

Street Naming and Property Numbering Policy

2019

Contents

1	Introduction.....	3
2	Legislation	4
3	Applications for street/building naming and numbering	4
4	Consulation and notification	5
5	Street naming conventions	5
6	Choice of names	6
7	Numbering sequence	8
8	Re-numbering existing properties or renaming a street.....	9
9	Allocation of numbers to properties with only names	10
10	Changing an existing name of a property.....	11
11	Adding names to a property with an existing number.....	11
12	Claims for compensation.....	11
13	Decision and discretion	11
14	The council is not responsible for.....	11
15	Responsibility for displaying numbers and nameplates.....	12
16	Definitions	12

1 Introduction

- 1.1 Luton Borough Council is the Authority responsible for administering the Street Naming and Numbering process. The purpose is to ensure new street names, property names and property numbers are allocated logically, consistently, avoiding duplication and ensuring that locating a premises is effective and efficient. This policy outlines the guidelines for this process.
- 1.2 Street naming and property numbering underpins the Local Land and Property Gazetteer (LLPG), the councils address database. This data is used throughout the council, but also feeds into National Land and Property Gazetteer (NLPG) that many organisations rely on. It is therefore essential that the information is correct and that all parties who need the information are notified in a timely manner.
- 1.3 The council recognises that street naming and property numbering is an important role that must be properly funded to provide the community with a robust and reliable service. The service is an application-based procedure, which requires a cost recovery fee to be paid, the amount of which will depend on the number of properties involved. Please refer to Luton council's website for details of the latest charges.
- 1.4 Where Street/Building names or numbers have been established without reference to us, we have the authority to issue Renaming or Renumbering Orders.
- 1.5 New Street and Building names suggested will be considered by the Authority and Street names will be subject to a consultation process with the appropriate stakeholders such as Ward Councillors, Emergency Services and Royal Mail primarily to avoid duplication or confusion arising from use of similar names in close proximity but also fitting with the Naming Conventions.
- 1.6 For the avoidance of doubt, it should be noted that the Council has the legal responsibility to ensure that streets are named and properties numbered. The Council therefore has the power to approve or reject property and street names that are submitted by developers. This power extends to commercial property as well as domestic properties. Legislation to support this statutory power is outlined in section 2.
- 1.7 Ensuring the Council has a comprehensive Street Naming and Numbering Policy is important because we want to make sure:
- 1.7.1 Emergency Services can find a property quickly – delays can cost lives and money.
 - 1.7.2 Mail is delivered efficiently.
 - 1.7.3 Visitors can easily find where they wish to go.
 - 1.7.4 There is a reliable delivery of services and products such as gas, electricity and water.
 - 1.7.5 Service providers have up to date and accurate records. Poor record keeping is only a disadvantage to the customer.
 - 1.7.6 The Council will bill the right person, in the right property, at the right time for Council Tax and National Non-Domestic Rates (NNDR).
 - 1.7.7 To maintain accurate records for Electoral Registration, legal transactions and provisioning better delivery of services.
- 1.8 Royal Mail assigns all postcodes in the UK. Luton Borough Council will notify Royal Mail of every new street names, new addresses and address amendments as part of the Street Naming and numbering process, who will then confirm the postcode with us.

2 Legislation

2.1 Luton Borough Council has the responsibility for assigning names to streets and buildings and numbers to buildings in the Borough, under powers granted by the following Acts of Parliament:

- 2.1.1 Towns Improvement Clauses Act 1847 (sections 64 and 65) (for numbering of properties and street naming).
- 2.1.2 Section 21 of the Public Health Act Amendment Act 1907 (for alteration of names of streets).
- 2.1.3 Public Health Act 1925 (sections 17 to 19) (for notification of street name and name plates).
- 2.1.4 For naming, adoption of Section 18 of the Public Health Act 1925 causes Section 21 of the Public Health Acts Amendment Act 1907 automatically to cease to apply. Adoption of section 19 of the 1925 Act causes the street naming provisions in the Town Improvement Clauses Act 1847 to cease to apply.

