

Street naming and numbering policy  
Cabinet, 17 January 2013, item 12

# **UTTLESFORD DISTRICT COUNCIL**

## **STREET NAMING AND PROPERTY NUMBERING POLICY**

**January 2013**

## **1.0 Introduction**

1.01 The Council under the Public Health Act 1925 controls the naming of streets and numbering of buildings in Uttlesford. 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, that emergency service vehicles (ambulances and fire appliances) are able to speedily locate any address to which they may be summoned; and the effective delivery of mail.

1.02 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. The numbering of properties where no new street is involved ('infill' properties on existing streets) are not subject to the consultation procedure outlined below.

## **2.0 Procedure for determining new street names**

2.1 The Public Health Act 1925, Section 17, stipulates that within one month of receiving a request to name a street the Council may by notice in writing served on the person by whom notice of the proposed street name was sent, object to the proposed name. It shall not be lawful to set up in any street an inscription of the name:

(a) until the expiration of one month after notice of the proposed name has been sent to the Council; and

(b) where the Council have objected to the proposed name, unless and until such objection has been withdrawn by the Council or if the person who proposed the new name has appealed to the Magistrates Court against the Council's objection and the Magistrates have overruled the Council's objection.

2.2 Following commencement of works on site, the developer will be requested to supply three preferred names for consideration for each of the new streets being constructed. Please note that any suggested street name should have some connection with the area and must conform to the guidelines set out below. The developer is requested to supply a layout plan with plot numbers of the site with the street name application.

2.3 Within 5 working days following receipt of the developer's three preferred names, that conform with the Council's Policy Guidelines, the appropriate Ward Councillors and Parish Council will be consulted. The period allowed for consultation shall be 14 days from the date of the covering letter to the Ward Councillors and Parish Council. The stipulated 'deadline' date will be strictly adhered to, due to the legally imposed time limit.

2.4 If by the stipulated 'deadline' date, one of the offered names is considered acceptable by all or a majority of the consultees then that name will be forwarded to the Royal Mail for approval, If the Royal Mail agree to the name then it will be adopted, the properties within the new street will be numbered and an official plan produced. The plan will be distributed to the developer and other relevant bodies.

2.5 If no response is received from consultees by the specified 'deadline' date, then the Assistant Director Planning and Building Control will select one of the three preferred

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names, the properties within the new street will be numbered, an official plan produced and distributed.

2.6 If none of the offered names are considered acceptable by the Ward Councillors and Parish Council and within the stipulated 'deadline' date, they have put forward their own preferred name, the developer will be immediately informed, by a written notice of objection to their preferred name. In serving a written notice of objection, the developer will be asked to accept the name put forward by the Ward Councillors and Parish Council. If the developer declines, they have under Section 17 (4) the legal right to appeal to a Magistrates' Court within 21 days of the service of the notice of objection. In such circumstances the Council will have to defend the case before the Magistrates' Court. The Ward Councillors and Parish Council will have to give evidence before the Magistrates should this be necessary.

### **3.0 Policy Guidelines for Naming Streets**

#### **3.1 The following guidelines must be considered when seeking a new name for a street:**

3.1.1 New street names should try to avoid duplicating any similar name already in use in a district or neighbouring council areas. A variation in the terminal word, example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name. For example, requests for St Mary's Close off an existing St Mary's Way, near St Mary's Church etc. will be resisted.

3.1.2 Street names should not be difficult to pronounce or awkward to spell.

3.1.3 Names that are aesthetically unsuitable must be avoided such as well as names capable of deliberate misinterpretation.

3.1.4 The Authority will have no informal adoption of unofficial 'marketing' titles used by developers in the sale of new properties. These often fall foul of our Policy on a number of counts and occupiers of such premises unfortunately feel aggrieved by the 'loss' of a supposedly prestigious address and its replacement with something perhaps a little more mundane.

