



SOUTH
KESTEVEN
DISTRICT
COUNCIL

STREET NAMING AND NUMBERING GUIDANCE

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Contents

1. Introduction	3
2. Purpose of Guidance	3
3. Scope of Guidance	3
4. Guidance Review	3
5. Legal Framework	4
6. Delegation	5
7. Fees and Charges	5
8. Right of Appeal	5
9. Operational Framework for Street Naming	6
9.1 Introduction	
9.2 Naming New Streets	
9.3 Renaming Existing Streets	
9.4 Street Naming and Numbering in the Absence of any Application	
10. Operational Framework for Property Numbering and Naming	8
10.1 Introduction	
10.2 Numbering Properties	
10.3 Naming or Renaming a Property	
11. Addressing Premises in Special Circumstances	10
11.1 Agricultural Buildings, Barns, Stables and Fields	
11.2 Caravans and Camping	
11.3 Holiday Lets	
11.4 Residential Annexes	
11.5 Apartments and Flats	
11.6 Commercial Units on Trading / Industrial	
12. Exclusions	11
APPENDIX A: Legislation	12
Section 64: Town Improvement Clauses Act 1847	
Section 65: Town Improvement Clauses Act 1847	
Section 17: Public Health Act 1925	
Section 18: Public Health Act 1925	
Section 19: Public Health Act 1925	
The Local Government Act 2003	
APPENDIX B: Internal/External Consultees and Notifications	14



1.0 Introduction

- 1.0.1 South Kesteven District Council is the statutory body responsible for the administration of the street naming and numbering process to ensure that all properties in the area are officially addressed. This enables proper response by emergency services and utilities and ensures that all council customers have a verifiable address for postal, service and goods deliveries.
- 1.0.2 Names chosen will need to be acceptable both to South Kesteven District Council and to Royal Mail primarily to avoid duplication or confusion arising from use of similar names within the same Town / Village or in the same postcode locality.
- 1.0.3 New addresses are only registered by Royal Mail when notified by South Kesteven District Council as the responsible body.
- 1.0.4 This Document sets out the operational framework for the delivery of the Street Naming and Numbering Service. Delegation of authority will be as set out in the Scheme of Delegation within the Council's constitution in force and adopted from time to time.
- 1.0.5 For the purposes of this document 'parish council' is taken to mean the respective Parish Councils, Town Councils, and Charter Trustees within the administrative area of South Kesteven District Council.
- 1.0.6 South Kesteven District Council reserves the right to change addresses created by developers, the Valuation Office, Council Tax or the Land Registry as these bodies do not have the authority to create official addresses.

2. Purpose of Guidance

- 2.0.1 This document provides a framework for South Kesteven District Council to operate its Street Naming and Numbering service effectively and efficiently for the benefit of the area's residents, businesses, and visitors.
- 2.0.2 This document defines the:
 - Legal framework for operation of the Street Naming and Numbering service.
 - Operational framework for the delivery of the service.
 - Protocols for determining official street names and numbers.

3. Scope of Guidance

- 3.0.1 South Kesteven District Council, its customers and external organisations are to adhere to the content of this document and includes all domestic and commercial addresses.

4. Guidance Review

- 4.0.1 This document will be reviewed every two years or sooner if a major change in the process is required.