2.2 Under delegated authority, the Address and Street Custodians have the power to approve the following:

- 2.2.1 Naming of new streets and paths.
- 2.2.2 Re-naming existing streets - this is normally only considered when changes occur which give rise (or are likely to give rise) to addressing problems, especially for the emergency services.
- 2.2.3 Re-numbering existing properties - this is normally only considered when changes occur which give rise (or are likely to give rise) to addressing problems, especially for the emergency services and/or the inclusion of additional development.
- 2.2.4 Allocating house numbers to properties that only have a house name. This function is carried out largely for public safety reasons.
- 2.2.5 Any other schemes requiring addresses put forward, at the discretion of the Street Naming and Numbering Team.

3 Applications for street/building naming and numbering

3.1 The application will be the notice to the council from the applicant, who will need to be the freeholder of a property, or on behalf of the freeholder. The following documentation is required:

- 3.1.1 The completed Street Naming and Numbering application webform.
- 3.1.2 If applying on behalf of the freeholder, we would require consent from the freeholder.
- 3.1.3 Planning Application Number – Street Naming and Numbering can only be administered subject to detailed or reserved matters planning approval, without this an address will not be allocated.
- 3.1.4 Plans (1:1250 maximum) clearly identifying the street to be named, if applicable, and the individual properties to be numbered. The plan should show the main external entrance to each property, clearly marked in a different colour to the rest of the plan.
- 3.1.5 Internal layout plans showing the plot numbers with each application indicating the location of the streets or buildings affected by the naming or numbering application.
- 3.1.6 Building Regulation Number, once available to indicate that work has commenced.
- 3.1.7 The appropriate fee.

- 3.2 Charges are applicable for all applications requiring street names or new/amended property names or numbering. Please refer to Luton council's website for details of the latest charges.
- 3.3 Allow eight weeks from receipt of application to be processed (subject to all requested information being duly submitted). As new street names require consultation, they will invariably take longer.

4 Consultation and notification

- 4.1 The council's Local Land and Property Gazetteer will be consulted to avoid duplication of road names, to ensure the correct spelling of road names and to ensure the proposal meets with current best practice guidance issued by Central Government.
- 4.2 The Council has the sole right to decide on a name provided that we give interested parties appropriate notice in which to register an objection and that any objections received are fairly considered.
- 4.3 Street Naming and Numbering Team will consider suggestions for street names and will conduct an internal search to identify duplication of names and approved names will be put forward for consultation with Ward Councillors before proceeding with the allocation of road names.
- 4.4 Street Naming and Numbering Team will consider suggestions for building names and will conduct an internal search to identify duplication of names and only unique names will be approved.
- 4.5 Consultation letters will be sent to occupiers if there is a proposed change of road name, and subsequent notification letters should the name change go ahead.
- 4.6 If any suggested street names are received from residents, the ward member may request the matter be brought before the appropriate delegated officer.
- 4.7 Notification of all new street names, new addresses and address amendments are sent to Luton Borough Council's Electoral Registration, Revenues & Benefits and Waste teams, as well as Royal Mail, Land Registry, the Valuation Office, Ordnance Survey and blue light services.

5 Street naming conventions

- 5.1 A developer who creates a new street must give notice to the council of their intentions. The proposed names should be submitted via the Street Naming and Numbering webform.
- 5.2 A new street should consist of a minimum of three properties (subject to exclusion in rural areas). Smaller developments will be addressed onto the road from which they are accessed, or as appropriate.
- 5.3 Communication relating to new streets should be through the Street Naming and Numbering Team in order to prevent conflict with council procedure.

- 5.4 The Street Naming and Numbering Team may reject a proposed street name for a variety of reasons. Should this happen and nothing suitable can be found, the Street Naming and Numbering team will propose a name to be used. The decision of the team is final.

