



To: Executive Councillor for Planning and Sustainable Transport  
Report by: Head of Planning Services  
Relevant scrutiny committee: Environment Scrutiny Committee 21 June 2011  
Wards affected: All

**PROPOSALS FOR THE INTRODUCTION OF A NEW SCHEME OF CHARGES FOR STREET NAMING & NUMBERING SERVICE**

Not a Key Decision

**FINAL REPORT**

**1. Executive summary**

Cambridge City Council has a statutory responsibility for the street naming of numbering of streets within its administrative area. This report seeks to implement a written policy for the street naming & numbering service, which will include the introduction of a scheme of charges for the discretionary part of the service. It will also assist in providing a co-ordinated approach for developers and residents within the major growth areas by seeking to harmonise policy where developments cross district boundaries.

**2. Recommendations**

The Executive Councillor is recommended to approve the adoption of the Street Naming and Numbering Policy, which includes a new scheme of charges for the discretionary part of the service.

**3. Background**

**3.1 Considerations**

- 3.1.1 Cambridge City Council (CCC) has the statutory responsibility to name streets and number properties within Cambridge City. The Construction Monitoring Officer in Building Control currently undertakes this function.
- 3.1.2 Street names, signs and correct property identification are not only vital for Cambridge City Council services but also provide vital information for external organisations including Royal Mail and the emergency services.
- 3.1.3 An increasing number of Local Authorities have introduced a scheme of charges to recover costs in relation to discretionary services. South Cambridgeshire District Council has recently implemented an Address Management Policy that includes a scheme of charges. In the context of joint delivery to the major growth areas it seems an opportune moment to review and develop a policy & charging

scheme for Street Naming & Numbering within Cambridge City. The Policy will outline joint arrangements with neighbouring authorities to ensure a consistent approach to developers & residents.

## **3.2 Legislation**

3.2.1 The legislative position for street naming and numbering is complex, and various statutory provisions can apply.

3.2.2 The relevant statutory provisions with regards to street naming are:

- a) Section 64 of the Town Improvement Clauses Act 1847 (incorporated into section 160 of the Public Health Act 1875). This allows the Council to name streets (i.e. set names for new streets), mark the street name (street nameplate provision) and control interference with such markings.
- b) Section 21 of Public Health Acts Amendment Act 1907. This provides for the alteration of street name with consent of two-thirds of the ratepayers/council taxpayers living in the street. It also gives power to mark the altered street name and control interference with such markings.
- c) Section 17-19 Public Health Act 1925. This legislation covers:
  - (1) New names of streets – notices served by the developer and requiring the approval of the Council or (by appeal) the Magistrates' Court (Section 17)
  - (2) Alteration of names of streets, and assignment of names of un-named streets – notice by Council, and consideration of any objections by Magistrates' Court (Section 18)
  - (3) Making of street names and control of interference (Section 19)

3.2.3 If section 18 of the Public Health Act is adopted, then section 21 of the Public Health Acts Amendment Act 1907 automatically ceases to apply (and vice versa). Similarly, if section 19 of the 1925 Act is adopted, the street naming provisions in the Town Improvement Clauses Act 1847 will cease to apply and vice versa.

## **3.3 CCC has previously resolved to apply:**

Section 17 (naming of streets) and section 18 (alteration of street name) of the Public Health Act 1925; and

Section 64 (building to be numbered) and Section 65 (numbers to be reviewed by occupiers) of the Town Improvement Clauses Act 1847.

Until such time as they resolve to not approve them the Authority cannot use the provisions of Section 21 of the Public Health Acts Amendment Act 1907, section 19 of the Public Health Act 1925 or the Town Improvement Clauses Act 1847 as relates to the naming of streets.

The Head of Legal Services is requested to confirm the above opinion and record within relevant Committee Minutes

### 3.4 Charging Provisions

- 3.4.1 The Local Government Act 2003 brought about new devolved powers for Local Authorities; these included giving Council's powers to trade and charge for non-statutory (i.e. discretionary) services if they are Best Value Authorities (Section 93 of Local Government Act 2003).
- 3.4.2 There must be a power to provide the service, the person receiving the service must agree to its provision, and the charges must not exceed the cost of providing the service.
- 3.4.3 The Council cannot therefore charge for Street Naming Services (since the duty to provide this service is not discretionary), but it can charge for the numbering of houses and other buildings (which is a discretionary service) by virtue of Section 64 and 65 of the 1847 Act coupled with section 93 of the 2003 Act.

