

Appendix 1 - Street Naming and Property Numbering Procedure

Identifying the Need

A need for street naming and/or property addressing is identified by the receipt of an Application form, a request by Phone or Email, or the examination of Building Control Inspections lists. If an Application form has not been received, one will be requested from the relevant party, together with a site layout plan.

If necessary, GIS systems will be updated by scanning and digitising the site plan. This can form the basis for producing schedule plans, and also enables data capture by other Services.

Street Naming

The property addressing officer decides how many new street names are required, and consults with Ward and Parish Councillors for the area. Any suggestions put forward are sent to the developer for them to use as a basis for street name suggestions. After the developer has submitted his suggestion(s) the Council has 28 days to object. This process usually takes between 8 to 10 weeks to complete.

Property Addressing

House numbers are allocated once the road name is agreed. When allocating postal numbers the Council has to consider the ease of access to ensure the property can be easily and quickly located, especially by the emergency services. All numbers, excluding 13, are used in the proper sequence.

Where new homes are erected between existing houses, a suffix to the numbers may need to be used (e.g. 1A, 1B, 1C). Sometimes, where numbers cannot be allocated (either temporarily, while the rest of the estate is laid out, or long term), occupiers will be asked to provide suggestions for house names.

Street Renaming and/or Property Renumbering

On very rare occasions it becomes necessary to rename or renumber a street. This is only done as a last resort when there is confusion over a street name, or a group of residents are unhappy with their street name, or new properties are built in a street and there is a need to renumber to accommodate the new properties. This will only be done when there is no alternative and existing residents are contacted and their views taken into account.

It is Council policy that, if more existing properties would have to be re-addressed than there are new properties, then renumbering of the existing properties should be strictly avoided.

Issuing the Decision and Updating the National Database

A schedule is produced periodically which details all street naming property numbering related business. This consists of plans coupled with conversion sheets showing details of plot conversions. It is sent to the applicant and to the Royal Mail, Ordnance Survey, emergency services, utility companies and other Council Departments.

The schedule is scanned and submitted to the Council's Local Land and Property Gazetteer(LLPG) custodian, who amends the LLPG accordingly and uploads it to Intelligent Addressing for incorporation in the NLPG. New addresses in the LLPG will

conform to the British Standard BS7666. When this has been done, the Property Addressing officer logs onto the NLPG Advance website and attaches scanned details to the relevant items.

Notes on Policies and Conventions

Street Naming

Each highway must have a separate name. Normally, on estates with access ways (cul-de-sacs) off the main spine road, each access way will be separately named, unless the number of properties on the cul-de-sac is very small.

Street names in the format “Church Walk off Rotherham Road” are not acceptable.

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.

Property Numbering

New properties will be given a number wherever possible. The access from the highway to the front door determines the postal address of each property. This is not necessarily the vehicular access. Within some developments the footpath will be given a name for postal addressing. The rear access for vehicles may also be given a name.

A new street will be numbered with the odd numbers on the left and the even numbers on the right from the entrance of the street, except in the case of a cul-de-sac, where consecutive numbering in a clockwise direction is preferred.

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.

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 to the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats.

Blocks of flats can be given a name if there is one common access to the building. Each flat is then addressed in the following way:-

Flat 1 Roberts Court Meredith Street Rotherham

Legislation permits the use of numbers followed by letters. 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 existing numbered sequence of the road would involve renumbering all the higher numbered houses on the side of the road affected by the proposal. Generally, 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).

The use of letters will not be sanctioned if the new development is situated 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.

House names can also be used for single properties in existing streets where there is no numbering system e.g. in rural areas or where there are no existing gaps in numbering. Property names should not repeat the name of the road, or that of any house or building in the area.