



Street Naming and Numbering Policy Handbook

**What you need
to know about
creating and
changing property
addresses**



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Who is responsible for creating addresses?

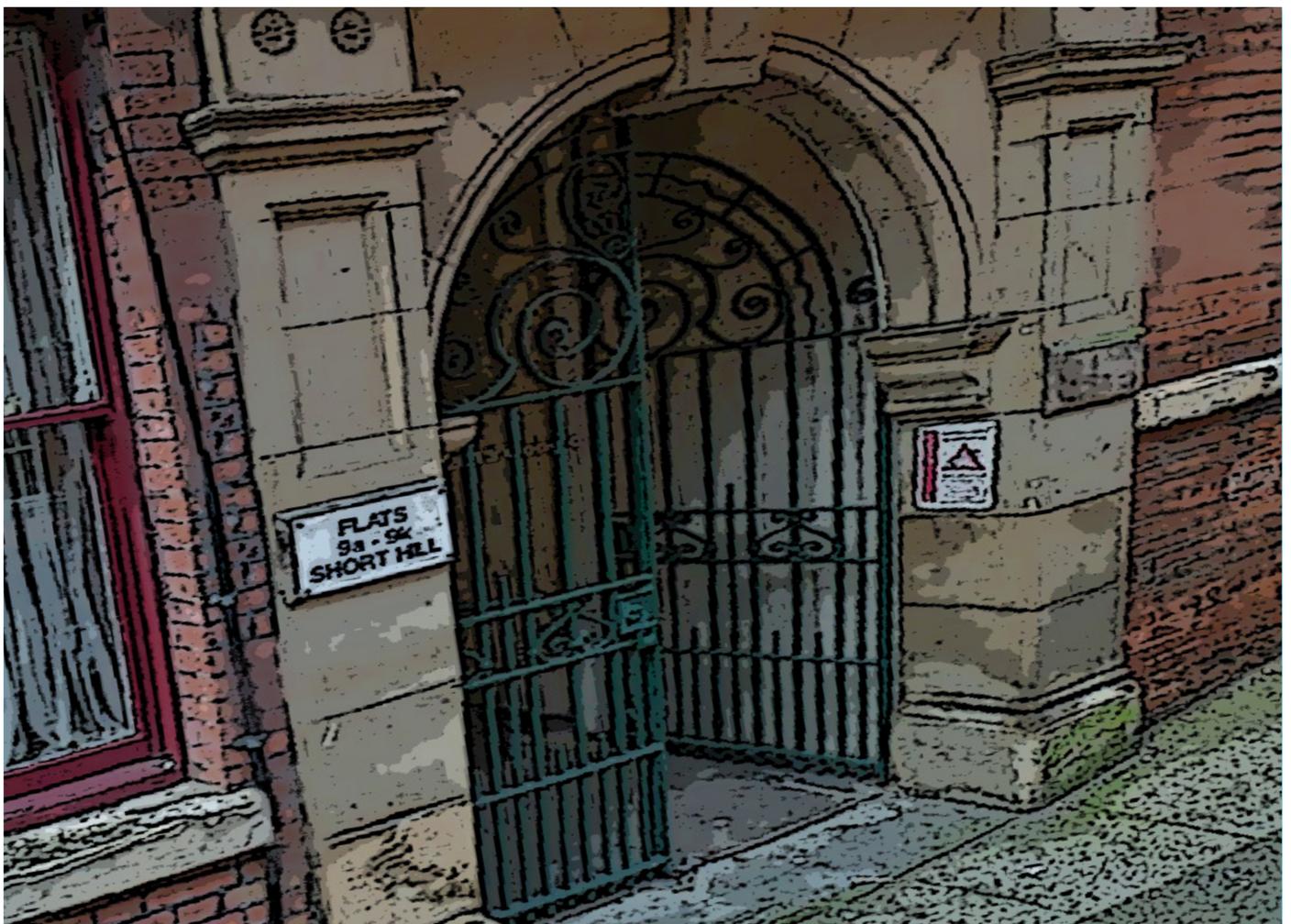
Many people are unaware that their local council is responsible for the addressing of a property.

- ◆ Nottingham City Council is legally responsible for creating addresses. This means that we decide what the street name and building number/name should be for every property within the Nottingham City boundary. We officially address properties that are capable of receiving mail. This includes all residential and most commercial properties.
- ◆ Property owners or developers must not choose their own addresses, because addresses need to follow certain guidelines and be officially registered by us. It's easy to contact us to make a suggestion for a new or changed address (see contact details in Section 13).
- ◆ Royal Mail is responsible for creating postcodes, so they decide on the postcode for every property in the city and publish them on their website: www.royalmail.com/find-a-postcode

Why is it important that every property has a single official address?



