

Street Naming and Numbering

Guidelines and Application Form for Naming of Streets and Properties

Broxbourne Borough Council is the street naming and numbering authority and is the only authority which can create or change addresses with the Borough of Broxbourne.

All new and altered properties must be formally addressed by the Borough Council, in order that the Emergency Services and other relevant authorities are consulted and involved. The following guidelines are produced to assist you with any proposal or scheme you may wish to submit.

Key Principles:

- New street names should not duplicate any similar name already in use in the borough or neighbouring areas. A variation in the suffix word, e.g. "road", "street", "avenue" etc will not be accepted as a sufficient reason to duplicate a name.
- Street names should not be difficult to pronounce or spell. Building and street names should not begin with the word "The".
- A new street should be numbered with even numbers on one side (normally the right approaching from the town centre) and odd numbers on the other. The exception to this is for cul-de-sacs which may be numbered consecutively in a clockwise direction.
- For named blocks, the following suffixes should be used;

| | |
|-------------------|-----------------------------------|
| Lodge | |
| Apartments | |
| Mansions | |
| House | |
| Court | For residential properties only |
| Point | High block residential only |
| Tower | High block offices or residential |
| Heights | 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;

| | |
|-----------------|--------------------------------|
| 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 |
| Place | For residential roads |
| Crescent | For crescent shaped roads only |
| Close | For cul-de-sacs only |
| Square | For a square only |

The use of “North”, “East”, “West” or “South” (as in Acacia Road South) is only acceptable where the road is continuous and passes over a major junction.

Additional information required from applicants:

Please provide **two** copies of the following with your completed application;

- A location plan clearly identifying the new scheme in relation to any existing street or means of access.
- A detailed plan of the development with the plot numbers of the proposed scheme clearly indicated.
- An internal layout plan, if appropriate, for developments that are subdivided at unit or floor level e.g. a block of flats. The main entrance to the block shall be clearly marked.

Plans supplied should include sufficient detail to be referenced to the OS grid and should include a North point.

Timescales

Applications for street naming and numbering are generally completed by the Council in around 4 weeks.

Street Naming and Numbering

1. PRESENT SITE ADDRESS.....

If planning permission was required for the development please supply the **Reference No.**

2. APPLICANTS DETAILS

Name

Address:

.....

.....

.....

Telephone number:

Fax No. E Mail address :

Please indicate which of the following applies to you in relation to the building or site:

(Please tick as appropriate)

| | |
|----------------------------|--|
| Freeholder | |
| Leaseholder | |
| Occupier (tenant or other) | |

If you are not the Freeholder of the property, please supply their contact details. Their written consent for any application is required.

3. DESCRIPTION OF WORKS CARRIED OUT (for new development)

Project description: (e.g. Construction of new house, industrial unit, block of flats etc.)

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.....
.....

Anticipated completion date:

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Proposed Name/Address details: (please include reasons for any names suggested)

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.....

4. RENAMING OF AN EXISTING PROPERTY

Please note that the postal number of a property must be retained as part of the address. The provision of a new name is supplementary to the allocated property number and not a replacement for it

Proposed name/address

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.....
.....

Applicants Signature

Applicants Name (please print) Date:

Please return the completed form to; **Mrs J Clarke**, Planning & Development, Borough of Broxbourne, Bishop's College, Churchgate, Cheshunt, Herts EN8 9XB. Telephone **01992 785555 extension: 5797**, alternatively via e-mail: **planning@broxbourne.gov.uk**