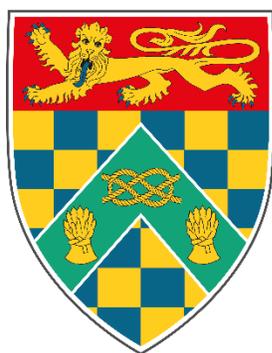


SOUTH KESTEVEN DISTRICT COUNCIL

Guide to Street Naming & Numbering



SOUTH
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DISTRICT
COUNCIL

Index

1. Introduction

2. Applying for a new postal address

3. Procedure

4. General Naming Conventions

5. Street Naming Conventions

6. Building Name and Numbering Conventions

7. Renaming and Renumbering of Street and Buildings

8. The NLPG and LLPG

9. Further information and advice

1. Introduction

- 1.1 The naming and numbering of streets and buildings within South Kesteven is a Statutory Function of South Kesteven District Council and is covered by Sections 17, 18 and 19 of the Public Health Act and Part II of Schedule 14 of the Local Government Act 1972. Street Naming and Numbering is carried out in accordance with British Standard BS7666.
- 1.2 The address of a property is becoming a very important issue with organisations such as Royal Mail, emergency services and the general public needing an efficient and accurate means of locating and referencing properties.
- 1.3 The purpose of this guidance is to provide advice to developers and property owners on the street naming procedures in South Kesteven.
- 1.4 The Council is happy for developers or occupiers to propose names for consideration. It is suggested that more than one name is proposed and that the names proposed meet the criteria set out in Sections 4 – 6 below.

2. Applying for a new postal address

- 2.1 Application should be made by:

Individuals or developers of new build houses, commercial or industrial premises, or:

Individuals or developers undertaking conversions of existing residential, commercial or industrial premises, which will result in the creation of new properties or premises requiring a postal address.

- 2.2 Application for new addresses should be submitted as soon as possible after planning permission has been granted and certainly as soon as building work has commenced. This is important, as utility companies are often

reluctant to install services where an official postal address has not been allocated.

2.3 If an application is submitted at a late stage of the development, problems could arise, especially if the application is rejected and purchasers have brought properties marketed under an unofficial marketing title. It should be made clear in any marketing literature distributed to prospective purchasers that marketing names for developments are subject to approval, and therefore liable to change.

3 Procedure

3.1 Developers must contact the Parish or Town Council, (For the un-parished areas of the district, developers should contact the District Ward Member) at the earliest possible stage of development. Parish or Town Council are ideally placed to advise on matters of local significance and historical links. Their advice should be sought prior to submitting an application. Some Parish or Town Council and Ward members of un-parished areas may already have a list of names that are considered appropriate. All details of the Parish/Town councils and Ward Members are shown on the website:

<https://modern.gov.southkesteven.gov.uk/mgParishCouncilDetails.aspx>.

3.2 A developer should then contact South Kesteven District Council with proposals for naming and reasons behind the suggestions. Consultations will then be carried out with Parish / Town councils and with Royal Mail before name(s) are formally approved.

3.3 Once the application has been received, the Council will check that there is no duplication of existing street names within the District.

3.4 The Council will check that the proposed street names accord with the Conventions as outlined in Section 4 – 6 of this document.

3.5 The Council will also consult with Royal Mail.

3.6 Once the naming has been agreed Royal Mail will be asked to assign the relevant post codes.

3.7 The developer is responsible for the cost and installation of street nameplates. Maintenance of the street signs becomes the council's responsibility once the street has been adopted. A street nameplate should not be erected until the council has confirmed the street name/s in writing. Street nameplates must be to our standard specification, a copy of which is available on request.

4 General Naming Conventions

4.1 Street names should not start with "The" as this is the protocol in the data standard convention for BS7666.

4.2 Street names should avoid duplication within the South Kesteven area, in particular, in the postal delivery area.

4.3 Street names should not be difficult to pronounce or awkward to spell.

4.4 Names of living persons will not be allowed.

4.5 The street names should, where possible, reflect the history or geography of the site or area.

4.6 Street names that could be construed as advertising will not be allowed.

4.7 Street names that could be considered offensive will not be allowed.

5 Street Naming Convention

The following suffixes are acceptable for any type of new street within the Authority:

- All new street names will end with a terminal word such as:

→	Road →		Lane
→	Street →		Place
→	Avenue →		Gardens
→	Drive →		Way

- The following names will be used only as indicated: →
 - Crescent - for crescent shaped road only
 - Close - for a cul-de-sac only
 - Square - for a square only
 - Hill - for a hill only
 - Terrace - for a terrace of houses but not a subsidiary name within another road
 - Mews - officially a term for converted stables in a courtyard or lane but would be considered acceptable for most small terraced developments.

