

# West Suffolk Council

## Street Naming and Numbering Procedure



**Date:** March 2021

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## 1. Introduction

- 1.1 The naming of streets in West Suffolk Council is a statutory function. The authority does not have statutory powers relating to property naming or numbering.
- 1.2 In order for a name to have practical effect it must be agreed with Royal Mail, who will only accept it once the local authority has verified it. This is to ensure that unauthorised development is not legitimised by the provision of a postal address and to avoid abusive or other unacceptable names being used.
- 1.3 All elements of an address, with the exception of postcode and post town, are defined by West Suffolk Council. Allocation of postcodes is managed by Royal Mail and must be confirmed by them.
- 1.4 The council has the power to approve or reject property addresses submitted by developers or owners of properties or prescribe their own addressing schemes.
- 1.5 The council recognises that the street naming and numbering role is an important role that must be properly funded to provide the community with a robust and reliable service. The service is an application-based procedure, which requires a fee to be paid. The fee paid will depend on the number of properties involved and the fee schedule is shown in **Appendix A**.

## 2. Legislation

- 2.1 The council is using **Sections 17-19 Public Health Act 1925** for the purpose of street naming. For the full wording of the act please see **Appendix C**.
- 2.2 **Section 93 of the Local Government Act 2003** enables local authorities to charge for the provision of discretionary services but on a cost recovery basis only in relation to each kind of service and taking one financial year with another so as to allow for any adjustment, if in a preceding year, there is a profit or loss. The adoption of **Section 18 of the Public Health Act 1925** enables the council to charge for the services as it is a discretionary service.
- 2.3 In addition to complying with appropriate legislation, this policy is compliant, at the time of implementation, with the document **Data Entry Conventions and Best Practice for the National Land and Property Gazetteer** available from the National Land and Property Gazetteer website at

<https://geoplace.co.uk/downloads/GeoPlace-DEC-Addresses-v3.4-2016.pdf>

### **3. Local Land and Property Gazetteer (LLPG) and National Land and Property Gazetteer (NLPG)**

- 3.1 All street naming and numbering processes must be linked to, or combined with, the LLPG custodian function within a Creating Authority.
- 3.2 The council is committed to the creation of their own LLPG which, together with the other local authorities in England and Wales, make up the NLPG.
- 3.3 The council has a legal duty under the **Data Cooperation Agreement** with GeoPlace to have, maintain, continually improve and actively promote the use of the LLPG.
- 3.4 All new systems containing and requiring address data procured by the council must be BS7666 compliant and able to receive LLPG updates successfully.
- 3.5 In order to gain operational efficiencies and increased confidence in the address data held by the council, the use of the LLPG should be encouraged for all council systems that contain address data. The LLPG must be the definitive master list of all land and property addresses within the authority area.

### **4. Reasons for street naming and property numbering**

- 4.1 Having a comprehensive and high standard for naming streets and numbering or naming properties is essential as it allows:
  - emergency services to find a property quickly – delays can cost lives and money.
  - post to be delivered efficiently by Royal Mail and the reliable delivery of goods and services; and
  - all of the council's departments to work from one official address database.
- 4.2 Royal Mail will not assign a postcode until the council has notified them of the official address as the Street Naming and Numbering Authority.

### **5. Applications for street naming and numbering**

- 5.1 No charges will be made for applications that consist only of a street name.
- 5.2 Applications requiring property numbering will be charged at the fee identified in **Appendix A**.
- 5.3 The application from the developer/owner should be accompanied by:
  - the fee (where applicable);

- the plans (1:1250) identifying the street to be named and the properties to be numbered; and
- the street naming and numbering form.

