

# Street Naming and Numbering: Policy and Guidance

January 2023



**Nottingham**  
**City Council**

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# 1. Purpose of Policy

Nottingham City Council (NCC) is the Authority **legally responsible** for the administration of the **Street Naming and Numbering (SNN)** function, and national guidance dictates that all local authorities must have a policy.

The purpose of the policy is to ensure all properties within the City of Nottingham are officially addressed with a standardised and unique postal address and provides for a policy that is fair to everyone, creating a consistent, efficient approach to the process.

The policy sets out to establish best practice process and procedure around the following:

- naming of new streets and numbering/naming of properties on those streets
- re-naming existing streets
- numbering or naming new properties on an existing street
- re-numbering properties on an existing street
- changing the names of properties
- allocation of numbers to properties with names only
- addition of a name to a numbered property
- reaffirmation of a historic address that was not previously registered.

In addition to complying with appropriate legislation (see Section 3), this policy seeks to follow the national standards and best practice laid down by [GeoPlace LLP](#) (the custodians of the National Address Gazetteer), including but not limited to, their document "[Data Entry Conventions and Best Practice for Addresses](#)".

## 2. Reasons for Street Naming and Property Numbering

All property development and address changes within the City of Nottingham area are subject to the guidance contained within this Policy. This extends to commercial property as well as to residential addresses and includes but is not limited to new and converted properties; large developments; single in-fill plots; splits of properties and merging of properties.

You can check [here](#) to see if your property is in the City of Nottingham or to search for your official address.

Maintaining a comprehensive and high standard for naming streets and numbering or naming properties is essential to:

- Ensure post is delivered efficiently
- Facilitate emergency services finding a property without undue delay
- Provide consistency of property-based information across local government and national address datasets (e.g. the National Address Gazetteer and related Ordnance Survey AddressBase products)
- Facilitate the reliable delivery of services and products
- Enable the public to find where they want to go.

The primary consideration when we allocate an address is that postal addresses provide the occupier of a property with a unique address for service delivery, which does not have the potential to cause ambiguity, misunderstanding or confusion with another address.

If a property is not 'registered' through the SNN process it may not appear in our Local Land and Property Gazetteer (LLPG), and subsequently the National Address Gazetteer and Ordnance Survey commercial addressing products.

Furthermore, as the address information that is created by the Council feeds into so many national systems, including Royal Mail, it is therefore essential that the addresses are sensible, created in good time, displayed on the property and then used consistently.

In our experience difficulties may be encountered in obtaining mail, goods and services from a variety of sources (e.g. applying for a credit card, connecting to utilities, grant schemes or obtaining goods by mail order) when address information does not follow this process.

Where street names or previous numbers have been established without reference to the Council, the Council has the power to issue re-naming or re-numbering notices. This may apply to legacy addresses, which, having been created before the existence of policy and standards came into being, may not adhere to current guidance.

# 3. Legislation

The adopted legislative schemes under which SNN can be carried out within Nottingham City are:

- (1) the **Public Health Act 1925 (street naming)**
- (2) the **Towns Improvement Clauses Act 1847** as incorporated into the **Public Health Act 1875**, jointly known as '**The First Scheme (property numbering)**', and as applied by paragraph 23 of Schedule 14 to the **Local Government Act 1972**
- (3) Section 111, **Local Government Act 1972** is also applicable in respect of **property naming**.

Briefly, these acts can be outlined as follows:

## **The 1925 Act:**

- Allows notice of proposed street names to be given to the local authority and a power to the authority to object;
- A power to the local authority to assign a street a name or alter an existing street name by order following notice by the local authority; and
- A duty on the local authority to paint/ mark the street name and renew it when it becomes illegible.

## **The 1847 Act and the 1875 Act - jointly the First Scheme:**

- A duty to cause houses/buildings to be marked with such numbers as the authority thinks fit
- A duty to cause to be put up or painted the name by which a street is to be known; and
- Occupiers to mark properties with such numbers as the authority approves of and to renew the marking.

These Acts are not limited to streets that have been adopted and therefore include private streets (un-adopted). The process of applying for street name and numbering set out within this policy therefore must be followed.

The Local Government Act 2003 brought about new devolved powers for Local Authorities. These included giving Council new powers to charge for non-statutory (i.e. discretionary) services (Section 93). The applicable charges are set out within the [Schedule of Charges](#).

A British Standard exists (BS7666:2006 Spatial datasets for geographical referencing) which comprises a number of parts covering Street Gazetteers, Land and Property Gazetteers and Delivery Points, e.g. the structure required for a typical address. All addresses will be compliant with BS7666.

## 4. Royal Mail and Postcode Allocation

The allocation and maintenance of postcodes is the responsibility of Royal Mail. Royal Mail allocates a postcode and post town to any property that they consider can receive mail. The SNN Officer passes on received postcodes to the developer/ applicant.

Royal Mail cannot change the number or name of a building or a subdivision of that building or the name of a street. Only the local authority has the duties and powers to do this.

Royal Mail will only amend their records if notified by the Local Authority.

A postcode is a sorting and routing instruction to enable Royal Mail's staff to deliver items quickly and accurately. A postcode is not always a geographically accurate description of where a property is located. Postcodes are allocated by Royal Mail under the Postal Services Act 2000.

## 5. Enforcement

Under the SNN legislation there are a number of offences under which enforcement action can be taken, which range from not displaying a building number or name to putting up an unlawful street name. It is also unlawful to deface, destroy or remove a street name plate.

The First Scheme	<ul style="list-style-type: none"><li>• To destroy, pull down or deface any name or number on a building</li><li>• To put up a replacement number or name to that chosen by the authority</li><li>• For the occupier to not display and maintain the building number</li><li>• Where the occupier fails to comply with a notice to renew the numbering</li></ul>
1925 Act	<ul style="list-style-type: none"><li>• To put up a street name within one month of submitting a proposed name</li><li>• To put up a street name where the local authority has objected to the name unless the objection has been withdrawn or overruled on appeal</li><li>• To pull down any street name that has been lawfully set up</li><li>• To display a street name different from the lawful name</li><li>• To affix any notice or advertisement within 12 inches of a street name marked on a house or building</li></ul>

## 6. Scheme of Delegation

Decisions are made in accordance with the Council's Constitution and Scheme of Delegations as amended from time to time.

