Street Naming and Numbering Policy (SNN)

Contents

Policy Statement	1
Applicable Legislation	2
Charging for the Street Naming & Numbering Service	3
Naming Streets and Numbering Properties	4
Criteria for Naming Streets	5
Criteria for Addressing Property	5
Street Naming Guidelines	6
Property Addressing Guidelines	6
Responsibility for Property Addressing	7
Contact Details	8

Policy Statement

West Berkshire Council (the "Authority") has the legal responsibility to ensure that streets are named and properties are numbered. The Authority has the power to approve or reject property addresses submitted by developers, agents or the general public, and to prescribe its own addressing schemes. The Authority uses the Towns Improvement Clauses Act 1847 (sections 64 and 65) together with section 21 of the Public Health Act Amendment Act 1907 for the purpose of naming streets and numbering properties. This power extends to commercial property as well as domestic.

All property development and address change within West Berkshire is subject to the official street naming and numbering process. Maintaining a comprehensive and high standard for naming streets and numbering or naming properties is essential as it facilitates:

- Consistency of property based information across local government and within the community of users for addresses.
- Emergency services locating a property.
- Reliable delivery of services and products.
- Location of addresses for visitors.

Anyone seeking an address change or the creation of an address for a new property must apply to West Berkshire Council following the procedures outlined in this Policy.

Proposals for street names from developers and the public are welcome for consideration. However it is recommended, when making an application, that at least 3 suggestions are put forward and that they comply with the guidelines set out within this Policy. It is advantageous for all suggestions for street and building names to reflect the local area or have a connection with Berkshire, where possible and where it avoids duplication.

If suggestions conform to this Policy and, for street names, do not meet with an objection from the Authority, local Ward Members and the relevant Town or Parish Councils, the new address will be formally allocated and relevant bodies will be notified. The Authority will take account of parties' suggestions and recommendations, however if agreement cannot be achieved the Authority shall

determine the street name and / or address. Where street names or numbers have been established without reference to the Authority, we have the authority to issue Renaming or Renumbering Orders, under section 64 of the Towns Improvement Clauses Act 1847.

To aid the emergency services, we will endeavour to ensure that where appropriate, if a street has a name and has street signs relating to that name, all properties accessed from that street will be officially addressed to include that street name and also where appropriate, new properties are numbered.

In addition to complying with appropriate legislation, this Policy is compliant at the time of implementation, with the document "Data Entry Conventions and Best Practice for the National Land and Property Gazetteer" version 3.4 (Sept 2016), available from The National Land and Property Gazetteer custodians at: www.nlpg.org.uk

Applicable Legislation

Towns Improvement Clauses Act 1847

"Section 64: 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: 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."

Public Health Act Amendment Act 1907

"Section 21: Power to alter names of streets.

The local authority may, with the consent of two-thirds in number of the ratepayers [and persons who are liable to pay an amount in respect of council tax] in any street, alter the name of such street or any part of such street. The local authority may cause the name of any street or of any part of any street to be painted or otherwise marked on a conspicuous part of any building or other erection.

Any person who shall wilfully and without the consent of the local authority, obliterate, deface, obscure, remove, or alter any such name, shall be liable to a penalty not exceeding level 1 on the standard scale."

A Level 1 fine at the time of the implementation of this Policy is a fine not exceeding £200.

Charging for the Street Naming and Numbering Service

This Authority is not permitted to charge for the service of street naming as the duty to provide this service is not discretionary.

The Authority reserves its right to make an administrative charge for changing the address of an existing property or re-addressing any element of a development which has already been addressed (regardless of whether the property is habitable or occupiable), which is a discretionary service, by virtue of sections 64 and 65 of the Towns Improvement Clauses Act 1847 and section 93 of the Local Government Act 2003 (extract reproduced below). This will be exercised at our discretion.

The Council reviews this charge annually as part of its Fees and Charges review process for all services.

For information on changing the name of an existing property please following this link:
https://www.westberks.gov.uk/houserename

Local Government Act 2003

"Section 93: Power to charge for discretionary services

(1) Subject to the following provisions, a best value authority may charge a person for providing a service to him if-
(a) the authority is authorised, but not required by an enactment, to provide the service to him, and
(b) he has agreed to its provision.

(2) Subsection (1) does not apply if the authority—
(a) has power apart from this section to charge for the provision of the service, or
(b) is expressly prohibited from charging for the provision of the service.

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

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

(5) Within the framework set by subsections (3) and (4), a best value authority may set charges as it thinks fit and may, in particular—
(a) charge only some persons for providing a service;
(b) charge different persons different amounts for the provision of a service.

