

# Street Naming and Numbering

Addressing Guidance and Policy



## POST CONSULTATION DRAFT

For South Lakeland District

Street Naming and Numbering Team  
South Lakeland District Council  
South Lakeland House | Lowther Street | Kendal | Cumbria | LA9 4UG  
Tel: 01539 733333 | Email: [streetnamenumbers@southlakeland.gov.uk](mailto:streetnamenumbers@southlakeland.gov.uk)  
[www.southlakeland.gov.uk](http://www.southlakeland.gov.uk)

## Contents

<b>1. Introduction</b> .....	<b>4</b>
<b>2. The National Land and Property Gazetteer (NLPG)</b> .....	<b>5</b>
<b>3. Unique Property Reference Number (UPRN)</b> .....	<b>5</b>
<b>4. Addressing Property</b> .....	<b>5</b>
<b>5. Applying to the Street Naming and Numbering Service</b> .....	<b>7</b>
<b>6. Procedure for Naming and Numbering of New Housing Development sites – liaison with Parish and Town Councils</b> .....	<b>8</b>
<b>7. Postcode allocation – Royal Mail</b> .....	<b>9</b>
<b>8. Street Naming Guidelines</b> .....	<b>9</b>
8.1 Approved Street Suffixes and their Application .....	11
8.2 Private streets .....	12
• Private access road .....	12
• Private driveway .....	12
<b>9. Guidelines for the Numbering of Properties</b> .....	<b>12</b>
9.1 Adding a Property Name to an Existing Numbered Property .....	13
<b>10. Guidelines for Property Naming</b> .....	<b>13</b>
10.1 Approved property suffixes and their application .....	15
<b>11. Displaying Property Names and Numbers</b> .....	<b>16</b>
<b>12. Changing an Existing Property Name</b> .....	<b>16</b>
<b>13. Guidelines for the Renaming and Renumbering of Streets and Buildings</b> .....	<b>17</b>
<b>14. Naming of Existing Unnamed or Locally Named Streets</b> .....	<b>18</b>
<b>15. Addressing of Blocks of Flats or Apartment Buildings</b> .....	<b>18</b>
<b>16. Division of One Property into Multiple properties or the Merge of Two or More Properties</b> .....	<b>18</b>
<b>17. Addressing Business Properties and Commercial Units on Industrial Estates, Business or Retail Parks</b> .....	<b>19</b>
<b>18. Objects Without Postal Addresses (OWPAs)</b> .....	<b>19</b>
<b>19. Annexe Accommodation</b> .....	<b>19</b>
<b>20. Agricultural Workers Dwellings</b> .....	<b>20</b>
<b>21. Demolished Properties</b> .....	<b>20</b>
<b>22. Street Nameplate Installation Guidelines</b> .....	<b>20</b>
<b>23. Street Naming and Numbering Data Retention Policy</b> .....	<b>21</b>
<b>Appendix A – Agencies Contacted by the Council</b> .....	<b>23</b>
<b>Appendix B – Recommendations for the Installation of Street Name Plates</b> .....	<b>24</b>
<b>Appendix C - Style Guidelines for Manufacture of Street Name Plates</b> .....	<b>26</b>



## 1. Introduction

South Lakeland District Council (The Council) has a statutory function to name roads and allocate house numbers and names (where there is no existing street numbering sequence) to new developments and property conversions, it is the sole arbiter (decision maker) of an address, with the exception of new housing development when the local Parish or Town Council must also lend their support. The Council also has powers to re-name roads and re-number or re-name properties.

The Council undertakes its street naming and numbering function under the provisions of Sections 64 and 65 of the Town Improvements Clauses Act 1847 with the Extension of the Public Health Acts Amendment Act 1907, and Sections 17-19 of the Public Health Act 1925.

Under these Acts the Council has a duty to:

- Name streets
- Number or name properties
- Re-number or re-name properties
- Install street nameplates
- Change an existing street name
- Enforce the display of a number/name at a property, and street nameplates on streets

The Street Naming and Numbering Guidance and Policy document is intended to help the public, Parish Councils and property developers address properties through Street Naming and Numbering. The Street Naming and Numbering Policy is used to assist the Council in determining an appropriate street name and property number or name, one that will not have the potential to cause ambiguity, misunderstanding or confusion.

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

This policy will be reviewed and revised in accordance with updates to the Data Entry Conventions and any other evolving matters.

Should any person display (and disregard the official street number) an unofficial property name, or where there is no existing street numbering sequence, an unregistered name, the Council reserves the right to issue a fine and take the necessary remedial action.

The decision of the Council in Street Naming and Numbering matters is final. Should a property owner or developer wish to appeal the decision, the 'Make a Complaint' page of the Council's website provides further information.

### 2. The National Land and Property Gazetteer (NLPG)

The NLPG is the de facto addressing solution for local authorities and increasingly so for its partners. Local Government has invested heavily in creating the NLPG and is committed to using the NLPG for all its addressing requirements and services.