5.4 For full guidance on applying for street naming and numbering, please see **Appendix B**.

## **6. Street naming**

- 6.1 Property developers and local residents may suggest names for the new streets. These should be submitted to the LLPG Custodian for consideration against our criteria set out in Sections 6.2-6.13 below.
- 6.2 The council promotes names with a local or historic significance to the area.
- 6.3 Names with a common theme are encouraged on large developments, preferably with a local or historic connection.
- 6.4 Any street name that promotes a company, service or product will not be allowed. Names based on a developer's trading name are seen as advertising and are not acceptable.
- 6.5 New street names should not duplicate any names already in use in the same area or within proximity of another parish/town unless the street is a continuation of an existing street.
- 6.6 A variation in the terminal word, example 'Street', 'Road', 'Avenue', will not be accepted as sufficient reason to duplicate a name.
- 6.7 Street names with phonetically similar names will also be avoided, for example 'Church Field Road' and 'Churchfield Road'.
- 6.8 Street names which could give offence will be rejected.
- 6.9 New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.
- 6.10 In order to avoid causing offence by inclusion or exclusion, the usual procedure will be to not name a street after any living person.
- 6.11 New street names are unacceptable if they are difficult to pronounce or difficult to spell, as these may lead to confusion in an emergency situation or result in demand for a change of address from occupiers.
- 6.12 All new street names should ideally end with a suffix to distinguish a street from a building name or locality. The following list recommends usual

practice. It is not exhaustive and sometimes other descriptive words are more appropriate:

- Street
- Road
- Way
- Avenue
- Drive
- Grove
- Gate
- Lane
- Gardens (subject to there being no confusion with any local open space)
- Place
- Crescent (for a crescent shaped road)
- Close (for a cul-de-sac only)
- Square (for a square only)
- Hill (for a hill only)
- Circus (for a large roundabout)
- Vale
- Rise
- Row
- Mews

6.13 All new pedestrian ways should end with one of the following suffixes. It is not exhaustive and sometimes other descriptive words are more appropriate:

- Path
- Walk
- Way

6.14 Consultation takes place with ward members and town or parish council for the area. All the above parties have 21 working days to reply.

6.15 The ward or parish councillors may either accept the suggestion or object to it and offer their own alternatives. Any alternative suggestion will again be checked to ensure that it meets the naming criteria. Once a suitable suggestion from the ward and parish councillors has been selected, agreement will be sought with the developer. In the event of unresolved disagreement, the final decision will be made by the Assistant Director of Operations and there will be no right of appeal.

6.16 Where a street is created as all or part of a new development, all costs for the election of new street name plates will be paid for by the property developer. There is a specification for the plates and their location, and the authority should be contacted for advice. Providing street name plates, and replacing damaged ones, becomes the responsibility of the councils only once the developer has left the site and the street has been adopted.

6.17 While funding for the initial provision of street name plates will be largely covered by fees, there is no separate budget for cleaning them. With the increased focus on community action (corporate vision: 'West Suffolk Council will support communities to create the best possible future for

people in West Suffolk') we will continue to encourage residents to take pride in their local environment which could include keeping street name plates clean and promptly reporting those which are damaged.

- 6.18 Contact the Property Services team by phone, **01284 757319**, or email [property.services@westsuffolk.gov.uk](mailto:property.services@westsuffolk.gov.uk) if any problems arise concerning street name plates.

## **7. Naming and numbering properties**

- 7.1 Where an existing street does not contain numbered properties, new properties will require a name. For an infill development of two or more properties accessed by a private drive, and if deemed appropriate by the LLPG Custodian, we will agree with the developer a name for the property group.
- 7.2 Properties, located in areas where no official numbering sequence exists, should be named by the property owners. New names shall not be approved if there are other properties with similar names in the same postcode area. (For example, if you live in IP33 7, the same postcode area would be any postcode commencing IP33 7).
- 7.3 Names will not be accepted if they may be construed as obscene, racist or contravene any aspect of relevant council policies.
- 7.4 All new property development shall be numbered rather than named. Exceptions will apply in existing streets where no numbering scheme exists, or where the extent of infill numbering has been exhausted.
- 7.5 New streets shall be numbered with odd numbers on the left-hand side and even numbers on the right, commencing from the primary entrance to the street. Where the street is a thoroughfare between two other streets, the numbering shall commence at the end of the street nearest the centre of the town or village.
- 7.6 Consecutive numbering may be used in a cul-de-sac or in a situation where there is no scope for the future development on the street.
- 7.7 Where a property has a number, it should be used and displayed to enable easy identification by emergency services. Similarly, where a name has been chosen to a property with a number, the number should always be included; the name cannot be regarded as an alternative.
- 7.8 Infill plots will be given the same house number before the infill followed by suffix of A, B, and so on, for example 24A, 24B. To include the new houses in the numbered street sequence would involve unacceptable renumbering of all the higher numbered houses on that side of the street.

