



# **Lewes District Council**

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**Street Naming and Numbering Policy**

**April 2021**

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## **1. Introduction and Overview**

- 1.1. Lewes District Council is the street naming & numbering authority, and under the Town Improvement Clauses Act 1847: Sections 64 – 65 and the Public Health Act 1925: Sections 17 – 19, has the statutory responsibility to ensure that all streets and properties are named and numbered and that names and numbers are clearly displayed in an appropriate manner.
- 1.2. The Council may approve or reject proposed street names and numbering schemes and works closely with developers and the general public to ensure that all properties are addressed correctly. Both commercial and residential properties are addressed in the same way.
- 1.3. All addresses which have undergone the street naming & numbering process become the official address. This is not to be confused with the Royal Mail postal address (although in many cases these are the same).
- 1.4. All new addresses are allocated in compliance with the National Address Standard BS7666-2006 and feed into the National Address Gazetteer. This is a combination of data supplied by the local authority, Royal Mail postcode and Ordnance Survey and is geographically accurate.
- 1.5. The Council, under the Local Government Act 2003: Section 93, reserves the right to charge for the notification of official addresses to some third-party organisations which include Royal Mail and the emergency services.
- 1.6. Accurate addressing is vital to allow for the delivery of all manner of services and goods, including the effective delivery of mail & postal services, location of streets and properties, along with swift responses to emergencies by the police, fire and ambulance services.
- 1.7. The Council is not responsible for the allocation of postcodes which falls under the remit of Royal Mail. However, the Council works closely with Royal Mail to ensure that all properties are correctly addressed.
- 1.8. All addresses are held in the Council's Local Land and Property Gazetteer (LLPG) which forms part of the National Address Gazetteer.
- 1.9. The Council is not responsible for any losses, costs or damages incurred by the applicant, developers or individuals as a result of failing to follow the correct street naming and numbering process and guidelines outlined in this policy.
- 1.10. The allocation of an address does not serve as confirmation that any building or structure has been authorised under Planning and Building Control regulations. Owners / occupiers may be at risk of enforcement action if any necessary approvals have not been obtained.

## **2. Street Naming and Numbering Criteria - Streets**

- 2.1. Marketing names for new housing / commercial developments may not become the official street name.
- 2.2. Street names should where possible reflect the local history of the site or area. Where there are to be more than one street, a theme linking the street names is crucial.
- 2.3. The Council may consult, out of courtesy, the local Town or Parish Council regarding proposed new street names. However, it should be noted that Lewes District Council will make the final decision. In cases where a street name cannot be agreed then the Head of Service will make the final decision.
- 2.4. The Council will allocate the street terminal word (Road, Way, Close and so on) along with the postal numbering sequence.
- 2.5. Street terminal words may be of the following: Road, Way, Close, Drive, Avenue, Crescent, Row, Mews, Grove, Gardens, Place, Court, Glade, Square, Hill, Vale, Rise, Dene, Mead, View, Walk, Circle.
- 2.6. Street names beginning with the word “The” are not permitted as outlined in the LLPG Data Entry Conventions 2016 of which the Council adheres to.
- 2.7. Duplication of or similar street names is not permitted.
- 2.8. The Council does not name roads after living people. Naming roads after someone recently deceased who is of local significance (former Counsellor, Mayor, MP or similar) may be considered, however, the approval of the family of the deceased person is required. It will be the responsibility of the applicant to seek this approval in writing, but only if the Council has agreed in advance that the name may be used.
- 2.9. Proposed street names should not be offensive to race, gender, disability, sexual orientation, faith or belief. Names should not be difficult to pronounce or spell.
- 2.10. If an existing street is to be extended, then the existing street name will still apply. All new properties will be incorporated into the existing postal numbering sequence.

### **3. Street Naming & Numbering Criteria – Properties**

- 3.1. All new properties on new streets are allocated postal numbers rather than house names. The Council allocates property numbers with odds on the left and evens on the right-hand side, where appropriate. In cul-de-sacs, consecutive numbering may be allocated in a clockwise direction. Occasionally there are exceptions to this rule depending on the layout of the site.
- 3.2. Postal number 13 is automatically allocated unless the developer notifies the Council at the application stage not to include this number.
- 3.3. Two or more new properties built on infill plots may be allocated postal numbers with a letter suffix if it is not possible to allocate a new postal number. For example, a property built in-between No's 17 and 19 would become 17A if this letter suffix is free.
- 3.4. Properties built on the site of a demolished property will inherit the existing postal number. Where two or more properties are built on the site of a single demolished property, the original postal number will be retired and all new properties allocated the postal number with a letter suffix. For example, No. 16 is replaced with two properties which become 16A and 16B.
- 3.5. Some properties only have a house name. Any house name change proposals must not conflict with another similarly named property in the vicinity.
- 3.6. Adding house names to numbered properties is permitted but are subject to the same criteria as changing a house name detailed in point 3.5. It should be noted that the postal number cannot be replaced with a house name and the number will always remain part of the official address.
- 3.7. Buildings containing flats or units will be numbered into the road of where the main access is located. The flats or units themselves are numbered beginning at the ground floor (or sometimes the lower ground floor) working upwards. Flats and units are allocated numbers and not letters, for example, Flat 1 but not Flat A or Unit 1 but not Unit A.
- 3.8. Plot numbers may not always become the official postal number. Prospective purchasers / tenants and utility companies should be made aware of this.
- 3.9. The postal number and/or house name must be clearly displayed on the outside of the building. This helps to identify the property. Failure to display the number or name may mean the Emergency Services would be unable to locate the property should they be required.
- 3.10. Buildings constructed on corner plots will be addressed onto the road where the main building entrance is located even if vehicular access is on a different road. Where properties may have entrances on more than one road, each entrance will be addressed onto the appropriate street accordingly.

