



Policy and Guidance on Street Naming and Numbering in Warwick District

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1. Introduction

- 1.1 Warwick District Council, hereafter known as “The Council”, is responsible for all street naming and numbering within the district and undertakes its addressing role through its street naming and numbering function under the provisions of Section 64 and 65 of the Town Improvements Clauses Act 1847 with the Extension of the Public Health Acts Amendment Act 1907 and Section 17, 18 and 19 of the Public Health Act 1925.
- 1.2 Street Naming and Numbering is an important function as it allows the Council to maintain a comprehensive and accurate address database covering all properties in the Warwick District area. In turn, this enables: -
- Emergency services to find a property quickly (delays can cost lives, time and money);
 - Mail to be delivered efficiently;
 - Visitors to find where they want to go;
 - Reliable delivery of utilities, services and other products;
 - Records of service providers to be kept in an effective manner;
 - Allow all Council’s departments to work from one definitive address base.
- 1.3 The Policy provides a framework for the Council to operate its Street Naming and Numbering function effectively and efficiently for the benefit of all residents and businesses as well as all visitors to the Warwick District area. It will also act as a guide to developers when considering new names for streets and give assistance to parish and town councils during the consultation process.
- 1.4 Many legal and financial transactions associated with properties can be withheld until they are identified by a street name and number.
- 1.5 Within the Policy are guidelines derived from national good practice concerning acceptable names for streets and properties. New street names need to be acceptable to the Council primarily to avoid duplication or confusion arising from use of similar names in the same locality and is particularly important in an emergency.

2. Royal Mail

- 2.1 The Postcode Address File (PAF) is maintained by Royal Mail under Section 116 of the Postal Services Act 2000.
- 2.2 As part of their commitment, Royal Mail will allocate a postcode to each address submitted to them by the local authority. Royal Mail is then obliged to make the necessary address changes to its Postal Address File (PAF).
- 2.3 Royal Mail accept no responsibility for use of the postal address for any purpose other than delivery of mail by themselves.
- 2.4 Royal Mail will not officially recognize an address, and consequently not assign a post code, until they have been officially informed of its existence by the local authority. Therefore, failure to inform the Council of any new development or address change may mean that any details will not be passed on to other organizations. This may result in possible

difficulties obtaining essential services, receiving mail and ordering from internet-based companies.

- 2.4 Royal Mail does not publish on its website addresses of properties that are not completed and/or occupied. This means that in certain cases, addresses that have been notified by the Council may not, for a while, be visible to anyone using the Royal Mail website. This may also mean that other organisations using the PAF will also not be able to confirm addresses.
- 2.5 In practice, on notification from the Council of a new property, Royal Mail will hold this address on a 'Not Yet Built' database in order to avoid problems with undelivered mail. Therefore, if the new occupier is experiencing difficulties, they should contact Royal Mail in order to confirm activation of the address.
- 2.6 The delivery of items by third party companies is solely dependent upon the accuracy of the addresses that they hold, this information being purchased initially from Royal Mail. Therefore, any complaints relating to the delivery of goods should be directed to the relevant delivery company and not the Council.

3. Legislation

- 3.1 The Legislation under which naming, and numbering can be carried out is: -

- Public Health Act 1925 - Sections 17 to 19
- Towns Improvement Clauses Act 1847 - Sections 64 & 65
- Local Government Act 2003 - Section 93
- Postal Services Act 2000 – Section 116

Appendix A identifies the relevant legislation under which Warwick District Council has a duty.

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

- 4.1 The NLPG is the de facto addressing solution for all local authorities and increasingly so for its partners. Local Government has invested over £70 million in creating the NLPG and is committed to using it for all its addressing requirements and services.
- 4.2 The NLPG is the definitive address list that provides unique identification of properties and conforms to the British Standard, BS7666:2006. It covers the whole of England and Wales and contains more than 30 million residential, business and non-mailing addresses and is now marketed commercially.
- 4.3 The Council is committed to this initiative through its own Local Land and Property Gazetteer (LLPG) which, together with the other 375 local authorities in England and Wales, makes up the NLPG. Street naming and numbering is the single most important source of address change intelligence for the Council's LLPG and therefore the NLPG.
- 4.4 As local authorities are the originators of addressing information, an address dataset, developed and maintained at source by users of the data, will inevitably have the highest level of currency and completeness.

