

South Lakeland District Council
Cabinet

Wednesday, 9 March 2022

Street Naming and Numbering Guidance and Policy

Portfolio: Housing Portfolio Holder
Report from: Director of Customer and Commercial Services
Report Author: Gareth Candlin – Operational Lead - Place and Environment
Wards: (All Wards);
Forward Plan: Budget and Policy Framework Decision included in the Forward Plan as published on 08/02/2022

Links to Council Plan Priorities

The adoption of the Street Naming and Numbering policy is essential to the delivery of an effective Street Naming and Numbering service and as such will allow the Council to discharge its statutory duties efficiently and effectively positively impacting all Council Plan priorities.

1.0 Expected Outcome and Measures of Success

- 1.1 The Council will have an updated and fit for purpose Street Naming and Numbering Policy that will give clear guidance to housing developers, Town and Parish Councils and private residents on the national and local requirements for the naming of streets and private properties.
- 1.2 This will ensure compliance with relevant legislation, guidance and recommendations contained in the Data Entry Conventions and Best Practice for the National Address Gazetteer published by GeoPlace. It also ensures compliance with BS7666.

2.0 Recommendation

2.1 It is recommended that Cabinet

(1) Following consideration of the consultation responses attached at Appendix 2 adopts the draft street naming and numbering guidance and policy attached at Appendix 1

(2) Delegates authority to the Director of Customer and Commercial services to implement the policy on behalf of the Council

3.0 Background and Proposals

- 3.1 Every local authority has a Street Naming and Numbering Officer (SNNO). The SNNO Officer is responsible for the naming and numbering of new and existing streets and properties within that area.
- 3.2 Acts of Parliament give the council the ability to produce regulations about putting signs up to name public streets, and to ensure names and numbers of buildings are

displayed properly. They drive the creation of logical and consistent addresses. They ensure that properties can be located quickly in all situations

- 3.3 SNNOs carry out a whole range of duties all designed to enable conformance with street naming and numbering legislation. That includes Sections 64 and 65 of the Towns Improvement Clauses Act 1847 (for numbering of properties and Street naming), Section 21 of the Public Health Act Amendment Act 1907 (for alteration of names of Streets), and Sections 17, 18 and 19 of the Public Health Act of 1925.
- 3.4 The Council does not currently have a Street Naming and Numbering Policy and instead relies upon the national guidance and legislation to guide its decision making. While there is some guidance on the Council website related to this it does not adequately fill the gap of a proper policy.
- 3.5 In order to provide clear and concise framework for making decisions against and to promote transparency in the decision making process a draft street naming and numbering policy has been drafted for consideration by Cabinet for adoption into the budget and policy framework.
- 3.6 The draft policy has been developed using guidance and recommendations contained in the Data Entry Conventions and Best Practice for the National Address Gazetteer published by GeoPlace, and it ensures compliance with British Standard BS7666.

4.0 Appendices Attached to this Report

Appendix No.	Name of Appendix
1	Draft Street Naming and Numbering Policy
2	Summary of Consultation Responses
3	Health and Sustainability Impact Assessment Form
4	Equality Impact Analysis

5.0 Consultation

- 5.1 The draft policy was shared on the consultation portal 'Citizenspace' and advertised on the SNN pages of the Council's website. The draft SNN policy has been consulted on with the following groups:

- Parish and Town Councils
- Property developers/house builders
- Northwest Ambulance Service
- Fire Service Support
- Cumbria County Council's Local Area Committee Manager
- Elected Members

- 5.2 The consultation period ran from 24th November to 7th February. A summary of the consultation results and amendments can be found in Appendix 2.

6.0 Alternative Options

- 6.1 The Council could continue to use the national legislation and good practice guidance to guide its decision making. However this would not be in line with good practice and would not provide a clear and transparent decision making process for users of the service.

7.0 Implications

Financial, Resources and Procurement

7.1 The Council already has the resources in place to provide the SNN function. The fees for this service are set through the annual budget setting process and the Council is restricted to recovering only the costs of providing the service.

Human Resources

7.2 N/A

Legal

7.3 The Policy has been developed in compliance with Sections 64 and 65 of the Towns Improvement Clauses Act 1847 (for numbering of properties and Street naming), Section 21 of the Public Health Act Amendment Act 1907 (for alteration of names of Streets), and Sections 17, 18 and 19 of the Public Health Act of 1925.

7.4 It has been developed using guidance and recommendations contained in the Data Entry Conventions and Best Practice for the National Address Gazetteer published by GeoPlace, and it ensures compliance with BS7666.

Health and Sustainability Impact Assessment

7.5 Have you completed a Health and Sustainability Impact Assessment? Yes (attached at Appendix 3)

7.6 If you have not completed an Impact Assessment, please explain your reasons: N/A

7.7 Summary of Health and Sustainability Impacts

		Positive	Neutral	Negative	Unknown
Environment and Health	Greenhouse gases emissions	X			
	Air Quality	X			
	Biodiversity		X		
	Impacts of Climate Change	X			
	Reduced or zero requirement for energy, building space, materials or travel		X		
	Active Travel		X		
Economy and Culture	Inclusive and sustainable development		X		
	Jobs and levels of pay		X		
	Healthier high streets		X		
	Culture, creativity and heritage		X		
Housing and Communities	Standard of housing		X		
	Access to housing		X		

	Crime		X		
	Social connectedness		X		

Equality and Diversity

7.8 Have you completed an Equality Impact Analysis? Yes (attached at Appendix 4)

7.9 If you have not completed an Impact Analysis, please explain your reasons: N/A

7.10 Summary of Equality and Diversity impacts

Please indicate: P = Positive impact; 0 = Neutral; N = Negative; Enter "X"						
Age	P	X	0		N	
Disability	P	X	0		N	
Gender reassignment (transgender)	P		0	X	N	
Marriage & civil partnership	P		0	X	N	
Pregnancy & maternity	P	X	0		N	
Race/ethnicity	P		0	X	N	
Religion or belief	P		0	X	N	
Sex/gender	P		0	X	N	
Sexual orientation	P		0	X	N	
Armed forces families	P		0	X	N	
Rurality	P		0	X	N	
Socio-economic disadvantage	P		0	X	N	

Risk Management	Consequence	Controls required
Policy does not meet best practice or requirements of the legislation	Policy not enforceable and decision open to challenge	Policy developed in line with relevant legislation, using guidance and recommendations contained in the Data Entry Conventions and Best Practice for the National Address Gazetteer published by GeoPlace, and it ensures compliance with British Standard BS7666.

Contact Officers

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Background Documents Available

Name of Background document	Where it is available
N/A	

Tracking Information

Signed off by	Date sent	Date Signed off
Section 151 Officer	15/02/22	16/02/22
Monitoring Officer	15/02/22	22/02/2022
CMT	15/02/22	16/02/22

Circulated to	Date sent
Lead Specialist	N/A
Human Resources Lead Specialist	15/02/22
Communications Team	N/A
Leader	15/02/22
Committee Chairman	N/A
Portfolio Holder	15/02/22
Ward Councillor(s)	N/A
Committee	N/A
Executive (Cabinet)	N/A
Council	N/A