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

(7) The following shall be disregarded for the purposes of subsection (2)(b)—
(a) section 111(3) of the Local Government Act 1972 (c. 70) (subsidiary powers of local authorities not to include power to raise money),
(b) section 34(2) of the Greater London Authority Act 1999 (c. 29) (corresponding provision for Greater London Authority), and
(c) section 3(2) of the Local Government Act 2000 (c. 22) (well-being powers not to include power to raise money).

(8) In subsection (1), "enactment" includes an enactment comprised in subordinate legislation (within the meaning of the Interpretation Act 1978 (c. 30))."

Naming Streets and Numbering Properties

The Authority adheres to its legislative and statutory obligations and requires that properties are numbered (or named) and marked as such within West Berkshire. It is also the Authority's responsibility to make sure, as it reasonably can, that street name plates are displayed and visible. The Authority reserves its right to use its legislative and statutory powers to affect the same.

If any person should destroy or deface a street name plate, or display an unofficial name or number on their property, then that person may be liable to a fine under the Criminal Justice Act 1982.

Property developers and local residents may suggest names for new streets. These should be submitted to:

Justina Mathewson
Street Naming and Numbering Office
West Berkshire Council
Market Street
Newbury
RG14 5LD

The Authority will consider suggestions against our criteria. Consultation takes place with Royal Mail and the Town or Parish Council for the area. The Ward or Parish Councillors may either accept the suggestion or object to it and offer their own alternatives. Any alternative suggestion will be considered by the Authority against our criteria.

If a suggestion does not meet the naming criteria set out within this Policy (updated as it may be from time to time by amendments to this Policy) it will be rejected.

If a suitable suggestion from the Ward and Parish Councillors has been selected by the Street Naming and Numbering Officer, agreement will be sought with the developer and / or applicant.

Where a street is created as all or part of a new development, all costs for the erection of new street name plates shall be paid for by the property developer. There is a specification for name plates and their locations and the Authority should be contacted for advice and approval in advance of any works in relation to the naming and / or numbering of new developments.

Maintenance of street name plates becomes the responsibility of the Authority only once the developer has finished all works to the site and the street has been formally adopted by the Authority.

No street name plate can be erected until the street name has been confirmed in writing by the Authority.

Contact the Developers Scheme Technician via trafficandroadsaftey@westberks.gov.uk if any problems arise concerning street name plates. For example:

- erecting replacement name plates, or
- if a major road sign is required or requires maintenance,

please contact West Berkshire Council setting out your concerns and clearly identifying the location of the street and / or road sign.

Criteria for Naming Streets

The Street Naming and Numbering Officer will use the following guidelines when agreeing if a new street name is acceptable. Property developers and Councillors should follow these guidelines for any names they wish to suggest.

The Authority will endeavour to promote names with a local or historic significance to the area in which the new street is located. Names with a common theme are encouraged on large developments, preferably with a local or historic connection. Two developments with the same theme within the borough shall be avoided.

Any street name that promotes a company, service or product shall not be allowed. Names based on a developer's trading name are seen as advertising and are not acceptable. An exception to this may be made for a company that no longer exists, if used solely in a historical context and it is not connected to another company currently trading.

Names suggested by the developer may be used if they comply with the general street naming procedures and there are no objections from the Authority and appropriate Ward or Parish Councillors. In the event of unresolved disagreement, a final decision will be taken by the officer at the Authority who has delegated powers to approve street names within the Council's Constitution. There will be no right of appeal to the Authority's decision.

Changing a street name or a sequence of property numbering shall be avoided, unless there is specific and sufficient reason to do so. This may come in the form of a new development in the street, or a request from the emergency services. The Authority will pursue alternative solutions and only change the name or numbering if it considers that this is necessary in the circumstances. In the event that the street name or numbering needs to be changed the following steps shall be taken:

(1) Consultation takes place with all affected rate-payers and the appropriate Ward and Parish or Town Councillors. Two-thirds of the Council Tax or Non-Domestic Rates payers must be in favour of the proposed change for it to proceed.

(2) A report, with evidence of ratepayers' approval (in accordance with section 21 of the Public Health Act Amendment Act 1907), shall be made to the Portfolio Holder for Street Naming and Numbering of the Authority, seeking their endorsement to instigate the change.

Criteria for Addressing a Property

When making an application for a plot or development to be numbered, the developer must provide the following information:

- Planning Application Reference Number – Street Naming and Numbering for a development can only be administered subject to approved planning permission, and without this no address will be allocated unless justification can be supplied.

