

# East Cambridgeshire District Council

## STREET NAMING & NUMBERING POLICY



### **RESPONSIBLE MANAGER**

Principal ICT Officer (e-Government and ICT Support)

### **DATE LAST REVIEWED**

May 2011

### **DATE ADOPTED BY THE COUNCIL**

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## **1. Introduction**

- 1.1 East Cambridgeshire District Council (ECDC) is the Authority responsible for the administration of the street naming and numbering process, to ensure that all properties in the district are officially addressed. The address of a property is becoming a very important issue. Organisations such as the Royal Mail, Emergency Services, delivery companies as well as the general public need an efficient and accurate means of locating and referencing properties.
- 1.2 New street names supplied will need to be acceptable to the Local Authority and will be subject to a consultation process with the appropriate Parish/Town/City Council, Ward Councillors, Emergency Services and Royal Mail primarily to avoid duplication or confusion arising from use of similar names in close proximity but also fitting with the Naming Conventions found in Item 6.3.
- 1.3 New addresses and amendments to existing addresses are registered by Royal Mail when notified by the Local Authority as the responsible body. Postcodes are allocated by Royal Mail and allocation is made in conjunction with the official addresses initiated by the Local Authority.

## **2. Purpose of Policy**

- 2.1 This policy provides a framework for East Cambridgeshire District Council to operate its street naming and numbering function effectively and efficiently for the benefit of East Cambridgeshire residents, businesses and visitors. It will also act as a guide developers when considering new names for streets and give assistance to Parish/City/Town Councils as to reasons for objecting to proposed names for streets suggested by the developers.
- 2.2 The Policy defines:-
  - (i) Legal framework for operation of the Street Naming and Numbering service.
  - (ii) Protocols for determining official street names and numbers.

## **3. Legal Framework**

- 3.1 The Legislation under which naming and numbering can be carried out is:
  - Section 21 Public Health Acts Amenity Act 1907 (alteration of street name)
  - Sections 17-19 Public Health Act 1925 (naming of streets and alteration and indication of street names)
  - Town Improvement Clauses Act 1847 (street naming and numbering provisions)
  - Sections 64 and 65 of the Town Improvement Clauses Act 1847 (street numbering)
- 3.2 Adoption of Section 18 of the Public Health Act 1925 causes Section 21 of the Public Health Acts Amenity Act 1907 automatically to cease to apply. Adoption of section 19 of the 1925 Act causes the street naming provisions in the Town Improvement Clauses Act 1847 to cease to apply.
- 3.3 East Cambridgeshire District Council has resolved to apply Sections 17 (naming of streets) and 18 (Alteration of name of streets) of the Public Health Act 1925 and Sections 64 (Buildings to be Numbered) and 65 (Numbers to be renewed by occupiers) of the Town Improvement Clauses Act 1847 and until such time as they resolve to disapply them the Authority cannot use the provisions of Section 21 of the Public Health Acts Amendment Act 1907, Section 19 of The

Public Health Act 1925 or the Town Improvement Clauses Act 1847 as relates to the naming of streets.

Relevant extracts are shown in Appendix A.

#### **4. Street Naming and Numbering Charges**

4.1 The Power to charge falls under Section 93 of the Local Government Act 2003.

This sets out that a local authority may charge for discretionary services. Discretionary services are those services that an authority has the power but not a duty to provide. An authority may charge where the person who receives the service has agreed to its provision and the charge must not exceed the cost of providing the service.

4.2 Therefore the Council cannot charge for street naming services (since the duty to provide this service is not discretionary), but it can charge for elements of the naming and numbering function (which is a discretionary service) by virtue of Section 64 and 65 of the 1847 Act coupled with Section 93 of the 2003 Act.

4.3 For Street Naming and Numbering this charge covers:

- Consultation and liaising with other external organisations such as Royal Mail, Parish/Town/City Councils and Emergency Services (as a non statutory element of naming of streets).
- The Naming and numbering of new properties (including conversions).
- Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
- Notifications to organisations listed in Appendix B
- Confirmation of addresses.
- Challenges to existing official naming/numbering schemes/addresses held within the street naming and numbering records.

