



Street Naming and Property Numbering Policy

Introduction

The Council controls the naming of streets and the naming and numbering of buildings in Waverley (using the Public Health Act 1925). The purpose of this control is to make sure that any new 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.

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 procedure outlined below.

BS 7666 is the British Standard that sets out guidelines for the precise identification of a property or a plot of land. Each property has been allocated a 12 digit Unique Property Reference Number (UPRN). This permits additional information such as co-ordinates to be accessed allowing the property to be located on a map.

Waverley along with all the other local or unitary authorities has created and maintains a Local Land and Property Gazetteer (LLPG) to the above standard. Updates to this information are submitted daily to the National Land and Property Gazetteer (NLPG) which is marketed commercially to service providers, such as the Royal Mail, the emergency services and utility companies.

Street naming

Following commencement of works on site, the developer will be requested to supply three names for consideration (in preferred order) for each of the new streets being constructed. Any suggested street name must conform to the guidelines set out below.

Following receipt of the developer's three preferred names, which conform to the Council's Policy Guidelines, the local Ward Councillors and the Royal Mail will be consulted (the period allowed for consultation is 7 days).

If by the specified 'deadline' date, one of the offered names is considered acceptable by all or a majority of the consultees then that name will be adopted, the properties within the new street will be numbered and an official plan produced. The plan will be distributed to the developer and other relevant bodies.

If no response is received from consultees by the specified 'deadline' date, then the Street Naming & Numbering Officer will select the developer's preferred name, the properties within the new street will be numbered, an official plan produced and distributed.

If none of the offered names conform to the guidelines, the developer will be asked to reconsider. If no agreement can be reached a written notice of objection will be issued. The developer has the 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.

Policy guidelines for naming streets

The following guidelines must be considered when seeking a new name for a street:

The developer supplies their choice of three names for consideration. The Council encourages and gives preference to names, which reflect the historical significance of the site.

Developers are advised to contact the Parish or Town Council who are ideally placed to advise on matters of local significance and historical links.

New street names should try to avoid duplicating any similar name already in use in a borough or neighbouring boroughs. A variation in the terminal word, example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name (for instance a request for St Mary's Close, off an existing St Mary's Way).

Street names should not be difficult to pronounce or awkward to spell.

Names that are offensive or names capable of deliberate misinterpretation must be avoided.

The Authority will have no informal adoption of unofficial 'marketing' titles used by developers in the sale of new properties.

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)

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)

Vale (for residential roads) only for exceptional use

Rise (for residential roads) only for exceptional use

Dene (for residential roads) only for exceptional use

Mead (for residential roads) only for exceptional use

Mews (for residential roads) only for exceptional use

Suffixes that should be avoided:

End, Cross, Side, Park, Meadow.

Except in exceptional circumstances no Street should start with "The".

Private house names should not repeat the name of the road or that of any other house or building in the area.

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. In such a case half should be renamed.

Phonetically similar names within a postal area and, if possible, within a borough, should be avoided. For example Churchill Road and Birch Hill Road.

The Council does not issue postcodes for properties; this duty lies with the Royal Mail.

It is the responsibility of the developer to cover the initial costs of street nameplates for the site. The Council is responsible for the ongoing maintenance.

Policy guidelines for numbering new properties

Properties in a new street will be numbered with even numbers on one side and odd numbers on the other except that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred.

Private garages and similar buildings used for housing cars, and such like, will not be numbered.

A proper sequence shall be maintained.

Buildings (including those on corner sites) are numbered according to the street from which the property is accessed.

In circumstances where an existing street or similar is extended, it would be appropriate to continue to use the same street name. This would be subject to the limitations of the existing numbering scheme.

If a building has entrances in more than one street, then each entrance will be numbered in the appropriate road. Exceptions may be made, depending on the circumstances, for a house divided into flats.

Legislation permits the use of numbers followed by letters or fractions. These are needed, for instance, when one large house in a road is demolished and replaced by, say, four 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, which is considered unacceptable. Therefore to avoid this each new house will be given the number of the old house with a letter added (e.g. a, b, c).

New 'infill' property will be allocated a number with a suffix where the number relates to a property related to the development. For example a property built on land between 12 and 14, where the land belongs to 14, will be numbered 14A.

For private houses in existing unnumbered roads it is essential that the houses are officially allocated names, which are registered with the emergency services. 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 area. New houses will be identified by site name and plot number until the house is occupied, and a name is chosen by the new owner.

Anyone wishing to change the name of their unnumbered house must apply in writing to the Council. Once the name has been accepted the Council will notify the Royal Mail of the change.

Where a property has a number, it must be used and displayed. Where a name has been chosen for a property with a number, the number must always be included; the name cannot be regarded as an alternative.

Policy guidelines for renaming or renumbering (street or property)

Where a property is numbered into a group of cottages, the numbering should not be changed for a house name or an ancillary house name. For example number 3 of 1-5 Pear Tree Cottages could not become The Brambles, 3 Pear Tree Cottages.

Renaming an existing street/renumbering properties within an existing street will be avoided unless the benefits clearly outweigh the obvious disadvantages.

On the rare occasions that 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
- all 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

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 may consult the Royal Mail for their position on the issue. To change a street name we will require 100% 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 a very time consuming process and can be very emotive for those involved and should therefore only be contemplated as a last resort

Annex 1.

The Public Health Act 1925, Section 17, stipulates that within one month of receiving a request to name a street the Council may by notice in writing served on the person by whom notice of the proposed street name was sent, object to the proposed name. It shall not be lawful to set up in any street an inscription of the name (a) until the expiration of one month after notice of the proposed name has been sent to the Council and (b) where the Council have objected to the proposed name, unless and until such objection has been withdrawn by the Council or if the person who proposed the new name has appealed to the Magistrates Court against the Council's objection and the Magistrates have overruled the Council's objection.