5. Street Naming and Numbering Charges

- 5.1 The Council is not permitted to charge for the service of street naming and numbering as the duty to provide is a statutory one. However, the Council is empowered to charge for elements of the naming and numbering service (commonly known as discretionary services) by virtue of Section 64 and 65 of the 1847 Act coupled with Section 93 of the 2003 Act.
- 5.2 Discretionary services are those services that The Council has the power but not a duty to provide. It may charge where the person who receives the service has agreed to its provision, and that the charge must not exceed the cost of providing the service.
- 5.3 The charges made cover the administration costs of:
- Pre-application discussions with Town/Parish Councils to help formalise a definitive list of approved street names;
 - Consultation and liaising with external organisations such as Royal Mail;
 - Checking that the relevant Planning and Building Control approvals have been obtained;
 - The process of naming or numbering of new properties (including conversions and alias).
 - Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
 - Providing formal notification to organisations listed in Appendix B
 - Confirmation of addresses.
 - Pre-application discussions and full consultation process with all affected rate payers and Town/Parish Councils in the case of changing an existing street name;
- 5.5 All charges are to be paid in full prior to changes/notifications being made.
- 5.6 Changes made without contacting the Council will not be officially recognised and as such will not be registered with either the National Land and Property Gazetteer (NLPG) or the Postcode Address File (PAF). Furthermore, details will not be forwarded to the services and organisations listed in Appendix B.
- 5.7 Fees and charges applicable to the street naming and numbering services will be reviewed annually during the Council's budget setting process and publicised through the Council's agreed communication channels including the website.
- 5.8 Applicants should ensure that care is taken not to pay fees before it is established that the address is within the correct local authority boundary [find your local council](#). A handy guide is the local authority to which Council Tax or Non-Domestic Rates is paid.

6. Street Naming and New Developments

- 6.1 As far as street naming proposals are concerned, The Council is happy for developers to propose their own preferred names for consideration under Section 17 of the Public Health Act 1925. However, it is recommended that more than one suggestion be put forward in case one fails to meet the Naming Conventions (see Appendix D), or in order to negate possible objections from the Town/Parish Councils, Royal Mail or The Council itself.

- 6.2 The Council will consult with the Town/Parish Council (and any other bodies as appropriate) for any comments. However, in practice most developers are happy to leave the choice of street name with The Council or enter amicable discussion.
- 6.3 Wherever possible, the Council will liaise with the Town/Parish Council, with a view to formulating a list of approved street names to put to the developer. This is particularly helpful in areas where new development regularly takes place.
- 6.4 The Council's decision is final for the naming of roads, renaming of roads, numbering or renumbering of properties and is at the discretion of the Street Naming and Numbering Manager.
- 6.5 The Council will not create a Street Name similar to or the same as one which already exists if any of the following conditions apply to the Street Name:
- a. It is in use in the same locality.
 - b. It is in use in the same town.
 - c. It is in use in the same post town.
 - d. It is in use in the same town or post town within a neighbouring SNN Authority's administrative area.
- 6.6 Changes to new developments after new roads and addresses have been formally registered by the local authority and Royal Mail, will incur a charge by the developer for every Plot to Postal change and any additional new addresses.
- 6.7 The Council will not normally consider the separate naming of a new street unless it serves more than four properties.
- 6.8 Streets in close proximity should not be assigned the same name with a different suffix, for example "Birch Road", "Birch Avenue", "Birch Park" and "Birch Crescent".
- 6.9 Developers should be wary of using a name for marketing purposes if it has not been approved by the Council. This may cause confusion if the name is duplicated elsewhere in the Parish/Town.
- 6.10 If person names are suggested, all efforts should be made to obtain the living direct relative/descendant consent, providing the person has been deceased for at least 20 (English Heritage "blue plaque" selection criteria), 50, 100 or more years. As defined in SNN policy or a delegated decision on a case by case basis.