- 7.9 Annexes to buildings, for example ancillary accommodation, will be given the prefix 'Annexe', unless the annexe has a separate entrance. The rest of the address will be the same as the parent property, for example Annexe, 34 Tassel Road. If the annexe has a separate entrance the address will take on a suffix added to the existing number, for example 34A.
- 7.10 The property developer should not give any postal addresses to potential owners before official postal address has been issued by the Council.
- 7.11 The postcodes are issued by Royal Mail upon Council request and for the new properties they are held in 'Not Yet Build' file until Royal Mail is notified by either the developer or the homeowner that the property is occupied.
- 7.12 A piece of land, for example a farmer's field, cannot be given an official address.
- 7.13 To minimise confusion, the address of each commercial property will be a sustainable address that can be reused regardless of the business or organisation that occupies the property. Appropriate unit numbers will be allocated which will remain constant even in the event that the business who occupies the premises should change.

## **8. Renumbering/renaming existing properties or renaming a street**

- 8.1 This is a very time-consuming process and renumbering/renaming existing properties may cause costs and/or disruption to individual occupiers. For a new development within an existing street the use of A, B and so on is always preferable to wholesale renumbering of a street.
- 8.2 Changing a street name or a sequence of property numbering shall be avoided unless there is specific and sufficient reason to do so. The council will pursue alternative solutions and only change the name or numbering as a last resort. In the event that the street name or numbering needs to be changed the following steps shall be taken.
- Consultation takes place with all affected council taxpayers and business ratepayers and the appropriate ward and parish councillors. Two-thirds of the property owners must be in favour of the proposed change to proceed.
  - A report, with the evidence of approval following consultation, shall be made to the Assistant Director of Operations responsible for street naming and numbering, seeking their endorsement to instigate the change.
- 8.3 If a request to add a name to a numbered property or a request to change the name of a property is received, the LLPG custodian will check the gazetteer and Royal Mail database for any duplication within the same postcode area. If a proposed name is refused, the applicant will have the option to provide further suggestions.

- 8.4 The criteria set out in Sections 7.1-7.13 above it is also applicable for renaming properties.
- 8.5 Any requests to remove a number from an official address will be refused. Where a property has a name and a number, the number must always be included in the address and displayed on the property.
- 8.6 Where a house is numbered by the local authority and has also been given a name by the occupant, Royal Mail will include only the number in the postal address. This is because the use of the number rather than a name enables the property to be located easily. Please see below an extract from the Code of Practice for Postal Address File (PAF):

<https://www.royalmail.com/sites/default/files/PAF-Code-of-Practice-211118.pdf>

- 8.7 Once Royal Mail has processed an address change their on-line postcode service will reflect the change within 48 hours. However, any amendments can take several months to filter through to end users of Postcode Address File data. This will happen as external companies update their own databases with the latest Address Management Products. Therefore, any change to a property's name could potentially cause problems where companies need to use or validate an address and are working with old data.
- 8.8 Any complaints regarding correspondence and deliveries not being delivered to the correct address should be directed to the delivery company's customer service.

## **9. Notifications**

- 9.1 There are no statutory requirements for local authorities to provide details of changes to existing or new developments to any external organisations. However best practice recognises that the provision and sharing of this information facilitates better service delivery to the citizen and business communities.
- 9.2 The council will therefore notify:
- external companies: Royal Mail and emergency services, Land Registry, Ordnance Survey, Valuation Office Agency; and
  - internal departments: building control, council tax, non-domestic rates, electoral registration, environmental health, land charges, planning services, waste and street scene services.

