



Winchester
City Council

Street Naming and Numbering Policy, Procedure and Legislation.

July 2010

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Legislation

- 1.1 The legislative position for street naming and numbering is complex, and various statutory provisions can apply. Under Schedule 14 to the Local Government Act 1972, paragraph 23, all provisions of the Public Health Acts 1875 to 1925 apply throughout England and Wales, subject to specified exceptions. The effect of this is that the legislation relating to numbering of houses is automatically applied.
- 1.2 However, paragraph 24 of Schedule 14 excludes from this automatic provision the legislation on street naming, the alteration of the name, and marking of the name (i.e. provision of street nameplates). It provides that where the relevant provisions apply in any area prior to 1 April 1974, those provisions will continue to apply.
- 1.3 Paragraph 25 of Schedule 14 then provides that for these street naming provisions, the Council has by resolution, on 20th May 2010 resolved that the provisions shall apply throughout the area.

The relevant statutory provisions with regards to street naming are:-

- a) Section 64 of the Town Improvement Clauses Act 1847 (incorporated into Section 160 of the Public Health Act 1875). This allows the Council to name streets (i.e. set names for new streets), mark the street name (street nameplate provision) and control interference with such markings (under the legislation interference is a criminal offence).
- b) Section 21 Public Health Acts Amendment Act 1907. This provides for the alteration of street name with consent of two-thirds of the ratepayers/council tax payers living in the street. It also gives power to mark the altered street name and control interference with such markings.
- c) Section 17-19 Public Health Act 1925. This legislation covers:-
 - (i) new names of streets - notice served by developer and requiring the approval of the Council or (by appeal) the Magistrates' Court (Section 17)
 - (ii) alteration of names of streets, and assignment of names of un-named streets - notice by Council, and consideration of any objections by Magistrates' Court (Section 18)
 - (iii) Marking of street names and control of interference – i.e. provision of street nameplates and prosecution of anyone removing or interfering with the nameplate (Section 19).
- 1.4 If section 18 of the Public Health Act is adopted, then section 21 of the Public Health Acts Amendment Act 1907 automatically ceases to apply (and vice versa). Similarly, if section 19 of the 1925 Act is adopted, the street naming provisions in the Town Improvement Clauses Act 1847 will cease to apply and vice versa.

- 1.5 Section 18 of the Public Health Act 1925 enables an authority to alter the name of a street and to give a name to an un-named street (with the provision for an objector to require the decision to be considered and determined by the Magistrates' Court. Although no consultation process is included in Section 18, officers would carry out a consultation in such cases in any event, and therefore it is considered that Section 18 is more appropriate than Section 21 of the Public Health Acts Amendment Act 1907.
- 1.6 In terms of street numbering, these provisions are contained in sections 64 and 65 of the Town Improvement Clauses Act 1847. These provisions allow the Council to designate numbers of individual houses in streets, ensure that properties are properly marked with their number (or name), and control interference with such numbers. These provisions are automatically applied throughout England and Wales, via the Public Health Act 1875 and Schedule 14 of the Local Government Act 1972.
- 1.7 As well as simply determining the name or number to be allocated, the Council has (as part of dealing with these applications) carried out liaison services with other bodies. There is no statutory requirement for such liaison and consultation, but it is clearly related to the naming and numbering functions. As this is a discretionary service, a charge can be levied as set out in the schedule of charges on page 19.

Charging Provisions

The Local Government Act 2003 brought about new devolved powers for Local Authorities; these included giving Councils new powers to trade and charge for non statutory (i.e. discretionary) services if they are Best Value Authorities (Section 93 of the Act).

Policy Statement

The naming and numbering of streets and buildings in Winchester District, is controlled by Winchester City Council under the Acts previously stated. The purpose of this control is to make sure that any new street names and building names and numbers are allocated logically with a view to ensuring, amongst other things, the effective delivery of mail and that emergency service vehicles are able to locate any address to which they may be summoned.

We are keen to ensure all new developments are addressed, named and numbered correctly and are issued the correct postcode by Royal Mail.

Anyone wishing to change the name or number of their property or seeking an address for a new property should apply in writing or email to us following the procedures detailed in this policy.

Street Names.

As far as street naming proposals are concerned, we are happy for developers or owners to propose their own preferred names for consideration. However it is recommended that more than one suggestion for a new name should be put forward just in case one fails to meet the criteria outlined in this guidance. It is desirable that any suggested road name should have some connection with the area.

