

STREET NAMING AND NUMBERING POLICY

Improvement and Innovations Advisory Committee - 25 November 2021

Report of: Chief Officer Customer and Resources

Status: For Consideration

Also considered by:

- Cabinet - 9 December 2021

Key Decision: No

Portfolio Holder: Cllr. Fleming

Contact Officer(s): Amy Wilton, Ext. 7280

Recommendation to Improvement and Innovation Advisory Committee:

That it be recommended to Cabinet that the revised policy be adopted.

Recommendation to Cabinet:

That the revised Street naming and numbering policy be adopted.

Introduction and Background

- 1 Since the current Street Naming and Numbering policy was adopted in 2015, there has been a significant change in the requirements for, and use of, addresses. With the rise of on-line business, all aspects of daily life are reliant on logical and centralised address data. Commercial bodies are also increasingly dependent on Unique Property Reference Numbers (UPRN) (to which the addresses are linked) to accurately locate and identify individual properties. Since 2017, there has been a steady growth in enquiries seeking clarification or confirmation of addresses that may originally have been unofficially created.
- 2 The growth of deliveries by couriers in recent years has also led to an increase in enquiries about problems with confusing addresses; delivery workers unfamiliar with an area are more likely to be confused or mistaken by similarities in addresses. This requires the Council to be more stringent with applications for new addresses than might have been the case in the past, and means that many occupants should review the efficacy of signage on their properties.

- 3 The current policy is limited in scope, and is not robust enough to support officers in some of the more complex decisions that are required.
- 4 The structure of the current policy means it is of limited use as guidance for the majority of Street Naming and Numbering applicants, who are not applying to name a new street; the information for other types of applications is too superficial. Street Naming and Numbering is a highly specialised field; most applicants have no previous experience of the process and are unfamiliar with the issues involved. Nationally there is little information available online to guide customers.
- 5 In the current policy, the cursory coverage of the constraints that need to be considered results in excess officer time spent explaining issues to applicants.
- 6 The Street Naming and Numbering function is covered by several different pieces of legislation. Two of the Acts concerned cancel each other out, so an authority has to formally adopt one of the two Acts. The 2015 Street Naming and Numbering policy mentions all legislation relating to Street Naming and Numbering, but does not explain what has been adopted by Sevenoaks District Council. The resulting confusion has had an impact on some decisions.

Proposed changes

- 7 The proposed policy aims to provide a more robust and user-friendly document that guides applicants and officers, and supports the Street Naming and Numbering function. The emphasis is to follow national guidance, tailored to issues encountered in the Sevenoaks district in recent years.
- 8 The proposed policy details the decision making process, the routes for appeal, issues of responsibility (i.e. postcodes, signage, compensation etc.).
- 9 The 2015 policy includes the fees in an appendix. To make it easier to review the fees, without having to formally review the entire policy, these have been removed from the proposed policy.

Key Implications

Financial

There are no financial implications for this report.

Legal Implications and Risk Assessment Statement.

The Council's Legal team have confirmed the legislation adopted by Sevenoaks District Council in 1986 and this has been clarified in the proposed policy.

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.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

Appendices

Appendix A - Proposed Street Naming and Numbering policy

Background Papers

[Current Street Naming and Numbering policy](#)

Jim Carrington-West

Deputy Chief Executive and Chief Officer - Customer and Resources