5. Legal Framework

- 5.0.1 The relevant statutory provisions regarding street naming and numbering are:
- Section 21 Public Health Acts Amenity Act 1907.
 - Sections 64 and 65 Town Improvement Clauses Act 1847 (Street naming and numbering).
 - Sections 17, 18 and 19 Public Health Act 1925 (Naming of streets and alteration and indication of street names).
- 5.0.2 Adoption of section 18 of the Public Health Act 1925 causes section 21 of the Public Health Acts Amenity Act 1907 to cease to apply.
- 5.0.3 Adoption of section 19 of the 1925 Act causes the street naming provisions in sections 64 and 65 of the Town Improvement Clauses Act 1847 to cease to apply.
- 5.0.4 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. The adoption of section 18 of the 1925 Act enables (by virtue of section 93 of the Local Government Act 2003) charging for altering street names and giving names to streets, as section 18 is a discretionary power.
- 5.0.5 South Kesteven District Council resolved, with effect from 1st June 1976, to formally adopt:
- Sections 64 and 65 of the Town Improvement Clauses Act 1847 ('the 1847 Act') as far as they relate to street numbering.
 - Sections 17, 18 and 19 of the Public Health Act 1925 ('the 1925 Act').
- Relevant extracts are shown in **APPENDIX A: Legislation**.*
- 5.0.6 South Kesteven District Council does not have a statutory obligation to amend existing addresses in line with property-owners' wishes to change a property name. This is a discretionary service that South Kesteven District Council has chosen to provide.
- 5.0.7 South Kesteven District Council does not have a statutory obligation to research, consult or issue formal notices confirming official addresses for existing, occupied properties. This is a discretionary service that South Kesteven District Council has chosen to provide.
- 5.0.8 Under the Local Government Act 2003 Section 93 South Kesteven District Council is empowered to charge for non-statutory services. South Kesteven District Council provides a renaming service.
- 5.0.9 There are no statutory requirements for South Kesteven District Council to consult when using its powers to name a new street or rename an existing street or part of one. Notwithstanding that, the Council recognises the importance of community involvement in the process of naming or renaming streets and will carry out consultations as appropriate.



6. Delegation

- 6.0.1 The authority to perform and determine applications for street naming and numbering and to fulfil the obligations on South Kesteven District Council under the street naming and numbering legislation is delegated to the designated Officer who has responsibility for the street naming and numbering service.
- 6.0.2 The service providing the street naming and numbering service is the Planning Department.

7. Fees and Charges

- 7.0.1 Fees and charges applicable for the street naming and numbering services are annually reviewed during South Kesteven District Council's budget setting process and publicised through the council's website.
- 7.0.2 Such fees and charges are set on a cost recovery basis and are set to cover the non-statutory elements of the service: consultation and liaison with the Royal Mail, Emergency Services, Land Registry, or other interested parties, and/or to provide official notices confirming addresses for existing properties.

8. Right of Appeal

- 8.0.1 There is no right of appeal against the allocation of property numbers by South Kesteven District Council under sections 64 and 65 of the 1847 Act. If any person is aggrieved by the process or the allocation of property numbers or names under this section, they should use South Kesteven District Council's complaints procedure.
- 8.0.2 Where street names are proposed to South Kesteven District Council under section 17 of the 1925 Act and the Council formally objects to the proposal, the proposer has a right of appeal to the Magistrates' Court.
- 8.0.3 Where South Kesteven District Council exercises its powers under section 18 of the 1925 Act and assigns or changes a street name, any person aggrieved by the notice has 21 days from the date the notice is posted to lodge an appeal with the Magistrates' Court.
- 8.0.4 Subject to what is stated in paragraph 8.0.3 consultees to any action to be taken by South Kesteven District Council do not have rights of appeal. Any informal consultee who is unhappy with a decision made by South Kesteven District Council should follow the council's internal complaints procedure and copies of the procedure will be made available upon request.
- 8.0.5 All appeals to the Magistrates Court should be lodged at Lincoln Magistrates' Court or such other Magistrates' Court as is the court with geographical responsibility for the area.

9. Operational Framework for Street Naming

9.1 Introduction

- 9.1.1 South Kesteven District Council will always seek to name a street or part of street where new properties have separate accesses from such a street, regardless of whether that street is, or will be, an adopted public highway.
- 9.1.2 There are two methods by which a street may be named or renamed.
- An owner or developer will give notice to South Kesteven District Council that they intend to name a new street.
 - South Kesteven District Council has the power to alter the name of a street or assign a new name by order under section 18 of the 1925 Act. South Kesteven District Council reserves the right to use this power in instances where a new street is created and requires an official name or where a street is currently un-named and requires an official name in its place due to issues arising where the allocation of an official street name would help rectify any issues. Subject to circumstances requiring otherwise, the Council will only exercise these powers where no application has been received and shall do so in accordance with paragraph 9.4.

