

Southend-on-Sea Borough Council Street Naming & Numbering Policy

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Southend-on-Sea Borough Council Street Naming and Numbering Policy

1. Introduction

1.1 Southend-on-Sea Borough Council (the Council) is legally responsible to ensure that streets are named and properties are numbered in a clear and unambiguous manner. This is essential for reasons of consistency and to ensure the easy location of the property for the emergency services, the delivery of services and products and for the general public.

1.2 This policy sets out the procedures and approach of the Council in relation to all powers granted under section 17-19 Public Health Act 1925, which include:

- (a) Allocation of names for new streets and numbers for new properties;
- (b) Altering existing street names and properties numbers;
- (c) Enforcement actions where street names and numbers have been placed which have not been agreed by the Council.

And all powers under section 64 and 65 of the Town Improvements Clauses Act 1847, which give the Council the ability to number properties and ensure that occupiers of dwellings and other buildings mark their properties with such numbers as approved.

1.3 This policy will also act as a guide for developers applying for street names and property numbers.

1.4 New addresses and amendments to existing addresses are registered by Royal Mail when notified by the Council as the responsible body. Postcodes are allocated by Royal Mail and are made in conjunction with the official addresses provided by the Council.

2. Street Naming

2.1 A person who creates a new street has the right to propose a name for that street (Section 17 of the Public Health Act 1925). They are required to give notice to the Council of the proposed name and the Council has one month in which to object. In order to comply with current legislation, an acknowledgement and holding objection letter will be issued to the person(s) proposing any new street name(s) prior to the consultation process taking place.

2.2. Until the expiration of one month or where the Council has objected to the proposed name, unless and until such objection has been withdrawn or overruled on appeal, it is not lawful to set up in any street an inscription of the name.

2.3. If the Council objects to the proposed street name, it must send written notice of objection within one calendar month of receiving the proposed name. The developer may appeal to the Magistrate Court within 21 days after the service of the notice of objection.

3. Naming and Numbering Procedural Guidance

- 3.1 An application for official naming and numbering, or alterations to current official addresses, shall not be made until such time as the appropriate Building Regulation application has been deposited and works have commenced.
- 3.2 Any application with new properties (both residential and commercial) will need to include layout plans to establish whether any new street(s) is / are created. These will require naming and numbering should the development proceed.
- 3.3 On receipt of an application from a developer and confirmation that works have commenced on site, the developer will be informed of the number of new street names required along with details of the appropriate fee. This will include a request for a number of alternative names in case any proposed name is not acceptable.
- 3.4 The appropriate fee for the naming and numbering of properties must be received before any numbering scheme can proceed.
- 3.5 When suggested names are received from the developer, a check of the suggestion(s) will be undertaken to ensure the name(s) are within the guidelines of the Council's naming criteria set out in Appendix C. If suggestion(s) are found to fall outside of this policy, then a written objection will be sent to the developer within one month of the application, informing them of the reasons for the rejection, together with a request for further suggestion(s).
- 3.6 Where the Council does not reject a suggested name, the Council will then consult with Royal Mail to ensure there is no duplication within the area and Emergency Services for any comments.
- 3.7 Where the name(s) is / are acceptable to the Royal Mail and Emergency Services, the relevant Portfolio holder and Ward Councillors will then be informed of the proposed name(s). If any comments are received from them within 7 days that would make a suggested name invalid under this policy, then the Council shall reject the suggested name. Where the suggested names are valid under the policy, the Council will proceed to name and number the new development on such confirmation.
- 3.8 Should the developer not put forward any suggestions within 14 days, the Council will seek suitable name(s). These suggestions will follow the same process as above, but shall also be forwarded to the developer for their comments.
- 3.9 If a scheme is to be developed in phases, the naming and numbering scheme will be issued for only the developed phases.
- 3.10 Where a naming and/or numbering scheme is issued, the Council will inform those bodies listed on Appendix B.
- 3.11 The erection of nameplates for new streets will be carried out by the Council's approved contractor and all costs for this will be met by the developer. A detailed plan clearly showing the proposed street(s) and the locations of name boards should be forwarded to the Council. Consultation may be carried out with the

Traffic and Highways Group with regards to the suitability of the proposed street name plate locations. For any newly adopted street(s) the maintenance of the nameplate(s) will become the responsibility of the Council.