# 7. Consultation and Notification

## 7.1 Consultation

Under the adopted legal Acts, there is no legal requirement to undertake consultation with respect to SNN duties.

Notwithstanding this, in order for the Service to be transparent and open, it has been decided, even where consultation is not legally required, to undertake this process in instances where there is an implied duty.

Specific requirements regarding consultation are laid out in the relevant sections, but include consulting on:

- Naming of streets
- Re-naming of streets
- Re-numbering of properties, in some instances.

## 7.2 Notification

Whether naming and numbering a new development or amending an address, it is important to notify essential services.

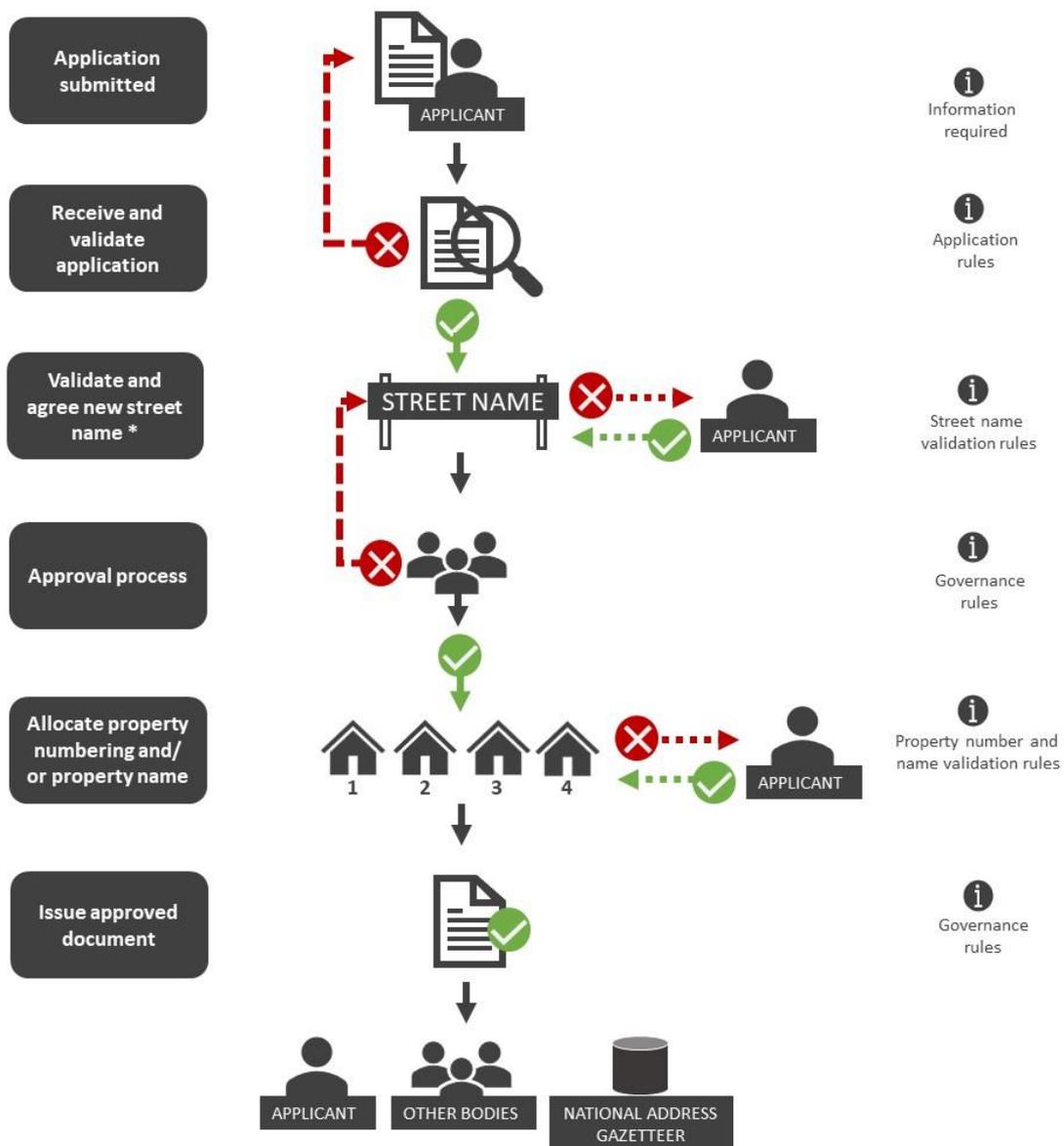
Details of new and changed addresses are provided in the form of an official notification letter and plan to the developer/ applicant, as well as to internal Council departments and a number of external organisations, including Royal Mail, Valuation Office, emergency services, utility companies and Land Registry.

It is the responsibility of the rate payer/owner/occupier to notify any other organisations that you may do business with; this may include insurance, magazine subscriptions, broadband supplier etc. It is also the responsibility of the applicant to notify Royal Mail once the address is in use.

Furthermore, we recommend the notification letter received from us is retained with the property deeds for future reference and that the owner informs Land Registry directly if there has been a change of address.

# 8. Street Naming and Numbering Process

Applications for street naming and numbering schemes are received by various streams, including [online form](#), [email](#) or commencement on site for new development. The types of applications are extremely varied, but the flow diagram below provides a high-level overview of the process which should be followed.



*\*Applicable for new streets and street re-names.*

*Under The 1925 Act, a developer may 'serve notice' by suggesting new street names and the authority may 'object' to proposals. In practice, we seek to enter a discussion with the applicant to agree a street name which validates with this policy and national guidelines.*

## 9. How to Apply

It is advised to read this document prior to submitting an application for a new or change of address, with a focus upon those sections that apply to your scheme, which outline the **application rules** you should follow.

