

STREET NAMING AND NUMBERING SERVICE

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to update the criteria that form the protocol to aid the administration of the street naming and numbering service.
- 1.2 The proposed changes and additions to the protocol have arisen from experience since the original protocol was established in 2004. The changes will continue to ensure that an effective service is provided.

2. LEGAL BACKGROUND

- 2.1 There is legislation relating to street naming and numbering:
- Towns Improvement Clauses Act 1847, sections 64 & 65
 - Public Health Act 1925, sections 17 - 19
- 2.2 Under these Acts, the Council has statutory powers to:
- agree proposed street names (1925 Act)
 - alter the street name or any part of a street, and assign a street name or part of a street where a name has not been given (1925 Act)
 - ensure that the street name is displayed in a conspicuous position and alter or renew it if it becomes illegible or if the street name changes (1925 Act)
 - cause houses, and buildings in all or any street to be marked with numbers as they think fit (1847 Act)

3. DELEGATION

- 3.1 A change is required to the delegation of powers to officers in order to bring it up to date. The existing delegation is shown immediately below, followed by the proposed delegation in italics:

376	Public Health Act 1925 s.18	To issue notices and documents relating to street names and numbers	Executive Director, or Head of ICT, or Property Systems Programme Manager, or Land and Property Systems Manager
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<i>376</i>	<i>Public Health Act 1925 s.17-19 Towns Improvement Clauses Act 1847, s64 & 65</i>	<i>To issue notices and documents relating to street names and numbers and take all necessary action</i>	<i>Executive Director, or Head of ICT, or Property Systems Programme Manager, or Land and Property Systems Manager</i>
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4. PROPOSED CRITERIA

4.1 The following are the criteria for use in the administration of the address management service. Proposed changes and additions are in italics.

	Criteria	Comment
1.	All proposed street names and numbering schemes must be compliant with British Standard 7666 (2006) .	BS7666 (2006) compliance is an essential feature of the National Land and Property Gazetteer (NLPG). Whereas many current postal addresses do not comply with the standard, it is reasonable to ensure that all future addresses do comply.
2.	Proposed street names will be rejected by the Council if they are: <ul style="list-style-type: none"> • not proposed for a good reason • controversial / offensive • difficult to spell or pronounce • over-long • <i>inappropriate</i> 	The Council shall decide what is “offensive” but it could include “political” or “religious” names. <i>Street names that are the same as the locality as in Sopley, Sopley should be rejected if there is likely to be confusion.</i>
3.	Proposed street names will be rejected by the Council if they duplicate (or are very similar to) existing street names in the same major postcode area (e.g. SO41).	Royal Mail will reject them anyway, but this policy will allow the Council to reject without the need for consultation. There would be clear problems for the emergency services where duplicate street names existed.
4.	Proposed street names will be welcomed that reflect the local history of an area.	For example local historic names or dignitaries, geographical features, etc.
5.	Proposals from occupiers or others to re-name a street will be subject to a consultation process. Views will be sought from: <ul style="list-style-type: none"> • Occupiers of properties in the street who have a postal address • Local ward member(s) • Parish / Town Council • Royal Mail 	Consultation is in the interests of local democracy.

6.	For a proposed change of street name to proceed (subject to points 2 and 3 above), at least two-thirds of occupiers of properties with a postal address in the street will be required to support the proposal (one “vote” per property).	This is in accordance with the 1907 Act (although that Act no longer applies) and is the commonly-accepted practice among other authorities. The Council is permitted to order the re-naming one month after it has displayed in the street a notice of the proposed re-naming (assuming no appeal has been made to the magistrates court). The display of a notice would occur following a successful vote in favour of a change.
7.	Following a decision on re-naming a street, no further application will be accepted in respect of that street until ten years after the decision.	To prevent repetitive approaches, which would tie up resources.
8.	For an existing unnamed street to be named, a majority of occupiers of properties with a postal address in the street will be sought to support the proposal (one “vote” per property).	Where there is a long established unnamed street, a request to name it should only require support at the lowest possible threshold. The Council is permitted to order the naming of the street one month after it has displayed in the street a notice of the proposed naming (assuming no appeal has been made to the magistrates court). The display of a notice would occur following a successful vote in favour of a change.
9.	New street names for new developments will not be subject to an application for change until ten years have elapsed from the issue of the street numbering certificates.	Consultation takes places with the developer, the appropriate parish / town council, local ward member(s) and the Royal Mail before such a street is named. The Council has one month after receipt of the proposed street name to serve an objection. For a new occupier to then be able to propose that the name be changed causes an unnecessary administrative burden.
10.	A charge, in the form of an annual fee to be determined by an Executive Director through the normal fees and charges process, to be levied on commercial organisations for copies of street naming and numbering plans.	An update to reflect the new management structure.

11.	<p>Naming of Streets after members</p> <p>(a) Streets be named after members only when their term of office has ceased or after their death; and</p> <p>(b) Each proposal to be submitted to the Portfolio Holder for Planning and Transportation for approval.</p>	
12.	<p>Any issues that cannot be resolved by officers will be referred to the Portfolio Holder for Planning and Transportation.</p>	<p>Where for example there is a two-thirds majority for a change of street name (or a majority in the case of a long established street) but objections are received from other consultees - and officers cannot achieve any agreement from the parties involved.</p>
13.	<p><i>In exceptional circumstances the Portfolio Holder for Planning and Transportation may vary from the criteria in this protocol.</i></p>	<p><i>There may be exceptional circumstances where it may be appropriate to take an alternative course of action.</i></p>

5. FINANCIAL IMPLICATIONS

5.1 None arising directly from this report.

6. CRIME AND DISORDER IMPLICATIONS AND EQUALITY AND DIVERSITY IMPLICATIONS

6.1 None arising directly from this report.

7. CONSULTATION WITH THE PORTFOLIO HOLDER FOR PLANNING AND TRANSPORTATION

7.1 The portfolio holder for Planning and Transportation has been consulted and is in agreement with the contents of this report.

8. RECOMMENDATIONS

8.1 That the revised delegation of powers set out in section 3 of this report be approved.

- 8.2 That the criteria set out in section 4 of this report be approved for the purpose of administering the Council's street naming and numbering statutory function.

For Further Information Please Contact:

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Background Papers:

Background papers: The original street naming and numbering protocol