

# North Lincolnshire Council

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## Street naming and numbering guidance notes

### Contents

|   |   |
|---|---|
| Introduction .....                            | 1 |
| Naming Streets and Numbering Properties ..... | 2 |
| Criteria for Naming Streets .....             | 3 |
| Criteria for Addressing Property .....        | 4 |

## 1. Introduction

North Lincolnshire Council has the legal responsibility for ensuring that all streets are named and properties are numbered within its area. These responsibilities derive from the Public Health Act 1875 and Town Improvement Clauses Act 1847 and they extend to both commercial and domestic property. The Council has the power to approve or reject property addresses proposed by developers or the general public, and to prescribe its own addressing schemes.

All property development and address changes within North Lincolnshire are subject to the official street naming and numbering process.

Street Naming and Numbering is an important function as it allows the Council to maintain a comprehensive and accurate address database covering all properties within the North Lincolnshire area. In turn this enables:-

- Emergency Services to find a property quickly and effectively
- Post to be delivered efficiently
- Visitors to locate their destination
- Reliable delivery of services and goods by courier companies
- Utility companies will not normally connect their services until such time as premises have been given a formal postcode by Royal Mail and this will not be allocated until the local authority has allocated an address to the premises.

Many legal transactions associated with properties can be withheld until the properties are identified by a street name and number. For instance, Royal Mail will not assign a postcode until the relevant Local Authority, as the Street Naming and Numbering Authority, has notified them of the official address.

Anyone seeking an address change, or the creation of an address for a new property within the North Lincolnshire area, must apply to the Council following the procedures outlined in this policy.

## 2. Naming Streets and Numbering Properties

Section 64 of The Towns Improvement Clauses Act 1847 requires the Council to make sure properties are numbered (or named) and marked as such. It is also the Council's responsibility to make sure that street name plates are displayed.

Property developers and local residents may suggest names for new streets. These should be submitted to the Property Information Officer for consideration against the Council's naming criteria - See Section 3

Following an application for street naming and or numbering, the Property Information Officer will determine whether the application requires the naming of

any new streets. If new street names are required the officer will ask the developer for any relevant suggestions. These, together with suggestions made by the Property Information Officer will be put forward to the relevant Ward Councilor or Town/Parish Council.

### 3. Criteria for Naming Streets

The Property Information Officer will use the following criteria when agreeing whether or not a new street name is acceptable. Property developers and Councilors should take these criteria into account when suggesting street names for approval by the Council.

- Names with a common theme are encouraged on large developments, preferably with a local or historic connection. Two developments with the same theme within the area shall be avoided.
- Street name should not have a commercial connection, a 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. An exception to this may be made for a company that no longer exists, if used solely in a historical context and there is no likelihood of the use of the name amounting to advertising.
- Names suggested by the developer may be used as long as they comply with the general street naming criteria and there are no objections from the Council and appropriate Ward or Town/Parish Councilors. In the event of unresolved disagreement suggestions go to a member panel hearing.
- Names should have a local connection, historically, geographically or culturally.
- Names of people, living or deceased, are not considered appropriate.
- Names should not be duplicated within North Lincolnshire wards.
- Names should not use any commonly offensive, derogatory or inappropriate words or phrases.
- Names should not contain punctuations or abbreviations.

Changing a street name or a sequence of property numbering shall be avoided, unless there is specific and sufficient reason to do so. This may come in the form of a new development in the street, or a request from the emergency services. The Council will pursue alternative solutions and only change the name or numbering as a last resort.

#### 4. Street naming and numbering guidelines

1. Even numbers are placed on the right hand side and odd numbers on the left hand side from the start of the road (which is the junction with the existing highway)
2. A Close will have sequential numbers.
3. The number 13 should not be used in any new development.
4. Three proposed names will be submitted for any new street, which will be considered for approval after consultation with the Ward Councilors or Town/Parish Council, Royal Mail and the developer. If a property is not on an apparent road for example a remote property accessed only on foot with no defined footpath the street that its primary entrance is accessed from will be used as the address.
5. A property that contains flats will have its own number and/or name.
6. Business Units can be individual or sub divided units and will be numbered Unit 1, Unit 2 etc.

If a building has entrances in more than one street, but it is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate street. Exceptions may be made depending on the circumstances for a house divided into flats.

All new street names should end with a terminal word, such as:

Road

Street

Avenue

Way

Drive

Lane

Place

Gardens

(The above titles are acceptable for any type of new street within North Lincolnshire) Close (For a cul-de-sac only)

Court

Crescent (For a crescent shaped street only)

Square (For a square only)

Hill (For a hill only)

View - (Only acceptable when the named object is clearly visible from the start of the road)

Terrace (For a terrace of houses but NOT as a subsidiary name with another street)

Mews (This is currently popular and is considered acceptable in appropriate

circumstances, but other words such as 'End' or 'Wharf' would not be allowed)

It is very strongly recommended that the use of existing names in the vicinity should be avoided. A change in the terminal word is not considered to amount to a different name so 'Chestnut Close' would not be allowed if there was already a 'Chestnut Street'.

