



Maldon District Council

Street Naming and Numbering
Policy and Guidelines

Development of Policy

The Policy and Guidelines have been developed utilising best practice guidance from Local Authorities, guidance from the National Land and Property Gazetteer, Legislation relevant to the Council's Statutory Duties and existing policies of Maldon District Council

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Introduction

The address of a property is continuing to become a very important area. Organisations and the general public need an efficient means of locating and referencing properties. The purpose of this guidance is to provide advice to Councillors, Developers, Residents and Business owners of the naming and numbering procedure of Maldon District Council

For the purposes of this Policy the Address Management Team consists of:
Local Land and Property Gazetteer (LLPG) Custodian (Resources)
Street Naming and Numbering Administration Team (Service Delivery)

1. POLICY STATEMENT

- a. The naming and numbering of streets and buildings within the Maldon District is controlled by Maldon District Council under Sections 17, 18 and 19 of the Public Health Act 1925.
- b. We will name and number streets and dwellings in line with the Local Land and Property Gazetteer and Street Naming and Numbering data entry conventions and best practice for the National Land and Property Gazetteer.
- c. This power extends to commercial as well as domestic property.
- d. Following these conventions will ensure our practices are compliant with the British Standard BS7666:2006 (spatial data-sets for geographical referencing) and by having a comprehensive Street Naming and Numbering policy will ensure that:
 - i. Emergency Services can find a property quickly – delays can cost lives
 - ii. Mail is delivered efficiently and effectively
 - iii. Visitors can easily find where they want to go
 - iv. There is a reliable delivery of services and products
 - v. Service providers have up to date and accurate records.
 - vi. We bill the right person, in the right property, at the right time for Council Tax and Non-Domestic Rates (NDR)
- e. It is our responsibility to ensure all new commercial or residential properties are addressed, named and numbered correctly. To aid the emergency services, all properties, where possible, will be numbered within an officially named street, and street signs will be erected as recommended by the Department of Transport (Ref: Circular Roads 3/93)
- f. Where street names or previous numbers have been established without reference to us, we have the authority to issue Renaming or Renumbering Orders, under the relevant Act.

Note:

Guidelines and Data Conventions are subject to change over time. Some existing naming and numbering used within the District may no longer be applicable to new properties under the latest guidance and should not be used as a precedence argument if challenging a given address.

Anyone seeking an address for a new/replacement property or development or wishing to add/change the name of their property, should apply by completing the relevant form from: www.maldon.gov.uk/streetnaming.

2. STREET NAMING – PROPOSAL AND AGREEMENT

- a. The naming of a street includes any road, square, court, alley or thoroughfare which when named will be included in an official postal address.
- b. When making an application for a new property or development, the Owner / Developer must provide the following information:
 - i. Planning Application Number – without planning approval no address will be allocated.
 - ii. Plans clearly showing plot numbers, location in relation to existing land and property, and the placement of front doors or primary access on each plot.
 - iii. Internal layout plans, if appropriate, for a development that is sub-divided at unit or floor level.
- c. As standard, a new named Street will only be considered for developments of 5 or more properties.
- d. A new named Street may be considered for less than 5 properties if it is clearly a separate thoroughfare connecting adjoining Streets i.e. is not a cul-de-sac or private driveway and cannot be considered an extension of either adjoining Street.
- e. If a number of properties are situated on a private driveway then a “sub Street” naming convention may be used at the discretion of the Council if the properties cannot be sensibly incorporated into the current number sequencing for the main Street (see Section 6)
- f. Developers, local residents and the relevant Parish or Town Council are welcome to propose street names for consideration in the consultation process. It is recommended that more names are suggested than required for the number of roads within the development in case one or more fail to meet the required acceptance criteria.
- g. If names are not provided or provided names are not suitable, the Address Management Team will research the site and provide alternative suggestions. Preference will be given to names that refer to the history and heritage of the local area.
- h. The proposed names will be checked against existing records to ensure that the name meets the latest criteria (see Section 3).
- i. The relevant Ward Councillors, Parish/Town Council and Royal Mail will be consulted and asked for their comments on the suggested names. If the consultees have additional suggestions or an objection to the name(s)

provided, then another name will be chosen and the consultation process repeated.

