



# Street Naming and Numbering Policy

## 1. Introduction

East Riding of Yorkshire Council is the responsible authority for providing Street Naming and Numbering services within the East Riding.

The Address Management Team carries out statutory Street Naming and Numbering functions in accordance with legislation outlined in the Towns Improvement Clauses Act 1847 Sections 64 and 65, The Public Health Act 1925 Sections 17-19 and The Humberside Act 1982 Section 34. This service relates to:

- New residential and business developments
- New individual property developments
- Naming or re-naming of existing properties
- Re-naming of streets

All addresses are maintained within the Local Land and Property Gazetteer (LLPG). This is used by services within the Authority such as Development Control, Building Control, Electoral Registration, and Local Land Charges and by external organisations such as the Emergency Services. This forms the Council's submission to the National Address Gazetteer (formerly the National Land and Property Gazetteer) - the definitive and national address list providing unique and accurate identification of land and property.

## 2. Street Naming and Numbering Services

This is a statutory service the Council provides to name streets and name and number properties.

It is essential that all properties are given an official address. Maintaining a comprehensive and high standard for naming streets, and numbering and/or naming properties ensures:

- Consistency of property based information across local government and within the user community
- Speedy and accurate location of properties by the Emergency Services
- Reliable delivery of services and mail
- Visitors finding where they want to go.

Additionally, many utility providers will not supply their services until an official address and post code has been allocated to a property. Anyone wishing to request an address for a new property or change/add a property name or number to an existing property should apply to the Council following the procedures outlined in this document. If you wish to discuss an address query, please do not hesitate to contact the Address Management Team.

The following sections are intended to provide guidance for anyone wishing to submit an application for Street Naming and Numbering Services.

### **3. New Residential and Business Developments**

Following the approval of planning permission, it is advisable that a developer contacts the Address Management Team at the earliest possible stage as the process for naming and numbering new developments can take several weeks.

#### **3.1 New Street Name Consultation**

Town/Parish Councils will be asked to submit a name bank from which developers must choose when naming a new street. Names suggested by the Town/Parish Council will first be checked to verify they meet the Street Naming and Numbering Conventions before being added to a name bank.

Any person or body has the right to submit a naming suggestion for a new street to the Council. The Address Management Team will check the suggestion first meets the Street Naming Conventions before forwarding it on to the local Town/Parish Council for approval to be added to the local name bank. The proposed street name, together with supporting information, should be submitted to the Address Management Team.

## 3.2 Street Naming Conventions

When choosing a name (prefix) for a new street please consider the following:

- Preference is given to names which refer to local heritage and landscape features of the local area.
- To avoid confusion for the Emergency Services and delivery service agents, new street names must not duplicate any similar name already in use in the local area.
- Names which relate to developers are not normally allowed.
- Names identifying living persons are not normally allowed.
- Surnames of persons (living or deceased) may be allowed if it can be shown they have or had a connection to the local area where the development is proposed. If the full name rather than the surname of a deceased person is suggested:
  - The person must have been deceased for twenty years or more\*, and
  - Written approval must be received from the next of kin or estate administrators. The Council will give reasonable consideration to applications where this may prove difficult, for example, through the passage of time.
- Street Names will not be difficult to spell or pronounce.
- A variation in the street name suffix will not be accepted if the prefix of the street name is duplicated. For example a request for “Church View” off an existing “Church Road” will not be accepted.
- When a new road is an extension of an existing road it will not be given a new street name but properties will be numbered into the existing road unless the new properties do not fit into the existing numbering scheme.
- New streets can be considered for a development of two or more properties, depending on the layout, and following consultation with the Local Street Gazetteer team.
- Street Names will not include numbers or numeric characters, for example “Six Acre Drive”
- Street Names will not include punctuation
- Any proposed name that the Address Management Team deems inappropriate, offensive and/or misleading will not be approved.

\* English Heritage guidance on their awarding of commemorative blue plaques.

### **3.3 Numbering a New Development**

In addition to the proposed Street Name(s), the developer should also submit the site layout plan which has been approved under the planning permission to the Address Management Team. The plot number and main access point for each property should be clearly marked on the plan. The Council also requires an internal layout plan for blocks of flats.

