



DRAFT STREET NAMING AND PROPERTY NUMBERING POLICY

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| Version: | 3.4 |

For all enquiries please visit: www.rother.gov.uk/SNN or telephone 01424 787000

**This Policy can be made available in large print, Braille
or in another language upon request**

This Policy is next scheduled for review in January 2021

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1. INTRODUCTION

- 1.1. The address of a property is an important issue; Police, Emergency Services, and the general public need an effective way of locating and referencing properties.
- 1.2. The naming and numbering of streets and buildings in the Rother District is controlled by Rother District Council under The Public Health Act 1925, Sections 17 - 19, with regard to Street Naming and Numbering. This makes Rother District Council the Addressing Authority for the district. No other body has addressing powers.
- 1.3. This Policy guides the Council in exercising its responsibilities for:
 - The naming of streets
 - The numbering of properties
 - The naming of properties
- 1.4. The remit for this role rests with the Street Name and Numbering (SNN) Officer who has delegated authority to make decisions and implement this policy on behalf of the Council.
- 1.5. The process of street naming usually occurs after planning permission has been approved for new development, which involves the creation of a new road(s) and the erection of one or more new buildings which require a postal address.
- 1.6. For Planning Applications and Building Regulations see Section 5.2 - Contact Information
- 1.7. Developers, residents and customers wishing to change the name of their property or seeking an address for a new property need to apply online to the Council, following the procedures detailed in this policy. The same applies to those who wish to discuss or confirm the street numbering of properties within the remit of Rother District Council
- 1.8. The Council's aim is to ensure that everyone we deal with receives the same level of service, based solely on relevant factors and taking individual needs into account. All Service users, and Council Officers, must be treated with courtesy and respect.
- 1.9. All data collected will adhere to General Data Protection Regulations (GDPR) regulations as of 25 May 2018.
- 1.10. The decisions made under previous versions of this policy do not set precedents for new decisions which will be governed by this policy.
- 1.11. The Council will make a decision on any circumstance not explicitly covered by this policy based on industry standard definitions and norms, and widely accepted best practice for Local Authority Street Name and Numbering.

2. STREET NAMING

2.1. Street Naming Procedures for New Developments

- 2.1.1. As far as new street naming proposals are concerned, the Council is content that developers or owners can propose their own street names for consideration and the reasons for choosing those names.
- 2.1.2. Developers must propose one or more alternative suggestions for a new street name in case their preferred proposal is not considered by the SNN Officer to comply with this policy.
- 2.1.3. The Council attaches considerable importance to the views of Parish and Town Councils. It is a requirement that applicants must provide evidence that the views on the suggested names have been sought from the relevant Council.
- 2.1.4. Although suggestions from developers are invited and considered, the final decision on street name resides with the SNN Officer and may not include any of the developers' proposed suggestions. The applicant may appeal this decision as per the process outlined in Section 6 below.
- 2.1.5. Where there are no objections to the street name, or after agreement has been reached, proposed names will be confirmed in writing by the Council.
- 2.1.6. Developers and owners are advised to start the street naming process soon after planning permission for a development is granted and no later than when Building Regulations are sought or an Approved Inspector Notice is issued.
- 2.1.7. It should be noted that to avoid confusion, consultation should take place before developers assign an unofficial marketing name to the development. Problems can arise if purchasers have bought properties which have been marketed under an unofficial name and legal documentation has already been drafted. Developers should not use a name for marketing purposes if it has not been authorised as a street name by the Council.
- 2.1.8. Developers are encouraged to use the final approved street name as part of their advertising, etc. - this helps the legal process and the Emergency Services.
- 2.1.9. The property developer should not give any postal addresses, including postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before formal approval has been issued by the Council.
- 2.1.10. Royal Mail is responsible for the allocation of post codes. It will allocate a Post Code only to those streets that have properties on them that will require the delivery of mail. It should be noted that Royal Mail requires confirmation from Rother District Council of an official address before it will issue a postcode.
- 2.1.11. The use of a locality in a descriptive address is not of concern to Rother District Council and will not be used in Council systems.

- 2.1.12. The Council reserves the right to change a street name at any time, should it be discovered that a name has been used in breach of this policy.