If proposals comply with our Policy on Street Naming and Numbering and, do not meet with an objection from the Ward Councillors/Parish Councils or the Royal Mail Address Development Centre, the new address will be formally allocated and all relevant bodies will be notified. See Appendix A for a list of those informed by us.

Where street names or previous numbers have been established without reference to us, we have the authority to issue Renaming or Renumbering Orders, under the Acts previously stated.

To aid the emergency services, we will endeavour to ensure that where appropriate, if a street has a name and has street signs relating to that name, all properties accessed off of it will be officially addressed to include that street name and also where appropriate, all new properties are numbered.

Statutory Context

Definition of a street

The naming of a street includes any road, square, court, alley or thoroughfare, within the limits of the Towns Improvements Clauses Act 1847 or relates to any thoroughfare which when named will be included in an official postal address.

Naming Streets and Numbering Dwellings & Non-Dwellings

We will name and number streets and dwellings in line with the Local Land and Property Gazetteer and Street Naming and Numbering data entry conventions and best practice for the National Land and Property Gazetteer. Following these conventions will ensure our practices are compliant with the British Standard BS7666:2006 (see Appendix B for further information)

Ensuring we have a comprehensive Street Naming and Numbering Policy that complies with BS7666:2006 is important because we want to ensure that:

- Emergency Services can find a property quickly – delays can cost lives and money
- Mail is delivered efficiently
- Visitors can easily find where they want to go
- There is a reliable delivery of services and products
- Services providers have up to date and accurate records. Poor record keeping is only a disadvantage to the customer.
- We bill the right person, in the right property, at the right time for Council Tax and National Non-Domestic Rates (NNDR)

Property developers suggest names for new streets. These will be received by us and checked against our criteria, then forwarded to the Councillor for the Ward and The Parish Council for consideration. The Councillors for the Ward or The Parish Council will consider the name and may approve, otherwise they may suggest their own. In this case, we will forward those suggestions to the developer for consideration. Once both parties are happy, we will officially allocate the street name.

The final decision on the street name will be either the Ward Councillor or the Parish Council, subject to the policies as set out in this document.

All costs for the erection of signs for new street nameplates will be borne by the property developer. There is a specification for the signs and their locations and we will inform the developer of this. (see Appendix B for more information).

Maintenance of street nameplates become our responsibility once a street has been adopted.

For information on Adoption of streets see Appendix B

It is not lawful to erect a street nameplate until the street name has been confirmed in writing by Winchester City Council. Contravention attracts a fine under the provisions of the Criminal Justice Act 1982 (Section 37(2) Standard Scale Level 1 offences). A daily penalty rate also applies in this case.

Criteria for naming streets

The Address Management Technician will use these guidelines when agreeing a new number or address. Developers, Ward Councillors and Parish Councils should follow these guidelines for any suggested street names:

- New street names should try to avoid duplicating any similar name already in use in a town/village or in the same postcode area. A variation in the terminal word, for example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name. A common request is to repeat existing names in a new road or building title (for example a request for "Park Road, Park Avenue and Park Gate Drive in the same area"). This is not allowed as it can have a detrimental effect in an emergency situation.
- Street names should not be difficult to pronounce or awkward to spell.
- Street names must not cause offense and will be verified by the Address Management Technician to ensure that they do not cause offence, having particular regard to the six strands of the Council's Equality Policy covering race, disability, gender, age, faith & belief and sexual orientation.
- We will not adopt any unofficial 'marketing' titles used by developers.

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

Street, Road, Avenue, Drive, Way, Avenue, Grove, Lane, Gardens, Place, Crescent, Court, Close, Square, Hill, Circus, Vale, Rise, Row, Wharf, Mews

Exceptions:

Single or dual names without suffixes are acceptable in appropriate places and subject to the discretion of the Address Management section.

All new pedestrian ways should end with one of the following suffixes:

Walk, Path, Way or similar.

Further Notes:

For private houses it is sufficient that the name should not repeat the name of the road or that of any other house or building in the same postcode area. See procedure for address changes below.

The use of North, East, South or West (as in Olivers Battery Road North and Olivers Battery Road South, or East or West) is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicular access between the two.

We will avoid having two phonetically similar names within a postal area and, if possible, within a borough. For example, Alfred Road and Alfred Close or Churchill Road and Birch Hill Road.

The use of a name that relates to people either living or those alive during living memory should be avoided if possible. Only exceptional circumstances will be given consideration and justifications will be required.

