

**To:** Cabinet  
**Date:** 11 November 2020  
**Report of:** Head of Law and Governance  
**Title of Report:** Street Naming and Numbering Policy

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To consider the updated Street Naming and Numbering Policy for the Council
<b>Key decision:</b>	Yes
<b>Cabinet Member:</b>	Councillor Nigel Chapman Cabinet Member for Customer Focused Services
<b>Corporate Priority:</b>	Foster an Inclusive Economy and Support Flourishing Communities
<b>Policy Framework:</b>	Council Strategy 2020-24
<b>Recommendations:</b> That Cabinet resolves to:	
<ol style="list-style-type: none"> <li>1. <b>Approve</b> the draft Street Naming and Numbering Policy; and</li> <li>2. <b>Delegate</b> authority to the Head of Law and Governance to make any amendments to the draft Street Naming and Numbering Policy as a result of the Cabinet's consideration of it..</li> </ol>	

<b>Appendices</b>	
Appendix 1	Draft Street Naming and Numbering Policy

## Introduction and background

1. Oxford City Council ("the Council") has the legal responsibility for the naming and numbering of streets and properties within the Council's administrative area. The Council has the discretion to make decisions as to the naming of streets and the numbering of properties. The authority has the power to approve or reject property addresses submitted by developers or the general public, or prescribe its own addressing schemes.
2. The Council is reviewing its policy at this time for the following reasons:

The current policy is due for review after a three year period;

There has been some confusion in respect of the consultation process which has not always been a satisfactory process for consultees;

There has been increased interest nationally about the renaming of streets and it is important that the Council's Policy is fit for purpose.

3. The Council is empowered by the provisions of the Oxfordshire Act 1985 (sections 13 and 14), the Public Health Act 1925 (sections 17 to 19) for the purpose of naming streets and by Section 64 of the Towns Improvement Clauses Act 1847 for the purpose of the numbering of properties.
4. All elements of an address, with the exception of postcode and post town, are defined by the Council. Allocation of postcodes is managed by Royal Mail and must be confirmed by them. The maintenance of postcode information, and any future change to individual postcodes or postcode sectors, is the responsibility of Royal Mail.
5. The draft Policy is proposed as an update/revision of the existing policy to reflect best practice. It sets out the way in which consultation will be carried out and describes how street name and numbering schemes will be determined.
6. The objective of the street naming and numbering service is to provide a unique and unambiguous address for every property in the city of Oxford, this will ensure that:
  - emergency Services can find a property quickly;
  - mail is delivered efficiently; and
  - visitors can easily find where they want to go.
7. Many legal transactions associated with properties are delayed until they can be identified by street names and/or numbers. For instance, utilities suppliers will not normally connect their services until such time as premises have been given a formal postal address.
8. The aim of the Street Naming and Numbering Policy is to set out the correct process, rules and fees for the following activities within the administrative area of Oxford City Council:
  - Naming of new streets and numbering properties on those streets;
  - Naming or numbering new properties on an existing street;
  - Renaming or renumbering properties on an existing street;
  - Reviewing the names of existing streets
  - Registration of house names for properties with a number;
  - Allocation of numbers to properties with names only;
  - Renaming existing streets;
  - Consultation on naming new streets; and
  - Confirmation of what are considered to be acceptable street names, property names and numbering schemes by the Council.
9. The naming of a street includes any road, court, alley or thoroughfare.

## **Operation of the Street Naming and Numbering Policy**

10. The draft Policy proposes that the Council will consult on the names for new streets. This will allow for consultation responses to be taken into account when naming streets, but the Council will retain the final decision-making power.
11. The officers responsible for the day-to-day operation of street-naming and numbering will be;
  - Customer Services Applications Officers (Street Naming and Numbering); and
  - The Authority Address Custodian
12. Oversight for these functions comes from;
  - The Customer Services Applications Team Leader and Team Manager; and
  - The Head of Law and Governance.
13. The Head of Law and Governance will have overall responsibility for the Policy.
14. The Cabinet currently has reserved to it the power to make decisions on naming and numbering of streets if there are unresolved objections following consultation. It is proposed that when a street is to be renamed following a review the Cabinet will determine any new name in the event of unresolved objections.
15. It is proposed that there is a delegation made to the Head of Law and Governance to make minor amendments to the Policy. Policy re-drafts or significant changes to the naming or numbering policy, as determined by the Head of Law and Governance, will require approval by the Cabinet.

## **Financial Implications**

16. There are no financial implications as the new policy will operate in place of the existing policy and within the existing fee structure.

## **Legal issues**

17. The Council can charge for the street naming and numbering process under section 93 of the Local Government Act 2003 which allows local authorities to charge where they provide a service. The charge must not exceed the cost of providing the service.
18. All other legal issues are addressed in the background to the report.

## **Equalities impact**

19. The changes proposed in this report do not have any new equality impacts attached to them.

<b>Report author</b>	Emma Griffiths
Job title	Lawyer
Service area or department	Law & Governance
Telephone	01865 252208
e-mail	<a href="mailto:egriffiths@oxford.gov.uk">egriffiths@oxford.gov.uk</a>

<b>Background Papers:</b> None
--------------------------------



This page is intentionally left blank