2.2. Street Naming Criteria

- 2.2.1. The Council will use this policy when considering a new number or address. Developers and Town and Parish Councils should adhere to this policy for any suggested street names.
- 2.2.2. Where possible, a street name should have a proven historical connection to the land intended for development. Encouragement and preference is given to names that reflect local natural history or the nature of the terrain.
- 2.2.3. Proposals relating to a person's name or commercial reference that could be construed as used for advertising or commercial gain will not be permitted, unless there is a proven historical connection to the land intended for development or a proposal is put forward for commemorative purposes.
- 2.2.4. New street names must not duplicate any similar name already in use in a town/village or in the same postcode area (e.g. TN40). This will fall under the discretion of the SNN Officer.
- 2.2.5. The street name suffix (Close, Avenue, etc.) must accurately reflect the type of street to be named as described in Appendix A.
- 2.2.6. The street name suffix must be on the approved suffix list (Appendix A), other requests will not be considered.
- 2.2.7. Non-vehicular pedestrian ways must end with one of the following suffixes: Path, Way, Walk.
- 2.2.8. Street names should not be difficult to pronounce or awkward to spell, and must not be deemed offensive as defined in the Equality Act (EA) 2010 (<http://www.legislation.gov.uk/ukpga/2010/15/contents>).
- 2.2.9. Street names with the potential to cause offence will not be approved, including the use of names and their combination with numbers that could be easily vandalised or changed into something which is deemed as potentially offensive.
- 2.2.10. The use of North, South, East or West (as in Collington Lane East) is not encouraged and is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicle access between the two.
- 2.2.11. The use of two phonetically similar names within a postcode area (e.g. TN40) must be avoided (e.g. Chapel Road and Capel Road).
- 2.2.12. Street names will not begin with 'The'.

2.3. Erection of Street Name Plates

- 2.3.1. All costs for the erection of signs for new streets will be borne by the property developer. There is a specification for the signs and their locations which is available on the Rother District Council Website (<http://www.rother.gov.uk/article/1467/Street-name-plates>). The proposed naming and numbering scheme for the new development will be sent out to the applicant as part of the official notification. The Housing and Community Service Estate Maintenance Department of Rother District Council can be contacted for further street sign advice if required (see Section 5.3).
- 2.3.2. The maintenance of street signs becomes the Council's responsibility only if and when a street has been adopted.
- 2.3.3. It is unlawful to erect a street nameplate before the street name has been confirmed in writing by Rother District Council. Contravention currently attracts a fine of £200 under the provisions of the Criminal Justice Act 1982 (Chapter 48, Section 37, Standard Scale Level 1 Offences). The level of the fine will change in accordance with any revisions to the Act (<http://www.legislation.gov.uk/ukpga/1982/48/section/37/data.pdf>).
- 2.3.4. Section 19 of the Public Health Act, 1925, places a duty on the local authority to see that street names are conspicuously indicated in or near the street.

2.4. Street/Highway adoption

- 2.4.1. Adoption of a highway is a matter for the Highway Authority which, in the District of Rother, is East Sussex County Council (<https://www.eastsussex.gov.uk/environment/planning/applications/development-control/roads/adoptionandimprovements/>).

3. PROPERTY NUMBERING

3.1. Property Numbering Procedures for New Developments

- 3.1.1. The process of property numbering within a street will not start until planning permission has been granted for the new development. Property developers should contact the Council when actual building work commences.
- 3.1.2. The Developers should provide an electronic copy of a site layout plan not less than 1:500 scale. The plan should clearly indicate the plot numbers of each separate dwelling, office or business unit. The main entrance points to the buildings should be indicated by pathways.
- 3.1.3. Wherever possible and particularly for developments involving ten or more dwellings it is advantageous to the swift processing of the request if the site layout plan is submitted electronically with the geocodes (property coordinates) for each dwelling clearly stated.
- 3.1.4. All requests should quote the reference of the approved planning permission for the development.
- 3.1.5. A charge is applied for property registration and for street naming and numbering. An additional charge will be made where changes are requested to an approved scheme during the course of the development. Current Fees are listed in Appendix B.

3.2. Property Numbering Policy

- 3.2.1. Rother District Council complies with BS7666 (2006) - Spatial Data Sets for Geographical Referencing. Developers are encouraged to liaise with the Council at an early opportunity to ensure that property number requirements comply with BS7666.
- 3.2.2. Certain streets exist that do not have a numbering scheme (see 4.1 House Names).
- 3.2.3. It is important to ensure the numbering sequence of any street is not disrupted when additional properties or developments are built.
- 3.2.4. An official address will not be granted without the relevant granted planning permission(s).
- 3.2.5. In town areas, a new street will be numbered so that, when travelling away from the centre of the town, the odd numbers are on the left-hand side and even numbers on the right. The only exception to this convention relates to property within a cul-de-sac, where consecutive numbering in a clockwise direction is used.
- 3.2.6. In areas of small population e.g. villages, the SNN Officer will assign house numbers as appropriate.
- 3.2.7. Private garages and similar buildings used for housing cars and similar are not numbered.

