

## Oxford City Council

### Street Naming and Numbering Policy

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# Appendix 1

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## 1. Introduction

- 1.1 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 acts under 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 Section 64 of the Towns Improvement Clauses Act 1847 for the purpose of the numbering of properties. 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.
- 1.2 The objective of the Council’s street naming and numbering policy is to enable it 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.
- 1.3 Many legal transactions associated with properties are withheld 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 the premises have been given a formal postal address.
- 1.4 The Council has an obligation to provide address data to the National Land and Property Gazetteer and the Council follows best practice by conforming to:
- a) GeoPlace Data entry conventions and best practice for addresses: DEC-Addresses Version 3.4, September 2016.
  - b) This guide assists in making address data uniform across the UK; and
  - c) British Standard 7666 - Spatial datasets for geographical referencing. This guidance specifies a national format for holding details on every property and street.

## 2. Policy aim

- 2.1 The aim of the Street Naming and Numbering Policy (“the Policy”) is to set out the correct process, rules and fees for the following activities within the administrative area of Oxford City Council:
- a) Naming of new streets and numbering properties on those streets;
  - b) Naming or numbering new properties on an existing street;

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- c) Renaming or renumbering properties on an existing street;
- d) Registration of house names for properties with a number;
- e) Allocation of numbers to properties with names only;
- f) Reviewing the names of existing streets;
- g) Renaming existing streets;
- h) Consultation on naming new streets; and
- i) Confirmation of what are considered to be acceptable street names, property names and numbering schemes.

2.2 The naming of a street includes any road, court, alley or thoroughfare.

## 3. Policy objectives

3.1 To achieve the above aims the Council will:

- Provide names/ numbers for streets as required;
- Alter the names of properties as requested/ required;
- Register new names for properties with an existing number only;
- Allocate numbers to properties with names only when requested; and
- Consult appropriate persons/groups on the naming of new streets
- Consult appropriate persons/groups when reviewing the names of streets

3.2 The above will be carried out in accordance with:

- The relevant legislation;
- The policy for street naming (See Appendix 2);
- The policy for property numbering (See Appendix 3);
- The policy for property naming (See Appendix 4); and
- The procedure for consultation (See Appendix 5).

## 4. Powers

4.1 The Council has the statutory power to name streets and number properties. It can allocate and re-name or re-number all of the roads, new developments and property conversions within its administrative area. This includes residential properties, conversions and subdivisions, commercial and industrial premises. It acts under the following guidance and legislation when naming and numbering streets:

- Oxford City Council's Constitution;
- The Oxfordshire Act 1985 (part III, sections 13-14) (see Appendix 1); and

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- Best-practice guidance:
  - GeoPlace Data entry conventions and best practice for addresses: DEC-Addresses Version 3.4, September 2016.
  - British Standard 7666 - Spatial datasets for geographical referencing.
- 4.2 The Policy operates in accordance with the following legal powers of the Council, as outlined in the Oxfordshire Act 1985:
  - To name any street as necessary;
  - To alter the name of any street as necessary;
  - To allocate numbers to buildings in a street as necessary; and
  - To alter numbers allocated to buildings in a street as necessary
- 4.3 Please see Appendix 1 for an extract of relevant sections from the Oxfordshire Act 1985.

## 5. Claims for compensation

- 5.1 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, naming or renaming of properties.
- 5.2 A 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 scheme has been issued for it by the Council. The Council will not be liable for any costs of damages caused by failure to comply with this requirement.

## 6. Policy scope

- 6.1 This Policy applies to all functions undertaken relating to street naming and numbering and to all employees and council members involved. It also applies to all developers seeking to name/number developments and any consultee on any street naming scheme.

## 7. Roles and responsibilities

- 7.1 The Council officers responsible for the day-to-day carrying out of street-naming and numbering are;
  - Customer Services Applications Officers (Street Naming and Numbering); and
  - The Authority Address Custodian (the ICT Application DevOps

Specialist).

7.2 Oversight for these functions comes from;

- Customer Services Applications Team Leader and Team Manager; and
- Head of Law and Governance.

7.3 Final responsibility rests with the Head of Law and Governance in consultation with the relevant portfolio holder.

## **8. Consultees**

8.1 The Council consults on names of new streets. Consultation responses will be taken into account when naming streets, but the Council has the final decision-making power. During any consultation, consultees must read and adhere to this Policy and associated documents, particularly Appendix 2 (Policy for naming of streets), and Appendix 5 (Consultation remit and process).