4.0 Street Naming and Numbering in the Absence of Payment of Fees

- 4.1 If payment of fees is not received after 3 months following completion of the development, the Council may unilaterally allocate street names for emergency services purposes. As a final warning, the developer will be advised that the Council will be taking such action if the required fees are not provided within 10 working days of the communication. Where the fees are still not received, the street name will be suggested and processed without the developer being party to the decision. Any names used by the Council will be in accordance with this policy.
- 4.2 Although in these instances a name will be allocated to the street, no external notifications will be made or Postcodes assigned to the properties. It should be noted that properties without a postcode will not be connected to utility services and prospective buyers can experience considerable difficulties in completing a purchase.
- 4.3 If the developer or owner requests amendment to the allocated naming or numbering at a later date, the processes and fees in accordance with section 5 of this policy will apply. The original costs for the allocation of the initial addresses will also be charged.

5.0 Renaming and Renumbering of Streets and Buildings

- 5.1 Renaming of a street and renumbering of buildings is a very time-consuming process and may cause costs or disruption to individual occupiers and owners. This option may be considered by the Council only in exceptional circumstances, such as where there are persistent problems for the Emergency Services. The existing street may then be subject to a renaming or renumbering scheme.
- 5.2 Where an order for the renaming of an existing street is made, the Council will display notices at each end of the street or part of the street affected under Section 18 of The Public Health Act 1925 and they must remain in place for at least 1 month before an order changing the name can be made. Any person aggrieved by the intended order may within 21 days after the posting of the notice appeal to the Magistrates Court. If an appeal is made to the Magistrates Court, the Council must not proceed with the renaming until any appeals which have been made have been dismissed.
- 5.3 Where a request is received from residents/owners of properties for renaming of a street, the proposed change must be supported by every resident/owner affected on the street and each must support this by way of a signed letter or record together with reasons for the renaming and the relevant fees paid.
- 5.4 Where any order for renaming of a street is made, the relevant Portfolio holder and Ward Councillors will be consulted.

- 5.5 Where an order for renaming of a street is made, the proposed name must follow the naming procedures and must also fall within the naming criteria in Appendix C.
- 5.6 Where renumbering and/or renaming, the Council will give as much notice as is practicably possible. Notice will be given to occupiers with a specific date on which the new naming or new numbering comes into effect, which will be at least 4 weeks from the date of the notice.
- 5.7 Where a re-naming and/or re-numbering scheme is issued, the Council will inform those bodies listed in Appendix B.
- 5.8 The Council will issue a numbering schedule and numbering certificate for newly addressed properties.

6.0 Property Renaming

- 6.1 The owner (not tenant) of a property may request the addition, amendment or removal of a name for their property. An application form should be completed and returned to the Council along with the appropriate fee.
- 6.2 The Council cannot formally add, amend or remove a property name where the property is in the process of being purchased, that is, until the exchange of contracts, although guidance of the acceptability of a name may be given.
- 6.3 A check will be made by the Council to ensure that there is no other property in the locality with the registered or similar registered name. Under no circumstances will a replicated name in the locality be allowed.
- 6.4 Where a property has a number, it is not possible to replace the number with a name. The name cannot be regarded as an alternative.
- 6.5 The same procedure and rules in Appendix C will then be followed for renaming.

7. Street Naming and Numbering Charges

- 7.1 Under section 93 of the Local Government Act 2003, the Council may charge for discretionary services where the person who receives the service has agreed to its provision although the charge must not exceed the cost of providing the service.
- 7.2 For Street Naming and Numbering, these charges cover:
- Challenges to existing official names, numbers or addresses;
 - Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken;
 - Consultation and liaising with external organisations listed in Appendix B; or
 - Confirmation of addresses previously issued.
- 7.3 These charges are to be paid prior to any changes of address being made to a property. Changes cannot be made without confirmation by the Council, as they will not be officially recognised and will not be registered with services and organisations listed in Appendix B.

7.4 The Scale of Charges for Street Naming and Numbering can be found on the Council's website (below) and will be annually reviewed during the Council's budget setting process and publicised through the Council's agreed communication channels, including the website.

http://www.southend.gov.uk/download/downloads/id/2382/place_highways_and_traffic

8. Street Nameplates

8.1 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 financial restraints and any other requirements.

8.2 Nameplates in relation to a new street will be supplied and installed by the Council, with costs to be charged to the developer/applicant.

