



North Somerset Council

Street Naming and Property Numbering Policy

v1.8

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Purpose of the Street Naming and Property Numbering Policy

This policy provides a framework for North Somerset Council to operate the Street Naming and Property Numbering function effectively and efficiently for the benefit of North Somerset Council residents, emergency services, businesses and visitors.

It is aimed at developers and members of the public as a guide when considering new developments, property conversions or single in-fill plots. It is also to give assistance to Parish or Town Councils on the legal framework for operation of the Street Naming and Property Numbering function and the protocols for determining official street names and property numbers.

1. Reasons for Street Naming and Property Numbering

- 1.1 It's not just the postman who needs properly identified streets and sensibly ordered property numbers. In fact most properties are known to the Post Office service and mail gets delivered despite being poorly addressed. However, the casual visitor such as delivery services, emergency services and indeed Council staff needs to clearly identify and find properties. These may be persons on foot but more often are in vehicles and these vehicles can be a serious traffic hazard when drivers are distracted looking for ambiguous names and numbers. In emergencies, particularly at night the need to find addresses quickly by doctors and emergency services can be a matter of life or death.
- 1.2 Many legal transactions associated with properties are withheld until they can be identified by street name and numbers, for instance, statutory undertakers will not normally connect their services until such time as the premises have been given a formal postal address.
- 1.3 Many developers forget to ask for their streets to be named until it becomes urgent causing delay to sales of properties. A note has been added to the Decision Notice issued by the Registration Unit of the Planning Department requesting the developer should contact the Street Naming and Property Numbering Section as soon as permission has been granted.

2. Post Codes

- 2.1. All new addresses are allocated in accordance with British Standard 7666.
- 2.2. The Royal Mail is responsible for the allocation of postcodes. They will not allocate a postcode until the Local Authority has given formal notification of an address. The

Royal Mail retains new post codes on their 'Not Yet Built' register until such time as the property is occupied.

- 2.3. The Royal Mail instructs occupiers to contact North Somerset Council for approval of any amendments to their current address or requesting an address for new premises.
- 2.4. Details of post codes and full postal addresses are obtained by contacting the Royal Mail. Details can be found on their website: www.postoffice.co.uk
- 2.5. For any complaints relating to the delivery/incorrect delivery of mail the occupier should contact the Royal Mail Customer Services. Details can be found on their website: www.postoffice.co.uk.

3. The Street Naming Legislation

- 3.1. Sections 64 and 65 of the Towns Improvement Clauses Act 1847 incorporated into s160 of the Public Health Act 1875 ("the 1875 provisions") places a duty to name the streets and a power to require house numbering in "towns". The 1875 provisions were supplemented by s21 of the Public Health Acts Amendment Act 1907 (alterations of street name with consent of two-thirds of the ratepayers).
- 3.2. Sections 17 to 19 of the Public Health Act 1925 ("the 1925 provisions") give the Council power to approve and allocate street names in urban areas, i.e. those areas formerly administered by an "urban district council" prior to April 1974.
- 3.3. Large parts of North Somerset, including the areas where many new housing estates are being developed, are not in the pre-1974 urban areas.
- 3.4. Except where excluded under paragraph 24, Schedule 14, paragraph 23 of the Local Government Act 1972 automatically extends the provisions of the 1875 and 1925 Acts throughout England and Wales. Paragraph 24 excludes s17-19 of the 1925 Act and "so much of the 1875 Act as incorporates the provisions of the 1847 Act with respect to the naming of streets".
- 3.5. In relation to street naming, paragraph 24 of Schedule 14 to the Local Government Act 1972 says that "the Council can resolve to extend either the 1875 provisions or the 1925 provisions throughout the District". The Council passed a resolution on 15 November 2011 that:

"Pursuant to paragraph 24 of Schedule 14 of the Local Government Act 1972, this Council resolves to apply sections 17-19 and 76 of the Public Health Act 1925 throughout its area with effect from 1 January 2012".

- 3.6. As required by paragraph 25(5) of Schedule 14 of the Local Government Act 1972, the resolution was preceded by the advertising of the Council's intention for two consecutive weeks in a local newspaper circulating in its area pursuant to a decision made by the Executive of the Council on 13 September 2011. The advertisements were placed in the Weston-super-Mare Mercury and Clevedon Mercury on 20 October 2011 and 27 October 2011. The notice was also served on the parish councils as required. The resolution complies with the requirement in the 1972 Act that it should not take effect until a date not earlier than one month after the date of the resolution.
- 3.7. Property numbering is not covered by the resolution of 15 November 2011. Paragraph 24 of Schedule 14 of the Local Government Act 1972 does not refer to "numbering of properties". Therefore, it would seem that the duty to number the houses and the legal obligation on householders to use the numbers had already been automatically extended throughout the District under paragraph 23 of Schedule 14 of the Local Government Act 1972.
- 3.8. The householder also owes duties of care towards occupiers and visitors under common law and would be responsible should the emergency services or delivery personnel be unable to locate the property if the householder refused to use or display the property number.
- 3.9. Numbering of properties in rural areas is sometimes contentious and is only done where this is regarded as essential at the request of Royal Mail and emergency services.

