



Address Management Policy



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1. POLICY APPLICATION

This policy applies to all systems that are used by the Borough Council of King's Lynn and West Norfolk (BCKLWN) that hold address-based data regarding land and property that lie within the BCKLWN boundary and currently either uses or takes address data from the Local Land and Property Gazetteer (LLPG). The LLPG is the BCKLWN's corporate property, land and street data source.

2. POLICY RATIONALE

2.1 Background

- 2.1.1 In order to gain operational efficiencies and increased confidence in the address data held by the BCKLWN, use of the Address Management System (AMS) will be used for all council systems that contain address data. The AMS must be the definitive master list of all land and property addresses within the authority area.
- 2.1.2 The Borough Council has a legal duty under the Data Co-operation Agreement with GeoPlace¹ to have, maintain, continually improve, and actively promote the use of its AMS. BCKLWN needs to be mindful of best value concerning its commitment to GeoPlace and the best interests of BCKLWN.
- 2.1.3 On 4 February 1997 and 25 March 1997 the BCKLWN Environmental Services Committee formally adopted the Public Health Act 1925 (Sections 17, 18 and 19) for streets, and which places a statutory duty on the Borough Council to supply and maintain correct addressing, via Street Naming and Numbering (SNN), for every property within the authority area. This includes the placement of nameplates and property numbering schemes.
- 2.1.4 The provision of correct address information, via the LLPG, is of critical importance to the Emergency Services in terms of health and safety in accordance with the Department for Transport, Circular Roads 3/93 and is essential to other organisations and local government services that require address data.
- 2.1.5 The data held within the LLPG is supplied to the National Address Gazetteer (NAG).

3. POLICY STATEMENTS

3.1 General Statements

- 3.1.1 The BCKLWN has adopted the AMS, which incorporates the LLPG and Associated Street Gazetteer (ASG) as the definitive master address list for all land, street and property within the borough boundary.

¹ Data Co-operation Agreement Schedule 4 Contractor Licence 1 April 2012 version 1

- 3.1.2 The Address Management Team (AMT), will be the sole creators of Unique Property Reference Numbers (UPRN) and Unique Street Reference Numbers (USRN).
- 3.1.3 The AMS feeds into Norfolk County Council Highways Department Local Street Gazetteer (LSG) and the National Address Gazetteer (NAG) and therefore must be maintained in accordance with the requirements as set out in the GeoPlace Data Co-operation Agreement, which incorporates British Standards (namely BS7666) and best practice guidelines and local management direction for consistency and corporate responsibility.
- 3.1.4 As required under the GeoPlace Data Co-operation Agreement, the AMS will also contain Address Change Information (ACI) detailing the natural life cycle of a UPRN.
- 3.1.5 The AMS software Idox Uniform Gazetteer Management System (GMS) must have a designated custodian.

3.2 LLPG Statements

- 3.2.1 BCKLWN will actively promote the use of its AMS.
- 3.2.2 The AMS is the only source of information for the NAG.
- 3.2.3 BCKLWN will ensure that all ACI, locally gathered within the LLPG, is sent daily to GeoPlace (Gazetteer Service Provider) as agreed between BCKLWN and GeoPlace.
- 3.2.4 The LLPG will contain all property addresses, which are located within the BCKLWN's boundary, and any other address related data deemed appropriate by the AMT.
- 3.2.5 The LLPG will be the only source of official address creation or modification for all addresses that lie within the BCKLWN's boundary. No other council system will be allowed to create or modify any such address until it has first been validated against the LLPG or by the AMT, to ensure synergy of address data and continual improvement. The UPRN is the definitive reference for all address and land records.
- 3.2.6 All systems containing or requiring address data, procured by the BCKLWN, must be BS7666 compliant.
- 3.2.7 Where an existing address system uses 'out-of-area' (outside our borough boundary) addresses then the properties will still record a UPRN against them, which is available from the NAG website.
- 3.2.8 Each council system user that holds address data is responsible for passing any address change intelligence on to the AMT.
- 3.2.9 Process of data exchange will be defined and agreed between departments via local service agreements, if required.
- 3.2.10 The AMT will ensure that the data held within the AMS (LLPG/ASG) is maintained.