- j. Once a suitable suggestion has been selected, agreement will be sought with the Developer.
- k. If agreement cannot be reached, the Council has the final say, however the Developer may appeal to the Magistrates Court within 21 days of notification.
- l. For large developments to be built in phases, where possible a full list of road names will be approved in advance to be allocated as the development progresses.
- m. Once a numbering scheme has been implemented, Royal Mail will allocate postcodes to any new streets and a letter from the Council is sent to the Developer or owner confirming the new official address(es). A notification is then sent to statutory authorities such as Royal Mail and other Council departments.

3. STREET NAMING – NAMING CRITERIA AND GUIDELINES

The Address Management Team will use the latest National guidelines when addressing properties.

Developers, Residents, Ward, Parish and Town Councillors must also follow these guidelines for any suggested street names as set out below:

- a. New street names must not duplicate or be similar to an existing street name already in use in the Town/Village or adjacent postcode area.
- b. A variation in the terminal word e.g. “Street”, “Road” will not be accepted as sufficient reason to duplicate a name e.g. Sparrow Close off Sparrow Way. Duplication may have a detrimental effect in an emergency response situation and could cause unnecessary delays in identification of the correct property.
- c. Street names should not be difficult to pronounce or awkward to spell.
- d. Street names must not cause offense and will be verified by the Address Management Team to ensure that they do not cause offence, having particular regard to the Council’s Equality Policy covering race, disability, gender, age, faith & belief and sexual orientation.
- e. The Council will not name streets after any “marketing” titles used by Developers in the sale of new properties.
- f. Names based on a Developer’s or Owner’s trading name are seen as advertising and are not acceptable.
- g. An exception to this may be made for a company that no longer exists, if used solely in an historical context and the claim of advertising cannot be made.

- h. Street names must not begin with “The” or end with an “s” if this can be construed as a possessive or plural e.g “The Saltings”
- i. Abbreviations will not be used; the only exception is “St” for Saint.
- j. All punctuation, including apostrophes, hyphens and full stops will be avoided, even if grammatically correct.
- k. All new street names should end, where possible, with one of the following suffixes: **NOTE: This list is subject to be extended as part of the national consultation and will be updated prior to publishing.**

Street (for any thoroughfare)

Road (for any thoroughfare)

Way (for major roads)

Avenue (for residential roads)

Drive (for residential roads)

Grove (for residential roads)

Lane (for residential roads)

Gardens (for residential roads) subject to no confusion with open space.

Place (for residential roads)

Crescent (for a crescent shaped road only)

Court/ Close (for a cul-de-sac only)

Square (for a square only)

Hill (for a hillside road only)

Circus (for large roundabouts with residential properties)

Vale (for residential roads, in appropriate circumstances)

Rise (for residential roads, in appropriate circumstances)

Row (for residential roads, in appropriate circumstances)

Croft (for residential roads, in appropriate circumstances)

Mews (for residential roads, in appropriate circumstances)

End, Cross, Meadow, Park, View, Field and Ley are not acceptable suffixes however these may be incorporated into a street name provided it terminates with an appropriate suffix e.g. Grangewood Park Avenue

All pedestrian ways should end with one of the following suffixes:

Walk

Path

Way

- l. The use of North, South, East or West at the end of a street name (e.g Maldon Road North, Maldon Road South) is only acceptable if a road is continuous and passes over a major junction. It is not acceptable if the road is in two separate parts with no vehicular access between the two.
- m. The Council will avoid having two phonetically similar names within a Town/Village or in close proximity to a similar name within another Town/Village.

e.g. Churchill Road and Birch Hill Road.
- n. The Council will not consider the use of a street name which includes numbers as this may cause confusion for emergency services and deliveries.

e.g. 20 Seven Foot Lane which sounds the same as 27 Foot Lane

- o. The consent of the Lord Chamberlain's Office must be obtained if a name with any reference to the Royal Family or use of the word "Royal" is suggested.