4. Scheme of Delegation

- 4.1. Under the Council's Scheme of Delegation, the Director of Development and Environment has power to approve the following:
- road naming – providing a road name to a new road or an existing road with no name (sections 17-19 and 76 of the Public Health Act 1925). Where appropriate the Street Naming and Property Numbering Section will consult with the respective Town or Parish Council for suggestions of road names;

- property numbering – providing numbers to plots, in-fills (properties built between existing houses or in the grounds of), property conversions and commercial premises (sections 64 and 65 Towns Improvement Clauses Act 1847 incorporated into s160 of the Public Health Act 1875 for urban areas and well-being power under the Local Government Act 2000 for rural areas).
 - Re-naming existing streets - this is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services.
 - Re-numbering existing properties and buildings - this is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services and the inclusion of additional development (paragraph 9.17).
 - Allocating house numbers to properties that only have a house name – this function is carried out largely for public safety reasons and in consultation with the emergency services and Town or Parish Councils.
 - Any other projects put forward at the discretion of the Street Naming and Property Numbering section.
- 4.2. Where appropriate the Street Naming and Property Numbering Section will consult with the respective Town or Parish Council and Ward Members. In accordance with paragraph 6.4 where representations are received the matter may be brought before the appropriate Area Committee for its views. The final decision will be made by the Director of Development and Environment.

5. The Legislation

- 5.1. Please refer to Appendix A.

6. Consultation and Notification of postal addresses

- 6.1. The Street Naming and Numbering Section will consult, as appropriate, with the Royal Mail, Electoral Registration, Council Tax, Local Land and Property Gazetteer (LLPG), and other Town or Parish Councils or external address databases before proceeding with the allocation of road names, property numbering or amendments to addresses. The LLPG custodian is consulted to avoid duplication of road names and to ensure the correct spelling of road names from the definitive LLPG.
- 6.2. The Post Office is consulted on new road names and houses names and where similarly spelt or similar sounding names already exist in the area they will not be accepted. It advises against the practice of using multiple street name suffixes so

that names can be used more than once (e.g. Orchard Drive, Orchard Close) as this gives rise to a lot of incorrectly addressed mail.

- 6.3. As a matter of courtesy the Street Naming and Property Numbering section will consult with the Town or Parish Councils regarding new road names.
- 6.4. The Street Naming and Property Numbering section will notify the Town or Parish Councils and Ward Members of change of road name, re-numbering or a numbering allocation to properties with just house names.
- 6.5. Notification letters will be sent to occupiers if there is a change of road name, re-numbering or a numbering allocation to properties with just house names. In making such changes North Somerset Council is exercising statutory powers and its decision is final.
- 6.6. If any representations are received from residents the Ward Member may request the matter be brought before the appropriate Area Committee for its views. The final decision will be made by the Director of Development and Environment.

7. Naming of new streets

- 7.1. A person who creates a new street has the right to name that street (Section 17 of the Public Health Act 1925). He is required to give notice to the Local Authority of the proposed name and the Local Authority has one month in which to object.
- 7.2. In practice most developers are happy to leave the choice of street name with the Local Authority or enter into amicable discussion. North Somerset Council allows the Town Council or Parish Council, if it so wishes, to put forward suggested names to the developer. In areas where new development regularly takes place it is helpful to have previously agreed a list of names with the Street Naming and Property Numbering Section from which developers can choose.
- 7.3. If the Town or Parish Council wishes to suggest a list of suitable street names (Section 17 of the Public Health Act 1925) to developers, it should do so as soon as it is aware development has commenced. Communication should be through the Street Naming and Property Numbering section in order to prevent conflict with the Council's Policy and Post Office recommendations.
- 7.4. If the developer chooses the street names (Section 17 of the Public Health Act 1925), the Street Naming and Property Numbering section will advise the Town or Parish Council and will ask for its comments, as a matter of courtesy. There is one month for approval or objection of the suggested road name by the Local Authority.

The Town or Parish Council will be made aware of the need to reply and if it wishes to comment on the developer's choice of street name it will be given a date by which to respond. If the Town or Parish Councils does not reply by the specified date, the name will be deemed to be accepted and a letter to 'propose to name street' will be sent to the developer.

- 7.5. If the Local Authority or Town or Parish Council objects to the proposed road name it must notify the developer within one month of receipt. The Local Authority will send the developer the 'notice of objection'. The developer may appeal to the Magistrate's Court within 21 days after receiving the notice of objection. Similarly, any person aggrieved by a proposal by the Council to amend a street name (see paragraph 10.7) may appeal to the Magistrates Court within 21 days after the Council displays a notice of the proposed order. The Street Naming and Property Numbering section will arrange for legal representation for North Somerset Council in the Magistrate's Court to defend the Council's position. The unsuccessful party to appeal proceedings may, by order of the Court, pay the other party's costs.
- 7.6. The developer may appeal to the Magistrates Court and if it does so the Street Naming and Property Numbering section will represent North Somerset Council in the Magistrates Court. There is no cost to the Local Authority if anyone objects, but the objector does have to pay £50 court costs.
- 7.7. Depending on the size of the development, access and other factors it may be appropriate to assign a new road name to a small development. However, this is at the discretion of the Street Naming and Property Numbering section and the Director of Development and Environment.

8. Choice of street names

- 8.1. Where an area, field or previous building has names or other things, such as plants and activities etc., historically associated with it, it is usual to preserve these in street names. Where there is no information to suggest a road name, a new one will be chosen. In other cases road names can be used to record local dignitaries or characters that the Council or the public consider should be remembered, and if possible approval should be sought beforehand from any relatives. Generally the names of persons who are still in office or are politically active are not used.