### 3.5 Other Issues

- 3.5.1 The Street Naming & Numbering Service is currently provided free of charge. The majority of work undertaken by the relevant officer relates to new properties being constructed by developers. This means that local residents are currently funding the service, which benefits developers and new occupants. It is therefore proposed that a scheme of charges is introduced for non-statutory functions and discretionary services. If adopted an annual income of between £2,000 - £3,000 is expected. The fees should be regularly reviewed, as should the scope of the fees charged.
- 3.5.2 When charging for discretionary services the Council has a duty to charge no more than the reasonable costs it incurs in providing the service. The aim is to encourage improvements to existing services and develop new ones that will help improve the overall service to the community and not make a profit.
- 3.5.3 The Construction Monitoring Officer has developed a draft policy. The Policy will formalise and document the established Street Naming and Numbering Procedure for Cambridge City Council. The Policy sets out a scheme of charges, as detailed below:

<i>Item</i>	<i>Charge</i> (Not subject to VAT)
<b>Property Name Additions/Amendments /Removals</b>	£30.00
<b>Numbering of New Properties</b>	
1 Property	£50
2-5 Properties	£75
6-10 Properties	£100
11-25 Properties	£175
26-50 Properties	£250
51-100 Properties	£400
101 + Properties	£500 plus £10 per plot over 101 properties

Confirmation of address to solicitor/Conveyances/occupier/owner	£25
Renumbering of scheme following development plan	£100 + £10 per property
Address issued and/or confirmed when replacement property built	£50 per property
Street Re-Naming following request	Price on Application

#### 4. Implications :-

- (a) Financial** Positive financial implications as revenue will provide cost recovery of discretionary service & help fund Construction Monitoring Post.
- (b) Staffing** No staffing related implication. However revenue will assist in funding Construction Monitoring post.
- (c) Equalities and Diversity** There are no direct equality and diversity implications
- (d) Environmental** Charges will not be welcomed by those affected however the fees are modest and not for profit making the risk of alienating residents or businesses small. Similar charges have now been implemented by a number of Local Authorities across the country.
- (e) Community Safety** There are no direct community safety implications.

#### 5. Background papers

These background papers were used in the preparation of this report:

Draft Street Naming & Numbering Policy, which provides operating procedures and scheme of charges.

#### 6. Appendices

Appendix A – Draft Street Naming & Numbering Policy and Charging Schedule  
(May 2011)

#### 7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

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## **Appendix A:**

### **Street Naming and Numbering Policy**

#### **1. Introduction**

- 1.1 Cambridge City Council (CCC) is the Local Authority responsible for the administration of the street naming and numbering process (SNN), to ensure that all properties in the city are officially addressed. The address of a property is becoming a very important issue. Organisations such as the Royal Mail, Emergency Services, delivery companies as well as the general public need an efficient and accurate means of locating and referencing properties.
- 1.2 New street names supplied will need to be accepted by the Local Authority and will be subject to a consultation process with the appropriate Ward Councillors, Emergency Services and Royal Mail primarily to avoid duplication or confusion arising from use of similar names in close proximity but also fitting with the Naming Conventions found in Item 6.3.
- 1.3 New addresses and amendments to existing addresses are registered by Royal Mail when notified by the Local Authority as the responsible body. Royal Mail allocates postcodes and allocation is made in conjunction with the official addresses initiated by the Local Authority.

#### **2. Purpose of Policy**

- 2.1 This policy provides a framework for CCC to operate its SNN function effectively and efficiently for the benefit of Cambridge City residents, businesses and visitors. It will also act as a guide for developers when considering new names for streets and give assistance to Ward Councillors.
- 2.2 The Policy defines:-
  - (i) Legal framework for operation of the Street Naming and Numbering service.
  - (ii) Protocols for determining official street names and numbers.

#### **3. Legal Framework**

- 3.1 The Legislation under which naming and numbering can be carried out is:
  - Section 21 Public Health Acts Amenity Act 1907 (alteration of street name)
  - Sections 17-19 Public Health Act 1925 (naming of streets and alteration and indication of street names)
  - Town Improvement Clauses Act 1847 (street naming and numbering provisions)
  - Sections 64 and 65 of the Town Improvement Clauses Act 1847 (street numbering)
- 3.2 Adoption of Section 18 of the Public Health Act 1925 causes Section 21 of the Public Health Acts Amenity Act 1907 automatically to cease to apply. Adoption of section 19 of the 1925 Act however causes the street naming provisions in the Town Improvement Clauses Act 1847 to cease to apply.
- 3.3 CCC has previously resolved to apply Sections 17 (naming

of streets) and 18 (Alteration of name of streets) of the Public Health Act 1925 and Sections 64 (Buildings to be Numbered) and 65 (Numbers to be renewed by occupiers) of the Town Improvement Clauses Act 1847 and until such time as they resolve to not approve them the Authority cannot use the provisions of Section 21 of the Public Health Acts Amendment Act 1907, Section 19 of The Public Health Act 1925 or the Town Improvement Clauses Act 1847 as relates to the naming of streets.

