

EAST HERTS COUNCIL

ENVIRONMENT SCRUTINY COMMITTEE – 26 FEBRUARY 2008

REPORT BY EXECUTIVE MEMBER
FOR COMMUNITY SAFETY AND PROTECTION

7. STREET NAMING AND NUMBERING

WARDS AFFECTED: All

'D' RECOMMENDATION – that the Executive be advised that this Committee considers that the policy, detailed in the report now submitted, should be adopted in relation to the numbering of streets and buildings in the District.

1.0 Purpose of Report

1.1 To consider a policy for the naming and numbering of streets and buildings in the District of East Hertfordshire.

2.0 Contribution to the Council's Corporate Objectives

2.1 A defined street numbering and naming policy will help the authority meet its objective of:

Caring about what's built and where

Care for and improve our natural and built environment.

3.0 Background

3.1 The Council controls the naming and numbering of streets and buildings within its area under extant legislation.

3.2 The purpose of this control is to make sure that any new street names and building names and numbers are allocated logically with a view to ensuring, amongst other things, effective delivery of mail and that emergency service vehicles are able to locate any address to which they may be summoned.

3.3 The Authority has no defined policy statement governing the naming and numbering of streets. What follows, therefore, is a policy

framework that will assist the Director of Internal Services to undertake this activity.

- 3.4 Executive considered the policy at its meeting held on 5 February 2008. It decided to reject the proposed policy as it felt it needed refinement. Executive agreed to refer the policy to this Committee for consideration.
- 3.5 Currently, street naming proposals usually commence with suggestions being submitted by developers or owners who put forward their own preferred names for consideration. The Royal Mail and relevant parish/town council is consulted on any proposals. Provided no objections are raised, the proposed address will be formally allocated and all relevant bodies notified. Renaming or renumbering plans are issued by the Authority where necessary.
- 3.6 At a meeting of the Environmental Services Committee, held on 28 July 1998, Members reviewed the then extant policy not to name a street after a living or recently deceased (within the past 50 years) person. The Committee agreed that:
- No street be named after a living person;
 - Authorisation to use a name should be obtained from the family before nominations are made;
 - Authorisation would not be required for persons deceased over fifty years; and
 - Surnames only should be used.
- 3.7 Apart from the foregoing policy, no other guidelines are in place to assist Officers in determining street names.
- 4.0 Proposal
- 4.1 The biggest problem areas in street naming and numbering are:
- A desire of applicants to repeat existing names in new roads or building titles;
 - The informal adoption of unofficial marketing titles used by developers in the sale of new properties.
- 4.2 Developers and town and parish councils will follow the proposed guidelines for any suggested street names.
- 4.3 The proposed guidelines below have been updated (see text in

italics) in the light of comments made at The Executive meeting on 5 February 2008. The Committee is invited to consider the policy guidelines.

5.0 Policy Guidelines – Street Naming

5.1 New street names should try to avoid duplicating any similar name already in use in a town/village or in the same postcode area. A variation in the terminal word (eg “street”, “road”, “avenue”, will not be accepted as sufficient reason to duplicate a name).

5.2 Streets etc will not be named after developers.

5.3 The Council will not adopt any unofficial “marketing” titles used by developers in the sale of new properties.

5.4 Although single word names may be allowed in appropriate cases, all new street names should usually end with the terminal words such as:

- Street (for any thoroughfare *in a town or village with buildings on each side*)
- Road (for any thoroughfare)
- Way (for major roads)
- Avenue (for *tree lined* roads)
- Drive (for residential roads)
- Grove (for residential roads *within a small wood or group of trees*)
- Lane (for *narrow* 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)
- Court or Close (for a cul de sac only)
- Square (for a square only)
- Hill (for a hillside road only)
- Circus (*for an open space in a town where several streets converge*)
- Vale (for residential roads *within a valley*)
- Rise (for residential roads)
- Row (for residential roads)
- Wharf (for residential *properties forming a quayside*)
- Mews (for residential *properties formed from a former stabling yard*)

- End (for a *remote* road with only one entrance/exit)
- Terrace (for a terrace of houses but not as a subsidiary name within another road)

