

# **Brentwood Borough Council**

## **Street Naming and Numbering Policy**

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## 1.1 Policy Summary

This policy on Street Naming and Numbering (SN&N) has been developed to give guidance when naming and numbering streets and properties within Brentwood Borough. The guidance given has been in part derived from the recommendations from the LLPG and SN&N Data Entry Conventions and Best Practice for the NLPG published by Information House in conjunction with GeoPlace.

Under the legislation (section 1.2) the Council is the sole arbiter of an address and the decision on the name of a street and/or property is for the Council to make.

Correct addressing of streets and properties is very important as there is a great reliance on correct information to deliver their services to customers. It is imperative that the emergency services and Royal Mail are able to locate property quickly and efficiently as our addressing information (LLPG) underpins their location information within their systems.

The SN&N policy brings together the requirements for the process to create unique and logical addressing within the Borough as part of our statutory duty, and to link its role with the Local Land and Property Gazetteer (LLPG) which is our definitive addressing database.

## 1.2 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 [F1[F2£25]][F1 level 1 on the standard scale] for every such offence.

#### **Annotations:**

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#### **Amendments (Textual)**

**F1** "level 1 on the standard scale" substituted (E.W.) for "£25" by virtue of Criminal Justice Act 1982 (c. 48, SIF 39:1), s. 46

**F2** Words substituted by virtue of Criminal Law Act 1977 (c. 45), s. 31(5)(6)(9)

#### **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 their house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding [F1[F2£20]][F1 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 expence thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

## Annotations:

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### Amendments (Textual)

**F1** “level 1 on the standard scale” substituted (E.W.) for “£20” by virtue of Criminal Justice Act 1982 (c. 48, SIF 39:1), ss. 38, 46

**F2** Words substituted by Criminal Justice Act 1967 (c. 80), s. 92, Sch. 3 Pt. I

## ***Public Health Acts Amendment Act 1907***

### **21 Power to alter names of streets**

The local authority may, with the consent of two-thirds in number **[F1 . . . ]** of the ratepayers **[F2** 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 willfully 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 **[F3 level 1 on the standard scale]**.

## Annotations:

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### Amendments (Textual)

**F1** Words repealed (E.W.) by S.I. 1990/776, art. 8, Sch. 3 para. 1(a)

**F2** Words in s. 21 (which were added (E.W.) by S.I. 1990/776, art. 8, Sch. 3 para. 1(b)) substituted (E.W.) (1. 4. 1993) by Local Government Finance Act 1992 (c. 14), s. 117(1), Sch. 13 para.3 (with s. 118(1)(2)(4)); S.I. 1992/2454, art. 3(1)(a)

**F3** Words in s. 21 substituted (E.W.) by virtue of Criminal Justice Act 1982 (c. 48, SIF 39:1), s. 46

### Modifications etc. (not altering text)

**C1** S. 21 repealed, as respects any area in which s. 18 of the Public Health Act 1925 (c. 71) is in force, by *ibid.*, s. 18(5)

**C2** Power to extend or exclude s. 21 conferred by Local Government Act 1972 (c. 70), Sch. 14 Pt. II para. 25

**C3** S. 21 excluded (Greater London) by Local Government Act 1972 (c. 70), Sch. 14 Pt. II para. 26

## ***Public Health Act 1925 – Sections 17 to 19***

### ***Naming of Streets***

17 Notice to urban authority before street is named

(1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street

(2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name

- (3) It shall not be lawful to set up in any street an inscription of the name thereof—
- (a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and
- (b) 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;
- and any person acting in contravention of this provision shall be liable to a penalty not exceeding [F1 level 1 on the standard scale] and to a daily penalty not exceeding [F2 £1]
- (4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court

**Annotations:**

**Amendments (Textual)**

**F1** Words substituted by virtue of Criminal Justice Act 1982 (c. 48, SIF 39:1), s. 46

**F2** Words substituted by virtue of Decimal Currency Act 1969 (c. 19), s. 10(1)

**Modifications etc. (not altering text)**

**C1** Power to extend or exclude section 17 conferred by Local Government Act 1972 (c. 70), Sch. 14 Pt. II para. 25

**C2** S. 17 excluded (Greater London) by Local Government Act 1972 (c. 70) Sch. 14 Pt. II para. 26

18 Alteration of name of street

- (1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given
- (2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected
- (3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved
- (4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a petty sessional court
- (5)..... [F3]