8.2 The Council has no duty to consult on property names or street numbering schemes. These will be determined solely by the Authority Address Custodian and the Street Naming and Numbering Team.

## **9. Related documents**

9.1 In operating this Policy the Council will be guided by:-

- a) GeoPlace Data entry conventions and best practice for addresses: DEC-Addresses Version 3.4, September 2016. This guide assists in making address data uniform across the UK, and the Council is required to work within this guidance;
- b) British Standard 7666 - Spatial datasets for geographical referencing. This guidance specifies a national format for holding details on every property and street; and
- c) Any other appropriate documents.

## **10. Monitoring and review**

10.1 This Policy will be reviewed every three years or as necessary to reflect changes in legislation.

10.2 Minor amendments to the Policy may be approved by the Head of Law and Governance. Policy re-drafts or significant changes, as determined by the Head of Law and Governance, after consultation with the relevant portfolio holder will require approval by Cabinet.

## **11. Naming of new streets**

- 11.1 Where a new development creates a new street or streets, the developer is required to apply to the Council to have these officially named.
- 11.2 The process for street naming is outlined in Appendix 5. Developers are encouraged by the Council to submit proposals for street names but must be aware that the final determination will be made by the Council. Street names not adhering to the guidance in Appendix 2 will not be included in any form of consultation by the Council.
- 11.3 The Developer is responsible for the cost of installing the street signage.

## **12. Renaming of streets**

- 12.1 Streets will only be renamed under exceptional circumstances, such as when there are potential problems for the emergency services in identifying and locating an address, or there is substantial evidence (including from residents in the street) that the current name is no longer deemed suitable. Having considered the particular circumstances if, in the opinion of the Head of Law and Governance having consulted with the relevant portfolio holder, it is necessary to rename any street in such exceptional circumstances, this will proceed as specified in the Oxfordshire Act 1985, Section 13(2) a-c. In the event of there being a balance of judgments to be made other than relating to potential problems for the emergency services or unresolved objections following consultation about possible names the Cabinet will take the decision, following a written report to it from the relevant portfolio holder.
- 12.2 The Cabinet would consider whether a review should be carried out on receipt, by the Council, of representations from local councillors and evidence that a substantial proportion of those who live in properties in the street or road are calling for a change in the street name. Having considered the particular circumstances if, in the opinion of the Cabinet, it is necessary to rename any street following such a review, this will proceed as specified in the Oxfordshire Act 1985, Section 13 (2) a-c. In the event of there being any unresolved objection(s) following consultation the Cabinet will take the decision on the new name for a street.

## **13. Addresses for properties**

- 13.1 Official addresses will not be issued where the development does not have the necessary permissions. However, issuing of an address does not serve as confirmation that any building or structure is authorised under Planning, Building Regulations or any other legislation.

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- 13.2 The Council may allocate unofficial addresses as a temporary measure until an official address has been obtained for emergency services purposes and for internal authority purposes e.g. collection of Council Tax and no postcodes will be requested from Royal Mail.
- 13.3 Requests for new or amended addresses will only be accepted from or on behalf of the owner(s)/occupier(s) of the property. Where the request does not come from the owner of the property directly, written consent of the owner must be obtained or the occupier must have and evidence a minimum of three years for their lease left to run.
- 13.4 All new properties will be allocated a number, the only exception to this are new properties on existing streets where there is no numbering scheme, in such cases the property will be named. Numbering will accord with nationally accepted best practice to ensure that it is logical and sequential.
- 13.5 Once a property has been given a number it must be used and displayed on the property. Where a name has been given to a property together with its official number, the number must always be included in the address. The name is an optional addition, not an alternative. For example, if the name requested is “New Place” at 13 Banbury Road, the full address will be New Place, 13 Banbury Road.
- 13.6 All new addresses or changes of address will be notified to the relevant council services.
- 13.7 For further detail on how properties are numbered or addressed, please see Appendix 3.

## **14. Renumbering of properties**

- 14.1 Properties will only be renumbered in exceptional circumstances, such as when there are potential problems for the emergency services in identifying and locating an address. Having considered the particular circumstances if, in the opinion of the Head of Law and Governance it is necessary to renumber a property, this will proceed as specified in the Oxfordshire Act 1985;

## **15 Allocation of postcodes**

- 15.1 Once an official address has been assigned, the Council will apply to Royal Mail for a postcode (or postcodes). Allocation and maintenance of post codes is managed by Royal Mail and all post codes must be confirmed by Royal Mail who will also allocate a post town.