9.2 Naming New Streets

- 9.2.1 If you're a developer and need a new street name(s) you must contact the Parish council to liaise with them regarding the proposed names of the development. They do not have the power to refuse developers suggestions, but have local knowledge or naming schemes they would like considered. Developments should have a theme, preferably to incorporate local significance e.g. History, Geography, Birds, Trees, etc.
- 9.2.2 Proof of agreement will need to be provided with application.
- 9.2.3 If no agreement can be reached between developer and Parish Council then South Kesteven District Council has the power to decide and enforce road names.
- 9.2.4 South Kesteven District Council will ensure that any proposed street name meets the following criteria:
- Does not duplicate an existing street or building name in the area (within the same Town / Village or in the same postcode locality).
 - Follows any existing naming theme within larger development.
 - Where possible reflects the history or geography of the site or surrounding area.
 - Does not breach rules of common decency.
 - Names should not be awkward to spell or difficult to pronounce.
 - Does not promote an active organisation.
 - Is not named after a living individual.
 - Where the name of a person who has been deceased, for more than 25 years, is proposed then consent from their estate or descendants is obtained. If deceased for over 50 years then no permission is needed. Only surnames will be used.
- 9.2.5 South Kesteven District Council will ensure that all new street names end with an appropriate descriptive term.
- 9.2.6 South Kesteven District Council will complete and advise the applicant of its decision on the official street name within 45 working days from receipt of application subject to matters outside of the Council's control making this unachievable.

9.3 Renaming Existing Streets

- 9.3.1 South Kesteven District Council may need to consider the renaming of an existing street to rectify issues with duplications and delivery problems. In this instance South Kesteven District Council will ensure that any proposed street name meets the criteria as outlined in section 9.2.
- 9.3.2 Requests to rename a street may also be received from residents.
- If the proposed street name meets the Council's criteria, South Kesteven District Council will consult with the owners and residents/occupiers of all the properties on the street, and the parish council, allowing 45 days to respond. If no response is received within this timescale the assumption will be made that the consultee objects to the proposal.
 - The decision will be made to officially change the name of the street only if 90% of the property owners agree to the change by form of a response.
- 9.3.3 South Kesteven District Council will post a notice at the affected location of its intent to issue an order changing the official street name under section 18 of the 1925 Act. Any person aggrieved by the intended order of South Kesteven District Council may, within 21 days after the posting of the notice, appeal to the Magistrates Court.
- 9.3.4 Once the period for objection has passed, South Kesteven District Council will make the order and notify all concerned parties, including Royal Mail and Emergency Services. The residents will need to inform the Land Registry.

9.4 Street Naming and Numbering in the Absence of any Application

- 9.4.1 South Kesteven District Council will remind developers of new properties of the need for an official address and the process to follow. If no application is received within 3 months of notification of the building completion date, the council may allocate informal or formal addresses.
- 9.4.2 Informal addresses are for emergency services purposes with no further consultation and South Kesteven District Council will notify the developer/owner/occupier of this decision. In such cases, no external consultation will be undertaken, and the council will not consult with the Royal Mail for confirmation of the applicable postcodes or the need to add such addresses to the Royal Mail postal address file.
- 9.4.3 If formal addresses are to be allocated then South Kesteven District Council will consult with Residents, Parish Council and Royal Mail, for confirmation of the applicable postcodes and so addresses are added to the Royal Mail postal address file.



