



Street Name and Numbering Policy
Luton Borough Council

Introduction

The naming and numbering of streets and buildings in Luton, is controlled by the Council under the Town Improvement Clauses Act 1847. The purpose of this control is to make sure that any new street names and building names and numbers are allocated logically with a view to ensuring, amongst other things, that emergency service vehicles (ambulances and fire appliances) are able to speedily locate any address to which they may be summoned; and the effective delivery of mail.

Anyone wishing to change the name or number of their property or seeking an address for a new property should apply in writing to the Council enclosing a site plan, to a scale no less than 1:1250 and a completed application form with the relevant fee attached.

As far as street naming proposals are concerned the Council is happy for developers or occupiers to propose their own preferred names for consideration, however it is recommended that more than one suggestion for a new name should be put forward just in case one fails to meet the criteria outlined in this guidance. Please note that it is desirable that any suggested road name should have some connection with the area where possible either historically or visually. The Council's decision ultimately is final.

If your proposals comply with the Council's Policy on Street Naming and Numbering and there are no objections from the Local Councillors or the Royal Mail, the new address will be formally allocated and all relevant bodies will be notified. Renaming or Renumbering Orders will be issued by the Council where necessary, under section 64 of the Town Improvement Clauses Act 1847.

Policy Guidelines

New Street Naming and Numbering process:

New street names should try to avoid duplicating any similar name already in use in the borough or neighbouring boroughs. A variation in the terminal word, example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name. Many applicants want to repeat existing names in a new road or building titles (for example, a request for St Mary's Close off an existing St Mary's Way, near St Mary's Church etc) This can lead to confusion so we try and avoid this where possible. Also, street names should not be difficult to pronounce or awkward to spell.

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

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) *only for exceptional use
Rise (for residential roads) *only for exceptional use
Row (for residential roads) *only for exceptional use
Wharf (for residential roads) *only for exceptional use
Mews (for residential roads)

Suffixes which are not acceptable:

End, Cross, Side, View, Walk, Park, Meadow.

All these words can, of course, be incorporated in a street name provided it ends with an appropriate suffix (example Mile End Road).

Exceptions: Single or dual names without suffixes in appropriate places (example, Broadway for major roads only).

Any new pedestrian ways should end with one of the following:

Walk
Path
Way

All new building names should end with one of the following:

Lodge
Apartments
Mansions
House
Court - residential only
Point - high block residential only
Tower - high block offices or residential
Heights - high block offices or residential

Numbering streets and buildings:

- 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.
- Private garages and similar buildings should not be numbered.
- A proper sequence shall be maintained, unless the developer/owner requests otherwise, an example would be omitting the No.13 (for superstitious reasons)
- Buildings (including those on corner sites) are numbered according to the street on which the main entrance or letterbox is found and the manipulation of numbering in order to secure a "prestige" address or to avoid an address, which is thought to have undesired associations will not be sanctioned.
- If a building has entrances in more than one street, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on the circumstances (for example, a house divided into flats).
- 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 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.
- Legislation permits the use of numbers followed by letters. These are needed, for instance, when one large house in a road is demolished and replaced by four smaller houses. To include the new houses in the numbered road sequence it would involve renumbering all the higher numbered houses on that side of the road. If a considerable number of other houses would be affected, then the new house should be given the number of the old house with either A, B, C or D added.
- The use of letters would not be sanctioned if the new development were to lie prior to the numbering scheme commencing. i.e. If 4 houses were built prior to the first property number 2. The new dwellings would not become 2A, 2B, 2C, 2D, in this case 4 property names may be requested.
- For private houses in existing unnumbered roads it is essential that the houses are officially allocated names, which are registered with the emergency services. Anyone wishing to change the name of their unnumbered house must also apply to the Authority.
- Where a property has a number, it must be used and displayed. Where a name has been chosen for a property with a 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.

Timescales:

The Street Name and Numbering process should take no longer than 2 weeks for residential applications from receiving the application. For larger developments please allow some extra time to process and complete the initial stages as numbering schemes and road names will need to be approved.

Fees:

Fees for Street Naming and Numbering are set out in the separate Scale of Charges document.