3.3 SNN Statements

- 3.3.1 The BCKLWN has adopted the 'Public Health Act 1925 (Sections 17 - 19 inclusive)' to carry out its statutory street naming and numbering duties.
- 3.3.2 The BCKLWN is the legal street naming authority and as such, it determines the property name / number, the street name, the locality, and the town/village for each geographical property address.
- 3.3.3 All properties are numbered whenever possible and there will be no exemptions. Where no numbering scheme exists, the BCKLWN will determine the appropriateness of property names.
- 3.3.4 The BCKLWN has a statutory responsibility to maintain street naming and numbering, and will, where possible, improve existing numbering schemes and this will include the introduction of numbering where necessary. Where possible BCKLWN will use the Department for Transport Circular Roads 3/93 with reference to street naming and the maintenance of street nameplates.
- 3.3.5 The SNN distribution list will be reviewed annually along with the emergency services point of contact under consultation for a new street name.
- 3.3.6 The BCKLWN does not give any compensation to any property owners affected by any change in their official address.
- 3.3.7 The BCKLWN will adopt all national footpaths and cycle-way name coordinates into the ASG.
- 3.3.8 The BCKLWN will adopt the spelling of settlement and locality names in accordance with current Ordnance Survey Mapping as best practise.
- 3.3.9 The SNN function will inform the relevant Parish / Town / Ward Councillors of any change to street naming and numbering schemes.
- 3.3.10 The SNN function will provide the input to the LLPG and its continual improvement and a right first-time approach.
- 3.3.11 The BCKLWN under statute has the responsibility to mark every street that is named with a Street Name Plate (SNP) and maintain them where reasonable.
- 3.3.12 The SNN function will co-ordinate parish and public requests for SNP with the Public Open Space (Clean Up) Section.
- 3.3.13 BCKLWN will supply Norfolk County Council (Highways) with all descriptions of new street records including the USRN and the start point and end point coordinates.
- 3.3.14 Should there be a dispute with any SNN activity, the final decision will be by the Portfolio Holder for Development and Regeneration and the Executive Director for Environment and Planning.

4. POLICY RESTRICTIONS

4.1 Restrictions

- 4.1.1 The AMS contains specific compiled address information and the BCKLWN retains ownership of this data. The sale or distribution of the data by users either to external organisations or individuals or to other internal departments within BCKLWN, are specifically not permitted and subject to conditions set out in the GeoPlace Data Co-operation Agreement. BCKLWN retains the right to sell address information to third parties.
- 4.2.1 The Borough Council does not issue postcodes. Postcodes are created and administered by Royal Mail to aid their delivery service.

5. ADDRESS MANAGEMENT OFFICER AND LLPG CUSTODIAN RESPONSIBILITIES

- 5.1 Responsible for the maintenance of software systems held within the AMS.
- 5.2 To define and maintain a continual improvement cycle reviewed annually in liaison with the AMT.
- 5.3 Provide guidance and support to the AMT.
- 5.4 Liaison point for GeoPlace.

6. ADDRESS MANAGEMENT OFFICER RESPONSIBILITIES

- 6.1 The Address Officer/s is responsible for the management of the AMT and associated processes under the Officer Scheme of Delegation for the Borough Council.
- 6.2 As required will review the process and procedures, rules and best practice guidelines and take any appropriate action.
- 6.3 The AMT website (www.west-norfolk.gov.uk/addressmanagement) is the sole source and location of the address management processes and procedures. In the event of changes, introduction of new legislation or good practice, then address management processes and procedures may be changed. Any fundamental changes will be agreed with the Executive Director for Environment and Planning and the Portfolio Holder for Development and Regeneration. See Appendix A for the current webpage information.
- 6.4 Provide guidance and support to the AMT.
- 6.5 The AMT will review this policy, process, and procedures along with the GeoPlace Data Co-operation Agreement to ensure Best Value for the BCKLWN annually or if any pertinent changes come into effect. Changes will be recorded in accordance with normal document control procedures.
- 6.6 The SNN officer will allocate street names to a locality (if applicable) and a settlement. We will liaise with neighbouring authorities as and when required.

