

# **GLOUCESTER CITY COUNCIL**

## Street Naming and Property Numbering Policy



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## 1. Introduction

Gloucester City Council has the legal responsibility for ensuring that all streets are named and properties are numbered within its district. These responsibilities derive from the Public Health Act 1875 and Town Improvement Clauses Act 1847 and they extend to both commercial and domestic property. The Council has the power to approve or reject property addresses proposed by developers or the general public, and to prescribe its own addressing schemes.

All property development and address changes within Gloucester City are subject to the official street naming and numbering process.

Street Naming and Numbering is an important function as it allows the Council to maintain a comprehensive and accurate address database covering all properties within the Gloucester City area. In turn this enables:-

- Emergency Services to find a property quickly and effectively
- Post to be delivered efficiently
- Visitors to locate their destination
- Reliable delivery of services and goods by courier companies
- Utility companies will not normally connect their services until such time as premises have been given a formal postcode by Royal Mail and this will not be allocated until the local authority has allocated an address to the premises.

Many legal transactions associated with properties can be withheld until the properties are identified by a street name and number. For instance, Royal Mail will not assign a postcode until the relevant Local Authority, as the Street Naming and Numbering Authority, has notified them of the official address.

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

Developers and the public are welcome to submit proposals for street names to the City Council for consideration. However, it is recommended that, when making an application, three names are put forward in case one or more of the names 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 Gloucester, where possible, and where it avoids duplication. If suggestions conform to this Policy on Street Naming and Numbering and meet with agreement from the Cabinet Member for Regeneration and Culture, local Ward Members and the Parish

Council, the new address will be formally allocated and relevant bodies will be notified.

Where street names or previous numbers have been established without reference to the Council, the Council may issue Renaming or Renumbering Orders, under Section 64 of the Towns Improvement Clauses Act 1847.

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 3.3, available from the National Land and Property Gazetteer Custodian at [www.nlpg.org.uk](http://www.nlpg.org.uk).

## **2. Applicable Legislation**

### **Towns Improvement Clauses Act 1847**

Sections 64 and 65 of the Towns Improvement Clauses Act 1847, incorporated into S160 of the Public Health Act 1875, places a duty on the Council to name the streets and to require house numbering as it deems fit. The 1875 provisions were supplemented by s21 of the Public Health Acts Amendment Act 1907.

### **Public Health Act Amendment Act 1907**

Section 21 of the Act (Power to alter names of streets) empowers the Council, with the consent of two-thirds in number of the ratepayers, and persons who are liable to pay an amount in respect of council tax, in any street, to alter the name of such street or any part of such street. The Council may cause the name of any street or of any part of any street to be painted or otherwise marked on a conspicuous part of any building or other erection. Any person who wilfully and without the consent of the Council, obliterates, defaces, obscures, removes, or alters any such name, shall be liable to a fine.

## **3. Charging for the Street Naming & Numbering Service**

Gloucester City Council is not permitted to charge for the elements of the street naming and numbering service which it is obliged to provide. However, it can charge for the discretionary element of naming and numbering service it provides.

Discretionary services are those services that the Council has the power, but not the duty to provide. The Council is empowered to charge for discretionary services under Section 93 of the Local Government Act 2003. The Council is permitted to make charges for matters such as the administrative elements of the service, working with the Royal Mail, notifying the utility companies and other bodies of new street names and premises numbers, and for registering non-statutory parts of the address, such as property name.

Naming and Numbering charges will be made for the following services:

- Numbering new residential or commercial premises
- Naming or numbering a new property
- Renaming or renumbering an existing property/building
- Enquiries from Solicitors and Building Societies for example confirmation of the correct numbering of flats within a block.

Charges will also be made for changing a street name unless there is an over riding public interest for the name change for example a change from the name originally agreed.

#### **4. Naming Streets and Numbering Properties**

Section 64 of The Towns Improvement Clauses Act 1847 requires the Council to make sure properties are numbered (or named) and marked as such. It is also the Council's responsibility to make sure that street name plates are displayed.

Property developers and local residents may suggest names for new streets. These should be submitted to the Street Naming and Numbering Officer for consideration against the Council's naming criteria - See Section 5

Following an application for street naming and or numbering, the Street Naming and Numbering Officer will determine whether the application requires the naming of any new streets. If new street names are required the officer will ask the developer for any relevant suggestions (see section 5). These, together with suggestions made by the Street Naming and Numbering Officer will be put forward to the Cabinet Member for Regeneration and Culture and the Ward Councillors (and parish council if applicable) for consideration.

#### **5. Criteria for Naming Streets**

The Street Naming and Numbering Officer will use the following criteria when agreeing whether or not a new street name is acceptable. Property developers and Councillors should take these criteria into account when suggesting street names for approval by the Council.