- 8.2. If a “local” name is not suitable then there is no reason why any attractive name cannot be chosen. Where several roads are involved, a “theme” linking the names can be used to help identify the area.
- 8.3. Experience has shown that roads with few houses are not well known and consequently, difficult to find. North Somerset Council’s policy is not to allocate road name roads with less than 3 properties where they can be numbered, with suffix if required, as part of an existing primary road.
- 8.4. Cul-de-sacs accessed off a road which is itself a no through road, are confusing, requiring long descriptive “leading to” name plates. In these circumstances it is often appropriate to use just one street name to describe all the roads which are linked to form a no through road.
- 8.5. Where a new road is an extension of an existing road it is not normally necessary to give that section a new name.
- 8.6. The use of multiple street name suffixes so that names can be used more than once (e.g. Orchard Drive, Orchard Close) or particularly long names are best avoided as these can cause problems with automation of addresses and form filling. The Council will therefore not accept similarly spelt or similar sounding names where they already exist in an area and will recommend strongly against multiple street name suffixes in an area or particularly long street names.
- 8.7. Duplication of road names in the same area or within close proximity of another parish/town is not permissible.
- 8.8. Names which could give offence are not used nor are names which encourage defacing name plates.
- 8.9. Street name suffixes are not always essential but if used must be descriptive of the road, e.g., Road, Street or Drive to indicate a thoroughfare and Close or Grove to indicate a cul-de-sac. The use of “Close” has been over used in the recent past and there is also an increasing trend for applicants to prefix a noun with “The” If either is proposed, the Council will notify the Town or Parish Councils with a recommendation to amend.
- 8.10. Names with an apostrophe are best avoided, even if the spelling is grammatically incorrect. An apostrophe is not always recognised by electronic databases, the use of it is not always used by people and gets dropped of addresses and can cause confusion as to the correct usage of an apostrophe.

- 8.11. The following is a list of possible suffixes. It is not exhaustive and sometimes other descriptive words are more appropriate:
- Avenue; Parade; Place; Way: *for residential roads including major roads*
 - Lane; Path; Row; Terrace; View; Villas; Walk: *for residential roads (small)*
 - Chase; Croft:: Gardens; Green; Field(s); Lands; Lawns; Paddock; Park; Valley: *for residential roads (subject to there being no confusion with any local open space)*
 - Circle; Circus: *for a circular road/roundabout*
 - Court; Close; End; Grove; Mews; Vale: *for a cul-de-sac*
 - Crescent: *for a crescent shaped road*
 - Hill; Ridge; Rise: *for a hillside road*
 - Road; Street; Drive *for any thoroughfare*
 - Square; Quadrangle: *for a square*

9. Numbering sequence

- 9.1. No numbers will be omitted from a numbering sequence.
- 9.2. Convention requires number one always to be on the left-hand side of a road. Through roads are numbered odds and evens in the direction they would be accessed from the centre of the town or community. Convention is to number odds on the left and evens on the right when travelling away from the Town Centre, however, numbering also depends on the layout of the development and roads.
- 9.3. Cul-de-sacs are usually numbered sequentially in a clockwise direction starting with number one on the left-hand side of the entrance to the cul-de-sac. Where it is apparent there is a possibility of a cul-de-sac being extended at some time in the future and where it is appropriate, number the sides odds and evens rather than sequentially to allow the numbering scheme to be extended at a future date.
- 9.4. If a suitable numbering sequence cannot be ascertained, temporary house names will be assigned to plot numbers, to enable the Royal Mail to allocate post codes, until the numbering can be determined at a later date.
- 9.5. Numbering sequence for flats is also dependent on whether the property has one shared communal delivery point (letterbox) or if there are individual delivery points for each flat.

- 9.6. A building/property which consists of flats, but which has only one shared communal delivery point (letterbox) is known by the Royal Mail as a 'Multi Occupancy' building and the Royal Mail would not show the individual flats at that property on their Postcode Address File (PAF). The property address details would be held on the PAF using the main postal address and all the flats will be listed on the Royal Mail Multi Occupancy database, which is available for purchase by external Companies.
- 9.7. 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 or number (with suffix) in the street.
- 9.8. When flats are numbered internally or an existing property is converted into flats, the flats will be numbered not lettered e.g. Flat 1, 24, not Flat A, 24; nor 24A.
- 9.9. Existing or new buildings that have separate flats or business premises will, if possible, be allocated a separate street number for each flat or unit. Where this is not possible because of the existing numbering, all flats or units will be given one street number and number suffixes of "1", "2" etc. e.g. Flat 1, 24, Flat 2, 24, etc. Commercial premises will be allocated numbers and/or A, B, C etc.
- 9.10. Infill plots, properties built between existing properties or in the grounds of an existing property, will be given the same house number, where possible, before the infill followed by suffix of "A", "B" etc. e.g. 24A, 24B etc. If a property is built before the first existing property (No.1 or No.2) in an existing road, the new dwelling(s), where possible, will be allocated 1A, 1B or 2A, 2B etc.
- 9.11. Two buildings in one street may not have the same number, unless accompanied by a suffix.
- 9.12. Private garages and similar buildings used for housing cars, and such like, should not be numbered.
- 9.13. Buildings on corner plots are numbered with the street towards which the main entrance faces. If pedestrian access is not possible from that street, the building may be numbered with the street giving access. Occupier's preference will not be a relevant consideration.
- 9.14. Generally, if a building is demolished then the existing numbering sequence is retained and reused in any new development as far as possible. Where this is not

the case, for instance, if a new street is created on the site, then totally new addresses will be created (paragraph 9.15).

