

Street Naming & Numbering Policy

1 April 2022 to 1 April 2025



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| Key Information | |
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| Responsible Committee | Leisure and Environment |
| Service Impact Assessment (SIA) | To be completed |
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| Governance | |
| The Policy applies to: | Residents, potential residents, Royal Mail, utilities, house developers, commercial establishments Emergency services, parish, and town councils |
| The Policy is available in the following locations: | Publications Scheme [x] Intranet [x] Council website / Service webpage [x] |
| This Policy has related documents. | Yes [X] No [] Charging schedule |
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Appendix 1 Charging Schedule

1. Introduction

Under the Towns Improvement Clauses Act 1847, Basildon Borough Council has a statutory duty to name and number streets and to approve and register official property addresses in the borough. This ensures that new street names, building names and numbers are allocated logically so that, amongst other things, the post can be delivered effectively, and emergency service vehicles are able to locate any address to which they may be summoned.

This policy will enhance clarity and improve direction to residents, developers, and council staff by simplifying processes and providing uniformity when naming and numbering streets and buildings.

2. Policy Statement

The naming and numbering of streets and buildings in the Borough is managed by Basildon Council under the legislation set out in this policy. The purpose of this policy is to ensure that any new street names and building names and numbers are allocated logically, in accordance with legislation, so that emergency services can locate any property to which they have been summoned and for the effective delivery of mail and other services.

Where street names or previous numbers have been established without reference to Basildon Council, the council has the authority to issue Renaming or Renumbering Orders under section 64 of the Town Improvement Clauses Act 1847 and sections 18 and 19 of the Public Health Act 1925.

3. Statutory and Legislative Content

Much of street/building naming and numbering is regulated and defined by statute as detailed below:

Towns Improvement Clauses Act 1847

The naming of a street includes any road, square, court, alley, or thoroughfare, within the limits of the Towns Improvements Clauses Act 1847 or relates to any thoroughfare which when named will be included in an official postal address.

Section 64: Houses to be numbered and streets named

The authority 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. The Council has a responsibility to make sure that the street names are displayed. Should any person destroy, deface, or put up another number or name other than the official one, then that person shall be liable to a fine under the provisions of Criminal Justice Act 1982 for every such offence.

Appeals (Proposal by developer for new street name) – Public Health Act 1925 S17 (4)

Where the urban authority serves 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. (Magistrates). There is no right of appeal in respect of delegated naming agreements with town / parish councils.

Section 65: Numbers of houses to be renewed by occupiers

The occupiers of houses and other buildings in streets must mark them with such numbers as the Council approves and they must renew as often as they become obliterated or defaced. Where an occupier fails to do this in a week from the notice from the Council, they are liable to a fine (not exceeding level 1 on the standard scale) in the magistrates' court. The Council can mark or renew the numbers (with the occupiers' permission) and the occupier must pay our cost of the work where the Council have had to take this course of action.

Public Health Act 1925 Section 19 (1) (Adoptive Provision)

The Council shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered, or the inscription becomes illegible.

Public Health Act Amendment Act 1907 Section 21:

Power to alter names of streets The local authority may, 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, alter the name of such street or any part of such street. The local authority 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 shall wilfully and without the consent of the local authority, obliterate, deface, obscure, remove, or alter any such name, shall be liable to a penalty not exceeding level 1 on the standard scale. This section gives the power to the Council to alter the street name or any part of a street and assign a street name to all or part of a street where a name has not been given. The Council may, with the consent of two thirds of the ratepayers and people who are liable to pay council tax in any street, alter the name of the street or any part of the

street. We will consider this if the Town or Parish Council has received the request and can provide proof of consent from the required number of residents. In such instances the Council will consult with Royal Mail, Fire Authorities and Police Authorities. Any appeal should be directed to the Local Government Ombudsman.

London Buildings Acts (Amendment) Act 1939, Part 2, (11) (3)

Where a name has been given otherwise than in pursuance of subsection (1) of this section to be a building and is in the opinion of the Council unsuitable or likely to cause delay or inconvenience in executing any public service they may without prejudice to the exercise from time to time of the powers of the Council under the said subsection (1) by order assign a name to the building in substitution for such first-mentioned name.

Local Government Act 2003 Section 93

Power to charge for discretionary services. A best value authority may charge a person for providing a service if the authority is authorised, but not required, to provide the service – that is the service must be discretionary. There must be a power to provide the service, the person receiving the service must agree to its provision, and the charge must not exceed the cost of providing the service.

The Council cannot charge for street naming services (since the duty to provide this service is not discretionary), but it can charge for the numbering of houses and other buildings (which is a discretionary service) by virtue of section 64 and 65 of the Towns Improvement Clauses Act 1847 coupled with section 93 of the 2003 Act.

4. Local Context

The borough is set for substantial housing growth over the life of the emerging Local Plan, which has identified housing allocation sites and other land coming forward to deliver nearly 20,000 new homes. The regeneration of the borough's town centres will also create these new homes. All these projects will require street and building naming and numbering.