- 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 district shall be avoided.
- Street name should not have a commercial connection, a 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 there is no likelihood of the use of the name amounting to advertising.

- Names suggested by the developer may be used as long as they comply with the general street naming criteria and there are no objections from the Council and appropriate Ward or if applicable Parish Councillors. In the event of unresolved disagreement, a final decision will be taken by the officer who has delegated powers to approve street names within the Council's Constitution, and there will be no right of appeal.
- Names should have a local connection, historically, geographically or culturally.
- Names of living people are not considered appropriate.
- Names of the deceased will only be considered if a strong connection to Gloucester can be shown and a detailed historical background is provided.
- Names should not be duplicated within at least 3 miles of the Gloucester City boundary.
- Names should not use any commonly offensive or derogatory words or phrases.

Changing a street name or a sequence of property numbering shall be avoided, unless there is specific and sufficient reason to do so. 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.

## **6. Street naming and numbering guidelines**

1. Even numbers are placed on the right hand side and odd numbers on the left hand side from the start of the road (which is the junction with the existing highway)
2. A Close will have sequential numbers.
3. The number 13 will not be used in any new development, unless it is specifically asked for by the developer.
4. Three proposed names will be submitted for any new street, apartment block or house name, which will be considered for approval after consultation with the Ward Councillors, Royal Mail and the developer. If the development is within the area of Quedgeley Parish Council, the Parish Council will also be consulted

5. If a property not on a apparent road for example a remote property accessed only on foot with no defined footpath the street that its primary entrance is accessed from will be used as the address.
6. A property that contains flats will have its own number and/or name.
7. Flats within a numbered and or named property will each have their own number (e.g. Flat 1, Flat 2, 25 Highgate Road)
8. Business Units can be individual or sub divided units and will be numbered Unit 1, Unit 2 etc.
9. Additional dwellings/units built after the original building will be allocated a number and named 1a, 1b or 2a, 2b

All properties will be given a number for their address and will not use a commercial name as the primary name as address identification.

If a building has entrances in more than one street, but it is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate street. Exceptions may be made depending on the circumstances for a house divided into flats.

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

Road

Street

Avenue

Way

Drive

Lane

Place

Gardens

(The above titles are acceptable for any type of new street within the City)

Close (For a cul-de-sac only)

Court

Crescent (For a crescent shaped street only)

Square (For a square only)

Hill (For a hill only)

Circus (For a roundabout only)

View - (Only acceptable when the named object is clearly visible from the start of the road)

Terrace (For a terrace of houses but NOT as a subsidiary name with another street)

Mews (This is currently popular and is considered acceptable in appropriate circumstances, but other words such as 'End' or 'Wharf' would not be allowed)

It is very strongly recommended that the use of existing names in the vicinity should be avoided. A change in the terminal word is not considered to amount to a different name so 'Chestnut Close' would not be allowed if there was already a 'Chestnut Street'.

All new pedestrian ways should end with:

- Walk;
- Path; or
- Way

All named blocks should end with one of the following:

- Court (For flats and other residential buildings)
- Mansion (For residential buildings other than flats?)
- House (For Residential Blocks or Offices)
- Tower (For High residential or office blocks containing 5 or more floors)

### New estates and streets

Developers who use a marketing name for a site must make it clear to any prospective purchasers that the marketing name is not part of an official postal address.

Many developers are familiar with the Council's Street Naming and Numbering Policy and its associated functions and powers, and will approach the Council at an early stage with street naming proposals. Should this not happen, the sites will subsequently be identified through Building Control applications, a property search at the point of sale, through the Council Tax inspectors when rating the property or by the first time occupier making an application for services (electric, telephone, gas etc).

Royal Mail Delivery Office, the developer, Ward Councillors and Quedgeley Parish Council (if applicable) will be consulted on all proposals and will be given 10 working days in which to respond, from notification. The LLPG custodian is also consulted to avoid duplication of road names and to ensure the correct spelling of road names from the definitive LLPG.

When the name has been agreed by the authority, a layout plan with the Street Numbering and Naming Schedule will be prepared by the Street Naming and Numbering Officer which will allocate a number and street name to the developer's plot numbers. (Purchasers of new properties should be aware when issuing their "new address" details that the POSTAL number and not the PLOT number should be quoted.) Once the new name has been approved by the Council and numbers allocated, the layout plan and Street Naming and Numbering Schedule will be sent to Royal Mail for registering and allocation of a postcode.

Please note, that the allocation of postal addresses does not serve as confirmation that any building or structure has been authorised under Planning, Building Regulations or any other Legislation. Owners/occupiers may be at risk of enforcement action if any necessary approvals have not been obtained.

Where a street is created as all or part of a new development, all costs for the erection of new street name plates will be paid for by the property developer. It is the responsibility of the developer to supply and install any new street nameplates to the Council specification before they leave site, and for maintenance in the 12 months thereafter.

