

## **East Lindsey District Council Street Naming and Numbering Policy.**

### **1. Introduction**

East Lindsey District Council has a statutory power to name and number streets and approves and registers official property addresses within the district of East Lindsey with the Royal Mail and other statutory undertakers.

This policy sets out:

- The framework used by East Lindsey District Council to exercise its duties in respect to the Street Naming and Numbering function.
- The procedures to be followed by applicants, the procedures that will be followed by East Lindsey District Council including consultations with Town and Parish Councils and the Royal Mail and the level of service that can be expected by the applicant.
- Guidance on the naming and numbering of streets and properties.
- The fees charged by East Lindsey District Council for Street Naming and Numbering.

The Street Naming and Numbering function is carried out by Lincs Building Consultancy on behalf of East Lindsey District Council. From July 25<sup>th</sup> 2016, East Lindsey District Council will charge for the provision of Street Naming and Numbering . (The schedule of charges can be found in Appendix A of this policy).

### **2. Purpose of this policy.**

The purpose of the policy is to provide a framework for The Council to operate its Street Naming and Numbering function effectively and efficiently and outline the process to be followed by the service users and covers the following activities:

- Naming of new street and numbering properties on those streets
- Re-naming an existing street or renumbering all the existing properties on an existing street.
- Registering a new property / properties on an existing street.
- Allocation of numbers to properties with names only.
- Allocation of house names or changing house names with properties not within an existing numbering scheme.

Guidance on Street Naming and Numbering can be found in Appendix C of this policy.

### **3. Scope.**

The East Lindsey District Council Street Naming and Numbering Policy will affect residents, businesses, visitors and external organisations.

### **4. Powers Used by East Lindsey District Council.**

East Lindsey District Council (The Council) is responsible for ensuring that streets are numbered and for ensuring that authorised names and numbers are displayed in the appropriate manor.

The Council's powers to require street number and road names to be displayed are contained in sections 64 and 65 of the Town Improvement Clauses Act 1847.

The Council's Authority to name or alter a street name is contained in sections 17 and 18 of the Public Health Act 1926.

Extracts from the appropriate legislation are shown in Appendix D of this policy.

### **5. Consultations.**

#### **Town and Parish Councils.**

The Council will consult with Town and Parish Councils on the allocation of new road names and the renaming and numbering of existing roads within the relevant town or parish. These consultations will be carried out electronically with the responsible clerk, and a minimum of 21 days will be allocated for Town and Parish Councils to give due consideration to a consultation and to formulate a response.

#### **Royal Mail.**

The Council will only request an official address from Royal Mail where we have an operational requirement to do so or we believe the property is being used for permanent residence. Such addresses must meet the Royal Mail's requirement for a secure delivery point.

The Council is not responsible for the allocation or maintenance of postcodes. It is the responsibility of the Royal Mail to update and maintain their records.

### **6. Notifications.**

The Council will notify, as appropriate, the Royal Mail, Electoral Registration, Council Tax and the custodians of the Local Land and Property Gazetteer of any

new addresses. The Applicant will be supplied with relevant contact details to notify other appropriate Statutory Undertakers.

A list of the Statutory Undertakers along with contact details are shown in Appendix E.

## **7. Holiday Lets and Caravan Sites.**

All Holiday Lets will eventually be added to the Councils property gazetteer which forms part of the National Land and Property Gazetteer. Holiday lets and caravans on a site **WILL NOT** be allocated a postal address or registered with a postcode. Post to caravans or holiday lets on a site should be addressed to a reception building and distributed to the caravans by the site operators.

## **8. Claims for Compensation.**

The Council is not liable for any claims for compensation arising either directly or indirectly from the naming of roads, renaming of roads, numbering or renumbering of properties.

## **9. Retention of Information.**

All Street Naming and Numbering Records will be held electronically indefinitely in line with The Councils retention policy. All records will be retained electronically and controlled under the Councils data control policy.

## **10. Decision and Discretion.**

The decision of The Council on the naming or re-naming of a road or property and the numbering of renumbering of properties is final and is at the discretion of the Team Leader of Lincs Building Consultancy.

