

APPENDIX A



**3C Building Control Address  
Management Policy**

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# 3C Building Control

## Street Naming & Numbering Policy

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## 3C Building Control Naming and Numbering Policy

### 1. Introduction

- 1.1 3C Building Control (3CBC) is a local authority shared service, for South Cambridgeshire District Council, Huntingdonshire District Council and Cambridge City Council and is responsible for the administration of the street naming and numbering process (SNN) on their behalf, to ensure that all properties in the area 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 3CBC and will be subject to a consultation process with the appropriate Ward/ Parish/Town Councillors (referred to as Councillors from here on), 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 3CBC. Postcodes are allocated by Royal Mail and allocation is made in conjunction with the official addresses initiated by the 3CBC.

### 2. Purpose of Policy

- 2.1 This policy provides a framework for 3CBC to operate its SNN function effectively and efficiently for the benefit of all residents, businesses and visitors within the shared service geographical area. It will also act as a guide for developers when considering new names for streets and give assistance to 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.
  - (iii) Recommendations to prevent confusion by duplicating or using similar names to any already in use

### 3. Legal Framework

- 3.1 The Legislation under which naming and numbering is carried out by 3CBC:
  - Adopted policy of:
  - Sections 17-19 Public Health Act 1925 (naming of streets and alteration and indication of street names)
  - By association:
  - Town Improvement Clauses Act 1847 (street naming and property numbering provisions)

- Sections 64 and 65 of the Town Improvement Clauses Act 1847 (street numbering)
  - Section 21 Public Health Acts Amenity Act 1907 (alteration of street name)
- 3.2 Adoption of Sections 17 and 18 of the Public Health Act 1925 and Sections 46 and 65 of the Town Improvement Clauses Act 1847 causes Section 21 of the Public Health Acts Amendment 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. Relevant extracts are shown in Appendix A.
- 3.3 Where possible marketing or developer names should not be used if they duplicate or are similar to an existing name already used in the area.

#### 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, and therefore 3CBC as their shared service provider, 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 3CBC 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 organisations 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 3CBC, will not be officially recognised and will not be registered with services and organisations listed in Appendix B.
- 4.5 The Scale of Charges for Street Naming and Numbering can be found in Appendix D.

- 4.6 Fees and charges applicable for the street naming and numbering service/s will be annually reviewed during the 3CBC budget setting process and publicised through the Shared Service Council's agreed communication channels including the website.

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

- 5.1 The NLPG is the 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 three Councils provided for by 3CBC 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 one of the 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 3CBC of the proposed name and 3CBC has one month in which to object. In order to comply with current legislation, an acknowledgement and holding notification 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 3CBC 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 3CBC (on behalf of interested parties) 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 serving 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, where reasonably practical.
- 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 are submitted along with the appropriate fee. 3CBC will inform the developer of the number of new street names required, this will include the request for several 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, 3CBC in conjunction with 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 Councillors can suggest name(s) then the 3CBC 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 where applicable to Fire Service and Royal Mail, Parish/Town Councils, Ward councillors. Note - Any objection should be made by 3CBC within one calendar month of receipt, therefore timescale of 14 days will be given to the above consultees for the consultation period and 3CBC should receive any objection within this time period.
- 6.2.9 If an objection is received from a consultee and found to be valid, a formal written objection will be sent to the developer, informing them of the reasons along with a request for further naming suggestion(s).

- 6.2.10 If no valid objections, or reply are received from the consultees within the consultation period, a confirmation letter (in lieu of notice of adoption) of adoption of street name will 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 The initial installation and costs of street nameplates for all new developments is the responsibility of the developers. It is expected that street name plates will be provided prior to the first occupation of the development. The developer should consult with 3CBC or in the case of Cambridge City projects the Streets and Open Spaces department with regards to suitability of the proposed street name plate locations. A signage specification can be found in Appendix E. For any newly adopted streets the maintenance of the nameplate will become the responsibility of 3CBC. (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.
- 6.2.15 3C Building Control will adopt the ISO:2015 Quality System for Street Naming and Numbering. This will include performance standards.

