

Reigate & Banstead Borough Council

Street Naming and Numbering

Policy and Guidelines

October 2016

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Introduction

Reigate & Banstead Borough Council has a statutory obligation to supply and maintain correct street name and premise name or number for every property in the borough. This enables a proper response by the emergency services & utility companies. It ensures that all residents and property owners have a verifiable street name and premise name or number for service and postal deliveries. It also allows all users to operate effectively and efficiently.

Purpose of Policy

The purpose of this policy and subsequent guidance is to provide advice to all applicants, particularly developers, property owners and residents on the naming and numbering procedure of Reigate & Banstead Borough Council (hereafter known as 'the Council').

The Policy defines:

- Legal Framework for the operation of the Street Naming and Numbering Service
- Operational Guidance for the delivery of the service

Legal Framework

The Council has adopted Sections 17, 18 and 19 of the Public Health Act 1925. Relevant extracts are shown in Appendix A.

Section 18 of the Public Health Act 1925 enables the Council to alter the name of a street and to give a name to an un-named street.

The Council does not have a statutory obligation to amend an existing premise name or number in line with property owners wishes; as such this is a discretionary service that we offer.

The adoption of Section 18 enables (under Section 93 of the Local Government Act 2003) charging for Street Naming and Numbering (SNN) services. See Appendix B for details.

Operational Guidance

Authority to perform the SNN function and fulfil the obligations of the Council under the Public Health Act 1925 is delegated to the Head of Service. The final decision on all matters pertaining to SNN will be made by the appropriate Head of Service. The Head of Service is authorised to make amendments to this Policy in consultation with the relevant executive member.

Application Process

Applications for new or amended street names and property names or numbers need to be submitted to the Council by the owner (or with written consent of the owner) of the affected properties. The application will be processed when all required information is received:

- Completed Application form.
- Site plan illustrating location of existing streets, proposed layout, access to properties and bin store – including internal floor plans for sub divided buildings.
- A digital CAD/GIS file for applications over 10 units.
- Planning application number – no new street names or property names or numbers will be allocated without planning permission.

The Council will complete all necessary paperwork and advise the applicant of the official street name or property names or numbers in writing. The Council prefers applicants to suggest names for proposed new streets, but will provide a suitable name, if required.

On final delegated determination of the official SNN, the Council will notify the applicant along with other interested parties and the relevant internal and external bodies. See Appendix C for a current list.

All SNN delegated determinations become official from the 1st day of the following month.

If no application is received the Council reserves the right to allocate the official street name or property names or numbers to any street or premise.

Right of Appeal

If any applicant or interested party wishes to appeal against a decision of the Council they should first seek to do so through the Council official complaints procedure. If this fails to resolve the issue they have a right to seek redress through the Magistrate's Court under the Public Health Act 1925.

Street Naming

All applications for a street name go through a consultation process both internally and with Royal Mail. Emergency services are also consulted on large developments. Once Royal Mail agrees suitability of a street name it will be passed to the appropriate Ward Councillors for comment.

The applicant will be expected to provide street name suggestions for consideration. Preference will be given to street names with some connection to the site, either historical or geographical. If the applicant fails to provide a street name, the Council reserves the right to research the site and provide suitable suggestions. All proposed street names must meet the following criteria:

- Does not duplicate an existing street or building name in the relevant postal delivery area.
- Is not offensive or aesthetically unsuitable.
- Is easy and straightforward to spell/pronounce and not phonetically similar to an existing street within the postal delivery area.
- Avoid street names which include numbers.
- Avoid names and their combination with numbers that could be easily vandalised or altered.
- The use of North, West, and Upper etc. is only acceptable where the street is continuous and passes over a major junction and is an accurate description of the streets location.
- Avoids punctuation, including apostrophes.
- Does not promote a company, service or product – the only exception is if the company no longer exists and has historical context.
- Is not named after a living person. Proposals to name after a deceased person should follow the specific guidelines below.
- No street name should start with 'The'.
- Avoid use of tree names - unless the tree name has local relevance - due to the abundance of existing tree named streets in the Borough.

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

The Council will not adopt any unofficial marketing titles used by developers. It is strongly advised that prospective buyers are advised of this.

Permission to use the word 'Royal' or other names/titles of the Royal Family must be obtained from the Cabinet Office before a street naming application is submitted.

For recommended street name suffixes see Appendix D.

Renaming or premise name or numbering Existing Streets

On occasion the Council is required to rename an existing street. This will only be considered when there is confusion over a street name or premise name or numbering system causing an issue for emergency services, deliveries & visitors or the residents are unhappy with their street name. Renaming a street is always a last resort.

In such instances, it is the responsibility of those requesting the change to canvass existing residents and conduct a ballot on the issue as well as consulting with Royal Mail. This evidence should be submitted to the Council. To change a street name the Council requires that 100% of property owners to agree.

All costs, except in exceptional circumstances, associated with a name/number change will be met by those requesting the change.

Premise naming or numbering

The Council will name or number premises in accordance with national guidelines and ensure compliance with BS7666:2006.