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15.2 The Royal Mail "not yet built file" holds addresses as being able to be activated for 10 years after they are added to the file. After a period of ten years any addresses remaining unused and have not been implemented are moved by Royal Mail to an "historic file". While it may be possible that these addresses in the "historic file" in some instances could be reactivated, there remains a risk that the allocated postcodes may have been re-used by Royal Mail after the ten year period has expired. In such cases a further street naming and numbering application and fee would need to be submitted to the Council.

15.2 Royal Mail can be contacted at:

Address Management Centre  
Royal Mail  
Admiral House  
2 Admiral Way  
Doxford International Business Park  
SUNDERLAND SR3 3XW

Telephone 03456 011110  
Email: [addressdevelopment@royalmail.com](mailto:addressdevelopment@royalmail.com)

15.3 The Council will notify the Royal Mail of new addresses but it will be the responsibility of the Royal Mail to update their records.

## Appendix 1: The Oxfordshire Act 1985 (Extract)

13(1) Subject to subsection (2) below a district council may name any street or any part of a street in their district which is without a name or which bears two names and may from time to time alter the name of any street or any part of a street in their district.

13(2) (a) Where the district council propose to alter the name of a street or part of a street they shall:

- (i) post notice of the proposal in a conspicuous position at each end of the street or part to which it relates; and
- (ii) serve a copy of the notice on the owner or occupier of every dwelling-house in that street or part.

(b) The notice under paragraph (a) above shall state the new name proposed and that objections to the proposal may be made in writing to the district council before a day, specified in the notice, not earlier than 28 days after the district council have complied with paragraph (a) above.

(c) Before determining any alteration of name in accordance with a proposal to which this subsection applies, the district council shall consider all objections made as provided in paragraph (b) above and, in the case of an objection by the owner or occupier of any dwelling-house in the street, give to the objector an opportunity of appearing before and being heard by a committee or sub-committee of the council.

13(3) A district council may from time to time cause the name of any street or any part of a street to be placed or marked on a conspicuous part of any building or other erection in their district in or near the street.

13(4) Any person who, without reasonable excuse, removes any such name shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

13(5) The following enactments shall cease to have effect in the county:

- (a) in the words in the Towns Improvement Clauses Act 1847 introducing sections 64 and 65, the words "naming the streets" and;
- (b) in the said section 64 the words from "and shall" to "to be known ", and the words "or name" wherever occurring ;
- (c) section 21 of the Public Health Acts Amendment Act 1907; and
- (d) sections 17-19 of the Public Health Act 1925

14(1) A district council may allocate to buildings in a street in their district such numbers as they think fit.

14(2) Where a number has, or numbers have, been allocated to a building under this section or any other enactment, the district council may serve on the owner or occupier of the building a notice requiring him within such period,

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not less than three weeks, as may be specified in the notice to mark the building with that number, or those numbers, in such a way as to make the mark legible from the street

14(3) The owner or occupier of a building shall:

- (a) maintain the mark in such a way that it remains legible from the street; and
- (b) keep the view of the mark from the street unobstructed to such extent as is practicable.

14(4) A district council may alter the number or numbers allocated to a building. and where they do so subsections (2) and (3) above shall apply to the altered number or numbers.

14(5) A district council may, instead of requiring a building to be marked with a number or numbers under this section, require it to be marked with such other means of identification as they may, at the request of the owner or occupier, allow; and subsections (2) and (3) above shall have effect accordingly.

14(6) An owner or occupier of a building who without reasonable excuse:

- (a) fails to comply with a notice served on him under subsection (2) above; or
- (b) contravenes subsection (3) above;

shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

14(7) The following provisions of the Towns Improvement Clauses Act 1847 shall cease to have effect in the county:

- (a) in the words introducing sections 64 and 65, the words "and numbering the houses";
- (b) in section 64 the words from "shall from time to time" to "think fit. and": and the words "number or" wherever occurring; and
- (c) section 65.

