



Street Naming and Numbering Guidance

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Guidance Notes

Central Bedfordshire 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. Central Bedfordshire Council use the Public Health Act 1925. (sections 17,18 and 19) for the purpose of naming streets and numbering properties. This power extends to Commercial and Industrial properties as well as domestic.

All property development and address change within Central Bedfordshire is subject to the official street naming and numbering process. Maintaining a comprehensive and high standard for naming streets and numbering/ naming properties is essential as it facilitates.

- Consistency of property-based 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 Central Bedfordshire Council following the procedures outlined in these guidance notes.

Proposals for street names from developers 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. It is also recommended for all suggestions for street and building names to have a historical connection with the site or to reflect the local area and to avoid duplication. If suggestions conform to these guidance notes on Street Naming and Numbering and do not meet with any objection from the Town/Parish Councils, the new address will be formally allocated, and all the relevant bodies will be notified.

To aid the emergency services, we will ensure wherever possible, that if a street has a name and has street signs relating to that name, any new properties accessed from that street will be officially addressed using the existing street name and are numbered using an alphabet suffix if necessary unless there are exceptional circumstances.

In addition to complying with appropriate legislation, these guidelines are 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 custodians at www.nlpg.org.uk

Street Naming and Numbering Procedures

The purpose of this is to provide guidance to developers and owner/ occupiers on the naming and numbering of streets and buildings across Central Bedfordshire.

This is a statutory function that Central Bedfordshire Council provides in exercise of its powers and duties under the Public Health Act 1925.

The appropriate naming of streets and naming and numbering of buildings forms the basis for identifying property related information which is used by:

- Royal Mail and other services for delivery of post and goods
- The ambulance, police, and fire services for responses to emergencies
- Statutory organisations e.g., the Council, HM Land Registry and HM Revenue & Customs

British Standard BS7666:2006 Parts 1 and 2 - Address Data Entry Conventions

In addition to the traditional method of addressing a property the Government has introduced a British Standard (BS7666) for the precise identification of a property or plot of land. Each property has been allocated a 12-digit Unique Property Reference Number (UPRN). This permits additional information such as co-ordinates to be accessed allowing the property to be located on a map.

Central Bedfordshire Council along with all other local or unitary authorities has created and maintains a Local Land and Property Gazetteer (LLPG) to the above standard. Updates to this information are submitted daily to the National Land and Property Gazetteer (NLPG) which is marketed commercially. This precise location information can then be used by Royal Mail, the Emergency Services and Utility Companies.

As part of the process the location and naming of new streets is an essential starting point. Any new streets are notified by us to the GIS team who hold Local Street Gazetteer (LSG), and they in turn use it to update the National Street Gazetteer (NSG).

It should be noted that the LLPG provides geographic location information for all properties in the district and whilst most addresses are the same as those held by the Royal Mail for postal delivery services there will be some incidences of variation in address format between that held by Royal Mail and within the Council's LLPG.

Applying For A New Postal Address

Applications for new addresses within Central Bedfordshire should be made to Building Control by completing the Street Naming and Numbering application form and emailing to building.control@centralbedfordshire.gov.uk

Applications should be made by:

- Individuals or developers building new dwellings, commercial or industrial premises
- Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new separately addressed units

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

Applications for new addresses should be submitted as soon as work commences. In the case of new street names this is essential as the time from receiving a proposed name until it is formally adopted can take several months.

On developments requiring new street names the developer may put forward a naming proposal and the Council will consult with the relevant Parish or Town Council to consider if the proposal is acceptable. If the developer has suggested a street name, the Parish or Town Council can either accept the proposed name or suggest an alternative. The Council does not consult where the application is solely for the numbering or naming of a single building.

Existing Properties without Postal Addresses

Occasionally residents of the district report that their property is not shown on established postcode listings. The Council will report the omission to Royal Mail so that the address of the property can be entered into the Postcode Address File. All requests should be made in writing.

Street Naming Protocols and Conventions

When a new development is built, the responsibility for naming the new streets rests with the Council. The new names should be consistent with the Council's protocols for road naming.:

- When possible, the name(s) should have a proven historical connection to the land intended for development. NB – Historic Environment Record
- The name(s) will not be the name(s) of people unless there is a historical connection to the town or parish within which the development falls and no street shall be named after a living person.
- The name(s) will not be the same or similar to any existing name(s) already in use in the same locality, the same town, post town or within a 8k radius of a neighbouring SNNN authority's administrative area. A variation in the terminal word, for example "2street", "road", "2avenue", will not be accepted as sufficient reason to duplicate a name.
- Street names with phonetically similar names will also be avoided e.g., Churchill Road/Birch Hill Road and Willows Avenue/Winnows Avenue.
- A common request is to repeat existing names i.e., St Marys Close off an existing St Marys Way. This is not allowed as it can have a detrimental effect in an emergency. This is in line with Government guidance found in Department of Transport Circular 3/93
- If the development contains a new network of streets a theme may be chosen, taking care not to repeat a theme already being used locally.
- Aesthetically unsuitable names or names capable of deliberate misinterpretation are to be avoided.
- Street names should not be difficult to pronounce or awkward to spell.
- All punctuation, including apostrophes shall be avoided.
- New street names should end with one of the following suffixes

Avenue | **Bank** | **Circle** - for circular roads only | **Close** - only for a cul-de-sac | **Corner** | **Crescent** - for crescent shaped roads only | **Croft** | **Drive** | **Edge** | **Farm** | **Field(s)** | **Gardens** (provided it will not be confused with any local open space) | **Green** | **Grove** | **Hill** | **Lane** |

Mead | Meadow | Mews | Orchard | Paddock | Park | Place | Rise | Road | Row | Square - for a Square | **Street | Triangle** - for triangular roads only | **View | Way | Wharf** - only near a navigable watercourse | **Yard**

- Pedestrian only access thoroughfares should end with: **Walk | Path | Way**

Please note:

- No street name should start with **"The"**
- **"Court"** is not acceptable as a street name suffix but may be used for large multi-occupied buildings.
- **"Terrace"** should only be used as a subsidiary name within another road.

