

# NWLDC – Street Naming and Numbering Guide

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## 1. Introduction

- 1.1 The naming and numbering of streets and buildings within North West Leicestershire is a Statutory Function of North West Leicestershire District 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.
- 1.2 Part 3 Section 19 of the 1985 Leicestershire Act states that the owner or occupier of a building shall maintain the mark of the building (its number) in such a way that it is legible from the street, and that it is not obstructed wherever possible.
- 1.3 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.
- 1.4 The purpose of this guidance note is to provide advice to developers and building occupiers on the naming and numbering policy of North West Leicestershire District Council.
- 1.5 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 Sections 4-6 below.

## 2. Applying for a new postal address

- 2.1 Applications should be made by:
  - 2.1.1 Individuals or developers building new houses, commercial or industrial properties.
  - Or**
  - 2.1.2 Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.
- 2.2 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.

- 2.3 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:

North West Leicestershire District Council  
Street Naming and Numbering  
Council Offices  
Coalville  
LE67 3FJ

- 2.4 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 development are subject to approval, and therefore liable to change. Some occupiers could feel aggravated 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**

- 3.1 Once an application has been received, the Council will check that there is no duplication of existing street names within the postal town.
- 3.2 The Council will check that the proposed street names accord with the General Naming Conventions, Street Naming Conventions and Building Names and Numbering Conventions as outlined in Sections 4-6 of this document.
- 3.3 The Council will consult with the relevant Parish Councils or Ward member as applicable.

### **4. General naming conventions**

As from 1<sup>st</sup> November 2007 the following conventions will apply.

- 4.1 No street name should start with "The".
- 4.2 Street names cannot be duplicated within a postal town.
- 4.3 Street names should not be difficult to pronounce or awkward to spell.
- 4.4 Names of living persons will not be allowed.
- 4.5 The street name should, where possible, reflect the history or geography of the site or area.
- 4.6 Street names that could be construed as advertising will not be allowed.
- 4.7 Street names that could be considered offensive will not be allowed.

- 4.8 Subsidiary names (For example a row of buildings within an already name road being called.....Terrace) should not be used.
- 4.9 Where the name(s) is/are suggested to commemorate a person connected with the site or area or as a recognition of a previous site usage etc, confirmation should be included to support the suggestion through the consultation process.

## **5. Street naming conventions**

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

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

- Street (for any thoroughfare)
- Road (for any thoroughfare)
- Way (for major roads)
- Avenue (for residential roads)
- Drive (for residential roads)
- Place (for residential roads)
- Lane (for residential roads)
- Grove (for residential roads)
- Mews (for residential roads)
- Gardens (for residential roads – subject to there being no confusion with local open space)
- Crescent (for a crescent shaped road)
- Close (for a cul-de-sac only)
- Court (for a cull-de-sac only)
- Square (for a square only)
- Hill (for a hillside road only)
- Circus (for a roundabout only)
- Terrace (for a terrace of houses, but not a subsidiary name within another road (see Section 4.8))
- Lane (for development of a historic by-way)
- Vale (for residential roads in exceptional circumstances)
- Walk (for residential roads in exceptional circumstances)
- Rise (for residential roads in exceptional circumstances)
- Row (for residential roads in exceptional circumstances)
- Wharf (for residential roads in exceptional circumstances)
- Dene (for residential roads in exceptional circumstances)
- Mead (for residential roads in exceptional circumstances)

5.2 Non acceptable suffixes are as follows:

- End, Cross, Side, View, Park, Meadow

All the above can be incorporated in a street name provided it ends with the appropriate suffix (e.g Mile End Road, Corn Meadow Drive)

- 5.3 Exceptions or single or dual names without suffixes should only be used in appropriate place (i.e. Broadway – for major roads only)
- 5.4 All the pedestrian ways should have the following suffixes:
- Walk
  - Path
  - Way
- 5.5 The use of North, South, East or West (as in Nottingham Road North and Nottingham Road South) is not acceptable when the road is in 2 separate parts. In such a case, one should be completely renamed.
- 5.6 Phonetically similar names within an area should be avoided (i.e. Village road and Village Close, or Churchill Road and Birchill Road).

## **6. Building naming and numbering conventions**

When naming/numbering a new building, the following conventions should be considered:

- 6.1 A new street should be numbered with the odd numbers on the left and the even numbers on the right from the entrance from the street, except in the case of a cul-de-sac, where consecutive numbering in a clockwise direction is preferred.
- 6.2 Private garages and similar buildings used for housing cars, etc, should not be numbered.
- 6.3 All numbers should be used in the proper sequence (excluding 13).
- 6.4 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.
- 6.5 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.
- 6.6 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 in to flats.
- 6.7 In residential buildings (i.e. a block of flats), it is usual to give a street number to each dwelling where the block is up to six storeys in height. When the block exceeds this height or there are not sufficient numbers available because of existing development, it should be given a name and numbered separately internally.
- 6.8 Legislation permits the use of numbers followed by letters or fractions. 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 numbered

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 (see Section 7). 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). Fractions are only used where it is not possible to use letters.

- 6.9 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.
- 6.10 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 in the area.
- 6.11 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 street and buildings

- 7.1 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.
- 7.2 Residents of the affected street will be consulted, and all their views will be taken into account. We will also consult the Royal Mail.
- 7.3 Local residents will be balloted on the issue. At least a two-thirds majority will be required to make the change.

## 8. Table of fees

- 8.1 As of April 1<sup>st</sup> 2008, North West Leicestershire will levy fees against certain Street Naming and numbering Functions. The table below sets out the fees.

<b>Council Name</b>	<b>Fees</b>
Renaming existing property	£25
Naming a new property	£25
Naming a development of up to 5 plots	£130
Naming a development of more than 5 plots	£130 plus £15 per plot
Change to a development after notification	£50 admin fee plus £15 per plot
Street re-naming at residents request	£250 plus all compensation met by

	applicant
Confirmation of postal address details	£25
Number of new flat complex per flat	£25 per flat

NOTE: Notification will mean after NWL has numbered a street.

Compensation – This is paid to residents to help them pay for the cost of informing all parties that they correspond with of the change of address.

8.2 Cheques for fees should be made payable to North West Leicestershire District Council and enclosed with documentation/plans that are returned to the SNN Officer. If you are unsure about the amount please liaise with the Street Naming and Numbering officer before writing a cheque.

8.3 Confirmation of receipt of a cheque will be made via email.

## **9. The NLPG and LLPG**

9.1 The Council is responsible for maintaining information relating to North West Leicestershire 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/>

## **10. More information and advice.**

For more advice on any aspect of street naming and numbering, please contact Paul Mapstone (Street Naming and Numbering Officer) on 01530 454679 or email to [newaddresses@nwleicestershire.gov.uk](mailto:newaddresses@nwleicestershire.gov.uk)