Relevant extracts are shown in Appendix A.

#### **4. Street Naming and Numbering Charges**

4.1 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.

4.2 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 1847 Act coupled with Section 93 of the 2003 Act.

4.3 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 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 organizations listed in Appendix B
- Confirmation of addresses previously issued.
- Challenges to existing official names, numbers or addresses held within the street naming and numbering records.

4.4 These charges are to be paid prior to any changes of address being made to a property. Changes made without contacting CCC will be not be officially recognised and will not be registered with services and organizations listed in Appendix B.

4.5 The Scale of Charges for Street Naming and Numbering can be found in Appendix C.

4.6 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.

## **5. The National Land and Property Gazetteer (NLPG)**

- 5.1 The NLPG is the de facto addressing solution for local authorities and increasingly so for its partners. Local Government has invested heavily in creating the NLPG and is committed to using the NLPG for all of its addressing requirements and services.
- 5.2 The NLPG is the definitive address list that provides unique identification of properties and conforms to the British Standard, BS7666:2006. The NLPG covers the whole of England and Wales and contains more than 30 million residential, business and non-mailing addresses and is now marketed commercially.
- 5.3 The NLPG is a comprehensive and continually updated database, created by those with local knowledge in each local authority, the body with legal responsibility for street naming and numbering of property. 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.
- 5.4 The Council is committed to this initiative through its own Local Land and Property Gazetteer (LLPG) which, together with the other 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 NLPG.

## **6 Operational Guidance**

### **6.1 Street Naming Legislation**

- 6.1.1 A person who creates a new street has the right to propose a name for that street (Section 17 of the Public Health Act 1925). They are required to give notice to the Local Authority of the proposed name and the Local Authority has one month in which to object. In order to comply with current legislation, an acknowledgement and holding objection letter will be issued to the person(s) proposing any new street name(s) prior to the consultation process-taking place.
- 6.1.2 Until the expiration of one month or where the Local Authority has objected to the proposed name, it is not lawful for the proposed name to be used and any person contravening this provision will be liable to a penalty not exceeding Level 1 (currently set at £200) on the standard scale of fines within Section 37 Criminal Justice Act 1982 and will also incur a daily penalty not exceeding £1.
- 6.1.3 If the Local Authority objects to the proposed street name, it must send written notice of objection within one calendar month. The developer may appeal to the Magistrate Court within 21 days after the service of the notice of objection.

## **6.2 Street Naming Procedural Guidance**

- 6.2.1 Official naming and numbering, or alterations to current official addresses, will not be issued until such time as the appropriate Building Regulation application has been deposited and works have commenced.
- 6.2.2 On a regular basis, a review of Building Regulation applications will be undertaken. Any application with new properties (both residential and commercial) will be identified and layout plans will be studied / requested to establish whether any new street is created. These will require naming and numbering should the development proceed.
- 6.2.3 For any development identified, the developer will be contacted, requesting suggested street names be submitted along with the appropriate fee. The Local Authority will inform the developer of the number of new street names required, this will include the request for a number of additional alternative names should any objection be raised to a proposed name.
- 6.2.4 The proposed street name(s) will be sought from the developer, but should the developer not put forward any suggestions, the Local Authority in conjunction with Ward Councillors will seek suitable name(s). Any such name(s) will be forwarded to the developer for their comments.
- 6.2.5 If neither the developer of the new street/s nor the Ward Councillors can suggest name(s) then the Local Authority will allocate a name for the street(s).
- 6.2.6 When suggested names are received from the developer, a check of the suggestion(s) will be undertaken to ensure the name(s) are within the guidelines of the naming conventions.
- 6.2.7 If suggestion(s) are found to fall outside of the Naming Conventions set out in Item 6.3, then a written objection will be sent to the developer, informing of the reasons, together with a request for a further suggestion(s).
- 6.2.8 If the suggestion is found to be within the naming conventions, the proposed name(s) will be forwarded for consultation to Ward Councillors, Emergency Services and Royal Mail. As any objection has to be made by the Local Authority within one calendar month of receipt, a set time of 7 days will be given for the consultation period and the Local Authority must receive any objection within this time period.
- 6.2.9 If an objection is received from a consultee and found to be valid, a written objection will be sent to the developer, informing them of the reasons along with a request for further suggestion(s).
- 6.2.10 If no valid objections, or reply are received from the consultees within the consultation period, approval is sought from the Executive Councillor for Planning and Sustainable Transport to adopt the proposed name. Formal notification will then be sent to the developer.
- 6.2.11 Numbering of the new streets will be carried out as per the Numbering of Properties Conventions as Item 6.6. All properties on newly named streets will be allocated numbers.



