



Stockton-on-Tees Borough Council
Highway Network Management
Technical Services
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GUIDANCE NOTES FOR POSTAL ADDRESSES AND STREET NAMES

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Street Naming and Numbering Procedure

The address of a property is increasingly becoming a very important issue. It is the Council's responsibility to allocate road names and house numbers to new developments and property conversions, as well as informing Royal Mail for the allocation of postcodes.

Street names and numbers should be assigned and maintained in a way that provides absolute clarity for the delivery of all mail, goods and services to residents and businesses. Also, emergency service vehicles should be able to locate any address to which they may be summoned

Requests for New Postal Addresses

Who should apply:

- Individuals or developers building new houses, commercial and/or industrial premises.
- Individuals or developers undertaking conversions of residential, commercial or industrial premises which will result in the creation of new properties or premises or the reconsolidation of flats and sub dwellings into one property.

When

Requests for postal addressing must be made in the early stages of any new build since utility companies are reluctant to install a service where an official postal address has not been allocated.

How

Requests must be made to the Highway Network Management Team at the address or email at the top of this letter.

The following information should be provided by the developer:

- A location plan clearly identifying the new scheme in relation to any existing streets or means of access
- A detailed plan of the development clearly marked with the plot numbers of the proposed scheme. This plan must indicate the postal delivery point for each property in context with the adjacent highway
- An internal layout, if appropriate, for developments that are sub-divided at unit or floor level, e.g. a block of flats. The main entrance to the flats shall be clearly marked in relation to the adjacent highway.

Requests for New Street Names

Property developers are encouraged to suggest names for new streets. These will be checked for appropriateness.

Street naming is subject to the following criteria:

- Duplication of street names should be avoided
- Names for consideration need to be sufficiently unique so as to avoid confusion or misunderstandings.
- Names of living persons are not normally permissible.
- Where appropriate, acceptance from a named person's family or estate administrators should be obtained prior to adoption or approval.
- Where possible names should reflect the history of the site or acknowledge the geography of the area.
- Names that construe marketing are not acceptable.
- Names should not be capable of being twisted into obscene meanings.

Allocation of New Postal Addresses and New Streets

Once the Council has allocated new Postal Addresses and/or new Street Names we ensure that all relevant and statutory authorities and emergency organisations are notified of new address and street designations. We also inform Royal Mail, who is responsible for postcode allocation.

The Royal Mail will not allocate a postcode unless they have received formal notification from the Council of a new address or street designation.

Please note that it is the Council's policy not to amend or change any new address or street name once allocated, unless where errors have been made.

All new addresses are allocated in accordance with British Standard 7666 :2006