- ◆ Every property needs to have a unique address so that it can't be confused with any other property.
- ◆ The emergency services need to be sure of each address, so that they can locate properties as quickly as possible.
- ◆ Deliveries, services and visitors need to be able to locate properties efficiently.
- ◆ If an official address is not registered, an occupier may have trouble getting goods and services, such as applying for a credit card, getting broadband, or online shopping.
- ◆ Services such as gas, electricity and water can be delayed or installation prevented if the provider can't identify a property by its official address.
- ◆ It can cause confusion if an address is used that is different to the title deeds held by Land Registry.





FOR DEVELOPERS

How to apply for a new or changed address

Who should apply?

The applicant should be the developer, property owner, or an agent acting on their behalf.

As the developer, it is your responsibility to ensure that you contact us to secure addresses for the development.

What types of development do I need to apply for?

Any development that will result in the creation of a new property or any change of property address.

This includes:

- ◆ New build developments (including demolishing and re-building a single property)
- ◆ Splits (e.g. conversion of a single building to flats or commercial units)
- ◆ Mergers (e.g. conversion of two units into one)
- ◆ Moving the main entrance to a different street
- ◆ Any change to the building name if the property is not numbered

When do I need to apply?

You should apply before the change happens, so that various organisations can update their address databases in good time.

We would suggest that you contact us at the earliest opportunity following Planning Permission being granted or Building Regulations/Initial Notice being received. This should be after plans are finalised but before building work starts.

How to apply for a new or changed address

What information do I need to provide?

Please complete the online application form which is available on our website: <http://geoserver.nottinghamcity.gov.uk/address-apply/>
Alternatively the form can be requested via email or phone.

The form gives you the opportunity to provide address suggestions and asks you to submit plans which will identify:

- ◆ the properties/street to be addressed
- ◆ the location of ground floor entrances
- ◆ boundaries of self-contained units
- ◆ floor plans (if applicable)
- ◆ plot numbers (if applicable)

When will I receive a response?

We aim to respond to all applications within 12 working days.

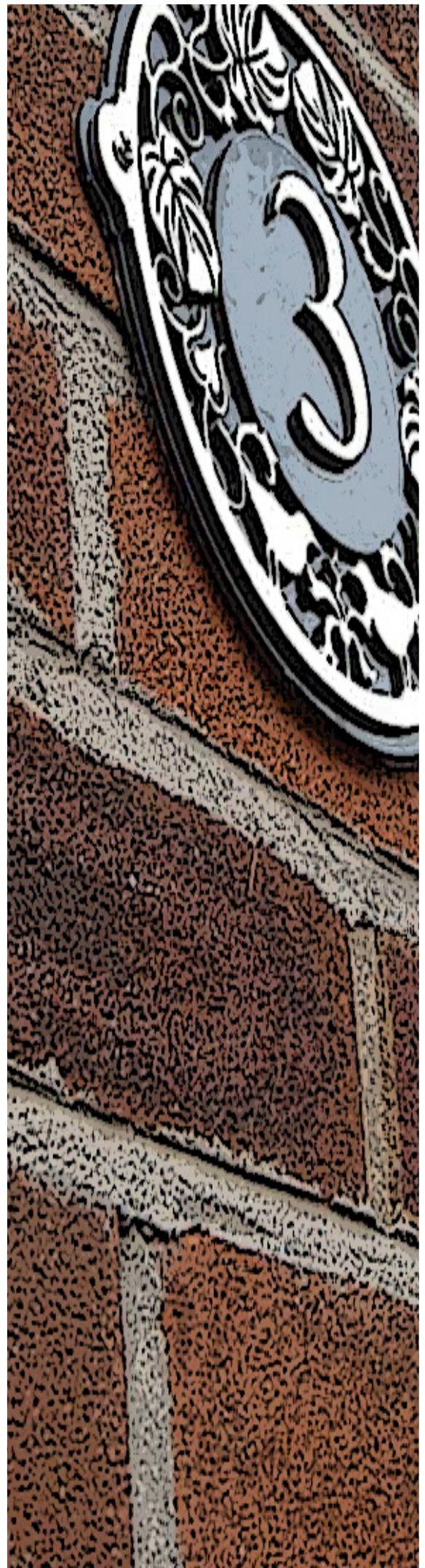
You should not give any postal addresses to potential occupiers, either directly or indirectly (for example via solicitors, estate agents or marketing companies) before we have issued formal approval of the new address. Developers who use a marketing name for a site must make it clear to any prospective purchasers that it is not part of the official postal address.

