STREET NAMING AND NUMBERING

…addressing guidance for Town or Parish Councils and Ward Councillors
Legislation and agreements

Street naming is affected by:

- Hambleton District Council’s Corporate Addressing Policy 2014
- Public Health Act 1925 Sections 17-19
- Data Co-Operation Agreement 2012 (DCA) (including BS7666 2006)
- Public Sector Geospatial Agreement (PSGA) 2020
- Electoral Registration and Administration Act 2013
- Local Government Act Section 93
- Local Authorities (Executive arrangements) (meetings and access to information) (England) Regulations 2012 (2012 Regulations)
Street naming and numbering is a statutory, registration function by which Hambleton District Council must formally approve all proposals for:

- naming new streets
- changing the names of streets
- naming currently un-named streets
- new properties to be numbered or named (where no numbering scheme exists)
- changes to existing names and adding an alias name to a numbered address.

The function covers both domestic and commercial premises. This guidance will help Town and Parish Councils - and Ward Councillors - when asked to comment during street name consultations. The district council will consult with them on proposed new street names to collate local opinion and raise any issues that approving the name would cause, eg name has a legal covenant stating that the name is only allowed to be used in a certain area or situation. The council’s decision on whether or not the proposed name is acceptable lies with the Chief Planning Officer.

Street names

There are a number of standards that need to be adhered to when naming streets - the Addressing Officer will take them into account when approving a street name and applicants or developers should consider them before suggesting names:

- No new name to be a duplicate of one already in the local area
- No new name to be similar to an existing street name such as Chapel Street, Chapel Place, Chapel Mews.
- Use of a name which relates to people either living or those alive during living memory will be refused.
- Written consent of the Lord Chamberlain’s Office must be obtained by the applicant or person suggesting names with any reference to the Royal family or the use of the word ‘Royal’.
- Where possible names should reflect the history or geography of the site or area.

Town and Parish Councils and Ward Councillors must also consider these standards when responding to a consultation on a particular street name, whether they are objecting to a proposed name or suggesting an alternative.
Naming new streets

The legislated time allowance for the procedure to name new streets is one month from the time the validated application is received by the district council.

The legislation gives a developer the right to appeal a formal objection through the Magistrates Court.

The procedure is covered by Section 17 of Public Health Act 1925.

Application received from developer

Proposed names checked for duplicates or similar existing names

Twenty-one day consultation with the Town or Parish Council, Ward Councillors and Royal Mail

Collate comments

Objections? (require a substantial reason)

YES

Alternative names sent to developer to agree/request alternative names from the developer

If developer disagree with refusal they must appeal to Magistrates Court

NO

Name approved; postcode applied for; produce and send registration documentation
Naming existing un-named streets

This procedure is covered by Section 18 of Public Health Act 1925.

- Written request from the Town or Parish Council, Ward Councillors or residents
- Proposed names checked for duplicates or similar existing names
- Twenty-one day consultation period with every affected resident, owner, the Town or Parish Council and Ward Councillors
- The council will consider any representations received before proceeding to the next stage

**NO**
- No further action will be taken, then consultees and applicants will be informed

**YES**
- Notices are posted at each end of the street in question, giving twenty-one days notice to appeal to the Magistrates Court
- If there are no appeals, an official order will be produced to officiate the name. If the Magistrates Court receives any appeals it will be the court’s decision to approve or refuse

When approved a copy of the order and official change of address notification will be sent to affected properties and other interested parties - for example Royal Mail and the district council internal departments
Impact on residents

Naming a previously unnamed street could have an impact on residents:

- Royal Mail may change property postcodes.
- It can take up to a year for all third party records to be updated such as the internet, sat nav systems.
- Service providers and personal contacts will need to be informed of these changes by owner/occupier at their own expense.

Royal Mail is responsible for part of an address which is the Post Town and Postcode. By adding these to the property name/number and the street name, Royal Mail creates a postal address.

Hambleton’s street signage is the responsibility of the district council’s Design and Maintenance Department contact Claire Spink, Engineering Officer 01609 767188 or visit hambleton.gov.uk to view full policy and guidelines.

Land Registry and the Valuation Office Agency (VOA)

The Land Registry or VOA may use different addresses to those recognised by Royal Mail and the district council. These addresses are used for internal procedures and are not used in correspondence with occupants or land owners.

Decisions

All decisions will be available on our website shortly. Application working files are only available via appointment at the Civic Centre and only retained for four years.
<table>
<thead>
<tr>
<th>Suffix</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avenue</td>
<td>Wide street; road between two rows of trees; way of approach</td>
</tr>
<tr>
<td>Bank</td>
<td>Similar to hill</td>
</tr>
<tr>
<td>Close</td>
<td>Street closed at one end; courtyard or quadrangle</td>
</tr>
<tr>
<td>Court</td>
<td>Courtyard</td>
</tr>
<tr>
<td>Crescent</td>
<td>Crescent shaped road</td>
</tr>
<tr>
<td>Drive</td>
<td>Road for vehicles; especially a private road leading to a house/small cluster of houses</td>
</tr>
<tr>
<td>Gardens</td>
<td>Road with area of green in the centre similar to roundabout</td>
</tr>
<tr>
<td>Garth</td>
<td>Yard or close</td>
</tr>
<tr>
<td>Grove</td>
<td>Small group of trees</td>
</tr>
<tr>
<td>Hill</td>
<td>Road goes up/down hill</td>
</tr>
<tr>
<td>Lane</td>
<td>Small track; narrow road; area of road for one stream of traffic</td>
</tr>
<tr>
<td>Mews</td>
<td>An alleyway where there are/were stables; a narrow passageway</td>
</tr>
<tr>
<td>Path</td>
<td>Pedestrianised area</td>
</tr>
<tr>
<td>Place</td>
<td>Similar to close</td>
</tr>
<tr>
<td>Rise</td>
<td>Upward slope</td>
</tr>
<tr>
<td>Road</td>
<td>Way prepared for passengers; vehicles way or course street</td>
</tr>
<tr>
<td>Row</td>
<td>Straight line of properties</td>
</tr>
<tr>
<td>Square</td>
<td>For pedestrianised area only in shape of a square</td>
</tr>
<tr>
<td>Street</td>
<td>Public road; lined with buildings</td>
</tr>
<tr>
<td>Terrace</td>
<td>Set of housing attached in a row only</td>
</tr>
<tr>
<td>Vale</td>
<td>Valley</td>
</tr>
<tr>
<td>Walk</td>
<td>Pedestrianised area</td>
</tr>
<tr>
<td>Way</td>
<td>Route or direction track or path; also used for footways</td>
</tr>
</tbody>
</table>
This information is available in alternative formats and languages