A form is available on our website to apply for all aspects of the street naming and numbering process; [click here](#) or visit our website at:

<https://www.nottinghamcity.gov.uk/information-for-business/planning-and-building-control/managing-addresses/>

This form should be submitted as early as possible in the development process, but before works are underway. This will help to ensure that the application process runs as smoothly as possible.

If an application form is not submitted in a timely fashion, this may impact on the ability of the Service to process the request. If no such application is received in the case of major or minor (single plot or an infill plot) development, where possible the SNN Officer will seek to obtain the relevant information from the developer/ applicant to progress discussions.

The requested information to progress an application should include:

- **Contact name** - of developer/ owner/ applicant
- **Company name** (if applicable)
- **Contact address** - of the above
- **Email** – contact email address
- **Telephone** – contact number
- **Location of development** – descriptive name of location/ address of development
- **Planning/ Building Control application reference** (where applicable)
- **Type of development** – Is it a new build, conversion of an existing property or change of address?
- **Location/ layout plan** – site plan should include reference to the location of an existing street and floor plans with plot numbers (where applicable)
- **Proposed postal number(s)** (if not marked on plan)
- **Proposed names for any new streets** (if applicable)
- **Any other comments/suggestions** (e.g. building names/ access points/ mail delivery arrangements)

If you require the application form in an alternative format or have any questions about the application process, please contact:

Email: [address.management@nottinghamcity.gov.uk](mailto:address.management@nottinghamcity.gov.uk) Tel: 0115 8765012

# 10. Naming of New Streets

For new developments, the SNN Officer will decide on when a new street is required, how many streets are involved and the order of property numbers. The decision must be based on causing the least confusion to occupiers, services, and visitors.

New street names should not be assigned to new developments when such developments can satisfactorily be included in the current numbering scheme of any existing street.

Section 17 of the Public Health Act 1925 requires the person proposing to name the street to serve notice of the proposed name to the Council. Within one month after receipt of the notice, the Council may object to the name. **The Council may object to a suggested street name on the grounds it does not meet the requirements of this policy or national standard conventions**, as outlined in Section 11. If no response is given after the expiration of one month, the proposer may erect the street name plate.

**Although legal notice can be served as outlined above, in practice, we usually encourage the developer responsible for the construction of new streets to enter into discussion with the Council.**

The SNN Officer may also make suggestions to the developer if any have arisen from local evidence/ research, proposed by other persons, and if requested to do so by the developer.

Following these initial discussions, a street name is usually provisionally agreed, and at this point is considered the formal notice to the Council by the developer under Section 17 of the 1925 Act.

Whilst consultation is not required for the naming of streets, it is good practice. Upon acknowledgement of notices as above, the SNN Officer will notify Councillors with the relevant ward via email of the proposed name(s), and they will be given 14 calendar days in which to respond. Any objection to a proposed name needs to be in accordance with the criteria set out within this Policy. Should the Councillor(s) request a longer period to provide comment, consideration will be given to this taking account of the requirement to issue an objection within one month. Non- response will be treated as acceptances of the proposed name.

If no formal, written, objection is received within 1 month the proposed street name can be formally assigned to the new street.

# 11. Choice of Street Names

The SNN Officer will use the following local policy guidelines and national standard conventions when agreeing and/ or serving a notice of objection on a proposed new street name. As such, it is strongly recommended that any suggestions submitted should follow these.

## 11.1 Local policy guidelines

Our policy encourages that where possible, street names should:

- enhance the social and environmental wellbeing of the local area by creating a positive association for the occupiers of the street and wider community.
- create a sense of place by recognising the local historical or landscape character/ geography.
- encourage social cohesion and inclusion, or
- reflect and/or celebrate heritage and culture in a way that is compatible with life in a modern, diverse City

The SNN Officer's consideration of proposed new street names will be based on each individual case, but preferences will be based the ***Street Names Considerations Table*** (see Table 1).

No proposed street name will be either shortlisted or not shortlisted based on gender, race, or sexual orientation. However, to reflect the heritage and culture of the City, names which promote diversity through recognising the history of Black, Asian and Ethnic Minorities, women's history and Lesbian, Gay, Bisexual and Transgender (LGBT) history will be considered favourably.

Where beneficial to do so, Historic England, English Heritage, local history societies, and local universities may be consulted to assist in validating, researching, and suggesting street names.

**Table 1 - Street Names Considerations Table**

<b>Primary Considerations: Local Connection</b>
<p><i>Existing Theme</i></p> <p>Existing theme of surrounding street names</p>
<p><i>Site History/ Heritage</i></p> <p>Name derived from site history or heritage, e.g. where an area or previous building has names or certain activities historically associated with it</p> <p>OR</p> <p>Historic street name from the nearby vicinity*</p>
<p><i>Geography</i></p> <p>Natural geography or landscape character of the site</p>
<p><i>Community and Culture</i></p> <p>For example: local figure, events, sporting activities, crafts, the arts, folklore, or other aspect of culture, with a particular preference for street names which promote diversity</p>
<b>Secondary Considerations: City Connection</b>
<p>Historical or cultural connection to the City</p> <p>City-wide connections are particularly appropriate in the City Centre</p>
<b>Other Considerations</b>
<p>Name suggested for a reason other than those stated above</p> <p>National figure or event</p>

\*Historic street names should not be reused where known negative associations with the name exist and should be researched.

## 11.2 Naming after people

In accordance with this policy, the use of names of living persons is not permitted and names of the deceased will only be considered 20 years after their death. This is in line with English Heritage 'blue plaque' selection criteria. This is to help ensure that the decision about whether to shortlist a name is made with a sufficient degree of hindsight.

In order for a deceased person's name to be considered, evidence should be provided that they have made a significant contribution to the community either at a national, regional or local level and/ or have a historical connection to the land being developed. This should be evidenced through the completion of a 'Street Name Deceased Persons Proforma', which includes consent from the deceased person's next of kin where practicable. The proforma should be completed by the developer or person(s) recommending the name.