7. Street Re-Naming

- 7.1 Re-naming of a street is usually only considered if the existing name causes problems for the Emergency Services.
- 7.2 Where a street is to be re-named, notices will be displayed on that street under Section 18 of the Public Health Act 1925 and will remain in place for at least 1 calendar month before an Order changing the name will be made. A copy of the Order will be sent to the Magistrate Courts informing them of the proposed change.

- 7.3 Where a naming and/or numbering scheme is issued, the Local Authority will inform those bodies listed in Appendix B. The Council will allow 21 days for consultation and receipt of any objections.
- 7.4 Any relevant fees that are applicable will be made known upon submission of the initial application.
- 7.5 If an application from a person proposing street name is rejected by the council within one month of receipt of the application, the applicant has 21 days to lodge an appeal against the objection via the Magistrates' Court. The 1925 Act reserves the right for the council to reject a street name, if using this act.

8. Property Naming and Renaming

- 8.1 The Council will check to ensure that there is no other property in the locality with the same or similar name. A replicated name in the same locality will not be allowed. Similar sounding names within an area should be avoided and will only be allowed at the discretion of the Council.
- 8.2 The owner (not the tenant) of a property may request the addition, amendment or removal of a name for their property. Proof of property/premise ownership (not tenant/leaseholder), may be required.
- 8.3 The Council will not formally add or amend a property name where the property is in the process of being purchased. However, on payment of the fee (non-refundable) it will carry out the naming and numbering process but only officially register the change/addition on notification of completion of purchase.
- 8.4 Where a naming and/or numbering scheme is issued, the Local Authority will inform those bodies listed in Appendix B.

9. Street Nameplates

- 9.1 Warwick District Council has a responsibility to ensure that most streets and other thoroughfares are named and have a street name plate to identify them. However, we do not provide or maintain name plates for private roads, properties accessed from private communal driveways or individually named apartment blocks. For more details visit [street name plates](#). On new housing or office developments, the responsibility for providing the first street name plate rests with the property developer. After that, once the road is adopted by Warwickshire County Council, the name plate will be maintained or replaced by the district council in the event of damage
- 9.2 It is important, as we travel further from our local area, that we can find where we are and where we want to go quickly and efficiently. Most importantly, it is vital in the event of an urgent situation that you and your street can be located quickly by the emergency services.
- 9.3 The Council is also responsible for the repair and maintenance of street name plates. This can be due to accidental damage, vandalism or normal wear and tear.

10. Performance Monitoring

- 10.1 All street naming and numbering enquiries and requests for property name changes will be dealt with within 10 working days of the correct fee being paid. However, requests for new street names, new property developments and any other requests that involve consultation with external bodies, may take longer to process.
- 10.2 The Council will update its LLPG within 5 working days of completion and inform all internal and external bodies within 1 calendar month of the final decision being made.

11. Policy Review

- 11.1 The Street Naming and Numbering Policy will be reviewed every three years or sooner if a major change in the process is required through the introduction of new legislation for example.
- 11.2 The Schedule of Charges will be reviewed on an annual basis during the Council's budget setting process and publicised through its normal communication channels including the website.