**Annotations:**

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**Amendments (Textual)**

**F3** Ss. 16(2), 18(5), 19(3) repealed by Local Government Act 1972 (c. 70), Sch. 30

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**Modifications etc. (not altering text)**

**C3** Power to extend or exclude section 18 conferred by Local Government Act 1972 (c. 70), Sch. 14 Pt. II para. 25

**C4** S. 18 excluded (Greater London) by Local Government Act 1972 (c. 70) Sch. 14 Pt. II para. 26; modified by S.I. 1973/686, art. 3(1), Sch. 3

19 Indication of Name of Street

(1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription becomes illegible

(2) If any person . . . **[F4]**, pulls down . . . any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of a street marked on a house, building, or erection in pursuance of this section, they shall be liable to a penalty not exceeding **[F5 level 1 on the standard scale]** and to a daily penalty not exceeding **[F6£1]**

(3) . . . . . **[F7]**

**Annotations:**

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**Amendments (Textual)**

**F4** Words repealed by Criminal Damage Act 1971 (c. 48), Sch. Pt. I

**F5** Words substituted by virtue of Criminal Justice Act 1982 (c. 48, SIF 39:1), s. 46

**F6** Words substituted by virtue of Decimal Currency Act 1969 (c. 19), s. 10(1)

**F7** Ss. 16(2), 18(5), 19(3) repealed by Local Government Act 1972 (c. 70), Sch. 30

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**Modifications etc. (not altering text)**

**C5** Power to extend or exclude section 19 conferred by Local Government Act 1972 (c. 70), Sch. 14 Pt. II para. 25

**C6** S. 19 excluded (Greater London) by *ibid*; Sch. 14 Pt. II para. 26; modified by S.I. 1973/686, art. 3(1), Sch. 3

## ***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 them if—
- (a) the authority is authorised, but not required, by an enactment to provide the service to them, and
  - (b) they have 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)

### 1.3 Charges

The service provided by Brentwood Borough Council for the naming of streets cannot be chargeable as this duty is not discretionary.

Under section 93 of the Local Government Act 2003 there is provision for the charging of the service of Street Naming and Numbering. As long as such charges do not exceed the cost of providing said service, namely the aforementioned Street Naming and Numbering.

The charges for the service are to be published via the internet pages for Street Naming and Numbering.

The charges will be:

#### Address Change Charges

Renaming/renumbering per property	£63.00
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#### Developer Charges

Naming of street – per street	£106.00
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Numbering of development plots – 1 unit	£79.00
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Numbering of development plots 2-10 units	£154.00
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Numbering of development plots over 10 units	£154.00 + £33 per extra unit
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### 1.4 Street Naming and Numbering

Property developers and local residents may suggest names for new streets. These should be submitted to the Street Naming and Numbering Officer for consideration against our criteria.

Consultation takes place with Ward and Parish Councillors. The Ward or Parish Councillors may either accept the suggestion or object to it and offer their own alternatives. Any alternative suggestion will again be checked to ensure that it meets the naming criteria. If a suggestion does not meet the naming criteria it will be rejected no matter who suggests it. Once 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.

Where a street is created as all or part of a new development, all costs for the erection of new street name plates will be paid for by the property developer. There is a specification for the plates and their locations, and the authority should be contacted for advice. Maintenance of street name plates becomes the responsibility of Brentwood Borough Council only once the developer has left the site and the street has been adopted.

No street name plate will be allowed to be erected until the street name has been confirmed in writing by Brentwood Borough Council.

## **1.5 Criteria for Naming a Street**

The Street Naming and Numbering Officer will use the following guidelines when consulting on new street names. Councillors and developers will need to follow these guidelines when considering any names for streets within the Borough.