In most instances, the person's surname will be used rather than their full name.

## 11.3 National standard conventions

In addition to the above, all new street names should consider the following national standard conventions.

- That it is not similar to, duplicating or phonetically sounding similar to an existing street in the local authority area or within the postal town of Nottingham.
- That it meets the Royal Mail PAF ® Code of Practice convention that only one street using the same name should exist within one post town (i.e. the postal town of Nottingham).
- That it does not cause spelling or pronunciation problems.
- That names with more than 3 words including the suffix or with more than 30 characters should be avoided.
- That any historic connotations to people, places or events are researched and are accurate.
- That consent must be sought for the use of a name with Royal connotations.
- That the use of names and their combination with numbers should not be considered offensive, discriminative, rude, obscene, and racist or which would contravene any aspect of the Council's equal opportunities policies should not be used.
- That the use of names and their combinations with numbers which can easily be vandalised or changed into any of the above should not be considered.
- Developers who use a marketing name for a site should make it clear to any prospective purchasers that it is not part of an official postal address.

## **Themes**

- Where several streets are involved, a theme linking the names should be used to help identify the area.
- Where the new street is an area with existing themed street names, this should be followed where possible.
- Names cannot be construed to be used for advertising or commercial gain for example named after the developer's company name.

## **Prefixes**

- New street names should not have the prefixes 'The' or 'A'.

## **Suffixes**

- Streets in close proximity should not be assigned the same name with a different suffix, for example "Birch Road", "Birch Avenue", "Birch Park" and "Birch Crescent".
- Street names should have an appropriate suffix, which must be descriptive of the street, e.g. 'Close' to indicate a cul-de-sac. See Appendix A for a list of suffixes and their appropriate uses.

## **Punctuation**

- Use of punctuation should normally be avoided. Commas, ampersands, hyphens, quotation marks, mathematical symbols and query keyboard symbols must not be used.
- Full stops may only be used where they would make text grammatically correct. For example, 'St. Stephens Road'.

## **Plurals**

- Street names should not include words that end in a "S" where they can be construed as either possessive or plural.

## **Numbers**

- Street names should not contain a number, even if spelt as a name. For example, Seven Foot Lane: "20 Seven Foot Lane" could be misinterpreted as 27 Foot Lane.

## **Abbreviations**

- Abbreviations should not be used. The only exception to this is 'St' or 'St.' in replace for 'Saint'.

# 12. Re-naming a Street

Section 18 of the Public Health Act 1925 enables an authority to alter the name of a street, part of a street or to give a name to an un-named street.

Before any consideration will be given to changing an existing street name, the following issues must normally be satisfied:

- There is a clearly identified problem
- The problem cannot be overcome by the reasonable display of improved signage
- The problem can be fully resolved by re-naming in accordance with this policy
- It can be shown that there is already support from more than one occupier on the street (where multiple properties are impacted upon)
- Estimation of time/costs taken for investigating, consulting, seeking approval and implementing the proposed change have been established.

Clarification, justification, and evidence of each of the above may be required, with research undertaken regarding historical records and identify, if appropriate, the validity of the reasons for the change.

## 12.1 Consultation before existing street name is altered

Although there is currently no legal duty to consult for a street name change, the Council will usually require that **at least two thirds of occupiers/ owners whose property have frontages on to the street agree with the proposal**, including all associated costs. However, this will be considered on a case-by-case basis and it may be that a higher proportion is required.

Relevant Ward Councillors, Royal Mail and emergency services will also be consulted on proposed changes prior to consultation with owners/ occupiers.

To gauge the opinions of occupiers on a change proposed by the Council, the Council will consult directly with all occupiers, either by letter, door-to-door, or by phone where appropriate. The freeholder should also be consulted if this is different to the occupier. The length of the initial consultation will be a minimum of two months.

Under Section 18 of the 1925 Act, an Order of the Council must be made for re-naming a street. Once all consultation has been undertaken and a decision has been reached to progress with the re-naming, not less than one month before making the Order the Council will post a notice of the intended order at each end of the street or part of the street, or in a conspicuous position in the street or part affected.

If an appeal is made to the Magistrates Court within 21 days of the display date of the notice, the Council must wait until that appeal is heard.

The process will take approximately 3 to 4 months to allow for notification and consultation with relevant parties. The period could be longer if extensive research is required. If there is an appeal, timescales will be outside of the Council's control.

## 12.2 Notification of an altered street name

Once the appeal period has lapsed, if there are no appeals or a decision on an appeal has been made by the courts, the Service will create all official paperwork and notification will be provided to all relevant parties, giving details of the changes.

When re-naming a street, as much warning as is practicable will be given to the occupiers, normally with a minimum of 6 weeks to allow occupiers time to re-organise their personal correspondence etc. and also take into account the need to arrange any change to their property's deeds. Occupiers/ owners will also normally be reminded a week before the Order for the new name comes into effect.

In addition to above considerations and conventions for street names, SNN Officers will also seek to follow to the [Geoplace](#) document "[The Law and Best Practice for the Re-naming of Streets and Buildings](#)" (December 2020).

## 13. 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.

# 14. Property Numbering Sequence

## 14.1 General guidance on numbering

The Council must number all new property development regardless of development type. The only exception to this is where all or the majority of existing properties on the street are named and not numbered and suitable numbering scheme cannot be created, in which case a building name may be allocated instead. However, in this scenario the SNN Officer will still consider introducing a numbering scheme for the street (see Section 16).

The types of buildings that should be numbered and/or named is defined nationally as: **a fixed physical feature and/or units of subdivision thereof, that receives and/or provides services from Government.**

For a residential address, this is normally a self-contained unit or part of building, which has been constructed or adapted for use as separate living accommodation. The unit has its own bedroom(s), bathroom, toilet and kitchen which are for the sole use of the occupant(s).