10. Operational Framework for Property Numbering and Naming

10.1 Introduction

- 10.1.1 South Kesteven District Council's powers to number properties are found in section 64 and section 65 of the 1847 Act.
- Section 64 gives the power to South Kesteven District Council to cause the houses and buildings in all or any of the streets to be marked with numbers as it thinks fit.
 - Section 65 of the 1847 Act gives South Kesteven District Council the power to approve numbers and to ensure that properties are correctly marked with those approved numbers.
- 10.1.2 There is no specific statutory power contained within the 1847 Act or the 1925 Act to name properties. Notwithstanding this South Kesteven District Council believes that it is in the public interest to ensure that new property names are checked against reasonable criteria (including that proposed names do not lead to duplication of names and confusions for both residents and organisations). It has, therefore, made the decision in conjunction with relevant stakeholders to monitor property names against a set of specified criteria and will consider requests to name properties accordingly.
- 10.1.3 Terrace names will only be used for terraced properties that are attached to two or more other properties with no gaps.
- 10.1.4 To qualify for an official address, South Kesteven District Council will check that the property has approved planning permission and/or the property is registered for Council Tax or Non Domestic Rates.
- If a property does not have either approved planning permission or a Council Tax/Non Domestic Rates reference number, then an official address will not be allocated. For the purposes of the Emergency Services an informal address may be created. Planning Enforcement and Council Tax/Non Domestic Rates will be informed that an application for a new address for a property without planning permission has been received.

10.2 Numbering Properties

- 10.2.1 For all new major development sites and for infill plots in numbered roads, South Kesteven District Council will require applications to be received and will apply a numbering process to all new residential and commercial properties as part of that application.
- 10.2.2 Properties will be numbered and addressed from the street with the primary access and delivery point to the property.
- 10.2.3 Properties allocated a premises number must always use and display that number.
- 10.2.4 For new properties in streets with no existing numbered properties, the Council will seek proposals for appropriate property name/s from the applicant. The Council may also allocate a number if appropriate.
- 10.2.5 South Kesteven District Council will not remove numbers from existing official addresses unless it is necessary to resolve existing duplications and identification problems.
- 10.2.6 Names can be used in addition to a property number.
- 10.2.7 South Kesteven District Council will complete and advise applicants of its decision on the official address within 15 working days from receipt of application (or 45 working days if a new street name is required as part of the application).



10.3 Naming or Renaming a Property

- 10.3.1 On receipt of an application for the naming or renaming of a property South Kesteven District Council will ensure that any proposed name meets the following criteria:
- Does not duplicate an existing property name in the area (within the same Town / Village or in the same postcode locality).
 - Does not breach rules of common decency.
 - Names should not be awkward to spell or difficult to pronounce
- 10.3.2 Organisation names are discouraged to be used as the property name in an address, but may be held in council records and notified to consultees alongside a property number or unit name.
- 10.3.3 South Kesteven District Council may also consult with Royal Mail to ensure that no delivery problems are likely to ensue from the proposed property name and to confirm the postcode for the new address.
- The council will treat advice from Royal Mail regarding likely problems with mail delivery as binding and will formally advise the applicant against the proposed name.
- 10.3.4 South Kesteven District Council will complete and advise the applicant of its decision on the official address within 15 working days from receipt of application.



11. Addressing Premises in Special Circumstances

11.1 Agricultural Buildings, Barns, Stables and Fields

- 11.1.1 South Kesteven District Council will not allocate official addresses for agricultural buildings, barns, stable or fields that are not used for the receiving of postal deliveries.
- 11.1.2 South Kesteven District Council will not allocate official addresses for agricultural buildings and barns that are part of a larger farm holding that already has its own official address and delivery point.
- 11.1.3 Where farm holdings are split and requests for individual addresses are made, these will only be addressed if the relevant planning authorisation has been granted for the split.

11.2 Caravans and Camping

- 11.2.1 Static Caravans permanently occupied on individual pitches will be treated as individual dwellings and will be allocated an official address as they will be liable for Council Tax or Business Rates provided that the relevant planning authorisation has been granted and Council Tax / Business Rates is being paid.
 - For touring caravan parks/sites only the main site will be addressed.

11.3 Holiday Lets

- 11.3.1 Holiday lets will be allocated an informal address to assist emergency services and to create a unique record for each property for future use e.g. conversion to permanent residency.
- 11.3.2 Holiday lets may be allocated an official address if the property is to receive postal deliveries.

11.4 Residential Annexes

- 11.4.1 South Kesteven District Council will only provide an unofficial address to an annexe which is for use by family member only, even if there is a separate access and delivery point to the annexe.
- 11.4.2 South Kesteven District Council will include 'Annexe' and retain the name of the main building in the address allocated.

