



HYNDBURN

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Street Naming and Numbering Policy

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1. Introduction

- The naming and numbering of streets and buildings within Hyndburn borough boundary is a Statutory Function of Hyndburn Borough Council (hereafter known as “the Council”), and is covered by Sections 64 & 65 of the Towns Improvement Clauses Act 1847 and Sections 17-19 of the Public Health Acts 1925.
- 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 purpose of this guidance note is to provide advice to developers and building occupiers on the naming and numbering policy of Hyndburn Borough Council.
- The Council is happy for developers or occupiers to propose names for consideration. It is suggested that more than one new name is suggested, and that the names proposed meet the criteria set out in General Naming Conventions as detailed below.

2. Applying for a new postal address

- Applications should be made by individuals or developers building new houses, commercial or industrial premises, or:
- Individuals or developers undertaking property conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.
- Applications for new addresses should be submitted as soon as possible after permission for the proposal has been granted. This is important, as utility companies are often reluctant to install services where an official postal address has not been allocated.
- Applications can be made by completing the attached form. A layout plan to scale (preferably 1:1250) should be attached. The completed form should be sent to Engineering Team, Local Land and Property Gazetteer Custodian Scaitcliffe House, Ormerod Street, Accrington BB5 0PF
- If an application is submitted at a late stage of the development, problems could arise, especially if the application is rejected and purchasers have bought properties marketed under an unofficial marketing title. It should be made clear in any marketing literature distributed to prospective purchasers that marketing names for developments are subject to approval, and therefore liable to change. Some occupiers could feel aggrieved by the loss of a supposedly prestigious address and its replacement with an address that falls within the Council's guidelines as set out in this document.

3. Procedure

- Once an application has been received, the Council will check that there is no duplication of existing street names within the Borough.
- The Council will check that the proposed street names accord with the General Naming Conventions, Street Naming Conventions and Building Naming and Numbering Conventions as outlined in General Naming Conventions as detailed below in this document.
- The Council will consult with the relevant Ward Councillor for the geographical area the development is sited. We aim to have a reply from the ward councillor within 21 days.

4. General Naming Conventions

- No street name should start with “The”.
- Street names cannot be duplicated within District
- Street names should not be difficult to pronounce or awkward to spell
- Names of living persons will not be allowed.
- The street names should, where possible, reflect the history or geography of the site or area.
- Street names that could be construed as advertising will not be allowed.
- Street names that could be considered offensive will not be allowed.
- Subsidiary names (i.e. a row of buildings within an already named road being called Terrace) should not be used.

5. Street Naming Conventions

When naming new streets, the following conventions should be considered:

All new street names should end with one of the following suffixes:

| Suffix | Applicable Road Type |
|---------------|---|
| Avenue | Any road |
| Chase | Cul-de-sac |
| Close | Cul-de-sac |
| Court | Cul-de-sac |
| Crescent | Crescent shaped road |
| Drive | Residential road |
| Gardens | Any road, provided there is no confusion with any local open space |
| Green | A courtyard, provided there is no confusion with any local open space |
| Grove | Small road or cul-de-sac |
| Hill | For hill roads only |
| Lane | Any road |
| Mews | Cul-de-sac |
| Place | Any road |
| Rise | Sloping hill/industrial |
| Road | Any road |
| Row | Only acceptable in appropriate circumstances |
| Street | Any road |
| Square | For a square only |
| Terrace | A terrace of houses but NOT as a subsidiary name within another road |
| Way | Any – except cul-de-sacs |

All pedestrian ways should have the following suffixes:

- Walk
- Path
- Way

6. Building Naming and Numbering Conventions

- When naming / numbering a new building, the following conventions should be considered:
- A new street should be numbered with the odd numbers on the left and the even numbers on the right from the entrance of the street, except in the case of a cul-de-sac, where consecutive numbering in a clockwise direction is preferred.
- Private garages and similar buildings used for housing cars, etc, should not be numbered.
- All numbers should be used in the proper sequence (including 13). However, should a request be made by the developers, the exclusion of 13 may be allowed, after consultation with the relevant Ward Councillor
- Where an existing street or similar is to be extended, it would be appropriate to continue to use the same street name. This would include the continuation of the street numbering.
- Buildings (including those on corner plots) will be numbered according to the street in which the main entrance is to be found. The manipulation of numbering in order to secure a prestigious address, or to avoid an address with undesirable associations, will not be authorised.
- If a building has entrances in more than one street, is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats.
- In residential buildings (i.e. a block of flats), it is usual to give a street number to each entrance and then number in sequence the flats.
- Legislation permits the use of numbers followed by letters. These will be suitable, for example, when one large house in a road is demolished, to be replaced by (say) 4 new smaller houses. To include the new houses in the existing numbered 6 sequence of the road would involve renumbering all the higher numbered houses on the side of the road affected by the proposal. This is something that the Council would be loath to do. To avoid this situation, the new houses should be given the number of the old house with A, B, C or D added (i.e. 21A, 21B, 21C, 21D).
- The use of letters will not be sanctioned if the new development were to lie prior to the numbering scheme commencing. For example, if 4 houses were built prior to the first property number 2, the new dwellings would not become 2A, 2B, 2C and 2D, but four individual property names would be requested.
- For private houses in existing unnumbered roads, it is essential that the houses be officially allocated names. The name should not repeat the name of the road, or that of any house or building on the area.

- Where a property has a number, it must be used and displayed. Where a name has been chosen to a property with a number, the number must always be included. The name cannot be regarded as an alternative.

7 Renaming and Renumbering of Streets and Buildings

- On rare occasions, it may be necessary to rename or renumber a street. This is usually only done as a last resort when:
 - There is confusion over a street's name and/or numbering
 - A group of residents are unhappy with their street name
 - New properties are built and there is a need for other properties to be renumbered to accommodate the new properties
 - The number of named-only properties in a street is deemed to be causing confusion for visitors, delivery or emergency services.
- Residents of the affected street will be consulted, and their views will be taken into account. We will also consult the Royal Mail.
- Local residents will be balloted on the issue. At least a two-thirds majority of Council Tax paying residents will be required to make the change.

8 The NLPG and LLPG

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

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 "Spatial Data-sets for geographical referencing".

The Council is not responsible for the assignation of postcodes to addresses. The Royal Mail does this. Any queries about postcodes can be dealt with by the Royal Mail by calling 0906 302 1222 (Postcode Enquiries) or via their website at <http://www.royalmail.com/portal/rm/>

9 Charges

From 1st April 2012, Hyndburn Borough Council will charge for the provision of Street Naming and Numbering.

The fees are as follows:-

| Application Type | Charge from 1st January 2017 |
|---|--|
| Naming/Renaming of Roads | |
| Naming of a new road | £200 per road |
| Alteration of Road Name for Unoccupied Street | £200 per road |
| Renaming of an existing road when requested by residents | £300 per road + £50 per property. |
| House Naming and Numbering | |
| Numbering of new development including flats/apartments: 2 - 9 properties 10 – 49 properties 50 or more properties | £50 per plot £30 per plot £25 per plot |
| Renumbering for individual residential dwelling/flat/apartment. | £60 |
| Naming of residential dwelling | £60 |
| Renaming of existing residential dwelling | £60 |
| Commercial/Industrial/Business Development | |
| Numbering/renumbering of a commercial / industrial/business unit | £60 |
| Naming/renaming of a commercial / industrial/business unit | £60 |
| Other categories | |
| Change of postal address (road name / street) | £50 |
| Changes to development after initial notification | £50 per change |
| Written confirmation of postal address | £40 |

These charges are not subject to VAT.

Payment can be made in two ways, by cheque or invoice. Cheques should be made payable to Hyndburn Borough Council and sent along with the application form. If preferred, an invoice can be raised, and payment can then be made via the methods indicated on the invoice and application form.

10 Further information and Advice

- For further advice on any aspect of street naming and numbering, contact Jane Simister (LLPG Custodian) on 01254 380175 or email: Jane.simister@hyndburnbc.gov.uk