For a commercial address, this is normally for each physically separate entity within the property and usually with a separate non-domestic rates assessment. In most cases, this would relate to units that will receive mail.

Specifically, the following should be excluded:

- Individual rooms within Houses in Multiple Occupation (HMOs) as these are not self-contained
- Utility connections to remote buildings on a large site
- Student accommodation rooms
- Vehicular access to a car park or site to allow satellite navigation

In addition to the above:

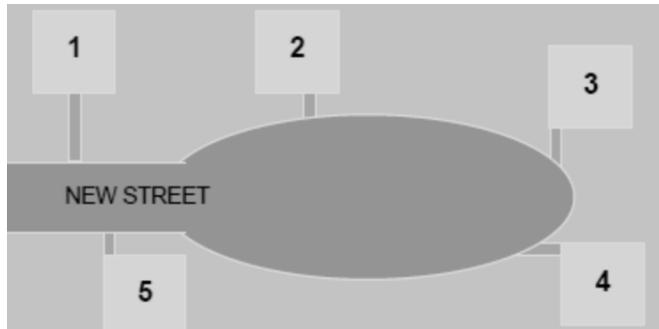
- Two buildings on the same street must not have the same number
- No numbers will be excluded on the basis of cultural or religious reasons, unless explicitly requested, upon which consideration will be given
- Only whole numbers will be used, and not fractions

All properties should be addressed to the street that provides the main access to the property, which is generally the street that the front door of the property faces. Properties on corner plots are therefore normally numbered to the street where pedestrian access is gained, unless the SNN Officer considers that this would cause confusion.

Through streets (as opposed to 'no-through roads') are numbered ascending from the most important street from which they lead. National guidance is to number odds on the left and evens on the right when travelling away from the start of the street or from the city centre.

## 14.2 Cul-de-sac

A cul-de-sac is usually numbered sequentially in a clockwise direction starting with number 1 on the left-hand side of the entrance to the cul-de-sac.



Where it is apparent there is a possibility of a cul-de-sac being extended at some time in the future and where it is appropriate, or for larger cul-de-sacs, the properties will be numbered as odds and evens.



If a Cul-de-Sac development is restricted to having properties only one side of the road, they will be numbered consecutively, providing there is no clear opportunity for future development on the other side.

## 14.3 Infill

If open space, undeveloped or un-numbered areas exist along a length of street it is usual to leave spare numbers at the SNN Officer's discretion for potential future infill development. This does not imply that future development is expected or will be allowed.

If a new property, formed by new build or sub-division of an existing property, is created on a numbered street and there are no spare numbers, then letter suffixes will be used. This is to avoid re-numbering existing properties.

Infill plots (properties built between existing properties, or in the grounds of an existing property), will normally be given the same property number before the infill followed by suffix of "A", "B" etc. e.g. 24 will be followed by 24A, 24B etc. Where letter suffixes are used, this should be in addition to the whole number; For example, it is better to use 24, 24A and 24B, than to use 24A, 24B and 24C.



If it is considered that the use of letter suffixes could lead to confusion, as a last resort a large infill development of properties may be assigned a name such as Mews, Row, Terrace, Villas with consecutive numbers. This name will be a name for the block of properties, not a separate street name. This name should be different to surrounding streets. Where this option is also unsuitable, it may become necessary to re-number some or all of the existing properties in the affected area on the existing street but this would be done as a last resort due to the considerable inconvenience caused by re-addressing.

## 14.4 Sub-divided properties

Internal subdivision of properties, such as flats or offices, are also subject to SNN legislation at the self-contained unit level. These should be numbered and not named for clarity and ease of location.

Where each unit has a separate ground floor entrance, these should be allocated a separate number on the street for each unit, e.g. 24A, 24B, 24C etc.

Where the units are accessed via a shared ground floor entrance, they should be numbered internally, e.g. Flat 1 24, Flat 2 24, Unit 1 24, Unit 2 24 etc. A suitable prefix or suffix should always be used with preference given to Flat, Apartment, or Studio for residential properties, and Unit, Suite or Office for commercial properties. Internal subdivision of properties, such as flats or offices, should be numbered not named for clarity and ease of location.

The sequence numbering of each individual unit should follow the natural circulation of the building. The lowest number 1 should appear on the left-hand side nearest to the main entrance to the building and continue clockwise for that floor. On subsequent floors above the ground floor, numbering should continue adjacent to the main stair core or lifts. The direction of circulation of the numbering should be maintained going upwards throughout the building floors above the ground floor or alternatively start at number 1 on each floor.

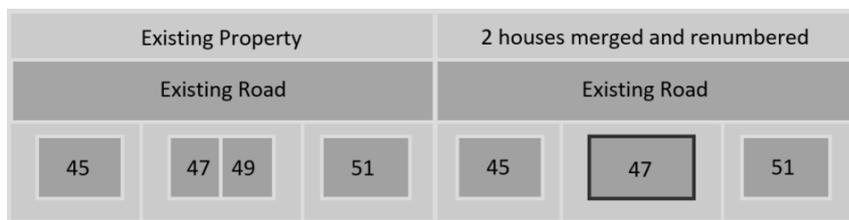
The floor or level may be incorporated in the address as a description (e.g. Ground Floor/ Level One) or as part of the number (e.g. basement would be LG01, LG02, ground floor would be G01, G02, first floor would be 101, 102, 103 etc). Punctuation should be avoided e.g. Flat 1.01, Suite 1/01 as this often causes confusion if omitted or not recognised by computer systems. The chosen option should be the most logical for occupiers, visitors, and emergency services.

## 14.5 Blocks

The allocation of block letters may be considered beneficial for large developments, for example: where multiple entrances access discrete groups of internal units or where multiple buildings form part of a single development with a single mail delivery point. These could be addressed as Flat 1-100, Block A and Flat 101 -200, Block B or A001- A100 and B101- B200. Where possible, flat numbering will be kept unique between blocks to avoid confusion. Any block letters should be used in on-site signage.