## **11. Limit of responsibility.**

The Council is not responsible for the following:

- Correspondence and deliveries not being delivered to the correct address. (Any delivery complaints should be directed to the Royal Mail, Customer Services on 03457 740740).
- An address being unavailable on databases used by third parties, such as retail, public services or the utility providers.

- Ordnance Survey or other electronic or paper mapping or plans not featuring any new properties.
- The erection of a road name plate or the provision of a house number or name plate.
- Notification of anyone other than the bodies listed in this policy.

## **12. Postcodes**

An important element of addressing is the Postcode. This identifies a number of postal delivery points and a postal town as defined by Royal Mail. The Council is not responsible for allocating these codes; they are a Royal Mail product.

Royal Mail does not publish on its website addresses that are not completed and/or occupied. This means that in certain cases addresses that have been officially allocated and issued by the Local Authority may not, for a while, be visible to anyone using the Royal Mail website to validate an address. This may also mean that other organisations using the Royal Mail address database (Postcode Address File) will also not be able to validate addresses. If a property is completed or occupied, the developer or owner should contact Royal Mail for activation of the postcode for the address allocated by the Local Authority.

Developers, owners and tenants should be aware that their property/ies may not have the same postcode as the surrounding or existing properties.

## **13. Street Nameplates**

The council is responsible for the erection of replacement and repairing of street nameplates only. Nameplates will be erected and replaced whenever required, taking into account both the financial restraints and requirement.

Where a new street is created as part of a development, the costs of supplying and erection of new street nameplates will be borne by the developer. Following adoption, maintenance of the nameplates will be carried out by the council.

Where a street is approached only from one direction only one nameplate will be erected and this will face the direction of where the traffic will be approaching. Where a road can be approached from both directions, nameplates on either side of the junction will be erected. Nameplates will also be erected at any junction or entrance onto the street.

The nameplates within East Lindsey District council will be black lettering on white background. For further information on nameplates please contact East Lindsey District Council Property & Technical Services on 01507 611111, or our nominated supplier, G & G Signs on 0116 254 4445 or e-mail: [info@ggstreetnameplates.com](mailto:info@ggstreetnameplates.com).

## **14. Charges**

The Power to charge falls under Section 93 of the Local Government Act 2003. This sets out that a local authority may charge for discretionary services. Discretionary services are those services that an authority has the power but not a duty to provide. An authority may charge where the person who receives the service has agreed to its provision and the charge must not exceed the cost of providing the service. Therefore the Council cannot charge for street naming services (since the duty to provide this service is not discretionary), but it can charge for elements of the naming and numbering function (which is a discretionary service) by virtue of Section 64 and 65 of the 1847 Act coupled with Section 93 of the 2003 Act.

For Street Naming and Numbering the charges cover the following elements:

- Consultation and liaising with other external organisations such as Royal Mail, Parish/ Town Councils (as a non-statutory element of naming of streets).
- The naming of new streets
- The naming and numbering of new properties (including conversions).
- Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
- Renaming of existing properties.
- Confirmation of addresses.
- Challenges to existing official naming/numbering schemes/ addresses held within the street naming and numbering records.

All charges are to be paid prior to any service being provided. Please note: Any change to a property name/ number made without contacting the Council will not be officially recognised and will not be registered with service providers and/ or other organisations.

The Scale of Charges for Street Naming and Numbering can be found in Appendix A.

Fees and charges applicable for the street naming and numbering service/s will be annually reviewed during the Council's budget setting process and publicised through the Council's agreed communication channels including the website.

Payment can be made by phone by on 01507 601111 or cheques can be forwarded with the appropriate application form made payable to East Lindsey District Council. If preferred, for new developments an invoice can be raised, and payment can then be made via the methods indicated on the invoice.

Where a Local Authority wishes to charge for discretionary services, Section 93 of the Local Government Act 2003 allows charging on a "not for profit" basis, that is, the Council can only aim to recover cost incurred. This is to encourage improvements to existing services and develop new services, with the aim of improving overall services to the customer.