Exceptions:

- Single or dual names without suffixes are acceptable in appropriate places (for example, *broadway* (for major roads only)). Such names will need to be supported by the relevant parish/town council and be appropriate for the locality. Such names may also, if deemed appropriate, have a prefix such as “The”.
- All new pedestrian ways should end with:

Walk or Path or Way.
- All named blocks should end with one of the following either Court (for flats and other residential buildings) or Mansions (for other residential buildings) or House (for residential blocks only) or Point (high residential blocks only) or Tower (high residential or office blocks).
- For private houses the name should not repeat the name of the road or that of any other house or building in the same postcode area.
- The use of “North”, “East”, “South” or “West” is only acceptable where the road is continuous and passes over a major junction.
- The use of phonetically similar names will be avoided within a postal area.
- No street be named after a living person.
- The use of a name which relates to a person who is deceased be allowed provided that appropriate authorisation is obtained from the family before nominations are made (not required for persons deceased over fifty years) *and either surnames or full names (first name and surname) be used. A commonly known by first name may be used if deemed appropriate.*

6.0 Criteria for numbering of buildings

- 6.1 It is suggested that new streets be numbered with even numbers on one side (normally the right approaching from the centre of a town/village) and odd numbers on the other (except for a cul de sac where numbering is usually consecutive in a clockwise direction).
- 6.2 It is also proposed that private garages and similar buildings used only for housing cars etc are not numbered.
- 6.3 It is proposed that all numbers, including 13, 7 and 4 must be used in the proper sequence. Any application to omit any number from a numbering sequence for whatever reason will be refused.
- 6.4 Other criteria are:
- A named building may not carry more than one street number.
 - For small blocks of flats it is usual to give a street number to each dwelling but when there are insufficient street numbers available because of existing developments, the block will be numbered in the street (and possibly named as well). This is felt to be necessary because often one large old house is demolished and replaced by a number of smaller houses. To include all the new houses in the numbering sequence would involve renumbering all the higher numbered houses on the relevant side of a road. To avoid this destruction, each new house would therefore be numbered with the number of the old house followed by a, b, c etc.

7.0 Renaming or renumbering streets/buildings

- 7.1 The Authority will usually try to avoid renaming/renumbering existing streets and buildings unless the benefits clearly outweigh the obvious disadvantages (e.g. in the interests of health and safety – emergency services). All properties affected by a proposal would be consulted and such a proposal would not come to fruition unless at least two thirds were in favour or there was an overriding requirement from the emergency services. Royal Mail would also be consulted.

8.0 Consultation

- 8.1 Parish and Town Councils have been consulted on this matter. Comments received can be found at Appendix A to this report (pages 25 – 30).
- 8.2 The common thread in the responses received is a wish by parish and town councils to continue to be consulted on street naming and

numbering proposals. This will be the case.

9.0 Legal Implications

9.1 The guidelines now suggested aim to help all parties concerned to identify appropriate street naming/numbering schemes.

9.2 There is an appeal process under the legislation in relation to the renaming of a street or part of a street to the Magistrates Court. In the event of an appeal, the Court will determine whether or not the order effecting the renaming is allowed.

10.0 Financial Implications

10.1 None

11.0 Human Resource Implications

11.1 None

12.0 Risk Management Implications

12.1 The street numbering/naming policy, with appropriate local consultation, will help the Authority to deliver this particular service in a fair and equal manner and to meet its statutory duties. It will provide clear and easily understandable guidelines which will help engage all interested groups, including town/parish councils. The guidelines will also comply with the needs of the Royal Mail and emergency services. The link with the Council's LLPG will ensure that future addresses are identified and maintained in accordance with national standards.

12.2 The proposed guidelines now detailed for street numbering and naming take on board best practice ascertained from other local authorities in relation to this activity.

Background Papers

St Albans City and District and East Devon Councils' Street Naming and Numbering Policies

Contact Member: Councillor M R Alexander – Executive Member for Community Safety and Protection.

Contact Officer: Jeff Hughes, Head of Democratic and Legal Support Services – Ext 2170.

Report Author: Jeff Hughes, Head of Democratic and Legal Support Services.