3.1 Naming Streets after People

Maldon District Council currently has historically allowed the suggestion of Surnames with **local significance** for consideration. This could be significant service or contribution to the local community or a local resident who has made a national or global contribution.

Names of those still living or the suggested use of a full name should be avoided but may be allowed in exceptional circumstances.

Maldon District Council will conduct a due diligence process with the relevant Ward Members to ensure that suggestions received meet the Council's criteria, assess any current or future issues, including cost implications that may arise from using the name and to approve or decline inclusion in the consultation process.

Due diligence will include but may not be limited to:

- Reviewing the reasons why the suggested name has been submitted by the applicant and confirm the local significance.
- Determine whether any remaining family (if the figure is deceased) or the individual in question have given permission for the use of the name.
- Confirm that there are no other considerations to take into account or known reasons for exclusion.
- Agree whether the proposal should be accepted or declined for inclusion in the consultation and inform the Street Naming and Numbering Team.

Please note that agreement for inclusion in the consultation does not guarantee approval through the consultation process or final use.

4. POSTCODE & POST TOWN PROVISION

- a. Maldon District Council is not responsible for allocating the postal town or the issuing of new postcodes to the address.
- b. Once new addressing is agreed via the consultation process, Royal Mail will provide the postal town and postcodes for the approved new streets when requested to do so by the Council. The maintenance of, and any future changes to post towns and postcodes are the sole responsibility of Royal Mail.
- c. If a resident disagrees with the post town within their postal address, the resident should contact Royal Mail who has a procedure laid down in their code of practice by the Postal Services Commission for these queries.

5. ADDRESS LOCALITY – OFFICIAL VS POSTAL ADDRESS

5.1 Official Address

The council must where possible address properties based on their physical geographical location in line with National data entry conventions i.e. within the correct parish and ward boundaries. This ensures that the property and residents

are placed within the correct Council Tax and Electoral areas. This geographical location will be provided as the **official address** for any new properties.

The official address consists of:
The House number and/or name
The Street
The geographical Town or Village

Royal Mail will be provided with the official address by the Council.

In some instances a new property may be addressed to the nearest settlement rather than to the geographical parish settlement, although for Council Tax and Electoral purposes the parish boundaries will still apply.

This is mainly applicable to new developments which cross a number of parish boundaries but may also apply to individual properties that lie on the outskirts of parish boundaries far from the main settlement.

For example:

A new property may be built on the Lower Burnham Road that geographically sits within the Purleigh Parish, but which is physically closer to North Fambridge.

In this instance the property will be addressed as North Fambridge but it's council tax and electoral registration would sit with Purleigh.

5.2 Postal Address

This takes the official address provided by the Council and adds the postal town and postcode information.

The postal town and post code are effectively just routing instructions for postal staff to enable timely delivery of post.

Historically the postal address has sometimes contained a different Town or Village to the official address which can cause confusion.

All new official addressing provided by the Council will be adopted by Royal Mail for postal purposes.

The Council may keep a record of an historic postal address should it differ from the official address, if necessary.

Within the District there are a number of postcodes that historically do not have a street name held by Royal Mail within the postal address. This can cause issues for both emergency services and delivery drivers.

If such an address is queried with Royal Mail by a resident, Royal Mail will contact the Council who will provide confirmation of the correct official address so that a street name can be added.

6. PROPERTY ADDRESSING – CRITERIA AND GUIDELINES

General

All properties (commercial or residential) resulting from new build, rebuild following demolition, conversion or splitting / merging of existing property must

apply to the Address Management Team via the Street Naming and Numbering application form before an official address will be allocated

