

BOROUGH COUNCIL OF WELLINGBOROUGH

Policy and Procedures for Street Naming and Numbering

Overview

This document explains the policy and current procedures for street naming and numbering. If you require any further information, please consult the Street Naming and Numbering Officer or the Local Land and Property Custodian at the Borough Council of Wellingborough. This document should be referred to before submitting an application for street naming or numbering, including changes to existing properties.

DESCRIPTION OF SERVICE

The Borough Council of Wellingborough has the legal responsibility to ensure that streets are named and properties numbered. It can approve or reject property addresses submitted by developers or the general public and prescribe its own addressing schemes. This power extends to commercial property as well as domestic.

Anyone seeking an address change, or the creation of an address for a new property, must apply to the Borough Council in writing, following the procedures outlined in the policy.

The prime objective in naming streets is to facilitate easy identification of premises by, amongst others, the emergency services, the postal services and the public. The Council will endeavour to ensure that, where appropriate, if a street has a name and street signs relating to that name, all properties accessed from that street will be officially addressed by a property number to include that street name.

Renaming or renumbering Orders, under Section 64 of the Town Improvement Clauses Act 1847 can be issued where street names or numbers have been established without an application being approved by the Borough Council.

In addition to complying with appropriate legislation, this policy document is compliant, at the time of implementation, with the document Data Entry Conventions and Best Practice.

Residents may also wish to take ownership of their address and, in some cases, the naming of streets can be used to perpetuate local names and places within an historical context.

The Borough Council has responsibility for the final approval of a street name.

STREET NAMING – Application process

Developers should give early consideration to street naming. This is particularly relevant on developments where sales promotion literature will include details of street names.

Applications for should be submitted preferably electronically to buildingcontrol@wellingborough.gov.uk

Or, alternatively by post to

Planning and Local Development, Borough Council of Wellingborough,
Swanspool House, Doddington Road, Wellingborough, Northamptonshire,
NN8 1BP.

The application should include:

- A location plan, clearly identifying the new scheme in relation to any existing streets or means of access;
- A detailed plan of the development, clearly marked with the plot numbers of the proposed scheme;
- An internal layout plan for developments which are subdivided into units as may, for example, occur with a block of flats or commercial/industrial units. The main entrance to each block must be clearly marked.

PROPOSAL AND CONSULTATION FOR THE NAMING OF STREETS

An application may suggest a theme and allow the Council to provide the detailed names as part of the formal consultation process.

It is for the Council to formally adopt the name(s) following consultation with interested parties including the Parish Council (where appropriate) and the Members for the ward in which the proposed development is located.

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 will not be permitted. Consultees have the opportunity to consider proposed names to ensure that they are not offensive, misleading or likely to cause confusion. Objections will be carefully considered by the Council prior to a decision being reached .

The Council only determines the street name and property number. The locality, town or settlement name associated with each street name must be allocated by the Local Land and Property Gazetteer Custodian at the Borough Council to ensure consistency of records within the National Land and Property Gazetteer.

The consent of the Lord Chamberlain's office must be obtained if a name with any reference to the Royal family or the use of the word 'Royal' is suggested.

New street names shall not duplicate any name already in use in the Borough.

Any street name that promotes a company, service or product will not be allowed.

An Borough Council must not create a street name similar to, or the same as, one which already exists if the Street Name:

- is in use in the same locality.
- is in use the same town.
- is in use the same post town.
- is in use in the same town or post town within a neighbouring Authority's administrative area.

If numbers exist on the street where the development is to take place, new properties should be numbered into the existing sequence.

If the development requires a new street name, all properties will be numbered (names will not be allocated).

If a request involves the change of an existing street name, the applicant will be informed of the formal process that must be adhered to before the change can be made.

The Town Improvement Clauses Act of 1847 states that 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. However, consent of two thirds of the tax payers does not oblige the Borough Council to implement a change.

Under Section 17, 18 and 19 of the Public Health Act of 1925, notices must be posted, by the Borough Council, along the street giving others the chance to object to or support the change within 21 days.

Ampersands (&) must be replaced with the word 'and'.

Full stops must not be used as part of any street description.

GOOD PRACTICE WHEN SELECTING A STREET NAME

DO – avoid using either the same name or a similar name already in use in either the town/village, district or neighbouring district, (e.g. Green Street where there is a Greenly Street).

DO – avoid using subsidiary names (e.g. referring to a row of buildings within Green Street as called Green Terrace).

DO – avoid street names which are difficult to pronounce or awkward to spell.

DO NOT - use street names which include numbers possibly resulting in confusion, (e.g. 20 Seven Foot Lane sounds the same as 27 Foot Lane).

DO – avoid phonetically similar names within a postal area and, if possible, within the district (e.g. Churchill Road and Birch Hill Road).

DO – think about using names that have a local or historical meaning (e.g. local field names).

DO – think about working to a theme for large developments (e.g. castles, flowers etc).

DO NOT – use words of more than three syllables (e.g. Rhododendron).

DO NOT – use more than three words (e.g. Little Winding Brook Road), except in special cases.

DO NOT – use the name of a person who is still living.

DO NOT – Use abbreviations other than St for ‘Saint’.

DO NOT – use numbers in the description for flats (eg ‘First Floor’ rather than 1st Floor). Sub-divisions of property should always be numbered rather than described or lettered therefore Flat 1 should be used rather than First Floor Flat or Flat A.