6.2.12 All costs for the supply and erection of nameplates for new streets will be borne by the developer. A detailed plan clearly showing the proposed street(s) should be forwarded to the Local Authority. Consultation may be carried out with Streetscene with regards to the suitability of the proposed street name plate locations. A signage specification and contact details of a supplier can be provided to the developer.

For any newly adopted street(s) the maintenance of the nameplate(s) will become the responsibility of the Local Authority. (see section 8)

6.2.13 If a scheme is to be developed in phases, the naming and numbering scheme will be issued for only the released phases.

6.2.14 Where a naming and/or numbering scheme is issued, the Local Authority will inform those bodies listed on Appendix B.

### **6.3 Naming Conventions**

6.3.1 Wherever practicable a new street(s) with 5 or less properties and where the new street cannot be further extended, will be numbered as part of 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.

6.3.2 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.

6.3.3 Where a development includes a number of new roads, a theme for these roads will be requested. The developer may put forward any suggestion for the theme to the Local Authority to be considered. Once a theme has been agreed between the Local Authority and Ward Councillors the developer will be requested to provide suggested name(s) within this theme.

6.3.4 Developers are encouraged to preserve any historic link to the land which they are developing, eg field names the land may be previously known as, or previous property names located on site such as farm names or any other associated historic link.

6.3.5 Where no historic link to the land can be established for the use of a street name, the developer will be encouraged to have a historic link to the locality.

6.3.6 The use of a name, which relates to that of a living person(s), will not be adopted.

6.3.7 The name of a street should not promote an active organization.

6.3.8 Street names should not be difficult to pronounce or awkward to spell. Names that are likely to cause offence will not be used. Names that could encourage defacing of nameplates will be avoided.

6.3.9 New street names will not be acceptable where they duplicate or are similar to an existing name already in use within the City. A variation in the suffix word, for example "Road", "Street" or "Close", will not be accepted

as sufficient reason to duplicate a name. A common request is to repeat existing names in a new road (for example a request for “St Pauls Close” off an existing “St Pauls Road”). This is not allowed as it can have a detrimental effect in an emergency situation. This is in line with Government guidance found in circular 3/93.

6.3.10 Street name suffixes are not always essential, but if used must be descriptive of the road e.g. “Road”, “Street” or “Drive” to indicate a thoroughfare and “Court” or “Close” to indicate a cul-de-sac.

6.3.11 The following is a list of possible suffixes, it is not exhaustive and sometimes other description words are more appropriate:  
Avenue, Chase, Circle, Close, Court, Crescent, Croft, Drive, Drove, End, Field(s), Garden(s), Green, Grove, Hill, Lands, Lane, Lawns, Mews, Paddock, Parade, Park, Path, Place, Ridge, Rise, Road, Row, Square, Street, Terrace, Vale, Valley, View, Villas, Walk, Way.

6.3.12 Where an existing road is dissected by the construction of a new road, we may choose to rename either or both parts of the existing road, however consultation with the appropriate Ward Councillors will be under taken.

6.3.13 No punctuation in the use of street names will be used for example “St. Paul’s Court” will appear in all street naming documentation and street nameplates as “St Pauls Court”. This is in line with Government guidance found in circular 3/93.

6.3.14 We reserve the right to object to any suggested name deemed to be inappropriate.

## **6.4 Property Numbering Legislation**

6.4.1 Section 64 and 65 of the Town Improvement Clauses Act 1847 gives the Local Authority the ability to number the properties and ensure that occupiers of dwellings and other buildings in the street mark the buildings with such numbers as approved.

6.4.2 In addition, where an occupier fails to display the appropriate number within one week from receiving notice from the Local Authority, they may be liable to a penalty not exceeding Level 1 (currently set at £200) on the standard scale of fines Section 37 Criminal Justice Act 1982.  
The Local Authority may also choose to mark the properties with number(s) as per the official numbering scheme and reclaim the costs from the occupier.

## **6.5 Numbering Procedural Guidance**

6.5.1 Official naming and numbering, or alterations to current official addresses will not be issued until such time as the appropriate Building Regulation application has been deposited.