All new development within East Lindsey will require the use of the Street Naming and Numbering function, as all new development needs address data, be they residential or business. There is a considerable amount of resource, both in staff time and associated costs that are incurred in the Street Naming and Numbering process. As the Council has a statutory obligation to provide such a service, it is a service that cannot be ignored.

## **15. Refunds**

Where an application form and fee has been submitted and a naming/ numbering scheme has already been issued, no refund of fee will be available. No refund of the street naming fee can be made once a name has been submitted for the consultation process.

## **16. Policy Review**

This policy will be reviewed every two years (or sooner if a major change in the process is required, i.e. following the introduction of new legislation). Charges will be reviewed on an annual basis during the Council's budget setting process and publicised through the Council's normal communication channels including the website.

## **17. Contact Details**

Lincs Building Consultancy  
Tedder Hall  
Manby Park  
Louth  
Lincolnshire  
LN11 8UP

Tel: 01507 613188/ 613193

E-mail: [lbc@lincsbc.gov.uk](mailto:lbc@lincsbc.gov.uk)

## **18. Numbering or Naming of a new property.**

### **Application Process.**

The applicant will complete the Street Naming and Numbering Application form (A copy of the form can be found in Appendix B of this policy) and submit it to The Council in a paper or electronic copy along with:

- Site location plan. *At a scale of 1:500 or 1:2500*
- The appropriate fee.

On receipt of the application we will:

- Acknowledge the application and provide the applicant with a SN reference number. (By electronic means where possible)
- Check the existing numbering scheme and provide the property with a sequential number if applicable. If a sequential number is not available letters a-b-c may be used to distinguish the property. *Note the number 13 will always be used in sequence.*
- If the property is not located in an area with a numbering scheme, the first choice house name (and so on) will be checked against the Local Land and Property Gazetteer and the Royal Mail Address Database for properties or roads with a similar name in use in the local area.
- If the property name or number is acceptable, consult with the Royal Mail. Once conformation from the Royal Mail has been received that the address has been added to the NYB or PAF database is received, confirm to the applicant in writing the correct property address and postcode along with a list of Statutory Undertakers the applicant may want to notify.
- If the house number / name is suitable notify, Electoral Registration, Council Tax and the custodians of the Local Land and Property Gazetteer of the property name or number.

Properties that are allocated with a number may also be named. The property name will be registered by the Royal Mail as an alias. The property number **MUST** be displayed alongside the house name. The name cannot be regarded as an alternative. This is enforceable under section 65 of the Town and Improvement Clauses Act 1847.

### **Timescales.**

- Under most circumstances the numbering or naming of a property will be completed within 15 working days from the application being acknowledged, however as we need to consult with external bodies, ie The Royal Mail sometimes delays in processing are possible.
- If the process cannot be concluded in 15 working days the applicant will be notified of this within 15 working days from the application being acknowledged. (by electronic means where possible)

## **19. Renumbering or Renaming of an existing property.**

### **Application Process.**

The applicant will complete the Street Naming and Numbering Application form (A copy of the form can be found in Appendix B of this policy) and submit it to The Council in a paper or electronic copy along with:

- Site location plan. *At a scale of 1:500 or 1:2500*
- The appropriate fee.

On receipt of the application we will:

- Acknowledge the application and provide the applicant with a SN reference number. (By electronic means where possible).
- Check the existing numbering scheme and provide the property with a sequential number if applicable. If a sequential number is not available letters a-b-c may be used to distinguish the property. *Note the number 13 will always be used in sequence.*
- If the property is not located an area with a numbering scheme, the first choice house name (and so on) will be checked against the Local Land and Property Gazetteer and the Royal Mail Address Database for properties or roads with a similar name in use in the local area.
- If the property name or number is acceptable, consult with the Royal Mail. Once conformation from the Royal Mail has been received that the address has been added to the NYB or PAF database is received confirm to the applicant in writing the correct property address and postcode along with a list of Statutory Undertakers the applicant may want to notify.
- If the house number / name is suitable notify, Electoral Registration, Council Tax and the custodians of the Local Land and Property Gazetteer of the property name or number.