- 9.15. Depending on the size of the development, access and other factors it may be appropriate to assign a new road name to a small development. However, this is at the discretion of the Street Naming and Property Numbering section and the Director of Development and Environment.
- 9.16. If open space or undeveloped areas exist along a length of road it is usual to leave spare numbers. As a guide, one number per 4m frontage is used. The Street Naming and Property Numbering section will depart from this convention at their discretion. Open spaces can be used to allow numbers either side of a road to be brought in line with each other.
- 9.17. As regards existing properties on open land that is designated Green Belt or Area of Outstanding Natural Beauty or outside the settlement boundary if there have been no problems as regards mail, access by emergency services etc then the Council will not normally need to allocate or alter house numbers although will be willing to consider this on request (see paragraph 11.1). If any further development is approved house numbers will be assigned as follows:
 - Individual properties built between existing properties or in the grounds of an existing property (in-fill) will be assigned numbers on the basis of the house number followed by a suffix of “A”, “B” etc;
 - Large numbers of properties (4 or more) developed between existing properties would result in re-numbering of the existing properties
- 9.18. The Royal Mail has advised that Agricultural barns which are not used for the receiving of postal deliveries will not be allocated a postal address/post code. If the field/barn is not part of a larger site, that is a postal address, then it is not an address and does not qualify for any form of mail delivery. Royal Mail would not allocate a postal address/postcode to a piece of land, allotment or uninhabited barn or agricultural premises simply for the delivery of feed, satellite navigation purposes, utilities etc.
- 9.19. If a field/barn is part of a larger site that has an existing postal address, then under Royal Mail's Universal Service Obligation, Royal Mail will deliver mail to the delivery point for that main address only. Onward distribution of the mail is not Royal Mail's responsibility.

9.20. If additional plots are added to a proposed development at a later date, e.g. due to a revised layout, and existing properties are occupied the additional plots will be allocated existing numbering with suffixes of “A”, “B” etc. e.g. 24A, 24B etc. If no properties are occupied the existing plots will be renumbered to incorporate numbering for the additional plots.

10. Re-numbering existing properties/buildings or Re-naming a street

10.1. This is a very time-consuming process and re-numbering existing properties/buildings or re-naming streets may cause costs and or disruption to individual occupiers and wherever possible should be avoided.

10.2. For new development within an existing street the use of suffixes of “A”, “B” etc, or re-numbering where just a few properties are affected, is preferable to wholesale re-numbering of a large street. However, this is not always possible and the re-naming of streets and re-numbering of properties will be at the discretion of the Director of Development and Environment.

10.3. Consultation is carried out with Town or Parish Councils and Ward Members. If any representations to re-naming or re-numbering are received from residents the Ward Member may request the matter be brought before the appropriate Area Committee for its views. The final decision will be made by the Director of Development and Environment.

10.4. **Re-numbering** existing properties and buildings is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services and due to the inclusion of additional development that cannot be included as part of existing numbering (paragraph 9.17).

10.5. Sections 64 and 65 of the Towns Improvement Clauses Act 1847 allows a Local Authority to require buildings to be marked with numbers “as they think fit”. There is no right of appeal or requirement for formal consultation, however, if there is a re-numbering of properties North Somerset Council will send notification letters to occupiers. The notification to occupiers should give a specific date on which the re-numbering comes into effect. The time for compliance in terms of the legislation is one week, however North Somerset Council will normally allow eight weeks for the new number to be displayed.

- 10.6. **Re-naming** a street is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services.
- 10.7. An Order of the Council must be made for re-naming. Where a street is to be renamed, notices will be displayed on that street under Section 18 Public Health Act 1925 and will remain in place for a least 1 month before an Order changing the name will be made. If an appeal is made, within 21 days of the date of the notice, to a magistrate the Local Authority must wait until that appeal is heard.
- 10.8. Where re-naming a street is involved, as much warning as is practicable will be given to the residents. A notification letter will be sent to the occupiers 7 – 10 working days before the notice is erected on site. Once the new name is finalised, occupiers will be informed a week before the new name comes into effect, (this will be at least 6 weeks from the date of the Notice) to allow residents time to re-organise their personal correspondence etc and also take into account the need to seek advice from a Solicitor regarding any change to their property's deeds. Changes immediately prior to Christmas will be avoided where possible.
- 10.9. The certificate 'Numbers of houses and buildings' will be sent to the occupiers together with a list of notified interested parties.

11. Allocation of house numbers to properties with house names

- 11.1. North Somerset Council receives, from time to time, requests from emergency services, Town or Parish Councils or members of the general public to allocate numbers to properties (in rural area), which only have house names. Numbering is carried out on receipt of such a representation for public safety reasons and has the full support of the emergency services, e.g. Police, Fire and Ambulance Services.
- 11.2. Consultation is carried out with Town or Parish Councils and Ward Members. A notification letter will be sent to occupiers notifying them that house numbers will be assigned. If any representations are received from residents the Ward Member may request the matter be brought before the appropriate Area Committee for its views. The final decision will be made by the Director of Development and Environment.
- 11.3. After the numbering has been finalised, occupiers will be informed together with a list of notified interested parties of the numbering sequence. The time for compliance in terms of the legislation is one week, however North Somerset Council will normally

allow eight weeks for the number to be displayed (paragraphs 3.8). A house name may continue to be used in conjunction with the designated house number.