## Appendix 2: Policy on naming of streets

The Council recognises that Oxford has many distinctive street names, which reflect its history and culture. For new street names the following will normally apply:

- 1) Street names will not duplicate existing names in the Authority's area or adjoining Authorities' areas, nor will they be sufficiently similar as to cause confusion. For example "Bear Lane, Bears Lane, Bear Street" would not be allowed within the same area as it can cause problems in identifying the correct address in an emergency.
- 2) Street names should not be awkward to spell. In general, words of more than three syllables should be avoided as should multiple words.
- 3) Preference will be given to street names that refer to the history and heritage of the local area.
- 4) Proposals relating to a living person's name will not be permitted, with the exception of names relating to the Royal Family. If a developer or individual wishes to suggest a name relating to the Royal family or a Royal title (Queen, King, Princes etc.), then they must seek the appropriate consent from the Lord Chamberlain's Office (Constitutional Branch) prior to suggesting the name to the council. Additional time will not be given during the consultation period for this permission to be sought.
- 5) Proposals relating to the name of a deceased person will only be accepted when proof of death is provided and there is a proven historical connection to the land intended for development or the wider locale of Oxford. Evidence of historical connection such as newspaper articles or written testimonials must accompany such name proposals. Additional time will not be given during the consultation period for this information to be submitted. The part of the policy that avoids the duplication of names will still apply.
- 6) In order for a name of a deceased person to be considered the individual must have been dead for at least 5 years.
- 7) Before the name of a deceased person is proposed, due consideration should be given to possible sensitivities that may arise from naming streets after individuals, and should also consider the likelihood that the public perception of a deceased person may change considerably – for better or worse – in the future.
- 8) Where it is desired to name a street after a deceased individual, the person or organisation suggesting the name is responsible where practicable for obtaining any written permission from the estate of the deceased, as required, before suggesting the name to the Council. Additional time will not be given during the consultation period for this permission to be sought.

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- 9) Names of fictional characters will not be allowed due to issues of copyright.
- 10) If the name of another locale is proposed, only the anglicised version of the name would be allowed for consideration. This is to ensure that names comply with GeoPlace data entry conventions in terms of names being easily pronounceable in case of contact with the emergency services: e.g. Köln becomes Cologne.
- 11) Names that could be construed, either in themselves or in association with particular political or historical occurrences, as discriminatory or offensive under the Equality Act 2010; or those which could be considered as 'not in the spirit of' this act, will not be considered.
- 12) Names that could be construed as obscene will not be considered, nor will names which encourage nameplates to be defaced to create an obscenity.
- 13) Any names that would promote or advertise a company, service or product are not permitted. An exception to this may be made for a company that no longer exists, if used solely in a historical context where the claim of advertising cannot be made.
- 14) Names that would, in the opinion of the Head of Law and Governance having consulted with the relevant portfolio holder, give rise to spelling difficulties for the majority of residents or would involve punctuation should not be accepted.
- 15) Phonetically similar names within a postal area will be avoided; for example "Church Hill Road", "Birch Hill Road", "Tyne Road" and "Pine Road", or "Holly Well Road" and "Hollywell Road".
- 16) Street names should not commence with "The".
- 17) Names should not include a number either in numerical or written form. i.e. 'Two-Foot Lane', as it can cause confusion.
- 18) All new street names should end with a suffix which reflects the nature, history and / or location of the street:

<b>Avenue</b>	for residential roads (usually lined with trees)
<b>Close</b>	for a cul-de-sac only
<b>Crescent</b>	for a crescent shaped road
<b>Drive</b>	for residential roads
<b>Gardens</b>	for residential roads subject to there being no confusion with any local open space
<b>Grove</b>	for residential roads (usually relating to an area of trees)
<b>Hill</b>	for a hillside road only
<b>Lane</b>	for residential roads
<b>Place</b>	for residential roads

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<b>Rise</b>	for residential roads (usually relates to upward rising)
<b>Road</b>	for any thoroughfare
<b>Row</b>	a group of attached properties not a thoroughfare
<b>Square</b>	for a square only
<b>Street</b>	for any thoroughfare
<b>Terrace</b>	a group of attached properties not a thoroughfare
<b>Vale</b>	for residential roads (usually relating to low land or near a
<b>Way</b>	for any thoroughfare
<b>Wharf</b>	for residential roads which are near water

19) All pedestrian ways should end with one of the following suffixes:

**Walk, Path, Way**

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## Appendix 3: Policy on numbering of properties

