

Report Title	Street Naming and Numbering Policy
Meeting	Overview and Scrutiny
Meeting Date	24 th July 2025
Report Author	Sarah Whitwell
Directorate	Place
Lead Executive Member(s)	Cllr Iqbal, Cllr Hanif
Wards Affected	All
Public. Part Exempt, or Fully Exempt	Public
Appendices (if any)	Appendix 1 - Draft Street Naming and Numbering Policy Appendix 2 – Fee comparisons

1. Executive Summary

For Overview and Scrutiny Committee to scrutinise and assess the Street Naming and Numbering Policy along with the introduction of fees and provide feedback and recommendations to Council.

2. Recommendations

For the reasons set out in this report, Overview and Scrutiny is recommended to:

- 2.1 have first sight and comment on the Street Naming and Numbering Policy.
- 2.2 consider the introduction and setting of fees for street naming and numbering requests and make recommendations to Full Council.

3. Information: the Rationale & Evidence for the Recommendations

- 3.1 The Council has statutory functions under Sections 17, 18, and 19 of the Public Health Act 1925 for the naming of streets within the Borough and for the numbering of houses and other buildings in the Borough under Sections 64 and 65 of the Town Improvement Clauses Act 1847.

- 3.2 The prime objective in naming streets and numbering buildings is to facilitate easy identification of premises by the emergency services, postal and delivery services, and general visitors to the area. This function is dealt with by the Council's Street Naming and Numbering Officer, within the Housing and Environmental Health Service.
- 3.3 The Council has previously not adopted a formal Street Naming and Numbering Policy, however, there has been a recent increase in requests for clarity from property owners. Through adopting a clear and consistent policy there are operational benefits. The Policy ensures we are following nationally mandated standards and recognised best practice whilst providing clarity for postal and emergency services and the public. The Policy also sets a standard that prevents duplication or the use of offensive terms. The Policy also outlines the responsibilities, consultation and process for both developers, property owners and the Council.
- 3.4 Additionally, the Council has not previously charged for street naming and numbering services because demand has only increased in recent years. The implementation of this Policy along with fees will cover the Council's costs in administering this work whilst ensuring that we are aligning our service with other authorities to enable a smooth LGR transition.
- 3.5 The Council cannot charge for all elements of street naming services (Section 17 Public Health Act 1925) since the duty to provide this service is not discretionary, but it can charge for elements of the naming and numbering function (which are a discretionary service) by virtue of Section 64 and 65 of the 1847 Act coupled with Section 93 of the Local Government Act 2003, however the charge must not exceed the cost of providing the service.
- 3.6 For Street Naming and Numbering these charges can cover:
- Consultation and liaising with other external organizations such as Royal Mail, and Emergency Services (as a non-statutory element of naming of streets).
 - The Naming and Numbering of new properties (including conversions).
 - Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
 - Notifications to those organisations listed.
 - Confirmation of addresses previously issued.
 - Challenges to existing official names, numbers or addresses held within the street naming and numbering records.
- 3.7 All charges are to be paid prior to any changes of address being made to a property. Changes made without contacting Pendle Borough Council will not be officially recognised and will not be registered with services and organisations listed.

- 3.8 There is some variation on Charges for Street Naming and Numbering. A comparison across other authorities is set out in appendix 2 along with a costing exercise to evidence time spent.
- 3.9 Fees and charges applicable for the street naming and numbering service/s will be annually reviewed during the Council's budget setting process and publicised through the Council's agreed communication channels including the website.
- 3.10 There are no substantive risks arising from adopting the Policy as attached in appendix 1. The adoption of the updated Policy will assist with better supporting requests from the community to rename or explain historic street names. The risk of adopting it is therefore negligible, as complaints are received very irregularly.

4. Link to Corporate Plan Priorities: (Providing High Quality Services and Facilities, Proud and Connected Communities and Places, Good Growth and Healthy Communities)

- 4.1 There is no direct link to an action within the Corporate plan but having organised layout for streets and roads will impact on Housing and Healthy Communities.

5. Implications

5.1 Financial Implications

Implementation of the policy along with fees ensures that costs incurred in delivering this function are appropriately recharged.

5.2 Legal and Governance Implications

Implementation of the policy ensures decisions are consistent, transparent and accountable and made in accordance with legal requirements and guidance.

5.3 Climate and Biodiversity Implications

The materials used in street signs are recyclable with a process of embossing the characters which is a sustainable method of manufacturing and has the option of recycling at the end of life.

5.5 Human Resources Implications

None arising directly from this report

5.6 Equality and Diversity Implications

The policy recognises the need to ensure that regulatory activity and enforcement action is fair and objective and has regard to relevant corporate equality and diversity policies.