### 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 into the primary road in which they are accessed. Experience has shown that roads with few houses are not well known and become difficult to locate.
- 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 several new roads, a theme for these roads will be requested. The developer may put forward any suggestion for the theme to 3CBC to be considered. Once a theme has been agreed between 3CBC and 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, e.g. 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 and the use of a forename and surname will not be encouraged.
- 6.3.7 The name of a street should not promote an active organisation.
- 6.3.8 Street names should not be difficult to pronounce or awkward to spell. Names that could give 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 ward, town or village.
- 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 Parish/Town Councillors will be undertaken.
- 6.3.13 The LLPG is maintained according to BS7666 which ensures all data input nationally is standardised. The LLPG captures basic land and property units (BLPUs) for each building within the district and, for a number of land parcels where requested.

For each address, a unique property reference number is assigned (UPRN) and addressing information is added (LPI). All or part of the information captured about each BLPU is then available for users of the LLPG as required.

Please note that BS7666 stipulates that punctuation characters shall not be used within the address details, entered into the LLPG. Although this means that characters such as apostrophes cannot be used within the LLPG, this does not prevent them from being entered into other databases such as the Royal Mail. A valid postal address, therefore, can still include punctuation marks. However, where possible punctuation will not be used in street names and naming will be used in such a way as to avoid punctuation to align with BS7666.

- 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 3CBC acting on behalf of the three Local Authorities 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 3CBC, 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. 3CBC 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 and 6.22)
- 6.5.2 The appropriate fee for numbering of properties will need to be received by the 3CBC before any numbering scheme is issued.
- 6.5.3 Where a naming and/or numbering scheme is issued, 3CBC will inform those bodies listed on Appendix B

## 6.6 Numbering Conventions

- 6.6.1 A new through road will be numbered with odds on the left-hand side and evens on the right-hand side, working from the centre of the city/town/village.
- 6.6.2 A cul-de-sac will be numbered consecutively with number 1 of the left working in a clockwise direction, unless the cul-de-sac can be extended in the future.
- 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. Normally, in the interest of equality and diversity no numbers will be omitted from the numbering sequence, although should a strong preference be expressed, comments would be taken into consideration. Once numbered, the 3CBC will not normally re-number properties. 3CBC 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 will 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 open space or undeveloped areas exist along a length of road, it is usual to leave spare numbers.
- 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 Annex” wherever possible. The rest of the address will be the same as the parent property e.g. The Annex, 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. 3CBC 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 area 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 Mail’s requirements for secure delivery points.

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

6.6.18 When numbering a single building with multiple dwellings, numbering will start at the principal entrance with number one and be numbered sequentially in a clockwise manner from the ground floor up. The block may be allocated a name where there are insufficient numbers available within the existing street numbering scheme. Where possible it is recommended that the flats should be numbered directly into the number scheme of the road rather than being prefixed 'flat'. (e.g. It is preferable to number 4 flats as numbers 1 to 4 High Street rather than Flats 1 to 4, 1 High Street).

## 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, 3CBC 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 3CBC must wait until that appeal is heard.

6.7.3 It should be appreciated that changing a street name or renumbering properties can cause a great deal of inconvenience for residents. 3CBC are therefore, reluctant to make changes without good reason. Before making any changes, we will consult with all residents affected by the proposals. It is unlikely that 3CBC would proceed with a proposal unless two thirds of the residents support the change.

The renaming of a street involves a legal process that gives any resident who may object the right to appeal to a Magistrates Court. The Council may require residents requesting a change of street name to pay the Council's cost for the process.

6.7.4 Where any order for renaming of a street is made, the 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. 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, 3CBC will inform those bodies listed in Appendix B.
- 6.7.8 Where councils undertake a Community Governance Review this may impact on Street Naming and Numbering and any associated costs with changes required following a Community Governance Review will be the responsibility of the homeowner. (See Appendix C)

## 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 3CBC along with the appropriate fee.
- 6.8.2 3CBC cannot formally add, amend or remove a property name where the property is in the process of being purchased, that is, until the exchange of contracts, although guidance of the acceptability of a name may be given.
- 6.8.3 A check will be made by 3CBC 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, 3CBC will inform those bodies listed in Appendix B.

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

- 7.1 The 3CBC 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 3 months of a completion date, the 3CBC 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 the three Authorities 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 When referring to nameplates under the control of 3CBC this is for South Cambridgeshire and Huntingdonshire District Councils only. Nameplates will be erected and replaced as required, taking into account logistical constraints, financial restraints and the requirement.
- 8.2 Where a street is approached only from one direction only one nameplate will be erected, and this will face the direction of approaching 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 sole purpose of a street name plate is to identify a street and is non-directional. A street name plate has to be used in conjunction with clearly visible numbering.
- 8.4 No through roads and cul-de-sacs are identified with a 'T'. Only in exceptional circumstances would "leading to" "directional arrows" or "property numbers" be included on a street name plate.
- 8.5 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.

