

STREET NAMING AND PROPERTY NUMBERING POLICY

1.0 Introduction

- 1.1 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. 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.
- 1.2 Anyone wishing to change the name/ number of their property or seeking an address for a new property should apply in writing to the Council.
- 1.3 In respect of the naming and numbering of new streets and properties, the naming or numbering of new properties in existing streets and the renaming or renumbering of existing properties the Council will normally charge a fee to cover the cost of the work involved as set out in the schedule (Appendix C).

2.0 Purpose of Policy

- 2.1 This policy provides a framework for Sevenoaks DC to administer its Street Naming and Numbering (SNN) function effectively and efficiently for the benefit of residents, businesses and visitors. It will also act as a guide for developers when considering new names for streets and give assistance to Ward Councillors and Town and Parish Councils.
- 2.2 The Policy defines:-
 - (i) Legal framework for administering the Street Naming and Numbering service.
 - (ii) Protocols for determining official street names and numbers.
 - (iii) Recommendations to prevent confusion by duplicating or using similar names to any already in use.

3.0 Legal Framework

- 3.1 The Legislation under which naming and numbering can be carried out is:
 - Section 21 Public Health Acts Amendment Act 1907 (alteration of street name)
 - Sections 17-19 Public Health Act 1925 (naming of streets and alteration and indication of street names)
 - Sections 64 and 65 of the Town Improvement Clauses Act 1847 (street naming and building numbering provisions)

4.0 Street Naming and Numbering Charges

- 4.1 The Power to charge falls under Section 93 of the Local Government Act 2003. This sets out that a local authority may charge for discretionary services. Discretionary services are those services that an authority has the power but not a duty to provide. An authority may charge where the person who receives the service has agreed to its provision and the charge must not exceed the cost of providing the service.
- 4.2 Therefore the Council can charge for elements of the naming and numbering function by virtue of Section 64 and 65 of the 1847 Act coupled with Section 93 of the 2003 Act.
- 4.3 For Street Naming and Numbering these charges cover:
- Consultation and liaising with other external organisations such as Royal Mail, Local Councils and Emergency Services.
 - The Naming and Numbering of new properties (including conversions).
 - Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
 - Notifications to those organisations listed in Appendix B
- 4.4 These charges are to be paid prior to any changes of address being made to a property. Changes made without contacting the Council will not be officially recognised and will not be registered with services and organisations listed in Appendix B.
- 4.5 The Scale of Charges for Street Naming and Numbering can be found in Appendix C.
- 4.6 Fees and charges applicable for the street naming and numbering service may be annually reviewed during the Council's budget setting process and publicised through the Council's agreed communication channels including the website.

5.0 Procedure for determining new Street Names

- 5.1 The developer will usually be advised on the grant of planning permission of the need to contact the Council to arrange for the naming and numbering of the buildings and streets within the development. The Building Control Team will also inform the developer once works commence.
- 5.2 As part of the SNN application the developer will be required to supply up to three preferred names for consideration for each of the new streets being constructed. Any suggested street name should have some connection with the area and must conform to the guidelines set out below.
- 5.3 The developer is requested to supply a layout plan with plot numbers of the site with the street name application.
- 5.4 Within 7 working days following receipt of the developer's proposal the appropriate Parish/ Town Council will be consulted. The period allowed for consultation shall be 14 days from the date of the covering letter to the Parish/ Town Councils. The consultation period may be extended, if requested, to enable local council meetings to take place.
- 5.5 If one of the offered names is considered acceptable following consultation then that name will be forwarded to the Royal Mail for comment. If the Royal Mail agree to the name then it 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.
- 5.6 If no response is received from the consultees, then the SNN Officer will select one of the three preferred names, the properties within the new street will be numbered, an official plan produced and distributed.
- 5.7 If none of the offered names are considered acceptable by the SNN Officer then the Parish/Town Council will be asked to suggest a name, if considered acceptable then the developer will be informed, the new street will be numbered, an official plan produced and distributed.

