



STREET NAMING AND NUMBERING POLICY

Version 1.5

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1.0 POLICY STATEMENT

- 1.1 The Council under the Public Health Act 1925 controls the naming of streets and numbering of buildings within the District of Harborough. 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.
- 1.2 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 procedures outlined in Section 3.
- 1.3 As far as street naming proposals are concerned, the Council is happy for developers or owners to propose their own preferred names for consideration. However it is a requirement that three suggestions for a new name should be put forward in case one or more fails to meet the criteria outlined in this guidance. Proposed street names should wherever possible have a local geographical or historical association. In certain circumstances a person's name may be accepted if it is used to commemorate achievement or notable service to the community (see Section 4).
- 1.4 If proposals comply with our Policy on Street Naming and Numbering and do not meet with an objection following consultation with Parish Councils or Parish Meetings and local Ward Members, the new address will be formally allocated and all relevant bodies will be notified. See Appendix A for a list of those informed by the Council.
- 1.5 Where street names or previous numbers have been established without reference to the Council, the Council have the authority to issue Renaming or Renumbering Orders.
- 1.6 To aid the emergency services, the Council will endeavour to ensure that where appropriate, if a street has a name and has street signs relating to that name, all properties accessed off it will be officially addressed to include that street name and also that all new properties are numbered.

2.0 STATUTORY CONTEXT

- 2.1.1 Local authority powers relating to street naming and numbering are set out in the Town Improvement Clauses Act 1847, Public Health Amendment Act 1907, Public Health Act 1925 and the Local Government Act 1972.

Powers relating to street numbering are further defined by Section 19 of the Leicestershire Act 1985

2.1.2 The District Council carries out street naming under the provisions of the Public Health Act 1925 and street numbering under the Town Improvement Clauses Act 1847 as amended by the Leicestershire Act 1985.

2.2 **The Public Health Act 1925**

2.2.1 The 1925 act section 17(1) states "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"

2.2.2 Section 17(2) states "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 has sent, object to the proposed name"

2.2.3 Section 17(3) states "It shall not be lawful to set up in any street an inscription of the name thereof:-

(i) Until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section

(ii) 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"

2.2.4 Section 17(4) states "Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within 21 days after the service of the notice, appeal against the objection to a petty sessional court."

2.2.5 Section 18(1) of the 1925 act states "The urban authority may by order alter the name of any street or part of the street, or may assign a name to any street, or part of the street to which a name has not been given"

2.2.6 Section 18(2) states "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"

2.2.7 Section 18(3) states "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 for will lie under this act to a petty sessional court against the intended order at the instance of any person aggrieved"

2.3 The Town Improvement Clauses Act 1847

- 2.3.1 Section 64 and 65 of the Town Improvement Clauses Act 1847 are amended by Section 19 of the Leicestershire Act 1985.
- 2.3.1 Under Section 64 the Council can cause to be put up or painted the numbers of houses, as it thinks fit.
- 2.3.2 Under Section 65 the occupiers of houses and other buildings in streets must mark them with such numbers as the Council approve. Where an occupier fails to do this in a week from the notice from the Council, they are liable to a fine in the magistrates' court if the Council decide to pursue them. The Council can mark or renew the numbers and the occupier must pay all costs where the Council has had to take this course of action.

2.4 The Leicestershire Act 1985

- 2.4.1 Under Section 19 of the Leicestershire Act 1985 a district council may allocate to the buildings in a street in their district such numbers as they think fit.
- 2.4.2 Where a number has, or numbers have been allocated to a building under Section 19 of the 1985 Act or under Section 64 of the Town Improvement Clauses Act 1847 the district council may require the number(s) or other authorised means of identification to be displayed in such a way as to make them legible from the street.

3.0 NAMING STREETS AND NUMBERING HOUSES

- 3.1 While the Council is the authority for naming streets the applicant or developer will be asked to suggest names for any new street(s).
- 3.2 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 or to indicate that they do not wish to put forward any names (in which case the Council will decide the names in consultation with the Parish Council/Meeting). 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.
- 3.3 Within 5 working days following receipt of the developer's three preferred names, that conform with the Council's policy guidelines, the appropriate Ward Member(s) and Parish/Town Council will be consulted. The period allowed for consultation shall be 14 days from the date of the covering letter to the Ward Member(s) and Parish/Town Council. The stipulated

'deadline' date will be strictly adhered to, due to the legally imposed time limit.