6 Choice of names

- 6.1 Developers are encouraged to preserve any historic link to the land which they are developing, i.e. field names the land may be previously known as, or previous property names located on site such as farm names or any other associated historic link.
- 6.2 The use of the name of a living person will be rejected for naming streets/buildings.
- 6.3 In applications to name streets/buildings after deceased persons the individual in question should have been dead for 20 years or have passed the centenary of their birth and have a significant and demonstrable connection to the site in question. Acceptance from the person's family or estate administrators must be obtained prior to adoption for approval
- 6.4 The use of a name with royal connotations. The consent of the Lord Chamberlain's office must be obtained if a name with any reference to the royal family or the use of the word 'Royal' is suggested.
- 6.5 If a 'local' name is unsuitable, there is no reason why any attractive name cannot be chosen. Where several roads are involved, a theme linking the names can be used to help identify the area, taking care not to repeat a theme already being used locally.
- 6.6 Cul-de-sacs accessed off a no-through road often require long descriptive 'leading to' nameplates. In these circumstances it is recommended just one street name be used to describe all the roads that are linked to form a no through road.
- 6.7 Where a new road is an extension of an existing road, it is not normally necessary to give that section a new name. The extension would still have to be registered formally through the Street regularisation process.
- 6.8 The use of multiple street name suffixes so that names can be used more than once (e.g. Orchard Drive, Orchard Close) or particularly long names are not acceptable as these can cause problems with automation of addresses and form filling. The council will therefore not accept similarly spelt or similar sounding names where they already exist in an area and will recommend strongly against multiple street name suffixes in an area or particularly long street names.
- 6.9 Duplication of street/building names in the same area or within close proximity of another parish/town is not permissible.
- 6.10 The developers are advised to contact Luton Borough Council to determine a suitable marketing name for the development prior to the official street name registration process. Marketing names that have no connection to the local area or have prior approval will be rejected as the official address.
- 6.11 New building or street names should not begin with "The".

- 6.12 The use of North, East, South or West (as in Alfred Road South) is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is two separate parts with no vehicular access between the two. In such a case, one half should be completely renamed.
- 6.13 Street names that include numbers are not used as they can cause confusion – for example, 20 Seven Foot Lane sounds the same as 27 Foot Lane.
- 6.14 Street names should not be difficult to pronounce or awkward to spell.
- 6.15 The use of names and their combination with numbers that could be easily vandalised or changed into any of the above, for example, "Canal Turn" will be rejected.
- 6.16 The use of names that can be construed to be used for advertising or commercial gain will not be accepted.
- 6.17 The use of names that can cause spelling or pronunciation problems is not acceptable.
- 6.18 The use of names and their combination with numbers that could be considered rude, obscene, or inflammatory, or which would contravene any aspect of the council's equal opportunities policies are not used, nor are names that encourage defacing nameplates.
- 6.19 Names that have religious or cultural associations should be avoided for residential properties and organisational names with religious and cultural associations can be used for non-residential units but will not form part of the official address.
- 6.20 Street name suffixes are not always essential for major roads (for example, "Broadway"), but if used must be descriptive of the road. The following is a list of possible road name suffixes. This is by no means exhaustive, and sometimes other descriptive words may be more appropriate. Luton Borough Council will determine the most appropriate suffix to use:
- 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)
 - Chase (for residential roads) subject to there being no confusion with any local open space
 - Croft (for residential roads) subject to there being no confusion with any local open space
 - 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)
- Crescent (for a crescent shaped road)

6.21 All new pedestrian ways should end with the following suffixes:

- Walk
- Path
- Way

6.22 All new building names should end in one of the following suffixes:

- House (residential only)
- Court (residential only)
- Lodge (residential only)
- Apartments (residential only)
- Mansions (residential only)
- Point (high block residential)
- Tower/Heights (high blocks offices or residential).

6.23 The list above is not exhaustive, so please contact the Naming and Numbering Officer if you would like to use a different word in your street or building name.

7 Numbering sequence

- 7.1 The council has the power to assign numbers to houses and buildings 'as they think fit' and require the number to be displayed (Sections 64 & 65 Towns Improvement Clauses Act 1847). All properties will be given a number unless there are exceptional circumstances.
- 7.2 There will be no sanction given to the avoidance of any numbers (e.g., number 13) for any reasons (e.g. superstitious/ religious beliefs) and a proper sequence shall be maintained.
- 7.3 Convention requires number '1' to be on the left-hand side of a road. Through roads are numbered odds and evens in the direction they would be accessed from the centre of the town or community. Convention is to number odds on the left and evens on the right when traveling away from the town centre. However, numbering also depends on the layout of the development and roads.
- 7.4 For flats the internal numbering begins with the first property to the left of the main entrance and continues in a clockwise direction. This process continues on subsequent levels from the first property to the left of the main access point for that level.
- 7.5 Cul-de-sacs are usually numbered sequentially in a clockwise direction starting with number '1' on the left-hand side of the entrance to the cul-de-sac. Where it is apparent there is a possibility of a cul-de-sac being extended at some time in the future and where it is appropriate, we will number the sides odds and evens rather than sequentially to allow the numbering scheme to be extended at a future date.
- 7.6 If open space or undeveloped areas exist along a length of road it is usual to leave spare numbers. As a guide, one number per 4m frontage is used. The Street Naming and

