



**ASHFORD**  
**BOROUGH COUNCIL**

Planning and Development

**Street Naming and Numbering Policy**

April 2007

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## 2 Introduction

The naming and numbering of streets and buildings in the Borough of Ashford, is controlled by the Council under The Public Health Act 1925.

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, the effective delivery of mail and that emergency service vehicles are able to locate any address to which they may be summoned.

Anyone wishing to

- change the name or number of their property
- create an address for a new property
- name a new road or change the name of a road

should apply in writing to the Council following the procedures detailed in this policy.

The Council will, as far as street naming proposals are concerned, be willing for developers or owners to propose their own preferred names for consideration. However more than one suggestion for a new name will be required just in case one fails to meet the criteria outlined in this guidance. It is desirable that any suggested road name should have some historical or other connection with the area.

Where street names or previous numbers have been established without reference to us, we have the authority to issue Renaming or Renumbering Orders, under section 64 of the Town Improvement Clauses Act.

## 3 Statutory Context

### 3.1 Public Health Act 1925

#### Section 17

This states that the Borough Council should be notified of proposed street names. We then have the power to object within 1 month in writing, giving the reason for objections.

It is not lawful to erect a street nameplate until:

- The expiration of 1 month from the date of notification to us and no objection is received.
- Where we object to the proposed name and until that objection is withdrawn or overturned on appeal.
- Contravention of these provisions attracts a fine of £200 under the provisions of Criminal Justice Act 1982 (Section 37(2) Standard Scale Level 1 offences). Also a daily penalty not exceeding £1.

If we object in writing then the person proposing the street name can within 1 month, appeal to the Magistrates Court. In practice we negotiate solutions as outlined in the later section 'Procedure for New Developments'

The penalty for contravening this is a fine not exceeding £200 as determined by the Magistrates' Court.

#### Section 18

This section gives the power to us to alter the street name or any part of a street and assign a street name to all or part of a street where a name has not been given.

We must give 1 month's notice before making an order and it **must** be posted at each end of the street or the affected part. The Notice must set out all details of where to appeal to if any person is aggrieved.

An appeal would be to a petty Sessional Court within 21 days after the posting of the notice. Under section 18 the Council **can** alter the NAME & NUMBERS of any street, if there is a particular need to do so.

In such instances it is important for us to consult with and work in conjunction with, '**interested parties**' such as Parish Councils, Fire Authorities and Police Authorities.

**Section 19 (Adoptive Provision)**

Provides us with the duty to ensure that the name of every street **shall** be shown in a conspicuous position and also alter or renew it if it becomes illegible.

Anyone found guilty of infringing these requirements is liable to a fine imposed by Magistrates.

**Section 64 of the Town Improvement Clauses Act 1847**

Requires the Council to ensure houses and buildings are “to be marked with numbers as they think fit”. We also have a responsibility to make sure that the street names are displayed. Should any person destroy, deface or put up another number or name other than the official one, then that person shall be liable to a fine of £200 under the provisions of Criminal Justice Act 1982 for every such offence.

## 4 Naming of Streets

The following guidelines should be considered when seeking a new number or address:

1. New street names should try to avoid duplicating any similar name already in use in a town/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. It is common to request 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). However this can have a detrimental effect in an emergency situation. This is in line with Government guidance found in circular 3/93 .
2. Street names should not be difficult to pronounce or awkward to spell. Both Street and building names should not start with 'The' or end with 's' if the 's' suggests a plural such as 'Lanes' .
3. We will not adopt any unofficial 'marketing' titles used by developers in the sale of new properties.
4. 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)
  - Court/Close (for a cul-de-sac only)
  - Square (for a square only)
  - Hill (for a hillside road only)
  - Circus (for a large roundabout)
  - Vale (for residential roads)
  - Rise (for residential roads)
  - Row (for residential roads)
  - Wharf (for residential roads)
  - Mews (for residential roads)

All new pedestrian ways should end with one of the following suffixes:

- Walk
- Path
- Way
- Mall
- Footpath

**Exceptions:**

Single or dual names without suffixes are acceptable in appropriate places (for example, Broadway for major roads only) such names will have to be appropriate for the locality.

5. 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.
6. The use of North, East, South or West (as in Alfred Road North and Alfred Road South, or East or West) 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. We will avoid having two phonetically similar names within a postal area and, if possible, within a borough. For example, Alfred Road and Alfred Close or Churchill Road and Birch Hill Road.
7. 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 justifications will be required.
8. The use of tree names should be avoided mainly due to the duplication of many existing streets already named within the Borough. We will only do this if those requesting them show that such confusion is not likely to take place and that the tree name has local relevance. This includes all names based on "Orchard"