- 3.4 If as a result of the consultation there is agreement on one or more of the preferred names the Street Naming and Numbering Officer in consultation with the relevant Portfolio Holder will select one of those preferred names, the properties within the new street will be numbered, an official plan produced and distributed to the developer, Royal Mail and other relevant bodies (listed in Appendix A).
- 3.5 If no response is received from consultees by the specified 'deadline' date, then the Street Naming and Numbering Officer in consultation with the relevant Portfolio Holder will select one of the three preferred names, the properties within the new street will be numbered, an official plan produced and distributed to the developer, Royal Mail and other relevant bodies.
- 3.6 If none of the offered names are considered acceptable by the Ward Members and/or Parish/Town Council and within the stipulated 'deadline' date, they have put forward their own preferred name, the Street Naming and Numbering Officer in consultation with the relevant Portfolio Holder will immediately inform the developer, by a written notice of objection to their preferred name.
- 3.7 In serving a written notice of objection, the developer will be asked to accept the name put forward by the Ward Members and Parish/Town 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.
- 3.8 The developer will be responsible for the cost and installation of street nameplates. Maintenance of street signs becomes the Council's responsibility once a street has been adopted. It is not lawful to erect a street nameplate until the District Council has confirmed the street name in writing.

4.0 CRITERIA FOR NAMING STREETS

- 4.1 The Street Naming and Numbering Officer will use these guidelines when agreeing a new number or address. Developers and Parish Councils should follow these guidelines for any suggested street names:
- 4.2 New street names should not duplicate any similar name already in use in a town or village or in the same postcode area. A variation in the terminal word, for example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name.

- 4.3 A common request is to repeat existing names in a new road or building title (for example a request for “St Mary’s Close” off an existing St Mary’s Way, near St Mary’s Church). This is not allowed as it can have a detrimental effect in an emergency situation. This is in line with Government guidance found in Department of Transport Circular 3/93.
- 4.4 Street names should not be difficult to pronounce, awkward to spell or where punctuation may give rise to variations.
- 4.5 The Council will not adopt any unofficial ‘marketing’ titles used by developers in the sale of new properties.
- 4.6 Names will not be considered that may be construed as contravening any aspect of the Council’s Equality and Diversity Policy or would undermine the cohesiveness of local communities.
- 4.7 In order to avoid potential confusion with building names, street names must not include the word “The” or end with a possessive (i.e. Apostrophe s) or plural words (e.g. “The Saltings”)
- 4.8 Names that may be taken as advertising (i.e. company name) will not be accepted
- 4.9 All new street names should ideally 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)
 Circus (for large roundabouts with residential properties)
 Vale (for residential roads, in appropriate circumstances)
 Rise (for residential roads, in appropriate circumstances)
 Row (for residential roads, in appropriate circumstances)
- 4.10 All new pedestrian ways should end with one of the following suffixes:
 Walk
 Path
 Way

- 4.11 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 same postcode area, see Procedure for Address Changes below.
- 4.12 The use of North, East, South or West (as in North Road and South Street) 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.
- 4.13 The Council will avoid having two phonetically similar names within a postal area and, if possible within the Borough, for example Churchill Road and Birch Hill Road.
- 4.14 The use of a name which relates to people either living or those alive during living memory should be avoided if possible. Only exceptional circumstances will be given consideration and justification will be required as well as the consent of either the person concerned or their family.

5.0 PROVIDING POSTCODES

- 5.1 Harborough District Council is not responsible for issuing new postcodes. When an approved address is agreed by all parties, Royal Mail will confirm a Postcode, however they will not issue a postcode for a new street or property until requested to do so by the Council. The maintenance and any future changes to this postcode are Royal Mail's responsibility.

6.0 ADDRESS LOCALITY

- 6.1 Localities within the official postcode and post town address are the responsibility of Royal Mail. Where applicants object to a post town in their postal address, the Street Naming and Numbering section will advise them to consult Royal Mail, who has a procedure laid down in their code of practice by the Postal Services Commission for adding or amending the details.