The use of a common theme within larger developments is encouraged, especially if there is a local or historic significance with the area. This however is not sufficient cause to reject a name that fails to meet this criterion.

Street names that promote services, products or companies will not be allowed. Trading names are viewed as advertisement of said companies and will not be acceptable. There may be an exception to this when using an historic company name if used in a historical context where any claim of advertisement cannot be made.

A developer may suggest a name to be used and that the suggested name complies with the street naming procedures and that there is no objection from Brentwood Borough Council and the appropriate Ward or Parish Councillors. If there is any unresolved disagreement then the Chief Executive, who has the delegated powers to approve street names, will undertake the final decision with no right to appeal.

Street names that are derived from living persons will not be permitted to prevent offence either through inclusion or exclusion.

The changing of a street name or the sequence of property numbering shall be avoided. Exceptions to this may come from major development in the street or a request from the emergency services. Initially the Council will investigate alternative solutions and the renaming and numbering will only be conducted as a last resort. In the event of a street naming and renumbering change the following actions will be undertaken:

1. A consultation will be undertaken with the affected rate payers and appropriate Ward and Parish Councillors. A two-thirds majority agreement of the tax/ rate payers living within the street must be obtained to proceed with the name change. This is laid out in the legislation
2. A report showing evidence of the rate-payers approval must be produced and made available to the SN&N Officer and Managing Director, which will then require their endorsement to proceed with the change

### **Guideline for Naming Streets**

- New street names will be unique, duplicates will not be permitted
- Street names that are phonetically similar to other streets will not be permitted
- Street names that can be construed as obscene or racist will not be acceptable
- Distinctions through suffix within the same or adjoining area will be avoided
- Street names that may be open to re-interpretation through graffiti or shortening of the name shall be avoided
- New street names will not be assigned to new developments when such developments can be satisfactorily included in the current scheme of the street providing access
- No new streets will be named after a living person in order to avoid offence either through inclusion or exclusion
- New street names shall not end with 's' where it can be construed as either possessive or plural, neither will they begin with the word 'The'
- All punctuation, including apostrophes, shall be avoided
- Words of more than three syllables and the use of more than two words will be avoided (exception being thoroughfare types)

- Street names that are open to spelling mistakes are to be avoided as these may lead to confusion with emergency services or result in demand for a name change by residents
- All new street names should end with a suffix to reflect the nature, history and/or location of the street, e.g. :
  - Avenue – tree lined residential road
  - Bank – street on a bank
  - Court/Close – a residential cul-de-sac only
  - Crescent – a crescent shaped road
  - Drive – residential roads
  - Gardens – residential roads
  - Grove – residential road
  - Hill – a hillside road only
  - Lane – road
  - Mews – converted yard or stable
  - Mount – high point of road
  - Place – residential road
  - Rise – road which has a rise
  - Row – road (not pedestrian access route)
  - Square – a square only
  - Street – any thoroughfare
- Suffixes that are not acceptable are:
  - End, Foot, Cross, View, Walk and Flat
    - These may be incorporated in a street name provided it ends in the appropriate suffix (Hook End Lane)

## **1.6 Criteria for Naming and Numbering of Properties**

An application for a plot or a development to be numbered, the developer must provide the following information either in hard copy or electronically:

- Planning application number – Street Naming and Numbering can only be administered once planning approval has been given, without this no address will be allocated
- Clear plans showing plot numbers, location in relation to existing land a property, with clearly identifiable front doors or primary access on each plot
- Internal layout plans for developments that are sub-divided by unit and/or floor level
- Building regulation number, if available, to confirm commencement
- All new naming of property should reflect the guidance held in BS7666:2006

### **Guidance of addressing property**

1. All new property development will use numbers rather than be named
2. Official Street Naming and Numbering will take place for all domestic and commercial properties
3. New Streets shall be numbered with the odds of the left-hand side and the evens of the right-hand side, with commencement from the primary entrance to the road. If the road 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
4. 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
5. The number will be allocated to the street onto which the main front entrance faces. If the entrance provides no direct access to a street an exception can be made