After 12 months the Council will then take on responsibility for maintenance of the street nameplate(s) for adopted street(s).

There is a standard specification for street name plates and their locations and the Council should be contacted for advice.

### Individual properties

Individual properties built on parcels of land or as back land development in gardens will be numbered into the existing numbering of the relevant street. If there is not a sequential number available, the Council will use the addition of letters (e.g. 2a etc.). Where there is no street numbering system in operation, properties will simply be given an individual house name.

### House names

The name proposed will be checked for compliance with this Policy. Numbers will then be allocated to properties and formal postal addresses registered. The Council's Policy is to restrict registered postal addresses to a street name and number where possible.

### Properties with a number and name

Where a property has a number, it must be used and displayed. Where a name has been allocated as well as a number, the name must always be used with the number and it cannot be regarded as an alternative. A named building may not have more than one number in one street.

The Council has no objection to a house name being added to an existing postal address. However house names alone are not favoured by the Council or the emergency services as a number readily identifies the relative location of a property in a street. Other than in exceptional circumstances, a house number should be prominently displayed so that it can be easily read from the public highway. The postal number cannot be deleted from that address, and should always be used with

the name. Unless the house name is the fundamental part of the postal address, the Royal Mail keep house names in their 'alias' file.

### Renaming and renumbering of streets

Under Section 18 of the Public Health Act 1925, the Council can alter the name and numbers of any street without the consent of those residents affected.

Renaming or renumbering streets will only be considered in the following circumstances:

- A minimum of two thirds of the occupants of the street or relevant part of the street submit a request for renaming/renumbering;
- In the interests of public or highway safety; or
- If there is evidence of a serious problem in accurate identification of the address due to :
  - the existence of similar street names elsewhere in the City; or
  - the location of a property within a street.

If the residents of a street wish the name to be changed, for whatever reason, they can petition the Council who will judge the case on its merits.

### Notification of postal addresses

The Council's Street Naming & Numbering Officer will notify, as appropriate, with the Royal Mail, Electoral Registration, Council Tax, Local Land and Property Gazetteer (LLPG), the Valuation Office, Emergency Services and Quedgeley Parish Council before proceeding with the allocation of road names, property numbering or amendments to addresses.

The Council's Street Naming & Numbering Officer will notify the Ward Councillors and, if appropriate, Quedgeley Parish Council, of a change of street name, re-numbering or a numbering allocation to properties with just house names.

Notification letters will be sent by the Council's Street Naming and Numbering Officer, to occupiers if there is a change of road name, renumbering or a numbering allocation to properties with just house names. In making such changes, the Council will be exercising statutory powers and its decision is final.

If any representations are received from residents, any Ward Councillor for the relevant Ward may request that the matter be brought before the Cabinet for its views. The final decision will be made by the Cabinet Member for Regeneration and Culture.

## Post Codes

The Council is not responsible for issuing new postcodes; this is the responsibility of Royal Mail, but as a matter of practice, Royal Mail will not issue a postcode for a new street unless requested to do so by the Council.

## **7. Responsibility for Property Addressing**

All elements of an address within the City, with the exception of postcode and post town, are defined by Gloucester City Council. The numbers and names assigned to property and the official names assigned to streets are the Intellectual Property of the Council.

Allocation of postcodes is managed by the Royal Mail and must be confirmed by them. Gloucester City Council undertakes this process on the applicant's behalf and inform the applicant and other interested parties once the post code has been allocated. The Council 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. Gloucester City Council accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission.

## **8. Claims for Compensation**

Gloucester City Council is not liable for any claims for compensation arising directly or indirectly from the naming of roads, re-naming of roads, numbering or renumbering of properties.

## **9. The Authority is not responsible for the following**

- The allocation of a postcode - this is issued by the Royal Mail and will be held in reserve on their 'Not Yet Built' register until the Royal Mail is notified by, either the developer or the home owner, that the property or plot is occupied.
- Correspondence and deliveries not being delivered to the correct address. Any Complaints' should be directed to Royal Mail Customer Services.
- The address being unavailable on databases used by third parties, such as retail Outlets (including Internet based ones).
- Ordnance Survey maps or plans not featuring any new properties or roads; and
- Notifying anyone other than the organisations listed on the Street Naming and

Property Numbering webpage.

## 10. Contact Details

All Street naming and numbering enquiries should be directed to:

Street Naming & Numbering Officer  
Customer Services  
Gloucester City Council  
Herbert Warehouse  
The Docks  
Gloucester  
GL1 2EP  
Tel: 01452 396396  
E-mail: [LLPG@gloucester.gov.uk](mailto:LLPG@gloucester.gov.uk)

Further information, guidance and application form for Street Naming and Numbering can be found online at [www.gloucester.gov.uk](http://www.gloucester.gov.uk) or by correspondence to the address or e-mail above.