

Rushcliffe Borough Council

Street Naming and Numbering Guide



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1 Introduction

- 1.1. The naming and numbering of streets and buildings within Rushcliffe is a Statutory Function of Rushcliffe Borough Council (hereafter known as “the Council”), and is covered by Sections 64 & 65 of the Towns Improvement Clauses Act 1847, Section 21 of the Public Health Acts Amendment Act 1907 and the Local Government Act 1972. Street Naming & Numbering is carried out in accordance with British Standard BS7666.
- 1.2. The address of a property is becoming a very important issue. Organisations such as the Post Office, emergency services and the general public need an efficient and accurate means of locating and referencing properties.
- 1.3. Anyone seeking an address for a new property or wishing to change the name of an existing property should apply in writing to this Council. Tenants should be aware that only the owner of a property can apply for a change of name.
- 1.4. As far as street naming proposals are concerned the Council is happy for developers or owners to propose names for consideration. It is suggested that more than one new name is suggested (three if possible), and that the names proposed meet the criteria set out in Sections 4 – 6 below.

2. Statutory Context

- 2.1. Local Authority powers relating to street naming and numbering are set out in the Towns Improvement Clauses Act 1847, Public Health Amendment Act 1907, Public Health Act 1925 and the Local Government Act 1972.
- 2.2. The Council carries out street naming and numbering under the provisions of the Towns Improvement Clauses 1847 and the renaming of streets under the Public Health Amendment Act 1907 as adopted at a meeting of the Full Council on 26 February 1986.
- 2.3. Section 64 Towns Improvement Clauses Act 1847 provides that the Council ‘shall from time to time cause the houses and buildings to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building or place, at or near each end, corner or entrance of every such street the name by which such street is to be known; and every person who destroys, pulls down or defaces any such number or name or puts up any number or name different from the number or name put up shall be liable to a penalty not exceeding (level 1 on the standard scale) for every such offence’.
- 2.4. Section 65 Towns Improvement Clauses Act 1847 requires that ‘occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the Council approve of and shall renew such numbers as often as they become obliterated or defaced’.
- 2.5. Section 21 Public Health Amendment Act 1907 provides that the Council ‘may with the consent of two-thirds in number of the ratepayers in any street, alter the name of any such street, or any part of such street. The local authority may cause the name of any

street or of any part of any street to be painted or otherwise marked on a conspicuous part of any building or erection’.

3. Applying for a new property address

3.1. Applications should be made by:

3.1.1. Individuals or developers building new houses, commercial or industrial premises, or:

3.1.2. Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.

3.2. Applications for new addresses should be submitted as soon as possible after permission for the proposal has been granted and in any case as soon as building work commences. This is important, as utility companies are often reluctant to install services where an official address has not been allocated.

3.3. Application should be made using the appropriate form and be accompanied by a site plan annotated with the suggested street names and/or numbers. This plan should be at an appropriate scale showing the whole development in context with its surroundings. The completed form should be sent to Street Naming & Numbering, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG

3.4. If an application is submitted at a late stage of the development, problems could arise, especially if the application is rejected and purchasers have bought properties marketed under an unofficial marketing title. It should be made clear in any marketing literature distributed to prospective purchasers that marketing names for developments are subject to approval, and therefore liable to change.

3.5. We charge for changes to existing addresses, including replans of development sites where we have already issued official addresses.

4. Procedure

4.1. The Council will check that the proposed street names accord with the Conventions as outlined in Sections 4 – 6 of this document.

4.2. The Council will consult with the relevant Parish or Town Council or in the case of West Bridgford, the appropriate Ward Members. The standard consultation period will be 21 days although allowances will be made to take account of public holidays and local council committee dates.

4.3. Once the naming has been agreed Royal Mail will be asked to assign the relevant post codes.

4.4. The developer is responsible for the cost and installation of street nameplates. Maintenance of the street signs becomes the council’s responsibility once the street has

been adopted. A street nameplate should not be erected until the council has confirmed the street name/s in writing. Street nameplates must be to our standard specification, a copy of which is available on request.