- 3.2.8. A proper sequential integer (whole number) numbering sequence shall be maintained in all cases (no omissions considered). Once properties are numbered, the Council will not renumber them unless part of a major street redevelopment.
- 3.2.9. Buildings (including those on corner sites) are numbered according to the street in which the main entrance by foot is located.
- 3.2.10. Where multi-occupied buildings have entrances in more than one street, then the location of each entrance will dictate both the numbering and address of the units served from that entrance.
- 3.2.11. Once a road is fully developed and proposals for redevelopment or subdivision are received then the new development should not involve renumbering the entire street. Where such development is small scale this might involve each new unit being given the number of the old property plus a letter suffix.
- 3.2.12. Large-scale redevelopment might include a new access road giving the Council the opportunity to introduce both a new street and numbering scheme.
- 3.2.13. In accordance with The Public Health Act 1925, Sections 17 – 19 all properties shall prominently display the relevant number, or house name where there is no numbering scheme, so that it can be easily seen by visitors and the Emergency Services.
- 3.2.14. The property number, if assigned, must always be included when dealing with Rother District Council even if a name has been given to a property. The name cannot be regarded as an alternative address.
- 3.2.15. The Council reserves the right to change a property number, at any time, should it be discovered that a number has been approved in breach of this policy.

4. ADDRESS CHANGES

N.B. Where the 'Owner' of the property is referenced, this refers to the Freeholder only and not the Leaseholder, Tenant, or other occupier.

4.1. House Names

- 4.1.1. Provided a property already has a number, the owner can add an unofficial name to it without contacting the Council. The Council will however update the Royal Mail and Emergency Services when a property name has been formally registered.
- 4.1.2. A new name can be added to an existing postal address, but the postal number cannot be deleted from that address. The property number must still be displayed and referred to in any correspondence.
- 4.1.3. Certain streets exist that do not have a numbering scheme. In these cases, where a new building is built in the street, a house name should be nominated and approved by the Street Naming and Numbering Officer before first occupation.
- 4.1.4. The allocated name forms part of the official address and should be prominently displayed.
- 4.1.5. Only owners of properties may change an official name. They should apply to the Council providing all the necessary information as requested in the form. (<http://www.rother.gov.uk/article/6258/SNN>).
- 4.1.6. A property name will not be formally changed where the property is in the process of being purchased. Only when a purchase is complete can a name change request be accepted. In the case of joint ownership, all parties must agree to the proposed change.
- 4.1.7. A non-refundable fee, payable on application, will be made for changing a house name.

Current Fees are listed in Appendix B with further information at www.rother.gov.uk/SNN.

- 4.1.8. The Council reserves the right to change a house name, at any time, should it be discovered that a name has been approved in breach of this policy.

4.2. House Naming Criteria

- 4.2.1. The Council will use this policy when agreeing a property name. Property Owners and Developers should adhere to this policy for any proposed property names.
- 4.2.2. Wherever possible it is preferred that a property name has a historical connection. Encouragement is also given to names that reflect local history or the nature of terrain.

- 4.2.3. Proposals relating to a person's name or commercial reference that could be construed as used for advertising or commercial gain will not be permitted, unless there is a proven historical connection.
- 4.2.4. New property names must not duplicate any similar name already in use in a town/village or in the same postcode area (e.g. TN40). A variation in the terminal word, for example, 'hill', 'house', 'cottage', 'lodge' would not constitute sufficient change.
- 4.2.5. The use of two phonetically similar names within a postcode area (e.g. TN40) must be avoided (e.g. Chapel Cottage and Capel Cottage).
- 4.2.6. Property names must not begin with 'The'.
- 4.2.7. Property names must not be difficult to pronounce or awkward to spell, and must not be deemed offensive as defined in the Equality Act (EA) 2010 (<http://www.legislation.gov.uk/ukpga/2010/15/contents>).
- 4.2.8. The name should not contain words that could be modified to form an offensive term. Property names with the potential to cause offence will not be approved.