The NLPG is the definitive address list that provides unique identification of properties and conforms to the British Standard, BS7666:2006. The NLPG covers the whole of England and Wales and contains more than 30 million residential, business and non-mailing addresses and is now marketed commercially.

The NLPG is a comprehensive and continually updated database, created by those with local knowledge in each local authority, the body with legal responsibility for street naming and numbering of property. As local authorities are the originators of addressing information an address dataset, developed and maintained at source by users of the data, will inevitably have the highest level of currency and completeness.

The Council is committed to this initiative through its own Local Land and Property Gazetteer (LLPG) which, together with the other local authorities in England and Wales, makes up the NLPG. Street naming and numbering is the single most important source of address change intelligence for the Council's LLPG and therefore NLPG.

### 3. Unique Property Reference Number (UPRN)

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 of significance to the Council, for example, land with planning permission, playgrounds or managed woodland. This is a standard format for the structure of an address. Each address has a 12-digit unique property reference number (UPRN) which permits additional information such as geographical co-ordinates to be accessed, allowing the property to be precisely located on a map.

Every address contains grid references which makes it possible to locate it quickly on the computerised Ordnance Survey maps. This information supports the emergency services and utility service providers. It is also making possible a whole range of locational services available through emerging technology.

### 4. Addressing Property

The overriding obligation when the Council allocates or amends an address under its Street Naming and Numbering powers is to ensure that the address provides the owner/occupier with unambiguous and clear location identification. Accurate data is a necessity to protect the vulnerable.

The address information is used by various organisations including:

- The emergency and care services to respond rapidly
- Utility service providers
- Mail and goods ordered via the internet being delivered efficiently
- Local councils for Council Tax, refuse collection, electoral services

- Insurance companies, banks and financial institutions
- Government departments, such as DVLA
- The Office for National Statistics
- Estate agents and Land Registry when a property is sold

The emergency services have requested that Local Authorities only allocate new street and property names that are both unique and easy to spell, and that the same or similar names are no longer used in full or in part, with different suffixes. This is to avoid confusion and any delays in deployment of an emergency service.

The aim of the Council is to allocate unique and logical addresses whilst complying with the good addressing recommendations and guidelines provided by GeoPlace and government. To achieve this an address should be as simple as possible:

Property number	A number in the street sequence, must not be duplicated
Street name	Providing the primary access to the property
Town	Geographical town name
Post town	Allocated by Royal Mail (can be the same as the geographical town)
Postcode	Allocated by Royal Mail

When it is not possible to allocate a number to a property, when there is no existing street numbering sequence, or it is not practical to allocate a number, a property name will be allocated instead of a number.

South Lakeland is primarily formed of mixed urban and rural areas. Postal numbering exists mainly in the towns and larger villages. Many of the rural areas consist of small settlements and hamlets that may not have postal numbering schemes or street names and therefore the properties may be identified by a name only.

It is noted that in rural areas, properties identified by name only (probably chosen generations ago when there may have been just a few cottages in a village) find that as the communities have grown, these long-established names have become shared with other properties in the vicinity - using just a different suffix. This is no longer considered acceptable practice.

Address data is compiled locally, with unique identifiers, and then sent to GeoPlace to update the definitive national address database, so that all physical addresses are recorded accurately.

Individuals and developers must not allocate their own house numbers, building or street names independent of the Council.

If a property is not registered through the Street Naming and Numbering function the owner/occupier will encounter difficulties in obtaining mail, goods and services, and more importantly an emergency vehicle response.

The Council also has responsibility for deciding whether a proposed street or property name could be considered or construed as obscene, discriminatory, or in

contravention with the Council's equality and diversity policy or whether a proposed re-naming may create new inequalities that would be unacceptable.

### 5. Applying to the Street Naming and Numbering Service

#### Who should apply to the Street Naming and Numbering team?

The applicant for a street naming or number request should be the developer, property owner, or an agent acting on their behalf.

- Individuals or developers building new streets or new houses, commercial or industrial units.
- Individuals or developers undertaking conversions of residential or commercial properties, holiday cottages, barns or industrial premises which will require a new or amended address.
- Individuals or developers demolishing and rebuilding a property.
- Anyone seeking to re-name a property or street.
- New business owners taking over a shop or premises to register their business address.

Note: Postal addresses are not allocated to annexes, agricultural buildings, barns, garages, storage buildings, boat houses or pieces of land where there is no occupied residential or commercial building. For example, a piece of land with a garage on it that requires a utility supply would not receive a postal address.

Note: Street Naming and Numbering must be informed when a new property has been built on the site of a previously demolished dwelling, regardless of whether the original property name or number is to be retained. The old property will have been "historicized" on the NAG and removed from Royal Mail's Postcode Address Finder (PAF).

#### When to apply?

Apply to register and allocate when full planning approval with a Decision Notice has been received, and prior to the commencement of any build.