7. GLOSSARY

AMS	Address Management System incorporates the LLPG and ASG
AMT	Address Management Team includes the SNN Technical Assistant, the LLPG Technical Assistant and the Address Officer(s).
ASG	Associated Street Gazetteer – Street gazetteer used for the purposes of the LLPG.
BS7666	The British Standard used in the compilation of all LLPGs and the NLPG (covering England and Wales).
GeoPlace	Data Co-operation Agreement - Legally binding agreement that requires the local authority to have an LLPG and allows the authority to use Ordnance Survey Maps.
LLPG	Local Land and Property Gazetteer - Local authority list of addresses within its boundary.
LSG	Local Street Gazetteer – Street gazetteer created by the highways function within a unitary or county council for the purposes of identifying street works on highways.
NAG	National Address Gazetteer holds all addresses from the LLPG.
NSG	National Street Gazetteer - Amalgamation of all LSGs to form a national street list.
OWPAs	Objects Without Postal Addresses are named woods, statues, play areas, bus shelters, electricity sub-stations and any other areas that do not have postal addresses but that either the Borough Council or the Emergency Services have a service delivery need for. Which require a UPRN.
SNN	Street Naming and Numbering – the function/service by which streets and properties are officially registered.
SNP	Street Name Plate.
UPRN	Unique Property Reference Number - Unique number given to each property or piece of land to which an address will be applied. The address may change but the UPRN remains the same.
USRN	Unique Street Reference Number – Provides start and end point data for all street records within the ASG.

8. APPENDICES

8.1 Appendix A – AMT Webpages

8.1.1 New or changing your property address

How to add a house or business name to your property, or how to re-name it

Street numbering

You cannot replace a number with a name. Where a numbering scheme is in place a house or business name will always be in addition to the allocated street number.

The street number must always be displayed on the property and used within an address.

If you are intending to name or add a new name to the address of your property, we advise you to liaise with the Royal Mail in the first instance to ensure that there is not a name that is similar or the same in the settlement/locality.

We will carry out further checks to ensure there will be no clash with any existing names in the immediate area.

A duplication of a house name may cause you problems in receiving post and deliveries. **And it may result in confusion for the emergency services when they're trying to attend an incident.**

Charges

There is a charge for this service.

The charges will apply to residential and commercial property owners for:

- changes to existing property addresses
- new property addresses
- address verifications

Please see our [charging schedule](#).

No documents will be raised without full payment, this includes the supply of archived documents.

Our aim is to process all notifications within 21 days. To acknowledge completion, we send an email with an attached document called a 'Notification or Verification of the property address'. This is the official document of your address.

Apply for a new property address

If you need a new property address, please complete our property address application form. It is available as an e-form. You will need to provide a location map (for assistance you can [property search our data](#)).

Apply for a change to an existing property address

To apply for the addition of a property name, or if you want to change it, you will need to:

- be the owner of the property
- provide a location map (for assistance you can [property search our data](#))
- pay the fee (please see our [charging schedule](#))

[Apply for a property name addition/change](#)

Our application form is also available as an e-form.

Frequently asked questions

Our Address Management Team have put together a leaflet of frequently asked questions to assist you when completing the above application forms.

[View our street naming and numbering FAQ's](#)

Who we notify

Once the house name has been authorised, we will notify the following organisations of the agreed house name:

- Norfolk Constabulary
- East of England Ambulance NHS Trust
- Norfolk Fire and Rescue Service
- Royal Mail
- Ordnance Survey
- Valuation Office Agency (via our Revenues team)
- Norfolk County Council
- HM Land Registry

We will also notify our own council sections, where relevant.

Telling people your new address

You may consider informing the following of your new property address:

- family and friends
- people you do business with
- doctor
- finance (Bank, Building Society, credit cards)
- insurance companies
- utilities (Gas, Electricity, Water)
- DVLA
- employer
- TV License
- passport
- telecommunications companies / Mobile Companies
- broadband services
- memberships

8.1.2 Street numbering

Find out about our procedure for the numbering of all properties in the borough

Why we allocate numbers

The Borough Council is responsible for numbering all properties within the borough.