Properties that are allocated with a number may also be named. The name will be registered by the Royal Mail as an alias. The property number MUST be displayed alongside the house name. The name cannot be regarded as an alternative. This is enforceable under section 65 of the Town and Improvement Clauses Act 1847.

### **Timescales.**

- Under most circumstances the renumbering or renaming of a property will be completed within 15 working days from the application being acknowledged, however as we need to consult with external bodies, ie The Royal Mail sometimes delays in processing are possible.
- If the process cannot be concluded in 15 working days the applicant will be notified of this within 15 working days from the application being acknowledged. (by electronic means where possible)



## **20. Naming and Numbering of a new street or development.**

*A person who creates a new street has the right to name that street (S 17 of the Public Health Act 1925). They are required to give notice to The Council of the proposed street name, and The Council has one month in which to object.*

*This service can only be provided where Planning Permission has been granted and either a valid Building Regulation submission or Initial notice has been received by The Council.*

### **Application Process.**

The applicant will complete the Street Naming and Numbering Application form (A copy of the form can be found in Appendix B of this policy) and submit it to The Council in a paper or electronic copy along with:

- Site location plan. *At a scale of 1:500 or 1:2500*
- Site layout plan. (In CAD .dwg format)
- The appropriate fee.
- Approval in writing of the proposed road names from the Town or Parish Council where pre-consultation has been carried out by the applicant.

On receipt of the application we will:

- Acknowledge the application and provide the applicant with a SN reference number. (By electronic means where possible).
- Consult with the local Town or Parish Council on the proposed road names provided by the applicant. (The applicant may wish to speak to the Town or Parish council before submitting road names to speed up this process)
- Respond to the applicant with the Town or Parish Councils comments.
- Once the road names are agreed between the applicant and Town and Parish Councils contact the Ward Councillor for his/her agreement.
- Notify the Royal Mail of the proposed road names and request postcodes for the proposed road names.
- Produce a site location plan showing the agreed road names, proposed house numbers and postcodes along with the same information in table form. *Note the number 13 will always be used in sequence.*
- Request the Royal Mail register the road names and property numbers on the NYB (not yet build address database).
- Provide the applicant with copies of the information sent to the Royal Mail.
- As the properties are completed it is the applicant / developer's responsibility to notify The Council of each completion. At completion each property will be registered with the Royal Mail (on the PAF (occupied properties address database)), Electoral Registration, Council Tax and the custodians of the Local Land and Property Gazetteer of the road name and property number.

Guidance for the naming and numbering of roads and properties can be found in Appendix C in this policy.

**Timescales.**

- Under most circumstances the naming and numbering of a new development will be completed within 12 weeks from the application being acknowledged, however as we need to consult with external bodies, ie The Royal Mail sometimes delays in processing are possible.
- If the process cannot be concluded within 12 weeks the applicant will be notified of this within 12 weeks from the application being acknowledged and provided with an estimated completion date. (By electronic means where possible).

**Street naming within the area of Skegness Town Council.**

The naming of streets within Skegness is carried out by Skegness Town Council. Applications should be made to ELDC in the first instance. East Lindsey District Council will be responsible for obtaining postcodes and the numbering of the new developments. A copy of the process to be followed within the Skegness area can be found in Appendix F.

## **21. Renaming or Renumbering of an existing road.**

### **Application Process.**

The applicant(s) will complete the Street Naming and Numbering Application form (A copy of the form can be found in Appendix B of this policy) and submit it to The Council in a paper or electronic copy along with:

- Site location plan. *At a scale of 1:500 or 1:2500*
- The appropriate fee.
- Approval in writing of the proposed re-numbering or re-naming from the Town or Parish Council.
- Approval in writing of at least 75% of the residence affected by the proposed re-naming or re-numbering scheme.