Charges for discretionary Services

We will not normally charge for address management work. However, in cases where work is undertaken that is discretionary/additional then a fee will apply.

Discretionary services are those that are considered to be additional to our normal responsibilities or what is legally required. This includes doing re-work due to changes in plot numbers and re-numbering/re-naming existing properties.

The fees and services are detailed in Appendix A.





FOR DEVELOPERS

Who we notify of new or changed addresses

As a developer or agent, you should receive a copy of the official address notification letter from the Council. We also send a copy to a range of external organisations including the emergency services, utilities companies, the Valuation Office Agency, Land Registry and Royal Mail. However, we have no responsibility over how and when these organisations update their records.

Royal Mail usually assigns postcodes within 5 working days of receiving our notification letter.



Choosing new street names



Street names are an important part of Nottingham's identity and history, so we take a considered approach to assigning new names.

- ◆ If a development involves one or more new street names, the developer should suggest names to be considered.
- ◆ We may provide suggestions to the developer if we have identified any historic street names, if there is an existing street name theme in the area, or if the developer has not given any suggestions.
- ◆ We will then normally submit any shortlists of suitable street name suggestions to the relevant Ward Councillors for comments. They may choose to consult more widely with community groups to provide names with local significance, before a final decision is made by the Council's Address Management team.
- ◆ When submitting street name suggestions, please follow the guidelines given in Appendix B, which give criteria for names and show how any suggestions will be considered and assessed.

We will also consider any street name suggestions received from Nottingham City residents for current or future developments.





FOR DEVELOPERS

Choosing new street names

Street name plates

Where a street is created within a new development, all costs for the erection of new street name plates will be paid for by the property developer. There is a Council specification for the name plates and their locations, and the authority's Highway Design team should be contacted for advice on producing these.

<http://geoserver.nottinghamcity.gov.uk/problem/problem.htm?problem=x>
or contact the call centre on 0115 9152000 during working hours.

Maintenance of street name plates becomes the responsibility of Nottingham City Council if the street is adopted.

A white rectangular street name plaque with black lettering is mounted on a brick wall. The text on the plaque reads "FOLJAMBE TERRACE". The plaque is slightly tilted and has a dark border. The background is a close-up of a red brick wall with a decorative diamond-shaped pattern in the upper right corner.

Property numbering

All new properties should be numbered, regardless of the property's use.

We will propose numbers based on the layout of the property and the existing properties on the surrounding street, but if you have numbers to propose, please refer to the guidelines in Appendix B.

In some cases, for example the development of a large block of flats, a building name may be assigned in addition to the building number. The number is the main identifier for the building and must be used, but we will also assign a name if it meets the criteria in Section 7.



FOR DEVELOPERS





FOR DEVELOPERS
& PROPERTY
OWNERS

Changing the name of properties which do not have a number

Where an existing property only has a building name, we will normally allow owners to change the name providing that no suitable number can be assigned. Where a suitable number can be assigned, we will decide on a number to allocate.

A building name must be different from the name of the owner/occupier so that the property is provided with a unique identity that is not dependent on the use of the owner or occupier's name.

The building name should have a suitable suffix which reflects the nature of the building, for example House, Court, Building, View, Point, Centre, Chambers, Lodge, Studios.

The building name must not duplicate a name on the same street, and for a larger building such as a block of flats or offices, the name must not duplicate an existing building name used elsewhere in the city.

Building names should follow the guidance points given for new street names in Appendix B.

If you are a resident of a property but not the owner (freeholder) we will need their agreement to the change.

A fee will normally apply for changing a building name, as detailed in Appendix A.

Naming properties which have an existing number

- ◆ Where an existing property already has a number but the owner wishes to use a building name, the name may only be used on an informal basis and we will not register it as part of the official address.
- ◆ The occupier can display the name on the property and quote the name in the address along with the postal number, but the name must not replace the number, which must always be displayed and used.
- ◆ If we are informed of the additional name, we will notify Royal Mail and record the name as an alternative address within our address database.
- ◆ Informal building names should be guided by Section 7 of this document
- ◆ Property numbers should never be removed and replaced by a property name.