Utility companies will not install services without notice from the Council Street Naming and Numbering department of an official address and the relevant Unique Property Reference Number (UPRN).

The Council advises against using marketing names for developments or properties which have not been approved through the Street Naming and Numbering process. This will avoid issues relating to unofficial names being drafted into legal documentation such as Title Deeds and mortgage documents which may need to be changed later to the official address.

#### How to apply?

Requests must be made on the application form available on the Council website, submitted to the Street Naming and Numbering team, using the current guidelines.

The application should also include:

- Planning or Building Control reference for the latest approved application.
- Location and site plan outlining the boundary of each property and marking on the main entrances along with internal layout plans identifying the floor levels.

If the required documentation is not initially provided, further correspondence with the Street Naming and Numbering team will be required and it may take longer to process an application.

The Council's current fees and charges can be viewed on the website.

All applications will first be checked and verified for compliance against the current Street Naming and Numbering Policy.

## **6. Procedure for Naming and Numbering of New Housing Development sites – liaison with Parish and Town Councils**

Where a new street consisting of 5 or more properties is to be constructed the local Parish or Town Council must agree to the new street name, and South Lakeland District Council requests that the developer liaises directly with the Parish or Town Clerk regarding street name proposals.

Proposed names must meet the criteria of the Council's policy and the developer, and Parish or Town Councils should refer to this policy before proposing any names.

The Parish or Town Clerk will liaise with its Councillors on name proposals and suggest compliant proposals back to the developer.

When agreement with the Parish or Town Council has been reached, the developer should submit a formal application to Street Naming and Numbering containing two name proposals for each street or road being built, along with background information to support the proposal and written approval from the Parish or Town Council. This will allow the Council to determine the most suitable street name in accordance with the Policy and latest version of the Data Entry Conventions and to check that the address is BS7666 compliant.

There may be occasions where a name which meets the policy criteria will be rejected as it may already be in use within the local area. Where proposed names are rejected, the developer is required again to consult with the Parish or Town Council and consider alternative names for submission.

The Council will allocate property numbers to properties which will be addressed to a newly named street or road.

If an agreement regarding allocating a new street name cannot be reached between the Parish or Town Council and a developer within a reasonable timescale, the Council will allocate a suitable street name in accordance with this policy document and register the new properties on the street. An unreasonable timescale is where

the delay in agreeing a new street name will lead to a delay in the build of the development causing the developer to incur additional costs.

Alterations in either street name or property numbering allocation (due to plan or plot changes) to new developments after the initial street naming and numbering has been undertaken and confirmed will incur further costs.

Section 14 covers the Council's policy should a new development mean that existing streets and/or street numbers must be altered.

### **7. Postcode allocation – Royal Mail**

Once numbering has been allocated and street names approved, the Council will apply for postcode allocation from the Royal Mail Address Management Unit (AMU).

Royal Mail determine a postcode, locality, village and post town. Once the postcode allocation has been received from Royal Mail, the Council will issue the developer with formal notice of address confirmation and inform the Council Services and various statutory undertakers of this new address.

Royal Mail will hold the address for the new property/properties in their 'not yet built file' which is not visible to customers or online services. When the property is ready for occupation (up to one month before the occupation date) Royal Mail must be informed to make it "live" on their postal system.

It is the responsibility of applicants and developers to inform Royal Mail.

### **8. Street Naming Guidelines**

There are several standards that must be adhered to when naming streets and the Council will consider them when approving a proposed street name.

Historic practices which have resulted in many streets in South Lakeland District Council's area being assigned similar names with a different suffix are no longer acceptable to the Council, Royal Mail or the emergency services.

Where new streets are being created in the district the following criteria applies:

- Street names must not be similar to, or contain part of, existing street names or village/post town names within a 3-mile radius and/or the same postcode area, eg, LA9, LA23.
- A variation in the suffix is not acceptable. For example, Windermere Road and Windermere Street.
- Where possible names should reflect the history of the area or acknowledge the local geography.
- Street names must be easy to pronounce and to spell and should not lead to variations in the use of spelling or punctuation, to avoid confusion in an emergency situation.
  - Accents, abbreviations or punctuation should not be used in a street name.

