

<b>Cabinet Member</b>	Councillor
<b>Strategic Leadership Team Lead Officer</b>	Jack Straw, Executive Head of Service (Place and Environment)
<b>Author</b>	Brenda Rogers
<b>Telephone</b>	01306 879261
<b>Email</b>	brenda.rogers@molevalley.gov.uk
<b>Date</b>	18 June 2019
<b>Ward (s) affected</b>	Street Name and Numbering Policy covers the whole District.
<b>Key Decision</b>	Yes

<b>Subject</b>	Street Naming and Numbering Policy
----------------	------------------------------------

**Recommendations**

The Cabinet is asked to approve the Street Naming and Numbering Policy annexed to this report.

**Executive Summary**

Mole Valley District Council (MVDC) has a statutory function to provide Street Naming & Numbering (SNN) services.

The proposed MVDC SNN Policy 2019/24 which is annexed to this report sets out the guiding principles and legal framework for the delivery of this service. The SNN Policy is necessary in order to provide guidance to property developers, contractors, residents and stakeholders about how the MVDC operates the service.

## **Corporate Priority**

In setting out the guiding principles and legal framework for the delivery of the SNN service over the next five years the proposed SNN policy provides clear, timely and transparent information for local residents and businesses about the naming and numbering of properties in Mole Valley reflecting the guiding principle of openness and accessibility.

**The Cabinet has the authority to determine the Recommendations.**

## **1.0 Background/Introduction**

- 1.1 MVDC has a statutory function to provide Street Naming and Numbering services. It is responsible for the naming of streets and the numbering of properties
- 1.2 The maintenance of an accurate database of addresses provides the following benefits:
- Emergency services can locate the relevant property without delay
  - Efficient delivery of mail and other products
  - Records of service providers are accurate and up to date
  - Visitors can locate properties or businesses
- 1.3 The current approach to street naming and numbering was adopted by MVDC in 1978 and was founded on various pieces of legislation. These can be found in Appendix A of the annexed report. It is proposed to formally bring together these strands of legislation into a single policy document for the benefit of residents, businesses, developers, visitors and the Council.
- 1.4 **Financial Implications**
- There are no financial implications from approving the SNN Policy as the service is currently being provided by staff in the Planning Support Team.

## **1.5 Legal Implications**

There are no legal implications in approving the SNN Policy.

## **2.0 Options**

- 2.1 The Cabinet has three options for consideration:

Option 1: The Cabinet can approve this SNN Policy as set out in the annexed document. This is the recommended option.

Option 2: The Cabinet could ask for the Policy to be given further consideration by officers and a revised SNN Policy be submitted for further consideration.

Option 3. The Cabinet does not agree to adopt the SNN policy document. This would mean that there would not be a clear indication of MVDC's approach to street naming and numbering for residents and businesses.

### **3.0 Corporate Implications**

#### **3.1 Monitoring Officer commentary**

The Monitoring Officer is satisfied that the relevant legal implications are being taken into account (as referred to in the Policy).

#### **3.2 S151 Officer commentary**

There are no material financial implications arising from this decision

#### **3.3 Risk Implications**

Approval of Option 1 would provide the Council with a SNN Policy for the next five years.

Should the Cabinet choose Option 2 or Option 3 there would be a continued lack of information, which is detrimental to the Council's aims of improving customer service.

#### **3.4 Equalities Implications**

There are no specific equalities implications as a direct consequence of this report. However, when considering road and property names, the Policy states that due care must be taken to ensure there is no impact on people with protected characteristics (i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation).

#### **3.5 Employment Issues**

There are no employment issues for the purposes of this report.

#### **3.6 Sustainability Issues**

There are no sustainability issues for the purposes of this report.

#### **3.7 Consultation**

No consultation has been undertaken.

#### **3.8 Communications**

Once adopted the SNN Policy will be made available to the public via the Council's website.

