Street Naming and Numbering Policy

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1. Introduction

1.1 The naming and numbering of streets and buildings within Tandridge is a statutory function of Tandridge District Council (hereafter known as “the Council”) and is covered by Sections 64 & 65 of the Towns Improvement Clauses Act 1847 and Sections 17-19 of the Public Health Acts 1925.

1.2 Correct addressing of property is an important issue. Organisations such as the Post Office, emergency services and the general public need an efficient and accurate means of locating and referencing properties, and in some circumstances, errors can have significant consequences.

1.3 All addresses must be BS7666 compliant and no part of an address (e.g. town) can be omitted. This standard ensures that all addresses fed into National Land and Property Gazetteer are consistent across England and Wales.

1.4 New addresses and amendments to existing addresses are only registered by the Royal Mail once notified by the Council. Postcodes are allocated by the Royal Mail and allocation is made in conjunction with the official addresses initiated by the Council.

1.5 The Council is happy for developers or occupiers to propose names for consideration prior to their formal application. It may assist early discussion if more than one new name is suggested, and that the names proposed meet the criteria set out in this document. The guidelines follow the national guidance issued by the guardians of the National Land and Property Gazetteer.
2. Street Naming and Numbering Application

2.1 The street naming and numbering process will be initiated on receipt of an application made to the Council by a developer; this can be made using the online application form at www.tandridge.gov.uk or in writing to the street naming and numbering officer. On a regular basis the street naming and numbering officer will also review permitted planning and building control applications and make contact with developers requesting suggested street names be submitted along with the appropriate fee.

2.2 If an application is submitted at a late stage of the development, problems could arise, especially if the application is rejected and purchasers have bought properties marketed under an unofficial marketing title. It should be made clear in any marketing literature distributed to prospective purchasers that marketing names for developments are subject to approval, and therefore liable to change. Some occupiers could feel aggrieved by the loss of a supposedly prestigious address and its replacement with an address that falls within the Council’s guidelines as set out in this document. Utility companies are also often reluctant to install services where an official postal address has not been allocated.

2.3 Developers are encouraged to preserve any historic link to the land which they are developing (e.g. field names or previous property names located on the site) when making an application. Prior to submitting a formal application, proposers may wish to ensure the proposed name is acceptable to the community affected. This will ensure that the formal proposal is most likely to succeed. Parishes in Tandridge District may optionally maintain a list of preferred names for use in their Parish. The Council will hold copies of these lists where maintained and will make them available at the application stage.

2.4 Applications should be accompanied by a site layout plan. Additional supporting documents may be requested at a later date in order to effectively complete the street naming and numbering process.

3. General Naming Conventions

3.1 When naming new streets, the following conventions should be considered:

- No street name should start with “The”.
- Street names cannot be duplicated within towns, localities or other settlements within Tandridge District Council
- Street names should not be difficult to pronounce or awkward to spell
- Names of living persons will not be allowed. Where a name is used, the permission of any interested party must be obtained or sought, and any objection resolved.
- The street names should, where possible, reflect the history or geography of the site or area.
- Street names that could be construed as advertising will not be allowed.
- Street names that could be considered offensive will not be allowed.
- Subsidiary names (i.e. a row of buildings within an already named road being called…..Terrace) should not be used.
3.2 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)
- Place (for residential roads)
- Lane (for residential roads)
- Grove (for residential roads)
- Mews (for residential roads)
- Gardens (for residential roads – subject to there being no confusion with local open space)
- Crescent (for a crescent shaped road)
- Close (for a cul-de-sac only)
- Court (for a cul-de-sac only)
- Square (for a square only)
- Hill (for a hillside road only)
- Circus (for a roundabout only)
- Terrace (for a terrace of houses, but not as a subsidiary name within another road (see Section 4.8)
- Lane (for development of a historic by-way)
- Vale (for residential roads in exceptional circumstances)
- Walk (for residential roads in exceptional circumstances)
- Rise (for residential roads in exceptional circumstances)
- Row (for residential roads in exceptional circumstances)
- Wharf (for residential roads in exceptional circumstances)
- Dene (for residential roads in exceptional circumstances)
- Mead (for residential roads in exceptional circumstances)

3.3 Non-acceptable suffixes are:

- End
- Cross
- Side
- View
- Park
- Meadow

3.4 All of the above can be incorporated in a street name provided it ends with an appropriate suffix (e.g. Mile End Road, Corn Meadow Drive)

3.5 Exceptions or single or dual names without suffixes should only be used in appropriate place (i.e. Broadway – for major roads only).

3.6 All pedestrian ways should have the following suffixes:

- Walk
- Path
- Way
3.7 The use of North, South, East or East (as in Oxted Road North and Oxted Road South) is not acceptable when the road is in two separate parts. In such a case, one half should be completely renamed.

3.8 Phonetically similar names within an area should be avoided (i.e. Godstone Road and Godstone Close, or Oasthouse Lane and Toasthouse Lane).

