

# Street Naming and Property Numbering Policy

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## 1. Background

- 1.1. The purpose of this document is to set down the policy for the allocation of new street names, naming and numbering of properties within streets and changes to property names.
- 1.2. Hastings Borough Council has a statutory duty to ensure that all Streets are named and properties numbered, in accordance with the following Acts:
  - Towns Improvement Clauses Act 1847 (sections 64 and 65) (for numbering of properties and Street naming).
  - Section 21 of the Public Health Act Amendment Act 1907 (for alteration of names of Streets).
  - Public Health Act 1925 (sections 17 to 19) (for notification of Street Names and name plates).
- 1.3. All types of developments will be subject to the formal process even if the statute does not mention a particular type of property, for example internal numbering of a sub divided building. This applies to all residential, commercial and industrial properties.
- 1.4. Maintaining a comprehensive and high standard for naming Streets and numbering or naming of properties is essential as it facilitates:
  - Emergency services finding a property,
  - Consistency of property based information across local government and within the user community,
  - Reliable delivery of services and products,
  - Visitors finding where they want to go.

## 2. Procedures for street naming and numbering of new development

- 2.1. Anyone responsible for building developments which give rise to new addressable objects must liaise with the Council to determine whether any new Street Names and / or property numbering or naming schemes are required. This should be done as soon as possible after the necessary planning and building regulation approvals are obtained. Property owners who require SNN changes for splits/mergers or other reasons should also refer to the Council.
- 2.2. All requests for SNN for new developments or redevelopment, name changes and confirmations of postal address must be submitted to the Council, preferably electronically, with:
  - A completed Street Naming and Numbering form available from our website, [hastings.gov.uk](http://hastings.gov.uk),
  - A location plan clearly identifying the property or new scheme in relation to any existing Streets or means of access,

- A detailed plan of new development clearly marked with the plot numbers of the proposed scheme,
  - An internal layout plan for developments which are subdivided at unit or floor level, for example, a block of flats or commercial, industrial units. The main entrance to each block must be clearly marked,
  - The appropriate fee for the administration work involved in notification of new street naming and numbering.
- 2.3. When naming a new street, developers may under the legislation make suggestions for new street names which fit criteria detailed in section 3. It is wise to make more than one suggestion.
- 2.4. The SNN department will consult with the appropriate ward members and the lead member for Regeneration. Proposed street names can only be rejected if they do not meet the criteria specified in section 3.1 or do not meet criteria detailed in section 3.2 of this policy and for no other reason.
- 2.5. If following consultation, it is considered that a suitable name has not been put forward because it does not fit the criteria specified in this policy, a notice of rejection will be served on the applicant and a suitable name will be proposed as agreed by the lead member for Regeneration in consultation with the appropriate ward councillors.
- 2.6. The applicant may appeal to a petty sessional Court against the notice of objection within 21 days of it being served.
- 2.7. If no appeal is received, the alternative proposed name will be adopted.

### **3. Street names**

- 3.1. When adopting a new Street Name, the Council will give preference to options that fit the following criteria:
- Names that relate to the historic use of the site.
  - Names that relate to specific named or locally understood geographic or natural features in relation to the site.
  - The use of the names of deceased people who have an historic or important connection to the town. Approval from living family members will be sought from those recently deceased.
  - The use of national or local historic figures or events. (note that the use of a name with Royal connotations such as any reference to the Royal family or the use of the word Royal will require consent of the Lord Chamberlain's office).
  - Names suggested on the approved list available on our website.
- 3.2. When adopting a new Street Name, the Council will not approve options that fit the following criteria:
- Names that duplicate existing names within the town for example Hastings Way, Hastings Lane, Hastings Crescent, etc as Hastings Road already exists.