Criteria for assigning a new Postal Address

After getting a request for an address for property/properties, which currently have no address we will first check for approved planning permission. If this has been granted then we will start the process to create a new address. We will not address properties without relevant planning permissions. The reason behind this is to ensure the numbering sequence of any street is not disrupted by additional properties that have not gained proper planning permission and therefore are likely to be subject to enforcement action, which may ultimately result in their removal.

Issuing an address to properties without planning permission will have no bearing on planning matters or be capable of being used in support of any planning appeal. We will still add your property to the Local Land and Property Gazetteer (LLPG) and you will still be liable for Council Tax or NNDR.

Holiday Lets & Agricultural Land

All holiday lets and agricultural land parcels are added to our LLPG when necessary. They will be flagged as non-official and non-postal in systems that generate mail. This is to assist emergency response and create a unique record for each property for future use.

We will only request an official address from Royal Mail where we have an operational requirement to do so or we believe the property is being used for permanent residency. Such addresses will have to meet Royal Mail's requirements for secure delivery points and we will inform our enforcement section and investigation team about the believed change of use. There must be a separate and secure postal delivery point.

Postal Address Format

For clarification, official postal addresses always take the following format

Acme Ltd	Company or Organisation Name (if applicable)
123	Postal Number or name
My street	Street name
Mytown	Locality/town
Winchester	Posttown
SO1 0WW	Postcode

NB: The County does not form any part of an official postal address and there is no need to include its use in any address.

When an approved address is agreed by all parties, Royal Mail will confirm a Postcode. The maintenance and any future changes to this Postcode are Royal Mail's responsibility.

Localities/Townname within the official postal address is the responsibility of Royal Mail. Where applicants object to a locality/Town name in their postal address, the Address management Technician will advise them to consult Royal Mail, who have a procedure laid down in their code of practice by the Postal Services Commission for adding or amending locality/Town details.

We will however, remind applicants that postal addresses are not geographically accurate descriptions, but routing instructions for Royal Mail staff and they can and do contain names for villages, towns and cities that are several miles away.

For further information about addresses, you are advised to read the Royal Mail's guidance, which can be found at the following address:

<http://www.royalmail.com/portal/rm/content1?catId=400044&mediaId=9200078>

Further information:

Within Winchester District there are a number of postcodes that do not have a street name held by Royal Mail, this can be a problem when delivery drivers cannot locate a property using Sat Nav systems. However this may change if a pending postcomm review is adopted by Royal Mail, which suggests that every property should be addressed onto a street.

Guidelines for numbering buildings

- A new street should be numbered with even numbers on one side and odd numbers on the other, the exception is for a cul-de-sac, consecutive numbering in a clockwise direction is preferred.
- Additional properties in streets that are currently numbered will always be allocated a property number.
- Private garages and similar buildings used for housing cars and similar will not be numbered.
- A proper sequence shall be maintained, the number 13 can be omitted, if requested. Once numbered we will not normally re-number properties. We will only renumber a property where there can be shown to be consistent delivery problems and in accordance with the guidelines.
- 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 has entrances in more than one street, then each entrance can be numbered in the appropriate road if required.
- In residential buildings (example, blocks of flats) it is usual to give a postal number to each dwelling where the block is up to six storeys in height. When the block exceeds this height or there are not sufficient numbers available because of existing development, it should be given a name and numbered separately internally. Such names will be treated in the same way as house names. Descriptive names for flats/apartments are generally not permitted (e.g. Ground Floor Flat/First Floor Flat), instead flats should either be numerically or alphabetically, labelled such as Flat A, Flat B, or Flat 1, Flat 2.
- We will use numbers followed by letters where there is no alternative. For example these are needed when one large house in a road is demolished and replaced by a number of smaller houses. To include the new houses in the numbered road sequence would involve renumbering all the higher numbered houses on that side of the road. To avoid this 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 the new development were to lie prior to the numbering scheme commencing. For example, if 4 houses were built prior to the first property number 2. The new dwellings would become 2A, 2B, 2C, 2D. This is to aid emergency service response and mail delivery.
- We will endeavour to avoid using suffixes to numbers wherever possible. For new developments where additional properties have been requested after initial numbering we will renumber the entire street. This will incur a per property charge.
- Individual houses in existing unnumbered roads will normally require property names. For an infill of two or more properties accessed via a private drive, where we feel it is appropriate, we will agree with the developer a 'sub-road' name, for example 1– 6 Barn Cottages, Lower Chase Road.
- Where a property has a number, it must be used and displayed. Where a name has been given to a property together with its official number, the number must always be included. The name

cannot be regarded as an alternative. This is enforceable under section 65 of the Town Improvement Clauses Act 1847

Procedure for New Developments.