6. Consultation

6.1 Consultation is not required for the introduction of this Policy

7. Alternative Options Considered

None

8. Reasons for the Recommendations

8.1 The Council presently does not have a Policy in place. An adopted Policy will ensure that rules and regulations are applied consistently, fairly and there is transparency in decision making carried out by the Council's Street Naming and Numbering Officer.

8.2 The introduction in fees will ensure that the Council's costs are covered.

9. Statutory Officer Sign off (please tick)

Section 151 Officer	✓ (Deputy)
Monitoring Officer	✓ (Deputy)

10. Background Documents

None

Contact Officers

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CONTENTS

TABLE OF CONTENTS

1.	INTRODUCTION	1
2.	PURPOSE	1
3.	THE STREET NAMING AND NUMBERING PROCESS	2
4.	SELECTION OF NAMES FOR STREETS, ROADS AND BUILDINGS	5
5.	NUMBERING SCHEMES	10
6.	RE-NAMING & RE-NUMBERING OF EXISTING ADDRESSES	12
7.	ROYAL MAIL	14
8.	STREET NAMEPLATES	15

LIST OF TABLES

Table 8.1	STREET NAMEPLATE SPECIFICATION	15
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LIST OF APPENDICES

Appendix A	Process Flow Chart (New Addresses/Property Changes)	18
Appendix B	Process Flow Chart (Re-Naming Streets)	19
Appendix C	Distribution of Address Data	20

1. INTRODUCTION

- 1.1 Pendle Borough Council is the local authority responsible for the administration of the street naming and numbering process, to ensure that all properties in the borough are officially addressed.
- 1.2 All property development and address changes within the borough of Pendle are subject to the guidance contained within this policy.
- 1.3 Maintaining a comprehensive and high standard for naming streets and numbering properties is essential in order to:
- Facilitate emergency services finding a property without undue delay;
 - Provide consistency of property-based information across local government and within the community of users for addresses which aids service delivery;
 - Facilitate the reliable delivery of services and products;
 - Help with the location of addresses for visitors.
- 1.4 **Anyone seeking an address change, or the creation of an address for a new property, must apply to Pendle Borough Council, following the process outlined in this policy.**

2. PURPOSE

- 2.1 The purpose of this policy is to establish the correct process, rules and procedures for the following activities:
- Naming of new streets and numbering properties on those streets;
 - Renaming an existing street or renumbering all existing properties on an existing street;
 - Registering a new property/properties on an existing street;
 - Allocation of numbers to properties with names only;
 - Allocation of house names or changing house names to properties with a number.

3. THE STREET NAMING AND NUMBERING PROCESS

BACKGROUND

3.1 Street Naming and Numbering Charges

3.2 The Power to charge falls under Section 93 of the Local Government Act 2003. This sets out that a local authority may charge for discretionary services. Discretionary services are those services that an authority has the power but not a duty to provide. An authority may charge where the person who receives the service has agreed to its provision and the charge must not exceed the cost of providing the service.

3.3 Therefore, the Council cannot charge for street naming services (Section 17 Public Health Act 1925 since the duty to provide this service is not discretionary), but it can charge for elements of the naming and numbering function (which are a discretionary service) by virtue of Section 64 and 65 of the Towns Improvement Clauses Act 1847 Act coupled with Section 93 of the 2003 Act.

3.4 For Street Naming and Numbering these charges cover:

- Consultation and liaising with other external organizations such as Royal Mail, and Emergency Services (as a non-statutory element of naming of streets).
- The Naming of new properties (including conversions).
Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
- Notifications to those organisations listed.
- Confirmation of addresses previously issued.
- Challenges to existing official names, numbers or addresses held within the street naming and numbering records.

3.5 These charges are to be paid prior to any changes of address being made to a property. Changes made without contacting Pendle Borough Council will not be officially recognised and will not be registered with services and organizations listed.

3.6 The Scale of Charges for Street Naming and Numbering will be annually reviewed during the Council's budget setting process and publicised through the Council's agreed communication channels including the website.

3.7 All elements of an address, with the exception of postcode and post town, are defined by the Council.

3.8 The allocation of postcodes is managed by Royal Mail and must be confirmed by them. The Council will undertake this process on the applicant's behalf and inform the applicant and other interested parties. The maintenance of postcode information and any future change to individual postcode sectors, is the responsibility of Royal Mail.

3.9 Suggestions that comply with the Council's procedures on street naming and numbering will be formally allocated and all relevant bodies will be notified by the Council. The Council reserves the right to make changes as deemed necessary.