Numbers are allocated to enable quick location of buildings, on the following basis:

- the emergency services prefer a numbering scheme to enable them to respond quickly
- a property number will always be issued wherever possible, but where this is not practical, a proposal for a house name is requested
- where existing properties have a name and no number, we may create or review numbering schemes and enforce their use
- a change of number of a property can only be authorised by the Borough Council
- we will not compensate individuals in the event of a renumbering scheme being required
- we will not compensate property owners affected by a change to their address

Under no circumstances should a developer allocate property numbers as part of their marketing strategy. Only the Borough Council can issue the official numbering scheme.

Building numbers

In accordance with National Street Naming and Numbering conventions, we endeavour to number properties as follows:

- as you enter a street, odd numbers should be situated on the left and even numbers situated on the right
- a small development including cul-de-sacs may be numbered consecutively, for example 1 to 8
- If one or more properties are built between two others, an alphabetic suffix will normally be added to the number
- small groups of low-rise flats should, where possible, be numbered into the street numbering scheme
- blocks of flats and apartments may be given a name with each dwelling being numbered consecutively, for example Building One: Flat A, Flat B. Letters (or numbers) for flats contained within a block should be displayed at the entrance to the building
- Larger blocks of flats will follow the street numbering process
- there is no sanction given to the avoidance of any numbers, for example '13' and a correct numerical sequence will be maintained
- buildings (including those on corner sites) should be numbered according to the street in which the main entrance is to be found
- there is no sanction given to manipulation of numbering to secure a 'prestige' address or to avoid an address which is thought to have undesired associations
- through roads and longer cul-de-sacs will have an odds and evens scheme ascending away from the town or village centre
- commercial premises will be prefixed with the word UNIT as deemed appropriate by our Address Management Team
- flats will be issued a letter rather than a number whenever possible. For example, Flat A, Main House 11 Main Road, Main Town

Postcodes

We do not allocate postcodes.

Having authorised the address, we will notify the Royal Mail.

Royal Mail are responsible for the allocation of postcodes. It is the individual or developer's responsibility to obtain the postcode from the Royal Mail quoting the SNN reference number issued to you by the Borough Council. You can contact Royal Mail on 08456 011 110 (option three then option one).

Who do we notify?

Once the naming and numbering has been agreed, we will notify the following organisations of your chosen house name:

- Norfolk Constabulary
- East of England Ambulance NHS Trust
- Norfolk Fire Service
- Royal Mail
- Ordnance Survey
- Valuation Office Agency (via our Revenues team)
- Norfolk County Council
- HM Land Registry

We will also notify our own council departments, where relevant.

You should consider notifying the following of your new property address, please note this list is not exhaustive:

- family and friends
- people you do business with
- doctor
- finance (Bank, Building Society, credit cards)
- insurance companies
- utilities (gas, electricity, water)
- DVLA
- employer
- TV License
- passport
- telecommunications companies / mobile companies
- broadband services
- memberships

8.1.3 Street naming and numbering explained

We are responsible for issuing official addresses for all residential and business premises in the area

The rules and guidelines we follow

The appropriate naming of streets, and the naming and numbering of buildings in streets, forms the basis for identifying property related information. This is important for:

- enabling effective responses to emergencies by ambulance, police, and fire services
- the delivery of post by the Royal Mail and courier services
- record keeping, for example, for legal transactions and billing

It is important that the use of street names and numbers are:

- appropriate
- logical
- consistent; and
- clearly displayed

You have a legal obligation to display your house number.

We will only consider the renumbering of an existing street and buildings if they pose a risk to the ability of the emergency services to locate a property. Also, if changes will resolve any problems with postal services and deliveries.

We aim to make any changes in harmony with the parish and town council and the residents. This means that occasionally the numbering schemes will be reviewed or introduced.

We are reminded by the [Department of Transport circular 3/93](#) to review and maintain logical numbering schemes. It is for this reason that we on occasion will adopt the spirit of the act by [Section 21 of the Public Health Acts Amendment Act 1907](#). For example, when naming of a street.

Statutory context

We are the street naming and numbering authority for the administrative area covered by this council.

By law, we must formally approve all proposals for new street names and changes to street names before they are brought into use. To change a street name the Council will adopt the spirit of [Section 21 of the Public Health Acts Amendment Act 1907](#); however, the council can make a street name change using [Section 18 of the Public Health Act 1925](#).