- Plans clearly showing plot numbers, location in relation to existing land and property, and the placement of front doors or primary access on each plot.

- Internal layout plans, if appropriate, for development that is sub-divided at unit or floor level.

Where an existing street does not contain numbered properties, new properties will require a name. For an infill development of two or more properties accessed by a private drive, and if deemed appropriate by the Street Naming and Numbering Officer, we will agree with the developer the name of a property group, i.e. 1 – 4 Stable View , Down End.

Any property with a primary number must always use and display that number. Where a property has a name and an official number the number must always be included in the address and displayed on the property. The name cannot be regarded as an alternative. The Authority reserves its right to enforce its powers under section 65 of the Towns Improvements Act 1847 in this regard.

Street Naming Guidelines

(1) New street names shall not duplicate any name already in use in the District.

(2) Distinctions by thoroughfare type within the same or adjoining area are to be avoided, i.e. Butterworth Drive and Butterworth Road.

(3) Street names with phonetically similar names will also be avoided, i.e. Willows Avenue and Winnows Avenue.

(4) Street names that may be considered or construed as obscene, racist or which would contravene any aspect of the Authority's equal opportunities policies will not be acceptable.

(5) Street names that may be open to re-interpretation by graffiti or shortening of the name shall be avoided.

(6) New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.

(7) In order to avoid causing offence either by inclusion or exclusion, no street shall be named after any living person.

(8) Words of more than three syllables and the use of more than two words (excluding the thoroughfare type) shall be avoided.

(9) Street names are unacceptable if they are likely to cause difficulties in spelling or difficulties in pronunciation, as these may lead to confusion in an emergency situation or result in demands for a change of address from occupiers.

(10) Street names or addresses cannot be personally linked to the developer either by way of individuals or names associated with the developer.

Property Addressing Guidelines

(1) All new property development shall be numbered rather than named. Exceptions will apply in existing streets where no numbering scheme exists, or where the extent of infill numbering has been, in the Authority's contemplation, exhausted.

(2) New streets shall be numbered with odd numbers on the left hand side and even numbers on the right, commencing from the primary entrance to the street. Where the street is a thoroughfare between two other streets, the numbering shall commence at the end of the street nearest the centre of the town or village.

(3) Consecutive numbering may be used in a cul-de-sac or in a situation where there is no scope for future development in the street.

(4) The number of a property will be allocated to the street onto which the front door faces. If the front door provides no direct access from that street, an exception may be made.

(5) Numbers should remain in sequence, however developers will be given the choice to miss numbers such as 13.

(6) Flats and units shall be given individual numbers where possible. The sequence of the numbering depends on access to front doors of individual premises, but especially for flats they will be numbered clockwise with the first flat on the left at the entrance to the building or floor as applicable.

(7) When a numbered property is converted to flats, the flats should be lettered where appropriate, i.e. Flat A, 20 High Street. The same shall apply for units, apartments and other forms of property sub-division where applicable.

(8) A numbering scheme shall be avoided where the primary address contains a number, i.e. Flat 1, 20 Badgers Crescent.

(9) If flats are built on a numbered street and cannot be logically integrated into the current numbering of that street, a name will be given to the block and the flats lettered internally, i.e. Flat A Fiddlers House, 27 Crown Street.

(10) When new properties are built on an existing street and there are no available numbers to use whilst retaining the current sequence, a letter shall be used as a suffix, i.e. 15A.

(11) New street names shall not be assigned for the sole purpose of avoiding numbers with a suffix.

(12) A business name shall not take the place of a number or a building name.

(13) Private garages and buildings used for housing vehicles and similar purposes will not be numbered.

(14) A piece of land, i.e. a farmer's field, cannot be given an official address, only property on that piece of land can have a conventional address for the purposes of delivering mail and services.

(15) On a street without numbers a name will be allocated to any new property.

Responsibility for Property Addressing

All elements of an address, with the exception of postcode and post town, are defined by the Authority. The numbers and names assigned to property and the official names assigned to streets are the Intellectual Property of the Authority.

Allocation of postcodes is managed by Royal Mail and must be confirmed by them. The Authority may undertake this process on the applicant's behalf and inform the applicant and other interested parties. The Authority reserves the right to complete a Street Naming and Numbering application without the provision of postcode or post town information. The maintenance of postcode information, and any future change to individual postcodes or postcode sectors, is the responsibility of Royal Mail. The Authority accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission.

Contact Details

Justina Mathewson
Senior Technician – Developers Schemes
Environment Department
Market Street Offices
Newbury
RG14 5LD