



Street Naming and Numbering Policy

Index

1. Introduction
2. Applying for a new postal address
3. Procedure
4. General Naming Conventions
5. Street Naming Conventions
6. Building Naming and Numbering Conventions
7. Renaming and Renumbering of Streets and Buildings
8. The NLPG and LLPG
9. Fees and Charges
10. Further information and Advice

1. Introduction

- 1.1 The naming and numbering of streets and buildings within Wyre is a Statutory Function of Wyre Borough Council (hereafter known as “the Council”), and is covered by Sections 64 & 65 of the Towns Improvement Clauses Act 1847 and Sections 17-19 of the Public Health Acts 1925.
- 1.2 The address of a property is becoming a very important issue. Organisations such as the Royal Mail, emergency services and the general public need an efficient and accurate means of locating and referencing properties.
- 1.3 The purpose of this guidance note is to provide advice to developers and building occupiers on the naming and numbering policy of Wyre Council.
- 1.4 The Council requests developers or occupiers propose names for consideration. It is suggested that more than one new name is suggested, and that the names proposed meet the criteria set out in Sections 4 – 6 below.

2. Applying for a new postal address

- 2.1 Applications should be made by individuals or developers building new houses, commercial or industrial premises, or: Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.
- 2.2 Applications for new addresses should be submitted as soon as possible after planning permission for the proposal has been granted. This is important, as utility companies are often reluctant to install services where an official postal address has not been allocated.
- 2.3 Applications can be made by completing the online form on our website.
- 2.4 If an application is submitted at a late stage of the development, problems could arise, especially if the application is rejected and purchasers have bought properties marketed under an unofficial marketing title. It should be made clear in any marketing literature distributed to prospective purchasers that marketing names for developments are subject to approval, and therefore liable to change. Some occupiers could feel aggrieved by the loss of a supposedly prestigious address and its replacement with an address that falls within the Council’s guidelines as set out in this document.

3. Procedure

- 3.1 Once an application has been received, the Council will check that there is no duplication of existing street names within the Borough.
- 3.2 The Council will check that the proposed street names accord with the General Naming Conventions, Street Naming Conventions and Building Naming and Numbering Conventions as outlined in Sections 4 – 6 of this document.
- 3.3 If suggestions are found to fall outside of the Naming Conventions then the developer will be informed of the reasons and asked for an alternative suggestions.
- 3.4 Small SNN applications require the fee to be paid upfront. Larger developments will be sent an invoice relating to the service requesting payment within one calendar month.

4. General Naming Conventions

- 4.1 No street name should start with “The”.
- 4.2 New street names will not be approved if they are duplicated or similar to an existing street in the Borough
- 4.3 Street names should not be difficult to pronounce or awkward to spell.
- 4.4 Names of living persons will not be allowed.
- 4.5 The street names should, where possible, reflect the history or geography of the site or area.
- 4.6 Street names that could be construed as advertising will not be allowed.
- 4.7 Street names that could be considered offensive will not be allowed.

5. Street Naming Conventions

- 5.1 When naming new streets, the following conventions should be considered:

All new street names should end with one of the following suffixes:

- Street (for any thoroughfare)
- Road (for any thoroughfare)
- Way (for major roads)
- Avenue (for residential roads)

- Drive (for residential roads)
- Place (for residential roads)
- Lane (for residential roads)
- Grove (for residential roads)
- Mews (for residential roads)
- Gardens (for residential roads – subject to there being no confusion with local open space)
- Crescent (for a crescent shaped road)
- Close (for a cul-de-sac only)
- Court (for a cul-de-sac only)
- Square (for a square only)
- Hill (for a hillside road only)
- Terrace (for a terrace of houses, but not as a subsidiary name within another road (see Section 4.8))
- Lane (for development of a historic by-way)

5.2 Exceptions or single or dual names without suffixes should only be used in appropriate place (i.e. Broadway – for major roads only).

