



Hertsmere Borough Council

Street Naming and Numbering Policy

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1.0 POLICY STATEMENT

1.1 The Council controls the naming and numbering of streets and buildings within the Borough of Hertsmere as follows:-

- Naming of Streets - Section 17 Public Health Act 1925
- Alteration of Street Names - Section 18 Public Health Act 1925
- Numbering and Re-Numbering of Buildings - Sections 64 and 65 of the Town Improvement Clauses Act 1847

1.2 The purpose of this control is to make sure that any new street or building names and numbers are allocated logically with a view to ensuring they conform to BS 7666:2006. This is important as it allows:

- Emergency services to find a property quickly;
- Mail to be delivered efficiently;
- Visitors to find where they want to go;
- Reliable delivery of services and products; and
- Records of service providers to be kept in an effective manner

All types of developments will be subject to the formal Street Naming and Numbering (SNN) process even if the statute which the SNN authority adopts does not mention a particular type of property, for example, the internal numbering of a sub-divided building. This helps achieve consistent street and Land and Property Information (LPI) records in the National Land & Property Gazetteer (NLPG). This applies to all residential, commercial and industrial properties. The Council will carry out internal checks with Planning and Building Control to ensure that applications are valid and conforms to BS 66:2006. If an application is found to be invalid it will either be rejected or placed in abeyance until it can be validated .

1.3 Anyone wishing to change the name or number of their property or seeking an address for a new property should apply to the Council using the relevant forms which are available to download from the Councils web site - www.hertsmere.gov.uk. This also applies to property owners who require street naming and numbering changes for splits/ mergers or other reasons. The numbering of properties where no new street is involved ('infill' properties on existing streets) are not subject to the consultation procedures outlined in Section 3.

1.4 As far as street naming proposals are concerned, the Council can if requested name a street with a name of its own choosing but will normally expect developers or owners to propose their own preferred names for consideration. However it is a requirement that three suggestions for a new name should be put forward in case one or more fails to meet the criteria outlined in this Guidance. The Council will give preference to names which reflect the historical significance to the site and existing themes should be respected and continued wherever possible. Streets may be named after people related to a particular area or site, however, such names will only be considered if the

person in question has been deceased for a minimum of twenty years. and the surviving family has not objected .

- 1.5 If proposals comply with this Policy on Street Naming and Numbering and do not meet with an objection following consultation with the local Ward Members and, where appropriate, Elstree Screen Heritage, and other Historic Groups/Societies, the new address will be formally allocated and all relevant bodies will be notified - See Appendix A for details of consultees and notifications.
- 1.6 The Council as the Street Naming and Numbering Authority has the power of final approval of any street name. Consequently, where street names or previous numbers have been established without reference to the Council, the Council has the authority and reserves the right to issue Re-Naming or Re-Numbering Orders as necessary and appropriate
- 1.7 In addition to complying with appropriate legislation, this policy is compliant at the time of implementation with the document "Data entry conventions and best practice for the NLPG (version 3.1 November 2010) available from the NLPG custodian at www.nlpg.org.gov

2.0 STATUTORY CONTEXT

- 2.1 The Council's statutory powers relating to Street Naming and Numbering are set out in Sections 66 and 65 of the Town Improvement Clauses Act 1847, Section 21 of the Public Health Acts Amendment) Act 1907 and Sections 17 to 19 of the Public Health Act 1925
- 2.2 There is duplication and/or overlap in the above statutory powers so the Council has resolved to carry out its Street Naming and Numbering functions under the provisions of Section 64 and 65 of the Town Improvement Clauses Act 1847 and Sections 17 and 18 of the Public Health Act 1925.

3.0 NAMING STREETS AND NUMBERING PROPERTIES

- 3.1 The Council as the Street Naming and Numbering Authority has the power to name a street with a name of its own choosing but expects developers or owners to propose their own preferred street names for consideration.
- 3.2 Following commencement of works on site, the developer will be requested to complete and return the relevant application form accompanied by the relevant fee*, supplying up to three preferred names for consideration for each of the new streets being constructed or to indicate that they do not wish to put forward any names (in which case the Council will decide the names in consultation with the Ward Councillors, Elstree Screen Heritage (for applications in Elstree and Borehamwood only), and the relevant Executive Portfolio Holder. Please note that any suggested street name should have some connection with the area where possible and must conform to the guidelines set out in Section 4 below. The developer is requested to supply a layout plan with plot numbers of the site with the street name application.

