

## **For Developers – Street Name and Numbering FAQs**

### **Q. Who is responsible for postal addressing and postcodes?**

The postal addressing file (PAF) and postcodes are the intellectual property and responsibility of Royal Mail. The PAF is used by commercial companies and organisations to find address information for customers.

There are two main parts to a postal address, the first part being the property name and number together with the street name and the second part being the post town and postcode. The first part is solely the responsibility of the local authority to maintain and inform third parties of changes, the second part is the sole responsibility of Royal Mail.

There is an element of collaboration between local authorities and Royal Mail in the construction of the postal address. It is therefore very important that the local authority is informed of any changes to an address the moment it occurs as this could have a large impact on emergency service response times, connection to utilities, obtaining credit or even receiving your mail.

### **Q. My development is for one single property – what do I need to do to get it registered for an address?**

As the developer it is your responsibility to contact the street name and numbering team as soon as works begin on site. You will need to have approved planning consent and if applicable building control reference numbering.

You can use the online form to contact the team.

Your application for street name and numbering will need to include the planning application number so that the street name and numbering officer can locate the approved plans in order to start the numbering process.

If your development is located in an existing numbering sequence within a street it will be allocated the next logical number in accordance with the street name and numbering policy. If the development is not in a numbered street then the developer will be asked to suggest a name for the property.

Once the number or name for the property has been approved then a notice of address will be issued to the developer.

Applying to the Council in good time will reduce any impact of the development in terms of onsite deliveries and connection to utility companies or emergency service responses.

Naming and numbering of properties must not proceed until you are in receipt of the official notice of address from the Council.

### **Q. I have a development which will require street names and numbering of numerous properties – how do I proceed with street name and numbering?**

Once you have obtained planning consent and works have begun on site you should contact the street name and numbering officer.

If the development is to be in phases then the application for street name and numbering will need to clearly show the phases of implementation so that the naming and numbering can be split into phase order. The developer will need to supply the approved planning application number, site layout plans showing clearly the plot numbers, plot number lists with property types for each of the new properties.

If new streets are being built then the developer can forward suggestions for the street names, the street name and numbering officer is under no obligation to take the suggestions. Consultation with parish and ward councillors may take place especially for larger developments. Local naming conventions require that the street names have some relation to history of the site or borough. More details can be obtained from the street name and numbering officer.

Once the street names have been decided then the numbering of the properties will begin. The properties will be numbering in numerical order in relation to the main point of entry to each property. The street name and numbering policy outlines this procedure in more detail.

Royal Mail will then be informed of the new numbering scheme for the development for the inclusion of postal town and postcode. Upon receipt of the allocations of post town and postcode from Royal Mail the developer will be informed of the new address for each of the properties within the development.

It is good practice to begin this process as soon as the development has begun on the ground. Delaying the beginning of the street name and numbering process can result in unnecessary delays in connection to utilities and deliveries to the development site.

There is a charge for this service, details of the charges can be found in the street name and numbering policy document.

You must not proceed with naming and numbering of the development without receiving the official notice of address from the Council.

**Q. If I need to have a development renumbered after it has been issued with an official notice of address – how would I go about doing this?**

You would need to contact the street name and numbering officer with details of the changes that are required. Changes can be in the form of a mistake in the original numbering caused by human error on the part of the street name and numbering officer, which wasn't identified at the time of issue of the notice of address to the developer, or there has been a redesign of the layout of the development. In either case there is a charge for the renumbering.

If the development has undergone a change in layout or building type then the developer will need to supply planning consent details, usually in the form of the planning amendment application number. The street name and numbering officer will then check the changes have been given consent from the planning department before the renumbering commences.

Please inform the street name and numbering officer as soon as a renumbering is required.

**Q. Who is responsible for street name plates?**

In the case of new developments the responsibility lies with the developer before they leave the site, and the maintenance in the first year.

After the first year then Brentwood Borough Council will become responsible for the street name plates. The responsibility includes:-

- street name plate repairs
- street name plate replacement

**Q How do I contact the street name and numbering service at the Council?**

The street name and numbering team have an online form which can be used to inform the team of name change requests from residents and developers.

If your query involves further discussion with a member of the team then you can call 01277 312500.

The postal address is:

Street Name and Numbering Officer,  
Brentwood Borough Council,  
Town Hall,  
Ingrave Road,  
Brentwood,  
CM15 8AY