4.3. Renaming of Streets / Renumbering of Properties

- 4.3.1. Rother District Council will only recognise an alteration to an existing street naming/numbering scheme where the proposed alteration is in the wider public interest and improves or eradicates confusion. The Council has authority to issue Renaming or Renumbering Orders, if any anomaly becomes evident.
- 4.3.2. The Council will only rename a street in exceptional circumstances, such as when it is known that the name causes confusion for statutory service providers, the Emergency Services or collectively for local residents.
- 4.3.3. The Council will only renumber a property where it is known that there are habitual delivery problems or where infilling or subdivision of the property has occurred or, where the safety of delivery drivers for goods and or services is an issue or, if the access has changed from one street to another.
- 4.3.4. Where an existing street is renamed or renumbered, the Council will ensure that all habitable property owner/occupiers that are affected by the proposed change are identified and notified. The notifications will take place after the relevant, Town or Parish Council or other local resident group has been consulted.
- 4.3.5. In some instances, it will be the owner's responsibility to inform their tenants/occupiers when address corrections are made however we will generally request this of the owner during the process.

5. CONTACT INFORMATION

5.1. **Street Naming and Property Numbering Department**

Local Land and Property Gazetteer Unit

Contact us online: www.rother.gov.uk/SNN

Write to us at:

Street Naming and Numbering Department

Rother District Council,
Town Hall
Bexhill
East Sussex
TN39 3JX

House Name Change Application form:

<http://www.rother.gov.uk/article/11500/House-name-change>

Street Naming for new developments and conversions:

<http://www.rother.gov.uk/article/6257/SNNDC>

5.2. **Planning**

Planning Development Administration

<http://www.rother.gov.uk/planning-and-building-control/>

5.3. **Estate Maintenance Department (Street Signage)**

Contact information and Street Sign Specifications can be found here

<http://www.rother.gov.uk/article/1467/street-name-plates>

6. APPEALS AND COMPLAINTS

- 6.1. If the Developer wishes to contest a decision made by the SNN Officer, they can appeal in writing (including email) requesting a review of the decision, including all supporting evidence.
- 6.2. The appeal and accompanying evidence will be considered by the next Licensing and General Purposes Committee, as scheduling allows.
- 6.3. While the Council will constructively engage with Developers regarding all aspects of this policy, the Council reserves the right to a final decision on all proposals subject only to successful legal challenges made to the local Magistrates court.
- 6.4. If you wish to register a complaint regarding the service, please visit <http://www.rother.gov.uk/complaints> or write to:

Complaints, Town Hall, London Road, Bexhill, East Sussex. TN39 3JX

N.B. A complaint will review if an application has been handled in an appropriate and courteous manner but will not review or change the outcome of any decisions.

7. GLOSSARY

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| BS766 (2006) | British Standard Spatial datasets for geographical referencing. |
| BLPU | Basic Land and Property Unit - an area of land, property or structure having uniform occupation, ownership or function. Such a Unit attracts a UPRN (see below). |
| Developer | The person or organisation engaging with the Council for the purpose of Street Naming and/or Property Numbering. |
| GeoPlace | Formerly, The National Land and Property Gazetteer - The National Data Set, now known as AddressBase, which contains unique reference (UPRN), geo codes point and address information for all property and land within England and Wales. |
| House Numbering | The allocation of numbers and suffixes to properties. This may include houses, flats, industrial units, and groups of static caravans. |
| House Naming | A request for a house to be named or to change its name. |
| Locality | Another local description added to the address which is not held in the official address. |
| LLPG | Local Land and Property Gazetteer – Contains the official address data for all properties (Houses, Flats, commercial premises, etc.) and non-addressable objects (Bin Stores, Recycling locations, Cricket Pitches, etc.). |
| LLPG Custodian | Council Officer responsible for maintaining the LLPG address dataset for Rother District Council. The LLPG Custodian also holds the role of Street Naming and Numbering Officer. |
| Owner | Where the 'Owner' of the property is referenced, this refers to the Freeholder only and <u>not</u> the Leaseholder, Tenant, or other occupier. |
| Street | <p>The generic name for a road, street, pathway, thoroughfare alley, lane etc.</p> <p>The street naming function is administrated by the Local Land and Property Gazetteer Team of Rother District Council. The designation of the class of Road, e.g. A1, A27, B2121, is administered by East Sussex Council.</p> |
| Street Name and Numbering (SNN) Officer | Responsible for the statutory duty of Street Name and Numbering for the district. This role is currently held by the LLPG Custodian. Authority for this role is delegated by the elected members of the council (Councillors). |
| Street Naming | The allocation of or change to the name of a 'Street' as defined above. |
| Street Renaming | Changing the name of an existing street. |
| Suffix | A letter that is added to a number usually to describe a dwelling or commercial property that has more than one internal unit. For example, where an extra property is built between 22 and 23 High Street would be called 22A High Street. |
| UPRN | Unique Property Reference Number. Each BLPU has a reference number or UPRN. Each UPRN has a maximum of 12 digits, is unique within the UK and has no internal structure related to the geographical location of the BLPU to which it relates. The maintenance of uniqueness is carried out by GeoPlace. |