* Application Form(s) and the current Table of Charges may be downloaded from the Council's web-site – www.hertsmere.gov.uk

- 3.3 Within 5 working days following receipt of the developer's three preferred names that conform to the Council's policy guidelines, the appropriate Ward Councillors will be consulted. Elstree Screen Heritage will be consulted on all applications received in Elstree and Borehamwood. Other Historic Groups/Societies may be contacted for their input in other local areas. The period allowed for consultation shall be 15 working days from the date of the covering letter to the Ward Councillors and Elstree Screen Heritage. The stipulated 'deadline' date is time critical and will be strictly adhered to.
- 3.4 If as a result of the consultation there is agreement on one or more of the preferred names the Street Naming and Numbering Officer in consultation with the relevant Portfolio Holder will select one of those preferred names, the properties within the new street will be numbered, an official plan produced and distributed to the developer, Royal Mail and other relevant bodies (listed in Appendix A).
- 3.5 If no response is received from consultees by the specified 'deadline' date, then the Street Naming and Numbering Officer in consultation with the relevant Executive Portfolio-holder will select one of the three preferred names, the properties within the new street will be numbered, an official plan produced and distributed to the developer, Royal Mail and other relevant bodies.
- 3.6 If none of the offered names, (including any suggested by Elstree Screen Heritage or other Historic Groups/Societies) are considered acceptable by the Ward Councillors within the stipulated 'deadline' date and they have put forward their own preferred name (which meets the criteria set out in Section 4 below), the Street Naming and Numbering Officer in consultation with the relevant Executive Portfolio Holder will promptly inform the owner/developer by a written notice of objection to their preferred name. If the name preferred by a Ward Councillor does not meet the criteria set out in Section 4 below, the Street and Numbering Officer, in consultation with the relevant Executive Portfolio Holder, will choose a compliant street name, taking into account any policy compliant street name(s) proposed by Elstree Screen Heritage or other Historic Groups/Societies
- 3.7 In serving a written notice of objection, the developer will be asked to accept (as the case may be) the policy compliant street name proposed by the Ward Councillor(s) or chosen by the Street Naming and Numbering Officer in consultation with the relevant Executive Portfolio Holder. If the developer declines to accept, they have, under Section 17(4) of The Public Health Act 1925, the right to appeal to a Magistrates' Court within 21 days of the service of the notice of objection. If they do not appeal, the name chosen by the Council will be imposed. On appeal the Magistrates are entitled to make their own decision but are bound by the Council's policy. In such circumstances the Council will defend its decision before the Magistrates.
- 3.8 It is unlawful to erect a street nameplate until the Council has confirmed the

street name in writing and the developer is responsible for the cost and installation of street nameplates. However, maintenance of a street nameplate will become the Council's responsibility once a street has been adopted.

4.0 CRITERIA FOR NAMING STREETS

- 4.1 The Council's Street Naming and Numbering Officer and the relevant Executive Portfolio Holder will apply the following criteria when agreeing a new street name. Developers and Ward Councillors should follow these guidelines for any suggested street names.
- 4.2 New street names should not duplicate any similar name already in use in the same locality, the same town, post town or within a 10k radius of a neighbouring SNN authority's administrative area. A variation in the terminal word, for example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name.
- 4.3 A common request is to repeat existing names in a new road or building title (for example a request for "St Mary's Close" off an existing St Mary's Way or near St Mary's Church). This is not permitted as it could result in confusion and delay in an emergency situation.
- 4.4 Street names should not be difficult to pronounce, awkward to spell or where punctuation may give rise to variations.
- 4.5 The Council **will not** adopt any unofficial 'marketing' titles used by developers in the sale of new properties.
- 4.6 Names will not be considered that may be construed as contravening any aspect of the Council's Equality and Diversity Policy or would undermine the cohesiveness of local communities.
- 4.7 In order to avoid potential confusion with building names, street names must not include the word "The" or end with a possessive (i.e. Apostrophe's) or plural words (e.g. "The Saltings")
- 4.8 Names that may be taken as advertising (i.e. company name) will not be accepted.
- 4.9 All new street names should ideally end with one of the following suffixes:
 - 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 there being no confusion with any local open space)

Place (for residential roads)
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 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)

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

Walk
Path
Way

4.11 For private houses with postal numbering it is sufficient that the name should not repeat the name of the road or that of any other house or building in the same postcode area, see Procedure for Address Changes below.