## 14.6 Merged properties

Where properties are merged, a number should be allocated from the existing numbering. This should be done in relation to the new access point for the premises. For example, if 2 High Street merges with 4 High Street and the entrance to number 4 is retained, the new address should be 4 High Street, but 2-4 High Street would be acceptable. See example below.



Generally, if a building is demolished and a single new property constructed, then the existing number is reused, but this still requires the new address to be registered following the usual procedure, as it relates to a different physical building.

If additional plots are added to a proposed development at a later date (e.g. due to a revised layout) and amending the numbers is not deemed to be feasible, these plots will normally be allocated existing numbering with suffixes of "A", "B" etc. e.g. 24A, 24B.

# 15. Re-numbering Existing Properties/ Buildings

The property number is a definitive descriptor of the property and requests to change can **only be accepted from the property owner**. A declaration of ownership will therefore be required.

## 15.1 Reasons for re-numbering

Re-numbering may arise for a number of reasons, for example a major new development which bisects an existing street. Two ends of the street would then have the same name but there may be no direct access from one end to the other. To minimise the extent of the change, existing numbers should be retained in such circumstances and the new development would use suffixes of A, B etc to property numbers.

Re-numbering is more likely to occur where piecemeal development along a street has resulted in poor number sequencing along the length. Where residents request re-numbering for this reason costs should be borne by the applicants.

In instances where more properties may require re-numbering than those for which the existing numbering creates difficulty, we will aim to ensure that only the problematic addresses are adjusted.

## 15.2 Considerations for re-numbering

Re-numbering of properties results in the owner/occupier being allocated a new address which requires all contacts, both official and private, to be updated with new addressing details. This can be time-consuming and inconvenient and in some instances a change has been recorded as a change in address of the occupant, i.e. someone having moved to a new house. This can have implications in credit ratings or can be considered as fraud and anyone applying for re-numbering of a property should understand the implications before moving forward.

As such, before any consideration will be given to changing an existing numbering scheme the following issues must normally be satisfied:

- There is a clearly identified problem
- The problem cannot be overcome by the reasonable display of improved signage
- The problem can be fully resolved by re-numbering properties in accordance with this policy
- It can be shown that there is already support from more than one occupier on the street (where multiple properties are impacted upon).
- Estimation of time/costs taken for investigating, consulting, seeking approval and implementing the proposed change have been established.

All requests for re-numbering will be properly investigated before deciding on a course of action.

## 15.3 Consultation before re-numbering

Although there is legally no duty to consult for re-numbering of properties, our policy dictates that we will consult with owners/ occupiers.

For a re-numbering to be implemented, the Council will usually require that at least two thirds of owners/ occupiers who will be directly impacted with a change of address, agree with the proposal including all associated costs. However, this will be considered on a case-by-case basis and it may be that a higher proportion is required. Where only a single occupier is affected, they will be consulted with directly.

To gauge the opinions of occupiers on a change proposed by the Council, the Council will consult directly with all owners and occupiers, either by letter, door-to-door, or by phone where appropriate. The length of the initial consultation will be one month, but if the response rate is considered to be too low, additional time may be taken to re-attempt to contact those who have not responded.

When re-numbering a property, as much warning as is practicable will be given to the occupiers, normally with a minimum of 6 weeks to allow occupiers time to re-organise their personal correspondence etc. and also take into account the need to arrange any change to their property's deeds. Occupiers will also normally be reminded a week before the new address comes into effect.

Notification will be provided to all relevant parties giving details of the changes.

There is no right of appeal for a re-numbering scheme.

# 16. Property Names

In all cases, where building names are **officially assigned**, the building name must follow the guidance points given for new street names in Section 11 and have a suffix as outlined in Appendix B.

When considering any new property name, we request you choose a name that isn't:

- offensive
- aesthetically unsuitable
- the same or similar to one that is currently used within close proximity of the property
- the same or similar to the street name.

For a larger building such as a block of flats or offices, the name should not duplicate an existing building name used elsewhere in the city. Duplication can cause issues regarding postal deliveries and callers.

Where building names are **unofficially assigned**, if the Council is informed of the additional name, the SNN Officer will notify Royal Mail of this. Normally the name is recorded as an alternative address within the Council's address database, and as an alias by Royal Mail. However, if guidance above is not adhered to, this may not occur.

## 16.1 Changing property names with no property number

Whilst the Council will always seek to number properties, there are properties in the city that were not numbered via the SNN process and are **officially** known by their property name.

In such instances, the Council will normally allow owners to change the property name providing that there is no conflict with any other address. Where a suitable number can be assigned as well, the Council will always advise that one should be introduced. Requests can only be accepted from the owner of a property and not tenants for the re-naming of a property. A declaration of ownership will therefore be required.

The Council will always strongly resist changing historic, established, or landmark names. The normal application procedure must be followed.

For premises used for business, the Council can record the organisation name in its database, but this does not constitute a building name and does not form part of the official address. The building name must be different from the name of the business so that the property is provided with a unique identity that is not dependent on the use of the organisation's name. The address therefore continues to be effective even if the organisation changes.

## 16.2 Allocation of property numbers to properties with names only

The Council will consider requests to allocate numbers to properties that only have names.

The Council will also take other opportunities, where the address can be improved and, especially where the property is only identified by the organisation name, to recommend strongly that numbers be allocated to named properties even if no request has been received. The SNN Officer will make the final decision.

## 16.3 Addition of a name to an existing numbered property

It is not permitted to remove a property number and to replace this with a property name.

If a property already has a postal number, or a new development is underway which is being numbered, but the occupier/owner wishes to allocate a name as well, the name may only be used on an informal basis and will not be registered as part of the official address by the Council.

An additional name will **not be registered officially** because a future occupier may not wish to use the name and because it may lead to omitting postal numbers in place of the name, which causes complications for mail delivery and emergency services.

In all cases, the **name must be used with the number**, because omitting postal numbers in place of a name causes complications for deliveries as well as for the emergency services.