12. Contact Details

Street Naming and Numbering
Warwick District Council
Riverside House
Milverton Hill
Leamington Spa
Warwickshire
CV32 5HZ

Tel: 01926 456663

Email: snn@warwickdc.gov.uk

APPENDIX A: Legislation and Terms of Reference

The Council has powers in relation to street naming and property numbering as contained in one or more of the following Acts:

Houses to be numbered and streets named

[Section 64 - Town Improvement Clauses Act 1847](#)

Numbers of houses to be renewed by occupiers

[Section 65 - Town Improvement Clauses Act 1847](#)

Notice to urban Local Authority before street is named

[Section 17 - Public Health Act 1925](#)

Alteration of name of street

[Section 18 - Public Health Act 1925](#)

Indication of name of street

[Section 19 - Public Health Act 1925](#)

Power to charge for discretionary services

[Section 93 - The Local Government Act 2003](#)

Postcode Address File (PAF)

[Section 116 - Postal Services Act 2000](#)

Street name plates and the numbering of premises

[Circular Roads 3/93](#)

APPENDIX B: Internal/External Notifications (Relevant Authority List)

The following bodies/authorities that will be informed of all new (and changes to) officially registered addresses: -

Internal Bodies that may be informed of all new official addresses include: -

- Building Control
- Contract Services
- Council Tax
- Council Web Site
- Customer Service Centre
- Development Control
- Development Services
- Electoral Registration
- Environmental Health
- Housing
- Land Charges
- Local Land and Property Gazetteer Custodian
- Non-Domestic Rates
- Warwickshire Direct
- Waste Management and Recycling

External Bodies and Partners that may be informed of all new official addresses include: -

- Local Parish or Town Council (as appropriate)
- WCC Highways
- WCC Searches
- Warwickshire Fire and Rescue Service
- Warwickshire Constabulary
- West Midlands Ambulance Service
- Gloucester Land Registry
- Valuation Office Agency
- Ordnance Survey (OS)
- Royal Mail (Address Management)
- National Land and Property Gazetteer
- British Gas Trading
- Openreach (BT)
- Severn Trent Water
- Western Power Distribution
- Contractors to the Council for provision of local authority services
- Individual third-party businesses (annual subscription)

APPENDIX C: Street Naming and Numbering Charges

In its capacity as the Naming and Numbering Authority, Warwick District Council is empowered under Section 93 of the Local Government Act 2003 to make charges to applicants in relation to any administrative costs incurred the provision of the service.

With effect from 4th January 2021, the Council will be revising its schedule of charges for the provision of the Street Naming and Numbering service, namely;

Function	Charge
Naming of a New Street	£134.50
New dwelling/unit(s) following demolition/conversion	£83.00 per plot
Numbering of New Development: 1 to 10 Plots 11+ Plots	£83.00 per plot £830.00 (plus £23.00 per plot)
Re Name/Number of an existing property	£40.00
Amend a Development Layout	£83.00 per new plot added and £23.00 per existing plot affected
Add a name to existing numbered property	Nil
Additional copies of "Confirmation of Address" letters	Price upon request
Renaming of a Street	Price upon request

Applications and payment can be made on line at [online payments](#) under **Other Payments; Street Naming and Numbering**. If you wish to pay by **BACS**, please telephone 01926 456033. If preferred, an invoice can be raised, and payment can then be made via the methods indicated on the invoice.

All fees must be paid prior to any changes being made. Changes made without contacting the Council will not be officially recognised and may not be registered with the relevant services and organisations.

Refunds

Where an application form and fee has been submitted, no refund of fee will be made. No refund of the street naming fee can be made once a name has been submitted for the consultation process.

Monitoring

Fees and charges applicable for the street naming and numbering service/s will be reviewed annually during the Council's budget setting process and publicised through the Council's agreed communication channels including the website.

APPENDIX D: Street Naming Conventions

New streets with 5 or less properties and where the street cannot be extended will be numbered into the primary road in which they are accessed. Experience has shown that roads with few houses are not well known and become difficult to locate.

Where a new road is an extension of an existing road, it will not be allocated a new street name and the properties will be numbered into the existing road.

Where a development includes a number of new roads, a theme for these roads may be used. Alternatively, the names will be taken from the Approved Road Names Register. Themes for road names for new developments will not be repeated in any one Parish/Town.