The correct premise name or number must be clearly displayed and visible from the street. This is enforceable under the Public Health Act 1925.

Numbering Premises on a New Street

For all new streets, the Council will apply a numbering process in accordance with national guidelines. Premises will be numbered from the street with primary access and delivery point to the property. The following criteria must be met:

- All premises will be allocated a number – the Council will not consider name-only premises on new streets.
- Proper numbering sequence shall be maintained and numbers with superstitious, religious or cultural connotations will not be omitted.
- When an existing street is extended, where appropriate, the existing numbering sequence will continue.
- All flatted accommodation must be given individual numbers where possible, the sequence will depend on access to front doors of individual properties. E.g. Flats 1-5, 67 High Street.
- If a multiple occupancy building has entrances in more than one street, then each entrance can be numbered from the appropriate street, if required.
- A business name shall not take the place of a number or building name.
- Numbering will be allocated with even numbers on one side of the road and odd numbers on the other.

- Where a cul-de-sac is proposed, the numbering shall be consecutive and in a clockwise direction if possible.

Numbering or Renumbering Premises on an Existing Street

For all new development sites and for infill plots on existing numbered streets, the Council will apply a numbering process in accordance with national guidelines. Premises will be numbered to the street with primary access and delivery point to the premise. The following criteria must be met:

- For new premises on streets with no existing numbering system, the Council will allocate a premise name.
- When new premises are built on an existing street and there are no available numbers a letter shall be used as a suffix, e.g. 12A.
- Proper sequence shall be maintained and numbers with superstitious, religious or cultural connotations will not be omitted.
- The Council will not remove numbers from an existing premise unless it is necessary to resolve existing duplication/identification problems.
- When a premise is converted into flats or subdivided, the new premises must be numbered. E.g. Flats 1-5, 67 High Street.
- A business name shall not take the place of a number or building name.
- Private garages or similar outbuildings will not be numbered.

Naming or Renaming Premises on a New or Existing Street

If a new premise owner wishes to rename a premise it is their responsibility to suggest names for consideration in the supporting application. All property/building name applications go through a consultation process internally and with Royal Mail. Royal Mail will only accept name changes from the Council.

Replacement premises are required to go through the SNN process, even when a single premise is demolished and rebuilt.

Proposed premise names must meet the following criteria:

- Does not duplicate the street name on which it is associated with unless there is a local or historical reason to do so.
- Does not duplicate an existing building name on the same street name or postal delivery area.
- Is not offensive or aesthetically unsuitable.
- Is easy and straightforward to spell/pronounce.
- Is not named after a living person. Proposals to name after a deceased person should follow the specific guidelines below.
- If a premise has a number, it is not possible to replace the number with a name. Names are held in addition to the number.

Naming a Street or Building after a Deceased Person

This section is applicable if there is a proposal to name a street or premise after a deceased person. The Council will only name a street or premise if the person has been deceased for more than 70 years. Consideration will be given to the possible sensitivities that may arise from naming streets or premises after public figures, and to the possibility that the public perception of a deceased person may change in the future. The individual must also have a significant and demonstrable connection to the site in question. Surnames only will be used as opposed to a person full name to avoid confusion in times of emergency.

Street Name Plates

It is unlawful to erect a street nameplate until the street name has been confirmed in writing by the Council.

Maintenance of street nameplates only become the responsibility of the Council once a street has been adopted by Surrey County Council as the Local Highway Authority. The Council only has a responsibility to maintain nameplates at the entrance/egress of a street.

New street nameplates will be provided and paid for by the developer. For further specifications on street nameplates see Appendix D.

Exclusions

The Council is not responsible for the following:

- Postcodes – the Council does not issue Postcodes; this is the responsibility of Royal Mail. Royal Mail will not assign a postcode to a new premise without a statutory order from the Council.
- Non-delivery of items to the official address – this is the responsibility of the delivery service.
- Third Party databases – the Council has no responsibility for, or control over, the way that third parties manage their address databases and the frequency with which they refresh them.
- Third Party maps (including satellite navigation systems) not showing new properties, streets or roads.

Summary

This policy sets out the operational framework for the delivery of the Council's Street Naming and Numbering (SNN) function. It also confirms delegation of authority to the Councils' Address and Gazetteer Officer for the official determination of applications for street naming and numbering, and the allocation and amendment of official street names, premise names and numbering sequences.

In addition, the SNN process can be broken down into the following steps:

1. The applicant (developer/homeowner) is asked to submit names for consideration to the Council's Address and Gazetteer officer.
2. Submitted names are checked against this SNN Policy and the Council's internal address gazetteer.
3. After initial checks, the names are submitted to Royal Mail (and if appropriate the emergency services) for approval.
4. In the case of new streets names, the names are also sent to local Ward Councillors for comment. Restart the process, if necessary.
5. Once all parties have agreed, the street name or premise name or numbering sequence will be signed off, under delegated authority, by the Head of Service and official confirmation will be sent to the applicant (developer/homeowner).
6. All appropriate internal and external bodies will be informed by the Council.
7. The Postcode will be allocated by Royal Mail.