- 1) A new street should be numbered with the odd numbers on the left and the even numbers on the right from the most important street from which they lead.
- 2) In the case of a small cul-de-sac, consecutive numbering in a clockwise direction is preferred.
- 3) All numbers should be used in the proper sequence. No numbers will be excluded from a numbering scheme including the number 13.
- 4) Private garages and similar buildings used for housing cars should not be numbered
- 5) Where an existing street is to be extended and it would be appropriate to continue to use the same street name, the numbering will be a continuation of the existing scheme.
- 6) If a property is to be subdivided or a new property is to be built in the grounds of an existing property new property numbers will be required. Planning permission and building regulation consent should be obtained first. Infill developments on existing numbered streets will be numbered into the existing sequence by the use of suffixes (e.g. 15A, 15B etc.).
- 7) Buildings (including those on corner plots) will be numbered according to the street which provides direct access to the property, generally the street that the front door of the property faces. Any manipulation of numbering to obtain a different address, to secure a "prestige" address or to avoid an address, is not acceptable.
- 8) Where flats and units have individual doors to a street they shall be given individual numbers to the street where possible; the sequence of the numbering depends on access to front doors of individual premises.
- 9) If a multiple occupancy building has entrances in more than one street, then each entrance can be numbered in the appropriate road.
- 10) Where a property is sub-divided, individual properties should always be numbered rather than suffixed with a letter or described (e.g. Flat 1, 36 High Street rather than 36A, Flat A or First Floor Flat).
- 11) Where two or more properties on a numbered street are merged, the numbers of the original properties should normally be retained. For example, 4 and 6 High Street being combined would become 4-6 High Street.

## Appendix 4: Policy on naming of properties

- 1) All new properties will be allocated a number, the only exception to this is new properties on an existing street where there is no numbering scheme, in such cases the property will be named.
- 2) Numbered properties may, in addition, be given a name. In these cases the number must always be included in the address and displayed on the property. Where a property has both a number and a name, Royal Mail will regard the number as the main identifier and will only hold the name as an “alias”, and may not pass this name on to other organisations that use their database to identify addresses.
- 3) Whilst the Council cannot impose a name on a property, it will not register as official any name which has not been agreed in line with the following guidelines:
  - a. The principal property name should be unique and not duplicated within the locality or postcode. For example, ‘Rose House’ and ‘Rose Cottage’.
  - b. Property names should not replicate street names.
  - c. The word “Flat” should not be used in the principal property name as this can cause confusion.
  - d. Properties should not be named with a business name; this will be added to the address separately
  - e. Names that could be construed as discriminatory under the Equality Act 2010, or could be considered as ‘not in the spirit of’ this act will not be considered.
  - f. Names that could be construed as obscene or offensive will not be considered.
  - g. No abbreviations or punctuation should be used; (Marks House and not Mark’s House).
  - h. Property names should not include a number either in numerical or written format

## Appendix 5: Consultation remit and process for street naming

### 1. Street naming

1.1 The Council consults on new street names when these are required for new developments, or when a street must be re-named. Consultation is intended to make sure that street names chosen are appropriate and acceptable to the interested parties local to the area in which the street is to be named, and to confirm that any suggested names would also be acceptable to organisations such as the emergency services and Royal Mail.

The Oxfordshire Act 1985 gives the Council final determination on any street name within its area of authority. A decision will be taken by the Cabinet in the event of any unresolved objection(s) following consultation after presentation of the issues and any evidence by the relevant portfolio holder to the Cabinet.

