

# Street Naming and Numbering Policy

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## **Introduction**

The Borough of Broxbourne is responsible for the administration of the Street Naming and Numbering process, to ensure that all properties in the Borough are officially addressed. The address of a property is a very important issue. Organisations such as Royal Mail, the emergency services, utility companies, satellite navigation systems, delivery companies, online ordering companies as well as the general public need an efficient and accurate means of locating and referencing properties.

New addresses and amendments to existing addresses are registered by Royal Mail when they are notified by the Council. Postcodes are allocated by Royal Mail and allocation is made in conjunction with the official addresses initiated by the Council. This address is entered into the Local Authorities Local Land and Property Gazetteer (LLPG) the primary address database used by the Council.

## **Purpose of Policy**

This policy provides a framework for The Borough of Broxbourne to operate its Street Naming and Numbering function effectively and efficiently for the benefit of residents, businesses and visitors.

The Policy defines the:

- Legal framework for operation of the Street Naming and Numbering service; and
- Protocols for determining official street names and numbers.

## **Legal Framework**

Legislation under which Street Naming and Numbering (SNN) can be carried out is contained in:

- Section 64 and 65 of the Towns Improvement Clauses Act 1847.
- .
- Section 21 of the Public Health Act 1907.
- Section 17, 18 and 19 of the Public Health Act 1925.
- The Local Government Act 2003.

The procedures are undertaken under the following:

- The Towns Improvement Clauses Act 1847 clause 64 and 65
- The Public Health Acts Amendment Act 1907 clause 21
- The Public Health Act 1925 clauses 17-19

## **Street Naming and Numbering Charges**

- Consultation and liaising with external organisations such as Royal Mail
- The naming and numbering of new properties (including conversions).
- Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
- Notifications to organisations listed in Appendix 2
- Confirmation of addresses.
- Challenges to existing official naming/numbering schemes/addresses held within the Street Naming and Numbering records.

These charges are to be paid prior to any changes/notifications being made. Changes made without contacting the Council will not be recognised and will not be registered with the services and organisations listed in Appendix 2.

Current fees and charges will apply as set out in Appendix 3.

The fees and charges applicable to Street Naming and Numbering services will be annually reviewed during the Council's fees and charges setting process and published through the Council's agreed communication channels including the website.

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

The NLPG is the national address database used by the public sector. In April 2011 a new joint venture was established between Intelligent Addressing (custodians of the NLPG) and the Ordnance Survey under the auspices of CLG (Department of Communities and Local Government), this company is called GeoPlace and is now responsible for managing this new national address database.

Local Government has invested heavily in creating the NLPG and is committed to using the NLPG for all of its addressing requirements and services.

The NLPG is the definitive address list that provides unique identification of properties and conforms to the British Standard, BS7666:2006. The NLPG covers the whole of England and Wales and contains more than 30 million residential, businesses and non-mailing addresses and is now marketed commercially.

The NLPG is a comprehensive and continually updated database, created by those with local knowledge in each Council, the body with legal responsibility for Street Naming and Numbering of properties in their respective areas. As Local Authorities are the originators of address information an address dataset, developed and maintained at source by users of the data, will inevitably have the highest level of accuracy and completeness.

The Council is committed to this initiative through its own Local Land and Property Gazetteer (LLPG) which, together with the other Local Authorities in England and Wales, makes up the NLPG. Street Naming and Numbering is the single most important source of address change intelligence for the Council's LLPG and therefore the NLPG.

The NLPG can be found at the following web address: [www.findmyaddress.co.uk](http://www.findmyaddress.co.uk)

## **Operational Guidance**

### **Street Naming Legislation**

A person who creates a new street has the right to suggest a name for the street (Section 17 of the Public Health Act 1925). However, they are required to give notice to the Council of the proposed name.

Developers should give early consideration as to what name(s) they would like to propose for their development. This is particularly relevant on large developments where sales promotion literature may often include names which may not have been approved and/or may be unacceptable.

The Council prefers, where possible, that names are chosen to reflect a relevance (often historical) to the local area or development site.

## Street Naming Procedural Guidance

Naming and numbering, or alterations to current official addresses, will not be issued until such time as the appropriate planning permissions have been obtained.

