

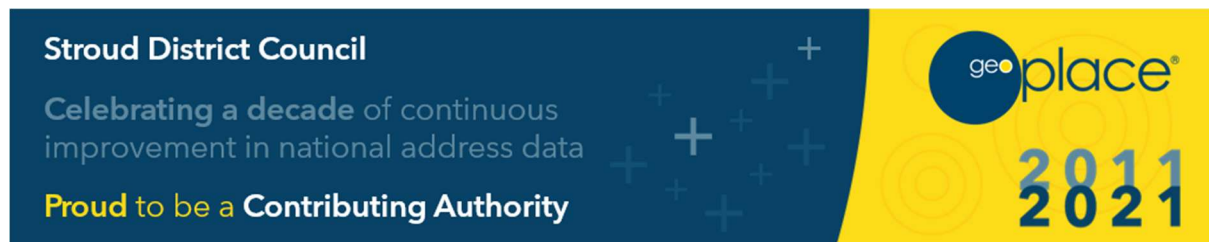
Street Naming & Numbering

1. Acts of Parliament

The naming and numbering of streets and buildings is a statutory function that Stroud District Council performs under the Public Health Act 1925.

2. British Standard BS7666 - Address Data Entry Conventions

In addition to the traditional method of addressing a property, British Standard (BS7666) allows 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. From 2002 onwards, Stroud District Council 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). This precise location information is then used internally to aid the provision of the Council's statutory functions and externally by the likes of Royal Mail, the Emergency Services and Utility Companies. In recognition of the quality and completeness of our LLPG data, we have received multiple awards:



The appropriate naming of streets and naming 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 Emergency Services
- Statutory organisations e.g., the Council, HM Land Registry and HM Revenue & Customs

As part of the process the location and naming of new streets is an essential starting point. Whilst this is strictly a District Council function any new streets are notified to Gloucestershire County Council who maintain the Local Street Gazetteer (LSG). This is essential for their highway management responsibilities. They in turn provide updates to the National Street Gazetteer (NSG).

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.

3. Applying for official addresses for new properties

Only properties that have the appropriate planning consent and or building regulation approval will be given official addresses and reported to Royal Mail for entry into their Postcode Address File. Additionally, properties should be liable for Council Tax or Non-Domestic Rating.

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

Developers who use a marketing name for a site must make it clear to any prospective purchasers that it will not form part of the official addresses on the site. Additionally, developers are advised to check with the local authority that any marketing name will not conflict with any established addressing in the area.

Applications for new addresses should be submitted as soon as work commences. In the case of new street names this is essential as the time from receiving a proposed name until it is formally adopted can take several months.

On developments requiring new street names the developer may put forward a naming proposal or the Council will request that the relevant Parish or Town Council provide a suitable name. If the developer has suggested a street name, the Parish or Town Council can either accept the proposed name or suggest an alternative. The Council does not consult where the application is solely for the numbering or naming of a single building.

4. Street Naming Protocols and Conventions

When a new development is built, the responsibility for naming the new street(s) rests with the Council. The street name(s) should be consistent with the Council's protocols for street naming which are:

When possible, the name(s) should have a proven historical connection to 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 or parish within which the development falls
- The name(s) will not be the same or like any existing name(s) in the area
- 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 will not be permitted
- Difficult to pronounce or awkward to spell street names will be avoided
- To prevent confusion and adopt a standardised approach, apostrophes will not be used in street names

Street names should end with one of the following suffixes

Avenue | **Bank** | **Circle** - For circular roads only | **Close** - Only for a cul-de-sac | **Corner** | **Crescent** - For crescent shaped roads only | **Croft** | **Drive** | **Edge** | **Farm** | **Field(s)** | **Gardens** (provided it will not be confused with any local open space) | **Gate** | **Green** | **Grove** | **Hill** | **Lane** | **Lawn** | **Mead** | **Meadow** | **Mews** | **Orchard** | **Paddock** | **Park** | **Place** | **Rise** | **Road** | **Row** | **Square** - For a Square | **Street** | **Triangle** - For triangular roads only | **View** | **Way** | **Wharf** - Only near a navigable watercourse | **Yard**

Pedestrian only access thoroughfares should end with: **Walk** | **Path** | **Way**

Please note

- No street name should start with "The"
- "Court" is not acceptable as a street name suffix but may be used for large multi-occupied buildings
- "Terrace" should only be used as a subsidiary name within another road
- Private access ways or driveways will not be officially named
- A public street with unrestricted access or a private road will serve a minimum of three properties before any official street naming process is considered

Upon receipt of a proposed new street name, the Address Management Officer will check that it will not duplicate existing names and is in accordance with the naming protocols and conventions as shown above.

