

# Rushmoor Borough Council

## Street Naming and Numbering Policy

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## 1. Policy Overview

Rushmoor Borough Council is the controlling Authority of the naming and numbering of streets and buildings within Aldershot and Farnborough. Street naming is a statutory function covered by the Town Improvement Clauses Act 1847, Public Health Act 1907, The Local Government Act 1985 and subsequent amendments..

The appropriate naming of streets and numbering of buildings forms the basis for identifying property related information, which is used by:

- Royal Mail and other services for delivery of post and goods
- The Ambulance, Police and Fire Services for responses to emergencies
- Statutory organisations e.g. the Council, Land Registry and Inland Revenue

The purpose of this document is to provide consistency in the approach of naming and numbering and to ensure that any new street names, building names and numbers are allocated logically.

It also provides useful information and guidance for both developers and residents on the naming and numbering of streets. It covers new developments, residential and commercial, renaming and numbering of existing streets and numbering and naming of property into existing named streets.

### 1.1 British Standard BS7666 - Address Data Entry Conventions

In addition to the traditional method of addressing a property, the Government has introduced a British Standard (BS7666) for the precise identification of a property or plot of land. Each property has been allocated a 12 digit Unique Property Reference Number (UPRN). This permits additional information such as co-ordinates to be accessed allowing the property to be located on a map.

Rushmoor along with all the other local or unitary authorities has created and maintains a Local Land and Property Gazetteer (LLPG) to the above standard. Updates to this information are submitted daily to the National Land and Property Gazetteer (NLPG) which is marketed commercially. This precise location information can then be used by Royal Mail, the Emergency Services and Utility Companies.

It should be noted that the LLPG provides geographic location information for all properties in the district and whilst most addresses are the same as those held by the Royal Mail for postal delivery services there will be some incidences of variation in address format between that held by Royal Mail and within the Council's LLPG.

## **2. Applying for a New Postal Address**

To apply for a new postal address or house name change, please complete the application form (Appendix D) and send to the Technical Support Officer, Building Control, Rushmoor Borough Council, Council Offices, Farnborough Road, Farnborough, Hampshire, GU14 7JU.

Applications should be made by :

- Individuals or developers building new dwellings, commercial or industrial premises
- Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new separately addressed units
- Individuals or developers wishing to change a property name that does not have a postal number

Developers who use a marketing name for a site must make it clear to any prospective purchaser, that the marketing name is not part of an official postal address.

Applications for new addresses should be submitted as soon as work commences.

On developments requiring new street names the developer or owner may put forward 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 document.

After receiving a request to address a development, we will check for approved planning permission. If this has been granted and work has commenced on site then we will start the process to create a new address.

### **3. New Street Naming Guidelines**

When a new development is built, the responsibility for naming the streets rest with the Council. The new names should be consistent with the Council's Protocols for road naming, namely:

- When possible any suggested name(s) should have some historical connection with the land intended for development.
- The name(s) will not be the name(s) of people unless there is a historical connection to the town which the development falls.
- The name(s) will not be the same or similar to any existing name(s) in the 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 "St Marys Close" off an existing St Marys Way, near St Marys Church) If the development contains a new network of streets, a theme may be chosen, taking care not to repeat a theme already being used locally.
- Aesthetically unsuitable names or names capable of deliberate misinterpretation are to be avoided.
- Street names should not be difficult to pronounce or awkward to spell.

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

- Street (for any thoroughfare)
- Road (for any thoroughfare)
- Way (for major roads)
- Avenue (for residential roads)
- Drive (for residential roads)
- Gardens (for residential roads, subject to there being no confusion with any local open space)
- Grove (for residential roads)
- Lane (for residential roads)
- Place (for residential roads)
- View (for residential roads)
- Crescent (for a crescent shaped road)
- Close (for a cul-de-sac only)
- Square (for a square only)
- Hill (for a hillside development)
- Circus (for a large roundabout)
- Chase (for residential developments)
- Vale (for residential roads)
- Rise (for residential roads)
- Row (for residential roads)
- Mews (for residential roads)
- End (for a road with only one entrance/exit)

### 3.2 Exceptions:

Single or dual names without suffixes are acceptable in appropriate places (for example, Broadway). These are subject to consultation.