Appendix A - Legislation

Public Health Act 1925: Section 17 - Notice to 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 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 petty sessional court;

Public Health Act 1925: Section 18 - 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 sessional 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 petty sessional court.

Public Health Act 1925: Section 19 - Indication of name of street.

- (1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street,

and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription becomes illegible.

(2) If any person . . . , pulls down . . . any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of a street marked on a house, building, or erection in pursuance of this section, he shall be liable to a penalty not exceeding level 1 on the standard scale and to a daily penalty not exceeding £1.

Local Government Act 2003: Section 93 - Power to charge for discretionary services

(1) Subject to the following provisions, a best value authority may charge a person for providing a service to him if—

- (a) the authority is authorised, but not required, by an enactment to provide the service to him, and
- (b) he has agreed to its provision.

(2) Subsection (1) does not apply if the authority—

- (a) has power apart from this section to charge for the provision of the service, or
- (b) is expressly prohibited from charging for the provision of the service.

(3) The power under subsection (1) is subject to a duty to secure that, taking one financial year with another, the income from charges under that subsection does not exceed the costs of provision.

(4) The duty under subsection (3) shall apply separately in relation to each kind of service.

(5) Within the framework set by subsections (3) and (4), a best value authority may set charges as it thinks fit and may, in particular—

- (a) charge only some persons for providing a service;
- (b) charge different persons different amounts for the provision of a service.

(6) In carrying out functions under this section, a best value authority shall have regard to such guidance as the appropriate person may issue.

(7) The following shall be disregarded for the purposes of subsection (2)(b)—

- (a) section 111(3) of the Local Government Act 1972 (subsidiary powers of local authorities not to include power to raise money), (b) section 34(2) of the Greater London Authority Act 1999 (corresponding provision for Greater London Authority), and
- (c) section 3(2) of the Local Government Act 2000 (well-being powers not to include power to raise money).

(8) In subsection (1), “enactment” includes an enactment comprised in subordinate legislation (within the meaning of the Interpretation Act 1978).

Appendix B – Consultees and Notifications

Internal bodies that may be informed of all new official SNN include:

- Building Control
- Development Control
- Electoral Roll
- Council Tax & Non Domestic Rates
- Land Charges
- Refuse
- Environmental Health

External bodies that may be informed of all new official SNN include:

- Royal Mail
- Land Registry
- Surrey Fire & Rescue
- Surrey Police
- South East Coast Ambulance service
- Thames Water / East Surrey Water
- Scotia Gas Networks
- BT Openreach
- Surrey County Council

Appendix C – Street Name Suffixes

The following suffixes will only be used as indicated:

- Street – any thoroughfare
- Road – any thoroughfare
- Way – major road
- Avenue – residential road
- Drive – residential road
- Grove – residential road
- Lane – residential road
- Place – residential road
- Rise – hillside only
- Row – usually a terrace of houses
- Crescent – crescent shaped roads only
- Close – cul-de-sac only
- Square – square only
- Hill – hillside only
- Terrace – terrace of houses
- Mews – officially a term for converted stables but may be considered for other small developments
- Gardens – subject to there being no confusion with any local open space
- Circus – large roundabout only

All pedestrian only routes should be named as follows:

- Walk
- Path
- Way

All Named Blocks should end with one of the following (in addition they should not begin with 'The'):

- House – residential or office blocks
- Court – residential blocks
- Mansions – residential blocks
- Point – high residential blocks only
- Tower – high residential or office block only
- Parade – row of shops/businesses

Appendix D – Street Name Plates

All enquiries about street nameplates should be made to Customer Contact via our website.

Specifications are set out in the table below.

Plates:	3mm Composite		
Plate depth:	145mm, increased where required PLATE TO BE EXTENDED TO FIT 40mm EITHER SIDE INSIDE ROUTING		
Lettering height:	89mm Kindersley		
Lettering colour:	White		
Border size:	12.5mm	Border colour:	White
Background colour:	Dark Green	Reverse colour:	White
Symbols:	eg. 'No Through Road' to Diag.816.1, Pedestrians, Arrow, may be added if required		
Crest:	No		
Finish:	Non Reflective background. Printed – colour onto white. Anti-Graffiti overlamine		
Drilling:	Drilled every 150mm for supports, or six holes for wall fix		
Strengthening:	Plates secured to 150mm x 30mm recycled plastic backboards with screws every 150mm, white anti-vandal screws		
Clips:	2no. M8 s/s bolts per post to attach backboard to support. Bolt head and nut recessed into plastic, nut head to be capped		
Supports:	2no. per assembly, 1.35m x 80mm x 80mm recycled plastic. Square ends, square tops. END MOUNTED		
Support finish:	Solid Recycled Plastic	Support colour:	Black

Appendix E – Charges

All fees and charges will be published on the Councils website. Charging levels will be kept under review by the Head of Service in consultation with the relevant executive member.