

# Buckinghamshire Council

## Street Naming and Numbering Policy

<b>Street Naming and Numbering Policy</b>	
<b>Owner</b>	Street Naming and Numbering Manager
<b>Date</b>	March 2020
<b>Version</b>	V1.2
<b>Review date</b>	January 2021

## Contents

- 1.0 Statement
- 2.0 Naming Streets and Numbering Properties
- 3.0 Criteria for Naming Streets
- 4.0 Street Naming Guidelines
- 5.0 Street Suffixes
- 6.0 Property Numbering Guidelines
- 7.0 Changing a House Name or Adding a Name to a Numbered Property
- 8.0 Naming Flats/Apartments and Offices
- 9.0 Responsibility for Property Addressing
- 10.0 Applying for Street Naming and Numbering
- 11.0 Charging for Street Naming and Numbering Services
- 12.0 Disclaimer
- 13.0 Disputes



## 1.0 Statement

1.1 Buckinghamshire Council has the legal responsibility to ensure that streets are named, and properties are numbered. The Authority has the power to approve or reject property addresses submitted by developers or the general public or prescribe its own addressing schemes.

1.2 Buckinghamshire Council uses Sections 17,18 & 19 of the Public Health Act 1925 for the purposes of naming streets and for the purpose of numbering properties.

1.3 Anyone seeking an address change, or the creation of an address for a new property, must apply to Buckinghamshire Council using our application forms following the procedures outlined in this guide.

1.4 Proposals for street names from developers and the public are welcome for consideration. However, it is recommended that more than one suggestion is put forward in case the primary suggestion fails to comply with the guidelines set out in this policy. It is advantageous for all suggestions for street names to reflect the local area or have a connection with the local authority area and must avoid duplication. If suggestions conform to this guide on Street Naming and Numbering and (for street names) have not meet with an objection from the relevant Parish or Town Council and the relevant ward councillors, the new address will be formally allocated, and all relevant bodies will be notified.

1.5 For the avoidance of doubt, it should be noted that Buckinghamshire Council has the legal responsibility to ensure that streets are named, and properties numbered. The Authority therefore has the power to approve or reject property and street addresses that are submitted by developers. This power extends to commercial property as well as domestic. Legislation to support this statutory power is outlined below.

1.6 In addition to complying with appropriate legislation, this guide is compliant, at the time of implementation, with the latest version of the document "Data Entry Conventions and Best Practice for the National Land and Property Gazetteer", available from the National Land and Property Gazetteer website at [www.nlpg.org.uk](http://www.nlpg.org.uk)



## **2.0 Naming Streets and Numbering Properties**

2.1 Property developers and local residents may suggest unique names for new streets.

2.2 Prior to this suggestion being submitted to the Street Naming and Numbering Officer, developers and/or local residents should consult with Ward and Parish/Town Councillors and the local Community Board.

2.3 Once consultation has taken place with Ward, Parish/Town Councillors and the Community Board, this should be submitted to the Street Naming and Numbering Officer for consideration against our criteria.

2.4 If the Ward, Parish/Town Councillors or Community Board objects to the suggested names by the developer or local resident, they may submit their own alternatives.

2.5 If agreement cannot be reached between all parties the Street Naming and Numbering Officer (acting for Buckinghamshire Council) will be the final arbiter in selecting the most appropriate street name.

2.6 Submission of a suggested street name that has been agreed by all parties is not a guarantee that the name will be acceptable and proposed names should not be used in any way until the official street name is confirmed in writing by the Street Naming and Numbering Officer

2.7 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. There is a specification for the plates and their locations and the Authority should be contacted for advice. Maintenance of street name plates becomes the responsibility of Buckinghamshire Council only once the developer has left the site and the street has been adopted.

2.8 No street name plate is allowed to be erected until the street name has been confirmed in writing by Buckinghamshire Council.

## **3.0 Criteria for Naming Streets**

3.1 The Street Naming and Numbering Officer will use the following guidelines when agreeing a new street name. Property developers and Councillors should follow these guidelines for any names they wish to suggest.

3.2 Buckinghamshire Council promote names with a local or historic significance to the area, including the use of names from war memorials. However, it is not sufficient cause to object to a name if it fails to meet these criteria.

3.3 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 county shall be avoided.



3.4 Any street 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 the claim of advertising cannot be made. Copyrighted names are also prohibited.

3.5 Any street name based on a living person will not be allowed including streets named after or in connection to the Royal family.