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

- Walk
- Path
- Way
- Alley

#### **Please note:**

“**Court**” is not acceptable as a street name suffix but may be used for large multi-occupied building.

“**Terrace**” should only be used as a subsidiary name within another road

## 4. Building Numbers

When naming/numbering buildings the following conventions will be followed:

- A new street should be numbered with even numbers on one side and odd numbers on the other, except for a cul-de-sac, consecutive numbering in a clockwise direction is preferred.
- Additional properties in streets which 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, with the number 13 not omitted. Once numbered and agreed we will not re-number properties. We would only consider renumbering where there can be shown to be consistent delivery problems.
- 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.
- In residential buildings (example, blocks of flats) where possible, the building will be numbered into an existing street, possibly using a suffix A or B. It should also be given a name and numbered separately internally. Such names will be treated in the same way as house names.
- 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 being number 2. The new dwellings would become 2A, 2B, 2C, 2D. This is to aid emergency service response and mail delivery.

- For new developments where additional properties have been requested after initial numbering, we can 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 – 4 Curlew Cottages, High Street.

## 5. Addition of Property Name

### 5.1 Adding a house name where a property has a postal number allocated

- 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. We do not need to be informed of name changes to properties that have official numbers and do not normally store such property names on our systems.
- This applies both to domestic and commercial property. This is to ensure consistency of records over time, reduce costs and aid delivery of mail and emergency service response.

### 5.2 Changing a house name where no number is allocated

This service will incur a £25 administration fee

To request a change to an address where the property does not have a house number, the owner must give us either by email or in writing,

- the existing house name, address and postcode
- the proposed new name
- a plan showing the exact location of the property if the property is not easily identifiable from the existing address.
- a date from which the house name should be changed (if not immediate)

Requests can only be accepted from the owners of properties and not tenants.

A property name cannot be formally changed where the property is in the process of being purchased, that is, until exchange of contracts, although guidance can be given on the acceptability of a chosen name before this.

A check is made to ensure there is no other property in the location with the same or similar name. Royal Mail will then be asked for their opinion on the suitability of the chosen name in case it may cause delivery problems due to the similarity with other local names. Royal Mail cannot guarantee mail delivery if their advice is ignored. In these situations, we will formally advise the applicant against the name and also contact those other affected properties. Owners/residents of affected properties may take legal action if they have delivery problems caused by such name changes.

## **6. Post Codes**

The Council is responsible for establishing property addresses. The allocation of postcodes is the responsibility of Royal Mail. In creating and establishing new addresses, the Council will liaise with Royal Mail's Address Development Team to provide a suitable postcode.

When a new address has been created, including the postcode, it will be held by Royal Mail as official but may not show up in their Postal Address File until they have established that the property is, or is about to be, occupied.

The maintenance and any future changes to this Postcode are Royal Mail's responsibility.

## **7. If the dwelling does not have Planning Permission**

We will not number or name properties without relevant planning permissions.

The reason behind this is to ensure the numbering sequence of any street is not disrupted by additional properties which have not gained proper planning permission and therefore are likely to be subject to enforcement action, which may ultimately result in their removal.

## **8. Distribution of New and Changed Addresses**

If proposals comply with our Policy on Street Naming and Numbering 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.

## 9. Address Locality

Localities within the official postal address are the responsibility of Royal Mail. Where applicants object to a locality name in their postal address, the Street Naming and Numbering Officer 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 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.

## 10. 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 formal approval has been issued by us. We will not be liable for any costs or damages caused by failure to comply with this.

Applicants are required to complete an application form (**Appendix D**) in order to get advice on our naming policy and the positioning of nameplates.

The applicant or developer may suggest a possible name or names for any new street(s). Several suggestions for names, in order of preference, can be made in case we or the Royal Mail object.

If name clashes occur, alternative names will need to be suggested. The final approval for street names will be the Authorities decision.