8.3 Requests for "No through road" symbols to be added to street nameplates will only be considered when erecting new nameplates. If the need for a "No through road" symbol arises and the street nameplate is not in need of replacement, then the request should be forwarded to the Traffic and Highways Group of Southend-on-Sea Borough Council. A charge for a replacement sign will be made in accordance with the annually agreed fees.

9. Postcodes

9.1 The Postcode allocation is dealt with by the Royal Mail, and is not the responsibility of the Council.

9.2 The Royal Mail will allocate a postcode on receipt of the official naming and numbering scheme from the Council, but the postcode will be held in "reserve" (the not yet built file) by the Royal Mail until they are notified by the developer or the owner that the property is occupied.

9.3 The Royal Mail does not publish addresses that are not completed and/or occupied on its website. This means that in certain cases addresses that have been officially allocated and issued by the Council may not, for a while, be visible to anyone using the Royal Mail website to validate an address. This may also mean that other organisations using the Royal Mail address database (Postcode Address File) will also not be able to validate addresses for a short period of time.

9.4 Please note that although the Council provides the third parties listed in Appendix B with new or changed street names as numbers, the Council is not liable or responsible for third parties updating their databases with address information i.e. Service Providers.

9.5 Developers, owners and tenants should be aware that their property/properties may not have the same postcode as the surrounding or existing properties.

10. Exclusion of Council's Liability

10.1 The Council is not liable for any claims for compensation arising directly or indirectly from the naming of streets, re-naming of streets, numbering or renumbering of properties, renaming/renumbering of properties.

10.2 The property developer must not give any postal addresses, including the postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before the official naming and numbering certificate has been issued by the Council. The Council will not be liable for any costs of damages caused by failure to comply with this.

11. Performance Monitoring

11.1 The street naming and numbering team will acknowledge all street naming and numbering enquiries / requests and will either send a written agreement or objection to the proposed street name(s) to the proposer within one calendar month of receiving the proposed street name(s).

11.2 The Council will update the bodies listed on the distribution list, in Appendix B, within 5 working days of a naming and/or numbering scheme being issued.

12. Policy Review

This policy will be reviewed every three years or sooner, if required by future circumstances. Charges will be reviewed on an annual basis during the Council's budget setting process and publicised through the Council's normal communication channels including the website.

13. Cross Boundary Development Sites

13.1 In circumstances where development sites have been identified on the boundary between the Council and a neighbouring authority it will be necessary to work with them in order to achieve logical street naming and numbering schemes.

13.2 Street naming and numbering charges for a joint development sites will be agreed between local authorities and the developer and based on the charges in place for each Council at the time. Proportions of the development plots in each area and a supplementary share of the charges for the lead authority may apply where this is agreed.

15. Contact Details

Street Naming and Numbering
Department for Place
Southend-on-Sea Borough Council
Victoria Avenue
SS2 6ZQ

Email: streetnaming&numbering@southend.gov.uk

Tel: 01702 215003

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 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 serves 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

Planning Registration Team

Electoral Register

Land Charges

Local Land and Property Gazetteer Custodian (LLPG)

Cory Environmental

Council Tax

Building Control

Department for People (Planning School Places)