- Street names must not commence with the word 'The'.
- Street names must not include a number either in numerical or written format as this can cause confusion, for example "20 Seven Foot Lane" sounds the same as "27 Foot Lane"
- 'Local' or 'made up' names or names which may lead to variations of the name or **may** be misspelt in external databases cannot be used. Names in other languages cannot be used for the same reasons.
- Aesthetically unsuitable names must be avoided. A new street name should not be of a type which could be altered by an act of graffiti to read or spell other words.
- Street names that could be considered or construed as rude, obscene, racist or which would contravene any aspect of the Council's equal opportunities policies will not be acceptable.
- A street name should not consist of, refer to, or be derived from any company or group name or names which may be seen as advertising.
- Street names referencing living people are not acceptable.
- Names of individuals who have a significant local or historical connection to the area and who have been deceased for over 20 years will be considered acceptable providing that if they are deceased less than 50 years, the written consent of their family (which the applicant must seek) has been obtained and submitted to the Council. Only the surname will be used.
- The consent of the Lord Chamberlain's office must be obtained if a name with any reference to the Royal family or the use of the word 'Royal' or use of a name with Royal connotations is suggested.
- Street names with more than three words including a suffix must be avoided. Street names of more than thirty (30) characters must be avoided to allow for standard street nameplate requirements.
- All new street names must end with a suffix to reflect the nature, history and/or location of the street. A name using double street suffixes will not be acceptable, for example, Ginnel Street. Any word which refers to a road, a street or railway asset must not be used as part of an address, for example: Bridleway, Path, Road, Street, Way, Lane, Lonnin, Loaning, Lonning, Siding, Track, Ginnel, other than as a suffix.
- The historical suffixes of Court and Croft are no longer acceptable in a street name as they do not comply with the national data entry conventions. They

can now be used to name buildings only.

- Pedestrianised streets should be suffixed only as Walk, Path, Way, Yard or Footpath.

## 8.1 Approved Street Suffixes and their Application

Avenue	Minor tree lined residential road (between two rows of trees), way of approach
Arcade	Street with shops along it
Bank	Street on a bank, can refer to land alongside a body of water
Boulevard	A wide street, multi lanes, of major importance, often tree lined
Circus	For use in the case of a large roundabout / circular road
Close	Residential cul-de-sac – closed at one end
Court/courtyard	For a small block of flats, apartments or sheltered housing accommodation only (not to be used as a suffix for a street)
Crescent	Crescent shaped residential road
Crest	Residential road at the crest of a hill
Drive	Residential road (or a private road leading to a small cluster of houses)
Gardens	Residential area with area of green in centre/garden fronted buildings
Garth	Residential yard/cul-de-sac road
Grove	Residential road with a small group of trees/green present
Heights	Road on a piece of high ground, overlooking land
Hill	Up/down a steep, hillside road
Lane/Lonning/Loaning	Narrower country road, one stream of traffic wide, part of a road delineated by road marking, eg, a bus or cycle lane
Mews	Residential short, narrow passageway at rear and parallel to a terrace row of buildings
Mount	A high point of a road
Parade	A public square/promenade/shopping centre
Park	Short residential street / development with open spaces
Parkway	Major urban highway without residential units
Path	Pedestrian area
Place	Small street closed at one end eg quadrangle / cul-de-sac
Quay	Road immediately parallel to a navigable waterway
Rise	Road with an upward slope
Road	Main thoroughfare
Row	Road
Square	Pedestrian area

Street	Main thoroughfare
Terrace	Numerous houses attached in one row
Vale	Residential valley road
Way	Track/path – pedestrian; or a street connecting two major roads; a very large arterial road
Wharf	Road immediately parallel to a navigable waterway
Yard	Collection of business properties around a central courtyard

### 8.2 Private streets

Private streets, which will not be adopted by the local highways authority, must also be named in accordance with this policy.

On new developments, the Council may need to decide on the allocation and naming of an unadopted private road or private driveway. The decision will be determined on the following criteria:

- **Private access road**  
If a private access road adjoins the existing adopted highway with a junction agreed with traffic engineers the street will be allocated as a private road and a new street name will be allocated together with the obligatory street nameplates.
- **Private driveway**  
If it has no proper junction and just a dropped kerb then the new street will remain a private driveway irrelevant of how many properties it serves. No street name will be allocated with the properties addressed on to the existing street.

## 9. Guidelines for the Numbering of Properties

All new properties which are accessed from or located on a named street will be numbered. This includes residential, commercial and holiday let properties.

All properties will be addressed to the road from which the postal delivery point (letterbox) or front door of the property is accessed from.

The Council will allocate a numbering scheme appropriately considering each individual development layout to ensure the numbering is logical and sequential and to allow for any future extension to the development.

New properties on an existing named street will be numbered into the existing sequence depending on their location on the street, either continuing the existing numbering scheme or as 'in fill' suffixed numbering, for example 1A, 1B, if the numbering remains logical.

When numbering a new street, all numbers including the number 13 must be used in the proper sequence and there shall be no exclusion of any number due to superstitious, cultural or personal preference. However, gaps may be incorporated in the number sequence to allow for possible future infill development.

Properties on main roads will be numbered so that when travelling away from the centre of a town, odd numbers are on the left-hand side and even numbers on the right unless an established local convention is different or where it is not logical.

Properties will be numbered ascending away from the most important road that they lead from unless an established local convention is different or where it is not logical.

A cul-de-sac will be numbered sequentially, beginning at the first property encountered when entering the cul-de-sac.

Each property owner has a legal obligation to ensure that property numbers are clearly displayed at the property and visible from the road. This is essential to ensure members of the public, delivery organisations and the emergency services can attend the property as deployed.