4.4 These charges are to be paid prior to any changes being made. Changes made without contacting the Council will be not be officially recognised and will not be registered with services and organisations listed in Appendix B.

4.5 The Scale of Charges for Street Naming and Numbering can be found in Appendix C.

4.6 Fees and charges applicable for the street naming and numbering service/s will be annually reviewed during the Council's budget setting process and publicised through the Council's agreed communication channels including the website.

## **5. The National Land and Property Gazetteer (NLPG)**

- 5.1 The NLPG is the de facto addressing solution for local authorities and increasingly so for its partners. Local Government has invested heavily in creating the NLPG and is committed to using the NLPG for all of its addressing requirements and services.
- 5.2 The NLPG is the definitive address list that provides unique identification of properties and conforms to the British Standard, BS7666:2006. The NLPG covers the whole of England and Wales and contains more than 30 million residential, business and non-mailing addresses and is now marketed commercially.
- 5.3 The NLPG is a comprehensive and continually updated database, created by those with local knowledge in each local authority, the body with legal responsibility for street naming and numbering of property. As local authorities are the originators of addressing information an address dataset, developed and maintained at source by users of the data, will inevitably have the highest level of currency and completeness.
- 5.4 The Council is committed to this initiative through its own Local Land and Property Gazetteer (LLPG) which, together with the other local authorities in England and Wales, makes up the NLPG. Street naming and numbering is the single most important source of address change intelligence for the Council's LLPG and therefore NLPG.

## **6 Operational Guidance**

### **6.1 Street Naming Legislation**

- 6.1.1 A person who creates a new street has the right to name that street (Section 17 of the Public Health Act 1925). They are required to give notice to the Local Authority of the proposed name and the Local Authority has one month in which to object.
- 6.1.2 Until the expiration of one month or where the Local Authority has objected to the proposed name, it is not lawful for the proposed name to be used and any person contravening this provision will be liable to a penalty not exceeding Level 1 (currently set at £200) on the standard scale of fines within Section 37 Criminal Justice Act 1982 and will also incur a daily penalty not exceeding £1.
- 6.1.3 If the Local Authority does object to the proposed street name, it must send written notice of objection within one calendar month. The developer may appeal to the Magistrate Court within 21 days after the service of the notice.

### **6.2 Street Naming Procedural Guidance**

- 6.2.1 Official naming and numbering, or alterations to current official addresses, will not be issued until such time as the appropriate Planning Permission have been obtained and commencement (meaning the excavation of foundations) is recorded on the Building Regulation application.
- 6.2.2 On a monthly basis, a review of permitted planning applications will be undertaken. Any application with new/replacement properties (both residential and commercial) will be identified and layout plans will be studied to establish whether any new street is created. These will require naming if the development proceeds.
- 6.2.3 For any development identified, the developer will be contacted, requesting suggested street names be submitted along with the appropriate fee. Guidance will be provided both for liaising with the local Parish/City/Town Council on choice of proposed name and also of naming choice conventions. (The Local Authority will inform the developer of the number of new street names required, this will include the request for a number of additional names to allow for any objections that may be raised to a proposed street name).
- 6.2.4 The Local Authority will also inform the Local Parish/City/Town Council of the need for new street name/s and encourage the local Council to contact the developer with any suggestions for the new street name/s.
- 6.2.5 The proposed street names will be taken from the developer, but should the developer not put forward any suggestions, the Local Parish/City/Town Council will be contacted for suggestions.
- 6.2.6 If the local Parish/City/Town Council provides suggested names to the Local Authority, these will be forwarded to the developer for their comments and the developer will be encouraged to utilise these suggestions.
- 6.2.7 If neither the developer of the new street/s nor the Local Parish/City/Town can provide suggested name/s then the Local Authority will allocate a name for the street.