It is anticipated that the policy will result in the following outcomes:

4.1 Policy Outcomes

- Compliance with legislation pertaining to street naming and numbering, as identified in this policy.
- A Street Naming and Numbering policy that is easily understood by users.
- Appropriate involvement and contribution of all interested groups
- Address and street number systems which comply with the needs of the Royal Mail and emergency services.

- Addresses entered and maintained in British Standard 7666 format which states how to record Basic Land and Property Units, using the Unique Property Reference Number, grid co-ordinates and one or more Land Property Identifier
- A charging policy that is fair and reasonable and reflects the resources required to deliver the service.
- Consistency and uniformity in providing street names.
- Provide a sense of place making.

4.2 Supporting Procedures

This policy is supported and delivered through the following procedures and guidance..

- Naming and renaming a pre-existing street
- Address changes
- Guidance for developers
- Charging schedule (appendix 1)
- Street nameplates and their installation

5. **Criteria for naming streets**

The choice of street name can contribute towards creating a sense of place. Paying tribute to those who have given distinguished service to the community or have contributed to the borough's local heritage and history gives the name context. This can promote acceptance and create a sense of ownership by residents. The use of 'theme' names can also help give a neighbourhood a sense of identity.

This policy encourages direct engagement with residents to create a pre-approved list of names using the following criteria:

- commemorates local history, places, events or culture, that relate to the development site
- celebrates the cultural diversity of the borough
- commemorates local, national and international noteworthy persons, who have been deceased for ten years or more
- commemorates national and international events
- a theme such as species of plants, trees, the arts
- strengthens neighbourhood identity

In addition to these criteria, the Council will use this policy and guidelines when agreeing a new number, street or building name. The council has the power to over-ride proposals submitted by others if they are not in accordance with this policy.

If developers or owners do not select from the pre-approved list (see item 6) then they must follow these guidelines when submitting any suggested street names:

a) New street names should try to avoid duplicating any similar name already in use in a town/village or in the same postcode area. A variation in the terminal word, for example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name. A common request is to repeat existing names in a new road or building title (for example a request for "St Mary's Close" off an existing St Mary's Way, near St Mary's Church) This is not permissible as it can have a detrimental effect in an emergency. This is in line with Government guidance found in circular 3/93.

b) Street names should not be difficult to pronounce or spell.

c) The council will not agree to any unofficial 'marketing' titles used by developers in the sale of new properties.

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

- Street (for any thoroughfare)
- Road (for any thoroughfare)
- Way (for major roads)
- Avenue (for residential roads)
- Drive (for residential roads)
- Grove (for residential roads)
- Lane (for residential roads)
- Gardens (for residential roads) subject to there being no confusion with any local open space
- Place (for residential roads)
- Crescent (for a crescent shaped road)
- Court/Close (for a cul-de-sac only)
- Square (for a square only)
- Hill (for a hillside road only)
- Circus (for a large roundabout)
- Vale (for residential roads)
- Rise (for residential roads)
- Row (for residential roads)
- Wharf (for residential roads)
- Mews (for residential roads)

All new pedestrian ways should end with one of the following suffixes:

- Walk
- Path
- Way

e) Single or dual names without suffixes are acceptable in appropriate places (for example, Broadway for major roads only). Such names will be approved at the council's discretion and must be appropriate for the locality.

f) For private houses, the proposed name of the house should not repeat the name of the road or that of any other house or building in the same postcode area.

g) The use of North, East, South or West (as in High Road North and High Road South, or East or West) is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicular access between the two.

h) Phonetically similar names within a postal area and, if possible, within the borough should be avoided. For example, Alfred Road and Alfred Close or Churchill Road and Birch Hill Road.

i) The use of a name which relates to people either living, or those alive during living memory should be avoided. Only exceptional circumstances will be given consideration and justifications will be required.

j) The Council will not grant an official address without either planning permission or an assessment for Council Tax being in place. This includes agricultural and other land. This is in parallel with Royal Mail policy and guidelines.

6. Pre-approved street and building names

In certain areas of the Borough residents may be asked to submit street and building name proposals that would be considered by Members for the pre-approved register in conjunction with the criteria laid out in this policy. Proposals that when suggested, meet the criteria, and finally agreed by members will then be added to a pre-approved street or building names register.

Developers will be encouraged to select street names and building names from the pre-approved register. A reduction in street numbering charges will be applied if pre-approved names are selected.

7. Re-naming a building or property

If a property has a house number, it will not normally be possible to replace the number with a name. These will only be considered where it can be shown that the current numbering system causes delivery problems or emergency response issues. Also, if more than one property is affected then the agreement of all owners affected will have to be obtained.

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

Requests can only be accepted from the owners of properties and not tenants.

Where the property is in the process of being purchased, that is, until exchange of contracts, a property cannot be re-named by the impending new owner.

House name changes must not be the same or similar to the name of another property in the same location.