# **Street Naming and Numbering Policy**

**2019 - 2024**



**June 2019**

## Document Control

<b>Organisation</b>	Mole Valley District Council
<b>Title</b>	Street Naming & Numbering Policy
<b>Author</b>	Sameer Abdool / Jonathan Keepen / Brenda Rogers
<b>Filename</b>	MVDC SNN Policy Apr 2019
<b>Responsible Officer</b>	Corporate Head of Service
<b>Subject</b>	SNN Policy
<b>Protective Marking</b>	OFFICIAL
<b>Review Date:</b>	June 2024
<b>Agreed By</b>	

## Document History

Date	Version	Author (s)	Changes Made
15/04/2019	Draft 1.0	Sameer / Jon	First Draft of new SNN Policy
08/05/2019	Draft 2.0	Brenda	2 <sup>nd</sup> Draft of new SNN Policy after review
13/05/2019	Draft 3.0	Jon/Sameer	3 <sup>rd</sup> Draft of new SNN Policy after review

## **CONTENTS**

- 1. Introduction**
- 2. Types of Addresses**
- 3. Legal Framework**
- 4. Street Naming and Numbering Charges**
- 5. Street Naming and Numbering (SNN) Procedures**
  - 5.1 Naming of New Streets**
  - 5.2 Submission of Proposed Names**
  - 5.3 Choice of Street Names**
  - 5.4 Numbering of New Streets**
  - 5.5 Renaming an Existing Street**
  - 5.6 Renumbering Properties within a Street**
  - 5.7 Numbering and/or Naming Properties within an Existing Street**
  - 5.8 Change of House Names or Flat Numbers**
  - 5.9 SNN Additional Information**
  - 5.10 Demolitions**
  - 5.11 Confirmation of Street Names and Postal Addresses**
  - 5.12 Powers used by Mole Valley District Council**
- 6. Data Protection and Records Retention Policy**

### **Appendices**

**A: Legislation**

**B: SNN conventions and technical guidance**

**C: Internal / External Notifications (Relevant Authority List)**

**D: Street Naming and Numbering Charges**

## 1. INTRODUCTION

- 1.1 Mole Valley District Council (MVDC) has a statutory function to provide Street Naming and Numbering (SNN) services.
- 1.2 MVDC is the SNN authority for the Mole Valley area with responsibility for the naming of streets and the naming and numbering of properties. Some of the benefits of the maintenance of an accurate address database are:
  - The Emergency Services can find a property quickly and effectively
  - The post can be delivered efficiently
  - Visitors can locate their destination
  - Statutory undertakers are able to connect their services to premises and link them to a postal address for billing
  - Courier companies can provide a reliable delivery of services and goods
  - An effective record of Service Providers is able to be maintained
- 1.3 Many legal transactions associated with properties can be withheld until they are identified by a street name and number.
- 1.4 Royal Mail will not assign a postcode and a Post Town until MVDC has notified them of the official address as the SNN Authority.
- 1.5 The purpose of the SNN policy is to establish the correct process and procedures for the following activities:-
  - Naming of new streets and numbering properties on that street.
  - Renaming an existing street or renumbering existing properties on a street.
  - Numbering or naming a new property.
  - Renaming or renumbering an existing property.
- 1.6 The current SNN service was adopted by MVDC in 1978 and is founded upon various pieces of legislation. A summary of the relevant legislation covering street naming and numbering can be found in Appendix A. This policy aims to formally bring together this legal framework for the benefit of residents, businesses, developers, visitors and the Council.
- 1.7 MVDC will apply accepted SNN conventions and national good practice for names of streets and properties which can be found in Appendix B.

## 2. Types of Address

- 2.1 There are two forms of address in common use:
- 2.2 The **Postal Address** is the form of the address held by Royal Mail for the delivery of post. Royal Mail accept no responsibility for use of the postal address for any other purpose than delivery of mail by them.
- 2.3 The **BS7666 Address** is the form of the address which conforms to the national standard for addressing BS7666<sup>(1)</sup>. This form of address is prescribed by the government for various statutory purposes such as planning applications and the electoral register. It is used in the Local Land & Property Gazetteer (LLPG), the Council's primary address register. It also forms the basis of the National Address Gazetteer which, through Ordnance Survey's AddressBase product, provides a single address list across the whole public sector.