- 6.2.8 When suggested names are received from the developer, a check of the suggestion/s will be undertaken to ensure the name/s is within the guidelines of the naming conventions.
- 6.2.9 If the suggestion is found to fall outside of the Naming Conventions set out in Item 6.3, then a written objection will be sent to the developer, informing of the reasons, together with a request for a further suggestions. The written objection must be sent within one calendar month of receipt of the suggestion/s.
- 6.2.10 If the suggestion is found to be within the naming conventions, the proposed name/s will be forward for consultation to the local Parish/City/Town Council, local Ward Councillors, Emergency Services and Royal Mail. Guidance will be included as to the naming conventions and reasons for objections. As any objection has to be made by the Local Authority within one calendar month of receipt, a set time of 14 days will be given for the consultation period and any objection must be received by the Local Authority within this time period.
- 6.2.11 If an objection is received from the local Parish/City/Town Council, local Ward Councillors, the Emergency Services or Royal Mail and found to be valid, the written objection will be sent to the developer, informing of the reasons along with a request for further suggestion/s. This notice must be sent within one calendar month of receipt of the suggestion.
- 6.2.12 If no valid objections, or reply are received from the local Parish/City/Town Council, local Ward Councillors, the Emergency Services or Royal Mail, within the consultation period, a notice of adoption of street name will be sent to the developer.
- 6.2.13 Numbering of the new streets will be carried out as per the Numbering of Properties Conventions as Item 6.6. All properties on newly named streets will be allocated numbers.
- 6.2.14 All costs for the supply and erection of nameplates for new streets will be borne by the developer and this will be included in the application fee. Maintenance of the nameplates will then be taken over by the Local Authority.
- 6.2.15 If a scheme is to be developed in phases, the naming and numbering scheme will be issued for only the released phases.
- 6.2.16 Where a naming and/or numbering scheme is issued, the Local Authority will inform those bodies listed on Appendix B.

### **6.3 Naming Conventions**

- 6.3.1 New streets with 5 or less properties and where the street cannot be extended will be numbered into the primary road in which they are accessed. Experience has shown that roads with few houses are not well known and become difficult to locate.
- 6.3.2 Where a new road is an extension of an existing road, it will not be allocated a new street name and the properties will be numbered into the existing road.
- 6.3.3 Where a development includes a number of new roads, a theme for these roads will be requested from the appropriate Parish/City/Town Council. The developer may put forward any suggestion for the theme to the Parish/City/Town Council to be considered. Once a theme has been agreed between the Local Authority and Parish/City/Town Council the developer will be requested to provide suggested names within this theme.
- 6.3.4 Themes for road names for new developments will not be repeated in any one Parish.

- 6.3.5 Developers are encouraged to preserve any historic link to the land which they are developing, i.e. field names the land may be previously known as, or previous property names located on site such as farm names or any other associated historic link.
- 6.3.6 Where no historic link to the land can be established for the use of a street name, the developer will be encouraged to have a historic link to the Parish.
- 6.3.7 The use of a name which relates to that of a living person will not be adopted. Where suggestions to commemorate past dignitaries or characters from within the Parish, only the surname will be used as part of the street name.
- 6.3.8 The name of a street should not promote an active organisation or individual.
- 6.3.9 Street names should not be difficult to pronounce or awkward to spell.
- 6.3.10 New street names will not be acceptable where they duplicate or are similar to an existing name already in use within the Parish. A variation in the terminal word, for example "Road", "Street" or "Close", will not be accepted as sufficient reason to duplicate a name. A common request is to repeat existing names in a new road (for example a request for "St Marys Close" off an existing "St Marys Street"). This is not allowed as it can have a detrimental effect in an emergency situation. This is in line with Government guidance found in circular 3/93.
- 6.3.11 Names that could give offence are not used, nor are names that could encourage defacing of nameplates.
- 6.3.12 Street name suffixes are not always essential, but if used must be descriptive of the road e.g. "Road", "Street" or "Drive" to indicate a thoroughfare and "Court" or "Close" to indicate a cul-de-sac.
- 6.3.13 The following is a list of possible suffixes, it is not exhaustive and sometimes other description words are more appropriate:
 

