STREET NAMING AND NUMBERING

...addressing guidance
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)
Accurate addressing for both domestic and commercial properties is becoming increasingly important as more organisations and services depend upon them.

Maintaining a comprehensive and high standard for naming streets and numbering/naming of properties is crucial for essential facilities, such as emergency services, postal and courier services.

If a property is not registered through the street naming and numbering process it will not appear on main address databases and the owner/occupier may encounter difficulties receiving services such as applying for a credit card or mail/courier deliveries.

The district council has the legal responsibility, under sections 17 to 19 of the Public Health Act 1925 to ensure that streets in the Hambleton area are named and properties are numbered and/or named.

Hambleton District Council must formally approve all proposals for:
- changes to existing names and adding an alias name to a numbered address
- registration of new property/properties
- naming new streets
- changing the name of streets
- naming currently un-named streets
- new properties to be numbered or named (where no numbering scheme exists)

Commercial properties will require either a number or building name and not a company or business name.

There is a fee attached with this service. Please check latest charges on our website hambleton.gov.uk or contact the Addressing Officer before sending in an application.
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 within the local area.
- No new name to be similar to 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.

However the ultimate decision on whether or not the proposed name is acceptable lies with the Director of Economy and Planning. Applicants will be informed of the decision by the district council’s Addressing Officer, who is also the first point of contact.
Registration of change of a property’s name or add/change alias name

If you are NOT the freehold owner of the property concerned, you must seek the owner’s written permission and submit this with the application.

Alias name

If the property already has a house number it cannot be replaced with a name. However, the district council will allow the addition of an ‘alias name’ to the address. The name will be held by Royal Mail on their ‘alias file’ but will not form part of the official postal address. The alias name can only be used in conjunction with the property’s number, not as a replacement.
Registration of a new property, small development or new address (without new street name)

Application received from owner (including fee and location plan)

Check for duplicate or similar proposed name

NO

Approve new name/number

Send request to Royal Mail

YES

Send official refusal requesting alternative name

Does the new address require a new postcode

NO

Send official registration letter out to applicant

YES

Send official registration letter out to applicant

Send copy of letter to interested parties - Emergency Service, Royal Mail, Council Tax and Electoral Registration

If the new property/properties are accessed off an established numbered street, they will receive an infill number automatically, but an alias name can be added.

Commercial properties will require either a number or building name and not a company or business name.
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

NO

If developer disagrees with refusal they must appeal to Magistrates Court

Name approved; postcode applied for; produce and send registration documentation
Naming existing un-named streets or changing the name of street
This procedure is covered by Section 18 of Public Health Act 1925.

1. Written request from the Town or Parish Council, Ward Councillors or residents

2. Proposed names checked for duplicates or similar existing names

3. Twenty-one day consultation period with every affected resident, owner, the Town or Parish Council and Ward Councillors

4. 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

5. 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.

It will only add a new address to its live address database when the property is completed and able to receive post, in the meantime the address is held on the Royal Mail ‘not yet built’ database.

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.
Completing your application form

Details are on each form but all applicants **MUST** provide:
- their contact name and details.

Depending on the type of application you may also need to provide the:
- fee - enclose a cheque or card payment receipt
  also on-line or via banks transfer
- location plan highlighting the site
- suggested street name or building name
- plot layout and floor plans
- Planning and Building Regulations references.

**How long will it take to complete your application?**
- New street name - legislation requires one month to complete.
- New small development, new property, new address - we aim for five working days, add approximately an extra ten working days if a new postcode is required.
- Change of name or alias name - we aim for five working days.

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Hambleton’s street signage is the responsibility of the district council’s Design and Maintenance Department contact the Council’s Engineering Officer 01609 767188 or visit hambleton.gov.uk

Please note that personal details given on the application will be forwarded to internal departments only for use in connection with the site of the application.
# Glossary

<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.