4.11.1 For private houses which are named only, the process is at 4.2.

4.12 The use of North, East, South or West (as in North Road and South Street) is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicular access between the two.

4.13 The Council will avoid having two phonetically similar names within a postal area and, if possible within the Borough, for example Churchill Road and Birch Hill Road.

4.14 The use of a name which relates to any living person or person who deceased within the period of twenty years prior to the date of the application will normally be refused. Only in very exceptional circumstances requiring special justification and the consent of the person concerned (if still alive) or their next of kin, will consideration be given to this.

5.0 RESPONSIBILITY FOR PROPERTY ADDRESSING

5.1 All elements of an address with the exception of the post code and post town are defined by the Council, including house and building names. Proposals for naming an un-numbered property or adding an 'alias', name to a numbered property should meet the general criteria set for Street Naming and should not repeat the street/road name, or that of any other house or building in the area. The numbers and names assigned to properties and the official names assigned to streets are and remain the Intellectual Property of the Council.

5.2 Allocation of postcodes is managed by Royal Mail and must be confirmed by them. The Council will undertake this process on the applicants behalf and inform the applicant and other interested parties. The Council reserves the right to complete a Street Naming and Numbering application without the provision of

post code and post town information. The maintenance of post code information and any future change to individual postcodes or postcode sectors is the responsibility of Royal Mail. The Council accepts no responsibility or liability for omission of post code or post town information, nor any failure of services arising from this omission.

6.0 ADDRESS LOCALITY

- 6.1 Localities within the official postcode and post town address are the responsibility of Royal Mail. Where applicants object to a post town in their postal address, the Street Naming and Numbering section will advise them to consult Royal Mail, who has a procedure laid down in their code of practice by the Postal Services Commission for adding or amending the details.

70 GUIDELINES FOR NUMBERING RESIDENTIAL PROPERTIES AND COMMERCIAL/INDUSTRIAL UNITS

7.1 General

- 7.1.1 A new street should be numbered with even numbers on the right side and odd numbers on the left, except that, for a cul-de-sac, where they may be numbered sequentially. Developers are advised to contact the Street Naming & Numbering Officer before affixing numbers to any house, flat or commercial/industrial building and the Council reserves the right to re-number any property that does not conform with the Council's numbering methodology. More information about property numbering can be found in the Guidance Notes at Appendix D.
- 7.1 .2 Additional properties in streets that are currently numbered will always be allocated a property number. Legislation permits the use of numbers followed by letters e.g. 12A.
- 7.1.3 Private garages, annexes and buildings used for housing cars or livestock will not be numbered separately from a main dwelling.
- 7.1.4 A proper sequence shall be maintained.. Once numbered, the Council will not normally re-number properties and the Council will only consider renumbering a property during the course of a development or where it can be shown that there are consistent delivery problems. The Council's numbering sequence is final and in the event of a disagreement the matter will be determined by the Street Naming and Numbering Officer in consultation with the relevant Executive Portfolio Holder.
- 7.1 .5 Properties (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 will not be sanctioned.

72 Multiple Occupancy Buildings

- 7.2.1 In multiple occupancy buildings (blocks of flats) it is preferable to give a street

number to each dwelling with individual access to the street. When the flats share a common entrance or there are not sufficient numbers available because of existing development, the building should be given a number where possible or a name and the flats numbered separately internally.

- 7.2.2 Flats will be numbered in the form of “Flat 1”, “Flat 2”, etc. Any other form of naming or numbering is discouraged (for example “First Floor Flat” or “Flat A” is unacceptable and will be known as “Flat 1”).
- 7.2.3 If a multiple occupancy building has entrances in more than one street, then each entrance can be numbered in the appropriate road if required. In this case, advice from the local delivery office will be sought.