We also have the legal powers to number properties. In addition, we ensure names for properties are appropriate where numbering schemes exist or not.

The principle piece of legislation that we apply to the street naming and numbering is:

- [Public Health Act 1925: Sections 17, 18 and 19 \(for street naming and name plates\)](#) which refers to:
- [Town and Improvement Clauses Act 1847: Sections 64 and 65 \(for numbering of properties\)](#)

This legislation allows us to display every street name in a very easy to see position on any house, building or other suitable location in or near the street. It is for this reason we use the [Department of Transport Circular 3/93](#). The public are not allowed to interfere with these street name plates. They must be kept clear in all directions up to 12 inches (approximately 300mm). See 8.14. No marketing or promotional material can be attached to a street name plate or associated supporting posts.

For a street definition, please see:

- [Public Health Act 1875](#) (for street definition)

Postcode queries

Please note: Royal Mail are responsible for the allocation of postcodes. It is the individual or developer's responsibility to obtain the postcode from the Royal Mail.

For postcode information, please use the [Royal Mail's Postcode Finder](#) website.

Find your official geographical property address

Search our [Public Access property search](#) website online to find out your geographical address.

Please note, whilst every effort is made to ensure the accuracy of your address, we cannot always guarantee this. We are however continually improving our data to ensure its accuracy. This will include the postcode from Royal Mail.

If you think you have found an anomaly, please [contact us](#).

Informing organisations of your address change

If you are moving, the '[I am Moving](#)' website will help you to inform various companies of your new address quickly and efficiently. You will also need to inform our [Council Tax department](#) if you are a resident, or [business rates department](#) if it's a commercial move. Alternatively, if it is an address change, rather than a move, please complete our [change an existing address form](#).

You should consider notifying the following of your new property address, please note this list is not exhaustive:

- family and friends
- people you do business with
- doctor
- finance (Bank, Building Society, credit cards)
- insurance companies
- utilities (gas, electricity, water)
- DVLA
- employer
- TV License
- passport
- telecommunications companies / mobile companies
- broadband services
- memberships

8.1.4 Display of street names and property addresses

Information about the design of street name plates and their positioning, and the display of property names and numbers

Property names and numbers

It is important that streets and properties be clearly identified for the convenience of the public and that property numbering schemes are maintained. **To assist the emergency**

services to ensure they can respond efficiently when called to an incident, as reminded by the Department of Transport Circular 3/93.

Every numbered and/or named property in any street or block of flats shall be marked:

- with numbers displayed in a clearly readable position facing the road. Mounting may be on gates, gate posts, doors, or walls as appropriate
- with numbers or letters of a colour that contrasts with the background on which they are displayed
- with numbers or letters of sufficient size (preferable minimum size of 62.5mm)
- un-numbered properties are reminded to clearly display the property name to assist the emergency services and visitors.

For more information, please see our ['Are you displaying your number?' document](#).

Street name plates



Street name plates will be installed in accordance with the Department of Transport [Circular 3/93: Street name plates and the numbering of premises](#). The public are not allowed to interfere with street name plates unless authorised by the Borough Council. They must be kept clear in all directions a minimum of 12 inches (for example, clear of other signs or notices).

We prefer our street name plates to be fixed to walls and whenever possible at a height of 2.5 meters. This minimises the chances of them being obscured by pedestrians or vehicles and reduces the risk of damage.

To report if a street name plate is damaged, worn or missing, please visit our [street name plates page](#). These reports in the first instance come through to our Address Management Team for processing.

8.1.5 New street name

How to obtain a new street name and the procedure you should follow

How to apply for a new street name

The procedures for street naming and numbering can be lengthy. Developers should always liaise with our Address Management Team in the first instance.

We strongly advise that you also liaise with the parish/town council. They can check if your proposed street name is in harmony with the wishes of the local residents and the

surrounding area. The creation of a new street can be a very emotive subject and communication with the parish/town council can elevate any problems and avoid delays.

It is important that you contact us before building work commences. We normally only consider a new street name for five or more new property addresses unless it could be further developed in the future or if there is a clear risk in locating the properties. Each case will be assessed on its own merits.

Please do not use street names for marketing purposes unless the name has been formally authorised by the Address Management Team. Developers should clearly state in any literature that marketing names are no guarantee of the official address, and therefore liable to change.