6.0 Guidelines for Naming Streets

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

- 6.1 A new street name will only be allocated to a street that serves five or more properties. In the event that a small development serves four or less properties the address will incorporate the primary street name.

- 6.2 New street names should try to avoid duplicating any similar name already in use in the district or neighbouring local authority areas. A variation in the terminal word, example, “street”, “road”, “avenue”, will not be accepted as sufficient reason to duplicate a name. The overwhelming desire of, for instance, a request for St. Mary’s Close off an existing St Mary’s Way, near St. Mary’s Church etc should be avoided.
- 6.3 Street names should not be difficult to pronounce or awkward to spell. Names that are aesthetically unsuitable must be avoided such as Gasworks Road, Packemin Close, Tip Lane, Coalpit Lane or names capable of misinterpretation like Hoare Road and Typple Avenue etc.
- 6.4 The informal adoption of unofficial ‘marketing’ titles by developers in the sale of new properties is not acceptable. Developers are reminded that under S.1 of the Property Descriptions Act 1991 that it is an offence to make misleading statement about the location or address of a property.
- 6.5 All new street names should be appropriate to their location and 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 only)
 - ☐ Circus (for a large roundabout)
 - ☐ Vale (for residential roads)
 - ☐ Rise (for residential roads)
 - ☐ Dene (for residential roads)
 - ☐ Mead (for residential roads)
 - ☐ Mews (for residential roads)
 - ☐ View (for residential roads)
 - ☐ Walk (for residential roads)

6.6 Street names may include the following words, but to comply with national standards may not end with them:

- ☐ End
- ☐ Cross
- ☐ Side
- ☐ Park
- ☐ Meadow
- ☐ Court
- ☐ Wharf

All these words can be incorporated in a street name provided it ends with an appropriate suffix (example Vine Meadow Road).

6.7 Exceptions:

6.7.1 Single or dual names without suffixes in appropriate places (example, Broadway) are acceptable.

6.7.2 All new pedestrian ways should end with one of the following suffixes:

- ☐ Walk
- ☐ Path
- ☐ Way

6.7.3 All new building names for apartment blocks should end with one of the following suffixes:

- ☐ House
- ☐ Court – Residential only
- ☐ Point – High block residential only
- ☐ Tower – High block offices or residential
- ☐ Heights – High block offices or residential

6.7.4 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 in a way that could lead to confusion with a pre-existing nearby address.

6.7.5 The use of North, East, South or West (as in Alfred North Road 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.

6.7.6 Avoid having two phonetically similar names within a postal area and, if possible, within town/ village, example, Alfred Road and Alfred Close or Churchill Road and Birch Hill Road.

- 6.7.7 The use of a name which relates to living people should be avoided if possible. Only in very exceptional circumstances would such a suggestion be given consideration. It is essential that the person put forward lived in the town or village in question or otherwise has some other close association with that locality. If such an exception is allowed the written consent of the person concerned must also be obtained. Naming roads after members of the developer's family is also to be avoided.
- 6.7.8 The Council does not issue postcodes for properties; this duty lies with the Royal Mail.
- 6.7.9 It is the responsibility of developers to cover the initial costs of the nameplates for the site; the Council thereafter covers the maintenance.

7.0 Guidelines for Numbering Properties

- 7.1 The usual convention for numbering properties in a new street will be even numbers on one side and odd numbers on the other, except that for a cul-de-sac where consecutive numbering in a clockwise direction is preferred. Private garages and similar buildings used for housing cars and such like will not be numbered.
- 7.2 A proper sequence shall be maintained, with number 13 being included unless requested to remove (at the beginning of the street name and numbering application process).
- 7.3 Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be accessed and the manipulation of numbering in order to secure a "prestige" address or to avoid an address, which is thought to have undesired associations will not be sanctioned.
- 7.4 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.
- 7.5 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 either A, B, C or D added.
- 7.6 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. 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 and the statutory bodies of the change but it is the responsibility of the person requesting the change to notify all their personal contacts.