On receipt of a proposed new street or building name, the Council's Responsible Officer will check that it will not duplicate existing names and is in accordance with the naming protocols and conventions shown above.

Central Bedfordshire Council is able to provide historic information, please visit our website at www.centralbedfordshire.gov.uk for further details.

Property Addressing Guidelines

Building Numbers

- When naming/numbering new buildings the following conventions will be followed:
- Where practicable 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. In the case of a cul-de-sac, consecutive numbering in a clockwise direction is preferred.
- All numbers should be used in the proper sequence (excluding 13). However, should a request be made for the inclusion of 13 this may be allowed.
- Where an existing street is extended, it would be appropriate if possible, to continue to use the same street name including the continuation of the street numbering.
- Buildings will be numbered according to the street in which the main entrance is to be found. If a building has entrances on 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.
- Where a building with an already approved house number or name is subdivided then the use of letters or numbers to indicate the separate apartments is acceptable.
- All new properties shall be numbered rather than named. Exceptions will only apply in existing streets where no numbering scheme exists.
- Infill properties will be numbered into the existing street using an alphabet suffix unless there are exceptional circumstances.
- A piece of land e.g., a field, cannot be given an official address, only property on that land that has a delivery point can have a conventional address for the purposes of delivering mail and services.
- Annexes, private garages, and buildings used for housing cars or livestock will not be addressed separately from a main dwelling
- New street names shall not be assigned for the sole purpose of avoiding numbers with a suffix.

House Names

If you are intending to name or rename an existing named property you will need to contact the Council to check whether your preferred name is already in use in the immediate area. If there is the possibility of confusion or the name chosen is deemed to be inappropriate you will be requested to select another name. We will not accept house names that are the words for numbers e.g., Nine.

However, where a numbering scheme is in place a house name can only be in addition to the allocated property number and not a replacement. Please note that the original number should always be displayed on the property and quoted within an address on all correspondence. Please also note that house names used with numbered properties will form no part of the officially registered postal address as held within Royal Mail's Postcode Address File.

If this process is not undertaken the official address of the property will not be revised. Royal Mail will only amend their Post Code Address File with information provided by the Council.

The charge for this service is contained within our fees and charges schedule which is available on the website www.centralbedfordshire.gov.uk in the search field input Street Naming and Numbering charges then click on Planning Fees.

Postcodes

The Council is responsible for establishing property addresses up to and including the town or village name. The allocation of postcodes is the responsibility of Royal Mail. In creating and establishing new addresses the Council will liaise with Royal Mail's Address Development Team to provide a suitable postcode.

When a new address, including the postcode, has been created, it will potentially be held by Royal Mail in the Not Yet Built section of the Post code Address File. When Royal Mail are satisfied that the property is complete and is in a state to be occupied, they should make the address live on the Postcode Address File. If you are occupying a new build property and the address is not shown against established postcode listings you should contact Royal Mail directly on 03456 045060.

Distribution of All New and Changed Addresses

Once an address has been created or amended, we distribute this information to a variety of Council services and other organisations. These include:

Internally: Council Tax, Electoral Registration, Land Charges

Externally: Royal Mail, Land Registry, The Emergency Services, Utility Companies.

Please note that Central Bedfordshire Council are not responsible for updating commercial websites for example: - Google maps and What three words, etc.

Application and Fees

Application and other postal address enquiries can be submitted by email to building.control@centralbedfordshire.gov.uk , payment made by debit/credit card by contacting Building Control on 0300 300 8635,

Street Nameplates

Under the Public Health Act 1925 there is a duty to erect and maintain street nameplates for all officially named thoroughfares.

The responsibility for the initial provision of street nameplates within a new development, where a street name is required, is devolved to the developer.

All new nameplates should be provided to the Council's specification shown below.

Street Sign Specification

Posts

Black recycled plastic posts

Post dimensions 80 x 80 x 1220mm with bevelled tops

Milled (routed) at top of post to accept main backboard assembly

Base of post drilled to accept anchor pins 10mm x 160mm

Backboard

30mm x 150mm section, overall height and length of backboard is dependent upon number of lines and length of wording.

Sign Face

Stabilised impact resistant polycarbonate.

Channel

"U" section channel to be fitted top and bottom of backboard to retain sign face.

"U" channel to be bonded with 3m Scotchweld EPX bonding adhesive

Lettering

MOT or Kindersley

Foundation

1200mm posts will require foundations 450 x 450 x 450mm. To be backfilled with compacted concrete

Address Problems

The street naming and numbering function deals with all address related queries within the district. If you are having a problem, please contact us

Contact us:

Email: building.control@centralbedfordshire.gov.uk

Tel: 0300 300 8635