12. Changing an existing house name to properties with no house number

- 12.1. The powers used by North Somerset Council do not relate to this function.
- 12.2. However, as a matter of public safety, courtesy and to help maintain the Local Land and Property Gazetteer, the Street Naming and Property Numbering section will notify, on request, the Royal Mail, emergency services, public utilities and Council bodies of the new house name. It is the responsibility of the owner to notify all other contacts of the new name.

13. Adding house names or changing an existing house name to properties with an existing house number

- 13.1. The powers used by North Somerset Council do not relate to this function.
- 13.2. The property name can be used in conjunction with the house number. For public safety reasons the house number must always be included and displayed, the name cannot be regarded as an alternative. This is enforceable under section 65 of the Town Improvement Clauses Act 1847.
- 13.3. If the Council receives notification of a new house name, as a matter of public safety, courtesy and to help maintain the Local Land and Property Gazetteer, the Street Naming and Property Numbering section will notify, on request, the Royal Mail and the Gazetteer Custodian that a name has been added to the official primary postal address. It is the responsibility of the owner to contact and notify all other contacts that the house name has been added as part of their address.
- 13.4. A house name can be used in conjunction with a house number, but will be held as an 'alias'. The house number is the official primary postal address and is to be used and quoted at all times. To assist in locating the property, especially for the emergency services, the property number should be displayed in a clear and prominent position from the roadside.

14. Notification

- 14.1. North Somerset Council will notify, on request, the Royal Mail, emergency services, public utilities and Council bodies of any numbering, naming; re-numbering or re-naming.

15. Charging

- 15.1. Please refer to our Street Naming and Property Numbering Fees and Charges on the North Somerset Council website.
- 15.2. The Local Authority has a statutory duty to provide official street name(s) and/or property number(s) to new or existing developments. However, the Authority has no obligation to inform the Royal Mail, Emergency Services or other interested parties of any details relating to the allocation of official postal addresses.
- 15.3. As from the July 2011, the Authority is to levy a charge to cover ancillary services that are at the express or implicit request of developers or individuals in providing official address information to interested parties.
- 15.4. In respect of any such street naming and property numbering application received, the Council will, in accordance with its usual billing procedure, submit invoices addressed to each applicant/developer for allocation of postal addresses carried out. The invoice will, where possible, include reference ID's and development details. Payment is also acceptable by cheque or cash.
- 15.5. All applications for street naming and property numbering applications made will be payable in full, regardless of whether the development is subsequently aborted. Payment of each invoice will be required in full within 30 days from the date of the invoice and postal addresses released once payment has been received.

16. Claims for compensation

- 16.1. North Somerset Council is not liable for any claims for compensation arising directly or indirectly from the naming of roads, re-naming of roads, numbering or re-numbering of properties.

17. Decision and Discretion

- 17.1. The Council's decision is final for the naming of roads, re-naming of roads, numbering or re-numbering of properties and is at the discretion of the Director of Development and Environment.

18. Reference

- 18.1. All references to Council or Local Authority relate to North Somerset Council.

19. The Council is not responsible for the following:

- The postcode, this is issued by the Royal Mail and will be held in reserve on their 'Not Yet Built' register until the Royal Mail are notified by either the developer or the home owner that the property or plot is occupied (paragraph 2.1);
- Correspondence and deliveries not being delivered to the correct address. Any complaints should be directed at the Royal Mail, Customer Services (paragraph 2.5);
- The address being unavailable on databases used by third parties, such as retail outlets (including Internet based ones);
- Ordnance Survey maps or plans not featuring any new properties or roads; and
- Notifying anyone other than the services listed on the Street Naming and Property Numbering webpage.

20. Street name plates

- 20.1. If the street name plate is not erected, missing or needs replacing please contact Street and Open Spaces team, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ. Contact details for Street and Open Spaces please refer to the North Somerset Council website.

21. Glossary:

- **Numbering** – Allocating numbers and suffixes.
- **House naming** – Amending a name or adding a name to a property.
- **Road naming** – Allocating a name to a new street.
- **Suffix** – Letter following a number e.g. 24A, 24B.
- **Re-numbering** – Changing the house number or suffix for another.
- **Re-naming** – Changing the name of an existing street.
- **In-fill** – Property built between two existing properties or in the grounds of an existing property.
- **Plot** – A new property that is being built.
- **Alias** – Alternative, held in the 'background'

Appendix A - Legislation

The 1875 Provisions

Section 160 of the Public Health Act 1875 says:

“The provisions of the Towns Improvement Clauses Act 1847 with respect to the following matters, that is to say: (1) With respect to naming the streets and numbering the houses, ... shall, for the purpose of regulating such matters in urban districts, be incorporated with this Act”.

Section 64 of the Town Improvement Clauses 1847 Act says:

“And with respect to naming the streets and numbering the houses, be it enacted as follows: 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 of the Town Improvement Clauses 1847 Act says:

“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.”

The 1875 provisions also include s21 of the Public Health Acts Amendment Act 1907 which says:

“The local authority may, with the consent of two-thirds in number ... of the ratepayers [and persons who are liable to pay an amount in respect of council tax] in any street, alter the name of such street or any part of such street. The local

authority may cause the name of any street or of any part of any street to be painted or otherwise marked on a conspicuous part of any building or other erection. Any person who shall wilfully and without the consent of the local authority, obliterate, deface, obscure, remove, or alter any such name, shall be liable to a penalty not exceeding level 1 on the standard scale.”

The 1925 Provisions

Section 17 of Public Health Act 1925 says:

- (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 petty sessional court.

