

STREET NAMING AND NUMBERING (SNN)

Guidance & Procedure

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1.0 Introduction

1.1 Local Authorities are responsible for Street Naming and Numbering (SNN). The legislative powers that enable the City & County of Swansea to carry out this requirement are contained under sections 17 to 19 of the 1925 Public Health Act and under section 8 of the 1987 West Glamorgan Act. The 1987 Act amends sections 64 and 65 of the 1847 Town Improvements Clauses Act

1.2 Street naming and property numbering is fundamental to the process of address creation. The objective is to create unequivocal addresses necessary for public safety.

1.3 It is common misconception that Royal Mail is responsible for address creation. In fact addresses are created as a direct result of the statutory SNN function carried out by all Local Authorities throughout the UK.

1.4 It is not a requirement of a Local Authority to inform Royal Mail or various organisations of new street naming or property numbering. However it is recognised that the Royal Mail postcode system and its address database are used extensively by commerce and industry. For this reason the Authority will liaise with Royal Mail to establish new postcodes and make requests for new property addresses to be added to the Royal Mail register.

1.5 This Authority and many other Local Authorities has introduced a scale of fees for carrying out Street Naming and Numbering Services. Refer to Section 9 for details.

1.6 The fees for undertaking SNN services cover the costs incurred for extra work that is carried out at the discretion of the Authority. This includes working with Royal Mail, informing various bodies and organisations and for confirming addresses in appropriate format. The 'marking up' of drawings and the preparation of numbering schedules that are used whilst confirming new addresses is also covered by the charges.

2. Street Naming and Numbering (SNN) Applications.

2.1 Applications can be made using the Authority's SNN application form or by submitting a request in writing or via e-mail. Applications forms are available for download or can be completed online at the Authority website

www.swansea.gov.uk/streetnamingandnumbering Alternatively, forms can be requested by contacting the Street Naming and Numbering Officer. Contact details are listed at the end of this document.

Note: The appropriate fee must be received before applications are processed!

2.2 SNN applications must be made when new addresses are needed or when addresses of existing properties need to be modified. Applications must also be made if a new road name or names are required (Refer to section 5). For example:

1. On large development sites where new roads and properties are constructed. This includes residential, commercial and industrial premises.
2. Where existing properties are converted and new addresses are required. This covers residential, commercial and industrial premises.
3. When Individual new property addresses are required.
4. Where properties are merged or split i.e. a single dwelling split into flats or two properties converted into one.

5. Renaming of an existing property. This only applies where a property is known by name only rather than a number. Please refer to Section 6 - points 13 to 15.
6. A request is made to rename a street. Please refer to Section 7.

Note – the form can also be used to confirm addresses of properties. Fees apply.

2.3 Applications for new property numbering should only be made once work has commenced on site and when properties are at advanced stage of construction. Developers are urged to apply for addresses at least three months prior to the expected build completion date or dates of a property or properties. The expected completion date or dates must be provided.

2.4 Developers of large sites are advised to stage work in phases and consider the expected flow of property numbering so that the projected numbering of properties will not become fragmented should changes to layout be made.

2.5 The Authority will consider naming and numbering properties where work has not yet commenced, but only where the developer is certain that the properties will be built and where adjacent properties at the same development site have been completed or are still under construction.

2.6 Developers should be aware that charges will apply when changes to layout causes renaming or renumbering to be carried out by the Authority. These charges will only apply where notification has already been issued to a developer and where previous notification(s) are affected.

2.7 Developers must inform the Street Naming and Numbering Officer at the earliest opportunity of any changes to site layouts that will affect street naming and/or numbering.

2.8 Developers are also advised that a charge will be incurred for extra work entailed in connection with the required notification of Royal Mail and various other bodies of the removal of addresses should properties not be built. This however applies only in those circumstances where addresses have already been confirmed to a developer by Council in a previous notification(s).

It is therefore important that applications for naming and numbering are only made when properties are almost certain to be built!

2.9 The following information should be included with applications to name and number new properties:

1. A site location plan (typically 1:1250 or 1:2500)
2. A block plan or plans that identify plot numbers and the outline of all new properties. Floor plans must also be included as necessary i.e. for blocks of flats.
3. All property numbering shown on submitted drawings will be deemed as plot numbers until such time that the Authority confirms naming and numbering.
4. The expected completion date or dates of properties must be specified.

