

OADBY & WIGSTON BOROUGH COUNCIL

STREET NAMING AND NUMBERING PROTOCOL



Oadby & Wigston
BOROUGH COUNCIL

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1.0 Introduction

1.1 The naming and numbering of streets and buildings within the Borough of Oadby and Wigston is a Statutory Function of Oadby and Wigston Borough Council (OWBC), and is subject to Section 18 of the Public Health Act 1925.

1.2 Part 3 Section 19 of the Leicestershire Act 1985 states that the owner or occupier of a building shall maintain the mark of the building (its number if allocated) in such a way that it is legible from the street, and that it is not obstructed wherever possible.

1.3 The purpose of this guide is to provide advice to developers and property occupiers on the naming and numbering policy of Oadby and Wigston Borough Council.

1.4 Developers are encouraged to suggest names for consideration; however the Borough Council will seek to consult with the local Historical Society, Civic Society and Elected Ward Members for locally relevant names, before proposing a name.

1.5 Whilst certain existing addresses or road names within the Borough go against the below conventions, they are not intended to be applied retrospectively, nor will the Council proactively amend existing addresses to fit the conventions. It is possible however; should major re-development of a site occur then the Council will examine the possibility of applying the conventions which apply at that time.

2.0 Applying for New Postal Addresses

2.1 You should make an application if you are either:

- An individual or developer building new houses, commercial or industrial premises; or,
- An individual or developer converting an existing residential, commercial or industrial premises which will result in the creation of new properties and / or premises.

2.2 Applications for new addresses should be made as soon as work starts on the site. Often utility companies will not install services until an official postal address has been granted.

2.3 Applications must be made either electronically or in writing and accompanied with a site plan and the appropriate fee. (See fee Schedule). If you are unsure of the correct fee please contact Building Control quoting the planning reference number, who will be able to inform you of the required sum.

2.4 Any marketing literature produced by the developer is done so at their own risk. Oadby and Wigston Borough Council accept no liability for any costs or inconvenience resulting from incorrect issuing of non –official addresses. Oadby and

Wigston Borough Council reserve the right to refuse unacceptable street naming/numbering suggestions, even if properties are already occupied. Any grievance raised as a result of the developer providing incorrect address information should be directed to the developer.

3.0 Procedure

3.1 Once an application has been received, the Council will check that the correct fee has been paid and send an acknowledgment of payment, preferably via email.

3.2 The Council will then check if a new street name(s) is (are) required. That any proposed name does not conflict with existing street names with the local area, and that it meets the conventions set out within this document.

3.3 The Council shall consult with the appropriate Elected Ward Members, Local Historical Society and the Civic Society as we deem appropriate. This may take up to one month due to consultation requirements and meeting timetables.

3.4 The Council shall, during this time allocate a numbering scheme if required, in accordance with the conventions set out in this document.

3.5 The Council will consult with the Royal Mail to allocate post codes for any new properties.

3.6 Once agreed with the relevant Elected Ward Members, the Council shall produce a completed document outlining the street naming and numbering scheme in terms of the developer's plot numbering, including postcodes as allocated by the Royal Mail and provide the developer with a copy of the naming and numbering schedule, authorising the Street Naming if required.

3.7 The Council will then inform Council Tax/NNDR, Electoral Registration and the Refuse and Recycling Teams directly. The address will be made available to the public via the Council's own website. The NLPG Gazetteer will be updated within 48 hours of the new property being added to Council's address register which will in turn inform a wide number of third parties such as Leicestershire County Council, Leicestershire Constabulary and Leicestershire Fire and Rescue Service.

4.0 General Naming Conventions

4.1 Oadby and Wigston Borough Council apply the following conventions to street naming in the Borough:

- Street names cannot be duplicated within the immediate locality,
- Street names should not be difficult to pronounce or awkward to spell,
- Streets will not be allowed to be named after a living person,

- The name or part of the name of a deceased person may be considered where outstanding service to the community or country can be demonstrated,
- Street names should wherever possible reflect the history or geography of the site. (Wider local links will be considered),
- Street names that could be considered as advertising will not be considered,
- Street names which could cause offence will not be allowed.

4.2 Where street names are suggested to commemorate a person connected with the site or locality or as recognition of a previous site usage etc. justification must be included as part of the application.

5.0 Street Naming Conventions

5.1 It is recommended that any 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)
- Circus (for a roundabout only)
- Terrace (for a terrace of houses, but not as a subsidiary name with another road name)
- Lane (for development of a historic by-way)
- Vale (for residential roads in exceptional circumstances)
- Walk (for residential roads in exceptional circumstances)
- Rise (for residential roads in exceptional circumstances)
- Row (for residential roads in exceptional circumstances)
- Wharf (for residential roads in exceptional circumstances)
- Dene (for residential roads in exceptional circumstances)
- Mead (for residential roads in exceptional circumstances)

5.2 Non-acceptable suffixes are as follows:

- End
- Cross
- Side
- View
- Park
- Meadow

5.3 All pedestrian ways should have the following suffixes:

- Walk
- Path
- Way

5.4 The use of North, South, East or West, or Upper or Lower is not acceptable where the road is split in half. In such instances, one half of the road should be completely re-named.