www.maldon.gov.uk/streetnaming

6.1 Numbering & Naming

- a. All properties on a new named street will be allocated numbers.
- b. A new street will be numbered with odd on the left and evens on the right commencing from the junction nearest the centre of the main town or village.
- c. New properties on an existing street will be numbered unless the street does not have a numbering scheme. If this is the case the Developer / Owner will be required to provide naming suggestions which will then be checked against naming convention criteria to ensure suitability and confirm there is no duplication with current or similar sounding property names in the area. The suggested name must not repeat the name of the street.
- d. Business names shall not take the place of a number or building name.
- e. Company/Owner names will not be accepted if naming an Industrial / Business / Trade Park.
- f. Where a property has a number, it must be used and displayed. Where a name has been given to a property as well as its official number, the number must always be included for addressing purposes. The name cannot be regarded as an alternative for the number.
- g. When a property is demolished its address is retired. If a single new property replaces a single demolished property then the new property will be assigned the previous property's number however a street naming and numbering application must be made to reinstate the retired address.
- h. When new properties are built on an existing street and there are no available numbers a letter will be used as a suffix e.g. 3A
- i. If two or more houses are merged then the "new" number must include the numbers of the merged properties.
e.g. if 76 & 78 High Street are merged to one property the new number would be 76 -78 High Street.
- j. Should a new development be accessed via a private driveway the Address Management Team may consider, in agreement with the Developer, the use of a sub-street identifier off the main road to reduce the use of suffixes
e.g. 1-4 Bishops Place, The Street, Wickham Bishops.
- k. If the new development consists of 5 or more properties, creation of a new street may be determined to be more appropriate by the Address Management Team, depending on the length of the private driveway and proximity of the properties to the main street.
- l. Consecutive numbering may be used in a cul-de-sac where there is no scope for future development. Consecutive numbering in a clockwise direction is preferred.

- m. Numbering sequences should be consecutive. No numbers will be excluded due to superstition or personal preference.
- n. Properties (including those on corners) will be numbered according to the street from which the main entrance is situated.
- o. Manipulation of numbering in order to secure a “prestige” address or to avoid an address which is thought to have undesired associations will not be allowed.
- p. Private garages, annexes (as defined in planning conditions as those that may only be used for ancillary purposes to the main residence), Stables and other buildings will not be allocated separate addresses or numbering to the main dwelling to which they are associated.
- q. Plots of land will not be provided with official addresses.

6.2 Multiple Occupancy Buildings

- a. For new build blocks, the building will be given a number associated to the street on which the main entrance sits. All divisions within the building will then be assigned an internal number prefixed by Flat, Apartment or Unit as appropriate
e.g Flat 1, 24 New Street, Flat 2 24 New Street etc
- b. Numbering will usually be applied in a clockwise direction from the main entrance on each floor.
- c. Should any of the ground floor Flats, Apartments or Units have access via their own front door directly onto the main street (rather than being accessed via the building foyer) then these should be allocated numbering directly to the street.
- d. Where new dwellings are within an already numbered building i.e. an existing address is subdivided, then each new Flat, Apartment or Unit will be addressed the same way as points a -c.
- e. Geographically descriptive names for Flats, Apartments or Units must not be used
e.g. Ground Floor Flat, 24 New Street; First Floor Flat, 24 New Street
- f. If the Multiple Occupancy Building has entrances on more than one street then each entrance may be addressed to the relevant road if required, although consultation with Royal Mail and emergency services may be taken prior to finalisation.

6.3 Infill Developments

Where properties are built within the existing numbering sequence of a street, suffixes will be applied as follows:

- a. Single Properties:
The appropriate “missing” number will be allocated to the new property e.g. if the property is built on land between 50 and 54 then the new property will be assigned 52 if it is not already in use or has not been used historically in a different location.

If a property has been demolished to be replaced with a new property then the “old” number will be assigned to the new property (see 6.1.g)

If all numbers are used then the property will be assigned the number of the lowest neighbour plus a suffix

e.g. if built between 21 and 23 then the new property will be assigned 21A

b. Multiple Properties:

The appropriate “missing” number will be allocated plus a suffix to the new properties

e.g. if 3 properties are built on land between 50 and 54 then the new properties will be assigned 52, 52A and 52B if not already in use.

If multiple properties are built to replace a single demolished property then one new property will be assigned the original number and the rest will add a suffix.

e.g. if 25 New Street is demolished and replaced by two new properties these will be assigned as 25 & 25A New Street.

c. Future Proofing Numbering

Where there is possibility of further infill development at a particular site, numbers may be “missed” or “reserved” to allow for numbering of any future properties.

e.g. if there is a large green space at the entrance to a new build cul de sac that could potentially be used to add 2 more houses to the street, the numbering of the current properties could start at “3” to reserve “1 & 2” for any future development.