7.3 Small Developments

7.3.1 The Council will endeavour to follow the existing numbering sequence for the street, or to use numbers followed by letters where there is no alternative. For example these are included when one large house in a road is demolished and replaced by a number of smaller houses. To include the new houses in the numbered road sequence would involve renumbering all the higher numbered houses on that side of the road. To avoid this each new house should be given the number of the old house with either A, B, C etc. added. Infill developments will be given suffixes relating to the lower numbered property (two properties between no's 21 and 23 would be 21A and 21B). Suffixes will not be used for a development situated prior to a numbering sequence. In this case individual property names would be requested.

7.3.2 In the case of an infill development of more than 5 units in one structure-terrace properties or flats, a building name can be agreed. Any such building names should end with one of the following suffixes:

House
Mews
View
Court
Terrace

7.3.4 The developer will be responsible for the cost and installation of signage indicating the name of the block, or individual numbering including such name. The size, type and positioning to be to the Councils specification.

7.3.5 For new developments under construction, where additional properties or plots have been added or removed after initial numbering the Council will re-number the entire street. This will incur the appropriate charge - refer to the current Table of Charges published on the Council's web site - www.hertsmere.gov.uk.

7.4 Development greater than 5 Properties

7.4.1 A development of greater than 5 properties off a new access road will be allocated a new street name and numbered accordingly.

7.5 Property Names

- 7.5.1 Historically, some rural areas do not have a numbering sequence. Individual houses and small developments in these areas, on existing un-numbered roads, will normally require property names. Proposals for naming un-numbered properties should meet the general criteria set for Street Naming and should not repeat the road name, or that of any house or building in the area (section 4.2 and 4.11.1). The name assigned to a property is and remains the Intellectual Property of the Council.
- 7.5.2 Where a residential property has a number the official address always will be the property number and any property name will be held on the database as an alternative or 'alias' for completeness of identification only. This is done to ensure consistency of records over time, reduce costs, aid delivery of mail and improve the response of the emergency services.
- 7.5.3 Where a commercial or industrial building has a number the official address will always include that number. However, it is possible to add a neutral name to the address of a commercial or industrial building, e.g. 'Enterprise House, 27 Canal Way' etc. If, however, a road or street on which a commercial or industrial building has been erected has not been numbered, it will be necessary to assign a neutral name to the building, unless the Council informs you that it intends to introduce a numbering scheme. Please refer to the Guidance Notes at Appendix D for more information on assigning a neutral name to a commercial or industrial building.
- 7.5.4 Consequently, whenever residential property or a commercial or industrial building has a number and a name, the number must always be included and displayed in addition to the name. The name alone cannot be regarded as an alternative

8.0 PROCEDURE FOR NEW DEVELOPMENTS AND COMMERCIAL UNITS

- 8.1 The property developer should not give any addresses, including postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before the Council has issued formal approval. The Council will not be liable for any costs or damages caused by failure to comply with this.
- 8.2 Applicants are encouraged to contact the Council prior to a formal application in order to get advice on our naming policy, numbering methodology and the positioning of street name plates. - see the Guidance Notes at Appendix D
- 8.3 The applicant or developer will be asked to suggest names for any new street(s). See Section 3.2 Naming Streets and Numbering Properties.
- 8.4 The developer will be responsible for the cost and installation of street name plates. The Council will cover maintenance costs once the street has been officially adopted. Street name plates must meet the specification as set out at Appendix B

8.5 Numbering of the new street(s) will be carried out using the methodology described in the Guidance Notes at Appendix D. All properties on newly named streets will be allocated numbers. All new properties on existing streets will be numbered unless the existing properties on that street all have official building names and no numbers, or in the exceptional circumstances outlined under section 7 “Guidelines for numbering properties”. When numbering is complete the Council will notify all the bodies listed in Appendix A.

9.0 PROCEDURE FOR ADDRESS CHANGES

9.1 If a property has an officially allocated number, it will not be possible to replace the number with a name. If the occupier chooses to use a house name in these circumstances the address must still include the allocated property number.

9.2 Named Properties

9.2.1 To request a change of name to an address, the owner must apply to the Council on the relevant application form and included the relevant fee (available to download from the Councils web site - www.hertsmere.gov.uk.) The application should include the following details:

- The existing house name, address and postcode
- The proposed new name
- A plan showing the exact location of the property if the property is not easily identifiable from the existing address
- A date from which the house name should be changed (if not immediate)

9.2.2 Requests can only be accepted from the owners of properties and not tenants, if the Council is in any doubt that the applicant is not the owner, proof of ownership may be requested.

