

Appendix 2 – Comparison of Street Naming and Numbering Charges

Naming/Renaming of Roads	Proposed fee for Pendle	Blackburn	Hyndburn	Burnley	Rossendale	Ribble Valley	North Yorkshire	Bradford	Justification of the charge
Naming of a new road	£200		£250 per road			£241.90	£382 plus £71 per dwelling/unit	£181.90	Covers the cost of investigations and consultations, notifications to internal and external organisations, officer time and resources.
Alteration of Road Name for Unoccupied Street	£200	£110 + £10 per ppty	£250 per road						
Renaming of an existing road when requested by residents	£250 plus £24 per ppty	£220 + £20 per property. Plus the cost of any amendments required to traffic orders	£350 per road + £60 per ppty	£231 plus £23 per ppty for change of street name				£242.52 plus £24.25 per household	Covers the cost of investigations, consultations and notifications to residents and internal council and external organisations including Royal Mail and emergency services, officer time and resources.

House Naming and Numbering (Numbering of new development including flats/apartments)	Proposed fee for Pendle	Blackburn	Hyndburn	Burnley	Rossendale	Ribble Valley	North Yorkshire	Bradford	Justification of the charge
2 – 9 properties	£55	£55 = £10 per unit	£60 per plot	£58	£82.00	£36.40/per ppty (1-10 houses) admin charge	65	£181.26 per phase plus £24.25 per plot / unit £60.63 per registered residential building name or £114.40 per registered commercial building name.	Covers the cost of investigations and consultations, and notification to internal and external organisations, officer time and resources.
10 – 49 properties			£35 per plot			£48.50/ per ppty (11-50 Houses)			Covers the cost of investigations and consultations, and notification to internal and external organisations, officer time and resources.
50 or more properties			£30 per plot			£60.60			Covers the cost of investigations and consultations, and notification to internal and external organisations, officer time and resources.
Renumbering for individual residential dwelling/flat/apartment.		£55	£60			48.5			Covers the cost of investigations and consultations, and notification to internal and external organisations, officer time and resources.
Naming of residential dwelling		£55	£60			48.5			
Renaming of existing residential dwelling			£60	£58		48.5			

Other categories	Proposed fee for Pendle	Blackburn	Hyndburn	Burnley	Rossendale	Ribble Valley	North Yorkshire	Bradford	Justification of the charge
Numbering/renumbering of a commercial/industrial business unit	£55		£65			48.5		121.26	
Change of postal address (road name / street)			£60						
Changes to development after initial notification			£55 per change						
Written confirmation of postal address	£30	£55	£55				£20	30.32	Covers the cost of investigations, officer time and resources.
Change of a building name (e.g. flats)				115					
Conversions of existing properties into multiples	£131 up to 4 units £27 per additional unit New Build Property Development of 10 plots or less £82 per plot up to a maximum of £328				£131 up to 4 units £27 per additional unit New Build Property Development of 10 plots or less £82 per plot up to a maximum of £328		Changes to layout after initial notification: £25		
Other					Development of 11 plots or over Charges individually assessed Additional charge, where this includes naming of a street.				

Retrospective address processing for new developments including conversions of residential and commercial premises								£242.52 per phase £36.37 per plot £121.26 per registered building name	
Refund								50	
Amending schedule of development already issued following plot changes by developer								£30.32 per affected plot	Covers the cost of investigations and consultations, and notification to internal and external organisations, officer time and resources.
Copies of plot to postal information to external organisations								60.63	
Request to investigate any address anomaly								60.63	
Street numbering request for existing street where previously only named houses								No fee	
Issuing of amended address information following an error on the Council's LLPG database or Royal Mail PAF.								No fee	No needs because it is in the interests of the residents and emergency services to have all properties numbered into the street.

Time taken by the Street Naming and Numbering Officer

Add an alias name to an existing property

1. Check Royal Mail's Postal Address File for duplicate names in the vicinity
2. Create a record on SNN database
3. Select area on MapZone and download a .dxf file
4. Import file into AutoCAD, and highlight the property in red. Add a corresponding title and export to PDF
5. Send email to Royal Mail's Address Management Team and inform applicant that their application is in progress
6. Once registered, confirm the change of address in writing to the applicant
7. Add address to the statutory notification list

Total Time spent = 1.15 hour (approx)

Rename an existing property

1. Check Royal Mail's Postal Address File for duplicate names in the vicinity
2. Carry out Land Registry check and confirm applicant is the registered owner (£7 fee incurred)
3. Create a record on SNN database
4. Select area on MapZone and download a .dxf file
5. Import file into AutoCAD, and highlight the property in red. Add a corresponding title and export to PDF
6. Send email to Royal Mail's Address Management Team and inform applicant that their application is in progress
7. Once registered, confirm the change of address in writing to the applicant
8. Add address to the statutory notification list

Total Time spent = 1.30 hours (approx)

Register a new build dwelling/barn conversion/commercial property onto an existing street

