
- 2.3.2 The maintenance of street signs becomes the Council's responsibility once a street has been adopted
- 2.3.3 It is unlawful to erect a street nameplate before the street name has been confirmed in writing by Rother District Council. Contravention attracts a fine of £200 under the provisions of the Criminal Justice Act 1982 (Section 27(2) Standard Scale Level 1 offences). There is also a daily penalty.
- 2.3.4 Section 19 of the Public Health Act, 1925, places a duty on the local authority to see that street names are conspicuously indicated in or near the street.

2.4 Street/Highway adoption

- 2.4.1 Adoption of a highway is a matter for the Highway Authority which, in the District of Rother, is East Sussex County Council.

3. PROPERTY NUMBERING

3.1 Property Numbering Procedures for New Developments

- 3.1.1 The process of property numbering within a street will not start until planning permission has been granted for new development. Property developers should contact the Council not later than when about to start actual building work
- 3.1.2 The Developers should provide two copies of a site layout plan not smaller than 1/5000 scale. The plan should clearly indicate the plot numbers of each separate dwelling, office or business unit. The main entrance points to the buildings should be indicated by pathways
- 3.1.3 Wherever possible and particularly for developments involving 10 or more dwellings it is advantageous to the swift processing of the request if the site layout plan is submitted electronically with the geocodes for each dwelling clearly stated
- 3.1.4 All requests should quote the reference of the approved planning permission for the development
- 3.1.5 No charge is currently made for street naming and numbering, except where changes are requested to an approved scheme during the course of the development. Where a numbering scheme needs modification as a result of the granting of an amended layout under planning, re-numbering will incur a charge (contact 01424 787000 for advice on the correct fee)
- 3.1.6 It should be noted that Royal Mail requires confirmation from Rother District of an official address before it will issue a postcode

3.2 Property Numbering Policy

- 3.2.1 Rother District Council complies with BS7666 (2006) - Spatial Data Sets for Geographical Referencing. Developers are encouraged to liaise with the Council at an early opportunity to ensure that property number requirements under BS7666 are complied with
- 3.2.2 Certain streets exist that do not have a numbering scheme. In these cases, where a new building is built in the street, a house name should be nominated before first occupation
- 3.2.3 It is important to ensure the numbering sequence of any street is not disrupted when additional properties or developments are built
- 3.2.4 An official address will not be granted without either the relevant planning permission or a council tax record being in place
- 3.2.5 In town areas, a new street will be numbered so that, when travelling away from the centre of the town, the odd numbers are on the left hand side and even numbers on the right. The only exception to this convention relates to property within a cul-de-sac, where consecutive numbering in a clockwise direction is used

- 3.2.6 In areas of small population e.g. villages, the Local Land and Property Gazetteer Custodian will assign house numbers as appropriate
- 3.2.7 Private garages and similar buildings used for housing cars and similar are not numbered
- 3.2.8 A proper sequence shall be maintained with the number 13 not normally omitted unless specifically requested. Once properties are numbered, the Council will not normally re-number them
- 3.2.9 Buildings (including those on corner sites) are numbered according to the street in which the main entrance by foot is located
- 3.2.10 where multi-occupied buildings have entrances in more than one street, then the location of each entrance will dictate both the numbering and address of the units served from that entrance
- 3.2.11 once a road is fully developed and proposals for re-development or sub-division are received then the new development should not involve re-numbering the entire street. Where such development is small scale this might involve each new unit being given the number of the old property plus a letter suffix
- 3.2.12 Large-scale re-development might include a new access road giving the Council the opportunity to introduce both a new street and numbering scheme
- 3.2.13 In accordance with The Public Health Act 1925, Sections 17 – 19 all properties shall prominently display the relevant number, or house name where there is no numbering scheme, so that it can be easily seen by visitors and the emergency services
- 3.2.14 Where a name has been given to a property together with its official number, the number must always be included when dealing with Rother District Council. The name cannot be regarded as an alternative

4. ADDRESS CHANGES

4.1 House Names

- 4.1.1 Provided a property already has a number, then the owner can add a name to it without contacting the Council. However, the Council updates the Royal Mail and emergency services of changes of name provided by house owners. Councils have no powers over house names. The only guidance is that the owners should not choose a name that is similar or the same to any other in the locality
- 4.1.2 The new name can be added to an existing postal address, but the postal number cannot be deleted from that address. The property number must still be displayed and referred to in any correspondence
- 4.1.3 Where no numbering scheme exists for a street, then a house name will need to be nominated on first occupation. The allocated name forms part of the official address and should be prominently displayed
- 4.1.4 Only owners of properties may change the name. They should apply to the Council confirming their ownership, stating their full name, the present address of the property, or in the case of a new property enclosing a plan of appropriate scale to identify the property, and giving the new preferred name. See Section 5 - Contact Information
- 4.1.5 A property name will not be formally changed where the property is in the process of being purchased. Only when contracts are exchanged can a name change request be accepted. In the case of joint ownership, all parties must agree to the proposed change.
- 4.1.6 A charge, payable on application, may be made for changing a house name (contact 01424 787000 for advice on the correct fee)

