

# Street Naming & Numbering Policy

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# Introduction

- 1.1 Street Naming and Numbering is a statutory function enacted by Sections 64 and 65 of the Towns Improvement Clauses Act 1847 and Sections 17 and 19 of the Public Health Act 1925 and section 10 of The County of Kent Act 1981.
- 1.2 The purpose of this policy is to ensure all new street and building names/numbers are consistently allocated for the effective delivery of council services, the efficient delivery of mail and to guarantee that emergency service vehicles are able to quickly locate a property. Folkestone & Hythe District Council (The District Council) - is licensed under the Public Sector Geospatial Agreement (PSGA) which entitles use of Ordnance Survey and National Land Property Gazetteer (NLPG – national database for unique identification of land and property).
- 1.3 This policy is written in accordance with best practice for maintaining the NLPG using the Data Entry Conventions reference manual. The NLPG is maintained by the Local Land & Property Gazetteer (LLPG) Custodian and Street Naming & Numbering Officer.

This policy covers anyone wanting to:

- Create an address for a new property
  - Name a new road
  - Change the name or number of a property
  - Change the name of a road
- 1.4 Developers or property owners are encouraged to propose their own preferred names for consideration. Suggestions for a new road name should have some historical or other connection with the area wherever possible.
  - 1.5 Where street names or previous numbers have been established without reference to the authority, the district council has the powers to issue a Renaming or Renumbering Order, under section 64 of the Town Improvement Clauses Act 1847 and Section 10(4) of the County of Kent Act 1981.
  - 1.6 The required application form is available from the district council's website or in hard copy if required. Street Naming and Numbering is a chargeable service. Fees are available on the district council website, [www.folkestone-hythe.gov.uk](http://www.folkestone-hythe.gov.uk).

# Naming Streets

- 2.1 All streets will be named in accordance with the PSGA and the Data Entry Conventions and Best Practice.
- 2.2 Folkestone & Hythe District Council seeks to actively engage with the wider community when considering names for all new streets. All new street names will be subject to a consultation process between the developer and the town or parish council. The consultation period must not exceed 21 days and will commence from the date of the developer's notification to the town or parish council. The district council must also be notified by developers of any consultation period.
- 2.3 Three suggestions for preferred new street names should be agreed between the developer and the town or parish council before submission, in order of preference, to the Street Naming & Numbering Officer who will ensure these adhere to policy guidelines. Wherever possible, new proposed street names should be based on historic or community links to a particular site. The district council maintains a preferred list of new street names that it considers to be appropriate for all new developments based on historic and community links to a particular site. This list is available upon request for use as part of the consultation process.
- 2.4 The district council may choose to seek clarification on any of the preferred new street name suggestions provided that the 21 day consultation period has not lapsed. Following the consultation period, the district council reserves the right to approve or reject any of the preferred new street name suggestions if they do not comply with the framework set out in this policy. All relevant parties will be notified of this decision, along with the reasons for this rejection.
- 2.5 The district council will take responsibility for completing the naming process using names from its preferred list while adhering to the policy framework when either no new street names suggestions are forthcoming following the consultation period or when all of the suggestions received have been rejected.
- 2.6 The district council has a duty to ensure that all street names are clearly displayed. Any person who destroys, defaces or displays a number or name other than the official mark is liable to a Level 1 fine under the provisions of Criminal Justice Act 1982 for every such offence.
- 2.7 Street names should be not difficult to pronounce or awkward to spell. Additionally, the district council will not adopt any unofficial 'marketing' titles used by developers in the sale of new properties.
- 2.8 New street names should avoid duplicating any similar name already in use in the town/village or same postcode district. Preference will be given to new street

names not already in use within the district in order to create a degree of uniqueness with existing street names. A variation in the terminal word, for example “street”, “road”, “avenue” is insufficient reason to duplicate a name. Historically it was common to request to repeat existing names in a new road or building title (for example, a request for “St Mary’s Close” off an existing St Mary’s Way”), however this can cause confusion in an emergency.

2.9 All new street names should ideally end with one of the following suffixes:

- Street (for any thoroughfare)
- Road (for any thoroughfare)
- Way (for major roads)
- Broadway (for major roads)
- Avenue (for residential roads)
- Drive (for residential roads)
- Grove (for residential roads)
- Lane (for residential roads)
- 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 (for a cul-de-sac only) subject to there being no confusion with buildings in the area
- 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 valley roads)
- Rise ( for residential roads with noticeable gradient)
- Wharf (for residential roads associated with a water feature)
- Mews (for residential courtyard developments only)
- Corniche (for residential cliff style homes only)
- All new pedestrian ways should end with one of the following suffixes:
  - Walk
  - Path
  - Way

- Mall
- Footpath

#### 2.10 Exceptions:

Single or dual names without suffixes are acceptable in appropriate places (for example, Broadway for major roads only); such names will have to be appropriate for the locality.