On receipt of the application we will:

- Acknowledge the application and provide the applicant with a SN reference number. (By electronic means where possible).
- Re-consult with the local Town or Parish Council on the proposed re-naming or re-numbering scheme.
- Re consult with residents affected by the proposed re-naming or re-numbering scheme.
- If the residents are in agreement for the re-numbering or re-naming scheme to go ahead consult with the District Councillor for his/her agreement.
- Consult with the Royal Mail over the proposed change to the road names and/ or property numbers.
- Post a notice of the proposed changes in the street giving at least 28 days notice of the changes.
- Produce a site location plan showing the agreed road names, proposed house numbers and postcodes along with the same information in table form. *Note the number 13 will always be used in sequence.*
- Inform the residences of their new full address in writing.
- Registered the road name and /or property number change formally with the Royal Mail (on the PAF ((occupied properties address database)), Electoral Registration, Council Tax and the custodians of the Local Land and Property Gazetteer of the road name and property number.

Renaming of streets and renumbering of properties is a very time consuming process and may cause cost and postal disruption to individual occupiers and owner. Where possible such a process will not be undertaken around a time of year where large amounts of postal deliveries may be affected.

## **Timescales.**

- Under most circumstances the naming and numbering of a new development will be completed within 16 weeks from the application being acknowledged, however as we need to consult with external bodies, ie The Royal Mail sometimes delays in processing are possible.
- If the process cannot be concluded within 16 weeks the applicant will be notified of this within 16 weeks from the application being acknowledged and provided with an estimated completion date. (By electronic means where possible).

Guidance for the naming and numbering of roads and properties can be found in Appendix C in this policy.

## Appendix A.



# Schedule of Street Naming and Numbering Charges

(Effective from the 18th April 2016)

### Existing Addresses (or addresses on new developments where notification of numbering scheme already issued)

Renaming/ renumbering of an individual house	£40.00
Development renumbering due to change in plot numbers or plot positions	£25.00 per plot requiring renumbering
Renaming/ renumbering of street where requested by residents	Fees dependent upon number of properties (see fees for New Addresses below)

### New Addresses

Naming/ numbering of up to 5 new properties	£150.00 plus £25.00 per plot
Naming/ numbering of between 6 & 25 new properties	£150.00 plus £20.00 per plot
Naming/ numbering of between 26 & 75 new properties	£150.00 plus £15.00 per plot
Naming/ numbering of more than 76 new properties	£150.00 plus £10.00 per plot
Naming/ numbering following the division of an existing property	Fees dependent on number of properties created (including the original property) and as per naming/ numbering of new properties above
Additional charge where naming of a new street is required	£100.00
Additional charge where naming of a new building is required (i.e. block of flats/ office suites)	£100.00 per building
Reissuing of address following demolition and reconstruction of property	£50.00 (if address differs from that originally allocated)
Confirmation of address to solicitors/ conveyance's/ occupiers or owners	£25.00

This schedule should be read in conjunction with the Street naming and Numbering Policy and Guidance.

**Appendix B.**



# Street Naming and Numbering Application Form

This form should be completed in full. If the form is unfamiliar please read the Guidance Note or contact the office overleaf. PLEASE TYPE OR USE BLOCK CAPITALS.

*Please tick as appropriate:*

Property Naming ..... <input type="checkbox"/>	Property Renaming ..... <input type="checkbox"/>	Street Naming ..... <input type="checkbox"/>
Street Renaming ..... <input type="checkbox"/>	Property Numbering ..... <input type="checkbox"/>	Property Renumbering ..... <input type="checkbox"/>

### Applicant's Details

Name:

Address:  
(including postcode)

E-mail address (if supplied all correspondence will be by electronic means):

Contact Tel. No.

### Property or Site Details

Address:  
(including postcode)

No. of properties to be named/numbered:

### Proposed property OR street names

Proposed name 1:

Proposed name 2:

Proposed name 3:

*Please continue on a separate piece of paper if required.*

Are you the property/site owner? Yes  No

If 'No' when do you take ownership of the property/site?

Please include a location plan at 1:500 or 1:2500 showing the entrance(s) to the building(s).