In some cases, a **building name may be assigned officially** in addition to the building number at the discretion of the SNN Officer. This will usually occur where it is considered that the anticipated benefit of an official building name in helping to identify the property outweighs the problems stated above.

# 17. Charging

The Council will not normally charge for Street Naming and Numbering work. However, in cases where work is discretionary or additional then a fee will apply. Discretionary services are those considered to be additional to the normal responsibilities or work that is legally required. This includes re-doing work due to changes in plot numbers and re-numbering/re-naming existing properties. See [Schedule of Charges](#) for further details.

## 18. Claims for compensation

The developer should 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 or damages caused by failure to comply with this.

## 19. Decision and discretion

The Council's decision is final for the naming of streets, re-naming of streets, numbering/naming or re-numbering/re-naming of properties and it is at the discretion of the Council acting through delegated powers under the Council's Constitution. However, in cases where any objections can be and have been lodged with the Magistrates Court then the decision of the Court will be upheld.

The Council may depart from the policy where justifiable.

The Council will produce a record of the decision containing the date, the decision taken, reasons, and details of any alternatives considered. Decision records can be made available for inspection upon request.

## 20. The Council is not responsible for

The Council is not responsible for:

- Allocation of postcodes. This is the responsibility of the Royal Mail
- Correspondence and deliveries not being delivered to the correct address. Issues of this nature should be raised with the appropriate delivery service.
- The address being unavailable on databases used by third parties, including Internet based ones. Third parties may refresh their address sets at different frequencies and from various sources. Address changes can therefore take some time to appear in their systems.
- Maps not showing new properties or roads (e.g.: Ordnance Survey, satellite navigation systems). Information can take some time to percolate through to third party products and depends on those third-party update regimes and data sources.
- Erection of new street name plates. The owner/developer is responsible for the proper provision of street name plates.

# 21. Responsibility for Displaying Numbers, Names, and Street Nameplates

## 21.1 Property numbers and names

It is the responsibility of the occupier to display and maintain the property numbers and this is enforceable under [The First Scheme](#). The signage should be of an appropriate size, and of a contrasting colour with the background, and should be at a convenient height.

Where a property has been officially numbered, it is an offence not to display the lawfully assigned number on the property. Initially, an informal approach will be attempted to resolve the issue. If however this fails to achieve a satisfactory solution, the Council may undertake the remedial works in default and recover the associated expenses from the owner.

## 21.2 Street name plates

Clear and legible street name plates are important to locate and reference properties.

Where new street(s) are created or affected as part of a development, the costs of supplying and erection of new street nameplates will be borne by the developer. A detailed specification will be provided to the developer to ensure new name plates are to the correct specification. Once installed by the developer, maintenance of the name plates will then be taken over by the Local Authority.

Where a street is approached only from one direction only one nameplate will be erected and this will face the direction from where the traffic will be approaching. Where a road can be approached from both directions, name plates on either side of the junction will be erected. Name plates will also be erected at any junction or entrance onto the street.

The contact email for the above is [highway.agreements@nottinghamcity.gov.uk](mailto:highway.agreements@nottinghamcity.gov.uk)

## 22. Document Retention and Disposal

We will retain documentation relating to the street naming and numbering function in accordance with the following retention periods:

<b>Function</b>	<b>Retention Action</b>
Application for a new street name and to re-name an existing street.	Destroy 6 years after last action.
Application for new property number or name and to re-number or re-name an existing property.	Destroy 6 years after last action.
Official decision document and plan approving a new street name or approving a re-name to an existing street.	Permanent.
Official decision document and plan approving a new property number or name and approving a re-number or re-name to an existing property	Permanent.
Request to Royal Mail for postcode allocation.	Destroy 6 years after last action.
Confirmation from Royal Mail of postcode allocation.	Destroy 6 years after last action.
New street name and re-named street allocation or distribution document.	Destroy 6 years after last action.
New property number or name and re-number or re-name to an existing property allocation or distribution document.	Destroy 6 years after last action.
Working files relating to Street Naming and Numbering	Destroy 6 years after last action.

# Appendix A - Street Name Suffixes

<b>Acre</b>	Can refer to a small residential street leading to an open space.
<b>Alley</b>	Usually refers to a rear service road or pedestrian way used to access garages or gardens.
<b>Approach</b>	Usually refers to a path or road that leads to a place such as a railway/ bus station.
<b>Arcade</b>	Usually a covered walkway with retail/commercial units along it.
<b>Arch</b>	Usually refers to a curving street, often in the shape of an arch, used similar to a crescent. Is usually used for residential streets which are near water or for a development adjacent to a harbour or river where vessels can dock or mooring.
<b>Avenue</b>	Can refer to a small residential street or a major roadway, usually indicates a wide straight road, often tree-lined, that is of major importance.
<b>Bank</b>	Usually used for streets that have an edge, embankment, or verge.
<b>Boulevard</b>	Tree or open space lined street of a reasonable length.
<b>Brow</b>	A street on top of a hill or ridge.
<b>Circus</b>	A large roundabout or circular street.
<b>Chase</b>	Usually used for small residential streets in a valley.
<b>Close</b>	Any dead-end street or no through road.
<b>Common</b>	Residential streets in recreational areas or open parks.
<b>Corner</b>	May be linked to historical use or feature in area.
<b>Crescent</b>	Usually a short curved street.
<b>Croft</b>	Is usually a short street built on a very small farm.
<b>Court</b>	Streets that form a square or rectangle.
<b>Dale</b>	Usually refers to a street built in a valley or basin
<b>Dene</b>	usually associated with a deep, narrow, wooded valley of a small river
<b>Drive</b>	commonly used in suburban areas both for residential streets and major roadways
<b>End</b>	Is usually associated with a street which comes to a natural end with no further possibility for development beyond.
<b>Field</b>	Is usually used for residential streets that run through fields or grassland.

