



**APPLICATION FORM
FOR
STREET NAMING
AND
NUMBERING**

This form is to be filled in by the person who is requesting the street naming/numbering service. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. Please type or write block capitals.

1

Applicant's details;

Full Name:

Address:

Postcode:

Tel:

Fax:

email:

2

New / Alteration of Property Number(s);

All applications must be accompanied by a scale plan, preferably to scale (1:1250, 1:1000 or 1:500 are more suitable) which shows existing road names and property numbers and enough of the surrounding area so that it can be referenced to Ordnance Survey mapping data. For multi-storey buildings a floor plan showing plot numbers is required for each level. Please clearly mark points of postal delivery with an arrow.

Reason for Request	
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3

New Street Name(s) (For New Roads / Developments)

All applications must be accompanied by a scale plan, preferably at a scale of 1:1250, showing the proposed road(s) and plot numbers and enough of the surrounding area, including existing road names and property numbers, so it can be referenced to Ordnance Survey mapping data.

Development Marketing Name	
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Choice	Proposed Road Name(s) Please supply two alternatives for each road.	Why Name is Appropriate.
1 st		
2 nd		
1 st		
2 nd		
1 st		
2 nd		
Continue on separate sheet if necessary.		

4

Statement

I understand that all street naming and numbering needs to be confirmed before a postcode can be allocated or local land charge searches accepted.

Name:

Signature:

Date:

ADDITIONAL INFORMATION

Melton Borough Council is the street naming and numbering authority in the Melton Borough and has adopted the Public Health Act 1925 for street naming and section 64 and 65 of the Town Improvement Clauses Act 1847 for numbering of houses and buildings.

The adoption of the legislation together with this policy is intended to enable all new street names and numbers to be allocated logically with a view to ensuring, amongst other things, the effective delivery of mail and that emergency service vehicles are able to locate any address to which they may be summoned.

Anyone wishing to change the name or number of their property or seeking an address for a new property should apply in writing to us following the procedures detailed in this policy.

As far as street naming proposals are concerned, developers or owners are invited to propose their own preferred names for consideration. However it is recommended that more than one suggestion for a new name should be put forward just in case one fails to meet the criteria outlined in this guidance.

It is desirable that any suggested road name should have some connection with the area. If proposals comply with our Policy on Street Naming and Numbering and, for street names, do not meet with an objection from the Royal Mail Address Development Centre, Emergency Services or Local Councillors, the new address will be formally allocated and all relevant bodies will be notified.

Where street names or previous numbers have been established without reference to us, we have the authority to alter the names and numbers.

To aid the emergency services, we will endeavor to ensure that where appropriate, if a street has a name and has street signs relating to that name, all properties accessed off of it will be officially addressed to include that street name and also where appropriate, all new properties are numbered.

Legislation

The Public Health Act 1925

Section 17(1): Before any street is given a name, notice of the proposed name shall be sent to Melton Borough Council by the person proposing to name the street.

Section 17(2): Melton Borough Council, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street has sent, object to the proposed name.

Section 17(3): It is unlawful to set up in any street an inscription of the name;

- (a) Until the expiration of one month after notice of the proposed name has been sent to Melton Borough Council under this section;
- (b) Where Melton Borough Council have objected to the proposed name, unless and until such objection has been withdrawn by Melton Borough Council or overruled on appeal;

and any person acting in contravention of this provision shall be liable to a penalty not exceeding Level 1 on the standard scale and a daily penalty.

Section 17(4): Where Melton Borough Council serve a notice of objection under this section, the person proposing to name the street may, within 21 days after service of the notice, appeal against the objection to the Magistrates Court.

Guidance

Developers and Town and Parish Councils should follow these guidelines for any suggested street names:

New street names should try to avoid duplicating any similar name already in use in the same postcode area. A variation in the terminal word, for example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name.

A common request is to repeat existing names in a new road or building title (for example a request for "St Mary's Close" off an existing St Mary's Way, near St Mary's Church).

This should be avoided as it could have a detrimental effect in an emergency situation. This is in line with the current Government guidance found in circular 3/93.

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

We will not adopt any unofficial 'marketing' titles used by developers in the sale of new properties.

All 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)

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 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)

Procedure for Address Changes

The use of North, East, South or West (as in Alfred Road North and Alfred Road South, or East or West) is only acceptable where the road is continuous and passes over a major junction.