9.2.3 The Council cannot formally change a property name where the property is in the process of being purchased, that is, until exchange of contracts, although the Council can give guidance on the acceptability of a chosen name before this.

9.2.4 A check is made by the Council to ensure there is no other property in the location with the same or similar name. (Sections 4.11 and 4.11.1)

9.2.5 Once all checks are satisfactorily complete, the Council will change the name of the property and advise the relevant parties. A full list of those notified is included in Appendix A.

9.2.6 The Council will then confirm in writing the new official address to the owner of the property.

10.0 RENAMING A STREET/RE-NUMBERING PROPERTIES

10.1 Renaming an existing street or re-numbering properties within an existing street is to be avoided unless the benefits clearly outweigh the obvious disadvantages.

10.2 On rare occasions this may become necessary but it is usually only carried out as a last resort when:

there is confusion over a street's name and/or property numbering;

- a significant majority(see Paragraph 10.3 below) of the residents are unhappy with their street name;
- the number of named-only properties in a street is deemed to be causing confusion for emergency services, visitors or deliveries.

10.3 In such instances it is the responsibility of those requesting a change to canvass existing residents and conduct a ballot of the local residents on the issue. This will ensure that residents' views are taken into account and the results must be submitted to the Council. In addition they must consult Royal Mail for their position on the issue. To change a street name will require significant support from the local residents on the issue as any subsequent change can be very disruptive and cause individuals to have to change all their personal address details.

10.4 The consultation process referred to in this document will be implemented before any agreement is given. In addition, the Council is required to give public notice of its intention to change a street name and there is a right within to object within 21 days to the Magistrates Court who will then finally determine the issue. Consequently, street re-naming and/or renumbering is a time consuming and potentially emotive process that has no certainty of outcome. It should therefore only be contemplated as a last resort.

Appendix B

Consultees

Hertsmere Borough Council Ward Councillors Royal Mail
Borehamwood/Elstree Screen Heritage Local
Historic Groups/ Societies

Organisations informed of new or changed addresses

East of England Ambulance
HCC Land Charges
HCC Co-Ordinator
HCC Rural Estates Officer (Existing Un- Named Streets or Access Roads) Hertfordshire
Constabulary
Hertfordshire Fire & Rescue
Land Registry - Leicester
Student Services
LLPG - Gazetteer Manager
Ordnance Survey
Royal Mail
Valuation Office

Internally

Building Control Council Tax Electoral
Services
Local Land Charges Parking
Services
Planning Policy
Planning - GIS Office Planning
Administration Waste Management
Engineering Services

Appendix B

Street Name Plate Specifications

All Street Name Plates shall display the Hertsmere Borough Council Coat of Arms in a style approved by the Council .

The posts will be 75mm square and 1 .40m long and will have a dowel fitted at the bottom.

The backboards will be 25mm thick and either 100mm or 150mm deep depending on width of plate.

All backboard plates are supplied 1 .84m long and it is essential for the dimensions of name plates to be specified together with the number of plates being ordered to enable correct quantities to be supplied.

All backboards are to be fitted-flush-with the top and sides of posts using 2 No. 75mm rust proof screws per plank per side. All plates are to be supplied -pre drilled" and are to be fitted flush on all sides with backboard, screw heads to be burred after installation to prevent future removal.

Where possible nameplates are to be erected -back to back" on separate backboards and utilising only two posts where they will be clearly visible from both directions but any sites must be agreed with a Council representative before installation

Installation will be as attached drawing ensuring mounting height of 800mm to top and minimum depth of 300mm x 225mm square of quality concrete around bottom section of post. Backfill and consolidate remainder using excavated or other approved material.

The typeface for the Borough is KIN DERSLEY

REMEMBER - TAKE CARE WHEN EXCAVATING. LIVE CABLES OR OTHER SERVICES MAY BE BURIED.

For further information and to order street name plates, please contact Hertsmere Borough Council's Engineering Department engineering.services@hertsmere.gov.uk

Appendix C - Glossary

BS:7666 British Standard used for compilation and implementation of an LLPG, LSG and the NLPG, NSG

LLPG Local Land and Property Gazetteer LPI Land and Property Indicator

LSG Local Street Gazetteer NLPG National Land and Property

Gazetteer NSG National Street Gazetteer SNN Street Naming and Numbering