3. Procedure.

3.1 Applications once received will be immediately prioritised by expected first completion dates.

3.2 Developments that require road naming will also be prioritised, in recognition of the processes to be followed and amount of time required before new road names can be agreed.

3.3 The acceptability of new road names proposed by developers will be checked against the criteria set out in Section 5. If criteria are not met then developers will be asked to submit alternative names.

Note: Developers must not approach schools or run competitions for new road names. This Authority must be consulted first.

3.4 Where developers have requested that the Authority decides new road names, then research has to be carried out. Local Ward members or historical groups may be contacted for their views and input. The time involved could cause delay.

3.5 Once a suitable road name is identified the new road name proposal must be submitted to local ward members for approval. Provided no objection is made, following a three week consultation period, the new road name is deemed to have been agreed.

3.6 Once a new road name has been determined, the new property numbering is to be implemented following the principles described in section 6. Royal Mail will be notified of all new property numbering by the Authority and will issue the correct postcodes for those properties.

3.7 Developers, various bodies and organisations will be notified of the new addresses. Site layouts and numbering schedules are supplied as necessary.

4. The LLPG & NLPG.

4.1 A Local Land & Property Gazetteer (LLPG) is a database of address information that is maintained by a Local Authority. Each Local Authority has a regulatory requirement to maintain this local gazetteer. Each LLPG forms part of a national database, the National Land & Property Gazetteer (NLPG), into which it feeds.

4.2 All new property and address information is recorded directly into the LLPG and then the NLPG.

4.3 It is possible that in future all new SNN information will be recorded in the LLPG, before postcode information is provided by Royal Mail. A mechanism for Royal Mail to add the postcode data later through the NLPG may be introduced. This could mean that new street naming and numbering information might in future be supplied by the Authority to developers without post town and postcode details. If so, developers might in turn be asked to retrieve such information directly from the NLPG.

4.5 The Authority will make a decision at that time whether to continue providing post town and postcode information to developers, assuming of course that Local Authorities are permitted to do so.

4.6 As mentioned previously, a Local Authority is not required to provide postcode information when confirming new street naming and numbering. Any query that a developer or member of public has with postcodes should be made with Royal Mail by telephoning 08456 011110 or by visiting the Royal Mail website at www.royalmail.com

5. Street Naming.

5.1 Some development sites cause new roads to be created. A formal road naming procedure must be adhered to before any road names are made official.

5.2 Developers are encouraged to submit road-naming proposals. The criteria specified below must be met. Alternatively, developers can request that the Authority selects the new road name(s) for them. The Authority's decision will be final.

1. New street names, wherever possible, should be relevant to the area in question and be based on historical events, natural features or landmarks. Names based on famous people (not living) who have association with the area may also be considered. Permission from family members or estate administrators may be required.
2. Street names can be either in English or Welsh (NOT BOTH see points 3 & 4 below). The balance of new English and Welsh names is monitored and maintained by the Authority.
3. Bilingual street nameplate signs are not used in this authority's area, except where they are required to replace an existing bilingual sign).
4. Mixtures of English, Welsh and other languages should be avoided.
5. Names should be easy to pronounce and spell.
6. Names considered to be obscene or racist will be unacceptable.
7. Names must not conflict with other existing road names used within the Authority.
8. Phonetically similar names should be avoided i.e. Birch Road & Church Road.
9. Names with different suffixes are not acceptable i.e. Dylan Court, Dylan Drive etc.
10. Where roads become permanently severed due to development or events then one part of the road should be renamed completely. The use of North, South, East or West (as in Heatherton Road North or Heatherton Road South) is not normally acceptable, except where the road is long and is bisected by a major junction.
11. Street names starting with 'The' should be avoided
12. Subsidiary road names, such as a row of buildings within an already named road being called '..... terrace/Parade should be avoided.
13. Where existing streets are extended then the existing road name should continue to be used wherever possible.

5.3 Sales and marketing teams should make clear to prospective purchasers that the marketing names used by developers may not become a street name and may therefore not form part of the final address of a property. Sales and marketing literature should state this.

5.4 Once new road naming on development schemes has been agreed, developers will be responsible for erecting street nameplates. Refer to section 8.