Avenue, Chase, Circle, Close, Court, Crescent, Croft, Drive, Drove, End, Field(s), Garden(s), Green, Grove, Hill, Lands, Lane, Lawns, Mews, Paddock, Parade, Park, Path, Place, Quadrangle, Ridge, Rise, Road, Row, Square, Street, Terrace, Vale, Valley, View, Villas, Walk, Way.
- 6.3.14 Where an existing road is dissected by the building of a new road, we may choose to rename either or both parts of the existing road, however consultation with the appropriate Parish/City/Town Council will be under taken.
- 6.3.15 Aesthetically unsuitable names such as Gasworks Road, Coalpit Lane or names capable of deliberate misinterpretation such as Hoare Lane should be avoided.
- 6.3.16 No punctuation in the use of street names will be used for example "St. Mary's Gardens" will appear in all street naming documentation and street nameplates as "St Marys Gardens"
- 6.3.17 We reserved the right to object to any suggested name deemed to be inappropriate

## **6.4 Property Numbering Legislation**

- 6.4.1 Section 64 and 65 of the Town Improvement Clauses Act 1847 gives the Local Authority the ability to number the properties and ensure that occupiers of dwellings and other buildings in the street mark the buildings with such numbers as approved.



6.4.2 Where an occupier fails to do so within one week from receiving notice from us, they may be liable to a penalty not exceeding Level 1 (currently set at £200) on the standard scale of fines Section 37 Criminal Justice Act 1982, should we pursue. ECDC may also choose to mark the properties with numbers as per the official numbering scheme and reclaim the costs from the occupier.

## **6.5 Numbering Procedural Guidance**

6.5.1 Official naming and numbering, or alterations to current official addresses, will not be issued until such time as the appropriate Planning Permission have been obtained and commencement (meaning the excavation of foundations) is recorded on the Building Regulation application.

6.5.2 On a monthly basis, a review of commenced building regulation applications will be undertaken. Any application where new/replacement properties are created will be identified, a check to establish whether the appropriate planning permission has been granted will be performed before any scheme is issued in accordance with the numbering conventions.

6.5.3 The appropriate fee for numbering of properties will need to be received by the Local Authority before any numbering scheme is issued.

6.5.4 Where a naming and/or numbering scheme is issued, the Local Authority will inform those bodies listed on Appendix B

## **6.6 Numbering Conventions**

6.6.1 A new through road will be numbered with odds on the left hand side and evens on the right hand side, working from the centre of the parish.

6.6.2 A cul-de-sac will be numbered consecutively with number 1 of the left working in a clockwise direction, unless the cul-de-sac can be extended in the future.

6.6.3 Additional new properties in existing streets that are currently numbered will always be allocated a property number.

6.6.4 Private garages and similar buildings used for housing cars and similar will not be numbered.

6.6.5 A proper sequence shall be maintained. In the interest of equality and diversity no numbers will be omitted from the numbering sequence. Once numbered, the Local Authority will not normally re-number properties. The Local Authority will only renumber a property where it can be shown that there are consistent delivery problems or issues with emergency services.

6.6.6 Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found and the manipulation of numbering in order to secure a "prestige" address or to avoid an address which is thought to have undesired associations, will not be sanctioned.

6.6.7 If a multiple occupancy building (i.e. flats) has entrances in more than one street, each entrance will be numbered into the appropriate road.

6.6.8 We will use numbers followed by letter suffixes where there are no alternatives and to avoid the renumbering of other properties in the existing street. For example, these will be used where infill properties are built and insufficient numbers are available. Wherever possible infill

properties requiring a suffix will be given the property number before the infill to maintain a proper numbering sequence.