Section 18 of the Public Health Act 1925 says:

- (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 sessional 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 petty sessional court.

Section 19 of the Public Health Act 1925 says:

(1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription becomes illegible.

(2) If any person . . . , pulls down . . . any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of a street marked on a house, building, or erection in pursuance of this section, he shall be liable to a penalty not exceeding level 1 on the standard scale and to a daily penalty not exceeding £1.

Local Government Act 1972

Section 179(3) of the LGA 1972 says:

“In any such provision any reference to an urban district ... or to the council of such a districtshall... be construed as a reference to a new district or its council, as the case may be”.

Paragraph 23 of Schedule 14 to the LGA 1972 says:

“Subject to the following provisions of this Schedule and the provisions of Schedule 26 to this Act, all the provisions of the Public Health Acts 1875 to 1925 shall extend throughout England and Wales, whether or not they so extended immediately before 1 April 1974”.

Paragraph 24 of Schedule 14 to the LGA 1972 says:

“Paragraph 23 above shall not apply to the following enactments:

(a) so much of s160 of the PHA 1875 as incorporates the provisions of the TICA 1847 with respect to the naming of streets, (hereafter in this Schedule referred to as “the original street-naming enactment”)

(e) sections 17 to 19 and 76 of the PHA 1925 “

As regards the enactments excluded from the automatic extension to the whole of England and Wales, paragraph 24 goes on to say that these:

“shall subject to paragraph 25 below, apply to those areas, and only those, to which they applied immediately before 1 April 1974”

Paragraph 25 of Schedule 14 to the LGA 1972 says:

(1) Subject to sub-paragraph (2) below, a local authority may after giving the requisite notice resolve that any of the enactments mentioned in paragraph 24 above shall apply throughout their area or shall cease to apply throughout their area (whether or not, in either case, the enactment applies only to part of their area).

(2) A resolution under this paragraph disapplying—

(a) [section 171\(4\)](#) of the Public Health Act 1875;

(b) . . .

(c) section 82, 83 . . . of the [Public Health Acts Amendment Act 1907](#); or

(d) [section 76](#) of the Public Health Act 1925;

must be passed before 1st April 1975, but any other resolution under this paragraph may be passed at any time.

(3) A resolution under this paragraph applying either of the following provisions, that is to say, section 21 of the said Act of 1907 or section 18 of the said Act of 1925, throughout an area shall have effect as a resolution disapplying the other provision throughout that area and a resolution under this paragraph applying either of the following provisions, that is to say, the original street-naming enactment or section 19 of the said Act of 1925, throughout an area shall have effect as a resolution disapplying the other provision throughout that area.

(4) The notice which is requisite for a resolution given under sub-paragraph (1) above is a notice—

(a) given by the local authority in question of their intention to pass the resolution given by advertisement in two consecutive weeks in a local newspaper circulating in their area; and

(b) served, not later than the date on which the advertisement is first published, on the council of every parish or community whose area, or part of whose area, is affected by the resolution or, in the case of a parish so affected but not having a parish council (whether separate or common), on the chairman of the parish meeting.

(5) The date on which a resolution under this paragraph is to take effect shall—

- (a) . . . be a date specified therein, being not earlier than one month after the date of the resolution;
- (b)
- (6) A copy of a resolution of a local authority under this paragraph, certified in writing to be a true copy by the proper officer of the authority, shall in all legal proceedings be received as evidence of the resolution having been passed by the authority.

Local Government Act 2000 (“LGA 2000”)

Section 2 of the LGA 2000 says:

“Every local authority are to have power to do anything which they consider is likely to achieve any one or more of the following objects—

- (a) the promotion or improvement of the economic well-being of their area;
- (b) the promotion or improvement of the social well-being of their area, and
- (c) the promotion or improvement of the environmental well-being of their area.”

Section 21 Public Health Acts Amendment Act 1907

Power to alter street names is contained within Section 21 of the Public Health Acts Amendments Act 1907 but this will no longer apply following the adoption of the resolution on 15 November 2011.

Appendix B - Frequently Asked Questions

How do I register a new build/development/change existing house name/add a house name/query with my address?

Please complete the Street Naming and Property Numbering request form on our website <http://www.n-somerset.gov.uk/> or email strnames@n-somerst.gov.uk. For new builds or developments please provide a site plan, location plan and a copy of the planning permission. Details of floor levels will also be required for developments with flats/apartments. It is also helpful to include a location plan for any other street naming or property numbering requests.

How long does it take to allocate an address?

Once payment has been received, we will aim to complete your request within the following timescales, dependent that all the correct information has been received:

Type of Development	Timescale (working days)
Infill property	7
1 - 6 plots	7
7 - 30 plots	14
36+ plots	26
Change house name	7
Add a house name	7
Road name required (new development)	Statutory timescales

Is there a charge for the Street Naming and Property Numbering Service?

Yes, please refer to the fees and charges information on our website www.n-somerset.gov.uk

Why do you charge for Street Naming and Property Numbering services?

From 1 July 2011 North Somerset Council will charge for the discretionary services it provides for Street Naming and Property Numbering, in line with other Local Authorities. North Somerset Council charge a fee on a 'not for profit basis'. The fees charged are on a cost recovery basis only.

How do I pay for the service?

Payment can be made by cheque or invoiced. Cheques should be made payable to North Somerset Council and sent to Street Naming and Property Numbering, North Somerset Council, Town Hall, Weston-super-Mare, BS23 1UJ. If you would like to receive an invoice please include a contact name and address where the invoice is to be sent.