Any questions relating to the provision of street name plates for Huntingdonshire District Council and South Cambridgeshire District Council should be referred to: [snn@3csharedservices.org](mailto:snn@3csharedservices.org)

- 8.6 The nameplates will be as per the nameplate specification. (See Appendix E)

### **Note**

For new sites. Approximate locations are given on a plan to the developer with list of street nameplates required and our specification. The developer then orders and erects the street nameplates.

## 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 a postal town as defined by Royal Mail. 3CBC is not responsible for allocating these codes.  
Royal Mail will allocate a postcode on receipt of the official naming and numbering scheme from 3CBC, but the postcode will be held in “reserve” (the not yet built file) until Royal Mail is notified by either the developer or owner 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 3CBC 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) will also not be able to validate addresses.
- 9.3 3CBC 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 properties may not have the same postcode as the surrounding or existing properties.
- 9.5 Confirmation letter issued to developer once post code issued by Royal Mail.

## 10 Claims for compensation

- 10.1 3CBC 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 3CBC. The three Councils 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 team 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, wherever possible.

- 11.3 We will notify LLPG in the appropriate Local Authority and inform the bodies listed on the distribution list (Appendix B) within 10 working days of a naming and/or numbering scheme being issued, wherever possible. We aim to respond to all Street Naming and numbering enquiries within 10 working days, wherever possible.

## 12 Policy Review

- 12.1 This policy will be reviewed every three years or sooner if a major change in the process is required through the introduction of new legislation for example. 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 Contact Details

All applications and correspondence must be electronic and therefore no postal address is provided.

Telephone: 0300 772 9622

Email: [snn@3csharedservices.org](mailto:snn@3csharedservices.org)

Website: [www.3csharedservices.org](http://www.3csharedservices.org)

## 14 **Cross Boundary Development Sites – Joint Arrangements with Neighbouring Authorities (Cambridge City Council and South Cambridgeshire District Council)**

- 14.1 In circumstances where development sites have been identified on the boundaries between Councils 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 between Councils for those developments' sites, which lie, on the boundary between the Council areas.

Any site which crosses the boundaries is to be discussed at an early stage within the 3CBC Technical support team. A list of street names for each single development site will be then compiled from suggestions made by local Resident's Associations or 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 councillors for approval.

If a new community is involved, we may need to liaise with them over suitable names along with the Town/Parish council. We would ask that they provide a list of names in order of preference and provide a large choice.

In the event, that a list of street names cannot be agreed following the consultation process, the final decision will rest with the appropriate Joint Development Control Committee.

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 within the 3CBC Technical Support Team.

In respect of naming streets after people within a specific authority boundary the use of the full name will be considered. This may not apply to streets within the areas administered by neighbouring authorities. (Should names be generic rather than specific in light of changing opinions)

A numbering schedule will be issued for properties addressed by 3CBC within the joint development working area.



## 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 has 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].
  - b) Where the urban authority serves 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:

Environmental and Community Health  
Waste Management  
Council Tax/Business Rates  
City Development (only CCC)  
Land Charges  
Local Land and Property Gazetteer (LLPG)  
Development control/Planning

#### External:

Address Development Royal Mail  
Highways – Cambs County Council  
Land Registry  
Valuation Office Agency  
Cambridge Water or Anglian Water  
Ordnance Survey  
Street Lighting – Cambs County Council  
Cambridgeshire Fire and Rescue  
Cambridgeshire Constabulary  
Cambridgeshire Ambulance Service  
Open Reach New Sites  
British Gas/Transco  
Parish/town council (not CCC)

## APPENDIX C:

### Community Governance Review

A community governance review (CGR) looks at the whole or part of an area to consider:

- The creation, merger, alteration or abolition of parishes
- The naming of parishes and the style of new parishes
- The electoral arrangements for parishes, such as the ordinary year of election, council size, wards, and numbers of councillors
- The grouping or de-grouping of parishes

[The law](#) allows Local Government Authorities to use a review to assess and make changes to community governance within their area. The government's website has [guidance about carrying out a community governance review](#).