- 6.6.9 Where a property has a number, it must be used and displayed. Where a name is given to a property together with its official number, the number must always be included. The name cannot be regarded as an alternative.
- 6.6.10 All property numbers should be displayed on the property and be at least 100mm in height and on a contrasting background. They should clearly be visible from the highway and this may mean the numbers being displayed on posts, gates or fences (and not necessarily the door of the property) to aid easy identification of the property, particularly in the event of an emergency.
- 6.6.11 If open space or undeveloped areas exist along a length of road, it is usual to leave spare numbers. As a guide one number per 5m frontage in urban areas and 10m frontage in rural areas is used, however open spaces can often allow numbers either side of a road to be brought in line with each other.
- 6.6.12 Two buildings in one street may not have the same number.
- 6.6.13 Where two or more properties are combined to form one single property, the property will be numbered using one of the existing numbers and will normally be based on the location of the main entrance.
- 6.6.14 Flats will be numbered with their own separate number into the street where possible.
- 6.6.15 Annexes to buildings e.g. granny flats or ancillary accommodation, will be given the prefix "The Annexe". The rest of the address will be the same as the parent property e.g. The Annexe, 32 High Street.
- 6.6.16 Moored Houseboats will form part of the Council's LLPG, which in turn forms part of the National Land and Property Gazetteer. The Local Authority will only allocate an official address and inform Royal Mail where we have an operational requirement to do so or we believe the property is being used for permanent residency in the District and therefore subject to Council Tax. This will assist any emergency response and create a unique record for each property for future use. Such addresses will have to meet Royal Mails requirements for secure delivery points.
- 6.6.17 All holiday lets and agricultural land parcels will be added to our LLPG. They will be flagged as non-official and non-postal in systems that generate mail. This is to assist emergency response and create a unique record for each property for future use.
- 6.6.18 For any dwelling accessed internally through a commercial premises, the accommodation will be given a prefix to match the accommodation type i.e. The Flat. The rest of the address will be the same as the parent property, e.g. where a flat above a public house and is only accessed internally, its address will be The Flat, Name of Public House, Street Number and Name.

## **6.7 Renaming and Renumbering of Streets and Buildings**

- 6.7.1 Renaming of a street and renumbering of buildings is very time-consuming process and may cause costs or disruption to individual occupiers and owners and wherever possible will be avoided. This is usually only done as a last resort i.e. renaming of a street is normally only considered if consistent problems occur for the Emergency Services and the renumbering of

properties may occur when infill development is so great that numbers to the new properties cannot be allocated, then the existing street may be subject to a renumbering scheme.

- 6.7.2 Where an order for renaming of an existing street is made, the Local Authority must display notices at each end of the street or part of the street affected under Section 18 of The Public Health Act 1925 and they must remain in place for at least 1 month before an order changing the name can be made. Any person aggrieved by the intended order may within 21 days after the posting of the notice appeal to the Magistrates Court. If an appeal is made to the Magistrates Court the Local Authority must wait until that appeal is heard.
- 6.7.3 Where a request is received from residents/owners of properties for renaming of a street, the proposed change must have the full backing of every resident/owner affected on the street and a signed letter from each to support this. Reasons for the renaming must also be supplied.
- 6.7.4 Where any order for renaming of a street is made, the local Parish/City/Town Council will be consulted.
- 6.7.5 Where an order for renaming of a street is made the proposed name must follow the naming procedures and must also fall within the naming conventions.
- 6.7.6 Where renumbering and/or renaming is involved, as much warning as is practicably possible will be given. The notice to occupiers will give a specific date on which the new naming or new numbering comes into effect, which will be at least 4 weeks from the date of the notice
- 6.7.7 Where a re-naming and/or re-numbering scheme is issued, the Local Authority will inform those bodies listed in Appendix B.