The property developer should not give any postal addresses, including postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before we have issued formal approval. We will not be liable for any costs or damages caused by failure to comply with this.

Developers should always apply directly to the Council at the earliest opportunity for new postal addresses, i.e. as soon as development starts. (charges apply see page 14)

The applicant or developer may suggest a possible name or names for any new street(s). Several suggestions for names can be made in case we or the Parish/Ward Councillors object.

The proposed street names are then passed to the relevant Ward Councillors and Parish Council for approval, they are given 5 weeks to approve the suggested names and can at this stage, If they do not agree with the developer's proposal, suggest their own names that conform to our policy.

If they do not agree with the developer's proposal, we will seek acceptance from the developer of the newly suggested names from Ward/Parish. Where there is a disagreement which cannot be resolved, the Winchester City Councillor, Portfolio holder for the service will give final approval of street names. In practice they will usually follow the recommendation of the Ward Councillors or Parish Council.

The developer will cover the initial costs of the street nameplates. We will cover maintenance costs once the street has been officially adopted.

Numbering of the new street(s) will be carried out following the guidelines within this policy. All properties on newly named streets will be allocated numbers. All new properties on existing streets will be numbered unless the existing properties on that street all have official dwelling names and no numbers, or in the exceptional circumstances outlined under the section "Guidelines for numbering buildings"

Where the development is an infill on an existing street we will try and number the properties wherever possible, outlines in the "Guidelines for Numbering Buildings" section. If this is not possible, or the street does not have a numbering scheme, the developer should suggest property names. The property name **must** comply with the guidance set out in this policy.

When numbering and/or naming is complete we will contact the Royal Mail who will allocate the postcode to the address, and add the property to their "not yet built" file. Once the Royal Mail have allocated the postcode, we will write to you with official confirmation of the postal address, and where applicable, any instructions for the erection of street nameplates.

We will also notify users who have requested address change information. A list of those notified is shown in appendix A.

Where developers have not applied for an address and occupation of the property has taken place, the Council's property inspector will inform us. We will endeavour to contact the owner or developer and ask them for an official application. If they do not apply within four weeks of us contacting them, we will allocate an address. If at a later stage, the owner wishes to change the property name, they will have to follow the official procedure to make the change.

Application for new postal address(es)

If you are a developer of a new property, single or small development, as soon as you commence work on site you should contact the Address Management team.

A File reference number will be allocated and provided to you for use in any further communications.

For a **single** unit of accommodation the following information will be required:

- 1 copy of the approved site layout plan. This should clearly indicate:
- plot numbers (if applicable)
- individual property boundaries
- the principle entrances to the properties
- suggested road and/or property names not duplicated in the area.

For **larger developments** the following information will be required:

- 1 copy of the approved site layout plans. These should clearly indicate:
- plot numbers
- individual property boundaries
- the principle entrances to the properties
- suggested road and/or property names not duplicated in the area.
- For multi-level developments separate floors plans, indicating each individual plot, will also be required

Procedure for Changing or adding a property name

If you wish to change your property name, or add an official 'alias name' you must follow this procedure. The Royal Mail will not accept name changes from anyone other than the local authority.

To request a change to a property name, the owner must complete the relevant application form or submit requests in writing, requests can only be accepted from the owners of properties and not tenants.

We cannot formally change a property name where the property is in the process of being purchased, that is, until exchange of contracts, although we can give guidance on the acceptability of a chosen name before this.

A check is made by us to ensure there is no other property in the locality with the name. Under no circumstances will we allow a replicated name in the same postal area, the address management technician can refuse such names. We also strongly recommend against similar sounding names to existing properties, although we will not refuse these. However, the Royal Mail cannot guarantee mail delivery if our advice is ignored. You should also be aware that owners/residents of properties that are

affected by your choice of a similar sounding name may seek legal advice if they have delivery problems caused by such name changes. Under no circumstances will we allow a name that is offensive, or can be construed to be offensive.

If the property has a house number, it is not possible to replace the number with a name. However, we will allow you to add an 'alias name' to the address. The name will be held by the Royal Mail on their 'alias file' and will not form part of the official address, the alias name can only be used with the property number, not as a replacement of it.

Once all checks are satisfactorily complete, we will change the name of the property and advise the relevant parties including Royal Mail, Land Registry, Council Tax, and emergency services. A full list of those informed is included in Appendix A.