The numbering or renumbering of properties will be carried out in a similar way to that outlined in street naming (6.21 & 6.22)

6.5.2 The appropriate fee for numbering of properties will need to be received by the Local Authority before any numbering scheme is issued.

6.5.3 Where a naming and/or numbering scheme is issued, the Local Authority will inform those bodies listed on Appendix B

## **6.6 Numbering Conventions**

6.6.1 A new through road will be numbered with odd numbers on the left hand side and even numbers on the right hand side, working from the centre of the city.

6.6.2 A cul-de-sac will be numbered consecutively with number 1 on the left working in a clockwise direction, unless the cul-de-sac can be extended in the future, in which numbering will be as 6.6.1

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

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

6.6.5 A proper numbering sequence shall be maintained. Usually, in the interest of equality and diversity no numbers will be omitted from the numbering sequence. Once numbered, the Local Authority will not normally re-number properties. The Local Authority will only renumber a property where it can be shown that there are consistent delivery problems or issues with emergency services.

6.6.6 Buildings (including those on corner sites) are usually numbered according to the street in which the main entrance is to be found. 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.

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

6.6.8 We 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 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.

6.6.9 Where a property has a number, it must be used and displayed. Where a name is given to a property together with its official number, the number must always be included. The name cannot be regarded as an alternative to the number.

6.6.10 All property numbers should be visible from the highway. This may mean 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.

6.6.11 If an open space or undeveloped area exists along a length of road, it is usual to leave spare numbering capacity.

6.6.12 No two buildings in one street may have the same number.

- 6.6.13 Where two or more properties are combined to form one single property, the property will usually be numbered using one of the existing numbers. This will normally be based on the location of the main entrance.
- 6.6.14 Flats will be numbered with their own separate number into the street where possible.
- 6.6.15 Annexes to buildings e.g. granny flats or ancillary accommodation, will be given the prefix "The Annexe". The rest of the address will be the same as the parent property e.g. The Annexe, 1 High Street.
- 6.6.16 Moored Houseboats will form part of the Council's LLPG, which in turn forms part of the National Land and Property Gazetteer. The Local Authority will only allocate an official address and inform Royal Mail where we have an operational requirement to do so or we believe 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 Royal Mails requirements for secure delivery points.
- 6.6.17 For any dwelling accessed internally through a commercial premises, 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.

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

- 6.7.1 Renaming of a street and renumbering of buildings is very time-consuming process and may cause costs or disruption to individual occupiers and owners and wherever possible will be avoided. Hence, it is usually only done as a last resort i.e. renaming of a street is normally only considered if consistent problems occur for the Emergency Services and the renumbering of properties is only considered when infill etc. is so great, that numbers to the new properties cannot be allocated. The existing street may then be subject to a renumbering scheme.
- 6.7.2 Where an order for renaming of an existing street is made, the Local Authority will display notices at each end of the street or part of the street affected under Section 18 of The Public Health Act 1925 and they must remain in place for at least 1 month before an order changing the name can be made. Any person aggrieved by the intended order may within 21 days after the posting of the notice appeal to the Magistrates Court. If an appeal is made to the Magistrates Court the Local Authority must wait until that appeal is heard.
- 6.7.3 Where a request is received from residents/owners of properties for renaming of a street, the proposed change must have the backing of two thirds of residents/owners affected on the street and a signed letter from each to support this. Reasons for the renaming must also be supplied and the relevant fee paid.

- 6.7.4 Where any order for renaming of a street is made, the Ward Councillors will be consulted.
- 6.7.5 Where an order for renaming of a street is made the proposed name must follow the naming procedures and must also fall within the naming conventions.
- 6.7.6 Where renumbering and/or renaming is involved, as much warning as is practicably possible will be given by the council to residents. The notice to occupiers will give a specific date on which the new naming or new numbering comes into effect, which will be at least 4 weeks from the date of the notice
- 6.7.7 Where a re-naming and/or re-numbering scheme is issued, the Local Authority will inform those bodies listed in Appendix B.

