

# Street Naming and Numbering (SNN) Policy

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Regulatory Services

Building Control Section

City Development Directorate

Sunderland Council

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## **1. Introduction**

- 1.1 Sunderland City Council has legal powers to approve or reject the naming and numbering of street and buildings within the City of Sunderland.
- 1.2 The Council administrates the street naming and numbering process in order that all properties within the city are officially addressed. Maintaining Standards for street naming and numbering is important to ensure that residents and businesses have a verifiable incidenta and to aid visitors finding where they wish to go.
- 1.3 The street naming and numbering function is delegated to officers of the Development Management Section within the City Development Directorate of the Council.

## **2 Purpose for policy review**

- 2.1 Further to the Chief Officer agreement to charge for Street Naming and Numbering it is considered timely to review current processes and protocol in dealing with street naming and numbering requests, in order to ensure efficient and effective decision making and service delivery.
- 2.2 This documents sets out relevant legislative powers, operational framework and certain key protocols by which the Council delivers its street naming and numbering service.
- 2.3 This policy is also supported by a separate internal procedural guidance document developed to assist officers delegated with the responsibility of carrying out street naming and numbering duties so as to ensure that the service is effective and efficient to the benefits of the City's residents, businesses and visitors.

### 3 Legal Framework

3.1 Legislation relevant to the naming and numbering of streets can be found in:

Section 64 and 65 of the Town Improvements Clauses Act 1847 ( for numbering of properties and street naming)

<http://www.legislation.gov.uk/ukpga/Vict/10-11/34>

Section 21 of the Public Health Act Amendment Act 1907 ( for the alteration of names and streets)

[http://www.legislation.gov.uk/ukpga/1907/5n3/pdfs/ukpga\\_19070053\\_en.pdf](http://www.legislation.gov.uk/ukpga/1907/5n3/pdfs/ukpga_19070053_en.pdf)

Section 17 to 19 of the Public Health Act 1925 ( Naming of Streets, alteration and indications of street names)

<http://www.legislation.gov.uk/ukpga/Geo5/15-16/71>

3.2 The provisions noted in the above mentioned Acts in part overlap one another. Adoption of Section 17-19 of the Public Health Act 1925 causes Section 21 of the Public Health Act Amenity Act 1907 ceases to apply. Adoption of section 19 of the 1925 Act causes the street naming provisions in the Town Improvements Acts 1847 to cease to apply. As guided by the Local Government Act 1972, Section 5, Schedule 14, paragraph 24 and 25, the Council should decide which Act it intends to use depending upon circumstances.

3.3 Taking 3.1 and 3.2 into account, the legislative powers adopted by the Council in the delivery of street naming and numbering functions are:

- Sections 17-19 of the Public Health Act 1925 (for the naming of streets)
- Sections 64 and 65 of the Town and Improvements Clauses Act 1847 ( for the numbering of properties)

This represents no change in the legislative powers previously utilised by the Council but is now set out in policy to contextualise the legal framework adopted by the Council in the delivery of street naming and numbering services.

3.4 The relevant section of the legislation can be viewed via the hyperlinks in section 3.1 of this report.

3.5 These charges cover the cost of the service which includes:

- Consultation and liaising with other external organisations such as Royal Mail, and emergency services (as a non-statutory element of naming of streets).
- Naming and numbering of new properties (including conversions).
- Alterations in either name or numbers to new developments after initial naming and numbering has taken place.
- Notifications to the organisations listed in Appendix • Confirmation of address previously issued.
- Changes to existing official names, numbers or addresses held within the street naming and numbering records.
- Maintenance of computer systems required to run the service.

3.6 Payment must be received before the new address or addresses are released to the organisations listed in Appendix

#### **4 National Land and Property Gazetteer (NLPG)**

4.1 Where applicable, this review of street naming and numbering policy takes account and incorporates NLPG best practice guidance as set out by the Data Entry Conventions and Best Practice for the National Land and Property Gazetteer version 3.3 published April 2014  
<http://www.iahub.net/docs/1400255321051.pdf>

#### **5 Operational Framework**

5.1 As recommended by the NLPG, all types of development should be subject to the processes of street naming and numbering where appropriate even if the statute does not specifically mention a particular type of property, for example internal numbering of a sub divided building and which all require unique addressing.

5.2 All request for naming, numbering, re-naming, re-numbering, splits and mergers of property-naming, re-numbering, splits and mergers of property addresses within the City of Sunderland should be made to the Development Management Service – Building Control Section.