### 9.1 Adding a Property Name to an Existing Numbered Property

The Council do not allocate property names to an existing numbered property. Where a property is numbered, this is the official registered address of the property and the Council will not hold a name or 'alias' alongside any number.

Any name used by the property owner will not form part of the official address and will not appear in the national address database (NAG), Government or Council databases. Property owners must use the number in all official communications with the Council or the emergency services to avoid delays.

## 10. Guidelines for Property Naming

The Council's policy is to allocate one primary identifier to a property which should be a number on the existing street sequence, or the allocation of a new numbering sequence wherever possible.

Only when it is impossible or impracticable for good addressing (such as in **rural areas**) should a name be allocated instead of a number.

Any name used informally as a local name, historical name or for planning application and building regulation purposes to identify the property, is not the official property name. Applications for address allocation must be formally made and any name proposed must meet the criteria in the Council's policy.

Applicants may be asked to supply supporting evidence for the name proposal.

Where a new property name is being created the following criteria applies:

- A property name must not be similar to, or contain part of, existing property names or street names or village/post town names within a 3 mile radius and/or, be within the same postcode area. A variation in the suffix is not acceptable. For example, if there was already a property called Oak House, then Oak Cottage or Oaktree Cottage would not be acceptable.
- A name should be easy to transcribe when given in an emergency and should not lead to variations due to spelling or pronunciation or where it would be

## Appendix 1

misspelt in external databases. This includes 'local' or 'made up' names or names in another language.

- A name must not commence with the word 'The'. Abbreviation or punctuation must not be used. Property names must not include a number either in numerical or written format.
- The word 'Flat' or 'Flatt' in any form is not acceptable as the principal property name or as part of the property name, for example Oakflat House, however Flat may be used in the format Flat 1, Oak House.
- A family name would not be considered as the name of a residential property as this may result in a change of name request should the property be sold, transferred, or occupied by someone else.
- Building names referring to living people will not be acceptable. Names of individuals who have a significant local or historical connection to the area and who have been deceased for over 20 years will be considered acceptable providing that if they are deceased less than 50 years, the written consent of their family (which the applicant must seek) has been obtained and submitted to the Council. Only the surname will be used.
- Property names that could be considered or construed as rude, obscene, racist or which would contravene any aspect of the Council's equal opportunities policies will not be acceptable.
- Where possible names should reflect the history of the area or acknowledge the local geography.
- Names that promote a company, service or product are seen as advertising and are not acceptable. Nor should the name reflect the present commercial use of the building eg "The Snuff Factory". The company name of a previous occupier of the building who has ceased trading many years ago, yet still has a positive local, historic association with the building, can be submitted for consideration against the Council's policy guidelines.
- Please note: Business names (company occupying a building) are added to the address separately as part of the organisation name held on NAG.
- Where the property is converted from a commercial to a residential property, for example a church, chapel or public house, the name should be amended to reflect the current use of the property, for example Barbon Wesleyan Chapel will be addressed as Old Wesleyan Chapel. Dunn Horse Inn would become Old Dunn Horse Inn, Old Dunn Horse, Dunn Horse House etc. This will ensure that the property is identified as now being of purely residential use.

- Where the property is a former agricultural building, for example a piggery, or cow byre the property name should not be Piggery Barn or Cow Byre as this would suggest the property as being an 'in use' agricultural building, the property name may however become Old Piggery Barn or Old Cow Byre as this would identify it as now being of purely residential use.
- Property names should not replicate any locality, street or village or post town name within the local authority area as these may be misleading and cause confusion for the delivery of goods and services. For example, Ambleside House, Windermere would not be accepted as it could lead to locational issues if the post town and/or postcode were not used. Also, Old Hutton House, Old Hutton would not be accepted as this would replicate the village name.
- Property names must be clearly displayed at the entrance/drive to the property.
- The consent of the Lord Chamberlain's office must be obtained if a name with any reference to the Royal family or the use of the word 'Royal' or use of a name with Royal connotations is suggested.
- All properties will be addressed to the road which the postal delivery point (letterbox) or front door of the property is accessed from.

### 10.1 Approved property suffixes and their application

Whilst it is not essential, new property names are encouraged to have an appropriate suffix to identify the type or style of the property - see list below.

Barn	Barn conversion, or residential unit built in the style of a barn
Building	Used for residential (numerous flats), and commercial property
Bungalow	A bungalow (single storey) only
Bunkhouse	A commercial bunkhouse only
Byre	Incorporated with the word 'old' for an agricultural style property
Chalet	Small cabin or house, generally of wooden construction
Cottage	A smaller residential unit
Croft	A small house or bungalow
Hall	Larger than usual property
House	Standard residential unit, more than one storey
Lodge	A property, house or cottage

Loft	First floor accommodation/flat with property eg garage or barn below
Mansion	Larger than usual house
Villa	A house or bungalow

The following are unacceptable in any form as part of an address unless they are incorporated with an acceptable suffix, for example Meadow Dale House:

End, View, Dale, Foot, Cross, Side

Any word which refers to a road, street, utilities or railway asset must not be used as part of an address, including:

Bridleway, Path, Road, Street, Way, Lane, Siding, Track, Pump

### 11. Displaying Property Names and Numbers

The display of property names and numbers helps identify and locate a property. The owner, developer or occupier of properties should ensure the name/number is clearly visible, without obstruction, from the roadside. This will assist the emergency services (and delivery people) to find the property, especially at night. Vital response time may be saved if the number or name is visible. Make sure that fences or trees aren't blocking the view of the sign. Signs should be noticeable even when cars and vans park outside. Where there is a property number and a name, the number must always be displayed prominently.