8. Criteria for numbering streets and buildings

Once numbered the Council will not normally re-number properties. However, renumbering a property/properties may occur where there can be shown to be consistent delivery problems or difficulties locating properties by the emergency services.

The following numbering criteria will be used:

- A new street should be numbered with even numbers on one side and odd numbers on the other except that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred.
- Additional properties in streets that are currently numbered will always be allocated a property number.
- Private garages and similar buildings used for housing cars and similar will not be numbered unless they are situated in a communal area in a block.
- A proper sequence shall be maintained, with the number 13 not normally omitted unless specifically requested.
- Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found. The manipulation of numbering to secure a "prestige" address, or to avoid an address that is thought to have undesired associations, will not be sanctioned.
- If multiple occupancy building has entrances in more than one street, then each entrance can be numbered in the appropriate road if required.
- In residential buildings (example, blocks of flats) it is usual to give a street number to each dwelling where the block is up to six storey's in height. When the block exceeds this height, or there are not enough available because of existing development, the block should be given a name and numbered separately internally. Such names will be treated in the same way as house names.
- Numbers followed by letters will be permitted where there is no alternative. For example, these are needed when one large house in a road is demolished and replaced by several smaller houses. To include the new houses in the numbered road sequence would involve renumbering all the higher numbered houses on that side of the road. To avoid this each new house should be given the number of the old house with either A, B, C or D added. Letters will also be used if the new development is to be sited prior to the numbering scheme commencing. For example, if 4 houses were built prior to the first property number, the new dwellings would become 2A, 2B, 2C, 2D.
- Individual houses in existing unnumbered roads will normally require property names. For an infill of two or more properties accessed via a private drive, where it is deemed appropriate, the Council will agree with the developer a 'sub-road' name, for example 1 – 4 Curlew Cottages, High Street.

- Where a property has a number, it must be used and displayed. Where a name has been given to a property together with its official number, the number must always be included. The name cannot be regarded as an alternative. This is enforceable under section 65 of the Town Improvement Clauses Act 1847. The Council does not need to be informed of name changes to properties that have official numbers and does not normally store such property names on its systems.

This applies both to domestic and commercial property. This is to ensure consistency of records over time, reduce costs and aid emergency service response and postal delivery.

- The Council will enforce numbering of properties without numbers, for example in streets where all properties have names or those where numbers are not being displayed, where this causes serious postal delivery problems or emergency service response issues.

9. Re-naming an existing street.

Re-naming an existing street will only be considered if the emergency services or Royal Mail are experiencing difficulty in locating a street or streets, or where a street name is no longer deemed suitable in modern times.

Requests to the council for the re-naming of an existing street/s will be considered from a town or parish council or from a consortium of residents. Any request must be able to demonstrate that the residents of all affected properties have been consulted and at least two-thirds agree. The street naming criteria (see section 5) will apply when re-naming a street, as will the procedures undertaken by the council when introducing a new street name.

All costs associated with providing and erecting nameplates, apart from in exceptional circumstances, will have to be met by the town / parish council or consortium. The nameplate maintenance becomes the responsibility of the town / parish council or consortium of residents.

In some instances, it may be necessary for the Council to rename an existing street. This will be mainly but not always due to the emergency services or Royal Mail experiencing difficulty in locating streets, or where a street name is no longer deemed suitable in modern times.

10. Street and building nameplates

The developer will meet the costs of street and building nameplates and its associated costs until the street is adopted by the Highway Authority. All street nameplates will be consistent throughout the borough. Nameplate specifications and siting of nameplates must be complied with.

11. Charging Schedule

The Council cannot charge for new street naming services as the duty to provide this service is not discretionary. However, it can charge for the numbering of houses and other buildings or readdressing (which is a discretionary service) by virtue of section 64 and 65 of the Towns Improvement Clauses Act 1847 coupled with section 93 of the Local Government Act 2003.

There are many interested parties and statutory undertakers who must be made aware of the existence of new addresses. The Council charges for this aspect of the street naming and numbering service. If this part of the service is not undertaken then the other parties will not be notified by the Council, which can result in difficulties in the future.

The charging schedule is shown in Appendix 1.

12. Monitoring

This policy will be monitored by the Head of Planning to ensure the service is meeting targets and providing value for money to service users. Performance indicators and monitoring will be introduced as follows:

- Number of applications received per annum.
- Number of applications that met the 8-week statutory timescale for completing requests.
- How many street names were adopted from the pre-approved register of street names?
- How many street names were adopted that were not from the pre-approved register of street names?
- Income generated

Corporate Knowledge

Corporate Plan ambitions

- **Place.** We want Basildon to offer a high quality of life for all residents through attractive, liveable, accessible and safe neighbourhoods and towns along with the provision of enduring facilities, green spaces and town centres that meet the needs of the community.

Links to other Corporate Policies or Partner documents

Key corporate documents that are linked to this policy:

- Local Plan
- Emerging Local Plan
- Community Safety Strategy

Appendices

- Appendix 1 Charging Schedule

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