## **6.8 Property Naming**

- 6.8.1 The owner (not tenant) of a property may request the addition, amendment or removal of a name for their property. An application form should be completed and returned to the Local Authority along with the appropriate fee.
- 6.8.2 The Local Authority cannot formally add, amend or remove a property name where the property is in the process of being purchased, that is, until the exchange of contracts, although guidance of the acceptability of a name may be given.
- 6.8.3 A check will be made by the Local Authority to ensure that there is no other property in the locality with the registered or similar registered name. Under no circumstance will a replicated name in the locality be allowed.
- 6.8.4 Under no circumstances will a name that is offensive, or that can be construed as offensive, be allowed.
- 6.8.5 If a proposed property name is refused, then the owner will have the option to provide further suggestions or retain the current address.
- 6.8.6 Where a property has a number, it is not possible to replace the number with a name. The name cannot be regarded as an alternative.
- 6.8.7 Where an amendment to a property name is carried out, the Local Authority will inform those bodies listed in Appendix B

## **7 Derelict, Demolition of Properties and Replacement Dwellings**

### **7.1 Derelict Properties**

Derelict Properties that are uninhabitable will be held with the street naming and numbering records with a reserved "non official" and "non postal" address, as these properties will be deemed a non postal address. Following the renovation of a derelict property the address will require reactivation.

### **7.2 Demolished Properties**

An address is attached to the property and not the site the property is situated on. Following the demolition of a property/ies the associated address/es will be deactivated.

### **7.3 Replacement Properties**

Any replacement property/ies constructed on the site will require new property address/es. It should be noted that a replacement may not be allocated the same access as the original, as the position and location of the principal

## **8 Street Naming and Numbering in the Absence of Payment of Fees**

8.1 The Council will remind developers of new properties of the need for an official address and the process to follow. If payment of fees is not received within 3 months of a completion date, the Local Authority may allocate official addresses for emergency services purposes with no further consultation. If the developer or owner requests amendment to the allocated naming or numbering at a later date, the standard street naming and numbering processes and the current fees and charges will apply.

8.2 In this case internal notifications will be made for Authority business purposes only but no external notifications will be made or Postcodes allocated to the properties.

8.3 If payment of fees is not received in relation to adding, amending or removing an existing property, the name will remain unchanged and no internal or external notifications made.

## **9 Street Nameplates**

9.1 The Local Authority is responsible for the replacement, erection and repairing of street nameplates. Nameplates will be erected and replaced whenever required, taking into account both the financial restraints and requirement.

9.2 Where new street/s are created as part of a development, the costs of supplying and erection of new street nameplates will be borne by the developer and this will be included in the application fee. Maintenance of the nameplates will then be taken over by the Local Authority.

9.3 Where a street is approached only from one direction only one nameplate will be erected and this will face the direction of where the traffic will be approaching. Where a road can be approached from both directions, nameplates on either side of the junction will be erected. Nameplates will also be erected at any junction or entrance onto the street.

9.4 The nameplates within the boundary of Ely city will be black lettering on white background and other areas will be white lettering on green background.

9.5 All new and replacement nameplates will be constructed of recyclable material.

- 9.6 All requests for no through road symbols to be added to street nameplates will only be considered when erecting new nameplates. If the need for a no through road symbol arises and the street nameplate is not in need of replacement, then the request should be forward to the Highways Division of Cambridgeshire County Council.

## **10 Postcodes**

- 10.1 An important element of addressing is the Postcode. This identifies a number of postal delivery points and a postal town as defined by Royal Mail. The Council is not responsible for allocating these codes; they are a Royal Mail product.
- 10.2 Royal Mail does not publish on its website addresses that are not completed and/or occupied. This means that in certain cases addresses that have been officially allocated and issued by the Local Authority may not, for a while, be visible to anyone using the Royal Mail website to validate an address. This may also mean that other organisations using the Royal Mail address database (Postcode Address File) will also not be able to validate addresses. If a property is completed or occupied, the developer or owner should contact Royal Mail for activation of the postcode for the address allocated by the Local Authority.
- 10.3 Developers, owners and tenants should be aware that their property/ies may not have the same postcode as the surrounding or existing properties.

## **11 Claims for compensation**

- 11.1 The Local Authority is not liable for any claims for compensation arising directly or indirectly from the naming of streets, re-naming of streets, numbering or renumbering of properties.
- 11.2 The property developer should not give any postal addresses, including the postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before the official naming and numbering scheme has been issued by the Local Authority. The Council will not be liable for any costs of damages caused by failure to comply with this.