- All new pedestrian ways will be named as follows. Either:
 - Walk
 - Path
 - Way

Flats/Apartments

If the developer wishes to name a block of flats or buildings then they must supply a suitable name, which will be put through the same consultation process as a house name request. All named blocks should end with one of the following:

- Court - for flats and other residential building
- Mansions - other residential buildings
- House - residential blocks or offices
- Point - high residential blocks only
- Tower - high residential or office blocks

The use of North, South, East or West (as in Station Road East and Station Road West) is not acceptable when the road is in two separate parts. In such a case one half should be completely renamed.

Phonetically similar names within an area should be avoided (i.e. Calke, Caunt, and Corfe)

6. Building Naming and Numbering Conventions

When naming/numbering a new building, the following conventions should be considered:

- 6.1 A new street should be numbered with the odd numbers on the left and the even numbers on the right from the entrance of the street, except in the case of a cul-de-sac, where consecutive numbering in a clockwise direction is preferred.
- 6.2 Private garages and similar buildings used for housing cars, etc, should not be numbered.
- 6.3 All numbers should be used in the proper sequence.
- 6.4 Where an existing street or similar is to be extended, it would be appropriate to continue to use the same street name. This would include the continuation of the street numbering.
- 6.5 Buildings (including those on corner plots) will be numbered according to the street in which the main entrance is to be found. The manipulation of numbering in order to secure a prestigious address, or to avoid an address with undesirable associations, will not be authorised.
- 6.6 If a building has entrances in more than one street, is a multioccupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats.
- 6.7 In residential building (i.e. a block of flats), it is usual to give a street number to each dwelling where the block is up to six stories 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.
- 6.8 Legislation permits the use of numbers followed by letters. These are needed, for instance when one large house in a road is demolished and replaced by four smaller houses. To include the new houses in

the numbered road sequence it would involve renumbering all the higher numbered houses on that side of the road. If a considerable number of other houses would be affected, then the new house should be given the number of the old house with either A, B, C, or D added.

- 6.9 For private houses in existing unnumbered roads, it is essential that the houses be officially allocated names. The name should avoid repeating the name of the road, or that of any house or building in the postal area. Anyone wishing to change the name of their unnumbered house must also apply to the Authority.
- 6.10 Where a property has a number, it must be used and displayed. Where a name has been chosen to use with a property with a number, the number must always be included. The name cannot be regarded as an alternative. This is enforceable under section 65 of the Towns Improvement Clauses Act 1847.

7 Renaming and Renumbering of Streets and Buildings

- 7.1 On rare occasions, it may be necessary to rename or renumber a street. This is usually only done as a last resort when:
- There is confusion over a street's name and/or numbering
 - A group of residents are unhappy with their street name
 - New properties are built and there is a need for other properties to be renumbered to accommodate the new properties
 - The number of named-only properties in a street is deemed to be causing confusion for visitors, delivery or emergency services
- 7.2 Residents of the affected street will be consulted, and their views will be taken into account.
We will also consult Royal Mail.
- 7.3 Local residents will be balloted on the issue. At least two-thirds majority of the council tax payers in the affected street will be required to make the change.

- 7.4 Only the owner of a property may change the name of that property. Owners should apply in writing to the Council enclosing a plan, to a scale no less than 1:1250 and a completed application form – 'Application for a change/addition or removal of property, business or building name'.

8 The NLPG and LLPG

- 8.1 The Council is responsible for maintaining information relating to South Kesteven in the National Land and Property Gazetteer (NLPG). This is done by maintaining a Local Land and Property Gazetteer (LLPG)
- 8.2 The LLPG and NLPG will be updated to include all authorised new street names, building names and numbering. These will be made in accordance with British Standards BS7666 "Spatial Data-sets for geographical referencing".
- 8.3 The Council is not responsible for assigning postcode to addresses; Royal Mail does this. Any queries about postcodes can be dealt with by Royal Mail by calling 08456 045060. (Postcode Enquires) (premium rate) or website at www.royalmail.com

9 Further information and Advice

- 9.1 For further advice on any aspect of street naming and numbering, please contact our Street Naming & Numbering Officer
- Telephone: 01476 406080
- Email: street.naming@southkesteven.gov.uk