I have a property name and number; can I use the name instead of the number?

No, the property number has to be retained as this is the primary postal address. The house name is regarded as an alias and can be used in conjunction with the number. The name cannot be used instead of the number.

Can I change/add a house name to my property?

Yes, if your property already has a name you can change it. If your property has a number only, you can add a property name, which will be held as an alias. The number will remain as this is the primary postal address. The addition or amendment of a property name should be directed to the Street Naming and Property Numbering team, the information will then be updated to all interested parties.

Who are the interested parties?

Royal Mail, Emergency Services, Public Utilities, National Land and Property Gazetteer and other Government departments.

My property, which is a new build, has been allocated an address, but does not appear on the Royal Mail database, why is this?

When an address is allocated to a new property, the Royal Mail must be informed that the dwelling is built/occupied before they can release the postcode onto their 'live' database. Please contact the Royal Mail on 0845 601 1110, quoting the postcode and address and they will release the address on to their website. It will be available to view on their website www.royalmail.com within 48 hours.

I have a query regarding my postcode/the incorrect delivery of mail, who can help with this?

All queries regarding post codes or the incorrect delivery of mail should be directed to the Royal Mail by visiting www.royalmail.com or contacting them on 0906 302 1222 (Monday to Friday 8am to 6pm).

What will happen if I decide not to use your service to allocate an address to my property or development?

The Royal Mail will not assign a postcode until the Local Authority has notified them of the official address. You are likely to experience problems receiving mail and deliveries or ordering from internet based companies if your address is not registered with the Royal Mail.

If I decide not to use the Street Naming and Property Numbering service, who will you notify of my new or amended address?

For reasons of public safety we will inform the Emergency Services of the new or amended property/properties only. The address will not be recognised by Royal Mail and other parties; this may cause difficulties obtaining services, receiving mail and ordering from internet based companies.

Can I change my address and tell Royal Mail myself.

The Royal Mail will not accept new or amended property details from any organisation other than the Local Authority. It is also important that your address is correctly registered with the Council so the information can be passed on to the Emergency Services as well as Royal Mail and other interested parties.

Do I have to pay each time I want to update the house name or is it a standard one off fee?

The fee will be due each time a property is renamed.

Is there a fee to remove a property name?

Yes, there is a fee for all Street Naming and Property Numbering services.

If I give my house a name and decide I don't like it am I entitled to a refund or be charged again if I changed it?

The fee for changing a property name will be payable each time the name is changed.

The street nameplate is missing/incorrect can this be replaced/corrected?

Questions regarding street nameplates should be directed to Streets and Open Spaces on 01934 888 802.

Appendix C – Notice Templates

Decision Template Delegated Powers for s64 TCA 1847 and well-being power in LGA 2002 (numbering or re-numbering properties) and S17 -19 PHA 1925 (naming or re-naming streets)



**DECISION
OF DIRECTOR OF DEVELOPMENT AND
ENVIRONMENT**

DECISION NO. xx/xx DE

SUBJECT:

Background:

DECISION:

Reasons:

Other Alternatives Considered:

Risk Assessment:

Financial Implications:

Implications for Future Years:

Signed.....Director of Development and Environment.

Dated.....

Template Notice to be sent to occupier of a house in a street to mark it with a number or to have the number renewed (urban areas s64 TCA 1847)



DISTRICT OF NORTH SOMERSET

TOWNS IMPROVEMENT CLAUSES ACT 1847

To *(name)* the occupier of the house and premises in the street known as *(name)* Street with the District of North Somerset.

North Somerset District Council gives you notice [to mark the house in *(name)* Street of which you are the occupier, or to cause it to be marked, with the number *(specify)* [by having such number legibly painted in [a] figure[s] not less than *(specify)* mm in height [upon *(or)* over] the front door of the house] *(or)* to renew the number *(specify)* with which your house has been marked, but which has become obliterated or defaced, by having it repainted in legible figures].

If you fail within one week after the service of this notice upon you [to mark or have your house marked as above required *(or)* to renew the number with which your house has been marked as above required] you will be liable to a penalty not exceeding level 1 on the standard scale, and the council will cause the number [to be marked upon your house as above *(or)* to be renewed as above] and the expense will be repayable by you to the council and will be recoverable as damages.

Signed..... *(signature of proper officer)*

Dated.....

Template Notice of objection by Local Authority to name a street proposed by developer (to be sent to developer within one month of receiving notification)



PUBLIC HEALTH ACT 1925 SECTION 17

To *(proposer)* of *(address)*

North Somerset District Council gives you notice that it objects to the name of *(name)* Street proposed by you in a notice to the council dated *(date)*.

If you so desire you may appeal against this objection to *(name)* the New Magistrates Court, The Hedges, St Georges, Weston-super-Mare, BS22 7BB against such order within 21 days after the service of this notice upon you.

Signed..... *(signature of proper officer)*

Dated.....

Template Letter to be sent to developers proposing street names (approval of road name)



DISTRICT OF NORTH SOMERSET

PUBLIC HEALTH ACT 1925 SECTION 17

PROPOSE TO NAME STREETS

We [*developers name*] give notice that we propose to name the street shown, and edged in red, on the attached plan [*name of street*]

Signed.....

Dated.....

