

STREET NAMING AND PROPERTY NUMBERING POLICY

Planning Advisory Committee – 13 October 2015

Report of Chief Officer Environmental and Operational Services

Status: For Decision

Also considered by: Cabinet – 5 November 2015

Key Decision: Yes

Executive Summary: The Council has a responsibility to administer the naming and numbering of buildings and streets within the District. Names and numbers need to be allocated logically and within issued guidance to ensure emergency service vehicles, amongst others, are able to identify properties quickly. The attached policy sets out the legal framework, procedure and guidance for naming/number and renaming/numbering of buildings and streets.

Portfolio Holder Cllr. Piper

Contact Officer Joe Brooks, Building Control Manager Ext. 7356

Recommendation to Planning & Advisory Committee:

To recommend to Cabinet to adopt the Street Naming and Property Numbering Policy

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To adopt the Street Naming and Property Numbering Policy

Reason for recommendation: To provide a formal framework for exercising the council's statutory duties as the Street Naming & Numbering Authority.

Introduction and Background

- 1 The Council under the Towns Improvement Clauses Act 1847 and the Public Health Amendment Act 1925 controls the naming of streets and numbering of buildings in the Sevenoaks District.
- 2 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 that emergency service vehicles are able to speedily locate any address to which they may be summoned; the effective delivery of mail and enable property identification for the general public.

- 3 The service has operated for a number of years within the requirements of the legislation and an internal policy, however this not been formally adopted and therefore could be open to challenge. It is therefore recommended that the Council formally adopt a policy

Key Implications

Financial

Charges are set to recover the cost of the service, the adoption of the policy will support that function.

Legal Implications and Risk Assessment Statement.

None identified. Legislation requirements detailed above. A statutory function.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users

Appendices

Appendix A – Draft Policy Document

Background Papers:

None

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RICHARD WILSON

Chief Officer Environmental & Operational Services