External

Southend-on-Sea Fire & Rescue

Essex Police

Valuation Office

BT Openreach

Land Registry

EDF Energy

Royal Mail Southend-on-Sea Sorting Office

Royal Mail Address Development

Essex and Suffolk Water

APPENDIX C: Street Naming Criteria

- 1 Developments with 5 or fewer properties and where the street cannot be further extended will be numbered according to the road in which the properties are accessed. Experience has shown that roads with few houses are not well known and become difficult to locate.
- 2 Where a new road is an extension of an existing road, it will not be allocated a new street name and the properties will be numbered into the existing road
- 3 Where a development includes a number of new roads, a theme for these roads will be requested from the developer. Once a theme has been agreed between the Council and Ward Councillors, the developer will be requested to provide suggested name(s) within this theme
- 4 Developers are encouraged to preserve any historic link to the land which they are developing, e.g. field names the land may be previously known as, or previous property names located on site such as farm names or any other associated historic link
- 5 Where no historic link to the land can be established for the use of a street name, the developer will be encouraged to have a historic link to the locality.
- 6 The following will not be acceptable:
 - The use of a name, which relates to that of a living person(s);
 - The name of a street should not promote an active organisation;
 - Street names that are difficult to pronounce or awkward to spell;
 - Names that could give offence;
 - Names that could encourage defacing of nameplates;
 - Names which duplicate or are similar to an existing name already in use within the Borough;Any other suggested name deemed by the Council to be inappropriate
- 7 Street name suffixes are not always essential, but if used must be descriptive of the road e.g. "Road", "Street" or "Drive" to indicate a thoroughfare and "Court" or "Close" to indicate a cul-de-sac.
- 8 The following is a list of possible suffixes, it is not exhaustive and sometimes other description words are more appropriate:
 - Avenue, Chase, Circle, Close, Court, Crescent, Croft, Drive, Drove, End, Field(s), Garden(s), Green, Grove, Hill, Lands, Lane, Lawns, Mews, Paddock, Parade, Park, Path, Place, Ridge, Rise, Road, Row, Square, Street, Terrace, Vale, Valley, View, Villas, Walk, Way
- 9 Where an existing road is dissected by the construction of a new road, the Council may choose to rename either or both parts of the existing road, however consultation with the appropriate Ward Councillors will be under taken.
- 10 No punctuation in the use of street names will be used. For example: "St. Andrew's Court" will appear in all street naming documentation and street nameplates as "St Andrews Court".
- 11 All new applications for address are processed on an individual basis against the criteria of this policy.

APPENDIX D: Numbering Criteria

- 1 A new through road will be numbered with odds on the left hand side and evens on the right hand side, working from the centre of the borough.
- 2 A cul-de-sac will be numbered consecutively with number 1 of the left working in a clockwise direction, unless the cul-de-sac can be extended in the future.
- 3 New properties in streets that are already numbered will always be allocated a property number unless this will result in an illogical, confusing or inconsistent numbering system.
- 4 On a street without numbers, or where allocating a number will create an illogical or inconsistent property numbering system, consideration will be given as to allocating a name to new properties.
- 5 Private garages and similar buildings used for housing cars and similar will not be numbered.
- 6 A proper numbering sequence shall be maintained. Normally, in the interest of equality and diversity, no numbers will be omitted from the numbering sequence. Numbers should remain in sequence and there shall be no exclusion of any number due to superstition or personal preference.
- 7 Once numbered, the Council will not consider re-numbering existing properties, unless it can be shown that there are consistent delivery problems or issues with emergency services.
- 8 (a) Where a building only adjoins one street, it shall be numbered within that street.
(b) Subject to (c) below, where a building adjoins more than one street, it shall be numbered within the street which the main entrance to the building faces, unless:
 - (i) Direct access cannot be obtained from that main entrance to the said street, in which case the building shall be numbered within the street that affords substantive access to the building; or
 - (ii) The site on which the building stands already has a postal address from a previous use, in which case the existing street name shall be retained.
(c) All applications shall be considered on their individual merits and a street name shall be allocated logically and with a view to causing minimal disruption and confusion.
- 9 If a multiple occupancy building (i.e. flats) has entrances in more than one street, each entrance will be numbered into the appropriate road.
- 10 Numbers followed by letter suffixes will be used where there are no alternatives and/or to avoid the renumbering of other properties in the existing street. For example, where infill properties are built and insufficient numbers are available. Wherever possible infill properties requiring a suffix, will be given the property number before the infill to maintain a proper numbering sequence.

- 12 Where a property has a number, it must be used and displayed. Where a name is given to a property together with its official number, the number must always be included. The name cannot be regarded as an alternative to the number.
- 13 All property numbers should be visible from the highway to aid easy identification of the property, particularly in the event of an emergency. This may mean numbers being displayed on posts, gates or fences (and not necessarily the door of the property).
- 13 If open space or undeveloped areas exist along a length of road, it is usual to leave spare numbers.
- 14 No two buildings in one street may have the same number.
- 15 Where two or more properties are combined to form one single property, the property will usually be numbered using one of the existing numbers. Where the adjoining properties have a frontage on more than one street, the location and number of the combined property will normally be based on the location of the main entrance and subject to criteria 8 (b) and (c) as above.
- 16 Flats will be numbered with their own separate flat number within the building.
- 17 Annexes to buildings e.g. granny flats or ancillary accommodation, will be given the prefix "The Annexe". The rest of the address will be the same as the parent property e.g. The Annexe, 1 High Street.
- 18 For any dwelling accessed through a commercial premise, the accommodation will be given a prefix to match the accommodation type i.e. The Flat. The rest of the address will be the same as the parent property, e.g. where a flat above a public house and is only accessed internally, its address will be The Flat, Name of Public House, Street Number and Name.