<sup>(1)</sup> **BS7666** is a British Standard that sets out the guidelines upon which the Local Land and Property Gazetteers (LLPGs) and Local Street Gazetteers (LSGs) are built.

- 2.4 Other forms of an address may exist (such as those on title deeds or held by third party databases) but have no legal standing.

### **3. Legal Framework**

- 3.1 The principal provision that shall apply in respect of street numbering is Section 65 of Towns Improvement Clauses Act 1972. This provides that it is the occupiers of houses and other buildings that are obliged to number their houses (with approved numbering) and to renew or replace as appropriate.

- 3.2 Other relevant legislation relating to street naming and numbering includes:-

#### **3.3 S17 Public Health Act 1925**

1. Proposals for street names need to be provided to MVDC by the proposer.
2. If MVDC wishes to object to the proposed name it must to do so within one month of receipt by providing the proposer notice of its objection.
3. Proposers cannot proceed to put up any street name until (i) one month has passed from receipt of notice of the proposed name, or, (ii) if MVDC has objected to the proposed name, it has withdrawn its objection (or the objection has been overruled on appeal).
4. If MVDC objects to the name, the proposer can, within 21 days of service of the Council's objection, make an application to the Magistrates' Court

#### **3.4 S18 Public Health Act 1925**

1. MVDC has the power to alter the name of a street or part of a street (or assign a name to any street or part of a street) that is not named. In order to do so, MVDC must first place a Notice of its intended order at each end of the street/part of street (or in another conspicuous location). The Notice must contain a statement that the Council can make the order on or after a specified date (this date must be included in the Notice). There is a right of appeal by "aggrieved persons" who must appeal to the Magistrates' Court within 21 days of the posting of the Notice.

#### **3.5 S19 Public Health Act 1925**

1. MVDC must clearly mark streets by painted or other markings in a conspicuous position on any house or other building or place in or near the street. If the street name is altered or the inscription becomes illegible it is MVDC's duty to alter or renew the relevant signs.
2. It is an offence for anyone to deface signs or other street naming markings, or to put a street name which does not comply with the statutory framework for street naming. Advertisements cannot be placed within 12 inches of any street name.

#### **3.6 Where individuals have the ability to make an appeal to the Magistrates' Court, the following provisions apply (S8 Public Health Act 1925):**

1. The appellant is required to provide MVDC's Street Naming and Numbering Officer Clerk with written notice of (i) the appeal; and (ii) the grounds for the appeal.
2. The Magistrates' Court can make any Order it considers reasonable (and may award costs),
3. Where there is an appeal being considered by the Magistrates' Court MVDC cannot execute any work or take proceedings until the determination or abandonment of the appeal.
4. Notice of the right of appeal must be endorsed on the order of MVDC and on any notice communicating their determination, requirement or intended Order.

### **4. Street Naming and Numbering Charges**

- 4.1 The power to charge falls under Section 93 of the Local Government Act 2003.

- 4.2 MVDC does not have a statutory obligation to amend or assign an existing street name in line with property owners' wishes. It is, however, a discretionary service for which there will be a charge. .
- 4.3 The charges cover a variety of tasks, including:
- a. Consultation and liaising with external organisations such as Royal Mail.
  - b. The process of naming or numbering of new properties (including conversions)
  - c. Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
  - d. Notifications to organisations listed in Appendix C.
  - e. Confirmation of addresses.
- 4.4 The Scale of Charges for SNN can be found in Appendix D.
- 4.5 Fees and charges applicable for SNN service/s will be annually reviewed during the Council's budget setting process and publicised through the Council's agreed communication channels including the website.

## **5. Street Naming and Numbering Procedures**

### **5.1 Naming of New Streets**

The legal framework for naming new streets is set out in the legislation referred to in Section 3 of this policy.