- 3.10 Utility companies will only service new addresses upon completion of the registration and allocation of post codes.
- 3.11 The naming of streets and numbering of properties are carried out in accordance with the current version of 'GeoPlace Data Entry Conventions and Best Practice for Addresses DEC-Addresses' www.geoplace.co.uk/local-authority-resources/guidance-for-custodians/data-creation-and-maintenance.
- 3.12 Names of living people are not allowed.
- 3.13 Names of deceased people will only be considered in exceptional circumstances. The Council will only name a property or street if the person has been deceased for more than 20 years.
- 3.14 Consideration will be given to the possible sensitivities that may arise from naming properties or streets after public figures, and to the possibility that the public perception of a deceased person may change in the future. The individual must also have a significant and demonstrable connection to the site in question. Surnames are recommended to be used as opposed to a person's full name to avoid confusion in times of emergency.
- 3.15 Any exceptions to this policy will require an individual decision from the Business Support Manager. Any appeals against the decision taken will be considered by the Head of Housing and Environmental Health.
- 3.16 For new developments, the developer must provide and erect street nameplates in accordance with the Council's specification, which is listed in Section 8.0 on page 13 of this document.

APPLICATION

- 3.17 The applicant for a street naming or number request should be the developer, property owner or an agent acting on their behalf.
- 3.18 The process is initiated by the applicant who will in the first instance submit an application for street naming/numbering using the online form at www.pendle.gov.uk/streetnames. For customers without internet access, a paper version of the application form can be supplied upon request.
- 3.19 Applicants are advised to submit an application at the earliest opportunity – ideally as soon as the final layout of the development is confirmed.
- 3.20 The following items are required as part of the initial application –
- Confirmation of whether the application is for residential or commercial property;
 - A plan or plans as appropriate, showing the new properties, the plot numbers used during construction and any new or existing roads associated with the development;
 - In the case of multi-storey properties, floor plans of each storey showing individual units and the plot numbers used;

- A list of suggested street and/or building names (see Section 4.0).

INITIAL ASSESSMENT

- 3.21 The Street Naming and Numbering (SNN) Officer will make an initial assessment of the proposed names to establish whether there is anything about the proposal which conflicts with this policy. If there are concerns with any part of the proposal at this stage, then the SNN Officer will liaise with the applicant to discuss these and seek alternative proposals as necessary.
- 3.22 If no issues are identified then a logical numbering sequence will be applied to the development, taking into account wherever possible of any preferences expressed by the applicant.

CONSULTATION

- 3.23 Once the proposal has been through the initial assessment and a numbering system arrived at, a consultation exercise follows. Consultation typically includes –
- Royal Mail – they provide specialist input into the area of address data and can highlight any clashes or similarities between the proposed names and any existing ones;
 - Pendle Borough Council's Local Land and Property Gazetteer (LLPG) team – they provide specialist knowledge and support in the field of address management and assess the proposal against the standards of British Standard BS 7666.
 - Any feedback received will be assessed to determine whether the proposals conflict with this policy in any way. If valid concerns arise as a result of the consultation, the SNN Officer will contact the applicant to discuss and resolve the issues raised. The consultation process is then repeated until there are no valid objections.

CONFIRMATION AND NOTIFICATION

- 3.24 Following the conclusion of the consultation stage, the finalised scheme is returned to Royal Mail who register the postal addresses on their Not Yet Built address database and issue new postcodes as appropriate.
- 3.25 At this stage, the SNN Officer will also request that the applicant provides coordinates for the development, so that the details can be entered by the Council's LLPG team onto the Local Land and Property Gazetteer. This in turn links to the definitive index of land and property in England and Wales, known as the National Land and Property Gazetteer.
- 3.26 Once built, the applicant should advise the SNN Officer, who will then notify Royal Mail so that the development can be transferred to their Postal Address File (PAF), which contains details of live addresses.
- 3.27 Finally, the SNN Officer will send notification of the new addresses and postcodes to a

range of interested parties, as listed in Appendix C.

4. SELECTION OF NAMES FOR STREETS, ROADS AND BUILDINGS

- 4.1 Under the provisions of the Public Health Act, the owner of the site has the right to propose names for any roads, streets or buildings created as part of a development. The Council then has the right to object to proposed names where a valid reason to do so is found to exist.
- 4.2 In general, if a name has been selected in accordance with this policy, then there should be no reason to object to its inclusion. However, if during the initial assessment or subsequent consultation, any name proposed is found to conflict with this policy, then an objection to it will be raised.
- 4.3 Marketing names given to new developments as they are being constructed can in some circumstances have a place in the final addressing scheme, but it should never be assumed that they will be suitable. Developers are therefore advised to make it clear to prospective purchasers that the marketing name will not necessarily be approved as the postal address.
- 4.4 Names which fall within any of the following will not normally be deemed acceptable:
- Any names which have a foreseeable risk of causing offence to individuals, groups or to sectors of a community;
 - Street names which duplicate that of an existing street within the wider area;
 - The same name being repeated but with different endings (this can be acceptable in some circumstances where a particular local theme is prevalent, but only on a limited scale and in consultation with Royal Mail and the Local Land and Property Gazetteer Team);
 - Names of living people or those who have been deceased for less than 20 years;
 - Names likely to present regular problems in pronunciation or spelling;
 - Use of abbreviations (except for St for Saint);
 - Names with more than sixteen characters.
- 4.5 The suffix to the main name should be selected from the list below. Careful consideration must be given to the choice of suffix to ensure that it is appropriate for the circumstances and does not give a false impression of the location.
- Street (for any thoroughfare)
 - Road (for any thoroughfare)
 - Way (for major roads)
 - Avenue (for residential roads)
 - Drive (for residential roads)
 - Grove (for residential roads)
 - Lane (for residential roads)
 - Gardens (for residential roads) – subject to there being no confusion with any local open space