If an application is submitted to us at a late stage and it is subsequently rejected, numerous problems can arise, especially if purchasers have bought properties marketed under an unapproved name.

Punctuation is not recorded in a new street name, as this can cause issues with searching and recording the data in software systems.

Display of a new street name

Developers are responsible for installing the first street name plate(s), the Borough Council is then responsible for the maintenance of them.

If you need to apply for a street name plate, you can do so online.

We do not normally advocate the addition of property numbers, leading to (other street names) or postcodes on a street name plate, the addition of the No Through Road symbol will be used when appropriate.

Charges

There is NO charge for a new street name.

There is a charge for applications to change an existing or approved street name

Charges apply for new property addresses, please see our [charging schedule](#).

The charges will apply to residential and commercial property owners for:

- notification of new properties
- amendments to property addresses issued

Apply for the creation of a property address

To apply for a new property address you will need to:

- be the owner of the property
- provide a location map
- pay the fee (please see our [charging schedule](#))

What happens next?

On receipt of an application for a new street, we have a legal obligation to process, however BCKLWN can accept or object to the proposal within 30 days.

We will check that the proposal does not duplicate existing street names or similar to an existing street name in the local area, and is in accordance with [street naming conventions](#).

If we decide that a new street name is required, we will start the process and distribute the official letter allowing 30 days consultation (with the start point on this day).

Consultees:

- Emergency Services (through their nominated representative)
- Parish or Town Councils (if a meeting is organised we will attend on request)
- Ward Councillors
- Royal Mail

If any of the above consultees raise valid concerns to the street name(s) proposed and the Borough Council agrees, you will be requested to submit alternatives, or the proposer can object to the Magistrates Court.

Where large buildings or small complexes need to be named, it is advisable to follow this same procedure.

8.1.6 Street naming conventions

Find out about the naming conventions, which are applied when suggesting names for streets, including street suffixes (the principles can also be applied to building names)

Street names

The definition of a 'street' includes any highway, public bridge, road, lane, footway, cycle path, square, court alley or passage whether a thoroughfare or not, adopted or not.

The developer usually submits suggestions for street names. Our Address Management System is checked to ensure that the proposed road names do not conflict with other names in use in the area.

When a new housing development is built, all new street names must be authorised by us. In addition, they must be consistent with the following protocols:

- the name(s) should, when possible, have a proven historical connection to the land intended for development
- if no suitable historical name can be found for the land, then a historical name related to an adjacent area may be suitable.
- the name(s) will not be the same or like any existing name(s) in the area. We advise that you check the name(s) by contacting the Address Management Team (our contact details are at the bottom of this page)
- if the development contains a new network of streets a theme may be chosen, taking care not to repeat a theme already being used locally.
- a cul-de-sac must use one of the following suffixes: **Close, Court or Yard** to avoid any confusion of a through way.
- you must obtain the consent of the Lord Chamberlain's office if you use a name with any reference to the Royal family (or the use of the word 'Royal' is suggested).

Street names should not be difficult to pronounce or awkward to spell. In general, words of more than three syllables should be avoided, as should multiple words.

Preferably, no street should start with 'The'.

The naming of streets after living people will not be permitted. Naming streets after someone who is deceased will be considered, but the Borough Council would prefer that only the surname is used.

The name of a street should not promote an active organisation or business.

A street name should not include a number as text. For example, Seven Bells Road. As this can lead to confusion with property numbers in an emergency.

A Parent name (for example, a row of buildings within an already named and numbered road being called 'Sun Terrace, Main Street') should be avoided with the properties being numbered in the street. Parent addresses will be considered where no numbering is available or in rural areas to create numbered properties. Suitable suffixes are **Terrace, Row, Cottages, Court, Yard** or **Mews** and to be used as appropriate.