1. Create a record on SNN database

2. Obtain a layout plan from the Planning system or use a layout plan provided by the applicant and convert the plan into a jpeg
3. Select area on MapZone and download a .dxf file
4. Import .dxf file and jpeg files into AutoCAD
5. Trace the new building over the jpeg plus any gardens, roads, boundaries, etc
6. Scale and rotate the new additions onto the OS plan
7. Determine whether the property can be incorporated into an existing numbering scheme. If it can, assign a suitable property number
8. If a property number cannot be incorporated, liaise with the applicant for a building name. Check Royal Mail's Postal Address File for duplicate names in the vicinity
9. Ask the applicant to confirm the plan correctly shows the property and they are happy to proceed with the number or name
10. Send email to Royal Mail's Address Management Team and inform applicant that their application is in progress
11. Once registered, confirm the change of address in writing to the applicant
12. Add address to the statutory notification list

Total Time spent = 2.15 hours (approx)

Register multiple properties which involve creating a new street name

1. Create a record on SNN database
2. Obtain a layout plan from the Planning system or use a layout plan provided by the applicant and convert the plan into a jpeg
3. Select area on MapZone and download a .dxf file
4. Import .dxf file and jpeg files into AutoCAD
5. Trace the new buildings over the jpeg plus any gardens, roads, boundaries, etc
6. Scale and rotate the new additions onto the OS plan
7. Determine which, if any, of the properties can be incorporated into an existing numbering scheme. If they can, assign a suitable property number
8. Assign property numbers for all properties. Determine how many new street names are required based on the layout
9. Ask the applicant for a shortlist of three names for every street name required and for them to confirm the plan correctly shows the properties and they are happy with the draft numbering

10. Check Royal Mail's Postal Address File for duplicate names and if OK, proceed to consult with the ward councillors on the proposals
11. Once the consultation has been completed, check the agreed names on the Postal Address File for any duplicates.
12. Update the street names onto the AutoCAD plan and inform the applicant of the consultation results. Ask if they wish to object against the proposals or are happy for us to register the development and obtain new postcodes
13. Send email to Royal Mail's Address Management Team and inform applicant that their application is in progress
14. Once registered, create a plot to postal schedule and confirm the addresses in writing to the applicant
15. Add address to the statutory notification list

Total Time spent = Could be 30+ hours over a four-week period

Register a subdivision of an existing building into multiple occupiers

1. Create a record on SNN database
2. Obtain a layout plan from the Planning system or use a layout plan provided by the applicant and convert the plan into a jpeg
3. Select area on MapZone and download a .dxf file
4. Import .dxf file and jpeg files into AutoCAD
5. Determine how the various properties will be accessed. If each property, has its own external entrance, then a street number should be assigned. If the properties share a common entrance, then a street number should be assigned to the external entrance and Flat 1, Flat 2 (or Suite 1, Suite 2, etc) are assigned to each internal address.
6. Ask the applicant to confirm the plan correctly shows the property and they are happy to proceed with numbers
7. Send email to Royal Mail's Address Management Team and inform applicant that their application is in progress
8. Once registered, confirm the addresses in writing to the applicant
9. Add addresses to the statutory notification list

Total Time spent = 2.45 hours (approx)

Confirm an Existing Address/Investigate an Address Anomaly

1. Look at Royal Mail's Postal Address File and compare with LLPG and Valuation Office for discrepancies
2. If all the information matches, confirm the address to the applicant

3. If information does not match, look through archive records to see when property was first registered.
4. Look at Land Registry records for historical plans (£7 fee for each document).
5. Look at National Library of Scotland at digitised historical OS plans
6. Determine what the address is or should be. Liaise with the applicant on an agreed course of action.
7. If Royal Mail's Postal Address File needs amending
 - a) Create a new SNN record
 - b) Select area on MapZone and download a .dxf file
 - c) Import file into AutoCAD, and highlight the property in red. Add a corresponding title and export to PDF
 - d) Send email to Royal Mail's Address Management Team and inform applicant that their application is in progress
 - e) Once registered, confirm the change of address in writing to the applicant
 - f) Add address to the statutory notification list
8. If Royal Mail's Postal Address File does not need amending but the LLPG or Valuation Office entries do, then
 - a) Create a new SNN record
 - b) Select area on MapZone and download a .dxf file
 - c) Import file into AutoCAD, and highlight the property in red. Add a corresponding title and export to PDF
 - d) Confirm the address in writing to the applicant
 - e) Add address to the statutory notification list

Total Time spent = 6.00 hours (approx)

Change an existing street name or renumber existing properties

1. Look at the existing addresses and determine whether the application has any merit, eg is the street name duplicated elsewhere, is the numbering confusing, is the name likely to offend, etc
2. Write to the residents and determine whether they would support a change of street name and/or property number. Include the ward councillors in the consultation process
3. Collate the responses and submit a report to the area committee on the outcome of the consultation and ask for an agreed course of action. A two-thirds majority would be required normally before proceeding

4. If the committee agrees to change the name, write to the occupiers informing them of the decision, along with details of the new address
5. Add a notification at prominent locations on the street informing of the decision to change the street name
6. Create a record on SNN database
7. Select area on MapZone and download a .dxf file
8. Import file into AutoCAD, and highlight the properties in red. Add a corresponding title and export to PDF
9. Send email to Royal Mail's Address Management Team
10. Once registered, confirm the change of addresses in writing to the applicant
1. Add address to the statutory notification list

Total Time spent = Could be 50+ hours