Numbering Team will depart from this convention at their discretion. Open spaces can be used to allow numbers either side of a road to be brought in line with each other.

- 7.7 If a suitable numbering sequence cannot be ascertained, temporary house names will be assigned to plot numbers until the numbering can be determined at a later date.
- 7.8 It is recommended that a building consisting of at least six 'sub buildings' (flats, units etc.) be given a name in addition to a street number. These names should not be derived from the street name that the building is located on, nor should it duplicate any names in the same area, or within close proximity of another parish/town.
- 7.9 A property consisting of flats with internal front doors will be numbered not lettered (e.g. Flats 1 to 8, 13 xx Street and not Flats A to H, 13 xx Street; nor 13A to 13H). However, a property consisting of flats, each with a door fronting the street will be given the appropriate suffix – 13A, 13B, 13C etc.
- 7.10 Infill plots, properties built between existing properties or in the grounds of an existing property, will be given the same house number before the infill followed by suffix of 'A', 'B' etc. e.g. 13A, 13B etc. The only exception to this is if an infill is built before number '1' (or number '2' on the evens side). In this instance, and if appropriate, a suffix to number 1 would be used e.g., 1A.
- 7.11 Commercial premises that consist of multiple units will be allocated unit numbers in addition to their street number - Units 1, 13, Unit 2, 13, etc.
- 7.12 Two buildings in one street may not have the same number, name or similar naming.
- 7.13 Private garages and similar buildings used for housing cars, and such like, will not be numbered.
- 7.13 Buildings on corner plots are numbered with the street where pedestrian access is gained.
- 7.14 If a building is demolished then the existing numbering sequence will not be retained. Appropriate numberbing is issued by Street Naming and Numbering Team based upon the internal plans.
- 7.15 If in fill plots are added to a proposed development at a later date, e.g. due to a revised layout, these plots will be allocated existing numbering with suffixes of 'A', 'B' etc. e.g. 13A, 13B etc.
- 7.16 When properties are merged the existing numbering sequence will not be retained. Appropriate numberbing is issued by Street Naming and Numbering Team based upon the principal entrance point.

8 Re-numbering existing properties or renaming a street

- 8.1 Re-numbering existing properties/buildings or re-naming streets may cause costs and or disruption to individual occupiers and wherever possible should be avoided. For new developments within an existing street the use of suffixes of 'A', 'B' etc, or re-numbering where just a few properties are affected, is preferable to wholesale re-numbering of a large street. However, this is not always possible and the re-naming of streets and renumbering of properties will be at the discretion of the Street Naming and Numbering Team.