4.2 Re-naming of Streets / Re-numbering of Properties

- 4.2.1 Rother District Council will only recognise an alteration to an existing street naming/numbering scheme where the proposed alteration is in the wider public interest and improves or eradicates confusion. The Council has authority to issue Re-naming or Re-numbering Orders, if any anomaly becomes evident
- 4.2.2 The Council will only re-name a street in exceptional circumstances, such as when it is known that the name causes confusion for statutory service providers, the emergency services or collectively for local residents
- 4.2.3 The Council will only re-number a property where it is known that there are habitual delivery problems or where infilling or sub-division of the property has occurred
- 4.2.4 Where an existing street is named or re-numbered, the Council will ensure that all habitable property owner/occupiers that are affected by the proposed change are identified and notified. The notifications will take place after the relevant Parish Council or other local resident group has been consulted

5. CONTACT INFORMATION

5.1 Street Naming and Property Numbering

Local Land and Property Gazetteer Unit
Telephone: 01424 787057
Email: rothersnn@rother.gov.uk

Street Naming and Numbering Department
ITC-CS Department
Rother District Council
Town Hall
Bexhill-on-Sea
East Sussex TN39 3JX

5.2 Planning

Planning Development Administration
Telephone: 01424 787000

5.3 Amenities Division (Street Signage)

Amenities (Street Signage)
Telephone: 01424 787000

5.4 Land and Property Gazetteer

5.4.1 All changes made through the street naming and numbering process and through notified name changes are included on the Council's Local Land and Property Gazetteer, which is used in the delivery of the Council's services

5.4.2 Our local gazetteer together with the gazetteers of other local authorities are in turn linked and updated daily to a definitive index of land and property in England and Wales known as the National Land and Property Gazetteer

5.4.2 The Council's Local Land and Property Gazetteer Custodian informs not only our internal Services of changes, but also updates external contacts. Owners remain responsible for informing utilities and all others not detailed below

5.4.3 Agencies and Authorities who are informed of Street and Property Changes:

- GeoPlace - by Data Transfer Protocol File
- East Sussex County Council - Transport and Environment
- Sussex Police
- East Sussex Fire and Rescue Service
- District Valuer & Valuation Officer (VOA)
- Royal Mail
- All Divisions within Rother District Council.

It should be noted that GeoPlace's AddressBase products are the national method for informing all authorities and agencies of changes, currently the Ambulance Service now get information directly from GeoPlace

6. GLOSSARY

BS766 (2006)	British Standard Spatial datasets for geographical referencing
BLPU	Basic Land and Property Unit - an area of land, property or structure having uniform occupation, ownership or function. Such a Unit attracts a UPRN (see below)
GeoPlace	Formerly, The National Land and Property Gazetteer - The National Data Set, now known as AddressBase, which contains unique reference (UPRN), geo codes point and address information for all property and land within England Wales
Numbering	The allocation of numbers and suffixes to properties. This may include houses, flats, industrial units, and groups of static caravans
House Naming	A request for a house to be named or to change its name
Street	The generic name for a road, street, pathway, thoroughfare alley, lane etc. The street naming function is administrated by the Local Land and Property Gazetteer Unit of Rother District Council. The designation of the class of Road, e.g. A1, A27, B2121, is administered by East Sussex Council
Street Naming	The allocation of or change to the name of a 'Street' as defined above
Street Renaming	Changing the name of an existing street
Suffix	A letter that is added to a number usually to describe a dwelling or commercial property that has more than one internal unit. For example, where an extra property is built between 22 and 23 High Street would be called 22A High Street
UPRN	Unique Property Reference Number. Each BLPU has a reference number or UPRN. Each UPRN has a maximum of 12 digits, is unique within the UK and has no internal structure related to the geographical location of the BLPU to which it relates. The maintenance of uniqueness is carried out by GeoPlace. All properties, both residential and commercial, now require a Unique Property Reference Number (UPRN), and it is required in most dealings with the Land Registry. The allocation of a UPRN includes separate flats and distinct units within commercial properties. An historical trail will be built up in relation to each UPRN within the AddressBase products. The Street Naming and Numbering Unit of Rother District Council will populate its software with all UPRNs and make these available to all relevant customers