If a scheme is to be developed in phases, the Street Naming and Numbering scheme will be issued for only the released phases.

Where a naming and/or numbering scheme is issued, the Council will inform those bodies listed in Appendix 2.

### Street Naming Conventions

- For named blocks, the following suffixes should be used;

<b>Lodge</b>	
<b>Apartments</b>	
<b>Mansions</b>	
<b>House</b>	
<b>Court</b>	For residential properties only
<b>Point</b>	High block residential only
<b>Tower</b>	High block offices or residential
<b>Heights</b>	High block offices or residential

- All new pedestrian ways should end with one of the following;

**Walk**  
**Path**  
**Way**

- The following suffixes for roads are acceptable;

<b>Street</b>	For any thoroughfare
<b>Road</b>	For any thoroughfare
<b>Way</b>	For major roads
<b>Avenue</b>	For residential roads
<b>Drive</b>	For residential roads
<b>Grove</b>	For residential roads
<b>Lane</b>	For residential roads
<b>Gardens</b>	For residential roads
<b>Place</b>	For residential roads
<b>Crescent</b>	For crescent shaped roads only
<b>Close</b>	For cul-de-sacs only
<b>Square</b>	For a square only

The Council aims to ensure that there are no duplications with names in other neighbouring parts of the Borough.

Where possible any historic link to the land which is being developed should be preserved i.e. field names that the land may previously been known as, or previous property names located on site such as farm names or any other associated historic link. It is important that it is recorded as to why a name has been used so that any future enquiries regarding the history of the name may be answered.

The use of a name which relates to that of a living person will not be adopted. Where suggestions to commemorate past dignitaries or characters from within the Borough are proposed, only the surname will be used as part of the street name.

The name of a street should not promote an active organisation or individual.

Street names are unacceptable if they are likely to cause spelling or pronunciation difficulties as these may lead to confusion for Emergency Services.

A common request is to repeat existing names in a new road (for example a request for “St Johns Close” off an existing “St Johns Street”). This is not allowed as it can have a detrimental effect in an emergency situation.

Names that could give offence are not used, nor are names that could encourage defacing of name plates.

Names that may be taken as advertising (i.e. company name) will not be accepted, unless the company is intrinsically linked to the site history.

No punctuation in the use of street names will be used for example “St. Joseph’s Gardens” will appear in all street naming documentation and street nameplates as “St Josephs Gardens”.

## **Property Numbering Legislation**

Section 64 and 65 of the Town Improvement Clauses Act 1847 gives the Council the ability to number the properties and ensure that occupiers of dwellings and other buildings in the street mark the buildings with such numbers as approved.

## **Numbering Procedural Guidance**

No naming and numbering, or alterations to existing recognised addresses will be confirmed until such time as the appropriate Planning Permission has been obtained where such a permission is required.

The appropriate fee for numbering of properties will need to be received by the Council before any numbering scheme is issued.

Where a naming and/or numbering scheme is issued, the Council will inform those bodies listed in Appendix 2.

## **Numbering Conventions**

A new through road will be numbered with odds on the left hand side and evens on the right hand side, working from the junction of the road.

Additional new properties in existing streets that are currently numbered will always be allocated a property number.

Private garages and similar buildings used for housing cars and similar uses will not be numbered.

A proper sequence will be maintained. In the interest of equality and diversity no numbers will be omitted from the numbering sequence. Once numbered, the Council will not normally re-number properties. The Council will only renumber a property where it can be shown that there are consistent delivery problems or issues with emergency services.

Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be 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 multiple occupancy building (i.e. flats) has entrances in more than one street, each entrance will be numbered into the appropriate road.

The Council will use numbers followed by letter suffixes where there are no alternatives and to avoid the renumbering of other properties in the existing street. For example, these will be used where infill properties are built and insufficient numbers are available. Wherever possible infill properties requiring a suffix will be given the property number before the infill to maintain a proper numbering sequence i.e. 1A, 1B.

Where a property has a number, it must be used and displayed. Where a name is given to a property together with its official number, the number must always be included. The name cannot be regarded as an alternative.

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 5m frontage in urban areas and 10m frontage in rural areas is used, however open spaces can often allow numbers either side of a road to be brought in line with each other.

Two buildings in one street may not have the same number.