The review makes sure that local governance is effective and convenient, and that it reflects the identities and interests of local communities.

The recommendations of any review must:

- Improve community engagement
- Bring communities closer together
- Create better local democracy
- Result in more efficient delivery of local services

A review can be:

- In response to changes in population - for example, if there is a major new housing development
- Triggered by a petition presented to the local authority.

The national guidance expects that the core of the community governance review process, from the publication of terms of reference through to the Reorganisation Order, can be completed within one year. As part of the review a full consultation takes place involving parishes, ward members and other local stakeholders.

Under certain circumstances within CGRs boundary changes will take place, in those instances there may be implications on street naming and numbering. The Sustainable Communities team responsible for CGRs at South Cambridgeshire District Council commit to contacting the *generic team email* with notification of each CGR that is underway with as much notice as possible so that preparatory work can be put into place by X team.

## APPENDIX D:

### 3CBC Street Naming & Numbering Charges From

#### TBC

#### Street Naming and Numbering Charges from TBC.

The naming and numbering of streets and buildings within the three-authority area is the responsibility of 3CBC. 3CBC is the only organisation with the authority to name and number new or to amend existing streets and properties.

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 3CBC.

From TBC 3CBC 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 naming of new streets (naming of streets and numbering of properties)
- Renumbering of scheme following developers re-plan of site layout (after the notification of numbering issued)
- Confirmation of official address allocated by Huntingdonshire District Council
- Challenge/request/revision to existing street naming and numbering schemes.

# STREET NAMING AND NUMBERING CHARGES

3CBC will introduce charges for its Street Naming and numbering Services from [TBC](#). These charges are not subject to VAT.

Category	Charge
Existing Property – Name Change/Renaming, Name added to Numbered Property	£50.00 £40.00
<b><i>Numbering of New Properties:</i></b>	
1 Property	£50.00
2 – 5 Properties	£100.00
6 – 10 Properties	£150.00
11 – 25 Properties	£200.00
26 – 50 Properties	£250.00
51 – 100 Properties	£400.00
101 + Properties	£500.00 plus £10.00 per additional plot
Division of Properties	same as “numbering of new properties” (And based on number of properties created including the original)
Confirmation of address to solicitors/ conveyancer’s/ occupiers or owners	£40.00
New Developments – amendments to street names and numbering after developer redesign (following first notification of numbering scheme issued)	£200.00 plus £10.00 per plot
Renaming of existing streets, following request	Price on application (Street nameplates to be recharged separately)
Issue of address following demolition and reconstruction	£50.00 if address differs from that initially allocated
Additional Street Nameplates over and above statutory requirement	Price on application

These charges have not been reviewed since 2011.

Please note, if the developer does not use 3C Building Control and utilises a private company, then an additional charge will be levied, to be advised on application.

For advice on payment contact 3C Building Control – [snn@3csharingservices.org](mailto:snn@3csharingservices.org)



## Appendix E : Street Name Plate Specification

<b>Rationale:</b>	98% recycled plastic, no delamination, no scrap value, polyethylene easy wipe, UV resistant for 10 years
<b>Plates:</b>	3mm Stabilised impact resistant polycarbonate with legends applied directly to the reverse side.
<b>Plate depth:</b>	150mm plus (can be easily adjusted)
<b>Lettering height:</b>	90mm Kindersley – primary text (e.g. Main name) 50mm Kindersley – 'LEADING TO' (secondary text) 50mm Kindersley – secondary text (Maximum letters per line- 13 in 90m Kindersley)
<b>Lettering colour:</b>	Black
<b>Border size:</b>	12mm (can be varied)
<b>Border colour:</b>	Black
<b>Background colour:</b>	White non reflective
<b>Reverse colour:</b>	Black
<b>Symbols:</b>	No Through Road Symbol to be 140mm deep, printed and reverse laminated (required for every cul-de-sac)
<b>Construction:</b>	25 to 30 mm thick 95% recycled plastic board with one-piece construction, screwed to posts with 50mm x M6 stainless steel security screws
<b>Finish:</b>	Non-reflective, anti-graffiti film
<b>Fixings:</b>	Stainless steel security screws, 6mm x 200mm steel retaining pin
<b>Supports:</b>	Solid 80 x 80 mm – 1500mm long with bevelled tops
<b>Support finish:</b>	Recycled plastic
<b>Support colour:</b>	Black

