

**REPORT TO:** CABINET

**DATE:** 15 SEPTEMBER 2016

**TITLE:** STREET NAMING AND NUMBERING  
POLICY REVIEW

**PORTFOLIO HOLDER:** COUNCILLOR DANNY PURTON

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**This is not a Key Decision**  
**It is on the Forward Plan as Decision number I006086**  
**Call-in Procedures may apply**  
**This decision will affect no ward specifically.**

**RECOMMENDED that:**

- A** The Street Naming and Numbering Policy attached as Appendix 1 to this report is approved.
- B** The revised Street Naming and Numbering schedule of fees as set out in Appendix B of Appendix 1 is approved.

**REASON FOR DECISION**

- A**
  - 1. The procedure for processing applications for street naming and numbering (Appendix 2) was last reviewed in 2008 although at that time this did not include the detailed policy and guidance for naming streets and numbering properties.
  - 2. The development of the National Land and Property Gazetteer (NLPG) and the associated British Standard for gazetteer records has emphasised the need for a clear and comprehensive policy for street naming and numbering. Increased use of the NLPG by public services

including the Valuation Office and Emergency Services places increased importance on clarity of addresses held within the NLPG.

3. The draft Street Naming and Numbering Policy attached as Appendix 1 has been drawn up to take account of legislative requirements and national best practice.
4. A clearly defined policy will assist in speeding up the street naming and numbering process to the benefit of prospective owners/occupiers through early adoption of street naming and numbering schemes.
5. There are benefits to the emergency services, postal delivery services etc. of a well regulated street naming and numbering function.

**B** The revised fees listed within the policy will reflect current service costs for processing the applications. Also the fee structure will be much clearer to the applicant.

## **BACKGROUND**

1. The Council conducts its street naming and numbering functions under the Public Health Act 1925. Under this legislation developers can submit proposals for street naming and the Council must lodge an objection to any such proposal within one calendar month. Developers have a legal right of appeal to the Magistrates' Court against such any such objection.
2. By adopting and promoting a clear set of policies for street naming and numbering the Council will be better placed to make a case in any such legal proceedings covered in paragraph 1 above.
3. The Street Naming and Numbering Policy will be published on the Council's website and more pro-active measures will be introduced to alert developers at an early stage of the need to submit applications for street naming and numbering in a common format (through the introduction of an revised application forms) and in compliance with the Street Naming and Numbering Policy.
4. The Public Health Act 1925 sets out a clear time frame for consideration of proposed street names put forward by developers. The policy has been revised to ensure that the Council can operate within the legislative framework whilst still making the process accountable to the community.

## **IMPLICATIONS**

### **Place (includes Sustainability)**

None specific.

Author: **Graeme Bloomer, Head of Place**

### **Finance (Includes ICT)**

None specific.

Author: **Simon Freeman, Head of Finance**

### **Housing**

None specific.

Author: **Andrew Murray, Head of Housing**

### **Community Wellbeing (includes Equalities and Social Inclusion)**

None specific.

Author: **Jane Greer, Head of Community Wellbeing**

### **Governance (includes HR)**

No specific other those contained within the report.

Author: **Brian Keane, Head of Governance**

### **Background Papers**

None

### **Glossary of terms/abbreviations used**

National Land and Property Gazetteer (NLPG)