Where two or more properties are combined to form one single property, the property will be numbered using one of the existing numbers and will normally be based on the location of the main entrance.

Flats will be numbered with their own separate number into the street where possible.

In multiple occupancy buildings (blocks of flats) it is preferable to give a street number to each dwelling with individual access to the street. When the flats share a common entrance or there are not sufficient numbers available because of existing development, the building should be given a number where possible or a name and the flats numbered separately internally.

Flats will be numbered in the form of "Flat 1", "Flat 2", etc. Any other form of naming or numbering is discouraged (for example "First Floor flat" or "Flat A" is unacceptable and will be known as "Flat 1").

Moored houseboats will form part of the Council's LLPG, which in turn forms part of the National Land and Property Gazetteer. The Council will only allocate an official address and inform Royal Mail where it has an operational requirement to do so or the Council believes the property is being used for permanent residency in the Borough and therefore subject to Council Tax. This will assist any emergency response and create a unique record for each property for future use. Such addresses will have to meet Royal Mail requirements for secure delivery points.

## Property Naming

The owner (not tenant) of a property may request the addition, amendment or removal of a name for their property.

The Council cannot formally add, amend or remove a property name where the property is in the process of being purchased, that is, prior to the exchange of contracts, although guidance of the acceptability of a name may be given.

A check will be made by the Council to ensure that there is no other property in the locality with the registered or similar registered name. Under no circumstance will a replicated name in the locality be allowed.

Where a property has a number, it must be used and displayed. Where a name has been allocated as well as a number this must always be used with the number: **it cannot be regarded as an alternative.**

Under no circumstances will a name that is offensive, or that can be construed as offensive, be allowed.

If a proposed property name is refused, then the owner will have the option to provide further suggestions or retain the current address.

Where an amendment to a property name is carried out, the Council will inform those bodies listed in Appendix 2.

It is Royal Mail policy, when a property has a number and a name, that the number will take precedence. Therefore both the number and the name should be used. Please note that the Royal Mail's online postal address database may only show the number of the property.

The Royal Mail Postcode Finder can be found at the following web address:

[www.royalmail.com/find-a-postcode](http://www.royalmail.com/find-a-postcode)

## **Renaming and Renumbering of Streets and Buildings**

Renaming of a street and renumbering of buildings is a very time-consuming process and may cause costs or disruption to individual occupiers and owners and wherever possible will be avoided. This is usually only agreed in exceptional circumstances and as a last resort e.g. renaming of a street is normally only considered if consistent problems occur for the Emergency Services or the renumbering of properties becomes necessary when infill development has reached the point where new numbers cannot be allocated.

Where a request is received from residents/owners of properties for renaming of a street, the proposed change must have the full backing of every resident/owner affected on the street and a signed letter from each to support this. Reasons for the renaming must also be supplied.

Where an order for renaming of a street is made the proposed name must follow the naming procedures and must also fall within the naming conventions.

Where a renaming and/or renumbering scheme is issued, the Council will inform those bodies listed on Appendix 2.

Under the current charging policy the Council will not charge for this service but will review this annually.

## **Street Nameplates**

The Council is responsible for the replacement, erection and repairing of street nameplates. Nameplates will be erected and replaced whenever appropriate, taking into account both the costs and need.

Where new street(s) are created as part of a development, the costs of supplying and erecting new street nameplates will be borne by the developer. The developer is obliged to erect corresponding street name plates based on the specification, site location/position advised by the Council. It is the responsibility of the developer to install the street name plates on private land, which will not be maintained by the Council.

Should permission be granted for the street name plate to be installed on the adopted public highway, the developer would need to contact Broxbourne Borough Council's Highways Services Team to arrange installation with the Council's Highways contractors and obtain an installation cost. The Council's Highways contractors are the only contractors authorised to work on the adopted public highway, maintenance of the nameplates will then be taken over the Council, subject to a commuted sum. If nameplates are positioned on private land, it is the responsibility of the Management Company or developer to maintain the street nameplate.

Where a street is approached only from one direction only one nameplate will be erected and this will face the direction of where the traffic will be approaching. Where a road can be approached from both directions, nameplates on either side of the junction will be erected. Nameplates will also be erected at any junction or entrance onto the street.