11.5 Apartments and Flats

- 11.5.1 For a building split into flats each individual flat will be provided with an official address.
- 11.5.2 South Kesteven District Council will identify flats as Flat 1, Flat 2 etc. or apartments as Apartment 1, Apartment 2 etc. depending on the preference of the developer/applicant.
- 11.5.3 The name of the parent property will be retained in the allocated official address.

11.6 Commercial Units on Trading / Industrial Estates

- 11.6.1 Existing or new buildings that have separate business premises within them will, where possible, be allocated a separate number for each unit.
- 11.6.2 Where this is not possible because of the existing numbering, commercial premises will be allocated numbers and/or A, B, C etc.
 - E.g. Unit 1, Unit 2A, etc.



12. Exclusions

12.0.1 South Kesteven District Council is not responsible for the following:

- **Postcode Allocation:** this is the responsibility of the Royal Mail.
- **Non-delivery of items to the official address:** issues should be raised with the appropriate delivery service.
- **New/amended addresses being unavailable on databases used by third parties:** various third parties refresh their address sets at different frequencies and from different sources, and address changes can therefore take some time to appear in their systems.
- **Maps not showing new properties or roads:** change information can take some time to percolate through to third party products and depends on those third party update regimes
- **Erection of new street nameplates:** the owner/developer is responsible for the proper provision of street nameplates for new streets. Specifications for street nameplates are available via the council's web site.
- **Impact from Royal Mail changing postcodes** due to a requirement for a street name change and South Kesteven District Council issuing the relevant order under section 18 of the Public Health Act 1925.
- **Compensation claims** arising directly or indirectly from the naming or renaming of streets at the request of residents or parish councils.



APPENDIX A: Legislation

Section 64: Town Improvement Clauses Act 1847

Houses to be numbered and streets named

“The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, ~~[and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known]~~; and every person who destroys, pulls down, or defaces any such number ~~[or name]~~, or puts up any number ~~[or name]~~ different from the number ~~[or name]~~ put up by the commissioners, shall be liable to a penalty not exceeding ~~[level 1 on the standard scale]~~ for every such offence”.

Parts struck through and in square brackets are excluded by the adoption of sections 17-19 Public Health Act 1925

Section 65: Town Improvement Clauses Act 1847

Numbers of houses to be renewed by occupiers

“The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding [level 1 on the standard scale], and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

Section 17: Public Health Act 1925

Notice to urban Local Authority before street is named

- “1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.
- 2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.
- 3) It shall not be lawful to be set up in any street an inscription of the name thereof – a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal; and any person acting in contravention of this provision shall be liable to a penalty not exceeding [level 1 on the standard scale] and to a daily penalty not exceeding [£1].
- 4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court”.



Section 18: Public Health Act 1925

Alteration of name of street

“1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.

2) Not less than one month before making an order under this section,

the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.

3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.

4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a petty sessional court”.

5)

Section 19: Public Health Act 1925

Indication of name of street

1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription become illegible.

2) If any person, pulls down, any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of street marked on a house, building, or erection in pursuance of this section, he shall be liable to a penalty not exceeding [level 1 on the standard scale] and to a daily penalty not exceeding [£1].

3) ...

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 services if they are Best Value Authorities (Section 93 of the Act)

Authorities, if charging for discretionary services, have a duty to charge no more than the costs they incur in providing the service. The aim is to encourage improvements to existing services and develop new ones that will help to improve the overall service they provide to the community, not to make a profit.



APPENDIX B: Internal/External Consultees and Notifications

Internal Bodies that may be informed of all new official addresses include and not limited to:

- Building Control
- Council Tax
- Electoral Registrations
- Environmental Health
- Land Charges
- Non Domestic Rates
- Planning
- South Kesteven District Council Address Gazetteer
- Waste Department

External Bodies and Partners that may be informed of all new official addresses include and not limited to:

- Ambulance Service
- Contractors to the council for provision of local authority services
- Fire and Rescue Services
- Land Registry
- County, Town, or Parish Council
- Local Council Members
- National Land and Property Gazetteer / National Address Gazetteer
- Ordnance Survey (OS)
- Police Service
- Royal Mail
- Utility Companies
- Valuation Office Agency