For private houses the name should not repeat the name of the road or that of any other house or building or be phonetically similar to any property in the same postcode area.

The use of North, East, South or West (as in Alfred Road North and Alfred Road South) is only acceptable where the road is continuous and passes over a major junction. The district council will avoid having two phonetically similar names within the same postcode, such as “Alfred Road” and “Alfred Close” or “Churchill Road” and “Birch Hill Road”.

The use of names which relate to people either living or those alive in living memory will not normally be permitted other than in exceptional circumstances; justifications will be required to make such exceptions.

## **Numbering Buildings**

- 3.1 The Town Improvements Clauses Act 1847 and the County of Kent Act 1981 Part III require the district council to ensure houses and buildings are “marked with numbers as they think fit”. The district council will number all buildings in accordance with the PSGA and the Data Entry Conventions and Best Practice.
- 3.2 A new street should normally be numbered from the start of the street with odd numbers on the LEFT and even numbers on the RIGHT, except for a cul-de-sac, crescent etc, where consecutive numbering in a clockwise direction is preferred. The start of a street will be determined by the nearest main or major road. In the case of a major road it will start from the point nearest the town travelling away from the town centre and the numbering rules will be applied.
- 3.3 Private garages and similar buildings used for housing cars will not normally be numbered; an exception being garage courts where individual units are rented and not directly associated with a particular dwelling.
- 3.4 Once a street has been numbered, the district council will not normally re-number properties.

- 3.5 If a multi occupancy building has entrances in more than one street, then each entrance may be numbered in the appropriate street from which access is gained. The building will normally only have a single number per street (ie not 82-86 but simply 82).
- 3.6 Buildings, including those on corner sites, are numbered according to the street in which the main entrance is located and the manipulation of numbering in order to secure a “prestige” address or to avoid an address which is thought to be less desirable will not be sanctioned.
- 3.7 Flats will normally have numbers rather than letters or descriptions (ie Flat 1 and not Flat A or Ground Floor Flat). The numbering of flats will start from the bottom in ascending delivery order. This is crucial for access by the emergency services and consistency with electricity and gas meter installations. The addressing of flats as 54A rather than Flat A 54 will not be sanctioned unless a separate door to the street exists for each property.
- 3.8 The district council will use numbers rather than letters where there is no alternative. For example when a large house is demolished and replaced by a number of smaller houses, if including the new houses in the numbered street sequence would involve renumbering all the higher numbered houses on that side of the street, each new house should be given the number of the old house with either A, B, C or D added. Letters will also be used if a new development is located before the numbering scheme commences. For example, if 4 houses are built in a location prior to the first property number 2, the new dwellings would become 2A, 2B, 2C & 2D.
- 3.9 Wherever possible the district council will endeavour to avoid using number suffixes in a new estate where additional properties have been added to the layout after initial numbering, in this case the district council will renumber the entire street. The district council will make a per property charge to the developer for this change.

## **Residential & Commercial Buildings**

- 4.1 New residential or commercial buildings will be numbered as previously outlined in this policy. The accurate naming of residential and commercial buildings is imperative to the efficient and effective response of emergency services in an emergency situation. Owners/landlords wishing to add a name to a building must make an application to the district council.
- 4.2 The naming of a building will not supersede the building number. The building number will remain with the building to primarily assist the emergency services. Property names should not be difficult to pronounce, awkward to spell or contravene any aspect of the district council's public sector equality duty. Building names should not normally end with 's' if the 's' suggests a plural such as 'Barns'. Additionally, property names should avoid using the name of the street they are located on or include the words Place, Mews, Garden or any other suffix that could make the name sounds like a street name.
- 4.3 Applications from commercial properties to include the business name will be determined on its own merits. The district council will place high emphasis on potential for duplicate businesses and ease of use for emergency services when determining an application.