Any new numbering scheme should be simple and coherent in order to assist emergency vehicles find their location rapidly and prevent visitors from becoming lost. The Council will endeavour to number new developments in the most logical manner with consideration for any future developments.

### **3.4 Numbering Conventions**

- No exception to a logical numbering scheme will be allowed.
- Numbering schemes should allow for odd numbers on the left and even numbers on the right.
- Small developments and cul-de-sacs can be numbered consecutively. The definition of a small development is at the discretion of the Address Management Team.
- Infill development of an existing numbered street should include any required suffix to property numbers if no consecutive number is available, for example 1, 1A, and 2. If more numbers are required than are available, the Address Management Team will consider creating an additional Street Name.
- Each numbering scheme shall include the number 13 unless otherwise requested by the developer in writing.
- All properties must be numbered onto the street which provides direct access to the property, which is generally the street that the front door of the property faces.

### **3.5 Numbering Flats and Offices**

- Blocks of flats shall be numbered with a 'Parent and Child' relationship. For example, the name/number of the building is defined as the Parent, while the flats/apartments/suites are the children. Therefore:

Flats 1 –4 (Children)  
36 High Street (Parent)  
Town  
Postcode  
East Riding Of Yorkshire

- Sub-divisions of a property will always be numbered rather than described or lettered. For example, Flat 1 will be used rather than First Floor Flat, and Flat 1, 24 will be used rather than 24A.
- All properties must be numbered and/or named onto the street that provides direct access to the property.

### **3.6 New Individual Properties**

- Single new build properties will be named to the street that provides the main access to the property.
- The property will either inherit the number of the previous property which has been demolished or numbered into the existing numbering scheme as appropriate.
- Developers should submit a site plan from the approved planning permission. Plans should clearly display the location of the property in relation to existing properties on the street and should indicate the main access.
- Properties will not be given an official address unless planning approval has been obtained.
- New properties will always be allocated a number unless no existing numbering scheme exists, in which case a name will be allocated (subject to approval)

## **4. Naming or renaming existing properties**

Property owners may apply to add a name to their property or change the existing name. If a property has been allocated a number, it must continue to retain the number as well as the property name. Only under exceptional circumstances will the Address Management Team consider the removal of a property number, such as a change of access onto a non-numbered street.

When choosing a property name, the applicant should consider the following:

- To avoid confusion for the Emergency Services and delivery service agents, property names must not duplicate existing names within the local area.
- Property names should not be similar to existing properties in the local area. For example a proposed name of ‘Orchard House’ would not be accepted if ‘Orchard Cottage’ is within the local area.
- Property names should not duplicate the name of the street. For example Merehead House, Merehead Road would not be accepted.
- Any name the Address Management Team finds inappropriate, misleading or offensive will not be approved.
- Property names that are difficult to pronounce or spell will not be approved.

## **5. Renaming streets or naming existing unnamed streets**

Section 21 of the Public Health Amendment Act 1907 states, “The local authority may, with the consent of two thirds in number of the rate payers and persons who are liable to pay an amount in respect of council tax in any street, alter the name of such street, or any part of street.”

- Residents have the right to request a street name change.
- The Address Management team will consult with all residents impacted by a potential change of street name and all comments will be considered.
- Two thirds of residents must be in agreement with the change.
- An unnamed street will be considered for naming if there is a problem with delivery services and emergency vehicles locating it.

## **6. Address changes made by the Council**

There may be exceptional circumstances where the Council may have to rename a street or renumber a property. The Council will only make such changes where necessary and will consult with residents affected. The Council will not be responsible for costs incurred to residents affected by the change.

The Council may decide that in order to improve the routing of emergency vehicles, it may be necessary to rename a street or renumber properties.

## **7. Royal Mail and the allocation of postcodes**

Postcodes are not the responsibility of the Council but a product of Royal Mail to assist with their mail delivery service.