In all instances above, even if it is likely a number will be reused, a Street Naming and Numbering application must be made to the Council to review and confirm the official address of the property. The Council will then advise Royal Mail and relevant agencies.

7. ADDING, REMOVING OR CHANGING A PROPERTY NAME

If a property has a house number it is not possible to remove the number and replace solely with a name

If you wish to add, remove or change a property name you must complete the Street Naming and Numbering application form at www.maldon.gov.uk/streetnaming

Royal Mail will not accept notification of name changes unless advised by the Council.

- a. Applications can only be made by the owner of the property, not tenants.
- b. Name changes cannot be made if the property is in the process of being purchased, however the prospective new owners may consult the Council on the suitability of their preferred name in advance of exchange of contracts.
- c. House names or similar sounding House names must not be replicated within the same Town / Village – this includes different spellings, or variations of a name.

- d. In some instances, house names may not be allowed if the proposed name is already in use on the same street name in a neighbouring Town / Village. This is to avoid confusion for emergency services and deliveries.

e.g. If someone on Southminster Road, Tillingham wanted to call their property "Swallowtails" but there was already a "Swallowtails" on Southminster Road, Asheldham then this would not be allowed due to their proximity and potential for confusion.

However if the only other "Swallowtails" on a Southminster Road was in Mayland then this may be allowed.

- e. Under no circumstances will a house name be allowed that is offensive or construed to be offensive
- f. It is not possible to replace a number with a name. You are allowed to apply to add an "alias" name to the address which can be used in conjunction with the number but not instead of it. Royal Mail will hold the name on their "alias" file but it will not replace the official number of the address.

8. STREET RENAMING AND PROPERTY RENUMBERING

On occasion it may be necessary for the Council to rename or renumber an existing Street. This may be at the request of residents, Councillors or Emergency Services. The Council will endeavour to find an alternative solution to the issues raised and will work with all residents and services involved. Renaming and/or renumbering will only be implemented as a last resort.

- a. We will only renumber a property where it is shown that there are consistent service delivery issues for the residents and with the agreement of the owner. Alternative solutions would be investigated first.
- b. The Council would only enforce the renumbering of a property in exceptional circumstances.
- c. Should a new street name be required for an existing street, it will be subject to the usual consultation and selection criteria as other new street names. In addition, all residents / business owners on the street in question will be made aware of the proposed change and potential costs involved.
- d. Once agreed, a notice of the order will be placed in the street in question and in the local newspaper. Anyone objecting to the name can appeal to the Magistrates Court within 21 days of the posting.
- e. The Council will notify Royal Mail and other Council Departments of the change.
- f. It is the responsibility of the resident or business owner to notify personal and business contacts and to pay any costs incurred. These will not be reimbursed by the Council if the change request has come from the residents. An exception may be made if the change is initiated by the Council.
- g. All costs associated with providing and erecting name plates will be met by the person or organisation requesting the change. In exceptional circumstances these costs may be met by the Council. Once sited, nameplates will be maintained by the Council.

9. STREET NAMEPLATES

- a. It is unlawful to erect a street nameplate until the street name has been confirmed in writing by Maldon District Council.
- b. New street nameplates will be provided and paid for by the Developer as a requirement for adoption.
- c. Nameplates should be in place prior to property occupation.
- d. Maintenance of street nameplates will transfer to Maldon District Council once a street has been adopted by Essex County Council as the Highways Authority.

10. CHARGING

Maldon District Council is not permitted to charge for the service of street naming and numbering as the duty to provide this service is not discretionary. There are a large number of interested parties, statutory undertakers etc. who wish to be made aware of the existence of new addresses. The Council charges for this aspect of the street naming and numbering service.

For changing the address of an existing property or re-addressing a development which has already been addressed, the authority reserves the right to make an administrative charge under the Local Government Act 2003 (section 93)

A schedule of charges can be found here (will add link)