We will then confirm in writing to the owner of the property, the new official address.

Application to change or add a property name.

To make your application, you can complete an application form online.

<http://www.winchester.gov.uk/ShowForm.asp>

You can submit your written application by the following methods:

By Post, please send your application form,

To:

Address management, Winchester City Council, Colebrook Street, WINCHESTER, SO23 9LJ

At our Offices: At the above address.

Please take the application form to our offices.

See Appendix C for payment methods and charges.

Procedure to Rename an Existing Street or Renumber Properties

Parish Council's may from time to time request that we rename an existing street.

They can only make such a request if they can demonstrate and provide proof that the owners/residents of all affected properties have been consulted and at least two thirds are in agreement

Once raised by the Parish Council, we will confirm with Royal Mail that the name is acceptable.

All costs associated with providing and erecting nameplates, except in exceptional circumstances, will have to be met by the Parish Council. Once sited, we will maintain all nameplates.

Sometimes, we may decide that in order to improve the delivery of mail, and the routing of emergency services we have to rename a street, or renumber properties in the street. We will only do this after consultation with the effected properties and we will always give 30 days notice in writing.

In some cases, where a development takes place, some properties may find that their primary access has changed onto a new street. Where this is the case, we will have to number existing properties into the new street. We always promise to consult with the affected properties and give 30 days notice in writing.

In the above cases, the Royal Mail may also approach us where they believe there is an operational necessity to make changes. We will only make such changes where we believe there is a need, and where consultation has taken place.

Any appeals should, in the first instance be made to the Address Management Section. If this is not satisfactorily dealt with, appeals should be directed through the formal complaints process, details are available from our website.

Numbering existing properties that only have House names.

This procedure will only be undertaken if requested by The Parish Council and with the consensus of the residents. It is rare and is usually considered by residents or the Parish Council, if there has been a delay with the emergency services reaching a particular location which has been caused by their inability to easily find a particular property or residents have been having service and delivery problems. This has been the case, particularly in long roads. We may make the suggestion to consider that option to overcome the problems.

For example, Main road, Colden Common. We numbered all the properties along Main road in 2008 for the reasons just described, at the request and consensus of the residents.

Charging for Street Naming and Numbering Service

We will charge for the administration of the street naming and numbering process as specified below. (See "legislation 1 to 2.1 at the beginning of this policy statement).

- Naming and numbering new buildings and developments and the creation of official addresses.
- Alterations in either names or numbers to new developments after initial naming and numbering has been undertaken.
- Contacting the bodies listed in Appendix A of new addresses.
- **We will not charge for renaming or adding a name to an existing property, nor will we charge for renaming an existing street and readdressing as a result.**

These charges have to be paid prior to any work being undertaken.

Builders and developers should contact the Address management team in advance and be given a file Ref. No.

Changes made without contacting us will not be registered with services and organisations listed in Appendix A.

These organisations will not be informed until payment is received. We cannot be held liable for mail delivery problems caused by failure to inform us of name changes.

These charges will be reviewed on an annual basis and new charges approved by Cabinet.

Schedule of Charges:

See Appendix C for Schedule of charges

Service Delivery

The GIS Manager is responsible for address management service delivery. The post holder sits within the Information and Technology Department of the Governance Directorate.

The GIS manager is also the LLPG Custodian for Winchester City Council.

The Address management technician reports to the GIS Manager and handles the day to day administration of the Street naming and numbering function and addressing activities.

The address management team will pass all requests for new street names, new building names and Mews style developments that are named onto existing streets, to the relevant Ward Councillors and Parish Councils for consultation they are given 5 weeks for approval. Once they have returned their recommendation to us, we will normally complete the process within 30 days.

Requests for property name changes; these do not require consultation with Councillors or Parish Councils and will be dealt within 10 working days. However, to provide the best service to our customers, we always aim to turn requests around within 7 working days.

The time it can take is dependant on Royal Mail work loads and a confirmation being received from Royal Mail, this is usually within 7 days however we have known it to take up to 14 days.

Once you have received our confirmation of the change, the Royal Mail website will show it.

Our Council Tax system, Electoral Registration system and Customer service system will be updated within 14 days of the address management technician notifying them of the change.

Please note, that it may take at least six months and can be as long as twelve months for name changes or indeed new addresses; to appear in other companies and organisations systems, over which we have no control.