5.3 All pedestrian ways should have the following suffixes:

- Walk
- Path
- Way

5.4 The use of North, South, East or West (as in Wyre Road North and Wyre Road South) is not acceptable when the road is in two separate parts. In such a case, one half should be completely renamed.

5.5 Phonetically similar names within the Borough should be avoided (i.e. Wyre Road and Wyre Close, or Churchill Road and Birchill Road).

6. Building Naming and Numbering Conventions

When naming or numbering a new building, the following conventions should be considered:

6.1 A new street should be numbered with the odd numbers on the left and the even numbers on the right from the entrance of the street, except in the case of a cul-de-sac, where consecutive numbering in a clockwise direction is to be applied.

6.2 Private garages and similar buildings should not be numbered.

6.3 All numbers should be used in the proper sequence excluding the number 13.

6.4 Where an existing street or similar is to be extended, it would be appropriate to continue to use the same street name. This would include the continuation of the street numbering.

6.5 Buildings (including those on corner plots) will be numbered according to the street in which the main entrance is to be found. The manipulation of numbering in order to secure a prestigious address, or to avoid an address with undesirable associations, will not be authorised.

6.6 If a building has entrances in more than one street, is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats.

6.7 Legislation permits the use of numbers followed by letters. These will be suitable, for example, when one large house in a road is demolished, to be replaced by (say) 4 new smaller houses. To include the new houses in the existing numbered sequence of the road would involve renumbering all the higher numbered houses on the side of the road affected by the proposal. This is something that the Council would be opposed to. To avoid this situation, the new houses should be given the number of the old house with a suffix added (i.e. 21A, 21B, 21C, 21D).

6.8 Where a property has a number, it must be used and displayed. Where a name has been chosen to a property with a number, the number must always be included. The name cannot be regarded as an alternative.

6.9 Where there is no numbering sequence and a name is allocated to the property, the name must not be duplicated within the same town or within 2 miles.

7. Renaming and Renumbering of Streets and Buildings

7.1 On rare occasions, it may be necessary to rename or renumber a street. This is usually only done as a last resort when:

- There is confusion over a street's name and/or numbering
- A group of residents are unhappy with their street name
- New properties are built and there is a need for other properties to be renumbered to accommodate the new properties
- The number of named-only properties in a street is deemed to be causing confusion for visitors, delivery or emergency services.

7.2 Local residents will be balloted on the issue if evidence is provided that the majority of residents are in favour of the renaming or renumbering. At least a two-thirds majority will be required to make the change.

8. The NLPG and LLPG

- 8.1 The Council is responsible for maintaining information relating to Wyre in the National Land and Property Gazetteer (NLPG). This is done by maintaining a Local Land and Property Gazetteer (LLPG).
- 8.2 The LLPG and NLPG will be updated to include all authorised new street names, building names and numbering. These will be made in accordance with British Standard BS7666 “Spatial Data-sets for geographical referencing”.
- 8.3 The Council is not responsible for the assignment of postcodes to addresses. The Royal Mail does this. Any queries about postcodes can be dealt with by the Royal Mail by calling 0906 302 1222 (Postcode Enquiries) or via their website at <http://www.royalmail.com/portal/rm/home>

9. Fees and Charges

- 9.1 Under section 93 of the Local Government Act 2003 a local authority may charge for discretionary services. Discretionary services are those services that an authority has the power, but not a duty to provide. An authority may charge where the person who requires the service has been given information in advance of the charges to be made. Those details can be found on our website.

Allocation of street numbering is a power provided by Section 22 of the Greater Manchester Act 1981. The Power to assign and alter street names is provided by Section 18 of the Public Health Act 1981. The power to assign and alter street names is provided by the Section 18 of the Public Health Act 1925. These provisions are discretionary, so the authority may charge for these elements of its street numbering and naming services. If payment of fees is not received in relation to amending existing properties the address will remain unchanged and no internal or external notifications will be made.

Further information and Advice

For further advice on any aspect of street naming and numbering, please contact:
Street Naming and Numbering Department
01253 887425
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