The use of a name of a living person will not be acceptable. Furthermore, the name of a street should not promote an active organisation.

Street names should not be difficult to pronounce or awkward to spell.

It is important to both the Royal Mail and the Emergency Services to avoid giving streets similar names within the same Parish/Town. The close juxtaposition of similar names such as Park Road, Park Avenue and Park Gate Drive in the same area has proved to be a particular source of difficulty. A great variety of "999" calls are received each day and some callers can be vague in the details they give. Where names are duplicated it can be extremely difficult to pinpoint an exact location in order to enable an ambulance to attend in the time allowed. This is in line with Government guidance found in circular 3/93 (see Appendix A).

Names that could give offence are not to be used, nor are names that could encourage defacing of nameplates. The Council reserves the right to object to any suggested name deemed to be inappropriate.

Where an existing road is dissected by the building of a new road, The Council may choose to rename either or both parts of the existing road, however consultation with the appropriate Parish/Town Council will be undertaken.

No punctuation in the use of street names will be used for example "St. Mary's Gardens" will appear in all street naming documentation and street nameplates as "St Marys Gardens"

The following is a list of possible suffixes, it is not exhaustive and sometimes other description words are more appropriate:

- Street (for any thoroughfare)
- Road (for any thoroughfare)
- Lane (for major roads)
- Avenue (for residential roads)

All new pedestrian ways should end with one of the following suffixes:

- Walk
- Path
- Way

APPENDIX E: Property Naming and Numbering Conventions

A new through road will be numbered with odds on the left-hand side and evens on the right-hand side, working from the centre of the parish.

A cul-de-sac will be numbered consecutively with number 1 of the left working in a clockwise direction, unless the cul-de-sac can be extended in the future.

Additional new properties in existing streets that are currently numbered will always be allocated a property number.

Private garages and similar buildings used for housing cars and similar will not be numbered.

All numbers, including the number 13, must be used in the proper sequence and there shall be no exclusion of any number due to superstitious, cultural or personal preference.

Once numbered, the Council will not normally re-number properties. Indeed, it will only re-number a property where it can be shown that there are consistent delivery problems or issues with emergency services.

Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found and the manipulation of numbering in order to secure a “prestige” address or to avoid an address which is thought to have undesired associations, will not be sanctioned.

If a multiple occupancy building (i.e. flats) has entrances in more than one street, each entrance will be numbered into the appropriate road.

The Council will use numbers followed by letter suffixes where there are no alternatives and to avoid the renumbering of other properties in the existing street. For example, these will be used at the discretion of the Council where infill properties are built, and insufficient numbers are available. Wherever possible, infill properties requiring a suffix will be given the property number before the infill to maintain a proper numbering sequence.

All property numbers must be displayed and be at least 100mm in height and on a contrasting background. They should clearly be visible from the highway and this may mean the numbers being displayed on posts, gates or fences (and not necessarily the door of the property) to aid easy identification of the property, particularly in the event of an emergency.

If open space or undeveloped areas exist along a length of road, it is usual to leave spare numbers. As a guide one number per 5m frontage in urban areas and 10m frontage in rural areas is used, however open spaces can often allow numbers either side of a road to be brought in line with each other.

Where two or more properties are combined to form one single property, the property will be numbered using one of the existing numbers and will normally be based on the location of the main entrance.

In agreement with the Council, all apartments/flats should begin with 1 and progress consecutively until all have been numbered, which may not be as per the plans submitted by the developer. This is intended to help to ensure that all properties are addressed and as part of a nationally accepted

addressing standard (BS7666). Any variance from such conventions in the submitted application may be likely to cause confusion in property identification.

Moored houseboats will form part of the Council's LLPG, which in turn forms part of the National Land and Property Gazetteer (NLPG). The Council will only allocate an official address and inform Royal Mail where it has an operational requirement to do so or it believes the property is being used for permanent residency in the District and therefore subject to Council Tax. This will assist any emergency response and create a unique record for each property for future use. Such addresses will have to meet requirements for secure delivery points for Royal Mail.