4. Street Naming Procedure

4.1 Once a formal application has been received, together with the appropriate fee, the Council will check that there is no duplication of existing street names within the District. The Council will also check that the proposed street names accord with the General Naming Conventions, Street Naming Conventions and Building Naming and Numbering Conventions as outlined in this document.

4.2 In all cases where the proposals are valid, the Council will consult with the relevant Parish Clerk and the Local District Councillors on the appropriateness of the proposed name. In cases where a formal application has been made for a name that the Council considers does not comply with the naming or numbering guidelines, the Council will also consult with the Utility Companies, other Service providers and the emergency services. We aim to have a reply from these persons within 21 days.

4.3 If proposals are found to fall outside of the naming conventions set out in the document or if an objection is received from a consultee and found to be valid, a written objection will be sent to the developer, informing them of the reasons along with a request for further proposals.

4.4 If no valid objections or reply are received from the consultees within the consultation period, a notice of adoption of the street name will be sent to the developer.

4.5 If neither the developer of the new street(s) nor the District or Parish Councillors can suggest name(s) the Council will allocate a name for the street(s).

4.6 All properties on new streets will be allocated numbers.

4.7 Once a new street name has been confirmed the Council will notify the Royal Mail, Emergency services, Land Registry and other holders of address information.

5. Naming or Numbering of Properties

5.1 A new through road will be numbered with odds on the left-hand side and evens on the right-hand side, working from the centre of the nearest town.

5.2 A cul-de-sac will be numbered consecutively with number 1 on the left working in a clockwise direction, unless the cul-de-sac can be extended in the future.

5.3 Additional new properties in existing streets that are currently numbered will be allocated a property number. The only exception to this may occur if the new property precedes the numbered properties in the street; in this scenario it may be necessary to allocate a property name.

5.4 Private garages and similar building used for housing vehicles will not be numbered.
5.5 A proper sequence shall be maintained although a developer will be given the opportunity to omit number 13. Once numbered, the Council will not normally re-number properties. This will only be considered where it can be shown that there are consistent problems with finding a property.

5.6 Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found. The manipulation of numbering in order to acquire a “prestige” address or to avoid an address which is thought to have undesired associations will not be sanctioned.

5.7 If a multiple occupancy building (i.e. flats) has entrances in more than one street, each entrance will be numbered into the appropriate road.

5.8 To avoid renumbering existing properties in a street numbers followed by letter suffixes will be used where insufficient numbers are available.

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

5.10 All property numbers should be displayed on the property and clearly visible from the highway to aid easy identification of the property, particularly in the event of an emergency.

5.11 Two buildings in one street may not have the same number.

5.12 Where two or more properties are combined to form one single property, the property will be numbered using one of the existing numbers and will normally be based on the location of the main entrance.

5.13 For any dwelling accessed internally through commercial premises, the accommodation will be given a prefix to match the accommodation type i.e. The Flat. The rest of the address will be the same as the parent property, e.g. where a flat above a public house and is only accessed internally, its address will be The Flat, Name of Public House, Street Number and Name.

5.14 Where an existing street or similar is to be extended, it would be appropriate to continue to use the same street name. This would include the continuation of the street numbering, although the renumbering of existing properties may need careful consideration.

5.15 In residential buildings (i.e. a block of flats), it is usual to give a name and street number to the block and to number flats separately internally.

5.16 For streets where none of the properties have street numbers a property name only will be allocated to the properties. The name should not repeat the name of the road, or that of any house or building in the area.
6. Renaming and Renumbering of Streets

6.1 On rare occasions, it may be necessary to rename or renumber a street. This is usually only done as a last resort when:

- There is confusion over a street’s name and/or numbering
- A group of residents are unhappy with their street name
- New properties are built and there is a need for other properties to be renumbered to accommodate the new properties
- The number of named-only properties in a street is deemed to be causing confusion for visitors, delivery or emergency services.
- The name has for some reason become unacceptable

6.2 In scenarios where renumbering a street is deemed necessary, residents of the affected street will be consulted, and their views will be taken into account. We will also consult the Royal Mail and if necessary the emergency services.

6.3 Where an application for the renaming of a street has been received, local residents will be balloted on the issue (if the application is not a joint application from all properties affected) and at least a two-thirds majority will be required to make the change. We will also consult with the Royal Mail and the relevant District and Parish Councillors.

6.4 Where a Ward Councillor or Parish Council disagrees with a proposed change of street name, that proposed change will be brought to the Resources Committee for determination.

7. Property Naming and Renaming

7.1 The owner (not tenant) of a property may request the addition, amendment or removal of a name for their property. An application should be made as per the guidance and the relevant fee paid.

7.2 The Council cannot formally add, amend or remove a property name where the property is in the process of being purchased, that is, until the exchange of contracts, although guidance on the acceptability of a name may be given.

7.3 Checks will be made by the street naming and numbering officer to ensure that there is no other property in the locality with the same or similar name to the proposal. Under no circumstances will a replicated name in the locality be allowed. A property name should also not repeat the name of the street that it is in.

7.4 Under no circumstances will a name that is offensive, or that can be construed as offensive, be allowed.

7.5 If a proposed name is refused, then the owner will have the option to provide further suggestions or retain the current address.