*continued overleaf*

## Fees

		No.	Cost £	Total £
Naming /Numbering a new property	Number of Properties			
Renaming/Renumbering an existing property	Number of Properties			
Naming and numbering a new development	Number of Streets			
	Number of Plots			
Renaming and renumbering an existing street	Number of Properties			
			Grand Total £	

Signed:

Date:

*Cheques should be made payable to 'East Lindsey District Council'.*

## Electronic Notification

Wherever possible we will issue correspondence electronically. If you do not wish us to notify you in this way please tick the following: I do not agree to receive information electronically

Please complete and return to: Lines Building Consultancy, Tedder Hall Manby Park, Manby, LOUTH, Lincolnshire LN11 8UP or e-mail to: [lbc@lincsbc.gov.uk](mailto:lbc@lincsbc.gov.uk)

## Schedule of Street Naming and Numbering Charges (Effective from the xxx)

Existing Addresses (or addresses on new developments where notification of numbering scheme already issued)

Renaming/ renumbering of an individual house	£40.00
Development renumbering due to change in plot numbers or plot positions	£25.00 per plot requiring renumbering
Renaming/ renumbering of street where requested by residents	Fees dependent upon number of properties (see fees for New Addresses below)

### New Addresses

Naming/ numbering of up to 5 new properties	£150.00 plus £25.00 per plot
Naming/ numbering of between 6 & 25 new properties	£150.00 plus £20.00 per plot
Naming/ numbering of between 26 & 75 new properties	£150.00 plus £15.00 per plot
Naming/ numbering of more than 76 new properties	£150.00 plus £10.00 per plot
Naming/ numbering following the division of an existing property	Fees dependent on number of properties created (including the original property) and as per naming/ numbering of new properties above
Additional charge where naming of a new street is required	£100.00
Additional charge where naming of a new building is required (i.e. block of flats/ office suites)	£100.00 per building
Reissuing of address following demolition and reconstruction of property	£50.00 (if address differs from that originally allocated)
Confirmation of address to solicitors/ conveyance's/ occupiers or owners	£25.00

This schedule should be read in conjunction with the Street Naming and Numbering Policy and Guidance

*Data Protection - All information provided will remain confidential and will be processed in accordance with the relevant legislation, in particular the Data Protection Act 1998. The information collected will only be used for the purpose of administering your application. Your information will not be disclosed to a third party without your consent, unless we are required to do so by law.*

## Appendix C.

### Guidance on Street Naming and Numbering.

#### 1.0 The Naming of Streets.

1.1 New street names should not duplicate any similar name already in use in the parish or neighbouring authority. A variation in the terminal word, i.e. 'street', 'road', 'avenue', etc, will not be accepted as sufficient reason to duplicate a name.

1.2 Street names should not be difficult to pronounce or awkward to spell. In general, words of more than three syllables should be avoided and this precludes the use of two words except in special cases.

1.3 Subsidiary names (e.g. a row of buildings within an already named road being called 'Terrace') should not be used.

1.4 All new street names should end with one of the following suffixes:-

Street	for any road
Road	for major roads
Way	for residential roads
Road	
Avenue	
Drive	
Lane	
Court	
Grove	
Gardens	
Crescent	for a crescent shaped road
Close	for a cul-de-sac only
Square	for a square only
Hill	for a hillside road only
Circus	for a large roundabout



Terrace	for a terrace of houses (provided it is not a subsidiary name)
Vale	for residential road only (for exceptional use)
Dene	
Mead	
Rise	
<b>Non acceptable suffixes</b>	
End	All these words can, of course, be incorporated in a street name provided it terminates with an appropriate suffix (e.g. Mile End Road)
Cross	
Side	
View	
Wharf	
Walk	
Park	
Meadow	
Exceptions: Single or dual names without suffixes in appropriate places (eg Broadway - for major roads only).	
All new pedestrian ways should end with one of the following suffixes	
Walk	
Path	
Way	
House, Court - residential only	All new block names should end with one of the following suffixes
Point - high block residential only	
Tower - high block offices or residential	

## **2.0 The Numbering of Buildings**

2.1 A new street should be numbered with even numbers on the right hand side and odd numbers on the left except that for a cul-de-sac where consecutive numbering in a clockwise direction is preferred.

2.2 Private garages and similar buildings used only for housing cars, etc, should not be numbered. The number 13 is to be used in the proper sequence and no sanction should be given to its avoidance. 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, should not be sanctioned.

