

Street Naming and Numbering Procedure

Overview

The naming and numbering of streets and buildings is a statutory function.

The legislation enables the Council to:

- Allocate numbers to new dwellings
- Allocate names to new streets
- Change a street numbering scheme where expedient
- Change a street name

To ensure that the service is operated effectively and efficiently it is necessary to set out street naming and numbering conventions, procedures and performance standards.

Why is street naming and numbering important?

Maintaining a comprehensive and high standard for naming streets and numbering or naming properties is important as it allows: -

- Emergency services to find a property quickly - delays can cost lives and money
- Post to be delivered efficiently
- Visitors to locate their destination
- Reliable delivery of goods and services
- Records of service providers to be kept in an efficient manner

Street Naming and Numbering Procedure:-

The Council is happy for developers or occupiers to propose names for consideration.

Applications should be made by:-

- Individuals or developers building new houses, commercial or industrial premises; or
- Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.

The Process:-

- Customer Services will be responsible for administrating the process on behalf of the Council.
- Customer Services aims to complete the naming and numbering process within 28 working days. However, this depends upon a number of factors and we will advise you if the timescale is longer than 28 days.

- Applications for new addresses should be submitted as soon as possible after building work has commenced by contacting Customer Services. The application should include a site layout drawing showing plot numbers, for larger developments, and a site location plan to scale 1:1250 should be attached.
- The proposed names need to meet the criteria set out for Epsom & Ewell Borough Council (please see below).
- Where a new development creates a new street, consultation with internal departments as necessary must take place in order to allocate a new street name.
- The developer will be asked to provide name suggestions for consideration.
- Preference will be given to street names maintaining historic links to the site. Customer Services will also check that the proposed street names comply with the naming conventions of the Council (see below).
- If the developer does not provide names Customer Services will carry out research of the development site to see if names maintaining historic links to the site can be found.
- For large developments a list of road names will be approved in advance, to be allocated as the development progresses.
- The relevant ward councillors will be consulted and asked for their comments within 7 working days; all views will be considered. The final decision remains with officers.
- In the absence of agreement Customer Services will choose whichever name seems most appropriate after which a 10 working days consultation period will begin inviting comments from the Emergency Services and the Royal Mail.
- If the Emergency Services and Royal Mail agree, a postal code will be allocated at this time. The postal code identifies a number of postal delivery points and is defined and allocated by the Royal Mail. Post codes are normally issued before construction is completed.
- Once an address has been created or amended Customer Services will distribute this information internally to all necessary council departments.
- Once an address has been created or amended Customer Services will distribute this information externally to the Royal Mail, Land Registry, Surrey County Council, the Emergency Services, Utility Companies, Mapping Companies.

General Naming Conventions

- Names should, where possible, reflect the history or geography of the site or area.
- Names should not be duplicated within the borough even if an alternative ending is proposed.
- Names should be easy to pronounce and spell.
- To prevent confusion names must not be similar to, or sound similar to others already in existence within the borough.
- Names that could be considered offensive will not be used.
- Subsidiary names (i.e. a row of buildings within an already named road being calledTerrace) should not be used.
- Names of living persons should not normally be used. Customer Services will consider an application to name a street after a deceased individual who had prominent associations with the borough or who contributed significantly in some way.
- Names of companies, particularly companies associated with the development, will not normally be acceptable. We will also not adopt any unofficial 'marketing' titles used by developers in the sale of new properties.

Street Naming Conventions

All new street names should normally end with a terminal word such as:

- Street
- Road
- Way
- Place
- Lane
- Grove
- Avenue

The following names will be used only as indicated:-

- Drive (Access to road at both ends is required)
- Crescent (for a crescent shaped road)
- Close (cul-de-sac only)
- Square (for a square only)
- Rise (for a hillside road only)

- Hill (for a hillside road only)
- Terrace (for a terrace of houses not a subsidiary of a road)
- Row (for a terrace of houses not a subsidiary of a road)
- Mews (officially a term for converted stables but may be considered acceptable for small terraced developments)
- Gardens (for residential roads – subject to there being no confusion with local open space)

All new pedestrian ways should have the following suffixes:

- Walk
- Path
- Way

Street Numbering Conventions

- A new street should be numbered with the odd numbers on the left and the even numbers on the right from the entrance of the street, except in the case of a cul-de-sac, where consecutive numbering in a clockwise direction is preferred. In case of dispute Customer Services will determine the direction of the numbering.
- All numbers should be used in the proper sequence.
- Where an existing street is extended, it would be appropriate to continue to use the same street name. This would include the continuation of the street numbering.

Building Naming Conventions

Developers may suggest names for blocks of flats or buildings, which must adhere to general naming conventions above.

All named blocks should usually end with:-

- Court
- Mansions
- House
- Place

Building Numbering Conventions

- Buildings (including those on corner plots) will be numbered according to the street in which the main entrance is to be found.
- Where a building with an already approved house number or name is subdivided then the use of letters or numbers to indicate the separate flats is acceptable.

- Infill properties will be numbered into the existing street using an alphabet suffix unless there are exceptional circumstances.
- Private garages and similar buildings used for housing cars, etc should not be numbered.
- The use of numbers followed by letters will be suitable, for example, when one large house in a road is demolished to be replaced by (say) 4 new smaller houses. The new houses should be given the number of the old house with A, B, C or D added (i.e. 21A, 21B, 21C, 21D). Fractions should be avoided.

House Naming Process

- Where a property has a number, it must be used in all correspondence and displayed. The name cannot be regarded as the alternative. A postal number must be used for the property.
- House names, where postal numbers exist, are not formally registered and are therefore unrecorded.
- Once the name has been created or amended the council will distribute this information internally to all necessary council departments.
- Once the name has been created or amended the Council will distribute this information externally to the Royal Mail, Land Registry, Surrey County Council, The Emergency Services, Utility Companies, Mapping Companies

Renaming and Renumbering of Streets:-

This will be carried out only in exceptional circumstances if:-

- New properties are built and there is a need for other properties to be renumbered to accommodate the new properties.
- The number of named-only properties in a street is deemed to be causing confusion for visitors, delivery or emergency services.
- Exceptionally, following a request from someone that a street be renamed.

Process if Section 21 of the Public Health Act 1907 is adopted.

This section of the act allows the altering of street names to be decided by the occupiers affected by the alteration of the street name.

- Ratepayers and Council Tax payers of the affected street will be consulted, and their views will be taken into account. We will also consult the Royal Mail.

- Ratepayers and Council Tax payers will be balloted on the issue. The agreement of at least two-thirds of total number of those balloted is required to make a change.
- Where residents request to rename or renumber a street, the costs in doing so must be borne by those wanting the change. At least two-thirds majority will be required to make a change.
- If no objections are received then the Royal Mail will be contacted and postcodes will be allocated.
- Once addresses and postcodes are agreed all relevant residents or businesses will be informed of the change.
- All external services and internal departments will be informed.