

Street Naming and Numbering Guidance

Business Change, ICT & Digital
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Contents

1.0	Introduction	3
2.0	Street Naming and Numbering of Properties	3
3.0	Street Naming and Numbering of Properties	4
4.0	Street Naming and Numbering of Properties	5
5.0	Property Names	6
6.0	Business Properties	6
7.0	Objects Without Postal Addresses (OWPAs)	7
8.0	Demolished Properties	7
9.0	Postcode Allocation.....	7
10.0	Street Nameplates	7



1.0 Introduction

South Derbyshire District Council is the Street Naming and Numbering (SNN) Authority for the area and this function is carried out under the provisions of the Public Health Act 1925 sections 17 – 19.

The SNN guidance is to assist the Council in determining an appropriate street name and property number or name in accordance with its duties under the above Act. Under this legislation the Council is the sole arbiter of an address and the decision on the name of a street or number of a property is for the Council to make.

Maintaining a comprehensive and high standard for naming streets and numbering or naming properties is important as it allows:

- Emergency services to find a property quickly (delays can cost lives and money).
- Mail to be delivered efficiently.
- Visitors to find where they want to go.
- Reliable delivery of services and products.
- Records of service providers to be kept in an effective manner.

2.0 Street Naming and Numbering of Properties

Who should apply?

- Individuals or developers creating new streets, building new houses, commercial or industrial units.
- Individuals or developers undertaking conversions of residential or commercial properties, holiday cottages or industrial premises which give rise to a new address.
- Individuals re-naming a property or numbering a property.

When should we apply?

- At the Building Control Application stage.

Utility companies are reluctant to install services without an official postal address and allocated postcode. Problems can arise if purchasers have bought properties which have been marketed and sold under an unofficial name and legal documentation such as Title Deeds have already been drafted. Developers should be wary of using a name for marketing purposes if it has not been approved by the Council.

How do we apply?

Requests can be made via the form on our website <https://cutt.ly/Pleaseclickhere>. The form can be returned by email to: addresses@southderbyshire.gov.uk or posted to: Street Naming and Numbering Team, Business Change, ICT & Digital, South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote DE11 0AH.



You will also need to include:

- A scaled location and site plan outlining the boundary of each property and marking the main entrances. The plan should show the new development 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.
- The relevant fee.

For developments with multiple occupancy (i.e Homes of Multiple Occupancy or apartments):

- An internal layout plan, is required, to show each floor level and for developments that will have separate addressable units within the building, showing clearly the main entrance to the block and the floor level of each apartment.

3.0 Street Naming and Numbering of Properties

Where new streets are being created in the district the following applies:

- Street names should not be similar to those currently used in the same locality or postal town or replicate property names in the area.
- Historic practices which have resulted in many streets in close proximity being assigned the same name but with differing suffix are not acceptable.
- Where possible names should reflect the history of the area or acknowledge the local geography.
- Street names that could be considered or construed as obscene, racist or which would contravene any aspect of the Council's equal opportunities policies will not be acceptable.
- Street names should not be difficult to pronounce or awkward to spell and should not lead to variations in the use of the spelling or punctuation.
- Street names of living people will not be acceptable.



- All new street names should end with a suffix to reflect the nature, history and/or location of the street, for example:

Avenue –residential roads

Bank – street on a bank

Court/Close – a residential cul-de-sac only

Crescent – a crescent shaped road

Crest – residential road at the crest of a hill

Croft - residential road

Drive – residential roads

Gardens – residential road

Garth – a cul-de-sac only

Grove – residential road only

Hill – a hillside road only

Lane – road

Mead – residential road

Mews – provided it does not repeat the name of road from which access is gained

Mount – high point of the road

Place – residential road

Rise – road which has a rise

Road – any thoroughfare

Row – road

Square – a square only

Street – any thoroughfare

Vale – residential road (exceptional circumstances)

View – residential road (exceptional circumstances)

Wharf – residential road (exceptional circumstances)

Way – for major roads

- Street names should not commence with the word ‘The’.
- No abbreviations or punctuation should be used.
- Street names should not include a number in numerical or written format.