All new street names should end with one of the following suffixes:

- **'Street'** may be used for any thoroughfare
- **'Road'** may be used for any thoroughfare
- **'Way'** may be used for major roads
- **'Avenue'** may be used for residential roads
- **'Drive'** may be used for residential roads
- **'Grove'** may be used for residential roads
- **'Lane'** may be used for residential roads
- **'Gardens'** may be used for residential roads (subject to there being no confusion with any local open space)
- **'Place'** may be used for residential roads
- **'Crescent'** may be used for a crescent shaped road
- **'Close'** To be used for a cul-de-sac only
- **'Square'** may be used for a square only
- **'Hill'** may be used for a hillside road only
- **'Circus'** may be used for a large roundabout
- **'Mews'** is considered acceptable in appropriate circumstances (for example, where a row of stables exists, usually with carriage houses below and living quarters above)
- **'Vale'** may be used for residential roads (only for exceptional use)
- **'Dene'** may be used for residential roads (only for exceptional use)
- **'Rise'** may be used for residential roads (only for exceptional use)
- **'Mead'** may be used for residential roads (only for exceptional use)
- **'Court'** is considered acceptable in appropriate circumstances.
- **'Yard'** is considered acceptable in appropriate circumstances.
- **'Drove'** is considered acceptable in appropriate circumstances.

'End', 'Cross', 'Side', 'View', 'Wharf', 'Walk', 'Park', 'Meadow' are not considered to be suitable. However, any of these words can be incorporated in a street name if it terminates with an appropriate suffix, for example, Fen End Road.

Single or dual names without suffixes can be used in appropriate places, for example 'Broadway' - for a major road where such a description would be appropriate.

The use of 'North', 'East', 'South' or 'West' (as in 'Alfred Road North' and 'Alfred Road South') for new streets 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.

The use of phonetically similar names within a postal area (and if possible, within the borough) such as 'Alfred Road' and 'Alfred Close' or 'Churchill Road' and 'Birch Hill Road' should be avoided.

Aesthetically unsuitable names should be avoided such as 'Gasworks Road', 'Coalpit Lane' as should names that are capable of deliberate misinterpretation such as 'Hoare Road', 'Typple Avenue' etc.

All new pedestrian ways will end with either 'Walk', 'Path', 'Way' or 'Mall'.

It is not permitted for a street name to be duplicated within a village or town.

To assist the emergency services, all hamlets, smaller settlements, industrial parks, and retail parks will be recorded as a locality and thus associated to a larger settlement.

Building names

The definition of 'building' in the context of this guidance about naming is not intended to refer to single dwellings. Therefore, this law might be adopted Section 17 of the Public Health Act 1925.

All new building names should end with one of the following:

- **'House'** block offices or residential only
- **'Lodge'** residential only
- **'Apartments'** residential only
- **'Mansions'** residential only
- **'Court'** block offices or residential only
- **'Point'** high block residential only
- **'Tower'** block offices or residential only
- **'Heights'** block offices or residential only

Preferably, no building name should start with 'The'.

The naming of buildings after living people will not be permitted. Naming a building after someone who is deceased will be considered, but the Borough Council would prefer that only the surname is used.

Aesthetically unsuitable names should be avoided such as 'Tip House', as should names that are capable of deliberate misinterpretation such as 'Swag House' etc.

Commercial premises will be prefixed with the word UNIT as deemed appropriate by us.

8.2 Appendix B – Public Health Act 1925 (Sections 17 - 19)

Section 17 - Notice to urban 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.

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.

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.

Source: Office of Public Sector Information. *Public Health Act 1925*. [Online] Available at: http://www.opsi.gov.uk/RevisedStatutes/Acts/ukpga/1925/cukpga_19250071_en_3#pt2-pb2-l1g14

8.3 Appendix C – Circular Roads 3/93

Source: Department for Transport. *Circular Roads 3/93*. [Online] Available at: <http://webarchive.nationalarchives.gov.uk/+http://www.dft.gov.uk/pgr/roads/tpm/tal/circulars/ular393streetnameplatesa4055.pdf>

8.4 Appendix D – Local Government Act 2003

Section 93 of the Local Government Act 2003 enables local authorities to charge for the provision of discretionary services but on a cost recovery basis only in relation to each kind of service and taking one financial year with another so as to allow for any adjustment, if in a preceding year, there is a profit or loss. The adoption of Section 18 of the Public Health Act 1925 enables the Council to charge for the services as it is a discretionary service.

Source: Department for Transport. *The Local Government Act 2003*. [Online] Available at: <http://www.legislation.gov.uk/ukpga/2003/26/contents>