## **6.8 Property Naming**

- 6.8.1 The owner (not tenant) of a property may request the addition, amendment or removal of a name for their property. An application form should be completed and returned to the Local Authority along with the appropriate fee.
- 6.8.2 The Local Authority will not formally add, amend or remove a property name where the property is in the process of being purchased. Following the exchange of contracts the Local Authority may give guidance as to the suitability of any proposed new name.
- 6.8.3 A check will be made by the Local Authority to ensure that there is no other property in the locality with the registered or similar registered name. Under no circumstance will a replicated name in the locality be allowed.
- 6.8.4 Under no circumstances will a name that is offensive, or that can be construed as offensive, be allowed.
- 6.8.5 If a proposed property name is refused, then the owner will have the option to provide further suggestions or retain the current address.
- 6.8.6 Where a property has a number, it is not possible to replace the number with a name. The name cannot be regarded as an alternative.
- 6.8.7 Where an amendment to a property name is carried out, the Local Authority will inform those bodies listed in Appendix B

## **7 Street Naming and Numbering in the Absence of Payment of Fees**

- 7.1 The Council will remind developers of new properties of the need for an official address and the process to follow. Preparation of new addresses will not commence until the appropriate fee has been paid.  
If payment of fees is not received within 28 days of a completion date, the Local Authority may allocate official addresses for emergency services purposes with no further consultation. If the developer or owner requests amendment to the allocated naming or numbering at a later date, the standard street naming and numbering processes and the current fees and charges will apply.
- 7.2 In this case internal notifications will be made for Authority business purposes only but no external notifications will be made or Postcodes allocated to the properties.
- 7.3 If payment of fees is not received in relation to adding, amending or removing an existing property, the name will remain unchanged and no internal or external notifications made.

## **8 Street Nameplates**

- 8.1 The Local Authority is responsible for the replacement and repair of street nameplates in its own administrative area. Nameplates will be erected and replaced whenever required, taking into account both financial restraints and requirement.
- 8.2 Where a street is approached from one direction only, one nameplate will be erected and this will face the direction of approaching vehicular traffic. Where a road can be approached from both directions, nameplates on either side of the junction will be erected. Nameplate(s) will also be erected at any junction or entrance onto the street.
- 8.3 The nameplates erected within the City of Cambridge will be as per the nameplate specification. ( see Appendix D )
- 8.4 Requests for "No through road" symbols to be added to street nameplates will only be considered when erecting new nameplates. If the need for a no through road symbol arises and the street nameplate is not in need of replacement, then the request should be forwarded to the Highways Division of Cambridgeshire County Council.

## **9 Postcodes**

- 9.1 An important element of addressing is the Postcode. The Postcode allocation is the responsibility of Royal Mail and identifies a number of postal delivery points and the postal town as defined by Royal Mail. The Local Authority is not responsible for allocating these codes.

Royal Mail will allocate a postcode on receipt of the official naming and numbering scheme from the Local Authority but the postcode will be withheld in the Royal Mail not yet built file. (NYB) The information remains in this file until either the developer, or owner notifies Royal Mail, that the property is occupied.

- 9.2 Royal Mail does not publish on its website addresses that are not completed and/or occupied. This means that in certain cases addresses that have been officially allocated and issued by the Local Authority may not, for a while, be visible to anyone using the Royal Mail website to validate an address. This may also mean that other organisations using the Royal Mail address database postcode address file (PAF) will also not be able to validate addresses.
- 9.3 The Local Authority is not liable or responsible for third parties updating their databases with address information.
- 9.4 Developers, owners and tenants should be aware that their property may not have the same postcode as the surrounding or existing properties.

## **10 Claims for compensation**

- 10.1 The Local Authority is not liable for any claims for compensation arising directly or indirectly from the naming of streets, re-naming of streets, numbering or renumbering of properties, renaming/renumbering of properties.
- 10.2 The property developer must not give any postal addresses, including the postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before the official naming and numbering scheme has been issued by the Local Authority. The Council will not be liable for any costs of damages caused by failure to comply with this.

## **11 Performance Monitoring**

- 11.1 The street naming and numbering officer will either send written adoption or objection of the proposed street name(s) to the proposer within one calendar month of receiving the proposed street name(s).
- 11.2 All requests for property name changes will be dealt within one calendar month. However, to provide the best service to our customers, we will aim to turn requests around within 10 working days.
- 11.3 We promise to notify the Local Authority's LLPG and inform the bodies listed on the distribution list (Appendix B) within 5 days of a naming and/or numbering scheme being issued.
- 11.4 We aim to respond to all Street Naming and numbering enquiries within 7 working days.

## **12 Policy Review**

- 12.1 This policy will be reviewed annually or sooner if a major change in the process is required through the introduction of new legislation for example. Charges will be reviewed on an annual basis during the Council's budget setting process and publicised through the Council's normal communication channels including the website.

### **13 Cross Boundary Development Sites - Joint Arrangements With Neighbouring Authorities**

- 13.1 In circumstances where development sites have been identified on the boundary between Cambridge City Council and South Cambridgeshire District Council it will be necessary to work with the neighbouring Local Authority in order to achieve logical street naming and numbering schemes.