- 3.11. Naming buildings containing “child” properties such as flats or units & offices are subject to the same criteria as individual house names as detailed in points 3.5.and 3.6. Such building names would need to reflect the use of the building so a suffix of House, Tower, Place, Court would be allocated.
- 3.12. One flat = one plot or one new property.

#### **4. Addresses without Planning Permission**

- 4.1. The Council is not obliged to provide an address for any property, both residential and commercial, without planning permission and of which does not claim any Council services such as a waste collection or pay into local taxation (Council Tax / Business Rates).
- 4.2. If a property does receive a waste collection and pays for local taxation then you may apply for an address, however, the allocation of an address does not serve as confirmation that Planning and Building Control regulations have been approved.
- 4.3. An address which lacks the relevant planning permission is still subject to the Council’s Planning Enforcement Policy.

#### **5. Renaming Existing Streets**

- 5.1. Existing streets will only be renamed in exceptional circumstances and with 100% agreement of all property owners / taxpayers. The landowner must also give written permission if the road is privately owned.
- 5.2. Exceptional circumstances may include frequent misdeliveries of post, confusion for residents, the emergency services and statutory service providers.
- 5.3. The Council does not endorse street name changes for vanity purposes.
- 5.4. If an existing street has been renamed, then the properties within the street may be subject to renumbering and a new postcode (the latter allocated by Royal Mail).

#### **6. Amendments to Existing Addresses**

- 6.1. Occasionally it may be necessary to amend existing addresses if there are found to be frequent delivery and / or confusion with other similar addresses. Such amendments may include requesting a new postcode from Royal Mail or amending numbers and names.

## **7. Street Nameplates**

- 7.1. It is the responsibility of the developer for the provision of street nameplates for new developments. The Council will provide a copy of our Street Nameplate specification when confirming the official addresses.
- 7.2. Maintenance of existing street nameplates is carried out by the Council's Neighbourhood First Department after a street has been adopted by East Sussex Highways Authority.
- 7.3. The Council is not responsible for providing or the maintenance of street nameplates on private roads.

## **8. Royal Mail and Postal Addresses**

- 8.1. Royal Mail are responsible for the allocation of postcodes rather than the Council. For new developments, the Council requests new postcodes after the street names and property numbering has been allocated.
- 8.2. There may be occasions where the official address held in the Council's LLPG does not match Royal Mail's postal address file (PAF). This can occur in more rural areas where Royal Mail may not recognise the same locality or village name.
- 8.3. Royal Mail's postal address file (PAF) is set up so that Royal Mail can deliver mail efficiently. PAF include their own delivery office town name within the addresses and occasionally these may differ from the geographical village or locality. So long as the house name, property number and postcode match, then Royal Mail will deliver post correctly.

## **9. Who can apply and when to apply**

- 9.1. Only the developer or property owner can apply to amend addresses or apply for new addresses. In cases where there is more than one property owner then consent from all parties is required.
- 9.2. For new developments it is advisable to apply for the addresses after planning permission has been granted or when construction is about to commence. This is because the process is sometimes subject to a consultation process.
- 9.3. The street name consultation period can sometimes be lengthy especially if initial street name proposals cannot be agreed between consultees.
- 9.4. The Council is responsible for allocating the numbering scheme and it should be noted that plot numbers may differ from the postal number.

## **10. Applying for Street Naming and Numbering**

- 10.1. All street naming & numbering applications must be made in writing and we encourage applicants to use the online application forms on the Lewes-Eastbourne website which can be found on the Street Naming and Numbering page.
- 10.2. Applications for developments with new streets must be accompanied by site plans with a minimum scale of 1:2500 with the plot numbers clearly displayed.
- 10.3. Buildings containing flats must include floor plans with plot numbers.
- 10.4. Street Name suggestions are welcome but are subject to review and sometimes consultation with the local Town or Parish Council. Marketing names do not usually become the official street names.
- 10.5. Applications for developments without new streets must also be accompanied by site plans with a minimum scale of 1:2500.
- 10.6. Requests to change existing house names and / or requests to add a house name to a numbered property are processed in the same way and are subject to review. Only the owner of a property may apply to change an address. Occasionally a proposed new house name may be rejected if it is too similar or identical to another property in the area.
- 10.7. Once an application has been received an invoice will be forwarded for payment. Invoices are usually dispatched via email from the Finance system. After payment has been made the official addresses will be registered and written confirmation by email sent to the applicant.
- 10.8. Following address confirmation, the Council will notify relevant organisations which include Royal Mail, emergency services and internal departments. Please note that the Council is not licenced to distribute address data to commercial organisations and SatNav companies.
- 10.9. Occasionally problems may arise with postal numbers. Postal numbers may only be amended if there has proven to be consistent delivery issues.

## **11. Fees**

- 11.1. The Council reserves the right to charge for discretionary services under the Local Government Act 2003: Section 93. Discretionary services are those services that an authority has the power but not the duty to provide.
- 11.2. An authority may charge where the person who receives the service has agreed to its provision, the charge must not exceed the cost of providing the service.



11.3. The Council is not allowed to make a charge for the naming of new streets as this is not discretionary. It can however, charge for the discretionary elements of the service as listed below.

11.4. The Council can charge for the following:

- Naming and numbering of new properties (including conversions).
- Renaming and renumbering of existing properties.
- Alterations to either names or numbers to new developments after initial naming and numbering has been undertaken.
- Renaming of existing streets at resident request, subject to the conditions in our policy.
- Address notifications to relevant organisations including to Royal Mail.

11.5. Our current list of Street Naming and numbering fees can be found on the Street Naming and Numbering page on the Council website.