## **Providing Postcodes**

- 5.1 When an approved address is agreed by all parties, the district council will notify Royal Mail who will confirm a postcode. The post code provided by the Royal Mail will be assigned to the address and included in the addressing schedule.
- 5.2 The maintenance and any future changes to this postcode are the responsibility of the Royal Mail. The district council does not have the power to amend or create postcodes and is solely reliant on Royal Mail for the provision and notification of postcodes.

## New Developments

- 6.1 The district council will name and number all new developments in accordance with the PSGA and the Data Entry Conventions and Best Practice.
- 6.2 The developer should not allocate any postal address, including postcodes, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before formal approval has been issued in writing by the district council. The district council will not be liable for any costs or damages caused by failure to comply with this rule.
- 6.3 Applicants are encouraged to contact the district council prior to a formal application to obtain advice on the district council's naming policy and the positioning of nameplates; this also applies to the conversion of buildings into flats. Addresses will not normally be issued for a development until work has commenced.
- 6.4 Applications for an address in principal or before commencement will be determined on their own merits. The district council will have regard to duplications and expected build times when determining such applications.
- 6.5 Several suggestions for names should be made in case there is potential for conflict with existing names. Other than in exceptional circumstances the use of a name which relates to people with living or those alive during living memory will not normally be permitted; justifications will be required to make such exceptions.
- 6.6 The consent of the Lord Chamberlain's office must be obtained if a name with any reference to the Royal family or the word Royal is to be used. The district council will expect applicants to have sought this consent before such names are suggested.
- 6.7 It is unlawful to display a street nameplate until street name has been approved by the district council. The developer will cover the initial costs of the street nameplate.
- 6.8 All properties on newly named street will be allocated numbers in preference to names. All new properties on existing streets will be numbered unless the existing properties on that street are named. When numbering or naming is complete the district council will upload the information to the NLPG.

## Address Changes

- 7.1 The district council will determine address changes in accordance with the PSGA and the Data Entry Conventions and Best Practice.
- 7.2 If a property is known only by a name then an application may be made to the district council to change that name provided it does not create a potential for confusion with another property. For private houses the name should not repeat any part of the name of the road on which the property is located or that of any other house or building on the road. It should also not be phonetically similar to any property in the same postcode district.
- 7.3 The use of names and their combination with numbers that could be considered obscene or which would contravene any aspect of the district council's public sector equality duty will not be permitted. The district council will require explanation of the meaning of any name that is not easily found in the English dictionary.
- 7.4 The term "Farm" or "Farmhouse" will not normally be permitted for a domestic dwelling unless the property concerned is part of a working farm and communication to that business is sent to the property. An exception would be "Old Smersole Farmhouse" where the property was originally called "Smersole Farm" but is now not part of the working farm.
- 7.5 If the property has a house number, the district council will not sanction a name change that drops the use of the number. However, the district council will consider the addition of a name provided it does not create a potential for confusion with another property.
- 7.6 Requests to change or add a name must include the following information:
  - Existing address
  - Proposed new address
  - Reason for change
  - Evidence of approval of owner if property is rented
  - Explanation of non-English words

## **Naming/Re-naming an Existing Street**

- 8.1 An application for an existing street to be named/re-named must originate from a resident(s) of the street concerned. The district council will normally consult the Council Tax paying residents in the street and the Town/Parish Council with details of the application. The consultation process will run 28 days from receipt of notification of the application to Council Tax paying residents in the street. Two thirds of all Council Tax paying residents are required to be in agreement with the application for the street naming/renaming to be determined successful.
- 8.2 The cost associated with providing and erecting nameplates when a street is renamed should normally be met by the originator(s) of the request.

## **Monthly Address Schedule Distribution**

- 9.1 When a proposed Naming and Numbering Scheme meets the requirements made in policy and the relevant processes completed the application is deemed approved.
- 9.2 All approved addressing is entered on a Monthly Address Schedule for electronic distribution to various Independent Data Custodians to update and amend their databases accordingly. Only after distribution of the Monthly Address Schedule are applicants informed that the proposed address has been accepted as an official address.
- 9.3 Independent Data Custodians include:
- Emergency Services
  - Folkestone & Hythe District Council
  - Revenue & Benefits
  - Electoral Services
  - Geographic Information Systems Developer (updating NLPG)
  - Land Charges
  - Highways
  - Planning
  - Building Control
  - Refuse Collection
  - Kent County Council Highways

- Valuation Office
- Land Registry
- Royal Mail
- Folkestone & Hythe Sorting Offices
- Contacts responsible for Folkestone, Hythe & New Romney
- Address development
- British Telecom
- Utility Providers for the area