



Stockton-on-Tees Borough Council  
Highway Network and Flood Risk  
Management  
Community Services and Transport  
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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.

From 1st April 2021 the charges will be as follow:

- Developments - £220 per new road name and £16 per plot
- Developments which do not include a new road name £110 per plot;
- Re-naming a property £55

Charges will be reviewed annually, and these guidance notes updated accordingly.

**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.

**The Council will accept no responsibility for costs incurred by individuals or property developers for failure to follow the Council Street Naming and Numbering policy from which these guidance notes have been produced.**

### **How**

Requests must be made to the Highway Network and Flood Risk 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 showing the approved road layout clearly marked with the properties, frontages and plot numbers. This plan must indicate the postal delivery point for each property in context to the adjacent highway.
- For developments that are sub-divided at unit or floor level i.e. a block of flats, an internal layout plan should be provided. this plan shall be clearly marked to show the main entrance to the property in relation to the adjacent highway.
- For any new street, the applicant should suggest possible street names. Several suggestions should be made in case the Council or Royal Mail object.

### **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:**

- New street names should avoid duplicating any similar names already in use within Stockton-on-Tees Borough. A variation in the suffix, for example Drive, Avenue or Close will not be accepted as sufficient reason to duplicate a street name.
- Names for consideration need to be sufficiently unique so as to avoid confusion of misunderstanding.
- Where possible street names should reflect the historical or geographical significance of the area. Names with a common theme are preferable on large developments.
- Naming of street after living individuals will be considered. The request 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 individual, the decision will be referred to the Director of Community

Services and Transport and the Cabinet Member for Environment and Transport in consultation with Full Council.

- Naming of streets after individuals posthumously will be allowed. However, requests will only be considered once the applicant has obtained approval from the named person's family or estate administrators.
- Street names must not contain numeric characters.
- Street names that construe marketing or that promote a company, service or product are not acceptable.
- Street names should not be capable of being twisted into obscene meanings and must not cause offence.
- All punctuation, including apostrophes, shall be avoided. For example, St John's Way will be officially recorded as St Johns Way.
- A parcel of land, such as a farmer's field, cannot be given an official address. Only properties with the relevant planning consents on that parcel of land can have a conventional address, enabling mail delivery and services.

### **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.

All required payments by individuals or developers must be received by the Council before the relevant authorities are notified. Please make cheques payable to: **Stockton Borough Council**.

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

All new addresses are allocated in accordance with British Standard BS7666 :2006

These notes are for guidance only and full information is available in the Councils Street Naming and Numbering Policy which can be found on the Councils Website.