



Hart District Council Street Naming & Numbering Policy

| Date created | Department | Version | Review Date |
|---------------------|-------------------|----------------|--------------------|
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1. Introduction

All District Councils have a statutory responsibility for the naming and numbering of streets within their authority boundaries. The legislation relating to street naming and numbering is contained within The Towns Improvement Clauses Act 1847, Public Health Act 1907, The Local Government Act 1985 and subsequent amendments.

The District Council hold property related information for the purpose of:

- Delivery of post by Royal Mail
- Responses to emergencies by ambulance, police and fire services
- Timely provision of authority services
- Record keeping e.g. legal transactions, taxation

The legislation requires names and numbers to be appropriate and to be prominently displayed.

This document provides useful information and guidance for both developers and residents on the naming and numbering of streets. It covers new developments, residential and commercial, renaming and numbering of existing streets, and numbering and naming of property into existing named streets.

2. New developments

Developers are advised to contact the Parish Council and the District Council, (For the un-parished areas of the district, developers should contact the District Ward Member) at the earliest possible stage of development. Preferably before buyers legal documentation is drafted in order to commence the Street Naming and Numbering process.

Parish Council and Civic Societies are ideally placed to advise on matters of local significance and historical links, their advice should be sought prior to submitting an application. Some Parish Council and Ward members of un-parished areas may already have a list of names that are considered appropriate.

Using the Naming Conventions, set in section 3 below, Hart District Council should be provided details of proposed names with, where possible, two alternatives. All requests must be submitted in writing to Street Naming and Numbering Officer (by post or via e-mail), together with a site plan showing the plot layout and the sites relationship with the surrounding streets and houses. The District Council will have 28 days to approve the proposed street names or suggest alternatives.

On receipt of the application, the District Council will seek the Parish Council or Ward members of un-parished areas view on any proposal, to confirm its compliance with the criteria set in Naming Conventions. The Parish Council or Ward members of un-parished areas have 14 days to object to the proposed name and to suggest an alternative name.

If a proposed name is not approved it can not be used until any objections are withdrawn. The final decision for naming a new street is with the Parish Council or Ward members of un-parished areas.

In making decisions on naming streets, the District Council will take into account that some areas have “themed names”. These themes will be agreed by the Parish Council or Ward members of un-parished areas prior to when the first phases are released for development. Ideally these themes will take a historical link to the local area.

Assuming that there are no objections a letter (by post or e-mail) of approval is sent to the developer.

If the developer has no preference for a name, the District Council will supply a suitable name for the site with advice from Parish or Ward members of un-parished areas.

Once the name of streets has been confirmed the numbering will be undertaken and the developer advised accordingly, together with the Royal Mail and other statutory bodies. Please note that postcodes are the sole responsibility of Royal Mail and they are only assigned by Royal Mail following receipt of address confirmation from the Street Naming and Numbering Officer. The developer should contact Royal Mail to receive the allocated postcodes.

Where properties are sold “off plan” or prior to a name or numbering scheme being approved, it is important to stress that the plot number, for planning purposes, is not necessarily going to be the house number, in exactly the same way that the marketing name may not become the street name.

3. Naming Conventions

The District Council uses the following conventions when considering street names:

- Ideally, the proposed street name should have significance and /or historical links to the local area.
- Avoid aesthetically unsuitable name or names that are capable of deliberate mis-interpretation.
- Streets should not be named after people who are still living.
- Street names should not duplicate or conflict with any identical streets in the area. A variation in the terminal word, e.g. Street, Road or Avenue should be used with discretion and would only be considered if they lead off each other.
- Names should be easy to say and spell, so as not to cause confusion, particularly in an emergency situation.
- New street names should end with one of the following suffixes, although dropping suffixes will be considered:
 - Street, Road, etc for thoroughfares;
 - Lane, Drive, etc. for side streets; and,
 - Close, End, etc. for cul-de-sacs.

Geographical or feature names might include:

- Hill, Rise, etc. for slopes; and,
- Circus, Square, Crescent, etc. for the appropriate road formats.

Although the District Council has no jurisdiction over the building names, in the case of new build, all new building names should end with one of the following suffixes:

- Lodge
- Apartments
- Mansions
- House
- Court

These lists are not exhaustive.

4 Residential properties

The legislation requires properties allocated with official street number are to always use the number. However, a house name may also be added, but the number must not be dropped in favour of the name.

For private houses it is sufficient that the name should not repeat or be similar to the name of the road or that of any other house or building in the locality.

In order to name or rename a residential property the Street Naming and Numbering Officer requires a request in writing or using the contact us form on the website. The District Council's records will be investigated to ensure there is no duplication and if appropriate the new name approved.

As with new developments, the District Council will supply the new name to Royal Mail and the statutory bodies.

5. Renaming and renumbering

Renaming /renumbering existing streets and buildings is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the occupiers. Indeed requests are received from residents who are experiencing problems with their location from Royal Mail the emergency services, utility companies and deliveries.

Under the legislation the District Council must consult with all those affected by the potential change. Only if a majority of two thirds of occupiers (Council Tax payers) are in favour of the proposed change is the next phase undertaken. This involves a legal notice displayed at the street giving aggrieved persons 21 days to make representation to the Magistrates Court. Once this stage is completed the District Council make a new order officially changing the name of the road.

6. Street Name Plates

The District Council is responsible for ensuring that street name plates are provided and fitted in suitable positions. In the case of new development, the developer is responsible for supplying and erecting street name plates to the District Council's specification. The specification for the street name plates can be obtained from the District Council's Senior Engineer, Highways. They will also advise on suitable position of the name plate. The District Council is responsible for the repair and maintenance of existing street name plates within the district when this becomes necessary either due to accidental damage, vandalism or normal wear and tear.

Individual names for cul-de-sacs accessed via no through roads could give rise to excessive use of "leading to" name plates at the entrance to estates and should be avoided by treating the estate as a single entity.

7. Charges

As of May 2015 Street Naming and Numbering is a chargeable service as per the fee tariff set out below;

Existing Development

| | |
|--|------|
| Renumbering, Naming or re-naming of a property | £54 |
| Renaming a street | £270 |

New Development

| | |
|---|------|
| First Plot | £189 |
| Each additional plot (up to 20) | £40 |
| Each additional plot (plots 21 and above) | £20 |
| | |
| | |
| Naming a Street | Free |

Subsequent changes before completion of new developments will be charged at the same rates as above, per request.