## **10. Glossary**

- LLPG – Local Land and Property Gazetteer
- NLPG – National Land and Property Gazetteer

- GeoPlace – joint venture partnership between Ordnance Survey and Local Government Group

## **11. References**

The following documents were referred to by the council in developing this policy:

- British Standard BS7666-2:2006. 'Spatial datasets for geographical referencing – Part 2: Specification for a land and property gazetteer'
- Data Entry Conventions and Best Practice for the NLPG
- Public Health Act 1925 – Sections 17-19
- Adur&Worthing Councils Street Naming and Numbering Policy

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## Appendix A: Charging schedule for street naming and numbering

West Suffolk Council will make a charge for street naming and numbering as detailed in the schedule below.

<b>Charges from April 1<sup>st</sup> 2021</b>	
<b>Service</b>	<b>Charge</b>
Property name or number change, house name addition (including notifications)	£70
Naming/numbering of new properties (including notifications) <ul style="list-style-type: none"><li>• 1 Plot</li><li>• 2-24 plots</li><li>• 25-49 plots</li><li>• 50-74 plots</li><li>• 75+ plots</li></ul>	£70 £35 per plot £30 per plot £25 per plot £20 per plot
Renumbering of scheme following development replan (after notification of numbering scheme issued)	£150 + £10 per plot
Street name change	£360+ £25 per property

**Note where fees exceed £1500 a maximum of £1500 is payable.**

**No action will be taken until payment is made in full.**

## **Appendix B Applying for street naming and numbering**

### **1. Who should apply?**

- Individuals or developers building new houses, commercial or industrial premises.
- Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.
- Property and business owners wishing to amend their existing house name or add a house name to an existing numbered property.

### **2. When should I apply?**

Applications for new streets and addresses should be submitted when building works commence. This is important because:

- street naming and numbering can be a lengthy process; and
- most utility companies are reluctant to install services where an official postal address has not been allocated.

### **3. How do I apply?**

- online form through our West Suffolk website:  
<http://www.westsuffolk.gov.uk/planning/streetnamingandnumberingproperties.cfm>
- email: 3545LLPG@westsuffolk.gov.uk
- post:  
LLPG Custodian, IT Department, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU

### **4. What do I need to submit?**

- A plan showing the street layout with existing street name or suggested street names. The plan should be at a scale of 1:2500, 1:1250 or 1:500.
- A detailed plan of the development clearly marked with the plot numbers of the proposed scheme.
  - An internal layout, if appropriate, for developments that are sub-divided at unit or floor level. The main entrance to the flats must be clearly marked in relation to the adjacent street.

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## **Appendix C Public Health Act 1925 (Sections 17 - 19)**

### **Section 17 - Notice to urban authority before street is named**

- (1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.
- (2) The urban authority, within one month after the receipt of such notice, may by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.
- (3) It shall not be lawful to set up in any street an inscription of the name thereof —
  - (a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and
  - (b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal; and any person acting in contravention of this provision shall be liable to a penalty not exceeding level 1 on the standard scale and to a daily penalty not exceeding £1.
- (4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twentyone days after the service of the notice, appeal against the objection to a petty sessional court.

### **Section 18 - Alteration of name of street**

- (1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
- (2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.

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- (3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty

sessional court against the intended order at the instance of any person aggrieved.

- (4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a petty sessional court.

**Section 19 - Indication of name of street.**

- (1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription becomes illegible.
- (2) If any person pulls down any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of a street marked on a house, building, or erection in pursuance of this section, shall be liable to a penalty not exceeding level 1 on the standard scale and to a daily penalty not exceeding £1.

**Source:** Office of Public Sector Information. *Public Health Act 1925*.  
[Online] Available at:

[Public Health Act 1925 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

For further information and advice on any aspect of street naming and numbering, please contact **LLPG Custodian** on **01638 719251** or email **3545llpg@westsuffolk.gov.uk**