1.2 Consultation will always include;

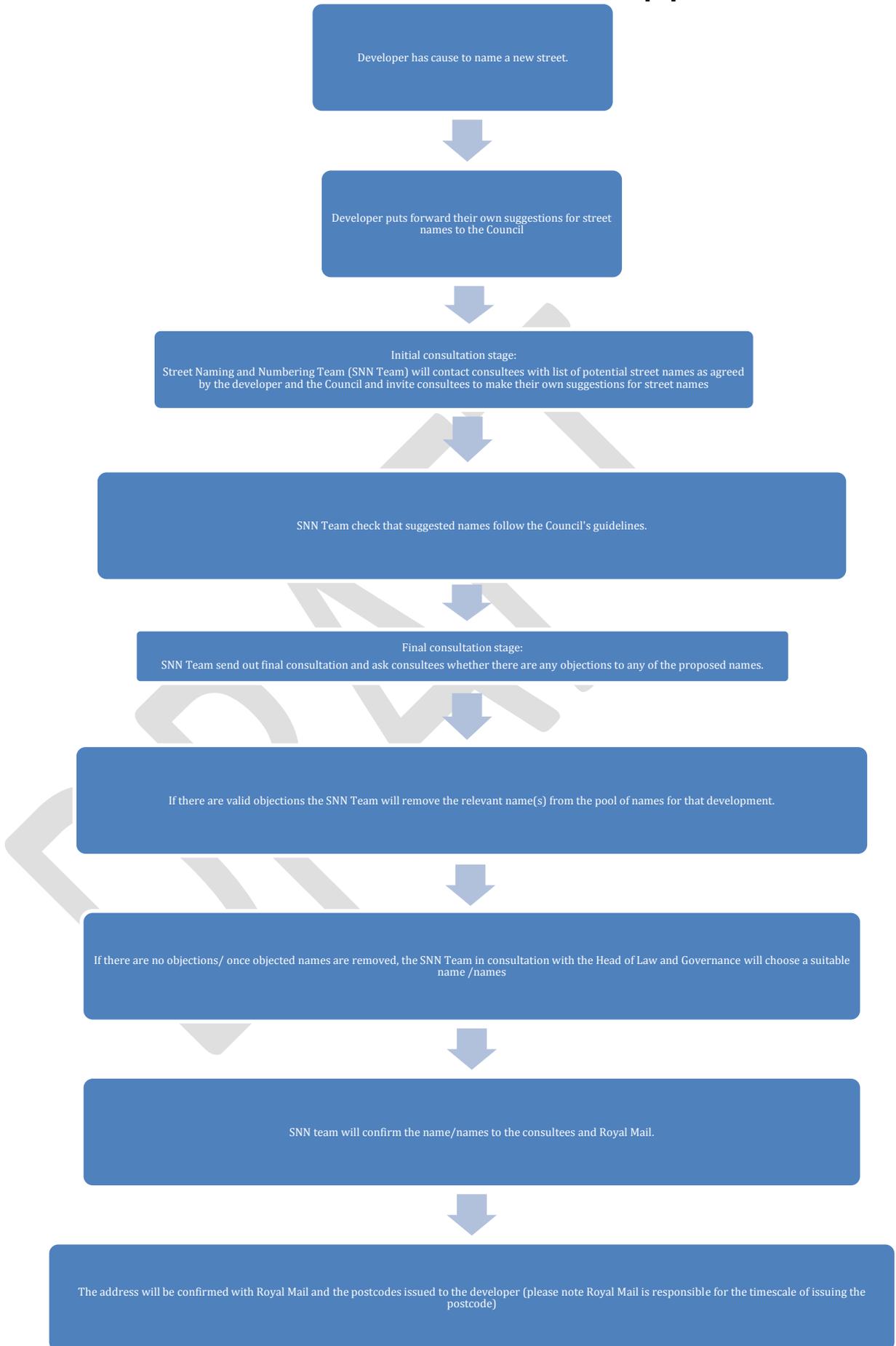
- Ward councillors for the area concerned
- Parish councillors for the area concerned
- Those individuals and organisations that were formally consulted as part of the planning application process,

The consultation process may also include societies or groups with a knowledge of relevant local history

### 2. Street naming consultation process

2.1 Below is the process to be followed when consulting on street naming cases.

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## 3. Guidelines for consultees

- 3.1 Consultees are selected based on council wards and parishes, and will include ward and parish councillors. The individuals and organisations who have been consulted on planning development proposals will be consulted if and when those proposals require street names to be allocated.
- 3.2 At the initial stage consultees will receive the names proposed by the developer and will be given the opportunity to make their own suggestions. Consultees should read the street naming and numbering policies carefully, along with all associated documents before submitting names for consultation. Where suggested names do not comply with the relevant policy there will be no extension of the consultation period to allow for consultees to suggest additional names;
- 3.3 Consultees will be sent the initial consultation documents and should return them to the Street Naming and Numbering (“SNN”) Team within the timescale set out in the papers (usually 14 days): incomplete consultation responses or those received by the SNN Team after the stated deadline will not be considered;
- 3.4 In the case of a naming proposal concerning a deceased person the consultee is responsible for submitting proof of death and the required proof of historical connection.
- 3.5 In the case of a naming proposal requiring the permission of an estate executor or family, the consultee submitting this name is responsible for submitting simultaneously, or before the close of the consultation period, the confirmation of consent in writing from the executor or family;
- 3.6 Where consultees act on the behalf of a group (such as a local interest group), the chairperson or appointed individual must collate any group response on one consultation form and return to the SNN Team: individual responses from members of such organisations will not be considered;
- 3.7 There may be more than one consultation stage but the opportunity for suggesting alternative names is closed after the initial stage and the opportunity for objections is closed after the final consultation stage. The end date of the final consultation stage will be notified to all consultees (usually 14 days).
- 3.8 Consultees are reminded that whilst the Council will take all comments on street naming proposals into consideration, the final decision for naming streets rests with the Council.