The following paragraphs set out the joint working arrangements agreed between Cambridge City Council and South Cambridgeshire District Council for those developments sites, which lie, on the boundary between the two Council areas.

Any site which crosses the city / district boundaries is to be discussed at an early stage by both street naming and numbering officers. A list of street names for each single development site will be then compiled from suggestions made by local Resident's Associations or Parish Council's. The combined list will then be forwarded to Royal Mail and Cambridgeshire Fire and Rescue Service for consultation. A final list of suitable names will then be compiled and issued to ward councillors for approval.

In the event that a list of street names cannot be agreed following the consultation process, the final decision will rest with chairperson of the Joint Development Control Committee (JDCC) Cambridge Fringes.

Once a list has been determined this will be used to assign names to new streets within the development area. This will be carried out by both street naming and numbering officers consulting with each other.

With the exception of the specific arrangements for agreeing street names as above Cambridge City Council will generally continue to be the sole responsible Authority for carrying out all the tasks in relation to street naming and numbering within their boundary.

In respect of naming streets after people within the city boundary the use of the full name will be considered. This may not apply to streets within the areas administered by neighbouring authorities.

A numbering schedule and numbering certificate will be issued for properties addressed by the city within the joint development working area administered by South Cambridgeshire District Council.

Street naming and numbering charges for a joint development site will be agreed between Local Authorities and the developer and based on the charges in place for each Local Authority at the time. Proportions of the development plots in each area and a supplementary share of the charges for the lead authority may apply where this is agreed.



## 14 Contact Details

Street Naming and Numbering  
Cambridge City Council  
PO Box 700  
Cambridge  
CB1 OJH

Tel: 01223 457121

Fax: 01223 457129

Email: [nick.milne@cambridge.gov.uk](mailto:nick.milne@cambridge.gov.uk)

## APPENDIX A: Legislation

### **Section 64: Town Improvement Clauses Act 1847 Houses to be numbered and streets named**

“The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding [level 1 on the standard scale] for every such offence”.

### **Section 65: Town Improvement Clauses Act 1847 Numbers of houses to be renewed by occupiers**

“The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding [level 1 on the standard scale], and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

### **Section 17: Public Health Act 1925 Notice to urban Local Authority before street is named**

“1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.  
2) The urban authority, 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 was sent, object to the proposed name.  
3) It shall not be lawful to be set up in any street an inscription of the name thereof – a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority 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 to a daily penalty not exceeding [£1].  
4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a Magistrates court”.

## **Section 18: Public Health Act 1925**

### **Alteration of name of street**

- 1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
- 2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.
- 3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty Magistrates Court against the intended order at the instance of any person aggrieved.
- 4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a Magistrates court”.

### **The Local Government Act 2003**

Brought about new devolved powers for Local Authorities, these included giving Councils new powers to trade and charge for non-statutory services if they are Best Value Authorities (Section 93 of the Act) Authorities, if charging for discretionary services, have a duty to charge no more than the costs they incur in providing the service. The aim is to encourage improvements to existing services and develop new ones that will help to improve the overall service they provide to the community, not to make a profit.

## **APPENDIX B:**

Distribution List for Street Naming and Numbering Information

### **Internal**

Development Services  
Electoral Services  
Land Charges  
Local Land and Property Gazetteer Custodian (LLPG)  
Council Tax

### **External**

Cambs Fire & Rescue  
Ambulance Service  
Cambs Police  
County Council Highways  
Cambridge Water  
Valuation Office  
British Telecom  
Ordnance Survey  
Land Registry  
British Gas Transco  
Royal Mail Cambridge  
TXU Energy

# Cambridge City Council

## Street Naming & Numbering Charges

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### From 1st August 2011

Street Naming and Numbering Charges from 1st August 2011.

The naming and numbering of streets and buildings within Cambridge City is the responsibility of Cambridge City Council. The Council is the only organisation with the authority to name and number new or to amend existing streets and properties within the city.

The purpose of street naming and numbering is to ensure that any new or amended street, building name and /or property numbers are allocated in a logical and consistent manner. The address of a property is becoming a very important issue. Organisations such as the Royal Mail, Emergency Services, delivery companies as well as the general public need an efficient and accurate means of locating and referencing properties. The Royal Mail will **not** allocate a postcode until they receive official notification of new or amended addresses from the Council.

From 1st August 2011, Cambridge City Council will charge for the provision of Street Naming and Numbering.