- Place (for residential roads)
- Crescent (for a crescent shaped road)
- Court/Close (for a cul-de-sac or a specific building only)
- Square (for a square only)
- Hill (for a hillside road only)
- Circus (for a large roundabout)
- Vale (for residential roads)
- Rise (for residential roads)
- Row (for residential roads)
- Wharf (for residential roads)
- Mews (for residential roads)
- Terrace (for a terrace of houses – provided it is not a subsidiary name)
- Dene (for residential roads only)
- Mead
- Park
- Meadow
- View
- Cross
- Walk (pedestrian routes only)
- Path (pedestrian routes only)
- Way (pedestrian routes only)

4.6 Other suffixes may be appropriate in certain circumstances, subject to their relevance and to agreement in advance with the SNN Officer.

5.0 NUMBERING SCHEMES

GENERAL

- 5.1 The final numbering scheme should follow the general guidelines set out below. Plot numbers which may have been allocated to units during construction will in most cases change when the final numbering scheme is drawn up. Therefore, developers are advised not to allow plot numbers to fall into use as part of any postal address unless they have been confirmed through the street naming/numbering process.
- 5.2 In all cases, properties shall be numbered as part of the road or street which runs along their front elevation, even if there is a rear access which is also commonly used (e.g. from a car park or access road). Where a property sits on a corner plot at the junction of two roads, the property shall be numbered as part of the road onto which the front door faces.
- 5.3 Private garages and similar buildings used for housing cars and similar will not be numbered.
- 5.4 The number 13 will not be used unless specifically requested by the applicant to do so.

- 5.5 If it seems appropriate and logical to treat a new development as a continuation of an existing road or street, then the existing numbering sequence should be continued. In all other cases, the numbering sequence should begin with number 1 and continue progressively, following what is considered to be the logical sequence for those approaching on foot or by vehicle.

NEW ROADS AND STREETS

- 5.6 The numbering for new streets and roads shall always start at the origin of the street. This will be subject to assessment in each case, but will typically be one of the following:
- Where a road has an obvious entry point for those coming into the area from a main thoroughfare, the origin will be at that entry point;
 - Where a smaller road is accessed off a more dominant route, the origin will be where the smaller road is entered from a larger one;
 - In the case of through roads with no clear entry point, the origin will be the end of the road which falls nearest to the town/village centre.
- 5.7 Where properties run along both sides of the street, the numbering shall run progressively from one end to the other, starting with the number one and continuing with odd numbers to the left and even numbers to the right.
- 5.8 In streets where properties are on one side only, both odd and even numbers shall follow sequentially along that side, beginning at the origin of the street.
- 5.9 Cul-de-sac arrangements shall be numbered sequentially in a clockwise direction, beginning with the first property on the left at the point at which the cul-de-sac is entered.

INFILL DEVELOPMENTS

- 5.10 The use of letters (e.g. 3A, 3B etc.) is to be avoided as a general rule, but in some cases this can represent the most logical numbering option. Most commonly, this will be where a new property is built mid-way along a street which already has an established numbering system, often referred to as an infill development.
- 5.11 The possibility of giving the infill development a street name in its own right can be explored, such as a cul-de-sac arrangement where several new infill properties are accessed via a separate driveway or access road off the existing street. In all other cases, the numbering system of the existing street should be adopted with letter suffixes alongside the numbers, beginning with the letter 'A' (so an infill development of two dwellings between house numbers 3 and 5 becomes 3A and 3B).

CONVERSION OR SUB-DIVISION

- 5.12 Where a development involves the conversion or sub-division of an existing building to create a greater number of premises than was previously the case, the same principles should be

applied as described for infill developments. For example, a single dwelling number 32, sub-divided to form two semi-detached dwellings can be numbered 32 and 32A.