All new pedestrian ways should end with:

- Walk;
- Path; or
- Way

All named blocks should end with one of the following:

- Court (For flats and other residential buildings)
- Mansion (For residential buildings other than flats?)
- House (For Residential Blocks or Offices)
- Tower (For High residential or office blocks containing 5 or more floors)

#### New estates and streets

Developers who use a marketing name for a site must make it clear to any prospective purchasers that the marketing name is not part of an official postal address.

Royal Mail Delivery Office, the developer, Ward Councillors and Town/Parish Council will be consulted on all proposals. The LLPG custodian is also consulted to avoid duplication of road names and to ensure the correct spelling of road names from the definitive LLPG.

When the name has been agreed by the authority, a layout plan with the Street Numbering and Naming Schedule will be prepared by the Property Information Officer which will allocate a number and street name to the developer's plot numbers. (Purchasers of new properties should be aware when issuing their "new address" details that the POSTAL number and not the PLOT number should be quoted.) Once the new name has been approved by the Council and numbers allocated, the layout plan and Street Naming and Numbering Schedule will be sent to Royal Mail for registering and allocation of a postcode.

Please note, that the allocation of postal addresses does not serve as confirmation that any building or structure has been authorised under Planning, Building Regulations or any other Legislation. Owners/occupiers may be at risk of enforcement action if any necessary approvals have not been obtained.

Where a street is created as all or part of a new development, all costs for the erection of new street name plates will be paid for by the property developer. It is the responsibility of the developer to supply and install any new street nameplates to the Council specification before they leave site.

There is a standard specification for street name plates and their locations and the Council should be contacted for advice.

### Individual properties

Individual properties built on parcels of land or as back land development in gardens will be numbered into the existing numbering of the relevant street. If there is not a sequential number available, the Council will use the addition of letters (e.g. 2a etc.). Where there is no street numbering system in operation, properties will simply be given an individual house name.

### House names

The name proposed will be checked for compliance with this Policy. Names should be appropriate, we recommend you avoid the following:

Popular names - The Bungalow, The Cottage, New House, Rose Cottage, The Manor etc.

Confusing names - “The White House” that is not white, “The Manor House” that is not a manor, “Four Oaks” no sign of any Oak trees etc.

Trademarked names

Inappropriate/Offensive names

The Council’s Policy is to restrict registered postal addresses to a street name and number where possible.

### Properties with a number and name

Where a property has a number, it must be used and displayed. Where a name is used as well as a number, the number must always be used with the name and it cannot be regarded as an alternative. A named building may not have more than one number in one street.

The Council has no objection to a house name being added to an existing postal address. However house names alone are not favoured by the Council or the emergency services as a number readily identifies the relative location of a property in a street. Other than in exceptional circumstances, a house number should be prominently displayed so that it can be easily read from the public highway. The postal number cannot be deleted from that address, and should always be used with the name. Unless the house name is the fundamental part of the postal address, the Royal Mail keep house names in their ‘alias’ file.

### Renaming and renumbering of streets

Renaming or renumbering streets will only be considered in the following circumstances:

- A minimum of two thirds of the occupants of the street or relevant part of the street submit a request for renaming/renumbering;
- In the interests of public or highway safety; or
- If there is evidence of a serious problem in accurate identification of the address due to :
  - the existence of similar street names elsewhere in North Lincolnshire; or
  - the location of a property within a street.

Where applicable Parish or Town Councils shall be consulted on renaming and renumbering of streets.

If the residents of a street wish the name to be changed, for whatever reason, they can petition the Council who will judge the case on its merits.

There may be additional charges if the council has to carry out any canvassing of affected parties. The Council would not be responsible for any costs incurred following renaming or renumbering e.g. Changes to utilities, insurance, deeds etc

#### Notification of postal addresses

The Council's Property Information Officer will notify, as appropriate, with the Royal Mail, Electoral Registration, Council Tax, Local Land and Property Gazetteer (LLPG), the Valuation Office, Emergency Services and Town/Parish Councils before proceeding with the allocation of road names, property numbering or amendments to addresses.

Notification letters will be sent to occupiers if there is a change of road name, renumbering or a numbering allocation to properties with just house names. In making such changes, the Council will be exercising statutory powers and its decision is final.

#### Post Codes

The Council is not responsible for issuing new postcodes; this is the responsibility of Royal Mail, but Royal Mail will not issue a postcode for a new street unless requested to do so by the Council.

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