6. Street & Property Numbering Conventions.

6.1 Logical property numbering is important to aid emergency services should assistance be required. The following numbering conventions are also generally recognised by delivery companies and are used by this Authority:

1. The Authority will endeavour to number all new property development. Exceptions apply where in existing streets no numbering scheme is in use.
2. Main roads are numbered so that when travelling away from the centre of a town odd numbers are on the left hand side and even numbers are on the right, unless an already established numbering scheme is different.
3. Side roads are numbered ascending from the most important road that they lead off.
4. Clockwise sequential numbering is preferred for a cul-de-sac, unless further development is envisaged. Then an odd and even numbering scheme will be applied.
5. All numbers should be used. Requests to omit numbers (i.e. no.13) will be refused.
6. Private garages and similar buildings should not be numbered.
7. Properties will be numbered according to the street off which the main entrance is found. This includes corner properties. Manipulation of numbering to secure prestigious addresses or to avoid undesirable addresses will not be allowed.
8. If a building has entrances in more than one street the entrance considered to be the main entrance will be used to form the basis for street naming and numbering.
9. Buildings which contain multiple premises, e.g. a block of flats, where feasible should be named and the main building numbered. Individual internal properties within it should be numbered separately.
10. The internal numbering of premises within buildings should start at the lowest point, with number 1 being the first property on the left when entering the lowest floor. Numbering should continue clockwise and upward.
11. Infill development on existing streets will include a suffix to the premise number (i.e.21A) where no consecutive available number exists in the current numbering scheme.
12. Subdivision of residential property is always numbered rather than described or lettered, i.e. Flat 1 used rather than 'First Floor Flat' or 'Flat A'
13. Properties known by name only are permissible if no street numbering scheme has been established in a street. There must be no duplication of a property name in a street or in the surrounding areas at rural locations.
14. A change to a property name will only be permitted following Authority approval. A formal procedure must be carried out to ensure that name duplication or conflicts do not occur. The Authority will provide proof of renaming and inform various bodies.
15. A property numbered on a street that has an established numbering scheme cannot change to a name only. A name may be added provided that the name does not conflict with other properties in the street or with existing nearby properties at rural locations. No formal procedure is required in this case. However the property number must always be quoted and used during all correspondence.

7. Renaming and Renumbering of Streets or Buildings.

7.1 It may be necessary on rare occasions to name/rename and/or number/rename streets. Or, it may become necessary to number/rename individual premises situated within a building. The situations where this can occur are where:

1. A street has no known name.
2. Confusion has arisen as to the correct name to be used for a street
3. A mixture of both named and numbered properties in a street requires formal numbering to be introduced in order to regularise addresses.

4. Infill properties have caused numbering to become fragmented and illogical.
5. Property numbering within a building is illogical and is causing confusion.
6. Residents make a request to rename a street. Fees will apply if renaming takes place.

7.2 Residents, occupiers and property owners will be informed and consulted if any renaming and/or renumbering is to take place.

7.3 At least a two thirds majority of resident and property owner consent will be required before any renaming proposals are considered. The Authority's decision will be final.

7.4 Property owners and residents will be informed in writing of any changes that are made. The Authority will inform Royal Mail, emergency services and various bodies and organisations of any changes that take place.

8. Street Nameplates.

8.1 Street nameplates must be erected by developers before properties are occupied.

8.2 Details of locations and specification for street nameplates will be conveyed to developers when street naming and numbering notifications are issued by the Authority.

8.3 If a developer fails to erect nameplates and properties become occupied then the Authority will erect nameplates. Developers will be charged for all costs incurred.

8.4 Developers may request that the Authority erect required nameplates within development sites. To this end developers should contact the Construction Section within Highways to obtain a quote. Contact details are set out below:

Highways, Players Industrial Estate, Clydach, Swansea, SA6 5BJ.

Tel: 0800 132081 or 01792 843330, Fax: 01792 841600

or E-mail: highways@swansea.gov.uk

9. Further Information and Advice.

9.1 Details of fees for providing Street Naming and Numbering services can be found on the Authority's website: www.swansea.gov.uk/streetnamingandnumbering A full scale of charges will be provided in response to requests for application forms. Alternatively enquiries may be made directly to the Authority's Street Naming and Numbering Officer. Details provided below below.

9.2 For further advice or information please contact the Street Naming and Numbering Officer at:

Street Naming & Numbering Officer,
Highway Network Management Group,
Swansea Council, Room 243 The Guildhall,
C/O Civic Centre, Swansea SA1 3SN

Tel: 01792 637127

E-mail: snn@swansea.gov.uk