

**STREET NAMING AND
NUMBERING POLICY**
Agreed by Cabinet on 9th March 2022

CONTENTS:

1. Policy Statement
2. Legislation
3. Charging for the Street Naming and Numbering Service
4. Naming Streets and Numbering Properties
5. Criteria for naming Streets and Buildings
6. Street Naming Guidelines
7. Criteria for Addressing Property
8. Property address Guidelines
9. Responsibility for Property Addressing

1. Policy Statement

Nuneaton and Bedworth Borough Council has the legal responsibility to ensure that streets are named, and properties are numbered. The authority has the power to approve or reject property addresses submitted by developers or the public or prescribe its own addressing schemes. Nuneaton and Bedworth use the Town Improvement Clauses Act 1847 (section 64 and 65) together with Sections 17 to 19 of the Public Health Act 1925 for the purpose of naming streets and numbering properties. This power extends to commercial property as well as domestic.

All property development and address change with Nuneaton and Bedworth is subject to the official street naming and numbering process. Maintaining a comprehensive and high standard for naming street and numbering or naming properties is essential as it facilitates:

- Consistency of property information across local government and within the community of users for addresses
- Emergency services finding a property.
- Reliable delivery of services and products
- Location of addresses for visitors

Anyone seeking an address change, or the creation of an address for a new property must apply to NBBC following the procedures outlined in this policy.

Proposals for street names from developers and the public are welcome for consideration, however it is recommended when making an application that more than one name is put forward in case the first choice does not comply with the guidelines in this policy. It is advantageous for all suggestions for street and building names to reflect the local area or have a connection with Nuneaton and Bedworth, where possible and where it avoids duplication.

If suggestions conform to this Policy on Street Naming and Numbering and, for street names, do not meet with an objection from local Ward Members, or the Elected Portfolio holder, the new address will be formally allocated, and relevant bodies will be notified.

Where street names or previous number have been established without reference to us, we have the authority to issue Renaming or Renumbering Orders, under section 64 of the Town Improvement Clauses Act 1847.

To aid the emergency services, we will endeavour to ensure that where appropriate, if a street has a name and has street signs relating to that name, all properties accessed from that street will be officially addressed to include that street name and where appropriate new properties are numbered.

In addition to complying with appropriate legislation, this policy is compliant, at the time of implementation, with the document "Data Entry Conventions and Best Practice for the National Land and Property Gazetteer" version 3.4 available from the National Land and Property Gazetteer custodians.

2. Applicable 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 level 1 on the standard scale for every such offence.

Section 65: Number 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 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.

Public Health Act 1925

Section 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

APPENDIX A

(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 petty sessional court.

Section 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.

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 him if-

- a) the authority is authorised, but not required, by an enactment to provide the service to him, and
- b) he has 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)-
- a) section 111(3) of the Local Government Act 1972 (c 70) (subsidiary powers of local authorities not to include power to raise money),
 - b) section 34(2) of the Greater London Authority Act 1999(c.29) (corresponding provision for Greater London Authority), and
 - c) section 3 (2) of the Local Government Act 2000 (c.22) (well-being powers not to include power to raise money).

3. Charging for the Street Naming and Numbering Service

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. 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.

For Street naming and Numbering this charge covers:

- 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.
- Consultation and liaising with external organisations such as Royal Mail, Town or Parish Councils and Emergency Services (as a non-statutory element of naming of streets)

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

Details of charges for street naming and number can be found on the street naming and numbering page. 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.

4. Naming Streets and Numbering Properties

NBBC adheres to Section 64 of The Towns Improvement Clauses Act 1847 which implies a requirement to make sure properties are numbered (or named) and marked as such. It is also NBBCs responsibility to make sure that the street names plates are displayed. However, if any person should destroy or deface a street name plate or display an un-official name or number on their property, then that person shall be liable to a fine under the provision of Criminal Justice Act 1982.

Property developers, community groups and 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 Members, elected Portfolio Holder and the Town or Parish Council for the area. 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 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 a 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 NBBC only once the developer has left the site and the street has been adopted.

No street name plate can be erected until the street name has been confirmed in writing by NBBC.

Property Naming

Changing a House Name or Adding a Name to a Property.

The Authority will check the existing gazetteer and consult on every request to add or change an existing property name. Names will be considered acceptable unless they are duplicated within the local area or are likely to cause offence.