Where no name or number is displayed the Council may exercise its legal right to take enforcement action to request the appropriate display of a property number. Should the owner/occupier continue to fail to display the property number, the Council may issue a penalty or mark the property or properties with numbers as per the official numbering scheme.

### 12. Changing an Existing Property Name

The owner of a property may request the amendment or removal of a name for their property. An application form should be completed and returned to the Local Authority along with the appropriate fee.

It is the landlord's responsibility to inform their tenants of any changes to the address to enable them to update their personal documents.

In some circumstances, the Council may accept an application for a property name change from a tenant if written permission from the landlord is provided.

The Council cannot formally add, amend or remove a property name where the property is in the process of being purchased, that is, until the exchange of contracts, although guidance of the acceptability of a name may be given.

Where a property has a number, it is not possible to replace the number with a name. The name cannot be regarded as an alternative.

Please see section 11 for guidance on choosing a name that falls within the naming conventions.

Where an amendment to a property name is carried out, the Local Authority will inform the list of interested parties as detailed in Appendix A.

### **13. Guidelines for the Renaming and Renumbering of Streets and Buildings**

Renaming and renumbering of streets and buildings is disruptive to residents and owners and is a time-consuming, resource intensive process. The Council will only consider applications to rename or renumber existing streets and buildings as a last resort, and in exceptional circumstances. Such circumstances could include where the emergency services report significant issues or where residents request a change because their street name is construed as racist or obscene.

It is the responsibility of those requesting the change to canvass existing residents, conduct a ballot and consult Royal Mail. This evidence and reasons for the renaming should be submitted to the Council with the request. The Council will consider changing a street name if there is agreement from two-thirds of property owners and residents and evidence of a signed letter from each to support this.

All costs, except in exceptional circumstances, associated with a name change must be met by those requesting the change.

Where an order for renaming of an existing street is made, the Council must display notices at each end of the street or part of the street affected under Section 18 of The Public Health Act 1925 for at least 1 month before an order changing the name can be made. Any person aggrieved by the intended order may within 21 days after the posting of the notice appeal to the Magistrates Court. If an appeal is made to the Magistrates Court the Local Authority must wait until that appeal is heard.

The Parish or Town Council will be consulted where any order for renaming of a street is made.

Where an order for renaming of a street is made the proposed name must follow the naming procedures and must also fall within the naming conventions.

Where renumbering and/or renaming is involved, as much warning as is practicably possible will be given. The notice to occupiers will give a specific date on which the new naming or new numbering comes into effect, which will be at least 4 weeks from the date of the notice.

In making such changes, the Council is exercising its statutory powers and its decision is final.

Where a re-naming and/or re-numbering scheme is issued, the Local Authority will inform the interested parties listed in Appendix A.

### **14. Naming of Existing Unnamed or Locally Named Streets**

The naming of an unnamed or locally named street may be considered by the Council. This occurs mainly in rural areas where streets are not named. Naming an unnamed street may result in a postcode change for properties which will be addressed to this street. The Council will inform Parish or Town Councils and residents before making any changes. Naming unnamed or locally named streets will assist in the locating and referencing of properties especially upon request of the emergency services. The Council would request that this be accepted by residents in these instances and the Council will try to avoid major changes.

### **15. Addressing of Blocks of Flats or Apartment Buildings**

If the building is in an existing numbering scheme it will be numbered or retain the existing number. If the building is a new building, consideration will be given to naming the building.

Each internal flat will be numbered on each floor in a clockwise direction from the entrance/ stairwell.

Note: Flats will not be numbered using the hotel numbering format (101, 201 etc) as the fire service cannot immediately tell how many flats need to be evacuated in each location.

Each internal flat will be prefixed preferably with Flat. It is the Council's preference not to use the prefix apartment. Flat is quicker and easier to say and write in an emergency.

A numbering scheme such as Flat A, Flat B or First Floor Flat will not be used.

Buildings which have entrances on different streets will be addressed to the street where the primary access to the building is located.

Internal flats which are in the building but are separately accessed from another street will be addressed with the building name but to the street which is used to access the flat.