7.6 Where a property has a number, it is not possible to replace the number with a name. The name cannot be regarded as an alternative.
7.7 Where an amendment to a property name is carried out, the Council will notify the Royal Mail, Emergency services, Land Registry and other holders of address information.

8. Charges for Street Naming and Numbering applications

8.1 The Council charges for the street naming and numbering service. This charge includes the administration of the addressing ensuring that the details are correctly entered into National addressing structures, and the provision of street name plates where appropriate.

8.2 The charges are detailed in the table below and are available on the Councils website at www.tandridge.gov.uk

<table>
<thead>
<tr>
<th>Function</th>
<th>Charge</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Naming a New Street</td>
<td>£100</td>
<td>Charge for each new street name, not each application if multiple names are requested</td>
</tr>
<tr>
<td>Changing an existing street name</td>
<td>£300</td>
<td>Applies whether proposal is accepted or not. Applicant will be responsible for the purchase of new street sign(s) if application is successful</td>
</tr>
<tr>
<td>New property numbering</td>
<td>£100 for first and £10 for additional properties</td>
<td>E.g. 1 property = £100, 2 properties = £110, 3 properties = £120, etc.</td>
</tr>
<tr>
<td>Property renumbering</td>
<td>£150 for first and £15 for additional properties</td>
<td>E.g. 1 property = £150, 2 properties = £165, 3 properties = £180, etc.</td>
</tr>
<tr>
<td>Changing a property name where there is no number</td>
<td>£100</td>
<td>Only applies to unnumbered properties</td>
</tr>
<tr>
<td>Changing a property name where there is an unchanged number</td>
<td>£10</td>
<td></td>
</tr>
</tbody>
</table>

9. Street Naming & Numbering in the Absence of Payment of Fees

9.1 The Council will remind developers of new properties of the need for an official address and the process to follow. If payment of fees is not received within three months of a completion date, the Council may allocate official addresses for emergency services purposes with no further consultation.

9.2 If the developer of owner requests amendment to the allocated naming or numbering at a later date, the standard street naming and numbering processes and the current fees will apply.

9.3 In this case internal notification will be made for Authority purposes only but no external notifications will be made or Postcodes allocated to the properties.
9.4 If payment of fees is not received in relation to adding, amending or removing an existing property, the name will remain unchanged and no internal or external notifications made.

10. Street Name Plates

10.1 The developer is responsible for the erection of street name plates when a new street is created. The Council then takes on responsibility for the replacement and repairing of street nameplates. Nameplates will be erected and replaced whenever required, taking into account both the financial restraints and requirement.

10.2 Where the street is approached only from one direction only one nameplate will be erected, and this will face the direction of where the traffic will be approaching. Where a road can be approached from both directions, nameplates on either side of the junction will be erected. Nameplates will also be erected at any junction or entrance onto the street.

10.3 Street name plates are fitted, complete with stands in black recycled plastic, 4” black MOT lettering on white background with a ½” black border, at a height of 39 inches (from ground to top of street nameplate). The legs should be long enough to allow them to be well secured into the ground. Letters should be dye pressed. The name plate should be aluminium and fitted to a backboard with security screws. The backing board should be bolted to upright and the support frame should have a bevelled top.

10.4 Street name plates which are for wall fixing should be supplied by the manufacturer with sufficient drilled holes for fixing to brickwork. Name plates that are fixed on walls have the same specification as those supplied with stands and backing boards.

11. Claims for Compensation

11.1 The Council is not liable for any claims for compensation arising directly or indirectly from the naming of streets, re-naming of streets, numbering or renumbering of properties.

11.2 The property developer should not give any postal addresses, including the postcode, to the potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before the official naming and numbering scheme has been issued by the Council. The Council will not be liable for any costs of damages caused by failure to comply with this.

12. Other Consequences of Street Naming and Numbering

12.1 Postcode allocation is the responsibility of the Royal Mail. The Royal Mail will allocate a postcode on receipt of the official naming and numbering scheme from the Local Authority but the postcode will be held in “reserve” (the not yet built file) until the Royal Mail is notified by either the developer or owner that the property is occupied.

12.2 Non-delivery and mis-delivery of items and correspondence should be directed to the relevant delivery company’s customer services department.

12.3 New or amended addresses being unavailable on databases used by third parties: various third parties refresh their address sets at different frequencies and from different sources, and address changes can therefore take some time to appear in their systems.
12.4 Maps not showing new properties or roads: again, change information can take some time to percolate through to third party products and depends on those third part update regimes.

13. Further information and Advice

For further advice on any aspect of street naming and numbering, please contact the Tandridge District Council officer responsible for street naming, through our Customer Services Department (01883 722000), or addresses@tandridge.gov.uk.

14. Policy Review

14.1 This policy will be reviewed every three years or sooner if a major change in the process is required through the introduction of new legislation for example. Charges will be reviewed on an annual basis during the Council’s budget setting process and publicised through the Council’s normal communication channels including the website.