Property in a Numbered Street.

If a property has been numbered, then both the name and number must be displayed in a prominent position, visible from the road. A name cannot be regarded as an alternative to a number.

Street Naming and Numbering

The developer must provide the Authority with a written request to number the site, including relevant site plans, preferably before work commences on site.

Allocation of addresses will be carried out as early in the development process as possible in order to provide address information.

If the development forms an entirely new road, then numbering will be allocated with even numbers on one side of the road (normally the right when entering from the principal road) and odd numbers on the other. Where a cul-de-sac is developed, the numbering shall be consecutive and in a clockwise direction.

If it forms part of an existing street, a new development will be numbered sequentially into an existing numbering system. If the development is an infill site and there are no spare numbers within the sequence, then letters will be used as part of the address (i.e., 10A, 10B etc). In a street where existing properties are not numbered; the properties must have names attached to them. It is up to the developers or new occupiers to suggest names for consideration.

All numbers including the number 13, must be used in the proper sequence. Applications to omit any number from a numbering sequence, for whatever reason, will be refused.

5. Criteria for naming Streets and Buildings

The Street naming and numbering Officer will use the following guidelines when agreeing a new street name is acceptable. Property developers and Councillors should follow these guidelines for any names they wish to suggest.

NBBC will endeavour to promote names with a local or historic significance to the area. However, it is not sufficient cause to object to a name if it fails to meet this criterion.

Names with a common theme are encouraged on large developments, preferably with a local or historic connection. Two developments with the same theme within the borough is to be discouraged.

Any street name that promotes a company, service or product will not be allowed. Names based on a developer's trading name are seen as advertising and are not acceptable. An exception to this may be made for a company that no longer exists, if used solely in a historical context and the claim of advertising cannot be made.

Names suggested by the developer may be used if they comply with the general street naming procedures and there are no objections from NBBC and the appropriate Ward Councillors.

If the developer fails to provide a name, the Authority will research the site and provide suitable suggestions. For large developments, a list of road names will be approved, to be allocated as the development progresses.

APPENDIX A

The proposed names will be checked against existing NLPG entries. (To ensure that the name is not duplicated within the area, in the Authority or adjoining Authorities or that is not so like an existing street name that is likely to cause confusion.)

The relevant Ward Councillors will then be consulted and asked for their comments on the name suggestion. If Councillors' have their own suggestions or an objection to the name provided, then reasons for the objection must be supplied. If the reason is valid, then as a resolution another name will be chosen and the consultation process repeated.

Changing a street name or a sequence of property numbering shall be avoided unless there is specific and sufficient reason to do so, with the exception of any recommendation of the Civic Honours Sub-committee. This may come in the form of a new development in the street, or a request from the emergency services. The council will pursue alternative solutions and only change the name or numbering as a last resort. In the event that the street name or numbering needs to be changed the following steps shall be taken:

- Consultation takes place with all affected ratepayers and the appropriate Ward and Parish councillors. 100% of the Council Tax or Non-Domestic Rates payers must be in agreement of the proposed change to proceed.
- A report, with evidence of the rate-payers' approval, shall be made to the Portfolio Holder for Street Naming and Numbering, seeking their endorsement to instigate the change.

6. Street naming guidelines

- New street names shall not duplicate any name already in use in the Borough.
- Distinctions by thoroughfare type within the same or adjoining area are to be avoided, for example Butterworth Drive and Butterworth Road
- Street names with phonetically similar names will also be avoided, for example Willows Avenue and Winnows Avenue.
- Street names that may be considered or construed as obscene, racist or which would contravene any aspect of the council's equal opportunities policies will not be acceptable.
- Street names that may be open to re-interpretation by graffiti or shortening of the name shall be avoided.

- New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.
- Naming a street after a deceased person will be accepted where.
 - The person has been deceased for a minimum of 10 Years, and all practical efforts to obtain consent have been made
 - Where the person has been deceased for less than 10 years, subject to all practical efforts to obtain consent having been made, the request shall be considered by the Civic Honours Sub-committee
 - Where the named person has been deceased for more than 50 years then written consent will not be needed.
 - Consideration will also be given to the possible sensitivities that may arise from naming streets after controversial or notorious figures, and to the likelihood that the public perception of a deceased person may change – for better or worse – in the future.
 - The deceased person must have served the community or have a local affiliation to the area, or be a figure of national significance.
- New street names shall not end in “s” where it can be construed as either a possessive or plural, neither shall they comment 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 (excluding the thoroughfare type) shall be avoided.
- Street names are unacceptable if they are likely to cause spelling difficulties, as these may lead to confusion.
- Any proposed street name concerning a living person shall be referred to the Civic Honours Sub-committee for consideration

Once a name has been agreed upon, the developer will be informed in writing.