3.1.5 All new street names should 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)
- Close (for a cul-de-sac only)
- Square (for a square only)
- Hill (for a hillside road only)

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Circus (for a large roundabout)  
Vale (for residential roads) only for exceptional use  
Rise (for residential roads) only for exceptional use  
Dene (for residential roads) only for exceptional use  
Mead (for residential roads) only for exceptional use  
Mews (for residential roads) only for exceptional use  
View (for residential roads) only for exceptional use  
Walk (for residential roads) only for exceptional use

**3.2 Suffixes which are not acceptable:**

End  
Cross  
Side  
Park  
Meadow  
Court  
Wharf

3.2.1 All these words can, of course, be incorporated in a street name provided it ends with an appropriate suffix (example Mile End Road).

**3.3 Exceptions:**

3.3.1 Single or dual names without suffixes in appropriate places (example, Broadway for major roads only).

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

Walk  
Path  
Way

3.3.3 All new building names should end with one of the following suffixes:

House  
Court

3.3.4 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 area.

3.3.5 The use of North, East, South or West (as in Alfred Road North and Alfred Road South, or East or West) 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. In such a case half should be renamed.

3.3.6 Avoid having two phonetically similar names within a postal area and, if possible, within a district, example, Alfred Road and Alfred Close or Churchill Road and Birch Hill Road.

3.3.7 The use of a name which relates to people either living, or deceased should be avoided if possible. Only in very exceptional circumstances would be such a suggestion be given consideration. It is essential that the person put forward lived in the town or village in question. In this case full names e.g. Fred Smith are to be avoided and

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surnames only used. Naming roads after members of the developer's family is also to be avoided, unless they come under all of the above.

3.3.8 The Local Authority does not issue postcodes for properties; this duty lies with the Royal Mail.

3.3.9 It is the responsibility of developers to cover the initial costs of the nameplates for the site; the Council thereafter covers the maintenance.

### **4.0 Policy Guidelines for Numbering Properties**

4.1 Properties in a new street will be numbered with even numbers on the right side and odd numbers on the left except that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred. Private garages and similar buildings used for housing cars, and such like, will not be numbered.

4.2 A proper sequence shall be maintained, with number 13 being included unless requested to remove (at the beginning of the street name and numbering application process).

4.3 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.

4.4 In circumstances where an existing street or similar is extended, it would be appropriate to continue to use the same street name. This would be subject to the limitations of the existing numbering scheme.

4.5 If a building has entrances in more than one street, then each entrance will be numbered in the appropriate road. Exceptions may be made, depending on the circumstances, for a house divided into flats.

4.6 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.

4.7 Legislation permits the use of numbers followed by letters or fractions. These are needed, for instance, when one large house in a road is demolished and replaced by (say) four 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, which is considered unacceptable. Therefore to avoid this each new house will be given the number of the old house with either A, B, C or D added.

4.8 For private houses in existing unnumbered roads it is essential that the houses are officially allocated names, which are registered with the emergency services. 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 area. Anyone wishing to change the name of their unnumbered house must apply in writing to the Council. Once the name has been accepted the Council will notify the Royal Mail and the statutory bodies of the change but

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it is the responsibility of the person requesting the change to notify Land Registry and all their personal contacts.

4.9 Where a property has a number, it must be used and displayed. Where a name has been chosen to a property with a number, the number must always be included, the name cannot be regarded as an alternative. The property name and number must be clearly displayed on the property and be visible from the highway.

## **5.0 Renaming a Street / Renumbering Properties**

5.1 Renaming an existing street/renumbering properties within an existing street is avoided unless the benefits clearly outweigh the obvious disadvantages.

5.2 On rare occasions this becomes necessary it is usually only done as a last resort when:

- there is confusion over a street's name and/or property numbering
- the residents are unhappy with their street name
- the number of named-only properties in a street is deemed to be causing confusion for emergency services, visitors or deliveries.

5.3 In such instances it is the responsibility of those requesting a change to canvass existing residents and conduct a ballot the local residents on the issue. This will ensure that residents views taken into account and the results must be submitted to the Council. In addition they must consult the Royal Mail for their position on the issue. To change a street name we will require 100% support from the local residents on the issue as any subsequent change can be very disruptive and cause individuals to have to change all their personal address details. The consultation process referred to in this document will be implemented before any agreement is given. This a very time consuming process and can be very emotive for those involved and should therefore only be contemplated as a last resort.

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