Where a building is named, an appropriate suffix should be allocated, see below:

- Court
- House
- Mansion
- Tower
- Heights

### **16. Division of One Property into Multiple properties or the Merge of Two or More Properties**

Where residential or commercial properties are to be merged or divided an application form must be submitted for the alteration of an address. Addresses will be altered in accordance with the current Data Entry Conventions (DEC) as follows:

**Merged** properties will adopt all previous addressable objects as their identifier where premise numbers are used. For example, the merging of two properties at 4 and 5 High Street to become one property will result in a new address of 4-5 High Street.

In the case of the **Division** of a property where the building is divided into two or more self-contained units the building shell will be the existing property number or name if no number exists, for example, 13 North Road. The internal numbering whether this is commercial or residential will be known as Unit/Flat 1-3, 13 North Road.

Where a house is **converted** into two or more residential flats with one door providing access to all flats the building shell shall be recorded as the existing property number or name with each flat numbered internally as Flat 1, 2, 3 etc. For example, Flat 1, 13 North Road.

More complex arrangements will be addressed using the conventions set out in the latest version of the Data Entry Conventions and Best Practice for the National Address Gazetteer.

### 17. Addressing Business Properties and Commercial Units on Industrial Estates, Business or Retail Parks

Where possible buildings will be numbered and will have internal individual unit identifiers. This will allow for easy divisions or merges of businesses to be addressed appropriately without dramatically changing the original address. Organisation/business names will then be added or removed where necessary without the official property address changing.

Where a numbering system is not possible or does not exist in a development, a building name is acceptable. The Property naming guidelines in section 11 must be followed.

### 18. Objects Without Postal Addresses (OWPAs)

Properties which do not have a postal delivery point or a letterbox, but which attract either Non-Domestic Rates or Council Tax are known as Objects Without Postal Addresses (OWPA's) or Not Postally Addressable and will be addressed in accordance with the guidance in the Council policy and the latest Data Entry Conventions. It should be noted that Royal Mail will not allocate a postcode to properties or include the address in the Postal Address Finder (PAF) where the property does not have a postal delivery point, letterbox or collection point.

### 19. Annexe Accommodation

The Council does not address annexes. These will be added to the NAG as part of the main property address. For example, Annexe, Rose Cottage, Example Street.

## 20. Agricultural Workers Dwellings

Where planning permission is received for an agricultural workers' dwelling, subject to the property being accessed from or on adjoining land, the property may include the name of the farm or farmhouse as part of the property address in accordance with section 10 and 11.

## 21. Demolished Properties

If the demolished property occupies a site that is to be redeveloped the new address will include the reinstatement of numbers previously used on that street. An application must be made to Street Naming and Numbering to enable a new UPRN to be generated when development commences.

If the same name of the original property is to be retained, Street Naming and Numbering must be informed immediately when the replacement property has been built as the old property will have been historicized and removed from the National Address Gazetteer (NAG), and it will also have been removed from Royal Mail's PAF.

## 22. Street Nameplate Installation Guidelines

Section 19 of the Public Health Act 1925 imposes a duty on the Council to erect nameplates on every street they name, irrelevant of whether the street is to be adopted or remain private. It is an offence for any person to interfere with a street nameplate or place any notice or advertisement within 12 inches of a street nameplate.

In the case of new developments, the Council expects the developer to provide and erect nameplates prior to the development being occupied, in accordance with the specifications below. This will enable the efficient functioning of the postal and emergency services as well as providing convenience and safety for the public.

Nameplates must be installed for the developer to comply with the terms and conditions set out in the section 38 Agreement of the New Roads and Street Works Act which the developer enters into with the Highway Authority for the adoption of roads and highways. The council will become responsible for the maintenance and replacement of street nameplates as they deem necessary providing the original street nameplate installed by the developer complied with the guidance set out in this document.

Where a developer fails to install street nameplates, the Council will undertake this work and will submit a request for re-imburement from the developer for this work, including administration costs. This includes private roads as well as adopted streets.

### **Appendix B: Recommendations for the Installation of Street Nameplates**

### **Appendix C: Style Guidelines for Manufacture of Street Nameplates**

## 23. Street Naming and Numbering Data Retention Policy

South Lakeland District Council undertakes effective management of Street Naming and Numbering records and information, to ensure they are organised and accessible for as long as they are needed (but no longer). The Council's retention guidelines are in accordance with Data Protection, General Data Protection Regulation (GDPR), Freedom of Information and the relevant access to information legislation and are ratified within the Council.

