



## **STREET NAMING AND NUMBERING**

### **GUIDANCE NOTES**

Derbyshire Dales District Council has a statutory power to name and number streets, and to approve and register official property addresses in the Derbyshire Dales. The District Council carries out these functions under the provisions of the Public Health Act 1925.

The Council needs to be contacted if:

- A developer requires addresses for a new property or properties
- A property owner wants to number / renumber or name / rename / remove a name from their property
- An address query or problems experiencing by the owner, which needs to be resolved

#### **Why use us to number or name your property?**

The address of a property is increasingly becoming a very important issue. More organisations, postal and emergency services, credit reference agencies and the general public need an efficient means of locating, referencing and authenticating properties.

The Local Authority has a statutory duty to cause new houses and developments to be numbered and streets to be named and subsequently will provide an applicant with a dwelling number under the above act. However, the District Council does **not** have a duty to notify statutory organisations or others of any new address. It cannot be stressed enough how important it is for properties to be formally named and numbered as the Emergency Services, statutory undertakers (gas, electricity, water and telephone companies) all locate the property by the information we provide. If you do not wish to pay for these additional services a number will be allocated to the property and an individual development will need to undertake these notifications. If the District Council's notification service is not used when a number is first allocated, this will be registered on the land charges search. Subsequent purchasers are able to use this service retrospectively.

Upon receipt of an application, with the appropriate fee as set out below, Derbyshire Dales District Council will undertake this service on your behalf and will notify organisations of new address changes by issuing precise location plans together with the relevant documents. These official agencies include Emergency Services, Electoral Registration, Council Tax, Royal Mail, Ordnance Survey, Land Charges and Land Registry.

#### **Cost of the Service**

All cases are dealt with in chronological order of the date the application is received. Due to the need to undertake consultations with external parties, the more complex applications can take up to 3 months to resolve naming and numbering issues.

The charges for the notification of new addresses and amendments to the official agencies are:

ITEM	CHARGE (No VAT Payable)
Allocate a house name, rename or remove a house name to an existing property  Change a company name on a property  Allocate a house number, renumber or remove a house number of an existing property	£53
Naming or renaming of new streets and numbering or renumbering new / existing properties on that street	£159 per street plus numbering charge per property and nameplates charge
Naming of new streets at residents request	£318 Plus nameplates charge
Naming and numbering of new properties or properties on an existing or new street:  <div style="text-align: center;">             1 property              2 – 5 properties              6 – 10 properties              11 – 25 properties              26 – 50 properties              51 – 100 properties              101+ properties           </div>	<div style="text-align: center;">             £79              £106              £159              £212              £265              £424              £794           </div>
Division of Properties – same as numbering of new properties (and based on number of properties created including the original)	As per numbering of new properties
Confirmation of address to solicitors / conveyancers / occupiers or owners ( <i>Royal Mail – external confirmation</i> )	£27
Renumbering of scheme following development re-plan (after notification of numbering scheme issued)	£106 + £11 per property
Address issued / confirmation when replacement property built (as the original address will have been removed following the demolition as address may be different to original property) reactivation of address	£53 per property
1 <sup>st</sup> Set of Nameplates erected for each new Street	For each street: £232 If one nameplate required  £335 If two nameplates required

For each additional nameplate that is required to be erected at other junctions and entrances onto the new street	£103
Challenges / requests / revisions to existing street naming and numbering schemes (Minimum charge £27)	£27 per hour
Rectification of existing address / postcode issues where no change involved. (Minimum charge £27)	£27 per hour

## Street Naming Policy

- The District Council give preference to names which reflect the historical significance of the site.
- Street names should not be difficult to pronounce or spell.
- New street names should not duplicate any similar name already in use within the District. A variation in the terminal word, example “street”, “road”, “avenue”, will not be accepted as sufficient reason to duplicate a name.
- For consideration to name a road after a person, that person should be deceased.
- Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found and the manipulation of numbering in order to secure a “prestige” address or to avoid an address which is thought to have undesired associations will not be sanctioned.
- Developers can be charged for the street nameplates when submitting an application form, alternatively
- It is the responsibility of the developer to provide street nameplates at the appropriate locations. The District Council will give advice on specification, quantity and locations.

## Numbering Policy

- The use of numbers followed by letters may be considered for infill builds of no more than 3 dwellings e.g. 1a, 1b, 1c. These are needed, for instance, when one large house in a road is demolished and replaced by (say) three smaller houses. Larger infill builds will be addressed with an identifier for the row or a suitable building name.
- As a general rule all roads will be numbered with odd numbers on one side and evens on the other. Small cul-de-sac developments may be numbered sequentially.
- The Council’s numbering sequence is final.
- Properties will be numbered in relation to the road in which their primary pedestrian access is located.

## Information for developers

- Developers should contact the District Council as soon as they commence work on site.
- The developer will need to provide a plan, no larger than A2, unless for a larger development of numerous dwellings.
- The plan should show layout, plot numbers and property points of access. These should be marked with a red dot or arrow.
- With blocks of flats, the layout of each floor should be shown including plot numbers.

- A list of suggested street names (if any). Developers may wish to suggest street names for their development. The Council will research suitable street names for a development.
- Where street names have not been suggested, the District Council will consult the Ward Members and Town / Parish Council to gain their views / suggestions.

### **What the District Council will do**

- Ward Members, Royal Mail and the relevant Town / Parish Council will be consulted on any proposed street names.
- Street naming and numbering is a delegated function. Where agreement cannot be reached on a proposed name, the matter will be determined by Head of Corporate Services.
- The District Council will also ask the Royal Mail to reserve postcodes for all the properties in question.
- Once street names have been agreed and postcodes submitted, the District Council will inform the developer and various statutory bodies such as the Royal Mail, utility companies, Derbyshire County Council Highways Department, Derbyshire Constabulary, Derbyshire Fire and Rescue and various District Council departments.

### **Contact Details**

The street naming and numbering procedure is carried out by our Business Support Technical Services Team. Please contact on **01629 761168** or e-mail: [addressmanagement@derbyshiredales.gov.uk](mailto:addressmanagement@derbyshiredales.gov.uk).

Please visit our website to either download the application forms or complete the application forms on line at [www.derbyshiredales.gov.uk/environment-and-waste/roads/street-naming-and-numbering](http://www.derbyshiredales.gov.uk/environment-and-waste/roads/street-naming-and-numbering)

Payment can be made online or by calling our payments line 01629 761166. Please note we no longer accept cheque payments.