The developer will cover the initial costs of the street nameplates. Rushmoor 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.

When numbering is finalised we will contact all the bodies listed in Appendix A.

## 11. Street Nameplate Specification

Details can be found in Appendix D

## 12. Procedure for Address Changes

Once all checks are satisfactorily complete and any necessary fees received, we will change the name of the property and advise the relevant parties including Royal Mail, Ordnance Survey, Council Tax, the Local Land and Property Gazetteer team 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.

## 13. Re-naming an Existing Street

The re-naming of a street will only be done in exceptional circumstances.

This can only be done if owners/residents of all affected properties have been consulted and at least two thirds are in agreement.

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

## 14. Charging for Street Naming and Numbering Process

We will charge for the Street Naming and Numbering Process as specified in **(Appendix C)**.

For Street Naming and Numbering this charge is for:

- renaming existing properties
- 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/altered addresses.
- researching archives

These charges have to be paid prior to any changes made.

Changes made without contacting us will not be registered with the 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 the Cabinet.

## **15. Enforcement**

- We will enforce numbering of properties without numbers, for example in streets where all properties have names or those where numbers are not being displayed where this causes serious mail delivery problems or emergency service response issues.
- Where street names or previous numbers have been established without reference to us, we have the authority to issue Renaming or Renumbering Orders, under section 64 of the Town Improvement Clauses Act.

## **16. Outcomes**

- A modern Street naming and Numbering policy which is clear and easily understandable by our staff, developers and members of the public
- Address and street number systems which comply with the needs of the Royal Mail and emergency services.
- Addresses entered and maintained in our systems in British Standard 7666 format
- Recoverable costs for house renaming and where developers seek to renumber and/or rename after their initial proposals have been dealt with.

## **17. Performance Monitoring**

The Street Naming and Numbering Officer will normally complete the process within 30 days, providing all relevant information that has been requested is submitted.

All requests for property name changes will be dealt with in 10 working days. It may take at least six months for name changes to take effect in systems used by other companies and organisations.

## **18. Policy Review**

This policy will be reviewed every three years. Charges and standard correspondence will be reviewed on an annual basis.

### **Related Policies and Strategies**

- Equality and Diversity Policy
- Customer First Policy

## **Appendix A**

### **Organisations informed of new or changed addresses**

#### **External**

Royal Mail Address Management Team  
Royal Mail Local Delivery Office, Aldershot/Farnborough  
Hampshire Fire and Rescue  
Scottish and Southern Electricity  
BT Newsites  
Surrey EDC, South East Coast Ambulance Service  
South East Water  
Valuation Office Agency  
British Gas  
Ordnance Survey  
Land Registry Weymouth Office  
Thames Water Plc  
South Central Ambulance Service  
Geographers' A-Z Map Co Ltd  
Transco  
GIS Mapping Department, Hampshire Constabulary  
Land Charges Team Hampshire County Council

#### **Internally:**

Revenue Services/Council Tax  
Planning Administration  
Electoral Registration  
GIS  
Waste Management  
Housing Services  
Land Charges

## Appendix B Contact Details

Street Naming and Numbering Officer  
Building Control  
Rushmoor Borough Council  
Council Offices  
Farnborough Road  
Farnborough  
Hampshire  
GU14 7JU

Tel: 01252 398715  
Fax: 01252 398726

e-mail: [buildingcontrol@rushmoor.gov.uk](mailto:buildingcontrol@rushmoor.gov.uk)

## Appendix C

### Schedule of Street naming and Numbering Charges Approach to charging

Activity	Charge
Change of house name (where property has no postal number)	£25
Change of building name/address for commercial units	£50
New Development of 1 – 5 plots	£25 per plot
New Development of 6 – 10 plots	£20 per plot
New Development of 11 – 50 plots	£15 per plot
New Development of 50 + plots	£10 per plot
Naming of new block of flats/building	This is included in fee above
Change to new addresses due to the development changing after the schedule has been issued	£15 per plot
Research archive for address history	£150

### The above charges are not subject to VAT

There will be no charge for the following:

1. Renaming or addition of a name to an existing domestic property address which has a postal number allocated.
2. Any change to an existing address that is incorrectly held by us or Royal Mail.