<b>Recommended best practice Function</b>	<b>Retention Action</b>
Application for a new street name and to rename an existing street.	Destroy 6 years after last action.
Application for new property number or name and to renumber or rename an existing property.	Destroy 6 years after last action.
Official decision document and plan approving a new street name or approving a rename to an existing street.	Permanent.
Official decision document and plan approving a new property number or name and approving a renumber or rename to an existing property.	Permanent.
Request to Royal Mail for postcode allocation.	Destroy 6 years after last action.
Confirmation from Royal Mail of postcode allocation.	Destroy 6 years after last action.
New street name and renamed street allocation or distribution document.	Destroy 6 years after last action.
New property number or name and renumber or rename to an existing property allocation or distribution document.	Destroy 6 years after last action.
Working files relating to Street Naming and Numbering	Destroy 4 years after last action



### Appendix A – Agencies Contacted by the Council

Council departments including:

- Council Tax
- Electoral
- Gazetteer officer (NAG)
- Street Scene
- Waste and Recycling

Agencies including:

- Cumbria Highways
- District Valuers Office
- Land Registry
- Royal Mail delivery office (relevant town)
- Ordnance Survey
- Fire Service Support
- Northwest Ambulance Service
- United Utilities Asset Data Records
- Fulcrum Pipelines

### Appendix B – Recommendations for the Installation of Street Name Plates

The recommended specification for street nameplates is set out in the Department of Transport Circular 3/93, Street Name Plates and the Numbering of Premises as follows:

1. Street name plates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The name plate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable the distance may be varied up to a maximum of 6 meters.
2. Street name plates should be mounted so that the lower edge of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
3. Name plates should normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes or where it is thought that paragraph 8 would apply. At major crossroads, name plates will be necessary on both sides of each arm.
4. At T-junctions a main street name plate should be placed directly opposite the traffic approaching from the side road.
5. Where the street name changes at a point other than a cross-roads both names should be displayed at the point of change and many local authorities have found it useful to include arrows to indicate clearly to which parts of the street the names refer.
6. On straight lengths of road without intersections name plates should be repeated at reasonable intervals with priority given to such places as bus and railway stations and opposite entrances to well frequented sites such as car parks.
7. Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.
8. Where it might reasonably be expected, for example at intervals on long straight lengths of road or at intersections or T-junctions, many local authorities have found it useful to incorporate on the name plate information indicating the street numbers on either side of the intersection.
9. Whenever practical, street name plates should be mounted on walls, buildings or other boundary structures at the back edge of the footway. Post mounting or finger mounting should only be used where normal mounting does not

## Appendix 1

make the plate conspicuous (e.g. where an important side road has a narrow entrance or in the exceptional circumstances mentioned in para 7 above, or where it will frequently be obscured by pedestrian movement and cannot be mounted at the 2.5 metre height).

10. The name plates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Where possible greater clearance should be provided. Nor should they be incorporated in other direction sign assemblies but be kept distinct and mounted in as standardised a manner as possible. Care should be taken to keep the view of name plates free from obstruction by trees and other growth.
11. Where possible, name plates should be fixed so that they will be illuminated by light from streetlamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.
12. Duplication of street names or nearly similar street names should be avoided within one postal area.

**NB:** Please contact South Lakeland District Council's Street Scene department if you require any further clarification or advice.

### Appendix C - Style Guidelines for Manufacture of Street Name Plates

1. Street nameplates should be manufactured from 11 gauge pressed aluminium plate with the street name in black embossed 90mm Kindersley type letters on a white background with a 12mm black border. Any additional test such as “Leading To ....” or “Numbers 1-32” shall be in 50mm MOT lettering.
2. Should the nameplate need to be mounted in a freestanding frame then it should be secured firmly within a 38mm x 38mm x 5mm plastic coated **or** galvanised angle iron frame.
3. Because street nameplates are commonly viewed from an angle, it is important that wide, well-spaced lettering should be used.
4. Capital lettering must be used to avoid confusion with traffic signs, which generally employ lower case lettering.
5. Only durable materials should be used for the construction of nameplates. The Council requires 11 gauge pressed aluminium plate with 90mm Kindersley type black letters on white background with 12mm black border and they should be maintained in a clean condition. A 150mm letter height may be more appropriate on fast main roads.
6. Street nameplates must have black lettering on a white background with a black border, as this gives the best contrast. Coloured legends or backgrounds will result in poor legibility, especially under low pressure sodium street lighting and must not be used. The white background should be reflectorised.
7. Only well-known abbreviations should be used e.g. AVE, CRES, ST, GDNS, RD etc.
8. When streets have been re-named, the old name crossed out but clearly legible should remain for at least one to two years and then removed.
9. Area colour coding by a background colour on the street nameplate is not permitted. There is a loss of good contrast with many colour combinations.
10. The chief aim of letter spacing is to give good legibility having regard to the letter form used. Spacing should be sufficient to prevent letters having a jumbled appearance when viewed from an oblique angle. The apparent area between successive letters should be as uniform as possible and this is affected by the shape of individual letters. Vertical strokes found in B, D and E etc are those which need to be furthest apart; curves in B, C D and G etc permit a slight decrease in spacing, right angled letters E, F and L etc and sloping ones A, K and V etc can be closer still; some combinations such as LT, LY and VA can almost overlap.
11. Street nameplates must not incorporate any business names, logos or any other form of advertising.



FIG. I KINDERSLEY – 90



FIG. II KINDERSLEY – 90



*Good example of the no through road street name plate*