Broxbourne Borough Council Highways Services Team contact details:

[highways@broxbourne.gov.uk](mailto:highways@broxbourne.gov.uk)



## **Postcodes**

An important element of addressing is the postcode. This identifies a number of postal delivery points and a postal town as defined by Royal Mail. The Council is not responsible for allocating these codes; they are a Royal Mail product.

Royal Mail does not publish on its website addresses that are not completed and/or occupied. This means that in certain cases addresses that have been officially located and issued by the Council may not, for a while, be visible to anyone using the Royal Mail website to validate an address. This may also mean that other organisations using the Royal Mail address database (Postcode Address File) will also not be able to validate addresses. If a property is completed or occupied, the developer or owner should contact Royal Mail for activation of the postcode for the address allocated by the Council.

Developers, owners and tenants should be aware that their properties may not have the same postcode as the surrounding or existing properties.

The developer should inform the Street Naming and Numbering Officer when the properties are ready for occupancy to ensure that the addresses are moved to the live database ready for public use.

## **Policies and procedures outside the Street Naming and Numbering function**

Postcode allocation is the responsibility of the Royal Mail. The Royal Mail will allocate a postcode on receipt of the official naming and numbering scheme from the Council but the postcode will be held in "reserve" (not yet built file) until Royal Mail is notified by either the developer or owner that the property is occupied.

Non-delivery and misdelivery of items and correspondence and complaints should be directed at the relevant delivery company's customer services department.

New/amended addresses being unavailable on databases used by third parties: various third parties refresh their address sets at different frequencies and from different sources, and address changes can therefore take some time to appear in their systems.

Maps not showing new properties or roads or changes in information can take some time to filter through to third party products depending on those third party update regimes.

The Council does not work with nor is it associated with 'Google LLC' nor its parent Company 'Alphabet' including businesses such as 'Google Maps'. Therefore any incorrect address queries or amendments should be sent directly to those organisations.

## **Policy Review**

This policy will be reviewed every three years or sooner if a major change in the process is required through the introduction of new legislation for example. Charges will be reviewed on an annual basis during the Council's fees and charges setting process and published through the Council's normal communication channels including the website.

## **Contact Details**

The Street Naming and Numbering Officer  
Borough of Broxbourne  
Bishops College  
Churchgate  
Cheshunt  
Hertfordshire  
EN8 9XB

Telephone: 01992 785510

Email: [planning@broxbourne.gov.uk](mailto:planning@broxbourne.gov.uk)

## **Appendix 1 – Legislation**

The street naming legislation covering England and Wales (excluding London) is contained in:

- Section 64 and 65 of the Towns Improvement Clauses Act 1847.
- Section 21 of the Public Health Act 1907.
- Section 17, 18 and 19 of the Public Health Act 1925.
- The Local Government Act 2003.

The procedures are undertaken under the following.

The Towns Improvement Clauses Act 1847 clause 64 and 65 The

Public Health Acts Amendment Act 1907 clause 21

The Public Health Act 1925 clauses 17-19

## **Appendix 2 – Internal/External Notifications (Distributions List)**

**Organisations that are notified of the new address outside the Council:**

**Hertfordshire Constabulary**

**Royal Mail**

**Hertfordshire Fire and Rescue Services**

**Valuation Office**

**Land Registry**

**Ordnance Survey**

**Hertfordshire County Council**

**Local Libraries**

**Thames Water**

**NHS Hertfordshire**

**Hertfordshire Building Control**

**Teams that are notified of the new address inside the Council:**

**Development Management**

**Electoral Registration**

**Land Charges**

**Revenues and Benefits**

**Waste Management**

**Highways**

**Appendix 3 - Street Naming and Numbering Charges Schedule 2024 – 25**

<b>Existing Properties</b>	
Change of house name or adding an alias name	£110.00
Change of development layout after notification	£90.00
<b>New Properties</b>	
1 plot	£110.00
2 to 24 plots	£80.00(plot)
25 to 49 plots	£70.00 (plot)
50 to 74 plots	£60.00(plot)
75 to 99 plots	£50.00(plot)
100+ plots	£37.00(plot)
Naming of a block/building excluding houses	£275.00 (per block/building)
Naming of a street	£275.00 (per street)