### **5.2 Submission of Proposed Names**

- 5.2.1 Where a developer constructs new roads, they may provide road name suggestions to MVDC, in accordance with the Naming Conventions contained in Appendix B.
- 5.2.2 If the suggestion is found to fall outside of the naming conventions set out in Appendix B, then a written objection will be sent to the developer, informing them of the reasons, together with a request for a further suggestion.
- 5.2.3 Whilst the Council does not have a statutory duty to consult on street names, it has chosen to consult with the Members of the Ward, Parish Council and the principal Residents' Association in which the new street is proposed. They will also be invited to suggest names should the developer not offer any proposals. The period of the consultation will be 28 days from the day on which the notice was sent.
- 5.2.4 If neither the developer nor the Members of the Ward, Parish Council or registered Residents' Association propose a name then the Council will allocate a name for the street.
- 5.2.5 Should Members of the Ward, Parish Council or registered Residents' Association propose a name that differs from the name suggested by the developer (and conforms to Appendix B) MVDC will advise the developer and seek agreement or comments. If the developer objects then MVDC will decide which name should be allocated and all parties will be informed of the decision. Under the legislation, the developer has a right of appeal.
- 5.2.6 Proposals for naming new streets will be submitted by the developer as part of the naming and numbering of the development by use of the Mole Valley online portal.

### **5.3 Choice of Street Names**

- As far as possible, proposed names should reflect the history or geography of the site or the surrounding area. Names should not be identical or similar to existing street names in the vicinity.
- Names should be unambiguous to spell and pronounce.
- The Council does not accept the names of living people for street names.
- Names must not advertise a product or business.

Further details on choice of names are given in Appendix B.

## **5.4 Renaming an Existing Street**

5.4.1 On rare occasions, it may be necessary to rename a street. This is usually carried out as a last resort when:-

- there is confusion over a street's name for visitors and/or emergency services are unable to locate properties effectively
- A group of residents are unhappy with their street name.

5.4.2 The statutory process is set out in section 18 of Public Health Act 1925.

5.4.3 Prior to the statutory process, the Ward Members would normally be consulted, along with the emergency services and occupiers of properties. Other parties may be consulted where appropriate.

5.4.4 Where the renaming of a street or part of a street would result in the change of Unique Street Reference Number in the National Street Gazetteer<sup>(2)</sup> then the Local Street Gazetteer Custodian<sup>(3)</sup> will be informed. Under streetworks legislation, the Local Street Gazetteer Custodian has a legal duty to consult with statutory interested parties prior to any change.

## **5.5 Numbering of New Streets**

5.5.1 Numbering of properties is carried out by the SNN Officer. There is no statutory consultation process, and no right of objection or appeal. Numbers are sequential and no numbers are omitted.

5.5.2 Once street numbers have been allocated, the SNN Officer will inform Royal Mail of the street name(s) and numbers of the new development and will request a postcode and post town from Royal Mail. When this has been received, the SNN Officer will notify the developer in writing of the full postal addresses. The Ordnance Survey receive the data automatically and the Emergency services, public utilities, Land Registry and departments within the Council are also notified.

(2) The National Street Gazetteer (NSG) contains definitive information for streets in England and Wales. Primarily it allows local authorities to manage all streetworks carried out by themselves and by statutory undertakers in an efficient manner on the national road network.

(3) The Local Street Gazetteer Custodian is the appointed person within the County Council responsible for ensuring that the street database is up-to-date and correct.

## **5.6 Renumbering Properties within a Street**

5.6.1 On rare occasions, it may be necessary to renumber a street. This is usually carried out as a last resort when:-

- There is confusion over a street's numbering
- 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 and/or emergency services are unable to locate named properties effectively.

5.6.2 Although there is no statutory duty to consult anyone over such changes, the council may consult the relevant Ward Members, Parish Council or registered Residents' Association, the emergency services and/or property owners if appropriate.

## **5.7 Numbering and/or Naming Properties within an Existing Street**

5.7.1 When applications for naming and/or numbering of properties are received from developers or property owners, a check is carried out on the Local Land and Property Gazetteer<sup>(4)</sup> (LLPG) and/or Royal Mail to ensure non-duplication of names and numbers. If a duplication of a name occurs, or there are similarly named properties within the vicinity, then the applicant is informed and invited to submit an alternative name.

## **5.8 Change of House Names or Flat Numbers**

5.8.1 Applications for renaming or renumbering a property must be submitted by the owners of the property only and not tenants or prospective owners. We cannot formally change a property name where the property is in the process of being purchased until exchange of contracts. A check is carried out on the Land and Property Gazetteer to ensure non-duplication of names and numbers. If there is a possibility of duplication then the owners are informed and invited to propose an alternative name or number.