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| | <p>All properties, both residential and commercial, now require a Unique Property Reference Number (UPRN), and it is required in most dealings with the Land Registry. The allocation of a UPRN includes separate flats and distinct units within commercial properties. An historical trail will be built up in relation to each UPRN within the AddressBase products. The Street Naming and Numbering Unit of Rother District Council will populate its software with all UPRNs and make these available to all relevant customers.</p> |
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STREET NAME SUFFIX

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|-----------------|---|
| Street | any thoroughfare (generally used for urban roads) (TR/NTR) |
| Road | any thoroughfare (TR/NTR) |
| Way | any thoroughfare (generally used for main roads) (TR) |
| Place | short road or access way (TR/NTR) |
| Lane | any narrow rural thoroughfare (TR/NTR) |
| Avenue | any residential street bounded by trees (TR) |
| Drive | any residential road (TR/NTR) |
| Grove | any residential road in a small wood or group of trees (TR/NTR) |
| Gardens | residential roads with links to gardens (TR/NTR) |
| Crescent | any crescent shaped street (TR/NTR) |
| Close | any cul-de-sac only (NTR) |
| Hill | hillside road only (TR/NTR) |
| Rise | hillside road only (TR/NTR) |
| Row | terrace of properties (but not a subset of named street) (TR/NTR) |
| Terrace | terrace of buildings (but not a subset of named street) (TR/NTR) |
| Circus | any large roundabout |
| Mews | any short road which leads to a stable yard or horse related site, or a short row of terraced houses built to look like converted stables, or terraced houses surrounding a courtyard (NTR) |
| Wharf | any quay side road where shipping was docked and unloaded (TR/NTR) |

TR: Can be assigned to a Through Road

NTR: Can be assigned to a No-Through Road

FEES AND CHARGES

N.B. Fees correct as of October 2019. Please see www.rother.gov.uk/SNN for the latest pricing.

Street naming and numbering for house name changes and confirmations

| EXISTING PROPERTIES | FEE |
|--|----------------|
| Renaming or renumbering existing properties | £75 per unit |
| Confirmation of official address | £35 per unit |
| Changing a street name (residents' request) - see Street Naming and Numbering Policy | On application |
| Street numbering where no numbering scheme exists (residents' request) | On application |

Street naming for new developments and conversions

| NEW DEVELOPMENTS | FEE |
|---|---|
| Naming of streets | £200 per street |
| Numbering of properties | £35 per property, up to a maximum of £350 per 50 properties |
| Registration and notification of new properties | £165 + £20 per property |
| Confirmation of postal address | £35 per property |

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| Alterations in either street name or property numbers to new developments after initial street naming and property numbering has been undertaken. | £165 + £35 per property |
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LOCAL LAND AND PROPERTY GAZETTEER (LLPG) INFORMATION

All changes made through the street naming and numbering process and through notified name changes are included on the Council's Local Land and Property Gazetteer (LLPG), which is used in the delivery of the Council's services.

Our local gazetteer together with the gazetteers of other local authorities are in turn linked and updated daily to a definitive index of land and property in England and Wales known as the National Land and Property Gazetteer (NLPG).

The Council's Local Land and Property Gazetteer Custodian informs not only our internal Services of changes, but also updates external contacts. Owners remain responsible for informing utilities and all others not detailed below.

Agencies and Authorities who are informed of Street and Property Changes:

- GeoPlace - by Data Transfer Protocol File
- East Sussex County Council - Transport and Environment
- Sussex Police
- East Sussex Fire and Rescue Service
- District Valuer & Valuation Officer (VOA)
- Royal Mail
- All Departments within Rother District Council

It should be noted that GeoPlace' AddressBase products are the national method for informing all authorities and agencies of changes, currently the Ambulance Service now get information directly from GeoPlace.