- 8.2 Consultation is carried out with ward members and affected property owners. If any representations to re-naming or re-numbering are received from residents, the ward member may request the matter be brought before the appropriate committee for its views. The Street Naming and Numbering Team will make the final decision as to whether the revised scheme is necessary.
- 8.3 Re-numbering existing properties and buildings is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the emergency services and the inclusion of additional development. Before any consideration will be given to changing an existing scheme the following issues must be satisfied:
- 8.3.1 There is a clearly identified problem
 - 8.3.2 The problem cannot be overcome by reasonable displaying of property numbers or street names
 - 8.3.3 The problem can be fully resolved by re-numbering properties and /or re-naming streets in accordance with this procedure
 - 8.3.4 All occupiers on each street, whose properties are to be changed, are requesting the change or that over two thirds of the people on each street agree with the change
 - 8.3.5 The change is practicable and will have no detriment to any other property and will cause no conflicts
- 8.4 Sections 64 and 65 of the Towns Improvement Clauses Act 1847 allow a council to require buildings to be marked with numbers 'as they think fit'. There is no right of appeal or requirement for formal consultation. However, if there is a re-numbering of properties the council will send notification letters to occupiers. The notification to occupiers should give a specific date on which the re-numbering comes into effect. The council will normally allow eight weeks for the new number to be displayed.
- 8.5 Re-naming a street is normally only considered in exceptional circumstances when changes occur which give rise (or are likely to give rise) to problems (e.g. emergency services).
- 8.6 An order of the council must be made for re-naming. Where a street is to be re-named, notices will be displayed on that street under Section 18 Public Health Act 1925 and will remain in place for at least 1 month before an order changing the name will be made. A copy of the order will be sent to the magistrates' court informing them of the proposed change. If an appeal is made, the council must wait until that appeal is heard.
- 8.7 When re-naming a street, as much warning as possible will be given to the residents. Once the new name is decided, occupiers will be informed a week before the new name comes into effect, (this will be at least six weeks from the date of the notice) to allow residents time to re-organise their personal correspondence etc. and also take into account the need to seek advice from a solicitor regarding any change to their property's deeds. Changes immediately before Christmas will be avoided where possible.

9 Allocation of numbers to properties with only names

- 9.1 The council will consider requests from emergency services, ward councillors or members of the general public to allocate numbers to properties, which only have names. Numbering is carried out on receipt of such a representation for public safety reasons.
- 9.2 Consultation is carried out with the property owners. The Street Naming and Numbering Team will make the final decision.

- 9.3 After the numbering has been completed, occupiers will be sent a formal notice. The council will normally allow eight weeks for the number to be displayed.

10 Changing an existing name of a property

- 10.1 Whilst the council will always seek to number properties, there are properties in the district that have not been numbered and are known officially by their property name. The Council will only allow occupiers to change the property name with an appropriate reason providing that there is no conflict with any other address.
- 10.2 The occupier must apply to change the name and the naming and numbering procedure must be followed.

11 Adding names to a property with an existing number

- 11.1 A name will be considered to be added to the official postal address providing there is no conflict with any other address. However, the property number must always be used in conjunction with the house name; the number must always be included and displayed (this request will only be considered after re-development of an existing building).
- 11.2 It is not permitted to unofficially change a property number or a name approved by the custodian under Town Improvement Clauses Act 1847 Sections 64-65.
- 11.3 The occupier must apply to change or add the name and the relevant procedure must be followed.

12 Claims for compensation

- 12.1 The council is not liable for any claims for compensation arising directly or indirectly from the naming of roads, re-naming of roads, numbering, re-numbering of properties, or non-acceptance of marketing names.

13 Decision and discretion

- 13.1 The council's decision is final for the naming of roads, renaming of roads, numbering or renumbering of properties and it is at the discretion of the Property/Street Custodian. However, in cases where the objections have been logged with the magistrates' court then the decision of the court will be upheld.

14 The council is not responsible for

- 14.1 Correspondence and deliveries not delivered to the correct address. Any complaints should be directed to relevant delivery or mail organisations customer services.
- 14.2 The address being unavailable on databases used by third parties, such as retail outlets (including Internet based ones) or satellite navigation systems.

15 Responsibility for displaying numbers and nameplates

- 15.1 It is the responsibility of the building occupiers to display the property numbers. The only requirement is that the numbers are adequately displayed and the council does not have any specific requirements.
- 15.2 It is the responsibility of the developer to display street name plates. For exact specifications, please contact Luton Borough Council Street Services on <mailto:highway.maintenance@luton.gov.uk>.
- 15.3 The council will assume responsibility for street name plates once the initial sign has been positioned and where the street has been formally adopted as part of the publicly maintained highway.

16 Definitions

- 16.1 All references to 'council' or 'the council' relate to Luton Borough Council.
- 16.2 All references to the 'occupier' relate to the person or persons responsible for paying the Council Tax or Business Rates.
- 16.3 All references to the 'owner' relate to the freeholder recorded in the Land Registry Title.
- 16.4 Any reference to a 'property number' may include a 'property name' where this is an existing situation or where it is not practicable to number the property.