7.0 GUIDELINES FOR NUMBERING BUILDINGS AND COMMERCIAL UNITS

7.1 General

- 7.1.1 A new street should be numbered with even numbers on one side and odd numbers on the other, normally left and right sides respectively except that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred.

- 7.1.2 Additional properties in streets that are currently numbered will always be allocated a property number.
- 7.1.3 Private garages, annexes and buildings used for housing cars or livestock and will not be numbered separately from a main dwelling.
- 7.1.4 A proper sequence shall be maintained, with the number 13 included. Once numbered the Council will not normally re-number properties. The Council will only re-number a property where there can be shown to be consistent delivery problems or during the course of a development.
- 7.1.5 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.

7.2 Multiple Occupancy Buildings

- 7.2.1 In multiple occupancy buildings (blocks of flats) it is preferable to give a street number to each dwelling with individual access to the street . When 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.
- 7.2.2 Flats will be numbered in the form of “Flat 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”).
- 7.2.3 If a multiple occupancy building has entrances in more than one street, then each entrance can be numbered in the appropriate road if required. In this case, advice from the local delivery office will be sought.

7.3 Small Developments

- 7.3.1 The Council will endeavor to follow the existing numbering sequence for a street, or to use numbers followed by letters where there is no alternative. For example these are included when one large house in a road is demolished and replaced by a number of 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. To avoid this each new house should be given the number of the old house with either A, B, C or D added. Infill developments will be given suffixes relating to the lower numbered property (two properties between no's 21 and 23 would be 21A and 21B). Suffixes will not be used for development situated prior to a numbering sequence. In this case individual property names would be requested.

7.3.2 In the case of an infill development of more than 5 units in one structure – terrace properties or flats, a building name can be agreed. Also for an infill of two or more properties accessed via a private drive and where the Council consider it is appropriate, the Council will agree with the developer a ‘sub-road’ name for the development.

7.3.3 Any such building names should end with one of the following suffixes:

House
Court
Mews
Terrace
View

7.3.4 The developer will be responsible for the cost and installation of signage indicating the name of the block, or individual numbering including such name. The size, type and positioning to be agreed with the Council prior to installation.

7.3.5 For new developments under construction, where additional properties or plots have been added or removed after initial numbering the Council will re-number the entire street.

7.4 Development greater than 5 Properties

7.4.1 Development greater than 5 Properties off a new access road will be allocated a new street name and numbered accordingly.

7.5 Property Names

7.5.1 Historically, some rural areas do not have a numbering sequence. Individual houses and small developments in these areas, on existing unnumbered roads, will normally require property names. Proposals for naming unnumbered properties should meet the general criteria set for Street Naming and should not repeat the road name, or that of any house or building in the area.

7.5.2 Where a property has a number, it must be used and displayed. Where a name has been given to a property together with its official number, the number must always be included and displayed as well as the name. The name alone cannot be regarded as an alternative.

7.5.3 The official address will be the property number and any name will be held on the database as an alternative for completeness of identification only. This applies both to domestic and commercial property. This is to ensure consistency of records over time, reduce costs and aid delivery of mail and emergency service response.

8.0 PROCEDURE FOR NEW DEVELOPMENTS AND COMMERCIAL UNITS

- 8.1 The property developer should not give any addresses, including postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before the Council has issued formal approval. The Council will not be liable for any costs or damages caused by failure to comply with this.
- 8.2 Applicants are encouraged to contact the Council prior to a formal application in order to get advice on our naming policy and the positioning of nameplates.
- 8.3 The applicant or developer will be asked to suggest names for any new street(s). See Section 1.5 Criteria for Naming Streets
- 8.4 The developer will be responsible for the cost and installation of street nameplates. The Council will cover maintenance costs once the street has been officially adopted. Street nameplates must meet the specification as set out at Appendix B.
- 8.5 Numbering of the new street(s) will be carried out following the guidelines within this policy. All properties on newly named streets will be allocated numbers. All new properties on existing streets will be numbered unless the existing properties on that street all have official building names and no numbers, or in the exceptional circumstances outlined under the section "Guidelines for numbering buildings". When numbering is complete the Council will contact all the bodies listed in Appendix A.

9.0 PROCEDURE FOR ADDRESS CHANGES

- 9.1 If a property has an officially allocated number, it will not be possible to replace the number with a name. If the occupier chooses to use a house name in these circumstances the address must still include the allocated property number.