There are 6 types of charges that apply for the Street Naming and Numbering services;

- Addition/Amendment/Removal of property names (both for residential and commercial properties)
- New development on existing street (numbering of properties only required);
- New development to include (street naming consultation and numbering of new properties);
- Renumbering of scheme following developers replan of site layout (after the notification of numbering issued);
- Confirmation of official address allocated by Cambridge City Council
- Challenge/request/revision to existing street naming and numbering schemes.

<b>Street Naming &amp; Numbering Charges</b>	
<b>Activity</b>	<b>Fee</b>
Property Name Additions/Amendments /Removals	£30.00
Numbering of New Properties	
1 Property	£50.00
2 – 5 Properties	£75.00
6 – 10 Properties	£100.00
11 – 25 Properties	£175.00
26 – 50 Properties	£250.00
51 – 100 Properties	£400.00
101+ Properties 101 properties .	£500.00 plus £10 per plot over 101 properties .
Division of Properties, same as numbering of new properties (and based on number of properties created including the original) See numbering of new properties.	
Confirmation of address to solicitors/conveyance's/occupiers or owners	£25.00
Renumbering of scheme following development re-plan (after notification of numbering scheme issued)	£100.00 plus £10.00 per plot
Street renaming following request, (price on application)	
Issue of address following demolition and reconstruction. £50.00 if address differs from that initially allocated.	

These charges are not subject to VAT.

## Appendix D

# Street Nameplate Specification

The x height for the script used on all street nameplates shall be 100mm, all plates shall be white, and all letters shall be black and all in capitals. The script used shall be KINDERSLEY.

Street nameplates shall comprise standard traffic sign made of recycled materials with grey backing and VIP Diamond Grade retro-reflective white facing. Two Signfix bracing / mounting channels shall be affixed to the rear of free-standing plates and the plates are to be attached to the posts by Signfix square-headed bolts to fit the mounting channels.

Freestanding street nameplates shall be mounted upon two hollow square galvanised posts, 50mm square made of 3mm thick mild steel. Posts shall be washed, primed, dual undercoated and two applied topcoats of gloss black paint, and capped with a black plastic cap on each post.

The posts shall have a minimum length of 1.5 metres. The height of the post above ground shall be 1 metre. The foundation of the post shall consist of a minimum 0.1 cubic metres of C25 concrete having a minimum dimension of 100mm in any plane or direction.

Street name plates mounted on walls or buildings or similar shall not have Signfix channel attached and are to be fixed using six stainless steel screws with a minimum length of 25mm. Mounting of street name plates on walls or buildings is to be only undertaken with the written permission of the property owner, a copy of which is to be submitted to Cambridge City Council.

### Suggested Street Name Plate Suppliers

Filcris The Old Fire Station Broadway Bourn Cambridge CB23 7TE	G&G Signs 15 Foxholes Rd Golf Course Lane Leicester LE3 1TH	Bribex (Bristol) Ltd The Croft Yates Rocks Bristol BS17 5QN
01954 718327	0116 254 4445	01454 294382

# Appendix E – Application Form

## Application Form for Street Naming and Numbering Services

### 1. Applicant Details

Applicant Name:

.....  
...

Applicant Address:

.....  
.....  
.....

Contact Name (if applicable):

.....  
...

Telephone:.....

Mobile:.....

Email:.....

...

Development Address (if different to the applicant address above):

.....  
.....  
.....  
.....

Preferred method of contact: Email / Telephone / Post

If your application relates to a new development (single or multiple properties) please complete Section 2 only

If your application is for a new property name or to change the existing property name please complete Section 3 only

### 2. New Development

Planning Application Number: .....

Number of new properties.....

Does the development require a new street? Yes/No

If yes please supply a suggested street name and brief details of the reasoning for this name choice:

.....  
.....  
.....  
.....



.....  
Please note: We can start the consultation process for new street names as soon as payment has been authorised. However, we are only able to provide property numbers once building footings are in place.

**3. New Property Name or Name Change**

Does the property address differ from the address in Section 1?  
Yes/No

If yes, what is the address of the property where the new name is requested:

.....  
.....  
.....  
.....

Does the property currently have a name? Yes/No

If yes what is the current name of the property:

.....

Please list 3 suggested names in order of preference:

- 1: .....
- 2: .....
- 3: .....

**4. Next Steps**

Once you have submitted the application form, the Construction Monitoring Officer will carry out a preliminary review of the application before contacting you to request payment (and any further information if required (such as site plans). Your application for Street Naming and Numbering Services will be processed as soon as the payment has been authorised.

Send your completed application form to:

Street Naming and Numbering  
Cambridge City Council  
PO Box 700  
Cambridge  
CB1 OJH  
[nick.milne@cambridge.gov.uk](mailto:nick.milne@cambridge.gov.uk)