- Names that sound phonetically similar to existing street names within the town
  - Names which include numbers that can cause confusion, for example, 20 Seven Foot Lane sounds the same as 27 Foot Lane.
  - The name of a living person unless their recognition is of high importance to the Borough and their permission has been sought.
  - The use of names and their combination with numbers that could be considered rude, obscene, or racist or which would contravene any aspect of the council's equal opportunities policies.
  - The use of names that can cause spelling or pronunciation problems.
  - The use of names which would lead to variations in the use of punctuation as these can cause confusion or result in early demands for a change of address from occupiers
- 3.3. Terminal words for new streets should be carefully considered. General terms such as Road, Street, Avenue, Drive, Lane, Place, Gardens and Way can be used for most streets However other names should be used only in specific circumstances for example:
- Crescent – for a crescent shaped road only
  - Close – for a cul-de-sac only
  - Square – for a square only
  - Hill –for a street that is a hill only
  - Terrace – for a terrace of houses but should not be used as a subsidiary name within another road
  - Mews - officially a term for converted stables in a courtyard or lane but would be considered acceptable for most small terraced developments
  - Walk and Path – for footpaths

## **4. Property numbering**

- 4.1. New streets will be numbered with even numbers on the right side of the road when entering the street and odd numbers on the left.
- 4.2. Where a cul-de-sac is developed with no scope for further development, numbering will be consecutive.
- 4.3. If a new development forms part of an existing street, it will be numbered sequentially into an existing numbering system. If the development is an infill site and there are no spare numbers within the sequence, then letters will be used as part of the address (i.e. 10A, 10B etc.). Naming infill properties rather than numbering then will not be approved.
- 4.4. If a new development is in a street where existing properties are not numbered, the properties must have names attached to them. It is up to the developers or new occupiers to suggest names for consideration. The use of names that could be considered rude,

obscene, or racist or which would contravene any aspect of the council's equal opportunities policies will not be accepted.

- 4.5. All numbers, including the number 13, must be used in the proper sequence. Applications to omit any number from a numbering sequence, for whatever reason, will be refused.

## **5. Changing an existing building name**

- 5.1. Where a building is known only as name and is not numbered, an application must be made on the Street Naming and Numbering form to change the name and the appropriate fee paid.
- 5.2. A search of the Local Land and Property Gazetteer will be made to ensure that the proposed name is not repeated in the same vicinity and that it would not be considered rude, obscene, or racist or would contravene any aspect of the council's equal opportunities policies before it can be accepted.

## **6. Adding a name to numbered property**

- 6.1. Names may be added to numbered properties and no permission of the council is required to do this but the property will always remain numbered and this number must always be clearly displayed.

## **7. Confirmation of a postal address**

- 7.1. Often properties are not recognised on other address databases such as Royal Mail, Internet Service Providers, utility suppliers etc. Upon payment of a fee, the Council will provide an address confirmation service. However, it should be noted that we do not know where the organisation the customer is dealing with may purchase their address data and that this may not always solve their addressing problem.

## **8. Signage**

- 8.1. The developer is responsible for all new street signage and the numbering of property within that street. Details of the design of street name plates, location etc will be given to the developer when a street name approval is given.
- 8.2. It is not lawful to set up in any street an inscription of the name until the expiration of one month after notice of the proposed name has been sent to the Council and 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.
- 8.3. The Council will become responsible for the maintenance and potential replacement of street name plates in adopted streets only.
- 8.4. All properties must be clearly marked with their official number or name. The Council has powers under the Towns Improvement Clauses Act 1847 to enforce this if necessary.

## **9. Fees**

- 9.1. The Council may not charge to name a street as this is statutory function, however we may charge for discretionary services such as:
  - Naming and Numbering new properties (including conversions).

- Renaming existing properties.
- Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
- Clarifications of postal addresses
- Notifications to organisations on our standard list which include internal departments such as Council Tax, NNDR, Local Land Charges, Electoral Registration, Environmental Health, Waste services and external organisations such as Royal Mail including the local delivery office, The Fire Service, Land Registry, EDF Energy, East Sussex Health Trust, Building Control, British Telecom, The Valuation Office, Ordnance Survey, Kier and the National Address Gazetteer which is used by all government departments and sold commercially.