9.2 Named Properties

- 9.2.1 To request a change to an address, the owner must give the Council either by email or in writing,
- The existing house name, address and postcode
 - The proposed new name
 - A plan showing the exact location of the property if the property is not easily identifiable from the existing address

- A date from which the house name should be changed (if not immediate)
- 9.2.2 Requests can only be accepted from the owners of properties and not tenants, if the Council is in any doubt that the applicant is not the owner, proof of ownership may be requested.
- 9.2.3 The Council cannot formally change a property name where the property is in the process of being purchased, that is, until exchange of contracts, although the Council can give guidance on the acceptability of a chosen name before this.
- 9.2.4 A check is made by the Council to ensure there is no other property in the location with the same or similar name
- 9.2.5 Once all checks are satisfactorily complete and any necessary fees received, the Council will change the name of the property and advise the relevant parties including Royal Mail, Ordnance Survey, and Council Tax, the Local Land and Property Gazetteer Team and emergency services. A full list of those informed is included in Appendix A.
- 9.2.6 The Council will then confirm in writing to the owner of the property, the new official address.

10.0 RENAMING A STREET / RENUMBERING PROPERTIES

- 10.1 Renaming an existing street or re-numbering properties within an existing street is avoided unless the benefits clearly outweigh the obvious disadvantages.
- 10.2 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.
- 10.3 In such instances it is the responsibility of those requesting a change to canvass existing residents and conduct a ballot of the local residents on the issue. This will ensure that residents' views are 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 70% 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 is a very time consuming process and can be very emotive for those involved and should therefore only be contemplated as a last resort.

Appendix A

Organisations the Council inform of new or changed addresses

Externally:

BT Wholesale
National Grid
Ambulance Service
Leicestershire Constabulary
Leicestershire County Fire and Rescue
Valuation Office Agency
Land Registry Leicester Office
Royal Mail Address Development Team
Leicestershire County Council

Internally:

Council Tax
Elections Officer

Appendix B - Street Nameplate Specifications

- Street nameplates should be made of die pressed aluminium 11SWG
- Lettering on nameplates should be 90mm Kindersley, black on white
- Nameplates are to be fitting into a galvanised angle iron frame with legs
- Nameplates should be sited at a 40° splay to the junction
- The top of the sign should be 915mm above ground level
- The legs should be set in a 4560mm cube of concrete

Where the nameplates are to be erected within a Conservation Area the use of 'heritage' nameplates (cast iron and fixed to walls) is preferable. You are advised to contact the Council at an early stage to agree design, materials and fixing.

Nameplate locations

1. Street nameplates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The nameplate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable the distance may be varied up to a maximum of 6 metres.
2. Street nameplates should be mounted so that the lower edge of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
3. Nameplates should normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes or where it is thought that paragraph 8 would apply. At major crossroads, nameplates will be necessary on both sides of each arm.
4. At T-junctions a main street nameplate should be placed directly opposite the traffic approaching from the side road.
5. Where the street name changes at a point other than cross-roads both names should be displayed at the point of change and it has been found useful to include arrows to indicate clearly to which parts of the street the names refer.

6. On straight lengths of road without intersections name plates should be repeated at reasonable intervals with priority given to such places as bus and railway stations and opposite entrances to well frequented sites such as car parks.

7. Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.

8. Where it might reasonably be expected, for example at intervals on long straight lengths of road or at intersections or T-junctions, many local authorities have found it useful to incorporate on the name plate information indicating the street numbers on either side of the intersection.

9. Whenever practical, street nameplates should be mounted on walls, buildings or other boundary structures at the back edge of the footway. Post mounting or finger mounting should only be used where normal mounting does not make the plate conspicuous (e.g. where an important side road has a narrow entrance or in the exceptional circumstances mentioned in paragraph 7 above, or where it will frequently be obscured by pedestrian movement and cannot be mounted at the 2.5 metre height).

10. The nameplates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Where possible greater clearance should be provided. Nor should they be incorporated in other direction sign assemblies, but be kept distinct and mounted in as standardized a manner as possible. Care should be taken to keep the view of nameplates free from obstruction by trees and other growth.

11. Where possible, name plates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.

The Council can provide details of suitable suppliers on request.