FLATS

- 5.13 There are several possible approaches which can be taken to the numbering of flats depending on the size, nature and location of the development.
- 5.14 Small developments of flats within an existing street, whether newly built or the result of conversion/sub-division works can normally be numbered in one of two ways:
- a) Where the flats have their own front door accessed from outside, then numbering would normally be as described for infill developments above. For example, an existing house number 42 Castle Street being converted into three flats can become 42A, 42B and 42C Castle Street as part of the existing numbering sequence.
 - b) Where the flats are accessed from within a common area inside the building, it would generally be more appropriate to number the flats separately. Using the same example, 42 Castle Street being converted into three flats in these circumstances would become Flats 1 to 3, 42 Castle Street.
- 5.15 In the case of larger purpose-built blocks of flats, it is normally more appropriate to give the building a name and then number the flats within it, starting with number 1. For example, a development of 9 new flats on Castle Street is given the name Dean Court. The new addresses then become Flats 1 – 9, Dean Court, Castle Street.
- 5.16 For large-scale blocks of flats (over six storeys), it would normally be appropriate to include reference to the storey as part of the flat number, a feature which can help the emergency services to quickly identify which storey a particular flat is on as they enter the building. For instance, in a block with 5 flats per storey, the ground floor becomes flats 001 – 005, the first floor becomes 101-105, the second floor 201-205 and so on.
- 5.17 As with the numbering of streets, the numbering of individual flats within a building will always begin at an origin point. The origin point will normally be the first flat on the left as entering the building through its main entrance. Thereafter, the numbering scheme will continue sequentially in a clockwise direction around the common spaces of the building. This principle shall be repeated on each storey, with the numbering scheme from one storey being continued on the next storey, starting with the first flat on the left at the top of the stairs.

6. RE-NAMING & RE-NUMBERING OF EXISTING ADDRESSES

- 6.1 The naming of streets and numbering of properties are carried out in accordance with the current version of 'GeoPlace Data Entry Conventions and Best Practice for Addresses DEC-Addresses' www.geoplace.co.uk/local-authority-resources/guidance-for-custodians/data-creation-and-maintenance.

- 6.2 Names of living people are not allowed.
- 6.3 Names of deceased people will only be considered in exceptional circumstances. The Council will only name a property or street if the person has been deceased for more than 20 years.
- 6.4 Consideration will be given to the possible sensitivities that may arise from naming properties or streets after public figures, and to the possibility that the public perception of a deceased person may change in the future. The individual must also have a significant and demonstrable connection to the site in question. Surnames are recommended to be used as opposed to a person's full name to avoid confusion in times of emergency.
- 6.5 Any exceptions to this policy will require an individual decision from the Business Support Manager. Any appeals against the decision taken will be considered by the Head of Housing and Environmental Health.
- 6.6 Re-naming and/or re-numbering a street causes considerable disruption to affected residents and businesses, resulting in additional cost and time required to change property deeds and personal details with banks and utility providers. These costs may total several thousand pounds and would need to be borne by the applicant.
- 6.7 The Government's Levelling Up and Regeneration Act enables the Council to alter the name of a street if the alteration has the agreement of at least two-thirds of people who live or run businesses on the street. The Council will undertake a formal consultation exercise to ascertain their views, ahead of determining the outcome of the application.
- 6.8 The consultation exercise will last for 30 days from the date of the letter issued to households/businesses. If no response is received from a property within that timeframe, it will be assumed that the household/business is not in favour of the proposed name change.
- 6.9 Upon completion of the consultation, a report detailing the outcome and providing a recommendation on whether to proceed with the proposal will then be submitted to the Head of Service, to be considered in conjunction with the Business Support Manager and Head of Housing and Environmental Health.
- 6.10 It is the responsibility of all those persons/businesses affected by the re-naming/re-numbering to inform their associated people, businesses and organisations of the new address.
- 6.11 The Council will register the addresses with Royal Mail and confirm the address with the applicant.

7.0 ROYAL MAIL

CONVERSION OR SUB-DIVISION

- 7.1 During the process of street naming and numbering, the Council will liaise closely with Royal Mail's Address Development Team, initially to seek their opinion on the proposals as consultees and then later to confirm to them the final naming and numbering scheme. Whilst the Council will in this way facilitate the allocation of a postcode, it is Royal Mail who are ultimately responsible for allocating and maintaining postcodes.