- 7.7 Where a property has a number, it must be used and displayed. Where a name has been chosen to a property with a number, the number must always be included, the name cannot be regarded as an alternative. The property name and number must be clearly displayed on the property and be visible from the highway.
- 7.8 For new blocks of flats, where each flat is accessed via a common entrance and hallway, the building will be given a number in the usual sequence within the street and each flat will be separately numbered within the block (e.g. Flat 1, 1 High Street, Flat 2, 1 High Street etc.,). If the properties are individually accessed directly from the street (sometimes described as 'maisonettes') each will be given its own address.

8.0 Renaming a Street / Renumbering Properties

- 8.1 Renaming an existing street/renumbering property within an existing street is to be avoided unless the benefits clearly outweigh the obvious disadvantages.
- 8.2 On rare occasions where 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.
 - ☐ 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 and deliveries.
- 8.3 In such instances a ballot of those persons responsible for paying council tax affected by the change will be taken on the issue. This will ensure that residents' views are taken into account and the results will be considered by the Council. In addition the Council will consult the Royal Mail and Local Council on the issue.
- 8.4 To change a street name the Council will require a minimum of two thirds support from the affected persons responsible for paying the local council tax as any 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 is a very time consuming process and can be very emotive for those involved and will, therefore, only be contemplated as a last resort.

9.0 The National Land and Property Gazetteer (NLPG)

- 9.1 The NLPG is the definitive address list that provides unique identification of properties and conforms to the British Standard, BS7666:2006. The NLPG covers the whole of England and Wales and contains more than 30 million residential, business and non-mailing addresses and is now marketed commercially.
- 9.2 The NLPG is a comprehensive and continually updated database, created by those with local knowledge in each local authority, the body with legal responsibility for street naming and numbering of property. As local authorities are the originators of addressing information an address dataset, developed and maintained at source by users of the data, will inevitably have the highest level of currency and completeness.
- 9.3 The Council is committed to this initiative through its own Local Land and Property Gazetteer (LLPG) which, together with the other local authorities in England and Wales, makes up the NLPG. Street naming and numbering is the single most important source of address change intelligence for the Council's LLPG and therefore NLPG.

10.0 Street Nameplates

- 10.1 The Council is responsible for the replacement and repair of street nameplates in its own administrative area. Nameplates will be erected and replaced whenever required, taking into account both financial restraints and requirement.
- 10.2 Where a street is approached only from one direction only one nameplate will be erected and this will face the direction of approaching traffic. Where a road can be approached from both directions, nameplates on either side of the junction will be erected. Nameplate(s) will also be erected at any junction or entrance onto the street.
- 10.3 The nameplates erected within the Sevenoaks District will be as per the nameplate specification. (See Appendix D)

APPENDIX A: Legislation

Section 64: Town Improvement Clauses Act 1847 Houses to be numbered and streets named

“The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding [level 1 on the standard scale] for every such offence”.

Section 65: Town Improvement Clauses Act 1847 Numbers of houses to be renewed by occupiers

“The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding [level 1 on the standard scale], and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.”

Section 21: Public Health Acts Amendment Act 1907 Power to alter street names

“The local authority may, with the consent of two-thirds in number and value of the ratepayers in any street, alter the name of such street or any part of such street. The local authority may cause the name of any street or any part of any street to be painted or otherwise marked on a conspicuous part of any building or other erection.”

Section 17: Public Health Act 1925 Notice to urban Local Authority before street is named

“1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.

2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.

3) It shall not be lawful to be set up in any street an inscription of the name thereof – a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal; and any person acting in contravention of this provision shall be liable to a penalty not exceeding [level 1 on the standard scale] and to a daily penalty not exceeding [£1].

4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a Magistrates court”.

