

Report to: Cabinet

Date: February 2012

Portfolio: Planning, Councillor Miles Parkinson

Report Author: Chief Planning and Transportation Officer

Title of Report: Street Naming and Numbering
Charging Scheme

1. Purpose of Report

1.1 To seek Cabinet approval to introduce a charging scheme for street naming and numbering. The proposed scale of charges is attached at Appendix 1.

2. Recommendations

2.1 That the Council adopt the scale of charges proposed as a means of seeking to recover some of its costs.

3. Background

3.1 Street naming and numbering is a statutory duty for the authority. There are no other authorities that can undertake this function in Hyndburn.

3.2 The address of a property is becoming a very important issue. Organisations such as the Post Office, emergency services and 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.

3.3 Once an application has been received, the Council will check that there is no duplication of existing street names within the Borough.

3.4 The Council will check that the proposed street names accord with the General Naming Conventions, Street Naming Conventions and/or Building Naming and Numbering Conventions and that it meets the standard set out in the relevant British Standard.

3.5 The Council is responsible for maintaining information relating to Hyndburn in the National Land and Property Gazetteer (NLPG). This is done by maintaining a Local Land and Property Gazetteer (LLPG).

3.6 The LLPG and NLPG will be updated to include all authorised new street names, building names and numbering. These will be made in accordance with British Standard BS7666 :2006.

3.7 The Council is not responsible for the assignation of postcodes to addresses. The Royal Mail does this.

4. Reasons for Recommendations

4.1 To allow the Council to recover some of the costs associated with this service and the maintenance of LLPG and NLPG.

5. Alternative Options considered and Reasons for Rejection

5.1 Do not charge. Although the Council currently levies no charge for this service, there is no reason why this service should not be managed any differently to those services that charge fees for work. The proposed fees are considered reasonable and are consistent with those being charged by other authorities.

6. Implications

Issue	Comments
Financial (including mainstreaming)	The charges will help offset some of the costs associated with running that part of the service.
Legal (including Human Rights issues)	The costs are likely to be born by the developer in most cases.
Assessment of Risk	Low
Equality and Diversity <i>Officers should carry out a "Customer First Analysis" to ensure that all services and policies meet the diverse needs of its residents and other service users. What were the key outcomes from your Customer First Analysis?</i>	No equality and diversity issues have been identified. A customer first assessment has been undertaken.
Key Decision <i>Only applicable for Cabinet decisions.</i>	Is the recommendation a Key Decision? No If yes, is it included in the current Forward Plan? N/a

7. Consultations

7.1 No formal consultation has been undertaken.

8. Links to Corporate Priorities

Priority	Comments
Corporate Governance And Customer Focus	The service is seeking to take a responsible approach to managing its finances.
Safer Communities	

Strong & Balanced Housing Market	The proposal will increase the costs of development by a small amount.
Thriving Economy	n/a.
Safeguarding the Environment	n/a.
Valuing Diversity	n/a.
Educational Attainment	n/a.
Healthier Living	n/a.

**9. Local Government (Access to Information) Act 1985:
List of Background Papers**

None.

10. Freedom of Information

- 10.1 The report does not contain exempt information under the Local Government Act 1972, Schedule 12A and all information can be disclosed under the Freedom of Information Act 2000.

11. Exempt Report

- 11.1 The report does not contain exempt information under the Local Government Act 1972, Schedule 12A, Paragraph.

**Appendix 1 Proposed Charging Scheme for Street Naming and Numbering
January 2012.**

Task	Charge
Naming of a new road	£150 per road
Renaming of an existing road (where requested by developers / residents)	£150 per road
Alteration of road name for unoccupied street	£150.
Numbering of new development (including flats, apartments)	£25 per plot
Numbering of individual residential dwelling (including flats, apartments)	£25 per property
Renumbering for individual residential dwelling (including flats / apartments)	£25 per property
Naming of a residential dwelling	£50 per property
Renaming of an existing residential dwelling	£50 per property
Numbering / renumbering of industrial / commercial units	£50 per unit
Naming / renaming of an industrial / commercial building	£50 building
Change of postal address (road name / street)	£50
Addressing of new industrial zone	£150
Changes to development after initial notification (residential or industrial)	£50 per change
Confirmation of postal address for solicitors or conveyancers	£40