Holiday lets will be added to The Council's LLPG and will be flagged as non-official and non-postal in systems that generate mail. This is to assist emergency response and create a unique record for each property. If the address reverts back to residential, it is the responsibility of the owner to contact the Council to ensure that the address is formally registered.

For any dwelling accessed internally through a commercial premise, the accommodation will be given a prefix to match the accommodation type i.e. The Flat. The rest of the address will be the same as the parent property, e.g. where a flat above a public house and is only accessed internally, its address will be The Flat, Name of Public House, Street Number and Name.

APPENDIX F: FAQs

When should we apply?

Generally, at Building Control Application stage. Utility companies are reluctant to install services without an official postal address and allocated postcode.

Problems can arise if purchasers have brought properties which have been marketed and sold under an unofficial name and legal documentation such as Title Deeds has already been drafted.

Can I add a name to my house number?

Yes. Complete the on-line application form and submit it with the fee. If you are not the property owner, you will need to gain their consent first. The Council will record the name as well as the number.

Can I change the name of my house?

Yes. Complete the appropriate form and submit it with the fee. If you are not the property owner, you will need to gain their consent first.

Can I change the name of a property before I move in?

A name change cannot take place until you are the owner of the property. However, you may register the change in advance to take place on an agreed date.

Can I change the number of my house?

The Council only considers renumbering properties when new developments render the existing numbering scheme untenable. The right to allocate property numbers lies entirely with the council (Town Improvement Clauses Act 1847).

Can I change the name of my street?

Street names are only changed when there is clear evidence of a problem with properties not being found by emergency services. See Section 7 for more details.

Who is responsible for my address?

The property owner is responsible for the building name. Warwick District Council is responsible for the property number, street name, and the locality and town (recorded to BS7666 standard). Royal Mail are responsible for the postcode, post town and post locality.

How do I check my postal address?

The Royal Mail website gives all active postal addresses in their correct form.

I have a new property which has been registered with the Council, but Royal Mail doesn't show my address on their website. How can this be added?

It is important that you contact Royal Mail upon occupation in order to activate the address (Tel: 03456 011 110 followed by Option 3 and then option 1)

My address is not being shown correctly. Can you correct this?

If there has been an error in recording the name, number, street or post code of your property, we will correct it and pass the corrections to Royal Mail. There is no charge for this service. Note that if Royal Mail corrects a street in an address, they may alter the postcode of the property.

However, if either the postal address or the BS7666 address differs from the one you customarily use, the Council or Royal Mail will not change it. Other forms of an address may exist (such as that on title deeds or held by third party databases) but have no legal standing.

I have a property name and number; can I use the name instead of the number?

No, the property number is the primary address; the name is regarded as an alias and must be used in conjunction with the number. The name cannot be used instead of the number.

Why do you charge for street naming and property numbering services?

We charge for the discretionary services that we provide on a 'not for profit' basis in line with other local authorities. The fees charged are on a cost recovery basis only.

How long does it take to allocate an address?

Once payment has been received, we will aim to complete your request within 10 working days.

Do I have to pay each time I want to update the name or is it a standard one-off fee?

Yes, the fee will be due each time a property is renamed.

I have a query regarding the delivery of mail, who can help with this?

Visit the [Royal Mail website](#) for queries regarding delivery of mail.

Who do you notify of my new or amended address?

The Council will notify interested internal and external parties including the Royal Mail, emergency services, public utilities companies, national land and property gazetteer and other government departments.

What will happen if I decide not to use your service to allocate an address to my property or development?

Failure to do this will mean that emergency services will not be informed of any addressing changes. Royal Mail will not assign a post code until the Council has notified them of the official address. Furthermore, it is likely to mean that the address will experience difficulties in obtaining utility services, receiving mail and ordering from internet-based companies.