

# **Street Naming & Numbering Policy**

## **Introduction**

Wealden District Council, under the Public Health Act 1925 (Sections 17-19), has the legal responsibility to ensure that all streets are named and all properties are numbered. The Council has the power to approve or reject street names and property addresses which are submitted by developers and the general public, or to prescribe its own addressing schemes.

The purpose of this control is to ensure that new street names and property numbers and names comply fully with the National Land & Property Gazetteer address standard BS7666-2006. This in turn allows the emergency services to locate an address quickly, the efficient delivery of mail and the reliable delivery of services and goods.

Under the Local Government Act 2003 (Section 93), the Council reserves the right to charge for non discretionary services. Details of our Street Naming & Numbering Charges and how to apply for a postal address can be found at the end of this document.

## **National Land & Property Gazetteer**

The National Land & Property Gazetteer (NLPG) is the definitive address database for England and Wales that provides the unique identification of streets and properties. The NLPG is a comprehensive and continually updated database which is used in the delivery of the Council's services. This Council is committed to this initiative through it's own Local Land & Property Gazetteer (LLPG).

Street Naming & Numbering is the single most important source of address change intelligence and all changes made through this process are included in the Council's LLPG.

The NLPG can be purchased commercially, please refer to [www.nlpg.org.uk](http://www.nlpg.org.uk).

## Criteria for Naming New Streets

The Council follows the guidelines below when registering new street names.

- To avoid the duplication of similar names already in use in a town / village or in the same postcode area. A variation in the terminal words, for example, "Road", "Avenue", "Street" will not be accepted as sufficient reason to duplicate a name.
- Wherever possible, street names should reflect the geography or history of the site or area. Where several streets are involved, a theme linking the names can be used to help identify an area.
- Street names should not be difficult to pronounce or awkward to spell, and should not cause offence to race, gender, sexual orientation, age, belief & faith and disability.
- The use of a name relating to a living person should be avoided.
- Marketing names will not always become the registered street name and prospective purchasers should be made aware of this.

### **New street names ideally should end with one of the following suffixes:**

Road, Street, Lane, Avenue, Drive, Way, Grove, Crescent, Place, Gardens, Close, Court, Rise, Row, Square, Hill, Wharf, Mews, Vale, Circus.

### **New pedestrian ways ideally should end with one of the following suffixes:**

Walk, Way, Path.

Adoption of a highway in Wealden is a matter for East Sussex County Council Highways Authority.

Please note that it is not lawful to erect a street nameplate until the street name has been confirmed in writing by this Council.

## Postcodes

An important element of addressing is the postcode. This identifies a number of postal delivery points and is defined by the Royal Mail. The Council is **not** responsible for allocating postcodes but works closely with the Royal Mail to ensure that proposed addresses are postally acceptable. Please contact the Royal Mail directly for further postcode advice.

## **Criteria for Numbering New Buildings**

Properties on new streets will be numbered with odd numbers on the left and even numbers on the right from the entrance of the street. In the case of a small cul-de-sac, consecutive numbering in a clockwise direction is preferred. It should be noted that plot and postal numbers will not always coincide.

All numbers should be used in the proper sequence and include number 13 unless a request to exclude this number is received from the developer. Once numbered, we will only renumber a property where it can be shown to have consistent delivery problems.

Where an existing street or road is to be extended, it would be appropriate to continue to use the same street name. This will include the continuation of the street numbering scheme.

Buildings, including those on corner plots, will be numbered onto the street where the main access point is to be found. If a building has entrances onto more than one street then each entrance will be numbered onto the appropriate road. Exceptions may be made for properties which are divided into flats.

Where a property is sub-divided such as in the case of flats or apartments, individual properties will always be suffixed with a number or letter rather than described, ie: Flat 1 or Flat A instead of Ground Floor Flat. It is preferred that in sub-divided buildings, the individual units retain the "parent" property street number, ie: Flat 1, 20 High Street.

Individual properties built on infill land, large gardens, or on the site of previously demolished properties, will be numbered within the existing sequence if possible, and letter suffixes (e.g. 16A) will be used where necessary. Where building takes place on the site of a demolished property, the new building will inherit the existing number.