5.8.2 If an owner wishes to rename a building that is divided into flats or maisonettes, then evidence that they have notified all occupiers of that building of the proposed change should be supplied before renaming is carried out.

5.8.3 Once renaming/renumbering has taken place the owners and occupiers are notified in writing and the Local Land and Property Gazetteer is updated accordingly. Royal Mail, public utilities, emergency services and departments within the Council are also informed, indicating the UPRN and full postal address.

## **5.9 SNN ADDITIONAL INFORMATION**

5.9.1 A building can only have one name and one number.

5.9.2 When numbers have been allocated, the developer or owner is notified in writing of the allocated postal address with a request that the allocated name or number is clearly displayed on the front of the building before occupancy.

(4) The Local Land and Property Gazetteer is Council's database containing all of the addresses within the district.

(5) The Unique Property Reference Number (UPRN) is the unique identifier for every addressable location in Great Britain. It is allocated by local authorities who have the statutory authority to name and number every street and property and Ordnance Survey who identify objects on the landscape which may otherwise not attract an address. It provides a comprehensive, complete and consistent identifier throughout a property's life cycle – from planning permission or street naming through to demolition.

5.9.3 Where a property has a name as well as a number, the owner is informed that the number takes precedence over the property name. Royal Mail, public utilities, emergency services and departments within the Council are also informed. However, Royal Mail will not normally record a name in their own database where the property has a number.

5.9.4 The Council has powers of enforcement if numbers are not displayed.

## **5.10 Demolitions**

5.10.1 Where a building is demolished then the existing numbering sequence is retained and reused as far as possible in any new development.

## **5.11 Confirmation of Street Names and Postal Addresses**

5.11.1 Requests are received from various departments within MVDC and outside bodies e.g. solicitors, building societies, public utilities and Land Registry querying street names and postal addresses. Checks are made on MVDC's Local Land and Property Gazetteer to ensure the correct information is given.

## **5.12 Powers used by Mole Valley District Council**

5.12.1 Mole Valley District Council is responsible for ensuring streets are named and properties numbered and to check that authorised names and numbers are clearly displayed. Householders are responsible for actually erecting and maintaining the numbers and/or property name. The power to name streets is given under the Public Health Act 1925 Sections 17, 18 and 19 and to number properties under the Towns Improvement Clauses Act 1847 Sections 64 and 65.

5.12.2 Entry of properties in the LLPG is governed by BS7666, the Public Sector Mapping Agreement, the LLPG and LSG data entry conventions, and secondary legislation from various government departments.

5.12.3 The SNN service is exclusively provided by the Council and no third parties have been authorised to act on MVDC's behalf. If an applicant decides to use a third party for SNN services MVDC will not process the request and will report such activity as fraud.

5.12.4 The legal framework can be found in Appendix A.

## **6. Data Protection and Records Retention Policy**

6.1 Personal data collected as part of the application process is kept for one year after the case is complete or one year after the submitted date of occupation whichever is the later. After this, the data will be deleted in compliance with GDPR.

Final letters or notices giving formal confirmation of address, site plans showing the numbering scheme for new developments and statutory notices of street names shall be kept permanently in electronic form.

June 2019

**LEGISLATION**

The Council's powers in relation to street naming & property numbering were adopted by MVDC in 1978, and are contained in the following Acts:

**Towns Improvement Clauses Act 1847, Sections 64 & 65**

<http://www.legislation.gov.uk/ukpga/Vict/10-11/34/section/64>

<http://www.legislation.gov.uk/ukpga/Vict/10-11/34/section/65>

**Public Health Act 1925, Sections 17, 18 & 19**

<http://www.legislation.gov.uk/ukpga/Geo5/15-16/71/section/17>

<http://www.legislation.gov.uk/ukpga/Geo5/15-16/71/section/18>

<http://www.legislation.gov.uk/ukpga/Geo5/15-16/71/section/19>

**Public Health Act 1925, Section 8 (Appeals)**

<http://www.legislation.gov.uk/ukpga/Geo5/15-16/71/section/8>

**Local Government Act 1972, Schedule 14, Part 11, Paragraph 25(3)**

<http://www.legislation.gov.uk/ukpga/1972/70/schedule/14>

**STREET NAMING AND NUMBERING CONVENTIONS**

**Street naming conventions**

1. Developers are encouraged to preserve any historic link to the land which they are developing, i.e. field names the land may be previously known as; previous property names located on site such as farm names; or, any other associated historic link.
2. Full names of deceased persons, famous or locally known, will only be allowed for roads which do not service residential properties. Acceptance in writing from the person's family or estate administrators should be obtained prior to consideration.
3. Street names should not duplicate or be similar (either phonetically eg Churchill Road/Birchill Road or with a different suffix eg Birchfield Road/Birchfield Close) to those currently used in the same locality and/or town. This is not acceptable as it can delay the emergency services to locate a property.
4. Street names should not start with "The".
5. No punctuation in the use of street names will be used. For example "St. Mary's Gardens" will appear in all street naming documentation and street nameplates as "St Marys Gardens" Names that would lead to variations in the use of punctuation are unacceptable.
6. Where a new road is an extension of an existing road, it will not normally be allocated a new street name and the properties will be numbered into the existing road.
7. Street names should not be difficult to pronounce or awkward to spell, in order to assist emergency services.
8. The name of a street should not advertise an organisation.
9. Names of living persons will not be allowed.
10. Street names that could be considered offensive or controversial are unacceptable.
11. Names must comply with the Equality Act. Therefore they may not be deemed offensive in terms of race, religion or belief, gender, disability, age, sexual orientation, gender reassignment, marriage and civil partnership, sex.
12. Inappropriate names or names capable of deliberate misinterpretation are to be avoided.
13. The following is a list of possible suffixes and meanings, it is not exhaustive and sometimes other words are more appropriate:
  - Street (for any thoroughfare)
  - Road (for any thoroughfare)
  - Way (for any way that leads from one place to another)
  - Avenue (a wide straight road that is often tree lined)
  - Grove (for residential streets surrounded by woods)
  - Drive (for residential roads)
  - Place (for small residential streets or narrow streets in a commercial district)
  - Mews (for small residential streets lined with small houses)

- Parade (for a road with shops along it)
- Circus/Circle (for a circular road only)
- Crescent (for a crescent shaped road)
- Close (for a cul-de-sac only)
- Court (for a street in a square or rectangle, similar to the use of square)
- Square (for a square only usually with a park or large square at the centre)
- Hill (for a hillside road only)
- Rise (for a hillside road only)
- Ridge (for a hillside road only)

Generally rural locations only

- Lane (for narrow roads generally in the countryside)
- Vale (for roads in a valley or basin)
- Dene (for residential roads)
- Mead (for residential roads)

New pedestrian ways:

- Walk
- Path
- Way
- Mall

New multiple property building name:

- Lodge
- Apartments
- Flats
- Mansions
- House
- Court

For larger numbers of new infill properties:

- Villas
- Terrace
- Row
- Cottages

High rise residential blocks:

- Point (high block residential only)
- Tower (high block offices or residential)
- Heights (high block offices or residential)

