

**PAPER NO. 2**

**REPORT TO THE EXECUTIVE MEETING OF 30th November 2015**

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**Meeting:** Executive

**Date:** 30<sup>th</sup> November 2015

**Subject:** Charging for Street Naming and Numbering Services

**Report of:** Richard Ellis, Corporate Services Manager

**Portfolio Holder:** Councillor Liquorish, Business Planning and Performance

**Status:** For Recommendation

**Relevant Ward(s):** All

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1 Purpose of the Report

1.1 To consider the introduction of charges for street naming and numbering services.

2 Recommendations:

2.1 **That the Executive approves the charging policy (Appendix C) and scale of charges for street naming and numbering services set out in Section 4.3 of this report for recommendation to Council on 14<sup>th</sup> December 2015.**

3 Summary of Reasons for the Recommendations

3.1 The Council carries out its street naming and numbering functions in compliance with the provisions of the Town Improvement Clauses Act 1857 and the Public Health Act 1925 under its adopted Street Naming and Numbering Policy (adopted 20<sup>th</sup> April 2009). As these are adopted powers, rather than mandatory, the Council is able to levy charges under Section 93 of the Local Government Act 2003 (charging for discretionary services).

3.2 Street naming and numbering processes involve a considerable amount of resource in terms of staff time and associated costs and it is right and proper in the current financial climate that the Council looks to recover such costs from the service user.

4 Key Facts

4.1 The naming and numbering of streets and properties with Harborough is the responsibility of Harborough District Council. The Council has adopted a Street Naming and Numbering Policy which sets out in detail how the various

processes are undertaken. The service includes the following activities and where relevant notification to those bodies listed in Appendix A of the Policy:

- Naming of streets on new developments
- Allocation of street numbers to new developments (on new and existing streets)
- Naming and numbering of blocks of flats/apartments
- Naming and numbering of commercial premises
- Re-naming and/or numbering of commercial premises
- Renumbering of schemes following a developer changing the site layout after a naming and numbering scheme has been agreed
- Requests for re-naming or re-numbering for existing addresses
- Requests for re-naming of existing roads
- Requests for written confirmation of official address allocated by the Council

4.2 An analysis of charges currently made by a sample of local authorities for street naming and numbering services is attached at Appendix A.

4.3 The following charges have been developed to reflect the costs of the Service and are proposed for introduction with effect from 1<sup>st</sup> January 2016.

Naming/numbering of 1 property	£40
Naming /numbering of 2 to 5 properties	£40 per property
Naming/numbering of more than 5 properties	£200 for first 5 properties plus £25 for each additional property
Naming of new street	£150
Naming/Numbering buildings of multiple occupation	£40 for main building plus £25 for each unit/flat within
Rename single existing property	No charge
Renumber development	£50 plus £15 per plot
Renaming of street	£250 plus compensation
Confirmation of address details	£25

\*These charges are not subject to V.A.T.

Charges to include notification of new street names and property names/numbers to those bodies listed in Appendix A to the Street Naming and Numbering Policy.

4.4 If it is agreed to introduce charges for street naming and numbering services the Street Naming and Numbering Policy will be updated to include reference to the charging policy set out in Appendix C to this report.

## 5 Legal Issues

5.1 The Council carries out its street naming and numbering functions under the provisions of the the Town Improvement Clauses Act 1857 and the Public

Health Act 1925. As the functions are not mandatory under statute the Council is able to apply charges as discretionary services under Section 93 of the Local Government Act 2003.

- 5.2 The power granted by Section 93 is subject to a duty to secure that, taking one financial year with another, the income from charges does not exceed the cost of provision. Income from charges will be reviewed on an annual basis to ensure that income derived from the charging scheme does not exceed the costs of providing the service.

6 Resource Issues

- 6.1 Based on street naming and numbering services provided during 2014 the level of charges proposed would have represented an income of £19,180 for the year which would have met a substantial proportion of the costs incurred in provision of the service, without exceeding them, in compliance with Section 93 of the Local Government Act 2003.

7 Equality Analysis Implications/Outcomes

- 7.1 There are no equality implications arising from the report.

8. Risk Management Implications

- 8.1 Charging for street naming and numbering services has become common practice in the sector (as indicated by the survey of the sample group indicated in Appendix A).

9 Consultation

- 9.1 Not applicable

10. Options

- 10.1 Not to introduce charges. The Council could continue to provide street naming and numbering charges for free. This would not provide for maximisation of income generation or meet the costs of providing the service.

11 Background Papers

- 11.1 *Local Government Act 2003 (Section 93)*

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**Previous report(s): None**

**Information Issued Under Sensitive Issue Procedure: N**

**Ward Members Notified: N**

**Appendices:**

- A. Harborough District Council Street Naming and Numbering Policy (April 2009)**
- B. Comparison with charges levied by sample of other Local Authorities**
- C. Street Naming and Numbering Charging Policy**