6. Numbers should remain in sequence and there shall be no exclusion of any number due to superstition or personal preference
7. Flats and units will be given individual numbers where possible; the sequence of the numbering depending on the access to individual front doors
8. When numbering property that has been converted into flats, the flats will be numbered, e.g. Flat 1, 11 High Street. A numbering scheme such as Flat A/Flat B or First Floor Flat shall be avoided. The same applies to units, apartments or other forms of property subdivision
9. If a block of flats is to be built in a numbered street and cannot be integrated into the current numbering of that street, a name will be given to the block and the flats numbered internally, e.g. Flat 2, Plovers Baron
10. When new properties are built on an existing street and there are no available numbers to use whilst retaining the current sequence a suffix will be used in the form of a letter e.g. 22A
11. New street names shall not be assigned for the sole purpose of avoiding numbers with a suffix
12. On an existing street without numbers, a name will be allocated to a new property
13. On a street with a mixture of names and numbers the number will take priority over the name
14. Commercial properties will be numbered in accordance with local conventions that are in use at the locality in which the property is build/converted
15. Commercial subdivisions within a property will be numbered in accordance to floor level and suffixed with a letter for example Suites 1A-1Z (ground floor offices) and Suites 2A-2Z (first floor offices). This removes the use of terms such as First Floor or Second Floor as part of the address as the use of these terms does not comply with national addressing guidance
16. A business name shall not take the place of a number or a building name, all new business premises must have a number and display the numbering in a prominent position on the front of the building
17. Private garages and buildings used to house vehicles and similar purposes will not be officially numbered
18. A piece of land, e.g. farmland, cannot be given an official address, only a property on that piece of land can have a conventional address for the purpose of delivering mail and services

## **1.7 Responsibility**

All elements of an address, with the exception of postcode and post town, are defined by Brentwood Borough Council. 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 the Royal Mail and must be confirmed by them. Brentwood Borough Council 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 the Royal Mail. Brentwood Borough Council accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission.

Where a new street name has been commissioned for a new development then it is the responsibility of the developer to obtain and install said street name plates. Specifications and a recommended supplier can be obtained from the Street Naming and Numbering Officer.

It is the responsibility of the developer of new properties to inform the Royal Mail when they become occupied for the first time.

## **1.8 Notification of the New Address**

### **1.8.1 Notification to Internal Council Users**

The LLPG shall be used to disseminate any new address and changes to existing addresses within the Authority to all users of address information. This can be achieved through a number of mechanisms, either solely or in combination as described below:

- Population on a UPRN/USRN into a linked system
- Maintenance of Application Cross-references to external applications within the LLPG/NLPG data and software and database
- Dynamic address lookup between linked applications and the LLPG
- Frequent LLPG address exports to linked applications compatible with the DTF protocols
- Digital copies of notification will be produced to non-DTF compliant systems

### **1.8.2 Notification to External Users**

There is no statutory requirement for Creating Authorities to provide details of changes to existing property or new developments to any external organisation. However, it is recognised that the provision and sharing of this information facilitates better service delivery to citizens and business communities.

- Notifications to external users will be in the form of a list with details of the address changes
  - Changes to an existing address (pre and post change)
  - New address information (Street and Property)
  - Street name changes (Pre and Post)
- Omitted Data
  - Location information (OS Easting and Northing, OS have the intellectual rights to this data)
  - NLPG UPRN/USRN's

## **Glossary of Terms**

**GeoPlace** – is a public sector limited liability partnership between the Local Government Association and Ordnance Survey

**NLPG** – National Land and Property Gazetteer

**LLPG** – Local Land and Property Gazetteer

**BS7666:2006** – British Standard number 7666, amended 2006. This is the national standard for the creation of a national land and property gazetteer

**UPRN** – Unique Property Reference Number, used to identify unique builds and land within the NLPG

**USRN** – Unique Street Reference Number, used to identify unique segments of streets within the National Street Gazetteer

**DTF** – Data transfer file used to export and import data from the NLPG and LLPG

**Creating Authorities** – Any Council that contributes to the NLPG via their LLPG

**OS** – Ordnance Survey