

<b>REPORT OF:</b>	HEAD OF CORPORATE DEVELOPMENT
<b>AUTHOR:</b>	MARGARET QUINE
<b>TELEPHONE:</b>	01737 276023
<b>E-MAIL:</b>	margaret.quine@reigate.banstead.gov.uk
<b>TO:</b>	EXECUTIVE
<b>DATE:</b>	13 <sup>TH</sup> JULY 2006
<b>EXECUTIVE MEMBER:</b>	COUNCILLOR J.M. ELLACOTT

<b>AGENDA ITEM NO:</b>	8	<b>KEY DECISION REQUIRED:</b>	YES
<b>WARD(S) AFFECTED:</b>	ALL		

<b>SUBJECT:</b>	POLICY ON STREET NAMING AND NUMBERING
<b>PURPOSE OF THE REPORT:</b>	TO AGREE THE COUNCIL'S POLICY ON STREET NAMING AND NUMBERING

**RECOMMENDATIONS:**

- 1. To adopt the Street Naming and Numbering Policy set out in Annex 1.**
- 2. To amend the Scheme of Delegation to provide for:**

**Street numbering to be delegated to the Chief Executive; and**

**Street naming to be delegated to the Chief Executive in consultation with the Executive Member for Partnership & Community Liaison and subject to prior consultation with the Ward Councillors.**

Executive has authority to determine the above recommendation 1. Recommendation 2 is subject to approval by full Council.

**Background**

1. The Council has a statutory obligation to supply and maintain correct addressing for every property in the Borough. Both processes are essential for the efficient functioning of postal and emergency services as well as for the convenience and safety of the general public. The process for agreeing the naming of streets has evolved over time and, in view of the level of current and anticipated development over the next few years, it is considered prudent for the Council to formally adopt these practices and procedures as policy to provide a framework for determining requests.

**Statutory Powers**

2. The Town Improvement Clauses Act 1874 and the Public Health Act 1925 provides the statutory basis for street naming and numbering.

### **Proposed Policy**

3. The draft policy is attached. The document seeks to highlight the importance of the street naming and numbering process in the context of the Government requirement to develop a National Land and Property Gazetteer and locally as a key building block for our customer management system (Synergy). The policy sets out the arrangements for considering applications and the naming protocols that will apply.

### **Delegation arrangements**

4. The scheme of delegation provides for street naming to be authorised by Officers in consultation with Ward Councillors. As part of the review of this process it is proposed that the Executive Member for Partnership & Community Liaison should also be consulted as part of this process.

### **Options**

5. It is open to the Executive to alter or adopt the policy.

### **Resource Implications**

6. There are no financial implications arising directly from this report.

### **Legal Implications**

7. There are no legal implications arising directly from this report.

### **Consultation**

8. The Post Office and Surrey County Council have been consulted on the draft policy. The Overview and Scrutiny Committee Chairman has indicated that the Committee does not wish to review this policy prior to consideration by the Executive.

### **Policy Framework**

9. This is a level 3 policy in the context of the Council's Policy Framework and therefore may be approved by the Executive.

### **Conclusions**

10. This policy regularises current practice and will provide a sound framework for the consideration of future applications.

Background Papers:

None

## POLICY DOCUMENT FOR THE STREET NAMING AND NUMBERING IN THE BOROUGH OF REIGATE AND BANSTEAD

### STREET NAMING AND NUMBERING

#### Introduction

The Council is responsible for Street Naming and Numbering within the Borough of Reigate and Banstead.

The purpose of this document is to set down the policy for the allocation of addresses for new developments and conversions, including the allocation of Street Names, changes to property names and the addition of new names.

All Local Authorities are required to develop a Local Land and Property Gazetteer (LLPG) which is a definitive list of all land and property addresses within the Borough. This forms part of the National Land and Property Gazetteer (NLPG). The LLPG will become the definitive address list for all services to use and in time will have live links to all other major systems, namely Council Tax (SX3), Electoral Registration (STRAND), Finance (AGGRESSO) Planning, Environmental Health, Land Charges and Neighbourhood Services (CAPS).

It is important that there is one definitive address that is used by all services when contacting residents and businesses, and for customer use via the web site. A definitive and single address system will enable all information about a property or piece of land to be retrieved from all the Council's back office systems (as above) and enable a joined up response to customer enquiries.

#### National, Regional and Local Policy Context

There are a number of local and national drivers that make it necessary for the Council to define a Policy for the Street Naming and Numbering process:

##### 1.1 National

- The Town Improvement Clauses Act 1874 (Sections 64 & 65) and the Public Health Act 1925 (Section 18) places a statutory obligation on the Council to supply and maintain correct addressing for every property within the Borough.
- Under this legislation the Council is obliged to inform the Statutory Authorities of all address changes that take place within the Borough.
- All address changes are required to be sent weekly to Intelligent Addressing, who maintain the National Land and Property Gazetteer on behalf of IDeA
- To produce a gazetteer that adheres to the BS7666 data entry conventions.