We monitor our performance and keep a record of the number of days it takes for us to process a request. The average time taken in a month is calculated, we can then track the performance of the service and endeavour to keep it above average.

Policy Review

This policy will be reviewed every three years, or 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, usually for the start of the new financial year on April 1st by the Head of IM&T and the GIS Manager, with approval from the portfolio holder.

Contact Details

Address management
IM&T, Winchester City Council
City Offices
Colebrook Street
Winchester
SO23 9LJ

Tel: **01962 848 300**

Fax: **01962 841 365**

E-mail: address@winchester.gov.uk

Web: www.winchester.gov.uk

Appendix A – Notifications List

Internal Departments

Building Control	Licensing Department
Customer Services	Commercial NNDR Department
Council Tax Department	
Development Control planning	
Electoral Services	
Environmental Health	
Housing Department	
Land Charges Department	

External Organisations

British Gas	Land Registry Weymouth Office
British Telecom	Ordnance Survey
Hampshire Ambulance	Royal Mail Address Development Team
Hampshire Constabulary	Portsmouth Water
Hampshire Highways	Scotia Gas Networks
Hampshire Fire & Rescue	Southern Water
Hampshire County Council Land Charges	The Valuation Office
NLPG	

Appendix B – Information, Statutes and Standards

The Council's powers in relation to street naming and property numbering are contained in three separate Acts:

Sections 64 and 65 of the Towns Improvement Clauses Act 1847 (TICA).

Sections 17-19 of the Public Health Act 1925 (PHA).

Local Government Act 2003.

Reference to these Acts may be found at:

http://www.opsi.gov.uk/RevisedStatutes/Acts/ukpga/1847/cukpga_18470034_en_1

http://www.opsi.gov.uk/RevisedStatutes/Acts/ukpga/1925/cukpga_19250071_en_1

http://www.opsi.gov.uk/acts/acts2003/ukpga_20030026_en_10#pt8-ch1-pb1-l1g93

The Corporate Property database, The LLPG was created and is maintained to BS7666

Information regarding the standard can be found at:

<http://www.iahub.net/docs/1183553456634.pdf>

The Property data within the LLPG is governed by data entry conventions produced by iDeA.

It is published by the NLPG, information about the conventions can be found at:

<http://www.idea.gov.uk/idk/aio/6055969>

The NLPG – National Land and Property Gazetteer is maintained by Intelligent Addressing.

Information about the NLPG can be found at:

<http://www.nlpg.org.uk/nlpg/welcome.htm>

Streets Information

Adoption of streets is undertaken by Hampshire County Council, the “Highway Authority”, under section 38 of The Highway Act 1980. The naming a street does not imply that the street will be adopted; this is decided by the Highway Authority.

http://www.opsi.gov.uk/RevisedStatutes/Acts/ukpga/1980/cukpga_19800066_en_7#pt4-pb2-l1g43

All new streets are given a Unique Street Reference Number (USRN).

The USRN, the street name, and details are sent to the Highway Authority for inclusion in The Local Street Gazetteer (LSG) This forms part of the National Street Gazetteer (NSG).

<http://www.thensg.org.uk/iansg/welcome.htm>

Appendix C – Schedule of Charges

Activity	Charge
New Development of 1 - 2 plots	£60
New Development of 3 - 5 plots	£100
New Development of 6-10 plots	£190
New Development of 11 -20 plots	£336
New Development of 21-50 plots	£350
New Development of 51-100 plots	£600
New Development of 100+ plots	£850
Naming of new block of flats/building	£100 and £15/plot
New postal address for an individual property	£60
Change to new addresses due to the development changing after the schedule has been issued.	£15/plot
Research archive for address history	£100

There will be no charge to residents for the following:

1. Renaming or addition of a name to an existing property address.
2. Any change to an existing address that is incorrectly held by us or Royal Mail.
3. Re-naming streets and readdressing as a result

Payment methods:

Builders and developers should contact the address management section for a file ref number before making payment.

Cheques payable to Winchester City Council.
with accompanied documentation by post or in person.

Credit or debit card presented at our reception in Colebrook street
with the accompanied documentation.

when applying online, credit or debit card, online payment, (Quoting the File Ref. No.)
Glossary.

DOT – Department of Transport

GIS – Geographical Information Systems

IM& T – Information Management and Technology.

LSG – Local Street Gazetteer.

LLPG – Local land and Property Gazetteer.

NLPG – National Land and Property Gazetteer.

NNDR – National non domestic rates

NSG – National Street Gazetteer.