



Winchester
City Council

Address Management and Street Naming and Numbering Policy, Procedure and Legislation.

April 2020

Contents

Legislation	Page 3 and 4
Policy Statement	Page 5
Definition of a street	Page 6
Naming streets and numbering dwellings and non-dwellings	Page 6
Criteria for naming streets	Page 7
Criteria for assigning a new postal address	Page 8
Postal address format	Page 8
Guidelines for numbering buildings	Page 9
Procedure for new developments	Page 10
Application for new postal addresses on developments	Page 11
Procedure for changing or adding a property name	Page 12
Application to change or add a property name	Page 13
Procedure to rename an existing street or renumber properties	Page 13
Charging for Street naming and numbering services	Page 14
Policy review	Page 15
Appendix A – Notifications list	Page 15
Appendix B – Information, Statutes and Standards	Page 15
Appendix C – Schedule of charges	Page 16

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 and Building 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.

Street names and property names **must not cause offence or names which the council considers would have the effect of causing alarm, distress or controversy** and will be verified by the address management team.

We will not allow the use of the developers name or the company name of the developers Involved in any of the new developments for the named streets or the names of buildings.

The use of the word "Royal" in any context is now subject to being authorised by the Lord Chamberlains Office. Developers are required to seek these authorisations. This does not in any way guarantee that such a name would be used.

If proposals comply with our Policy on Street Naming and Numbering and do not meet with an objection from the Ward Councillors/, 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 property numbers have been established without reference to us, we have the authority to issue Renaming or Renumbering Orders, under the Acts previously stated.

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 Naming or Numbering Dwellings & Non-Dwellings

Ensuring we have a comprehensive Street Naming and Numbering Policy that complies with BS7666 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)

The final decision on the street name or property 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 becomes 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 team 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 avoid duplicating any similar name already in use in a Town/village or in the same locality. A variation in the terminal word, for example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name
- Street names should not be difficult to pronounce or awkward to spell..
- Street names must not cause offence or names which the council considers would have the effect of causing alarm, distress or controversy and will be verified by the address management team to ensure that they do not, 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.
 - We will not adopt developers names or company names.

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

Avenue, Circus, Crescent, Court, Close, Drive, Farm, Field, Fields, Gardens, Gate, Green, Grove, Heights, Hill, Lane, Place, Rise, Road, Row, Square, Street, Terrace, View, Way and Wharf. The use of Mews and Meadows will only be considered where appropriate.

Exceptions:

Single or dual names without suffixes are acceptable in appropriate places and subject to the discretion of the address management team and the Parish Council..

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

Walk, Path, Way, Passage, Alley 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 locality. 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 or staggered parts with no vehicular access between the two.

Criteria for assigning a new Postal Address

After getting a request for a postal address for property/properties, which currently have no address we will first **check for approved planning permission**. If this has been granted and the fee has been paid, then we will start the process to create a new address, subject to the policy set out in this document.

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
My town	Locality/town
Winchester	Post town
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/Town name 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 will generally be numbered with even numbers on the right hand side and odd numbers on the left hand side, the exception being 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 will be omitted unless 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.
- 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 visible. 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.

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 Ward Councillors object.

All suggested names must comply with the guidance set out in this policy document.

The proposed street names are then passed to the relevant Ward Councillors 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/. 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.

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. The allocation of an address at this stage will not be an official postal address or have a postcode, this could have an adverse effect on the owner who may need to apply for public utility services and official documents like driving licenses, television licences etc. 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, they will also be required to pay the fee for the registration of an official postal address.

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 and include the relevant Planning Reference.

For a **single** unit of accommodation the planning reference and the following information will be required.

- 1 copy of the approved site layout plan. This should clearly indicate:
- Plot numbers (if applicable)
- 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 and the relevant planning reference.
The plans should clearly indicate:
- Plot numbers
- 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 completion, 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 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 names be accepted that cause offence or names which the council considers would have the effect of causing alarm, distress or controversy and will be verified by the address management team to ensure that they do not, having particular regard to the six strands of the Council's Equality Policy covering race, disability, gender, age, faith & belief and sexual orientation.

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.

<https://www.winchester.gov.uk/roads-highways/street-naming-numbering/>

You can submit your written application by the following methods:

By email to address@winchester.gov.uk

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

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 with the consensus of the residents. It is rare and is usually considered by residents 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.

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.

These charges have to be paid prior to any work being undertaken. See Appendix C for Schedule of charges.

Changes made without contacting us will not be registered with services and organisations

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.

Policy Review

This policy and charges will be reviewed on an annual basis, or if there is a change in legislation.

Appendix A – Notifications List

Internal Departments

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

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 NLPG – National Land and Property Gazetteer is maintained by Geoplace.

Information about the NLPG can be found at:

<https://www.geoplace.co.uk/addresses>

Appendix C – Schedule of Charges April 2020

Note: There is no VAT required on these charges.

Activity	Charge
New Development of one address/plot	£72.10
New Development of 2 - 5 addresses/plots	£144.20
New Development of 6-10 addresses/plots	£257.50
New Development of 11 -20 addresses/plots	£412.00
New Development of 21 or more addresses/plots	£20.60 per plot
Property name change	£65.95
Changes to new addresses due to the development changing after the schedule has been issued.	£25.75/plot