5. General Naming Conventions

- 5.1. Street names should, where possible, reflect the history or geography of the site or area.
- 5.2. Street names should avoid duplication within the same post code area.
- 5.3. Street names should not be difficult to pronounce or awkward to spell.
- 5.4. Streets and buildings will not be named after living persons, with the exception of the Royal Family, for which permission from the Cabinet Office (Constitutional Branch) must be sought.
- 5.5. In applications to name streets after deceased persons, permission must be obtained from the person's family or estate administrators. In order to be considered the individual in question should:
 - Have been dead for 20 years or have passed the centenary of their birth;
 - Have a significant and demonstrable connection to the site in question.
- 5.6. Street names that could be construed as advertising will not be allowed.
- 5.7. Street names that could be considered offensive will not be allowed.

6. Street Naming Conventions

When naming new streets, the following conventions should be considered:

- 6.1. 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)
 - Place (for residential roads)
 - Grove (for residential roads)
 - Mews (for residential roads)
 - Gardens (for residential roads – subject to there being no confusion with local open space)
 - Crescent (for a crescent shaped road)
 - Close (for a cul-de-sac only)
 - Court (for a cul-de-sac only)
 - Square (for a square only)
 - Hill (for a hillside road only)
 - Circus (for a roundabout only)
 - Terrace (for a terrace of houses)
 - Lane (only for development of a historic by-way)

- Vale (for residential roads in exceptional circumstances)
- Walk (for residential roads in exceptional circumstances)
- Rise (for residential roads in exceptional circumstances)
- Row (for residential roads in exceptional circumstances)
- Wharf (for residential roads in exceptional circumstances)
- Dene (for residential roads in exceptional circumstances)
- Mead (for residential roads in exceptional circumstances)

6.2. Non-acceptable suffixes are as follows:

- End, Cross, Side, View, Park, Meadow

The above can be incorporated in a street name provided it ends with an appropriate suffix (e.g. Mile End Road, Corn Meadow Drive)

6.3. Exceptions or single or dual names without suffixes should only be used in appropriate places (i.e. Broadway – for major roads only).

6.4. Pedestrian ways should have the following suffixes:

- Walk
- Path
- Way

6.5. The use of North, South, East or West (as in Bingham Road North and Bingham Road South) is not acceptable when the road is in two separate parts. In such a case, one half should be completely renamed.

6.6. Phonetically similar names within an area should be avoided (i.e. Cotgrave Road and Cotgrave Close, or Churchill Road and Birchill Road).

7. Building Naming and Numbering Conventions

When naming / numbering a new building, the following conventions should be considered:

7.1. Flats/Apartments

If the developer wishes to name a block of flats or buildings then they must supply a suitable name, which will be put through the same consultation process as a street name request.

All named blocks should end with one of the following:

- Court - for flats and other residential buildings
- Mansions - other residential buildings
- House - residential blocks or offices
- Point - high residential blocks only
- Tower - high residential or office blocks

- 7.2. A new street should be numbered with the odd numbers on the left and the even numbers on the right from the entrance of the street, except in the case of a cul-de-sac, where consecutive numbering in a clockwise direction will be used.
- 7.3. All numbers, including the number 13, will be used in the proper sequence. Applications to omit any number from a numbering sequence, for whatever reason, will be refused.
- 7.4. Private garages and similar buildings used for housing cars, etc, will not be numbered
- 7.5. Where an existing street or similar is to be extended, it would be appropriate to continue to use the same street name. This would include the continuation of the street numbering.
- 7.6. Buildings (including those on corner plots) will be numbered according to the street in which the main entrance is to be found. The manipulation of numbering in order to secure a prestigious address, or to avoid an address with undesirable associations, will not be authorised.
- 7.7. In multi-occupancy buildings (blocks of flats), it is preferable to give a street number to each dwelling with individual access to the street. Where the flats share a common entrance or there are not sufficient numbers available because of existing development, the building should be given a number where possible or a name and the flats numbered separately internally.
- 7.8. If a building has entrances in more than one street, is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats.
- 7.9. Flats will be numbered in the form of 'Flats 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' or as appropriate.
- 7.10. Legislation permits the use of numbers followed by letters. These are needed, for instance, when one large house in a road is demolished and replaced by four smaller houses. To include the new houses in the numbered road sequence it would involve renumbering all the higher numbered houses on that side of the road. If a considerable number of other houses would be affected, then the new house should be given the number of the old house with either A, B, C or D added.
- 7.11. For private houses in existing unnumbered roads, it is essential that the houses be officially allocated names. The name should avoid repeating the name of the road, or that of any house or building on the area. Anyone wishing to change the name of their unnumbered house must also apply to the Authority.
- 7.12. 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. This is enforceable under section 65 of the Towns Improvement Clauses Act 1847.