FOR DEVELOPERS
& PROPERTY OWNERS





FOR DEVELOPERS
& PROPERTY
OWNERS

Re-naming or re-numbering groups of properties

Re-numbering or re-naming a group of existing properties or re-naming streets may cause costs and/or disruption to individual occupiers and wherever possible should be avoided. It is normally only considered when changes occur (such as the inclusion of a new development) which are likely to cause problems for the emergency services, or where the existing addresses are causing problems with property location.

In cases where a request is made for this work a fee will normally apply as detailed in Appendix A.



Localities

Locality names, such as 'Bulwell', 'Mapperley', 'Clifton' etc., are not included in the official address, because these areas do not have formally defined boundaries. A locality is only included in the official address in exceptional circumstances, where existing street names have historically been duplicated within the city area, for example, 'Church Street, Old Basford' and 'Church Street, Old Lenton'.

However, a locality name may be used in an address informally.



FOR DEVELOPERS
& PROPERTY
OWNERS





Displaying the property number on your building

Did you know that it is a legal obligation for the correct number to be displayed on all properties? It is the responsibility of the building owners or developers to display and maintain the property numbers and the Council has legal powers to enforce this, as it is an offence not to display the lawfully assigned property number/name.

This is to ensure that properties can be easily found and identified by residents, visitors, the emergency services, and other services including mail delivery.

Please ensure that your number is displayed adjacent to the entrance or on another suitable part of the building structure. It should be of an appropriate size, of a contrasting colour to the background, and should be at a convenient height to be read easily.

If you are unsure of your official address, please contact us as we would be happy to help

Displaying the property number on your building

Listed buildings

If your property is a listed building, please contact the Development Management team to check that any proposed signage would be acceptable.