- 5.3 Requests are to be deposited using the Councils current Street Naming and Numbering application forms available from the Development Management Service – Building Control Section and published on the Councils website.
- 5.4 All request for Street Naming and Numbering for new development must be submitted with:
- A location plan clearly identifying the new scheme in relation to any existing streets or means of access.
  - A detailed plan of the development clearly marked with plot numbers of the proposed scheme
  - An internal layout plan for developments which are sub-divided at unit or floor level, for example a block of flats, or commercial /industrial units. The main entrance to each block must be clearly marked.
  - Payment of requisite charge for Street Naming and Numbering service. (See Section 10)
- 5.5 The Building Control Manager/Principal Planner will draft and maintain documented standardised procedures to facilitate the training and work of officers undertaking street naming and numbering tasks.
- 5.6 Street Naming and Numbering applications will be processed within the statutory timescales of one month where applicable. Applications constituting complex requests involving the renaming or naming of previous unnamed streets will take longer to process. Applicants will be kept informed of the progress of their application.
- 5.7 If any residents/owners or interested party wishes to appeal a decision of the Council they have the right to do so through the Magistrate’s Court under the Public Health Act 1925.
- 5.8 Complaints relating to the Street Naming and Numbering Service delivery can be investigated through the Council Corporate Complaints Procedure.

## **6. Street Naming Convention**

- 6.1 The developer may submit street names for consideration.
- 6.2 Street names which have local significance or which celebrate local heritage are encouraged.
- 6.3 Street names should fit into the theme of the surrounding street names.

- 6.4 To avoid confusion, the Council will refrain from assigning the same street names with a different terminal word to streets in close proximity. For example Smith Street, Smith Road and Smith Avenue.
- 6.5 The use of names that may cause spelling or pronunciation problems are to be avoided.
- 6.6 The use of names that may lead to variations in the use of punctuation are to be avoided.
- 6.7 The use of names and their combination could be considered rude, obscene, racist or contravene any aspect of the Council equality and diversity policies will not be permitted.
- 6.8 Officers delegated with the responsibility for the delivery of the street naming service shall not reflect the names of persons (living or dead) in the naming or re-naming of streets.
- 6.9 An Executive Officer or Cabinet Member of the Council may exercise discretion to direct officers delegated with the responsibility for the delivery of the street naming service to use a person's name in the naming of a street in recognition of their contribution to local communities. (Implementation will be subject to compliance with all sections of policy excluding 6.8)
- 6.10 The use of names of deceased people in the adoption of any street name will require the consent of the person's family or estate administrators prior to approval of the street name.
- 6.11 The use of living people in the adoption of any street name will require their consent prior to the approval of the street name.
- 6.12 The National Land Property Gazetteer (NLPG) as recorded on the Councils Idox database system will be used to verify any possible conflict or duplication of street name and/or property names within the City of Sunderland. Royal Mail will also be consulted to check for duplication of addressing outside the Local Authority boundary, but within the post town of Sunderland. Duplication of street names within a 10km radius will also be avoided where it is considered this may lead to confusion as per the recommendation of the NLPG.
- 6.13 The Building Control Section is only responsible for the allocation of the street name, property name and number. The locality name associated with each street may only be allocated by the LLPG Custodian in order to ensure consistency of records within the NLPG.

- 6.14 New developments on existing streets which already streets which incorporate a locality as part of existing addresses on that same street shall also be given a locality as part of their address in the interest of consistency.
- 6.15 Locality addresses in the City of Sunderland exist for historical reasons, left over from their reconstitution of the urban district councils in 1974. Officers responsible for Street Naming and Numbering will ensure that new street names do not duplicate existing names therefore avoiding the need for the LLPG Custodian to allocate locality as part of an address to aid further identification. Use of localities in the formation of new addresses is therefore unnecessary.

## **7. Numbering Convention**

- 7.1 If property numbers exists on an existing street name, new properties should be numbered in the existing sequence.
- 7.2 If the development requires a new street name, all related properties should be numbered.
- 7.3 On new developments, the use of building names without numbers shall not be considered unless the existing properties on the street name are also named only, with no existing numbering sequences in place or for landmarks developments where the use of a number is considered necessary.
- 7.4 Where an existing property is provided with a number, it shall not be permitted to substitute that number for a name.
- 7.5 Other general numbering conventions to be followed shall include:-
- Number away from the city centre where possible
  - Odd numbers to left and even numbers to the right.
  - Property numbers should ascend from the most important street from which they lead.
  - In cul-de-sac or estate layouts which lack uniformity, consecutive numbers (rather than odds and evens) may be appropriate.
  - Omit the number 13 from new developments unless specifically requested to include by the developer/applicant.
  - Properties should be addressed into the street from which the entrance door is approached.
  - In extraordinary circumstances properties may be issued with names, but not at the omission of number.



## **8.0 Changing an existing address**

- 8.1 A property owner or their appointed representative may submit a written request (using the street naming and numbering application form) to change a property name.
- 8.2 Any requested changes must not conflict with any other section of this policy.
- 8.3 Property numbers cannot be substituted for names.
- 8.4 The Council is not statutorily obliged to amend existing addresses in line with the property-owners wishes or to change a property name.
- 8.5 Under Section 21 of the Public Health Acts Amendments Act 1907 the local authority has the power to alter names of streets. This legal power is not used by the Council by virtue of adoption of similar powers under Section 18 of the 1925 Act. However, part of the 1907 Act remains a source of best practice for the Councils consideration of the Street Naming and Numbering requests the following the dictum of the 1907 Act that ‘ providing the local authority have the consent of two thirds in number of the ratepayers and persons who are liable to pay an amount in respect of council tax in any street, they (the Council) may alter the name of such street or any part of such street’.
- 8.6 The Council will informally consult with directly affected residents/businesses. Thereafter, if the Council chooses to pursue a request to rename a street it will also post notices as required to do so under Section 18 of the Public Health Act 1925.
- 8.7 Appeals and objections will be dealt with in accord with the provisions of Section 18 of the Public Health Act 1925.