## Numbering Conventions

1. The Council will insist that a new street/development is numbered in the most logical manner, with consideration to potential future development.
2. A new road/street will be numbered with odds on the left hand side and evens on the right, commencing from the primary entrance to the street. Where the street is a thoroughfare between two other streets, the numbering shall commence at the end of the street nearest the centre of the town/village.
3. A cul-de-sac will be numbered as at 2, however it may be numbered consecutively, at the Council's discretion, usually in a clockwise direction, unless the cul-de-sac can be extended in the future.
4. Properties (including those on corner sites) are numbered according to the street in which the main entrance is to be found.
5. Additional new properties on extensions of existing streets that are currently numbered will always be allocated a property number.
6. Where infill properties are built and insufficient numbers are available in the current numbering scheme, a letter shall be used as a suffix where there are no alternatives and to avoid the renumbering of other properties in the existing street, e.g. 15A. Wherever possible infill properties requiring a suffix will be given the property number before the infill to maintain a proper numbering sequence. For larger numbers of infill properties, numbered subsidiary names on a named road (e.g. 1-4 Bluebell Row, Wood Street) will be allowed at MVDC's discretion. Properties built on the site of previously demolished properties will be numbered within the existing sequence if possible, and letter suffixes (e.g. 16A) will be used if necessary. Where a new property is built on the site of a demolished property, the new building will inherit the existing number. If the demolished property was named, the new property can inherit that name or be registered with a different name from the demolished property, but the new name must follow guidelines as outlined in the street naming and numbering policy.
7. Spurs off new streets/roads may be either numbered into the main street or named and numbered separately at MVDC's discretion.
8. Where a property has a number, it must be used and displayed, and be at least 100mm in height on a contrasting background. They should clearly be visible from the highway and this may mean the numbers being displayed on posts, gates or fences (and not necessarily the door of the property) to aid easy identification of the property, particularly in the event of an emergency.
9. Where two or more properties are combined to form one single property, the property will be numbered using one of the existing numbers and will be based on the location of the main entrance.
10. For any dwelling accessed internally through a commercial premises, the accommodation will be given a prefix to match the accommodation type i.e. The Flat. The rest of the address will be the same as the parent property, e.g. where a flat above a public house and is only accessed internally, its address will be The Flat, Name of Public House, Street Number and Name.
11. A multiple property building (i.e. flats) will be addressed on the road where the main entrance is. Flats will be numbered into the road, as a preference, or can be numbered internally within the named or numbered building. If the building has entrances in more than one street, each flat will be addressed into the appropriate road.

12. Royal Mail will only register properties which have their own entrance and their own secure letter box. If mail for a multiple property building is delivered to a single letter box, and occupants then collect their own mail, Royal Mail class this as a “building in multiple occupation” and will only register the parent building and not individual flat numbering schemes within the building.
13. It is not permitted for flats with communal entrances or flats that form part of a larger property to have individual names and only numbers are permitted.
14. Annexes to buildings (e.g. granny flats, ancillary accommodation or holiday lets) or agricultural land parcels will not be officially registered with Royal Mail
15. A business name will not take the place of a number or a building name.
16. All of the above conventions apply to both residential and commercial developments/properties.