FOR DEVELOPERS
& PROPERTY OWNERS

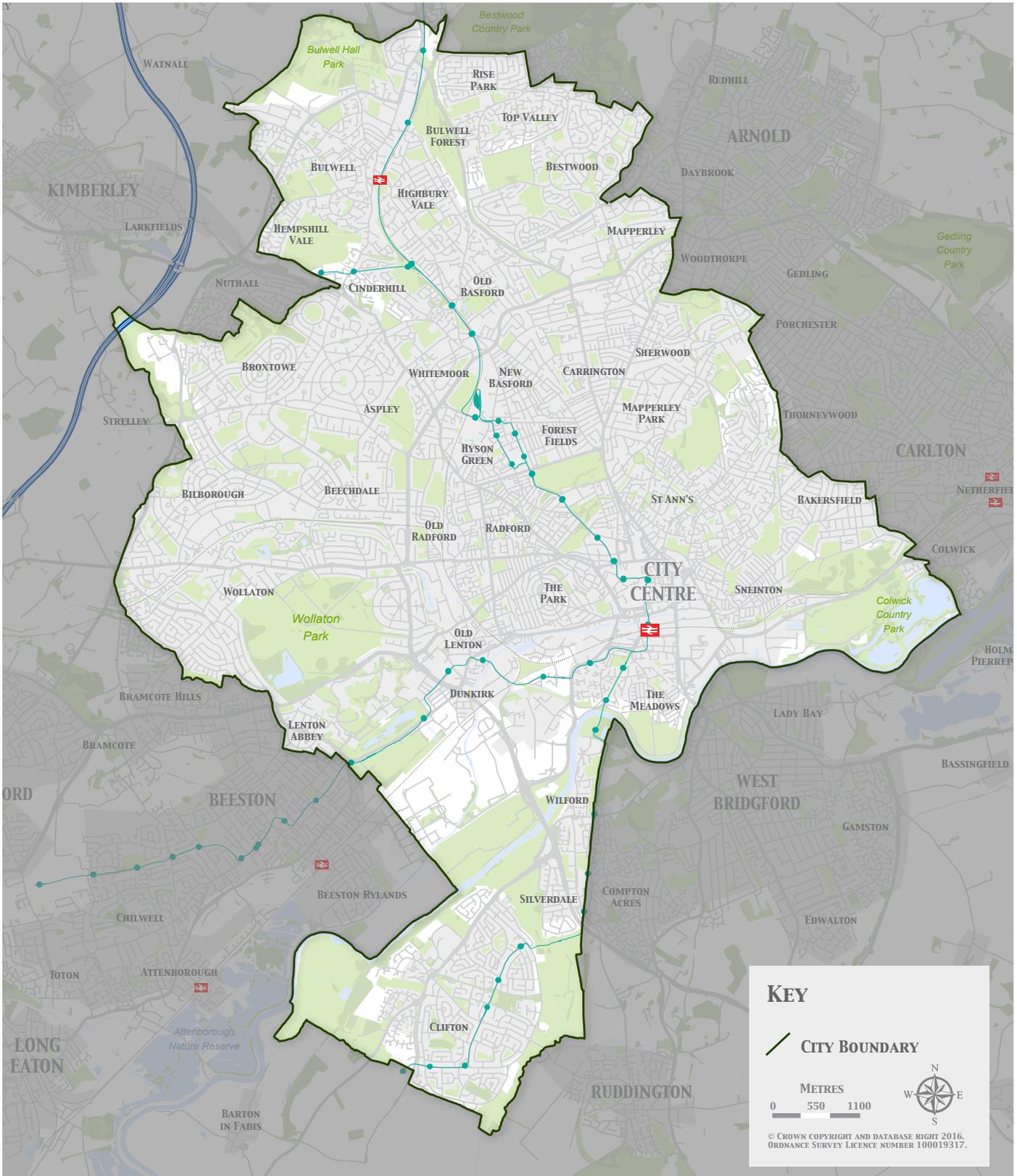




Nottingham City Council's administrative boundary map

FOR DEVELOPERS
& PROPERTY OWNERS

Nottingham City Council is responsible for addressing properties within the area shown. If your property lies outside this boundary, you would need to contact your local district or borough council.



Appendix A: Nottingham City Council Street Naming and Numbering Charges for Discretionary Services



The Council will not normally charge for Street Naming and Numbering work. However, in cases where work is discretionary/additional then a fee will apply.

Discretionary services are those that are considered to be additional to our normal responsibilities or what is legally required. As detailed in the table below, this includes re-doing work due to changes in plot numbers, and re-numbering/re-naming existing properties.

When a request is made for a discretionary service, the Address Management team will let you know the total fee required and payment must then be made before the team undertakes any work.

Payment can be made by debit or credit card over the phone, or an invoice can be requested if required.

Schedule of Charges

Please note that VAT is not applicable to charges made in respect of Street Naming and Numbering

Service	Fee
1. Written (letter or email) confirmation of official address(es) or additional copies of official notification letter by post	£24
2. Re-naming or re-numbering properties	£48 per plot plus £24 per hour for any required site visit
3. Amendment to officially agreed addresses due to change in plot numbers, plot positions, building number or name	£60 plus £6 per plot
4. Re-naming a street or an un-numbered block of properties	£300 plus £5 per plot

The charge will not normally be applicable where the change causes the address to be significantly improved, e.g. adding a number to a property which currently only has a name.

Requests must adhere to the Council's Street Naming and Numbering Policy Guidance

Postcodes remain the responsibility of Royal Mail.

The right to charge fees under section 93 of the Local Government Act 2003 may or may not be exercised at the Council's discretion.



APPENDIX
B

FOR DEVELOPERS

Appendix B: Guidance for developers on suggesting new street names and numbering schemes

Street names

Street name suggestions must meet the following criteria:

1. **Does not duplicate an existing street name in the city** – this includes the use of the same name with different suffixes e.g. Orchard Drive and Orchard Close.
2. **Does not sound too similar to an existing street name**, e.g. Rodwell Close and Brodwell Close – this could cause problems for identification, for example in 999 calls.
3. **Is not difficult to pronounce or spell**
4. **Is not a commercial name which could be considered as advertising**
5. **Does not begin with the word ‘The’**
6. **Does not end in ‘s’ where confusion could be caused over whether the name is possessive or plural (so could cause confusion on whether it needs an apostrophe)**
7. **Is not the name of a living person**
8. **Is not considered offensive**
9. **Does not include a number** – e.g. 20 Seven Foot Lane sounds the same as 27 Foot Lane
10. **Should reflect the past history of the area, where appropriate** – e.g. where a previous building had names or activities historically associated with it (see the weighting table below)
11. **Should have an appropriate suffix which must be descriptive of the road** – e.g. ‘Close’ to indicate a cul-de-sac.
12. **Where several names are involved, a theme should be used to help identify the area.**