7. Criteria for Addressing Property

When making an application for a plot or development to be numbered, the developer must provide the following information.

- Planning Application Number – Street Naming and Numbering from new development can only be administered subject to approved planning, and without this no address will be allocated.
- Plans clearly showing plot numbers, location in relation to existing land and property, and the placement of front doors or primary access on each plot.
- Internal layout plans, if appropriate, for development that is sub-divided at unit or floor level.

Where an existing street does not contain numbered properties, new properties will require a name. For an infill development of two or more properties accessed by a private drive, and if deemed appropriate by the Street Naming and Numbering Officer, we will agree with the developer the name of a property group, for example 1-4 Berry fields, King Street, Bedworth.

Property with a premise number must always use and display that number. Where a property has a name and an official number the number must always be included in the address and displayed on the property. The name cannot be regarded as an alternative. This is enforceable under section 65 of the Towns Improvements Act 1847.

8. Property address Guidelines

- All new property development shall be numbered rather than named. Exceptions will apply in existing streets where no numbering scheme exists, or where the extent of infill numbering has been exhausted.
- New streets shall be numbered on the left-hand side and even numbers on the right, commencing from the primary entrance to the street. Where the street is a thoroughfare between two other street, the numbering shall commence at the end of the street nearest the centre of the town or village.
- 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.
- The number of a property will be allocated to the street onto which the front door faces – If the front door provides no direct access from that street, an exception may be made.
- Numbers should remain in sequence and there shall be no exclusion of any number due to superstition or personal preference.
- Flats and units shall be given individual numbers where possible; the sequence of the numbering depends on access to front doors of individual premises.
- When a numbered property is converted to flats, the flats should be numbered, for example Flat 1, 20 High Street.

- A numbering scheme such as Flat A/Flat B or First Floor Flat shall be avoided. The same shall apply for units, apartments, and other forms of property sub-division.
- If flats are built on a numbered street and cannot be logically integrated into the current numbering of that street, a name will be given to the block and the flats numbered internally, for example: 1 Oakfield House, 320 Weddington Road.
- When new properties are built on an existing street and there are no available numbers to use whilst retaining the current sequence, a letter shall be used as a suffix, for example 15a.
- New street names shall not be assigned for the sole purpose of avoiding numbers with a suffix.
- A business name shall not take the place of a number or a building name.
- Private garages and buildings used for housing vehicles and similar purposes will not be numbered.
- A piece of land, for example a farmer's field, cannot be given an official address, only property on that piece of land can have a conventional address for the purposes of delivering mail and services.
- On a street without numbers, a name will be allocated to a new property.

Naming Protocols

The following suffixes are acceptable for any type of new street within the Authority:

All new street names will end with a terminal word such as:

Road, Street, Avenue, Drive, Lane, Place, Gardens, Way

The following names will be used only as indicated:

Crescent	-	for a crescent shaped road only
Close	-	for a cul-de-sac only
Square	-	for a square only
Hill	-	for a hill only
Terrace	-	for a terrace of houses but not a subsidiary name within another road
Mews or	-	officially a term for converted stables in a courtyard lane but would be considered acceptable for most small

terraced development.

All new pedestrian ways will be named as follows. Either:

- Walk
- Path
- Way

Flats/Apartments

If the developer wishes to name a block of flats or buildings then they must supply a suitable name, which will be put through the same consultation process as a house name request.

All named blocks should end with one of the following:

- Court - for flats and other residential buildings
- Mansions - other residential buildings
- House - residential blocks or offices
- Point - high residential blocks only
- Tower - high residential or office blocks

9. Responsibility for Property Addressing

All elements of an address, with the exception of postcode and post town, are defined by Nuneaton and Bedworth 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. NBBC will 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. NBBC accepts no responsibility or liability for the omission of postcode or post town information, nor for any failure of services arising from this omission.