## **12 Exemptions from Street Naming and Numbering**

- 12.1 Postcode Allocation is the responsibility of the Royal Mail. Royal Mail will allocate a postcode on receipt of the official naming and numbering scheme from the Local Authority but the postcode will be held in "reserve" (the not yet built file) until Royal Mail is notified by either the developer or owner that the property is occupied.
- 12.2 Non-delivery and mis-delivery of items and correspondence and complaints should be directed at the relevant delivery company's customer services department.
- 12.3 New/amended addresses being unavailable on databases used by third parties: various third parties refresh their address sets at different frequencies and from different sources, and address changes can therefore take some time to appear in their systems.
- 12.4 Maps not showing new properties or roads: again, change information can take some time to percolate through to third party products and depends on those third party update regimes

### **13 Performance Monitoring**

- 13.1 The street naming and numbering team will either send written adoption or objection of the proposed street name/s to the developer within 1 calendar month of receiving the proposed street name/s.
- 13.2 All requests for property name changes will be dealt within 20 working days. However, to provide the best service to our customers, we will aim to turn requests around within 10 working days.
- 13.3 We promise to update the Local Authority's LLPG and inform the bodies listed on the distribution list (appendix B) within 5 days of a naming and/or numbering scheme being issued.
- 13.4 We aim to have all missing and broken street nameplates, repaired or erected within 4 weeks of notification.
- 13.5 We aim to respond to all Street Naming and numbering enquiries with 5 working days.

### **14 Policy Review**

- 14.1 This policy will be reviewed every three years, or sooner if a major change in the process is required through the introduction of new legislation for example. Charges will be reviewed on an annual basis during the Council's budget setting process and publicised through the Council's normal communication channels including the website.

### **15 Contact Details**

- 15.1 The Street Naming and Numbering Team  
ICT Support  
East Cambridgeshire District Council  
The Grange  
Nutholt Lane  
Ely  
Cambridgeshire  
CB7 4PL

Tel: 01353 665555  
Fax: 01353 665240  
Email: [stnn@eastcambs.gov.uk](mailto:stnn@eastcambs.gov.uk)

## **APPENDIX A: Legislation**

### **Section 64: Town Improvement Clauses Act 1847 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 [level 1 on the standard scale] for every such offence".

### **Section 65: Town Improvement Clauses Act 1847 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 his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding [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 expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

### **Section 17: Public Health Act 1925 Notice to urban Local 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 be 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 [level 1 on the standard scale] and to a daily penalty not exceeding [£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 Magistrates court".

**Section 18: Public Health Act 1925**  
**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 Magistrates 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 Magistrates court”.

**The Local Government Act 2003**

Brought about new devolved powers for Local Authorities, these included giving Councils new powers to trade and charge for non-statutory services if they are Best Value Authorities (Section 93 of the Act)

Authorities, if charging for discretionary services, have a duty to charge no more than the costs they incur in providing the service. The aim is to encourage improvements to existing services and develop new ones that will help to improve the overall service they provide to the community, not to make a profit.



## **APPENDIX B: Internal/External Notifications (Distributions List)**

Internal Bodies that may be informed of all new official addresses include:-

- Development Services
- Electoral Registrations
- Land Charges
- Environmental Health
- Waste Management
- Local Land and Property Gazetteer Custodian
- Local Ward Councillors

External Bodies and Partners that may be informed of all new official addresses include:-

- Local Parish, City or Town Council
- Fire and Rescue Services
- Cambridgeshire Constabulary
- The East Anglian (NHS) Trust (Ambulance Service)
- East Cambridgeshire and Fenland Locality PCT
- Land Registry
- Valuation Office
- Ordnance Survey (OS)
- Royal Mail (Address Management)
- Cambridgeshire County Council
  - Director of Transportation
  - Eastern Highways Division
- National Land and Property Gazetteer
- Anglian Water Services Ltd
- British Gas Trading
- British Telecommunications Plc
- EDF Energy
- National Grid
- Contractors to the Council for provision of local authority services;
  - Anglian Revenue Partnership (Council Tax and Business Rates)
  - Veolia (Waste Management)



# East Cambridgeshire District Council

## Street Naming & Numbering Charges



## Street Naming and Numbering Charges from 1st April 2010

The naming and numbering of streets and buildings within East Cambridgeshire is the responsibility of East Cambridgeshire District Council. The Council is the only organisation with the authority to name and number new or to amend existing streets and properties within East Cambridgeshire.