STONEY STREET

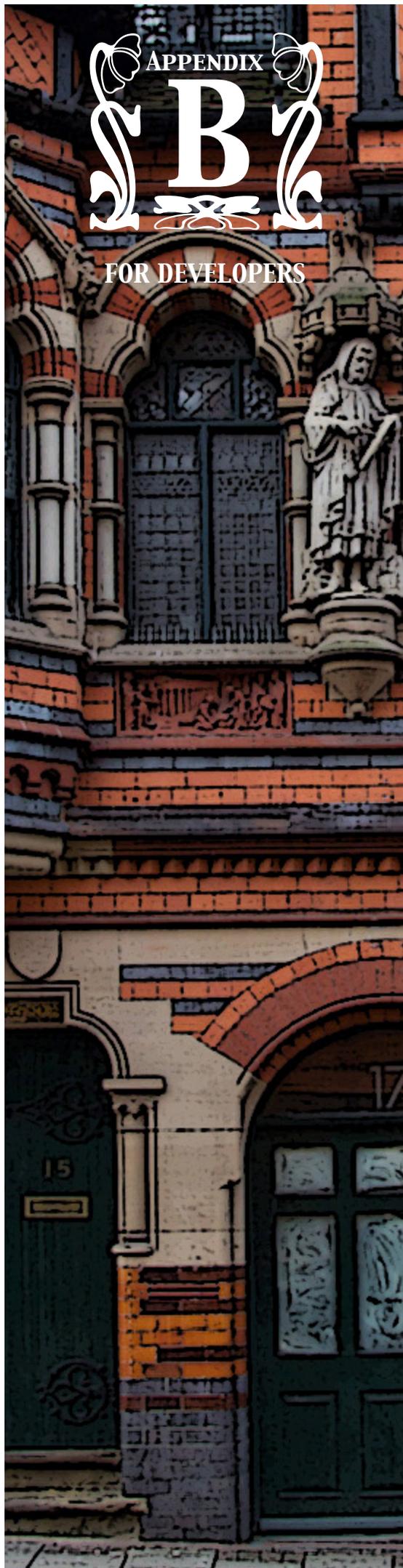


The following table indicates the Council's preference for the reasoning behind new street names.

We would ask that you submit suggestions with as high a weighting as possible. Consideration will be given to all sensible suggestions that are consistent with these guidelines. However, if suggestions with low weightings are received, the local Ward Councillors may wish to consult with the community or local historic groups to help provide name suggestions with a higher weighting, which would be preferred by the Street Naming and Numbering (SNN) Officer.

The SNN Officer may object to a name suggestion if there are other suitable names that are significantly higher in weighting. The SNN Officer will aim to reach agreement between the Developer and the Ward Councillors and will use the following weightings to help form a shortlist from the most appropriate names and decide between street name suggestions where necessary.

Suggestion reasoning	Weighting
Historic street name from the nearby vicinity	5
Name derived from site history	5
Existing theme of surrounding street names	4
Natural geography of the local area	4
Local connection, e.g. widely recognised notable local community figure, event or culture (A historic figure would normally take precedence over a recent figure. A local community figure may include a fallen member of the Armed Forces.)	3
City connection, e.g. widely recognised notable Nottingham figure, event or culture (a historic figure would normally take precedence over a recent figure)	2
Name suggested by the local community for a reason other than those stated above	1
Name suggested by the developer for a reason other than those stated above	1
National figure or event	1



Suggestions for property numbering should be guided by the following points:

1. All properties must be numbered onto the street name which provides direct access to the property, which is generally the street that the front door of the property faces.
2. Properties should be numbered with odds on the left and evens on the right, when travelling from the start of a street.
3. A cul-de-sac should usually be numbered consecutively, in a clockwise direction.
4. If a new property is within a numbered road and there are no spare numbers, then letter suffixes will be used – e.g. 24, 24A, 24B.
5. Where internal units are accessed via a shared ground floor entrance, they should be numbered as e.g. Flat 1, 24; Flat 2, 24, etc.
6. A suitable prefix should always be used, such as 'Flat' or 'Apartment' for residential properties, 'Unit' for industrial properties, and 'Suite' or 'Office' for offices.
7. Flats should normally be numbered consecutively from the ground floor upwards, following the order in which flats are reached.
8. Flats should be numbered consecutively within each part of the block served by a separate entrance, i.e. numbered depending on their ground floor entrance if there is no access between blocks.
9. The floor level may be incorporated in the number, e.g. first floor would be 101, 102, 103 etc., second floor would be 201, 202, 203 etc., but punctuation should be avoided e.g. Flat 1.01, Flat 11/01.

Contacts for further information, help and advice

For further advice please contact us:

Email: address.management@nottinghamcity.gov.uk

Website:

www.nottinghamcity.gov.uk/article/24975/Address-Management

Post:

Address Management
Nottingham City Council
Development & Growth
Loxley House
Station Street
Nottingham
NG2 3NG

Telephone: 0115 8764012