CONVERSION OR SUB-DIVISION

- 7.2 Along with the postcode, Royal Mail will also allocate an official postal address for the development, including the naming and numbering scheme confirmed to them by the Council.
- 7.3 Localities within the official postal address are the responsibility of Royal Mail.
- 7.4 Where applicants object to a locality name in their postal address, the Council's SNN Officer will advise them to consult Royal Mail, who have procedure laid down in their code of practice by the Postal Services Commission for adding or amending locality details.
- 7.5 Royal Mail will only add new addresses to its Postcode Address File (PAF) upon receipt of a street naming and numbering order from the Council. Postcodes are only assigned to properties and addresses that are considered as postal delivery points.
- 7.6 The applicant must prepare a distinct drop-off point in the building for the property to be assigned a postcode and listed on Royal Mail's Postcode Address File (PAF). The Council will normally confirm postcodes in writing to the applicant on the final street naming and numbering order.
- 7.7 Royal Mail does not make an address "live" on PAF until it is informed that the property is occupied. As soon as the address is "live", it will appear on Royal Mail's website. The applicant should notify the SNN Officer when the property is occupied so that the new postcode can be activated with Royal Mail.
- 7.8 For any postcode queries after a postcode has been confirmed and activated, please contact:
- Royal Mail Address Development Team / Tel. 08456 045060 / addressdevelopment@royalmail.com

8 STREET NAMEPLATES

BACKGROUND

- 1.1 The Council has a statutory duty to ensure that all streets have an appropriate nameplate to

aid in its identification for residents, visitors, postal and emergency services.

- 1.2 It is a legal requirement under Section 19 of the Public Health Act 1925 that adequate signage is installed in a clear, prominent position, showing any street names and sub names and also to alter or renew the signage if it becomes illegible.
- 1.3 The relevant power for the Council to erect street nameplates on private property is contained in Sections 17 to 19 of the Public Health Act 1925. The Council will notify the owner/occupier in writing of its intention to fix a nameplate on their property.

THE DESIGN OF STREET NAMEPLATES

- 1.4 Street nameplates installed in the borough should conform to the following specification.

TYPE	SPECIFICATION
Sign Type	Die Pressed (Embossed)
Material	SNP Aluminium
Character Type	Kindersley
Character Height	90mm for main text, 50mm for other (e.g. 'Leading To')
Colour	Black characters on white background

Table 8.1 Street Nameplate Specification

- 1.5 As street nameplates are commonly viewed from an angle, it is important that wide well-spaced lettering should be used.
- 1.6 Capital lettering should be used to avoid confusion with traffic signs, which generally employ lower case lettering.
- 1.7 The 'No Through Road' sign (Diagram 816.1 in the Traffic Signs Regulations and General Directions (TSRGD) 2016) may be used with any street nameplate to indicate a no through road to vehicular traffic.
- 1.8 Only well-known abbreviations should be used, e.g. Ave., Cres. St. etc.
- 1.9 When streets have been re-named, the old name crossed out but clearly legible should remain for at least 1-2 years and then removed.

THE INSTALLATION OF STREET NAMEPLATES

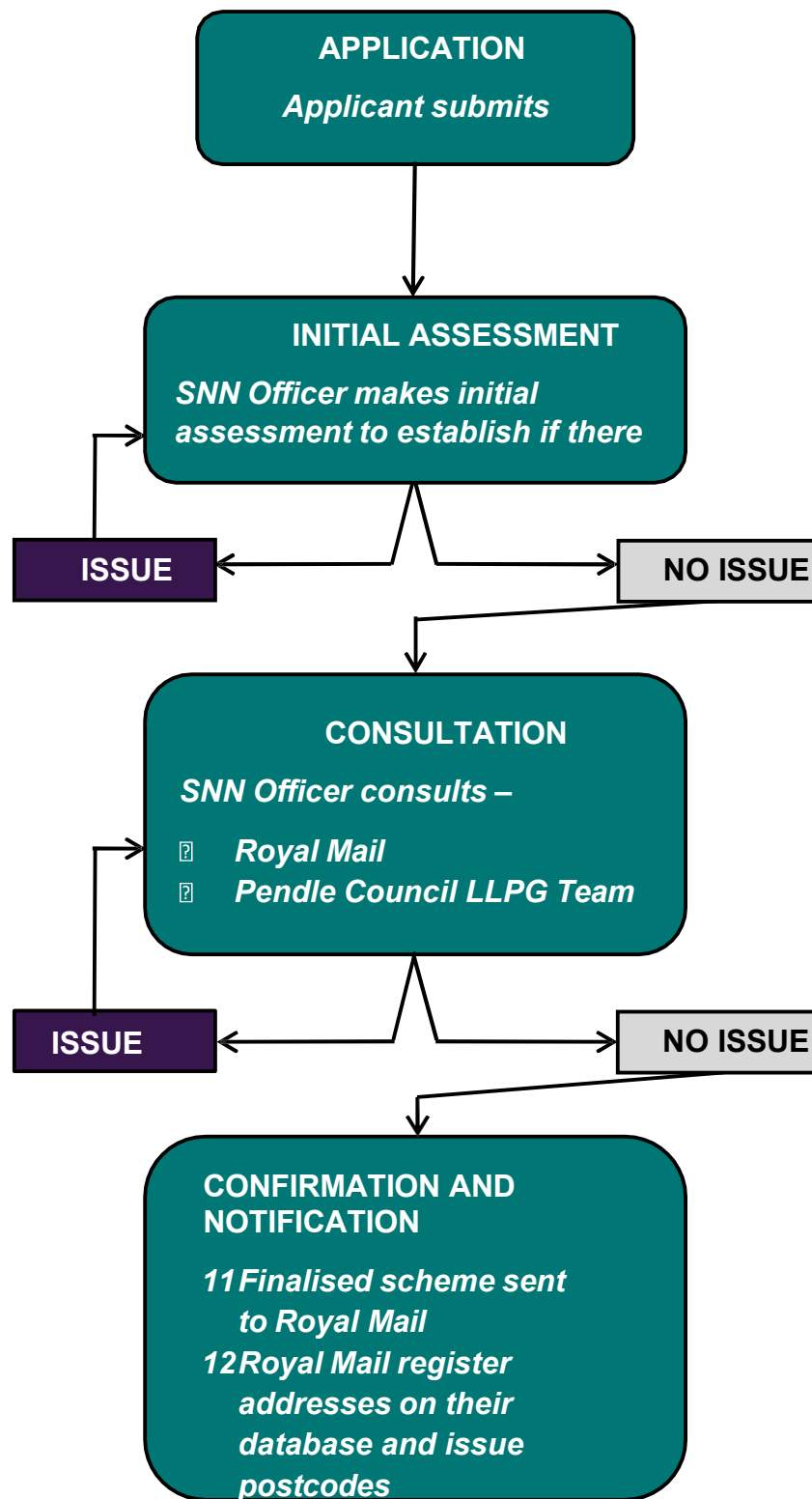
- 1.10 Street nameplates should be fixed as near as possible to street corners, to be easily readable by drivers as well as pedestrians. The nameplate should normally be within 3 metres of the