Section 18: Public Health Act 1925

Alteration of name of street

- “1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
- 2) Not less than one month before making an order under this section the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.
- 3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty Magistrates Court against the intended order at the instance of any person aggrieved.
- 4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a Magistrates court”.

The Local Government Act 2003

Brought about new devolved powers for Local Authorities, these included giving Councils new powers to trade and charge for non-statutory services if they are Best Value Authorities (Section 93 of the Act)

Authorities, if charging for discretionary services, have a duty to charge no more than the costs they incur in providing the service. The aim is to encourage improvements to existing services and develop new ones that will help to improve the overall service they provide to the community, not to make a profit.

APPENDIX B:

Distribution List for Street Naming and Numbering Information

Internal:

- Electoral Register
- Land Charges
- Local Land and Property Gazetteer Custodian (LLPG)
- Council Tax

External:

- Kent Fire & Rescue
- South East Coast Ambulance
- Kent Police
- Kent County Council Highways
- Valuation Office
- Land Registry

APPENDIX C: Street Naming and Numbering Charges

Street Naming and Numbering Charges from 1st April 2010.

The naming and numbering of streets and buildings within Sevenoaks District is the responsibility of Sevenoaks District Council. The Council is the only organisation with the authority to name and number new or to amend existing streets and properties within the district.

The purpose of street naming and numbering is to ensure that any new or amended street, building name and /or property numbers are allocated in a logical and consistent manner. The address of a property is becoming a very important issue. Organisations such as the Royal Mail, Emergency Services, delivery companies as well as the general public need an efficient and accurate means of locating and referencing properties. The Royal Mail will **not** allocate a postcode until they receive official notification of new or amended addresses from the Council.

Sevenoaks District Council will charge for the provision of Street Naming and Numbering.

There are 5 types of charges that apply for the Street Naming and Numbering services;

- ☐ Addition/Amendment/Removal of property names (both for residential and commercial properties)
- ☐ Addition/Amendment/Removal of property numbers (both for residential and commercial properties)
- ☐ New development to include naming of new streets (naming of streets and numbering of properties);
- ☐ Amendment of property details (usually for buildings which can be addressed from two roads)
- ☐ Change an existing street name.

Sevenoaks District Council Schedule of Charges Street Naming and Numbering Service (April 2010)	
Changing a house or building name	£45.00
Changing a house or building number	£45.00
Numbering of New Properties:	
Individual dwelling or building	£100.00
2 – 10 Plots	£200.00
11 – 19 Plots	£300.00
20 + Plots	£400.00 plus £15 per plot
Note: Individual apartments are charged as one plot Associated new street names included in charge	
Changing an existing street name	£395.00
Amending property addresses	£80.00
Note: usually for properties on corner of streets that can be accessed and addressed off two streets	

These charges are not subject to VAT.

APPENDIX D: Sevenoaks District Council Street Name Plate Specification

Rationale:	98% recycled plastic, no delamination, no scrap value, polyethylene easy wipe, UV resistant for 10 years
Plates:	Composite complete with channels
Plate depth:	150mm plus (can be easily adjusted)
Lettering height:	89mm Kindersley – primary text 50mm Kindersley – ‘LEADING TO’ 50mm Kindersley – secondary text
Lettering colour:	Black
Border size:	12.5mm (can be varied)
Border colour:	Black
Background colour:	White non reflective
Reverse colour:	Black
Symbols:	816.1 No Through Road Symbol to be 140mm deep. Arrows may be added.
Construction:	18mm thick 95% recycled plastic board with one piece construction, screwed to posts with 50mm x M6 stainless steel security screws
Finish:	Non-reflective, anti-graffiti film – Vinyl cut – GRF to face
Fixings:	4no. 76mm anti-rotational clips c/w sheer nuts
Supports:	Solid 75 mm dia. – 1350mm long x 2
Support finish:	Recycled plastic
Support colour:	Black