3.9 All consultees will be notified of the Council's naming decision.

## 4. Grounds for objection to a name proposal

4.1 When the Council consults on a proposed name for a street it will take all relevant considerations into account but certain categories of objection will be given more weight when deciding not to use a proposed name for a given street;

- The suggested name(s) does not comply with the Oxford City Council guidance for street naming;
  - The suggested name(s) does not comply with BS 7666 or GeoPlace Data entry conventions and best practice for addresses: DEC-Addresses Version 3.4, September 2016.
- It is foreseen that the suggested name could cause problems for the emergency or other services, and supporting evidence of this is supplied;

4.2 Objections to proposed street names will also be considered if they;

- Are provided within the required time period and before the final consultation period ends
- Provide strong reasons why an individual name may be unacceptable or preference for an alternative;

## Appendix 6: Charges for the naming of streets and numbering of properties

### 1. Charges for naming and numbering

1.1 The Council charges for the administrative activities associated with the street naming and numbering process. Under Section 93 of the Local Government Act 2003, Local Authorities have the power to charge where they provide a service if they are authorised, but not required, to provide the service. The charge must not exceed the cost of providing the service.

1.2 Below are the charges for the street naming and numbering service. These charges will be reviewed by the Council on an annual basis.

#### Numbering of new developments (including sub-division of existing properties)

1 plot	£50
2 plots	£80
3 plots	£110
4-20 plots	£70 plus £20 per plot
21+ plots	£165 plus £15 per plot

#### Additional fees if required

New street name	£110
New building name (e.g. for blocks of flats/offices)	£50
Changes to new address caused by changes to development after issue of numbering scheme	£10 per plot
Reissue of address following demolition and reconstruction	£30
Change of house name	£45
Addition of house name to numbered property	£45

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2. **Street naming and numbering in the absence of payment of charges**
  - 2.1 The Council will remind developers of new properties of the need for an official address and the process to follow. Preparation of new addresses will not commence until the appropriate fee has been paid to the Council.
  - 2.2 If payment of fees is not received within 3 months of a development completion date, the Local Authority may allocate official addresses for emergency services purposes with no further consultation. If the developer or owner requests amendment to the allocated naming or numbering at a later date, the standard street naming and numbering processes and the current fees and charges will apply.
3. In this case internal notifications will be made for Authority business purposes only but no requests for postcodes will be made to Royal Mail.
4. If payment of fees is not received in relation to adding, amending or removing an existing property name, the official name will remain unchanged.

## Appendix 7: Renaming of streets process

1. Once a street is thought to need re-naming, the Council will:
  - a) Post notice of the proposal in a conspicuous position at each end of the street or part to which it relates; and
  - b) Serve a copy of the notice on the owner or occupier or every dwelling-house in that street or part.
2. The notice under paragraph 1(a) above shall state the new name proposed and that objections may be made in writing to the Council by the deadline, specified in the notice, not earlier than 28 days after the posting of the notice.
3. Before determining any alteration of name, the Council shall consider all objections made as provided in paragraph 2. The Cabinet will make the final decision if there are any unresolved objections at the end of the final consultation period.
4. The Cabinet will give considerable weight to the views of those residents living in the street and would expect the proposed name to have the active support of a substantial proportion of those residents living in the street at the time of the consultation

## **Appendix 8: Notification of street naming and numbering changes**

As part of the street naming and numbering process the SNN Team will inform the following internal council departments of any street naming and numbering changes;

Council Tax  
Electoral Services  
Local Land and Property Gazetteer  
Development Control  
NNDR (National Non Domestic Rates)  
Waste Team

Occupiers should always check that the Council has the correct address for their property when dealing with the Council.

DRAFT