intersection of the kerb lines, but where this is not practicable the distance may be varied up to a maximum of 6 metres.

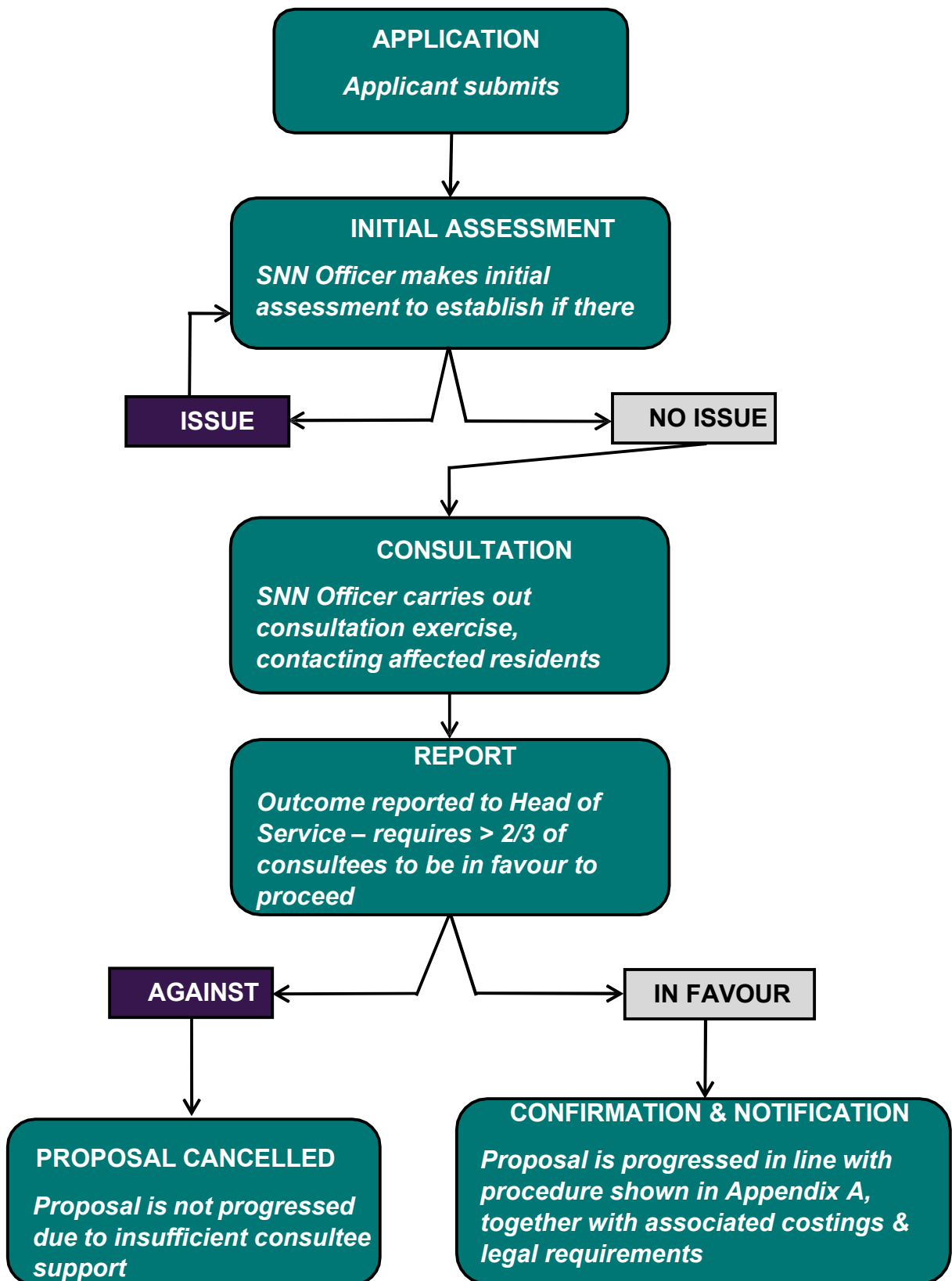
- 1.11 Street nameplates should normally be mounted so that the underside of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
- 1.12 Nameplates should normally be fixed to each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient. At major crossroads, nameplates will be necessary on both sides of each arm.
- 1.13 At T-junctions a main street nameplate should be placed directly opposite the traffic approaching from the side road.
- 1.14 Where the street name changes at a point other than a crossroad, both names should be displayed at the point of change and it may be useful to indicate arrows to indicate clearly to which parts of the street the names refer.
- 1.15 On straight lengths of road without intersections, nameplates should be repeated at reasonable intervals with priority given to such places as bus and railway stations and opposite entrances to well frequented sites, such as car parks.
- 1.16 Where it might be reasonably expected, for example at intervals on long straight lengths of road or at intersections or T-junctions, it may be useful to incorporate on the nameplate information indicating the street numbers on either side of the intersection.
- 1.17 Where a new development is a cul-de-sac and there is no likelihood of further development resulting in through traffic, the nameplate shall incorporate a 'No Through Road' sign. However, this is not normally necessary if the road incorporates the word 'Close'.
- 1.18 Wherever practical, street nameplates should be mounted on walls, buildings or other boundary structures at the back edge of the footway. Post mounting or finger mounting should only be used where normal mounting does not make the plate conspicuous (e.g. where an important side road has a narrow entrance or where it will be frequently obscured by pedestrian movement and cannot be mounted at the 2.5 metre height).