## **9. Checks, Consultation and notifications**

- 9.1 The NLPG as recorded on the Councils Idox database system will be used to verify any possible conflict or duplication of street names and / or property names within the City of Sunderland. Royal Mail will also be consulted to check for duplication of addressing outside the local authority boundary, but within the post town of Sunderland.

9.2 Officers undertaking Street Naming and Numbering duties will liaise with the Councils LLPG Custodian to ensure that all street naming and numbering schemes comply with BS7666 – 1:2006 and BS7666 – 2: 2006. The LLPG Custodian will ensure that relevant details are incorporate on the Local Land and Property Gazetteer.

9.3 In addition to consultation with those persons directly affected by the proposals, consultees prior to agreement of Street Naming and Numbering scheme may include

- The Councils LLPG Custodian
- Royal Mail
- Ward Councillors

Where consultees advise that they consider a Street Naming and Numbering proposal is unacceptable, they need to provide reasons that will be robust to any appeal process.

9.4 In addition to those persons directly affected by any given proposal, notifications following agreement of Street Naming and Numbering schemes may include:

- The Councils LLPG Custodian
- Royal Mail
- Tyne and Wear Fire and Rescue Service
- North East Ambulance Service
- Northumbria Police
- Valuation Office Agency
- Other internal Council department if applicable

## **10. Street Naming and Numbering Charges**

10.1 Street Naming and numbering services provided by the Council are delivered under Sections 17 -19 of the Public Health Act 1925. Section 18 of the Act indicates that the actions of the local authority in altering or assigning street numbering and numbering are discretionary.

10.2 Street Naming and Numbering legislation does not require the Council to inform other interested parties of Street Naming and Numbering proposals nor to liaise with Royal Mail on behalf of the applicant. The Council does so as a discretionary service to assist the applicant.

10.3 Under the provision of Section 93 of the Local Government Act 2003 the Council has powers to charge for the provision of discretionary services, with

the expectation that any charges should not exceed the actual cost of the service.

- 10.4 Charges for the provision of Street Naming and Numbering service will be introduced by the Council in April 2017. Current charges are as publicised on Sunderland City Council Website and will be reviewed annually.

#### Increased Charges as proposed from 1<sup>st</sup> March 2023

|   |   |
|---|---|
| (a) Postal numbering for a new development on an existing street or renumbering on an existing street or Sub-dividing an existing property to create new postal addresses             | £157.50 for 1st plot + £10.50 per additional plot thereafter                          |
| (b) Assignment of name to a new street and postal numbers for a new development   | £210.00 - plus postal numbers + £10.50 per additional plot thereafter                 |
| (c) Alteration at the request of the developer / applicant in either street name or property numbers to new development after initial SNN has been undertaken                         | £210.00 - plus charges (a) and / or (b) where relevant to the addition of extra plots |
| (d) Renaming or the assignment of a name to an existing street at developers / occupiers request  | £1575.00 - plus £42.00 per property affected  |
| (e) Changing the assigned postal numbering / street of an existing single property at the developers / occupiers request, which does not involve the creation or renaming of a street | £157.50 for 1 <sup>st</sup> plot and £10.50 per additional plot thereafter            |
| (f) Confirmation of postal addresses to property occupiers / owners / solicitors / conveyancers and other selected 3rd parties  | £52.50 per address enquiry  |

As the street naming and numbering services are exclusively provided by the local authority using statutory powers, charges levied will not be subject to VAT.

## **11. Powers of enforcement /default actions**

- 11.1 Powers of Street Naming and Numbering enforcement available to the Council shall be as set out in the legislation referenced herein this policy.
- 11.2 The Building Control Section will endeavour to make developers aware of the need for an official address and the process to follow.
- 11.3 In any case where no Street Naming and Numbering application is received, the Council may allocate official addresses for emergency services purposes with no further consultation. Internal notification will be made for Council business purposes only but no external notification will be made for or requests for post codes to be allocated to properties.
- 11.4 If the developer or owner requests an amendment to the allocated naming or numbering at a later date the standard application process and current charges will apply.

## **12 Limits of Council Responsibility**

- 12.1 The Council is not responsible for the following:
- Allocation of postcodes. This is the responsibility of the Royal Mail.
  - Non-delivery of items to the official address. Issues of this nature should be raised with the appropriate delivery service.
  - New/amended addresses being unavailable on databases used by third parties. Various third parties refresh their address sets at different frequencies and from various different sources, and address changes can therefore take some time to appear in their systems.
  - Maps not showing new properties or roads. Information can take some to percolate through to third party products and depends on those third party update regimes.
  - Erection of new nameplates. The owner/developer is responsible for the proper provision of street nameplates.
- 12.2 The Council is not liable for any claims for compensation arising directly or indirectly from the naming of street, re-naming of street, numbering or renumbering of properties.