## **House Names**

The Council is not able to accept the substitution of the current property number with a property name. A name may be used in addition to a property number but the number must always be retained and be clearly visible from the highway.

Not all roads contain properties with numbers. Some were built before or without there being a formal numbering scheme in place. Where new houses are built in an existing road in which properties are named rather than numbered, it is essential that the houses be officially allocated names. To avoid confusion, the house name should not repeat the name of the road or that of any house or building in the area. It should also be sufficiently different to other property names used locally.

The Council is not responsible for erection or maintenance of nameplates on buildings or for directional signs to individual properties or groups of houses. All these are the responsibility of the owner(s).

## **Changing an Existing House Name**

An application requesting to change the existing name of a property should be made by the property owner, in writing, to the Council or by using our online form. The applicant must provide three new names in order of preference. Any suggested names should not conflict with those already in existence in the postal delivery area. Once a name has been approved, this Council will register the new name with the Royal Mail, emergency services and other relevant parties. Confirmation of the new postal address will be sent to the applicant. Please allow up to 14 days for your request to be processed.

## **New Developments**

Applications submitted for Street Naming and Numbering for new developments must be accompanied by site plans clearly detailing the road layouts and plot numbers (minimum scale of 1:2500). The Council will check for approved planning permission before beginning the street naming & numbering process. Where there are to be blocks of flats, plans showing the floor layouts are also required.

Property developers may suggest names for new streets. Those received by the Council will be checked against our criteria, then forwarded to the relevant Town or Parish Council for consultation. The Town or Parish Council may approve the developer's choice or suggest alternative name(s). In cases where other suggestions are received, the Council will forward the information to the developer for consideration. In cases where both parties cannot agree on a street name, the decision will be made under delegated authority by the Head of Service.

Following the numbering process, the Council will consult with the Royal Mail for a postcode. Once approved, the Council distributes the official postal address to a number of statutory bodies, including the emergency services, Royal Mail, Land Registry and to internal departments such as Local Taxation, Elections and Waste Management.

The Council's Street Nameplate Specifications & Installation Guidelines will be forwarded to the developer who will be responsible for the cost and erection of street nameplates. Maintenance of street nameplates becomes the Council's responsibility once a street has been adopted.

As a matter of policy, the Royal Mail will not publish addresses that are in the development stage until they are advised by the owner that the property is to be occupied.

## **Renaming Existing Streets**

Under The Public Health Act 1925, a request to rename an existing named street must be accompanied by the backing and signed written support of 100% of owners / rate payers in the road.

This process is lengthy and it should be noted that streets will only be renamed where it could cause problems for the emergency services, and is carried out as a last resort action.

## Street Naming and Numbering Charges

Change of house name / Add a new house name		£25
Register Single New Property		£50
Register New Development	2 - 5 plots	£100
	6 - 10 plots	£200
	11 - 19 plots	£300
	20+ plots	£400 plus £15 per additional plot
Individual flats are charged as one new plot / property		
Rename an existing street		£200 + £20 per property
Confirmation of address for legal / utility company		£25 per property
Photocopies of documents		Price on application

To apply for a postal address, register a new development, or change the name of a property please contact the Street Naming and Numbering Department as follows:

**By Post** - Please send your application form and plan(s) to the NLPG Officer, ICT Department, Wealden District Council, PO Box 49, Hailsham BN27 2AZ.

**By Email** - Attach your application form and plan, and email to [nlpg@wealden.gov.uk](mailto:nlpg@wealden.gov.uk) .

**Online** - This service is for house name changes only. Please note that this service is subject to our usual checks and further information may still be required before a new house name can be registered.

### To Make a Payment

Once an application has been approved we will forward you details on how to make a secure payment. Please provide your contact email address and/or telephone number when you make your initial application.

Change of House Name applications can be paid by the following methods:

- 1) Over the telephone by credit/debit card\*.
- 2) By cheque. Please make cheques payable to Wealden District Council and ensure that you write the unique reference number that will be provided on initial application on the back of the cheque.

**\*Please note there is a 2% surcharge for credit card payments.**

Please note that payment is required prior to completion of the change of address / new address process.

Developers will be invoiced separately once the fee has been calculated.

Payments not received within 14 days will result in the application being cancelled.