2.3 If a building has entrances in more than one street, but it is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on the circumstances, for a house divided into flats. A named building may not have more than one number in one street.

2.4 In residential buildings (e.g., blocks of flats) it is usual to give a street number to each dwelling where the block is up to six storeys in height. When the block exceeds this height or there are not sufficient numbers available because of existing development, it should be given a name and number in the street. The numbering of flats within a named or numbered building is outside the scope of these powers, but developers may be advised that on each floor the numbering should be in a clockwise direction where this is possible, or alternatively to consult the local District Postmaster. When flats are numbered internally they should be numbered not lettered (e.g., Flat 2, 21 Smith Street, not Flat A, 21 Smith Street and not 21A Smith Street which might already be used by an adjoining infill building).

2.5 The Act permits the use of numbers followed by letters or fractions. These are needed, for instance, when one large old house in a road is demolished and replaced by (say) four smaller houses. To include the new houses in the numbering sequence would involve renumbering all the higher numbered houses on that side of the road. If a considerable number of other houses would be affected, then to avoid this each new house should be given the number of the old with either A, B, C or D added. Fractions are only used where it is not possible to use letters.

2.6 Where a property has a number, it must be displayed. Where a name has been given to the property with the official number, the number must always be included. The name cannot be regarded as an alternative.

2.7 Additional properties in streets which are currently numbered will always be allocated a property number. Number 13 will always be used.

2.8 All of the above guidance applies to both commercial and residential properties.

### **3.0 The Naming of Buildings**

3.1 The owner (not tenant) of a property may request the addition, 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.

3.2 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.

3.3 A check will be made by the Local Authority to ensure that there is no other property in the locality with the registered or similar registered name. Under no circumstance will a replicated name in the locality be allowed.

3.4 Under no circumstances will a name that is offensive, or that can be construed as offensive, be allowed.

3.5 If a proposed property name is refused, then the owner will have the option to provide further suggestions or retain the current address.

3.6 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.

3.7 House names are not favoured by the council or the emergency services as a number readily identifies the location of the building in the road. The only exception to this will be on the occasions, particularly in rural areas where a street numbering sequence does not exist. In these circumstances we will accept the use of a building name to identify the property.

3.8 Building names should always be prominently displayed in a position where they can be easily read from the public highway. Please see the Hiding from Help leaflet on our website for guidance on the size and location of house naming signs.

3.9 Where an amendment to a property name is carried out, the Local Authority will inform those bodies listed in Appendix E.

### **4.0 Derelict, Demolition of Properties and Replacement Dwellings**

4.1 Derelict Properties Derelict Properties that are uninhabitable will be held with the street naming and numbering records with a reserved "non official" and "non postal" address, as these properties will be deemed a non postal address.

4.2 Following the renovation of a derelict property the address will require reactivation.

4.3 Demolished properties. An address is attached to the property and not the site the property is situated on. Following the demolition of a property/ies the associated address/es will be deactivated.

4.4 Replacement properties. Any replacement property/ies constructed on the site will require new property address/es. It should be noted that a replacement may not be allocated the same access as the original, as the position and location of the principal entrance may have changed.

## **Appendix D.**

### **Legislation**

#### **Section 64: Town Improvement Clauses Act 1847 Houses to be numbered and streets named**

“The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding [level 1 on the standard scale] for every such offence”.

#### **Section 65: Town Improvement Clauses Act 1847 Numbers of houses to be renewed by occupiers**

“The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding [level 1 on the standard scale], and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

#### **Section 17: Public Health Act 1925 Notice to urban Local Authority before street is named**

“1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.

2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.

3) It shall not be lawful to be set up in any street an inscription of the name thereof –

a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and

b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal;

and any person acting in contravention of this provision shall be liable to a penalty not exceeding [level 1 on the standard scale] and to a daily penalty not exceeding [£1].

4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a Magistrates court”.

## **Section 18: Public Health Act 1925**

### **Alteration of name of street**

- “1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
- 2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.
- 3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty Magistrates Court against the intended order at the instance of any person aggrieved.
- 4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a Magistrates court”.