3.6 Names suggested by the developer may be used as long as they comply with the general street naming procedures and there are no objections from Buckinghamshire Council and appropriate Ward or Parish Councillors. In the event of unresolved disagreement, a final decision will be taken by the Head of Service who has delegated powers to approve street names. An appeal can be made to the Magistrates court once the Section 18 notice is erected on site.

3.7 The changing of a street name or 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. In the event that the street name or numbering needs to be changed the following steps shall be taken:

- (i) Consultation takes place with all affected rate-payers and the appropriate Ward and Parish Councillors. Two-thirds of the Council Tax or Non-Domestic Rates payers must be in favour of the proposed change to proceed.
- (ii) A report, with evidence of the rate-payers' approval, shall be made to the Corporate Director with responsibility for Street Naming and Numbering, seeking their endorsement to instigate the change.

3.8 We welcome suitable unique street name suggestions from the local community, Councillors, Parish Councils, Town Councils and Community Boards for new streets within their jurisdiction.

3.9 The Street Naming and Numbering Officer will engage with those listed in order to develop a suitable list of street name suggestions that may be called upon ahead of a large development.

#### **4.0 Street Naming Guidelines**

4.1 New street names shall not duplicate any name already in use in the same post code sector / locality where delivery problems could occur for Royal Mail and in areas beyond our borders that fall within the same postcode sector.

4.2 Distinctions by suffix within the same or adjoining area must be avoided, e.g. Aylesbury Drive and Aylesbury Road.



4.3 Street names with phonetically similar names are also to be avoided, e.g. Beech Avenue and Beach Avenue.

4.4 Street names that may be considered or construed as obscene or racist which would contravene any aspect of the council's equal opportunities policies will not be acceptable.

4.5 Street names that may be open to re-interpretation by graffiti or shortening of the name shall be avoided.

4.6 New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.

4.7 New street names shall not end in "s" where it can be construed as either a possessive or plural, neither shall they commence with the word "The".

4.8 All punctuation, including apostrophes, shall be avoided.

4.9 Street names are unacceptable if they are likely to cause spelling difficulties, as these may lead to confusion in an emergency situation or result in demands for a change of address from occupiers.

4.10 New street names shall not include a number in the name as this may lead to confusion in an emergency situation or result in demands for a change of address from occupiers. For example, 1 Three Bells Close could sound like 13 Bells Close and would therefore not be permitted.

## **5.0 Street Suffixes**

5.1 All new street names will end with a terminal word such as:

- (i) Road
- (ii) Street
- (iii) Avenue
- (iv) Drive
- (v) Lane
- (vi) Place
- (vii) Gardens
- (viii) Way
- (ix) Grove
- (x) Green



- (xi) View
- (xii) End
- (xiii) Field
- (xiv) Meadow
- (xv) Corner
- (xvi) Approach

5.2 The following names will be used only as indicated:

Crescent	For a crescent shaped road only. Often leaves and rejoins the same road
Close	For a cul-de-sac only
Square	For a square only
Hill or Rise	For a hill only
Terrace	For a terrace of houses but not a subsidiary name within another road
Mews	Officially a term for converted stables in a courtyard or lane but would be considered acceptable for most small terraced developments

5.3 All new pedestrian ways will have the suffix walk or path.



## **6.0 Property Numbering Guidelines**

6.1 All new property development shall be numbered rather than named. We will number new and replacement properties when redevelopment takes place. However, new properties in an existing unnumbered street will require a property name.

6.2 New streets shall be numbered with odd numbers on the left hand side and even numbers on the right, commencing from the primary entrance to the street. Where the street is a thoroughfare between two other streets, the numbering shall commence at the end of the street nearest the centre of the town or village.

6.3 Consecutive numbering may be used in a cul-de-sac or in a situation where there is no scope for future development in the street.

6.4 The number of a property will be allocated to the street onto which the front door faces. If the front door provides no direct access from that street, an exception may be made.

6.5 Numbers should remain in sequence and wherever possible there shall be no exclusion of any number due to superstition or personal preference. However the Street Naming and Numbering Officer reserves the right to exclude a number from the sequence (for example, four or thirteen) at their discretion.

6.6 Flats and units shall be given individual numbers where possible; the sequence of the numbering depends on access to front doors of individual premises.

6.7 When a numbered property is converted to flats, the flats should be numbered, e.g. Flat 1, 20 High Street. A numbering scheme such as Flat A/Flat B or First Floor Flat shall be avoided. The same shall apply for units, apartments and other forms of property subdivision.

6.8 When new properties are built on an existing street and there are no available numbers to use whilst retaining the current sequence, a letter shall be used as a suffix, e.g. 15A.