## Appendix D – Application Form

# RUSHMOOR BOROUGH COUNCIL



Council Offices, Farnborough Road,  
Farnborough, Hants. GU14 7JU  
Tel: (01252) 398 399

Website: [www.rushmoor.gov.uk](http://www.rushmoor.gov.uk)

### RUSHMOOR BOROUGH COUNCIL ALLOCATION OF OFFICIAL POSTAL ADDRESS

The allocation of an official postal address is the responsibility of the Local Authority.

Please complete Section A and then either B or C of this form and return it to: -  
Street Naming and Numbering Officer, Building Control, Rushmoor Borough Council,  
Council Offices, Farnborough Road, Farnborough, Hampshire, GU14 7JU

#### A: Please complete your details (Address to which correspondence will be sent)

Name:

Address:

Contact Telephone Number:

#### B: CHANGE OF HOUSE NAME

**This is only applicable if the property does not have a postal number**

The fee payable is £25, cheques payable to **Rushmoor Borough Council** or payment can be made online at [www.rushmoor.gov.uk](http://www.rushmoor.gov.uk). Clicking on 'Make a Payment' and go to Building Control (no invoice) quoting reference 'SNN'.

If your property has no street number and is known by name only, changes have to be registered officially through us. Once an official postal address is confirmed, we will notify the emergency services and other bodies. You will need to notify all personal correspondents for example Banks, Building Societies and utilities companies.

Address:

Post Code:

Existing House Name:

Proposed House Name:

I confirm that I am the registered owner of the above property or that we have exchanged contracts and are due to complete on        /        /

Signed:

Date:

**C: NEW BUILDINGS (Residential or Business)**

All new buildings, both new builds and conversions require an official postal address. This has to be registered by us.

Please enclose appropriate payment.

Address of development:

Planning Application No:

Proposed Address:

*(If applicable, 3 or more names in order of preference)*

Status: \*Built/not yet built (\*delete as appropriate)

**Please attach an A4/A3 copy of an approved site plan and if applicable A4/A3 floor layouts showing all entrance doors for flat developments to individual flats.**

Signed:

Date:

## **RUSHMOOR BOROUGH COUNCIL**

### **STREET NAMEPLATE SPECIFICATION**

Street nameplate unit ready for installation shall comprise:

#### PLATES

5mm thick aluminium backed polycarbonate coloured white with black border 12.5mm wide. Plate corners to be rounded to a radius of 25mm. Black Kindersley lettering 90mm high formed in PVC

#### POSTS AND BACKBOARDS

Formed in black recycled plastic. Posts 75mm square by 1200mm long, drilled for metal pin 150mm from base of post. Backboards 30mm thick by 150mm wide, of length and number to suit the plate(s) being attached. 2 metal pins to be supplied with each complete nameplate.

#### CONSTRUCTION

Backboards to be attached to posts with coach bolts, which also pass through the nameplate. Nameplates to be additionally secured to backboards with vandal-proof fixings at maximum spacing of 225mm.

#### ERECTION

150mm metal pin to be inserted through each post 150mm above base. Posts to be set in ground approximately 450mm, as necessary to make centre of nameboard nominal 600mm above ground level, with sign fixed horizontally. Base of each post to be secured with 2 heaped shovels of 6:1 concrete mix. Remainder of hole to be backfilled and ground reinstated as appropriate for location.

#### CUL-DE-SAC PLATE

To be added to right hand end of street nameplate (with suitable extra length backboard) when required.

Height to top of assembly to be 1350mm above ground level.

Depth of foundations 950mm.

As supplied by  
Signway Supplies Ltd  
Signway House  
Kingsland Business Park  
Stroudley Road  
Basingstoke RG24 8UG



Tel: 01256 811234

CC  
05.12.06

**RUSHMOOR**  
**BOROUGH COUNCIL**