8. Renaming and Renumbering of Streets and Buildings

8.1. On rare occasions, it may be necessary to rename or renumber a street. This is usually only done as a last resort when:

- There is confusion over a street's name and/or numbering
- A group of residents are unhappy with their street name
- New properties are built and there is a need for other properties to be renumbered to accommodate the new properties
- The number of named-only properties in a street is deemed to be causing confusion for visitors, delivery or emergency services

8.2. Residents of the affected street will be balloted on the issue. At least a two-thirds majority of the council tax payers in the affected street will be required to make the change. Section 21 Public Health Amendment Act 1907 refers

8.3. We may also consult with Royal Mail

8.4. A fee will be charged for this type of application

9. Changing a Property Address/Name

- 9.1. If the property has an officially allocated number it will not be possible to replace that number with a name. If the occupier chooses to add or change a house name in these circumstances the address must still include the allocated number. Royal Mail will also only recognise the allocated number in these instances.
- 9.2. In some rural areas properties have an allocated name. Only the owner of a property may change the name of that property. Owners should apply in writing to the Council enclosing a site plan, to a scale no less than 1:1250 and a completed application form - 'Application to change the name of a property'. The date of the requested change must also be given. We charge a fee for this type of application.

10. Fees

- 10.1. We will not normally charge for Street Naming and Numbering work. However, in cases where work is discretionary or additional then a fee will apply.

Discretionary services are those that are considered to be additional to our normal responsibilities under our legal obligations. As detailed below, this includes re-doing work due to changes in plot numbers, changes to property access and renumbering/renaming existing properties. Including -

- Written confirmation of official address(es) or additional copies of official notification letter by post
- Renaming or re-numbering properties
- Amendment to verified addresses due to change in plot numbers, plot positions, building number or name
- Renaming a street or an un-numbered block of properties

Details of our fees are available on our website at www.rushcliffe.gov.uk/planning-growth/street-naming/

11. The NLPG and LLPG

- 11.1. The Council is responsible for maintaining information relating to Rushcliffe in the National Land and Property Gazetteer (NLPG). This is done by maintaining a Local Land and Property Gazetteer (LLPG)
- 11.2. The LLPG and NLPG will be updated to include all authorised new street names, building names and numbering. These will be made in accordance with British Standard BS7666 "Spatial Data-sets for geographical referencing".

12. Post Codes

- 12.1. The Council is not responsible for assigning postcodes to addresses. When a new property address has been approved Royal Mail will be asked to confirm the Post Code, however they will not issue such a post code until requested by the Council.
- 12.2. The address used by Royal Mail may contain the name of a different town to the official address. This is because the postal address *'is a sorting and routing instruction to Royal Mail's staff and not always a geographically accurate description of where a property is located. As mail is circulated via Post towns it may for example include the name of that town which could be several miles away, as that is where your mail is processed'* (Postcode Address File Code of Practice, May 2010)
- 12.3. Any queries about postcodes can be dealt with by Royal Mail by calling 0906 302 1222 (Postcode Enquiries) (premium rate) or website at <http://www.royalmail.com/portal/rm/>

13. Further information and Advice

- 13.1. For further advice on any aspect of street naming and numbering, please contact the Street Naming & Numbering Officer
Tel: 0115 981 9911
email: propertyinformation@rushcliffe.gov.uk.