## **Section 93: Local Government Act 2003**

### **Power to charge for discretionary services.**

- 1) Subject to the following provisions, a best value authority may charge a person for providing a service to him if—
  - a) the authority is authorised, but not required, by an enactment to provide the service to him, and
  - b) he has agreed to its provision.
- 2) Subsection (1) does not apply if the authority—
  - a) has power apart from this section to charge for the provision of the service, or
  - b) is expressly prohibited from charging for the provision of the service.
- 3) The power under subsection (1) is subject to a duty to secure that, taking one financial year with another, the income from charges under that subsection does not exceed the costs of provision.
- 4) The duty under subsection (3) shall apply separately in relation to each kind of service.
- 5) Within the framework set by subsections (3) and (4), a best value authority may set charges as it thinks fit and may, in particular—
  - a) charge only some persons for providing a service;
  - b) charge different persons different amounts for the provision of a service.
- 6) In carrying out functions under this section, a best value authority shall have regard to such guidance as the appropriate person may issue.
- 7) The following shall be disregarded for the purposes of subsection (2)(b)—
  - a) section 111(3) of the Local Government Act 1972 (c. 70) (subsidiary powers of local authorities not to include power to raise money),
  - b) section 34(2) of the Greater London Authority Act 1999 (c. 29) (corresponding provision for Greater London Authority), and
  - c) section 3(2) of the Local Government Act 2000 (c. 22) (well-being powers not to include power to raise money).
- 8) In subsection (1), “enactment” includes an enactment comprised in subordinate legislation (within the meaning of the Interpretation Act 1978 (c. 30)).

## **Appendix E.**

### **List of Statutory Bodies who may need notifying of the change of address.**

1. **District Valuer & Valuation Officer**, Queensgate House, 12 Silver Street, Lincoln. LN2 1EW
2. **East Midlands Ambulance Service**, c/o EOC Support, EMAS Headquarters, 1 Horizon Place, Mellors Way, NOTTINGHAM. NG8 6PY
3. IT Service Desk, **I.T. Department, Lincolnshire Police Headquarters**, P.O. Box 999, Lincoln. LN5 7PH

## **Appendix F.**

### **Street naming process within the area of Skegness Town Council**

For new developments within the Skegness Town Council (STC) boundaries STC will follow this schedule in line with Street Naming legislation and East Lindsey District Council's (ELDC) Street Naming policy:

*A person who creates a new street has the right to name that street (S 17 of the Public Health Act 1925). They are required to give notice to The Council of the proposed street name, and The Council has one month in which to object.*

*Street naming can only be provided where Planning Permission has been granted and either a valid Building Regulation submission or Initial notice has been received by ELDC.*

1. The process will commence with either the applicant (developer) approaching either STC or ELDC or vice versa. In the first instance all requests for street naming should be directed to ELDC (contact details as shown in Section 17) so as to register the application.
2. Once the application is registered ELDC will provide a letter of acknowledgement and initial objection to any name suggested (with the caveat subject to it being approved through the consultation process) and confirm to the applicant that STC will undertake the consultation process.  
**This letter will be copied to STC's Town Clerk.**
3. Once STC receive the acknowledgment letter they will contact the applicant direct and carry out the consultation process to the point of agreeing street naming. *Please note: In the event of the applicant and STC not being able to reach an agreement on street naming, STC must uphold the objection. The applicant has the right to appeal to the Magistrates Court against the objection.*
4. Once STC have agreed the naming they should notify the Ward Councillor of the outcome and gain his/ her written support.
5. Once the letter of support (or e-mail) is received from the Ward Councillor, STC will provide written confirmation of the street naming decision to the applicant. This letter should include text to indicate that the ELDC Street Naming and Numbering Team will be in communication with the applicant to confirm the property numbers and postcodes. **This letter will be copied to the ELDC Street Naming and Numbering Team.** STC will also provide ELDC with a copy of the Ward Councillors letter of support and all other documentation created as part of the consultation process. This information will be maintained in accordance with ELDC's Information Management Policy.