6.9 New street names shall not be assigned for the sole purpose of avoiding numbers with a suffix.

6.10 A business name shall not take the place of a number or a building name.

6.11 Private garages and buildings used for housing vehicles and similar purposes will not be numbered.

6.12 A piece of land, e.g. a farmer's field, cannot be given an official address, only property on that piece of land can have a conventional address for the purposes of delivering mail and services.



6.13 In the event of unresolved disagreement, a final decision will be taken by the Senior Service Head who has delegated powers to approve numbering schemes, and there will be no right of appeal.

## **7.0 Changing a House Name or Adding a Name to a Numbered Property**

7.1 The Authority will check the existing gazetteer and review every request to add or change an existing property name. Names will be considered acceptable unless they are duplicated within the local area or are likely to cause offence. Where a property has a number, it is the responsibility of the property owner to check the street the property is on to ensure the name is not already in use.

7.2 A property with a number must always use and display that number. Where a property has a name and an official number the number must always be included in the address and displayed on the property. The name cannot be regarded as an alternative. Any request to remove a number from an official address will be refused.

7.3 Once Royal Mail has processed an address change their on-line postcode service will normally reflect the change within 48 hours. However, any amendments can take several months to filter through to end users of Postcode Address File data. This will happen as external companies update their own databases with the latest Address Management Products. Therefore, any change to a property's name could potential cause problems where companies need to use or validate an address and are working with old data.

## **8.0 Naming Flats/Apartments and Offices**

8.1 If the developer wishes to name a block of flats or buildings then they must supply a suitable name, which will be put through the same review process as a house name request.

8.2 All named blocks should end with one of the following:

Court or Mansions	For flats and other residential buildings
House	Residential blocks or offices
Point	High residential blocks only
Tower	High residential or office blocks
Lodge or Apartments	Residential buildings

8.3 Street suffixes detailed in this guide will not be allowed as a suffix for a building name.

8.4 Numbers will not be allowed as part of a building name to avoid confusion with property numbers.

## **9.0 Responsibility for Property Addressing**

9.1 All elements of an address, with the exception of postcode and post town, are defined by Buckinghamshire Council. The numbers and names assigned to property and the official names assigned to streets are the intellectual property of the Authority.

9.2 Allocation of postcodes is managed by the Royal Mail and must be confirmed by them. Buckinghamshire Council will undertake this process on the applicant's behalf and inform the applicant and other interested parties.

9.3 The Authority reserves the right to complete a Street Naming and Numbering application without the provision of postcode or post town information. The maintenance of postcode information, and any future change to individual postcodes or postcode sectors, is the responsibility of the Royal Mail. Buckinghamshire Council accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission.

## **10.0 Applying for Street Naming & Numbering**

10.1 When making an application for a plot or development to be numbered, the following information must be provided by completing our application form:

- (i) Contact name and details
- (ii) Location and type of development
- (iii) Official marketing name of the development
- (iv) Planning permission approval number
- (v) Suggested new street names when relevant
- (vi) Plans clearly showing plot numbers, location in relation to existing land and property, and the placement of front doors or primary access on each plot.
- (vii) Internal layout plans, if appropriate, for development that is sub- divided at unit or floor level.
- (viii) Details of postal delivery points for flats or apartments

10.2 Additional information may be asked for when necessary to process a request.

10.3 New properties in an existing unnumbered street will require a property name.



## 11.0 Charging for the Street Naming & Numbering Service

11.1 Buckinghamshire Council charge for the service of street naming and numbering.

11.2 Charges are outlined as follows:

<b>Street Naming/Numbering</b>	
House name change	£94.00
Alias house name addition/change	£94.00
<b>Street Naming for New Properties</b>	
1 property	£188.00
2 – 5 properties	£300.00
6 – 25 properties	£350.00
26 – 75 properties	£600.00
76+ properties	£840.00
Plus charge per street	£425.00
<b>Renaming or renumbering of a street where requested by residents</b>	
1 – 5 properties	£1040.00
6 – 25 properties	£1331.00
26 – 75 properties	£1662.00
76+ properties	£2290.00

## 12.0 Disclaimer

12.1 All addresses created by street naming and numbering will be subject to the following disclaimer:

The allocation of this postal address (or addresses) does not serve as confirmation that any building or structure or the use of any such building or structure at the said address is authorised under Planning, Building Regulations or any other Legislation.
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## 13.0 Disputes

13.1 Any disputes between a property owner and the Street Naming & Numbering Officer will initially be referred to the Authority Address Custodian. In the event of an unresolved disagreement, a final decision will be taken by the Head of Service who has delegated powers to approve street names and numbering schemes.