## 5 Numbering Buildings

1. A new street should be numbered from the start of the street with even numbers on the RIGHT side and odd numbers on the LEFT except that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred. The Start of a street will be determined by the nearest main or major road that it is off of. In the case of a major road it will start from the point nearest the town travelling away from the town and the numbering rules above will be applied.
2. Private garages and similar buildings used for housing cars and similar will not be numbered.
3. A proper sequence shall be maintained, with the number 13 normally omitted. Once numbered we will not normally re-number properties. We will only renumber a property where there can be shown to be consistent delivery problems.
4. If multiple occupancy building has entrances in more than one street, then each entrance can be numbered in the appropriate road if required. However the building will only have a singular number per street (i.e. not 82 – 86 but simply 82).
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.
6. In residential buildings (example, blocks of flats) it is usual to give a street number to each dwelling where the block is up to six storeys in height. When the block exceeds this height or there are not sufficient numbers available because of existing development, it should be given a name and numbered separately internally. Such names will be treated in the same way as house names. Flats will have numbers rather than letters or description such as Flat 1 and not Flat A or Ground Floor Flat. The numbering of flats will start from the bottom in ascending order. This is important for consistency with electricity and gas meter installations.
7. We can use numbers followed by letters where there is no alternative. For example these are needed 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. The use of letters will also be use if the new development were to lie prior to the numbering scheme commencing. For example, if 4 houses

- were built prior to the first property number 2. The new dwellings would become 2A, 2B, 2C, 2D. This is to aid emergency service response and mail delivery.
8. We will endeavour to avoid using suffixes to numbers wherever possible. For new developments where additional properties have been requested after initial numbering we will renumber the entire street. We will make a per property charge for this.
  9. For private houses in existing unnumbered roads it is essential that the houses are officially allocated names, which are registered with the emergency services. Anyone wishing to change the name of their unnumbered house must also apply to us.
  10. 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 Town Improvement Clauses Act 1847.

We do not need to be informed of name changes to properties with numbers and do not normally store property names on our systems.

This applies both to domestic and commercial property. In the case of commercial properties we will avoid using the company's name where the property has a number.

This is to ensure consistency of records over time, reduce costs and aid delivery of mail and emergency service response.

## **6 Providing Postcodes**

When an approved address is agreed by all parties, then Royal Mail will confirm a Postcode. The maintenance and any future changes to this Postcode are Royal Mail's responsibility.

## 7 Procedure for New Developments

**The developer should not give any postal addresses, including postcode, to potential occupiers, both directly or indirectly (for example via solicitors or estate agents) before formal approval has been issued by us. We will not be liable for any costs or damages caused by failure to comply with this.**

Applicants are encouraged to contact us prior to a formal application in order to get advice on our naming policy and the positioning of nameplates.

The applicant or developer suggests a possible name or names for the streets. Several suggestions for names should be made in case we or the Parish/Town Council object.

We will consult with the relevant Parish/Town Council over the proposed name and undertake any negotiations to resolve any issues. However if there is a dispute then the Borough Council will raise an objection to the proposed name within 1 month of receiving the request for naming. Notice on appeal grounds to be included.

It is unlawful to set up a street name plate until this period has passed without any objections being raised. If objections have been raised, it is unlawful to set up name plates until the objection has been resolved or withdrawn on appeal.

The developer will cover the initial costs of the street nameplates.

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 are un-numbered, or in the exceptional circumstances outlined under the section "Guidelines for numbering buildings"

When numbering or naming is complete we will upload the information to the NLPG.

## 8 Procedure for Address Changes

We do not need to be informed of name changes to properties with numbers and do not normally store or use property names in such cases.

If the property has a house number, it will not be possible to replace the number with a name. We will not normally sanction a name change that drops the use of the number.

These will only be considered where it can be shown that the current numbering system causes delivery problems. If more than one property is affected then the agreement of all owners affected will have to be obtained.

Requests are to be made in writing or email. The following information must be provided:

- the existing house name, address and postcode
- the 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)

Requests can only be accepted from the owners of properties and not tenants. Tenants wishing to change the name of their property should make their request to the property's owners.

We cannot formally change a property name where the property is in the process of being purchased until exchange of contracts, although we can give guidance on the acceptability of a chosen name before this.

A check is made by us to ensure there is no other property in the location with the same or similar name.

We will then change the name of the property, and advise the relevant parties the Local and National Land and Property Gazetteer.

We will then confirm in writing of the new official address.

## **9 Procedure to name/re-name an existing street**

All such requests have to originate from the relevant Town/Parish Council. Town/Parish Councils can only make such a request if they can demonstrate that the owners/residents of all affected properties have been consulted and are in agreement. A 2/3rd majority will be needed. Written evidence of the properties affected should be submitted as part of the application.

All costs associated with providing and erecting name plates, except in exceptional circumstances, will have to be met by the Town/Parish Council.

## **10 Charging for Street Naming and Numbering Process**

We will charge for the Street Naming and Numbering Process. (Please contact 01233 330630 for advice on the correct fee)

For Street Naming and Numbering this charge is for:

- renaming existing properties
- alterations in either names or numbers to new developments after initial naming and numbering has been undertaken
- including the address in the National Land and Property Gazetteer

These charges have to be paid at the time of application to the Council.