DO NOT – Name streets in close proximity with the same name with a different suffix, for example Birch Road, Birch Avenue, Birch Park and Birch Crescent

DO NOT - use of ‘North’, ‘East’, ‘South’ or ‘West’ (eg Green Road North or Green Road South) except where the road is continuous and passes over a major junction.

GOOD PRACTICE WHEN SELECTING STREET NUMBERS.

The number 13 should not generally be used.

Streets should be numbered so that, when travelling away from the centre of a town, odd numbers are on the left hand side and even numbers on the right unless an established local convention is different.

Street names should be numbered ascending from the most important street from which they lead

Infill development on an existing street should include any required suffix to property numbers, only if no consecutive number is available in the current numbering scheme or if more numbers are required than are available.

In some cases (e.g. a cul-de-sac) it is more appropriate to number properties sequentially.

If a property is already numbered and a request is made to remove the number from the Official Address this will be refused. The Council will use its statutory powers to enforce the display and use of a property number as provided for within the relevant Act.

Conversion of a house to flats with a common entrance should result in the creation of Child Records referenced to a Parent property rather than the creation of suffixed numbers, for example, Flat 1 at 36 not 36A.

All properties must be numbered onto the Street Name which provides direct access to the property, which is generally the Street that the front door of the property faces. All other accesses must be retained as recognised Alternative LPI Records for the property, associated with the same UPRN.

An annexe which is ancillary to a dwelling will not be allocated its own number but must retain the address of the main dwelling to ensure that its not sub-divided to create its own planning unit.

GOOD PRACTICE WHEN SELECTING A SUFFIX

Avenue		but only for a residential road
Close		but only for a cul-de-sac (fully enclosed by houses and where there is no possibility of the road being extended)
Court*		but only for a cul-de-sac (fully enclosed by houses and where there is no possibility of the road being extended)
Crescent		but only for a crescent shaped road
Cross*	X	not acceptable
Dene		but only for a residential road
Drive		
End*	X	not acceptable
Gardens		but only for a residential road (provided that there is no confusion with a local open space)
Grove		but only for a residential road
Hill		but only for a hillside road
Lane		
Mead		but only for a residential road
Meadow		
Path		but only for a foot path
Park*	X	not acceptable

Rise	✓	but only for a residential road
Road	✓	including a major road
Side*	X	not acceptable
Street	✓	including a major road
Square	✓	but only for a square
Terrace	✓	
Vale	✓	but only for a residential road
View	✓	
Walk	✓	including a major road or for a pedestrian way
Way	✓	
Wharf*	X	not acceptable, unless for riverside development.

** this word may be used within a street name provided that it terminates with an appropriate suffix e.g. Mile End Road*

FORMAL ADOPTION

If the consultees are in agreement the proposed name(s) will be formally adopted by the Council and its Local Land and Property Custodian will notify statutory bodies and the applicant.

A postcode, if appropriate, will be issued by Royal Mail.

SERVICE CHARGES

The Borough Council does not make a charge for registration of new street names and numbers, as it is a statutory function. However, in approving the naming or re-naming of streets, we will not accept any costs from the affected property owners. The cost of the street name plates will be borne by the developer or in the case of re-naming the residents. The Borough Council will, however, be responsible for the future maintenance of the signs on adopted roads.

PROVISION OF STREET NAMEPLATE(S)

The developer is responsible for the provision and erection of new street nameplate(s) to a design as approved by the Council (see specification). Once the road is adopted by the Highway Authority, the Borough Council will be responsible for their future maintenance.

Specification for Street Nameplates

The location and legend of the signs, together with a copy of the Council's specification, will be communicated to the developer by the Borough Council after the road names have been confirmed by the local authority.

Erection of Street Nameplates

Street name plates must:

Be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The nameplate should normally be within 3m of the intersection of the kerb lines, but where this is not practicable the distance may be varied up to a maximum of 6m.

Be mounted so that the lower edge of the plate is approximately 1m above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5m where obscuration is a problem. They should never be lower than 600mm or higher than 3.6m.

Normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street, positioned on the offside of traffic emerging from the road, may be sufficient, except where the road name changes.

At T-junctions in addition a main street nameplate should be placed directly opposite the traffic approaching from the side road.

Where the street name changes at a point other than a cross-road, both names should be displayed at the point of change and may include arrows to indicate clearly to which parts of the street the name refers.

On straight lengths of road without intersections, nameplates should be repeated at reasonable intervals with priority given to such places as opposite entrances to well frequented sites such as car parks.

Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, providing they do not obscure any traffic sign.

Positioning of the street nameplates will be set to the satisfaction of the Councils Engineer.

The nameplates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter, where possible greater clearance should be provided. Care should be taken to keep the view of nameplates free from obstruction by trees or other growth.

Where possible, nameplates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.

Fixing the plate to a wall will be considered but it is not always possible. It can help reduce vandalism and reduce clutter of signs supports. Prior agreement must be obtained from the owner of the property.

LEGISLATION

The street naming legislation covering England and Wales (excluding London) is contained in:

- Section 64 and 65 of the Town Improvement Clauses Act 1847;
- Section 160 of the Public Health Act 1875;
- Section 21 of the Public Health Act 1907;
- Section 17, 18 and 19 of the Public Health Act 1925;
- The Local Government Act 1972.

Revised May 2012