- 1.19 The nameplates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Where possible, greater clearance should be provided. Nor should they be incorporated in other directional sign assemblies but be kept distinct and mounted in as standardised manner as possible. Care should be taken to keep the view of nameplates free from obstruction by trees or other growth.
- 1.20 Where possible, nameplates should be fixed so that they will be illuminated by light from lighting columns, especially at important junctions, provided they remain visible to vehicles on the main carriageway.

- 1.21 Any post mounted nameplates should be fixed to posts that are set 450mm into the ground and surrounded by Class ST4 concrete.
- 1.22 Posts should be made from black coloured recycled plastic.
- 1.23 It is the developer's responsibility to install the appropriate signs on new developments before the properties are occupied, in consultation with the Council and as a prerequisite to adoption. On non- adopted roads, the developer may be required to provide street nameplates to the same standard as those on adopted roads.
- 1.24 Temporary nameplates are to be provided, erected and maintained before any property is occupied. It is essential that this regulation is observed because of problems experienced by emergency services when trying to locate properties in newly developed areas.

STREET NAMING AND NUMBERING PROCESS FLOW CHART
(NEW ADDRESSES AND CHANGES TO PROPERTY NAME AND/OR NUMBER)



**STREET NAMING AND NUMBERING PROCESS
FLOW CHART (RE-NAMING
STREETS)**



DISTRIBUTION OF NEW ADDRESS DATA

Once a new address has been created, the SNN Officer will distribute the address data to a range of parties both within and outside the Council. These include:

Within the Council:

- 11 Council Taxation
- 12 Electoral Services
- 13 Land Charges
- 14 Local Land and Property Gazetteer Team
- 15 Planning

External Organisations:

- 16 HM Land Registry
- 17 Lancashire Constabulary
- 18 Lancashire County Council
- 19 Lancashire Fire & Rescue Service
- 20 Northwest Ambulance Service
- 21 Ordnance Survey
- 22 Royal Mail
- 23 United Utilities
- 24 Valuation Office Agency