4.0 Street Naming and Numbering of Properties

The Council will allocate a numbering scheme appropriately, giving consideration to each individual development layout, to ensure the numbering is logical and sequential.

- The Council shall endeavour to number all new property developments. Exceptions to this may apply to rural areas or areas where no numbering scheme exists.
- Properties on main roads should be numbered so that when travelling away from the centre of a town, odd numbers are on the left and even numbers on the right unless an established local convention is different.
- Cul-de-sacs will be numbered sequentially beginning at the first property encountered when entering.



- Infill developments on an existing numbered street will include a suffix to the premise number, for example 7, 7A, 8.

5.0 Property Names

- The principle property name should be unique and not duplicated within the locality or postcode. For example, Rose House and Rose Cottage – only one property named Rose should be accepted.
- Property names should not replicate street names.
- Properties should not be named with a business name; this will be added to the address separately.
- Property names that could be considered or construed as obscene, racist or which would contravene any aspect of the Council's equal opportunities policies will not be acceptable.
- Where possible, names should reflect the history of the area or acknowledge the local geography whilst being [BS7666](#) compliant.
- Property names must be clearly displayed at the entrance/drive to the property.

6.0 Business Properties

The addressing of business or industrial units will be considered on an individual basis. The following shall also apply:

Properties/buildings which are used for commercial purposes, for example on industrial estates or retail parks, should be named rather than numbered if not currently located in a numbering scheme. This will allow for easy divisions or merges of businesses to be addressed appropriately without dramatically changing the original address. Business names will then be added or removed where necessary without the official property address changing:

An existing building is occupied by one business and will be addressed as:

ACME HOLDINGS	Business name which may be amended
Rose House/11	Property name/number
Civic Way	Street
Swadlincote	Postal Town
DE11 0AH	Postcode

Subsequently, the building is modified to accommodate two separate businesses, and will be addressed as follows:



ACME HOLDINGS	Business name which may be amended
UNIT 1	
Rose House/11	Property name/number
Civic Way	Street
Swadlincote	Postal Town
DE11 0AH	Postcode; and

GLOBAL ENTERPRISES	Business name which may be amended
UNIT 2	
Rose House/11	Property name/number
Civic Way	Street
Swadlincote	Postal Town
DE11 0AH	Postcode

7.0 Objects Without Postal Addresses (OWPAs)

Properties which do not have a postal delivery point or businesses which attract either nondomestic rates or Council tax will be addressed in accordance with the conventions in this guidance. It should be noted that Royal Mail will not allocate a postcode to these types of properties or add these onto their Postal Address File (PAF) unless the owner provides a mail delivery point. Property types falling into this classification may be, for example, stores, agricultural buildings, workshops, utility sites, holiday cottages.

8.0 Demolished Properties

If the demolished property occupies a site that is to be redeveloped, the new address will include the reinstatement of premise numbers previously used on that street.

9.0 Postcode Allocation

It is the responsibility of the Royal mail, not the Local Authority to allocate or amend postcodes and postal towns to property addresses. The Royal Mail will allocate a postcode and post town upon request of the Council during the SNN process, once an address has been approved by the Council. The Royal Mail may find it necessary, from time to time, to alter your postcode and address as they see fit, but they will inform you of any change.

10.0 Street Nameplates

It is a legal requirement under the Public Health Act 1925 that there is adequate signage erected in a clear, prominent position in relation to the builds showing any street names and sub names (for terrace or block names).

Any number and/or property name that is associated with identifying individual properties must also be displayed in a clear, prominent position that can be read from the roadside. On new developments, it is the developers' responsibility to erect the appropriate signage once the builds are ready for occupation.