- Royal Mail will allocate a postcode on receiving notification of a new address from the Address Management Team. The new address will be held on Royal Mail's NYB (Not Yet Built) file until Royal Mail is notified that the property is completed either by the local postman or the Council. The address is then placed on Royal Mail's Postcode Address File (PAF) and is visible on the Royal Mail website.
- A postal address is not an official address. The address held by the Address Management team in the Local Land and Property Gazetteer (LLPG) is the official address and should be used by residents for the delivery of most services.
- In order to comply with occupancy conditions Holiday Accommodation addresses are non-postal and the Address Management Team will not request Royal Mail to allocate postcodes within PAF. However, an appropriate postcode will be recorded within the LLPG.
- If utility companies need to view a new address that is not currently showing on Royal Mail's website, the Address Management Team will, at the request of the property owner, contact Royal Mail to request that PAF be updated. Property owners should allow 48 hours for Royal Mail to process this request.
- Postal addresses are not necessarily geographically accurate but are routing instructions for mail delivery purposes only.
- Occasionally Royal Mail will update their records to match the LLPG. This can result in them adding a named street to a rural postal address. This is not a change to the address, but Royal Mail updating their records to match the official address.
- Residents should be aware that their property may not be allocated the same postcode as existing properties in the surrounding area.

## **8. Internal and External Notifications**

After the Address Management Team has approved an application, a notification of the new or amended address will be sent out to the following internal and external bodies.

### Internal Council Bodies

- Council Tax
- Electoral Registration
- Waste Management
- Local Land Charges
- Local Street Gazetteer (developments with new streets only)
- Non Domestic Rates

### External Organisations

- Royal Mail Address Development
- Yorkshire Ambulance Service
- Humberside Fire and Rescue
- Humberside Police
- National Address Gazetteer
- Yorkshire Valuation Office
- Yorkshire Water
- Kingston Communications
- Ordnance Survey
- Openreach
- A-Z Maps
- Northern Powergrid

Any subscriber to the National Address Gazetteer will be aware of address changes as will any user of Royal Mail address data.



## Street Name Suffixes

When new street names are proposed, an appropriate suffix which is a reflection of the type of street to be constructed must be chosen.

Please refer to the list below when choosing a suffix.

**Please note**, the suffix “Court” is reserved for naming buildings only such as apartments/office blocks/care homes etc.

***Avenue*** - Can be used for residential streets

***Bank*** - Usually refers to streets that have an edge, embankment or verge

***Brook*** – Usually used for residential streets that run near a brook, river or stream

***Chase*** - Can be used for small residential streets

***Close*** – Specifically for cul-de-sac residential streets

***Crescent*** – Specifically for crescent-shaped streets

***Croft*** – Can be used for small residential streets

***Dale*** – Can be used for small residential streets

***Dene*** – Can be used for residential streets

***Drive*** – Can be used for residential streets

***Field*** – Usually refers to residential streets surrounded by fields

***Fold*** – Can be used for residential farm conversions

***Gardens*** – Usually used for residential streets with amenity/garden land in situ

***Garth*** – Can be used for courtyard-style, residential streets

***Gate*** – Old English term meaning ‘Way’. Usually indicates a main roadway leading to smaller streets.

***Green*** – Can be used for small residential streets

***Grove*** – Can be used for small residential streets

***Haven*** – Can be used for small residential streets

*Hill* – Indicates a street on a hill

*Lane* – Usually refers to a narrow street in the countryside

*Lea* – Can be used for residential streets

*Mead* – Can be used for small residential streets

*Meadow* – Can be used for small residential streets

*Mews* – Usually refers to a terrace of small townhouses

*Nook* – Can be used for very small residential streets

*Oval* – Specifically for oval-shaped streets

*Pasture* – Can be used for residential streets

*Parade* – Usually refers to a terrace of townhouses

*Park* – Can be used for residential streets

*Place* – Can be used for residential or commercial streets

*Rise* – Can be used for residential streets

*Road* – Indicates a main roadway

*Row* – Usually refers to a terrace of townhouses

*Square* – Indicates a street that forms a square

*Street* – Indicates a main roadway

*Terrace* – Usually refers to a terraced residential street

*Vale* – Can be used for residential streets

*View* – Can be used for small residential streets within view of the related feature e.g. Church View

*Walk* – Indicates a pedestrian only street

*Way* – Indicates a main roadway