Template Notice of intention to make an order naming streets under the Public Health Act 1925 Section 18 (display Notice on site)



DISTRICT OF NORTH SOMERSET

PUBLIC HEALTH ACT 1925 SECTION 18

NAMING OF STREETS

NOTICE is given that North Somerset District Council, pursuant to the Public Health Act 1925 Section 18, intends to make an order assigning names to the streets or parts of the streets set out in the schedule below, and which are shown on a map available for inspection during the usual office hours at the offices of the council at Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ and notice is further given that such order will be made on or after *(date)*

Any person aggrieved by the intended order may within 21 days after the date of this notice appeal to the New Magistrates Court, The Hedges, St Georges, Weston-super-Mare, BS22 7BB against such order

SCHEDULE

PRESENT NAME OR DESCRIPTION AND SITUATION, OF (PART OF) STREET	PROPOSED NAME

Dated thisday..... 20

Signed:
Director of Development & Environment

Template Order naming streets under the Public Health Act 1925 Section 18 (sealing)



DISTRICT OF NORTH SOMERSET

PUBLIC HEALTH ACT 1925 – SECTION 18

- 1) North Somerset District Council ('the Council') is the district council for the purposes of Section 18 of the Public Health Act 1925 ('the Act') for (*area*) in which the streets of parts of streets specified in the schedule below are situated.
- 2) The Council has given public notice in accordance with the Act of its intention to make an order assigning names to the streets as set out in the schedule below.
- 3) [No appeal to the magistrates' court against the intended order has been made within the prescribed time (*or*) The [appeal (*or*) appeals] to the magistrates' court against the intended order have been [withdrawn (*or*) dismissed]]

NOW therefore the Council in pursuance of the powers conferred on it by the Section 18 of the Act orders that the streets shall have the names assigned to them as set out in the schedule below.

This order may be cited as "The North Somerset District Council (*Street Names at*) Order"

SCHEDULE

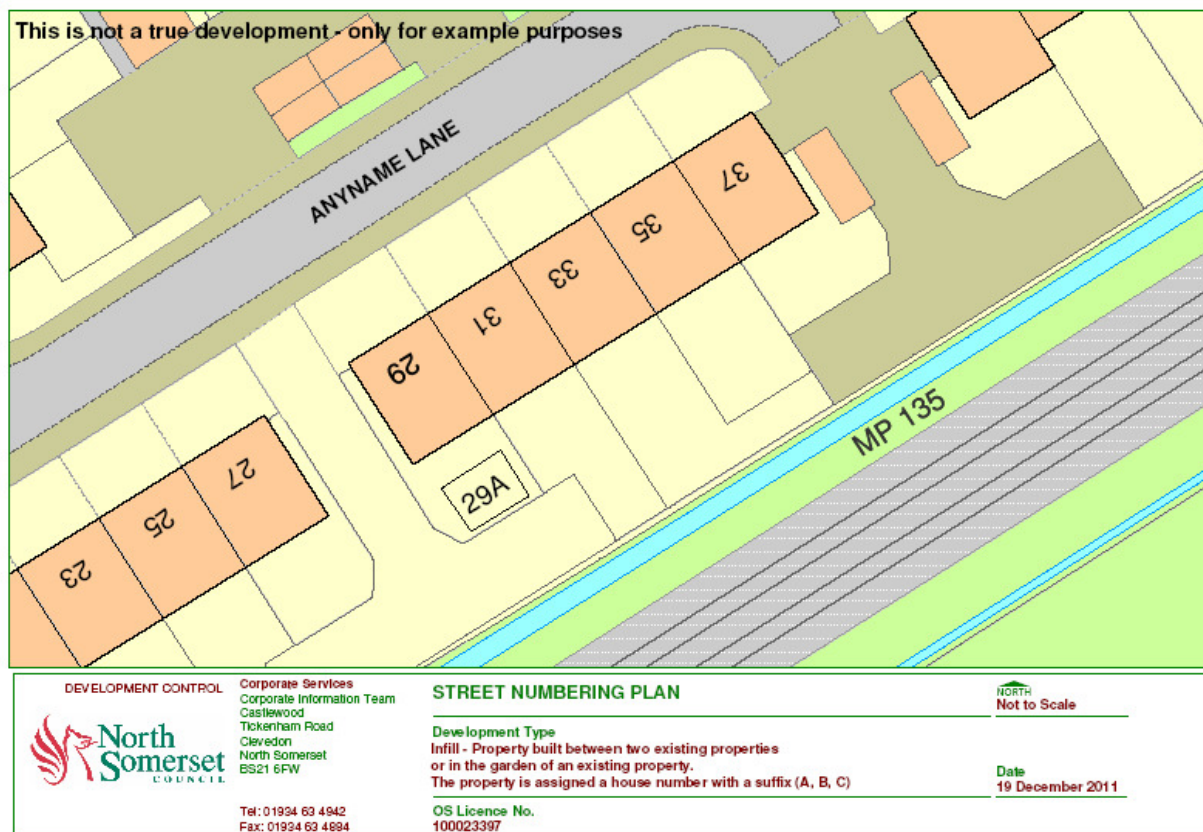
DESCRIPTION AND SITUATION (PART OF) STREET OR (PART OF) STREET	REFERENCE ON MAP	NAME OF
In the () Ward of the district of North Somerset part of (), approximately () metres long running in a () direction from the () and forming part of the Class () County Road () at its junction with ().		

DATED thisday of.....20

IN WITNESS whereof the Common Seal of North Somerset District Council was hereunto affixed the day of in the year two thousand and in the presence of :.....Head of Legal and Democratic Services

Appendix D – Examples of Numbering

Infill numbering



Conversion of existing property into 2 flats