## STREET NAMING AND NUMBERING

### 1.2 Local

- The provision of correct address information is of critical importance to local emergency services.
- The creation of the LLPG is a key building block in the Council's Customer Service Improvement Programme and is a prerequisite of a number of the process re-engineering projects included in the Value for Money Programme. By utilising a single address database, Customer Services will be able to accurately record actions against streets and properties which are then input directly into back end systems such as CAPS Uniform.

#### **The National Land and Property Gazetteer (NLPG) and Local Land and Property Gazetteer (LLPG)**

The Council will create and maintain its own LLPG for transfer to the national hub for inclusion into the NLPG.

The Council will be responsible for its own set of UPRN's and USRN's for creation of new addresses and streets within the LLPG.

#### **The National Street Gazetteer (NSG)**

Surrey County Council (SCC) is responsible for maintaining a list of all streets within the County. As part of the Street Naming and Numbering process the Borough Council creates and makes changes to streets within the Borough.

The Borough Council will inform SCC of all resulting changes to street information, including the creation of new streets, changes to spelling, closed street records, adjustment to start and end co-ordinates on a monthly basis.

### **Property Naming**

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

The Council will check the existing gazetteer and consult with the Post Office on 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.

#### **Property in a Numbered Street**

If a property has been numbered, then both the name and number must be displayed in a prominent position, visible from the road. A name cannot be regarded as an alternative to a number.

### **Street Naming and Numbering**

#### **Numbering**

The developer must provide the Council with a written request to number the site, including relevant site plans, preferably before work commences on site.

Allocation of addresses will be carried out as early in the development process as possible in order to provide H.M. Land Registry and other organisations with address information.

## STREET NAMING AND NUMBERING

If the development forms an entirely new road then numbering will be allocated with even numbers on one side of the road (normally to the right when entering from the principal road) and odd numbers on the other. Where a cul-de-sac is developed, the numbering shall be consecutive and in a clockwise direction.

If it forms part of an existing street, a new development will be numbered sequentially into an existing numbering system. If the development is an infill site and there are no spare numbers within the sequence, then letters will be used as part of the address (i.e. 10A, 10B etc.). In a street where existing properties are not numbered, the properties must have names attached to them. It is up to the developers or new occupiers to suggest names for consideration.

All numbers, including the number 13, must be used in the proper sequence. Applications to omit any number from a numbering sequence, for whatever reason, will be refused.

### **Naming**

Where a new development creates a new street, consultation must take place in order to allocate a new street name.

The developer will be expected to provide name suggestions for consideration. Preference will be given to street names that refer to the history and heritage of the local area. If the developer fails to provide a name, the Council will research the site and provide suitable suggestions.

For large developments a list of road names will be approved in advance, to be allocated as the development progresses.

The proposed names will be checked against existing gazetteer entries and then forwarded to the Royal Mail for their comment (To ensure that the name is not duplicated within the same postcode sector, in the Borough or adjoining Authorities or that it is not so similar to an existing street name that it is likely to cause confusion.)

The relevant Ward Councillors will then be consulted and asked for their comments on the name suggestion. If the Councillors have an objection to the name provided, another name will be chosen and the consultation process will begin again.

Street names are approved under delegated authority. Once a name is agreed upon, the developer will be informed in writing.

### **Naming Protocols**

The following suffixes are acceptable for any type of new street within the Borough:

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

- |          |           |
|----------|-----------|
| → Road   | → Lane    |
| → Street | → Place   |
| → Avenue | → Gardens |
| → Drive  | → Way     |

## STREET NAMING AND NUMBERING

- The following names will be used only as indicated:
  - Crescent - for a crescent shaped road only
  - Close - for a cul-de-sac only
  - Square - for a square only
  - Hill - for a hill only
  - Terrace - for a terrace of houses
  - Mews - officially a term for converted stables in a courtyard or lane but would be considered acceptable for small terraced developments
  
- All new pedestrian ways will normally be named as follows. Either:
  - Walk
  - Path
  - Way

### Flats/Apartments

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 consultation process as a house name request.

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

- Court - for flats and other residential buildings
- Mansions - other residential buildings
- House - residential blocks or offices
- Point - high residential blocks only
- Tower - high residential or office blocks

### Fees and Charges

No charges can be applied in relation to this service.

All address changes, and newly created addresses will be combined together into a single document that will be sent out to all interested parties by the last day of each month. All actions therein will become official from the 1<sup>st</sup> day of the following month. The Issue will be signed off under delegated powers (Scheme of Delegation paragraph 7.2 page 78)

### Glossary of Terms

- **IDeA** - Improvement Development Agency
- **NLPG** - National Land and Property Gazetteer
- **LLPG** - Local Land and Property Gazetteer
- **NSG** - National Street Gazetteer

## STREET NAMING AND NUMBERING

- **BS7666** - British Standard for data entry of addresses
- **UPRN** - Unique Property Reference Number
- **USRN** - Unique Street Reference Number
- **Statutory Authorities** - Emergency Services, H.M. Land Registry, Royal Mail, Utility Companies, Ordnance Survey.