It is not acceptable when the road is in two separate parts with no vehicular access between the two.

We will avoid having two phonetically similar names within a postal area, for example, Alfred Road and Alfred Close or Churchill Road and Birch Hill Road.

After getting a request for an address for property/properties that currently have no address we will first check for approved planning permission. If this has been granted then we will start the process to create a new address.

Under no circumstances will we grant an official address without either planning permission or an assessment for council tax being in place. This conforms to Royal Mail policy and guidelines.

Providing Postcodes

When all parties agree an approved address, Royal Mail will confirm a Postcode. The maintenance and any future changes to this Postcode are Royal Mail's responsibility.

Guidelines for numbering buildings

A new street should be numbered with even numbers on one side and odd numbers on the other except that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred.

Additional properties in streets which 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.

A proper sequence shall be maintained, with the number 13 not normally omitted unless specifically requested. We will not normally re-number properties once numbered. We will only renumber a property where there can be shown to be consistent delivery problems and with the agreement of all the residents affected.

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 has entrances in more than one street, then each entrance can be numbered in the appropriate road if required.

In residential buildings (example, blocks of flats) it is usual to give a street number to each dwelling where the block is up to six storeys in height. When the block exceeds this height or there are not sufficient numbers available because of existing development, it should be given a name and numbered separately internally. Such names will be treated in the same way as house names.

We will use numbers followed by letters where there is no alternative. For example these are needed when one large house in a road is demolished and replaced by a number of smaller houses. To include the new houses in the numbered road sequence would involve renumbering all the higher numbered houses on that side of the road.

To avoid this each new house should be given the number of the old house with either A, B, C or D added. Letters will also be used if the new development were to lie prior to the numbering scheme commencing. For example, if 4 houses were built prior to the first property number 2.

The new dwellings would become 2A, 2B, 2C, 2D. This is to aid emergency service response and mail delivery. We will endeavour to avoid using suffixes to numbers wherever possible. For new developments where additional properties have been requested after initial numbering we will renumber the entire street.

Individual houses in existing unnumbered roads will normally require property names. For an infill of two or more properties accessed via a private drive, where we feel it is appropriate, we will agree with the developer a 'sub-road' name, for example 1 – 4 Curlew Cottages, High Street.

Where a property has a number, it must be used **and** displayed. Where a name has been given to a property together with its official number, the number must **always** be included. The name will not be regarded as an alternative. We do not need to be informed of name changes to properties that have official numbers and do not normally store such property names on our systems. This applies both to domestic and commercial property. This is to ensure consistency of records over time, reduce costs and aid delivery of mail and emergency service response.

We will take action under the legislation as street naming and numbering authority where serious mail delivery problems or emergency service response issues arise.

Procedure for New Developments

The property developer should not give any postal addresses, including postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before formal approval has been issued by us. We will not be liable for any costs or damages caused by failure to comply with this.

Applicants are encouraged to contact us prior to a formal application in order to get advice on our naming policy and the positioning of nameplates.

The applicant or developer may suggest a possible name or names for any new street(s). Several suggestions for names can be made in case Royal Mail, the emergency services, the Councillor or we object.

Initial approval for street names will be sought from Royal Mail. If the Royal Mail or Fire Authority object to a

name an alternative will need to be suggested, otherwise Councillor suggestions will be the only ones considered.

The developer will cover the initial costs of the street nameplates. We will cover maintenance costs once the street has been officially adopted.

To request a change to an address, the owner must give us either by email or in writing,

- the existing house name, address and postcode
- the proposed new name
- a plan showing the exact location of the property if the property is not easily identifiable from the existing address, together with plot numbers and floor levels for apartments.
- a date from which the house name should be changed (if not immediate)

Requests can only be accepted from the owners of properties and not tenants.

We cannot formally change a property name where the property is in the process of being purchased, that is, until exchange of contracts, although we can give guidance on the acceptability of a chosen name before this.

A check is made by us to ensure there is no other property in the location with the same or similar name. Royal Mail or the Fire Authority will then be asked for their opinion on the suitability of the chosen name in case it may cause delivery problems due to the similarity with other local names.

Once all checks are satisfactorily complete, we will change the name of the property and advise the relevant parties including Royal Mail, Ordnance Survey, Council Tax, the Local Land and Property Gazetteer team and emergency services.

We will then confirm in writing to the owner of the property, the new official address.