When agreement to a street naming proposal is established, an Official Street Naming Notice will be advertised. There is a 21-day statutory notification period during which time, objections to the proposals may be submitted.

5. Naming an existing unnamed street

The protocols and conventions as detailed above will apply. Before submitting a request of this nature to the Council, please be advised of the following:

- The Town or Parish Council submitting the request must have consulted locally and needs to be certain that there is complete support for the street naming proposal within the community
- If the street to be named has established properties associated with it, official property addresses will need to be revised. This will almost certainly involve the allocation of a revised postcode by Royal Mail. The Town or Parish Council must make the residents of the affected properties aware of the implications for their official addresses
- The District Council will only proceed with the naming process if the Town or Parish Council confirms in writing that the requirements as detailed above have been met
- An Official Street Naming Notice will be advertised for a 21-day statutory notification period. During this time, objections to the proposals may be submitted.

6. Renaming an existing named street

The protocols and conventions as detailed above will apply. Before submitting a request of this nature to the Council, please be advised of the following:

- The Town or Parish Council submitting the request must have consulted locally and needs be certain that there is complete support for the street renaming proposal within the community
- Given that the street to be renamed is likely to have established properties associated with it, official property addresses will need to be revised. This may involve the allocation of a revised postcode by Royal Mail. The Town or Parish Council must make the residents of the affected properties aware of the implications for their official addresses
- The District Council will only proceed with the renaming process if the Town or Parish Council confirms in writing that the requirements as detailed above have been met
- An Official Street Renaming Notice will be advertised for a 21-day statutory notification period. During this time, objections to the proposals may be submitted

7. Property Numbers

When numbering new buildings (including residential properties and commercial units) the following conventions will be followed:

- Wherever possible a new street should be numbered with the odd numbers on the left and the even numbers on the right from the entrance of the street
- In the case of a cul-de-sac, consecutive numbering in a clockwise direction is preferred

- All numbers will be used in the proper sequence including 13. If a developer specifically requests that 13 is not included, this will be permitted
- Where an existing street is extended, it would be appropriate to continue to use the same street name. This would include the continuation of the street numbering
- Buildings will be numbered according to the street in which the main entrance is to be found. If a building has entrances on more than one street, is a multi-occupied building and each entrance leads to a separate occupier, each entrance should be numbered in the appropriate road
- Where a building with an already approved number is subdivided then the use of letters or numbers to indicate the newly separated elements is acceptable
- Where an established property numbering scheme exists, new properties will be allocated appropriate numbers on the street. This may require the use of an alphabet suffix

8. Property Names

There is no statutory requirement to register a house name in association with a numbered property and therefore the Council will not process requests of this nature.

- Where a numbering scheme is in place a house name can only be used in addition to the allocated property number and not as a replacement for it. The original number should always be displayed on the property and quoted within an address on all correspondence. House names used in conjunction with numbered properties will form no part of the official property address
- If you are intending to rename an existing named property, it is advisable that you contact the Council to check whether your preferred name is already in use in the immediate area. If there is the possibility of confusion or the name chosen is deemed to be inappropriate you will be requested to select another name
- We will not accept house names that are the words for numbers. For example, "NINE"
- We will not accept house names that incorporate a number. For example, "HILLSIDE 2"
- Where a named only property exists on a street with an established property numbering scheme, any request to rename the property will be refused and an appropriate number will be allocated. This will occur even if the use of an alphabet suffix is required

9. Applying for official addresses for existing properties

The property of interest will require the appropriate planning consent and or building regulation approval and should have been assessed for Council Tax or Non-Domestic Rating. Properties not meeting these criteria will not be given official addresses and will not be reported to Royal Mail for entry into their Postcode Address File.

10. Property address amendments (e.g., revised street and postcode)

Before applying, please email us at 1625LLPG@stroud.gov.uk to detail the issue you are experiencing. This will enable us to fully understand the problem and find a solution for you.

11. Postcodes

The Council is responsible for establishing property addresses up to and including the town or village name. 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, including the postcode, has been created, it will be held by Royal Mail in the Not Yet Built section of the Postcode Address File. When Royal Mail are satisfied that the property is complete and is in a state to be occupied, they should make the address live on the Postcode Address File. If you are occupying a new build property and the address is not shown on postcode listings you should contact Royal Mail directly on 08456 011 110.

12. Distribution of All New and Changed Addresses

Once an address has been created or amended, we distribute this information to a variety of organisations. These include:

Internally: Council Tax, Elections, Waste and Recycling

Externally: Royal Mail, HM Land Registry, Emergency Services, Utility Companies