The purpose of street naming and numbering is to ensure that any new or amended street, building name and /or property numbers are allocated in a logical and consistent manner.

The address of a property is becoming a very important issue. Organisations such as the Royal Mail, Emergency Services, delivery companies as well as the general public need an efficient and accurate means of locating and referencing properties. The Royal Mail will **not** allocate a postcode until they receive official notification of new or amended addresses from the Council.

From 1st April 2010, East Cambridgeshire District Council will charge for the provision of Street Naming and Numbering.

There are 6 types of charges that apply for the Street Naming and Numbering services;

- Addition/Amendment/Removal of property names (both for residential and commercial properties)
- New development on existing street (numbering of properties only required);
- New development to include naming of new streets (naming of streets and numbering of properties);
- Renumbering of scheme following developers replan of site layout (after the notification of numbering issued);
- Confirmation of official address allocated by East Cambridgeshire District Council
- Challenge/request/revision to existing street naming and numbering schemes.

Item	Charge
Property Name Additions/Amendments/Removals	£50.00
Naming of New Streets	£150.00
Numbering of New Properties	
1 Property	£50.00
2 – 5 Properties	£75.00
6 – 10 Properties	£100.00
11 – 25 Properties	£150.00
26 – 50 Properties	£200.00
51 – 100 Properties	£400.00
101+ Properties	£750.00
Division/Merging of Properties – same as numbering of new properties (and based on number of properties created including the original)	See numbering of New Properties
Confirmation of address to solicitors/conveyance's/occupiers or owners	£25.00
Renumbering of scheme following development replan (after notification of numbering scheme issued)	£100.00 + £10.00 per property
Address issued/confirmed when replacement property built (as the original address will have been removed following the demolition as address may be different to original property) reactivation of address	£50.00 per property
1st Set of Nameplates erected for each new Street	For each street: £225.00 if one nameplate required
	£325.00 if two nameplates required
For each additional nameplate that is required to be erected at other junctions and entrances onto the new street	£100.00 per nameplate
Challenges/requests/revisions to existing street naming and numbering schemes	£28.00 per hour

These charges are not subject to VAT.

Applications and payment can be made on line at [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk) or cheques can be forwarded with the appropriate application form made payable to East Cambridgeshire District Council. If preferred, an invoice can be raised, and payment can then be made via the methods indicated on the invoice and application form.

Where a Local Authority wishes to charge for discretionary services, Section 93 of the Local Government Act 2003 allows charging on a "not for profit" basis, that is, the Council can only aim to recover cost incurred. This is to encourage improvements to existing services and develop new services, with the aim of improving overall services to the customer.

There is a considerable amount of resource, both in staff time and associated costs that are incurred in the Street Naming and Numbering process.

All new development within East Cambridgeshire will require the use of the street naming and numbering function, as all new development needs address data, be they residential or business. The street naming and numbering function also plays a vital role in the ongoing maintenance of the LLPG.

### **Refunds**

Where an application form and fee has been submitted and a scheme has already been issued, no refund of fee will be made. No refund of the street naming fee can be made once a name has been submitted for the consultation process. Where a scheme has not been issued due to lack of relative permissions or no commencement on site, then 50% of the street numbering and street nameplate fee will be refunded on request.

Where a property name addition or amendment application and fee has been submitted and the requested property name is not acceptable, a further name will be requested. If no other property name is suitable and the existing address is to be retained, then 50% of the fee paid will be refunded.