



Scarborough Borough Council

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# Street Naming and Numbering Guidance Notes



## Street Naming and Numbering Guidance Notes

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## 1 Introduction

The naming and numbering of streets and buildings within the Scarborough Borough is a statutory function of Scarborough Borough Council (hereafter known as 'the Council'), and is covered by Sections 64 and 65 of the Towns Improvement Clauses Act 1847 and Sections 17-19 of the Public Health Acts 1925. The Council is the only organisation with the authority to name and number new streets and properties within the Scarborough Borough.

The address of a property is a very important issue. Organisations such as the Post Office, emergency services and the general public need an efficient and accurate means of locating and referencing properties. The Royal Mail will not allocate a postcode until they receive official notification of a new or amended address from the Council.

The purpose of this guidance is to provide advice to developers and building occupiers on the naming and numbering of properties in the Scarborough Borough.

The Council is happy for developers or occupiers to propose names for consideration. It is suggested that more than one new name is suggested, and that the names proposed meet the criteria set out in Sections 4 to 6 below.

## 2 Applying for a New Postal Address

Applications should be made by:

- Individuals or developers building new houses, commercial or industrial premises, or:
- Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.

Applications for new addresses should be submitted as soon as possible after permission for the proposal has been granted. This is important, as utility companies are often reluctant to install services where an official postal address has not been allocated.

Naming and numbering applications can be made by completing the forms available on the Scarborough Borough Council website. A site location and a layout plan should be attached with the form. The completed form should be sent to **Planning Services, Scarborough Borough Council, Town Hall, St Nicholas Street, Scarborough, YO11 2HG.**

### **3 Procedure**

Once an application has been received, the Council will check that there is no duplication of existing street names within the Borough.

The Council will check that the proposed street names satisfy the General Naming Conventions, Street Naming Conventions and/or Building Naming and Numbering Conventions as outlined in Sections 4 to 6 of this document.

Consultations will be sent to internal consultees, Royal Mail and the Parish Council clerk if relevant.

### **4 General Naming Conventions**

- 1 No street name should be similar or the same as one which already exists.
- 2 Street names cannot be duplicated within the same locality or town.
- 3 Street names should not be difficult to pronounce or awkward to spell.
- 4 Names of living persons will not be allowed. Permission from the family must be sought for the use of a name of a deceased person and a reason given regarding the choice of the name.
- 5 The street names should, where possible, reflect the history or geography of the site or area.
- 6 Street names that could be construed as advertising will not be allowed.
- 7 Street names that could be considered offensive will not be allowed.
- 8 Subsidiary names (i.e a row of buildings within an already named road being called ....Terrace) should not be used.
- 9 The consent of the Lord Chamberlain's Office must be obtained if a name with any reference to the royal family or the use of the word 'royal' is suggested.

### **5 Street Naming Conventions**

When naming new streets, the following conventions should be considered:

All new street names should end with one of the following suffixes:

- Street
- Road
- Way

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- Avenue
- Drive
- Place
- Lane
- Grove
- Mews (officially a term for converted stables in a courtyard or lane but would be considered for most small terraced developments)
- Gardens (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 within another road (see Section 4 note 8 above))
- Vale (in exceptional circumstances)
- Rise (in exceptional circumstances)
- Row (in exceptional circumstances)
- Wharf (in exceptional circumstances)
- Dene (in exceptional circumstances)
- Mead (in exceptional circumstances)
- End (in exceptional circumstances)
- Side (in exceptional circumstances)
- View (in exceptional circumstances)
- Park (in exceptional circumstances)
- Meadow (in exceptional circumstances)

All pedestrianised streets should use the following suffixes:

- Walk
- Path
- Way

The use of North, South, East or West (as in Filey Road North and Filey Road South) is not acceptable when the road is in two separate parts. In such a case, one half should be completely renamed.

Phonetically similar names within an area should be avoided (i.e Scarborough Road and Scarborough Close, or Churchill Road and Birchill Road).

## **6 Building Naming and Numbering Conventions**

When naming/numbering a new building, the following conventions should be considered:

- A new street should be numbered with the odd numbers on one side and the even numbers on the other, except in the case of a cul-de-sac where consecutive numbering in a clockwise direction is preferred.
- Private garages and similar buildings used for housing cars, etc., should not be numbered.
- Where an existing street or similar is to be extended, it would be appropriate to continue to use the same street name. This would include the continuation of the street numbering.
- Buildings (including those on corner plots) will be numbered according to the street in which the main entrance is to be found. The manipulation of numbering in order to secure a prestigious address, or to avoid an address with undesirable associations, will not be authorised.
- If a building has entrances in more than one street (i.e. is a multi-occupied building and each entrance leads to a separate occupier), then each entrance should be numbered in the appropriate road.
- Legislation permits the use of numbers followed by letters or fractions. These will be suitable, for example, when one large house in a road is demolished, to be replaced by for example, 4 new smaller houses. To include the new houses in the existing numbered sequence of the road would involve renumbering all the higher numbered houses on the side of the road affected by the proposal. This is something that the Council would be reluctant to do (see Section 7). To avoid this situation, the new houses should be given the number of the old house with A, B, C or D added (i.e 21A, 21B, 21C, 21D). Fractions are only used where it is not possible to use letters.
- For private houses in existing unnumbered roads, it is essential that the houses be officially allocated names. The name should not repeat the name of any house or building in the area.
- Where a property has a number, it must be used and displayed. Where a name has been chosen to a property with a number, the number must always be included. The name cannot be regarded as an alternative.

## **7 Renaming and Renumbering of Streets and Buildings**

On very rare occasions, it may be necessary to rename or renumber a street. This is usually only done as a last resort.

## 8 The NLPG and LLPG

The Council is responsible for maintaining information in relation to the Scarborough Borough in the National Land and Property Gazetteer (NLPG). This is done by maintaining a Local Land and Property Gazetteer (LLPG).

The LLPG and NLPG will be updated to include all authorised new street names, building names and numbering. These will be made in accordance with British Standard BS7666 : 2006

The Council is not responsible for the assignation of postcodes to addresses, this is done by the Royal Mail.

## 9 Charges

Scarborough Borough Council charges for the provision of Street Naming and Numbering. There are 5 types of application that can be made for Street Naming and Numbering:

- Addition of house name/renaming of a property
- New development on an existing street
- New development to include naming of new streets
- Changes to layout after initial notification
- Renaming of street at resident's request

The fees are as follows:

<b>Application type</b>	<b>Charge</b>
Large developments	£170 for 10 properties or less plus £20 for each additional property
Small scale developments	£65 per property
Renaming or addition of a name to a property or business	£25 per property
Changes to layout after initial notification	£25
Address confirmation details	£20 per property

These charges are not subject to VAT. Payment can be made by cheque, cash, credit card or electronic payment. Cheques should be made payable to Scarborough Borough Council and sent with the application form.