



## **Street Naming and Numbering Policy & Procedure**

### **Naming Streets and Numbering Houses**

Any new development or alterations to existing developments is likely to require Planning and/or Building Regulations approval. This may also give rise for the need to allocate street naming and numbering by the Council.

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.

Property developers are encouraged to suggest names for new streets. These will be checked for appropriateness. Ward Councillors and Parish Councillors will be consulted and alternative suggestions may be proposed.

In all cases, the final decision will be made by the Head of Technical Services in consultation with the Cabinet Member.

### **Criteria for naming streets**

Street naming is subjected 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.
- Requests for the Naming of Streets after living individuals will now be considered. The requests must relate to an individual that has made an outstanding contribution to society or is of historical significance to the local area. Where the request relates to a living person, it will be referred to the Head of Technical Services and the Cabinet Member of Regeneration and Transport and will only be approved after consultation with all Council Members.
- Where the naming is proposed posthumously, 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.

### **Criteria for numbering**

The Council applies the following conventions:

- Wherever possible, roads are numbered so that when travelling away from the centre of a town the odd numbers are located on the left and even numbers on the right.
- Side roads shall be numbered ascending from the most important road that they lead off.
- In certain cases such as cul-de-sacs properties may be numbered sequentially.
- For infill developments of one or two houses it may be necessary to use an alphabetical suffix, for example 9a.
- Succeeding numbers should be approximately opposite one another.
- Number 13 will not be excluded from numbering schemes.
- New properties should always be numbered according to the street on which the main entrance is accessed.
- The manipulation of numbering by developers or homeowners, in order to secure a perceived more prestigious address will not be accepted by the Council.
- In small groups of low-rise flats, dwellings should be numbered within the ordinary street numbering system. The numbers of the flats contained in each block should be displayed at the entrance in a position clearly readable from the roadside.
- Industrial estates shall be numbered following the above criteria.
- Where a property has been allocated a number by the Council it must be used and displayed. Where a name has been given to a property together with a number, the number must always be displayed. The name cannot be regarded as an alternative. This applies to both domestic and commercial properties. This is to ensure an effective mail delivery and emergency response.

If satisfactory, all relevant authorities/parties are notified of the naming and numbering. These include not just other areas of the Council but the emergency services, statutory undertakers, Durham District Land Registry and map makers.

The new official address will be confirmed in writing to the owner.

### **Changing a House Name as part of a Postal Address**

In some locations, mainly rural, there is no formal street numbering system. In such cases the house name forms part of the postal address. Occasionally, requests are made to change the house name.

In these cases, the house-owner should submit a formal request in writing to the Council, indicating:

- The existing house name, address and postcode.
- The proposed new name.
- A plan showing the exact location of the property

A check will be made to ensure there is no other property in the location with the name or similar name.

### **Street Nameplates**

Every street must be clearly signposted, with nameplates being positioned at principal junctions so as to be easily readable by both pedestrians and drivers. Developers can either provide these plates themselves, in accordance with the Council's Design Guide and Specification, or can have them produced and installed by the Council and be re-charged for the cost of doing so. In every case the need to avoid unnecessary street furniture will always be a key consideration where practical. The siting and location of street name plates will, therefore, be carefully considered by officers for appropriateness.