5.5 Names which sound phonetically similar should be avoided within the locality if possible (for example Bond Street and Pond Street).

6.0 Building Naming and Numbering Conventions

Oadby and Wigston Borough Council shall, wherever practically possible, work to the following conventions when naming/numbering a new property:

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 to the street, except in the case of a cul-de-sac, where consecutive numbering in a clockwise direction is preferable.

6.2 Private garages and similar buildings used for housing cars, etc. should not be numbered.

6.3 All numbers should be used in the proper sequence (including 13).

6.4 Where an existing road is extended, and it is practical to perpetuate the road name, then the numbering scheme shall also be extended.

6.5 Buildings will be numbered according to the street in which the main entrance is located.

6.6 The manipulation of addresses to create a seemingly more prestigious address or to avoid less desirable associations will not be authorised.

6.7 Buildings which have entrances on more than one street, with separate entrances leading to distinctly separate occupiers should be numbered as per the appropriate road. Houses which have been split into flats may be excluded from this where appropriate.

6.8 The use of numbers followed by letters or fractions is permissible. For example if a property is developed on garden land and is accessed adjacent to an existing property, then it is more convenient to add a suffix to the new property's number rather than renumber the higher numbers in the street. Fractions should only be used where numbers are not practical or where there is an immediately local convention to do so.

6.9 Letters should only be used in conjunction with the previous number in the street. So for example 4A should not precede number 4 in a street, it should instead be numbered 2A.

6.10 For properties on existing unnumbered roads it is imperative that new properties are officially named. Names should not replicate an existing name in the locality or repeat the name of the road.

6.11 Where a property has a name and a number, the number must always be used and displayed. The name should not be considered an alternative to the number.

6.12 Property names which include a number, or sound like numbers will not be allowed (e.g. Two Steeples House, Foreshore House).

7.0 Renaming and Numbering of Streets and Buildings

7.1 On certain occasions it may be appropriate to rename or renumber a street. This will only be considered 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, or
- The number of unnumbered properties in a street is felt to be confusing for visitors, deliveries and/or emergency services.

7.2 Residents of the affected street will be consulted, along with Royal Mail.

7.3 Residents affected by the changes will be balloted, and a two thirds majority will be required for the change to be approved.

8.0 Table of Fees and Charges

8.1 Oadby and Wigston Borough Council will charge the following fees for certain Street Naming and Numbering functions:

Service	Charge
Renaming/renumbering of existing property	£40.00
Naming/Numbering of 1-5 plots	£40.00 per plot
Naming/ Numbering for more than 5 plots	For each additional plot over 5, £20 per plot
Naming of a street	£150 per street
Change to a development after notification*	£50 admin fee plus £15 per plot
Street re-naming at residents request	£250 plus all compensation** met by the applicant (NB: A two thirds majority agreement from residents is required by ballot).
Written Confirmation of postal address details	£25.00 per address
Numbering of new flat complex	£25 per flat

* *Notification means after the Authority has numbered the street.*

** *Compensation relates to monies paid to residents to help them pay for the cost of informing all parties that they correspond with, regarding the change to their address.*

8.2 Cheques for fees should be made payable to Oadby and Wigston Borough Council, and should be included with any documentation and plans, this is to be sent for the attention of Building Control. If you are unsure of the correct fee please contact Building Control prior to raising the cheque.

8.3 Confirmation of receipt of payment shall be made by email wherever possible.

9.0 The National Land and Property Gazetteer (NLPG) and the Local Land and Property Gazetteer (LLPG)

9.1 The Council is responsible for updating the Gazetteer (NLPG) for properties within the Borough of Oadby and Wigston. This is done by maintaining the Local Land and Property Gazetteer (LLPG).

9.2 The LLPG will be updated by Oadby and Wigston WBC to include all authorised new street names and property details. These will be made in line with British Standard 7666: 2006 (Spatial data-sets for geographical referencing), or any more recent relevant adopted standard.

9.3 The Council will liaise with Royal Mail in order to allocate post codes for newly developed properties; however, it is not responsible for the assigning of post codes. Any queries about postcodes can be dealt with by Royal Mail enquiries, by calling (lo-call) 08457 111 222.

10.0 Information and Advice

For further information please visit our website:

https://www.oadby-wigston.gov.uk/pages/street_naming_and_numbering

Should you require any further information or advice please contact Building Control:

Telephone: Leicester (0116) 257 2657

Email: building.control@oadby-wigston.gov.uk