<b>Gardens</b>	Usually used to designate a street populated by garden homes (subject to their being no confusion with any local open space).
<b>Gate</b>	A historical name believed to originate from the Norse element 'Gata', which means a way through a settlement.
<b>Green</b>	Is usually a small residential street, often with a park-like setting.
<b>Grove</b>	Usually a small residential street, usually surrounded by woods.
<b>Hill</b>	Usually refers to a street that travels up or upon a hill.
<b>Meadow</b>	Is usually used for residential streets that run through fields.
<b>Lane</b>	Is commonly used for narrow roads especially in the countryside.
<b>Mews</b>	Usually small residential street lined with small houses. Often used for a short road at the rear of, and parallel to, a terrace of buildings.
<b>Mile</b>	a pedestrianised way
<b>Mount</b>	usually a street on the top of a hill or ridge
<b>Nook</b>	usually a small street in a corner or recess
<b>Parade</b>	A name for a road running by the seafront or a road with shops along it.
<b>Passage</b>	A pedestrianised way.
<b>Path</b>	A pedestrianised way.
<b>Place</b>	Usually a small residential street or a narrow street or an open space in a commercial development.
<b>Plaza</b>	Often refers to either a pedestrianised way or a suburban shopping area's internal ways or open space in a commercial development
<b>Reach</b>	Is usually associated with a street leading to a river or a sea.
<b>Rise</b>	Usually refers to a street that goes or is on a hill, similar to the use of Hill.
<b>Road</b>	A very common suffix used to describe a way that leads from one place to another in both residential and commercial areas but is used extensively for other types of streets.
<b>Row</b>	Usually refers to particularly narrow streets with identical townhouses but is also commonly used for any residential street.
<b>Square</b>	Often used for streets that form a square or rectangle, often with a park of large square at their centre used for markets, gatherings etc.
<b>Street</b>	A very common suffix for a road of any size in a town or city with houses or other buildings along it.
<b>Terrace</b>	Usually a residential street.
<b>Vale</b>	Residential streets of reasonable length usually in a valley or basin, similar to the use of Dale.

<b>View</b>	Is usually used for streets that have vista or panoramic outlook.
<b>Quay</b>	Is usually used for residential streets near water, or for development adjacent to a harbour or river where vessels can dock or moor.
<b>Walk</b>	Usually designates a pedestrian-only space.
<b>Way</b>	Wide range of use, used to describe a way that leads from one place to another, including pedestrian routes.
<b>Wharf</b>	Is usually used for residential streets near water, or for development adjacent to a harbour or river where vessels can dock or moor.

## Appendix B – Building Name Suffixes

Suffix	Definition	Use
<b>Apartments</b>	Often used for the name of a numbered building where the residential accommodation extends over two or more floors.	Residential
<b>Boulevard</b>	Often used for high block residential buildings.	Residential
<b>Building (s)</b>	Often used for the name of a numbered building where the commercial units extend over two or more floors.	Commercial
<b>Centre</b>	Often used for the name of a building with commercial units.	Commercial
<b>Chambers</b>	Often used for commercial buildings with legal/professional units	Commercial
<b>Cottage</b>	Often used for the name of a building where the residential accommodation extends over one or two floors.	Residential
<b>Court</b>	Often used for buildings that form a square or rectangle. Can be used for the naming of a street.	Residential/ Commercial
<b>Croft</b>	Often used for the name of a building where it has been converted into residential accommodation which extends over one or two floors	Residential
<b>Heights</b>	Often used for the name of a building (four floors or more) with residential and/or commercial units where no street numbers are available.	Residential / Commercial
<b>House</b>	Often used for the name of a numbered or un - numbered building where the residential accommodation extends over two or more floors.	Residential
<b>Lodge</b>	Often used for the name of a numbered or un - numbered building with residential accommodation.	Residential

<b>Mews</b>	Is usually a small residential street lined with small houses. Often used as a term for converted stables in a courtyard or lane	Residential
<b>Point</b>	Usually used for the name of a building (four floors or more) with residential and/or commercial units	Residential / Commercial
<b>Terrace</b>	Often used for the name of a building which has individual residential and/or commercial units where no street numbers are available.	Residential
<b>Tower</b>	Often used for the name of a building (four floors or more) with residential and/or commercial units where no street numbers are available	Residential / Commercial
<b>Studios</b>	Usually used for residential or commercial studios	Residential / Commercial
<b>Villas</b>	Often used for the name of numbered buildings as individual residential units.	Residential

# Glossary

Applicant	Person or people who submitted the SNN application and accept responsibility for the naming and/or numbering of properties and/or streets. Sometimes referred to as developer.
Conversion	Development which involves the internal and/or external modification of an existing building to create new properties.
Developer	Person or people who submitted the SNN application and accept responsibility for the naming and/or numbering of properties and/or streets. Sometimes referred to as applicant.
Development	Defined as the construction, modification, or subdivision of any building which requires planning permission and results in the creation of a new addressable object. This does not include replacement properties.
Infill	A development site which occurs either between two existing properties, at the end of a row of existing properties, or in the grounds of an existing property.
LLPG	Local Land and Property Gazetteer – Local Authority list of addresses within its boundary.
NAG	National Address Gazetteer - brings together address information from local authorities and Ordnance Survey to create a 'national address gazetteer database', providing one definitive source of accurate publicly-owned spatial address data for the whole of the public sector. You can search the NAG at <a href="http://www.findmyaddress.co.uk">www.findmyaddress.co.uk</a>
PAF	Postal Address File – the address database owned and maintained by Royal Mail.
Plot	Area of land, property or structure of fixed location having occupation, ownership or function.

Postal Address	The official designation of the property. It indicates that the property has its own post box or letter box. The postal address is allocated a postcode and post town to assist with the delivery of mail and services such as utilities.
SNN	Street Naming and Numbering – function by which streets and properties are officially named.
UPRN	Unique Property Reference Number - unique number given to each property or piece of land to which an address will be applied. The address may change but the UPRN remains the same. You can view your address (UPRN) on <a href="http://www.findmyaddress.co.uk">www.findmyaddress.co.uk</a>

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