### **Property Naming Conventions**

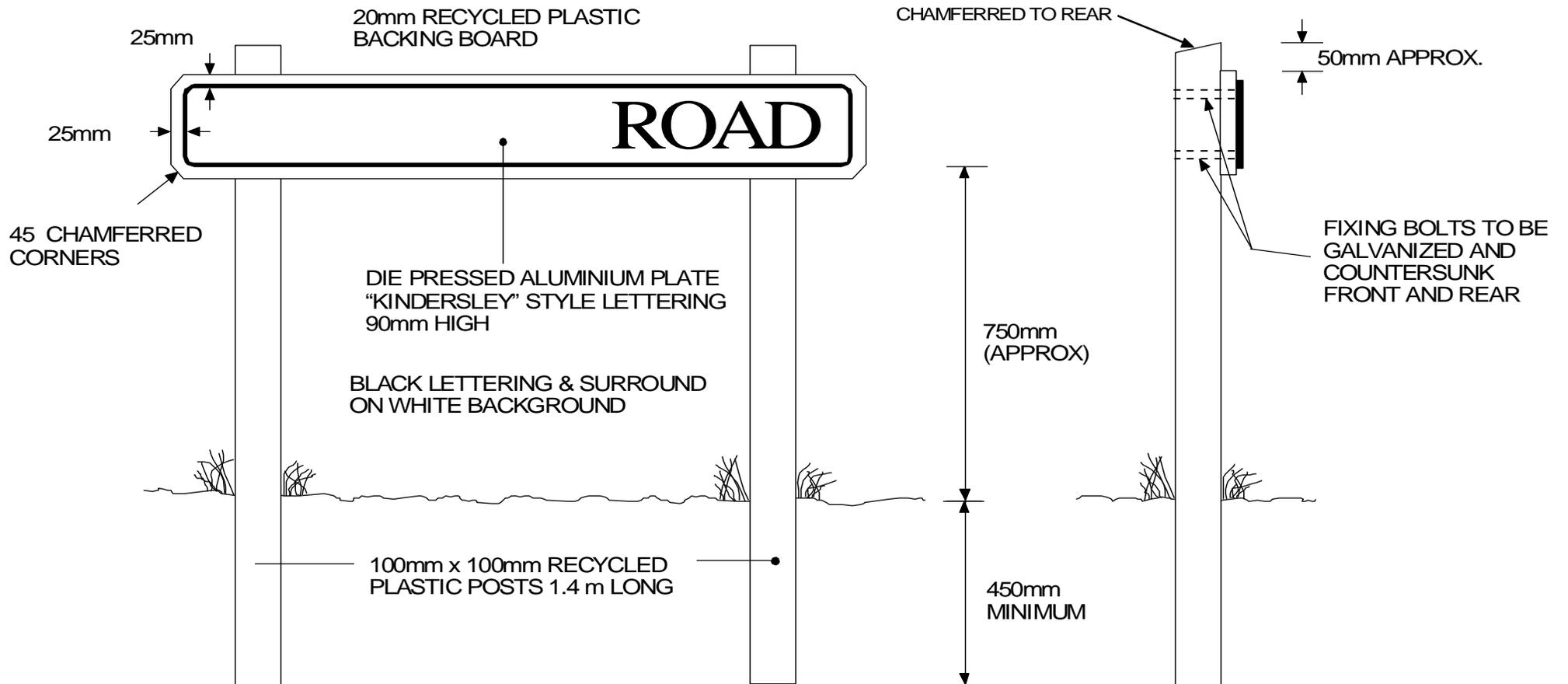
1. Names must comply with the Equality Act. Therefore they may not be deemed offensive in terms of race, religion or belief, gender, disability, age, sexual orientation, gender reassignment, marriage and civil partnership, sex.
2. Names that could be considered inappropriate must not be used
3. If a proposed property name is refused, then the owner will have the option to provide further suggestions or retain the current address.
4. Where a property has a number, it is not possible to replace it with a name. The owner can additionally name their property (known as an alias), as long as it follows the rules etc. as above. The name cannot be regarded as an alternative, the property number must still be displayed and referred to. The alias name will be held by Royal Mail on their “alias file” and will not be part of the official address.
5. Where a property is registered with a name or an amendment to a property name is carried out, the Council will inform those bodies listed in Appendix C. Royal Mail are not able to accept new house names or name changes from anyone other than the Council.

### **Street Nameplate Specification**

Please refer to diagram on following page.

# MOLE VALLEY DISTRICT COUNCIL

## TYPICAL STREET NAME PLATE ASSEMBLY



NOTE :  
 ALL FIXING BOLTS TO BE GALVANIZED OR SHERADIZED  
 ALL FIXING SCREWS TO BE ANTI VANDAL PROOF

**NOTIFICATIONS TO ORGANISATIONS**

The following organisations are notified as part of the SNN process:

Statutory Undertakers (e.g. Valuation Office, Local Land Charges, Electoral Registration)

Blue Light Services

Royal Mail

Energy Providers

Water Companies

Various other interested parties (e.g. mapping companies)

**Street Naming and Numbering Charges**

The power to charge falls under Section 93 of the Local Government Act 2003.

<http://www.legislation.gov.uk/ukpga/2003/26/section/93>

Fees and charges applicable for SNN service/s will be annually reviewed during the Council's budget setting process and publicised through the Council's agreed communication channels including the website.

The fees for the current year are as follows:

**Charges from 1 April 2019**

- **House name change:** £52
- **Changing the name of a block of flats:** £103 for the first property, then £26 per additional flat
- **Changing a street name:** £770 for a street plus £52 per property
- **Property Registration:** £310 for the first plot plus £52 per additional plot
- **Administrative Charge:** £103, the cost for performing cases where substantial investigative work is required prior to committing to a specific SNN request. This charge will be waived where that work results in an official SNN case.

(Please note: These charges are not subject to VAT.)