

Committee: Cabinet

Agenda Item

Date: 7 April 2016

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Title: Adoption of Street Naming and Numbering Policy

Portfolio Holder: Cllr Barker

Key decision: **No**

Summary

1. 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.
2. The Council adopted its current policy in January 2013. The proposed policy updates the current procedure and takes into account good practice.

Recommendations

3. To adopt the Street Naming and Numbering Policy March 2016.
4. To adopt the Street Naming and Numbering Guide to the process.

Financial Implications

5. There are no financial implications arising from this decision. The fees in the document were approved by Cabinet and Full Council as part of the budget setting process.

Background Papers

6. None

Impact

- 7.

Communication/Consultation	A documents will be made available on the website.
Community Safety	None
Equalities	None

Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	All
Workforce/Workplace	None

Situation

8. The Council carries out the function of street naming and numbering for the District. The Council adopted its first policy in January 2013 and there is now a need to review and update this.
9. The Council has also developed a guide for users of the service. This sets out how the system operates, what we expect of applicants and the service levels they should expect to receive.
10. As part of the review process we have conducted an appraisal of other Council's processes and good practice. We have also conducted a working practice review to ensure that the process we follow internally is the best to serve the needs of the customer and also the most cost effective.

Conclusion

11. The proposed Policy updates and refreshes the current process. It contains the necessary checks to ensure that the legislation is applied fairly and accurately while providing time for local comment and input.

Risk Analysis

12.

Risk	Likelihood	Impact	Mitigating actions
Concerns and complaints may be raised about the outcome of the process.	1. Low likelihood as the process formalises the current situation which receives few complaints.	2. Little or no impact would occur.	The new policy updates the current policy and takes into account good practice.

- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.