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1. Introduction

- 1.1. Street Naming and Numbering is a statutory function enacted by Sections 64 and 65 of the Towns Improvement Clauses Act 1847 and Sections 17 and 19 of the Public Health Act 1925 and section 10 of The County of Kent Act 1981.
- 1.2. The purpose of this policy is to ensure all new street and building names/numbers are consistently allocated for the effective delivery of council services, the efficient delivery of mail and ensuring that emergency service vehicles are able to quickly locate a property.
- 1.3. Folkestone & Hythe District Council (the Council) is licensed under the Public Sector Mapping Agreement (PSMA) which entitles use of Ordnance Survey and National Land Property Gazetteer (NLPG)
- 1.4. This policy is written in accordance with best practice for maintaining the NLPG using the Data Entry Conventions reference manual.
- 1.5. The NLPG is maintained by the Local Land and Property Gazetteer (LLPG) Custodians and Street Naming & Numbering Officers in accordance with the reference manual mentioned above.
- 1.6. The NLPG is the definitive national database for England and Wales that provides for the unique identification of land and property and is an implementation of the British Standard, BS 7666:2006 Parts 1 and 2.
- 1.7. This policy covers anyone wanting to:
 - Create an address for a new property;
 - Name a new road;
 - Change the name or number of a property ;
 - Change the name of a road;
- 1.8. Developers or property owners are encouraged to propose their own preferred names for consideration; any suggestion for a road name should have some historical or other connection with the area. More than one suggestion for a new name is normally required in case the preferred option fails to meet the criteria outlined in this policy.
- 1.9. Where street names or previous numbers have been established without reference to the authority, the Council has the powers to issue a Renaming or Renumbering Order, under section 64 of the Town Improvement Clauses Act 1847 and Section 10(4) of the County of Kent Act 1981.

1.10 Street Naming and Numbering is a chargeable service. Fees are available on the Council website, www.folkestone-hythe.gov.uk or by contacting Street Naming and Numbering at addressing@folkestone-hythe.gov.uk.

2. **Naming Streets**

- 2.1` The Council has a duty to ensure that street names are clearly displayed. Any person, who destroys, defaces or puts up a number or name other than the official mark, shall be liable to a Level 1 fine under the provisions of Criminal Justice Act 1982 for every such offence.
- 2.2 New street names should avoid duplicating any similar name already in use in the town/village or in the same postcode area. A variation in the terminal word (for example, "street", "road, "avenue") will not normally be accepted as sufficient reason to duplicate a name. In the past it has been common to request to repeat existing names in a new road or building title (for example a request for "St Mary's Close" off an existing St Mary's Way, near St Mary's Church) , however this can cause confusion in an emergency.
- 2.3 Street names should not be difficult to pronounce or awkward to spell. Both street and building names should not normally start with 'The' or end with 'S' if the 'S' suggests a plural such as 'lanes'.
- 2.4 The council will not adopt any unofficial 'marketing' titles used by developers in the sale of new properties.
- 2.5 All new street names should ideally end with one of the following suffixes:
 - Street (for any thoroughfare).
 - Road (for any thoroughfare).
 - Way (for major roads).
 - Broadway (for major roads).
 - Avenue (for residential roads).
 - Drive (for residential roads).
 - Grove (for residential roads).
 - Lane (for residential roads).
 - Gardens (for residential roads) subject to there being no confusion with any local open space.
 - Place (for residential roads).
 - Crescent (for a crescent shaped road).
 - Court (for a cul-de-sac only) subject to there being no confusion with buildings in the area.
 - Close (for a cul-de-sac only).
 - Square (for a square only).
 - Hill (for a hillside road only).
 - Circus (for a large roundabout).

- Vale (for residential valley roads).
- Rise (for residential roads with noticeable gradient).
- Wharf (for residential roads associated with a water feature).
- Mews (for residential courtyard developments only).
- Corniche (for residential cliff side homes only).

All new pedestrian ways should end with one of the following suffixes:

- Walk.
- Path.
- Way.
- Mall.
- Footpath.

Exceptions:

Single or dual names without suffixes are acceptable in appropriate places (for example, Broadway for major roads only); such names will have to be appropriate for the locality.

- 2.6 For private houses the name should not repeat the name of the road or that of any other house or building or be phonetically similar to any property in the same postcode area.
- 2.7 The use of North, East, South or West (as in Alfred Road North and Alfred Road South) is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicular access between the two. The council will avoid having two phonetically similar names within the same postcode. For example, Alfred Road and Alfred Close or Churchill Road and Birch Hill Road.
- 2.8 The use of a name which relates to people either living or those alive during living memory will not normally be permitted other than in exceptional circumstances; justifications will be required to make such exceptions.
- 2.9 The council also has a duty to ensure that street names are clearly displayed. Any person, who destroys, defaces or puts up a number or name other than the official mark, shall be liable to a Level 1 fine under the provisions of Criminal Justice Act 1982 for every such offence.

2.10 Licence obligations

The Council will name all streets in accordance with the PSMA and the Data Entry Conventions and Best Practice.

3 Numbering buildings

- 3.1 The Town Improvements Clauses Act 1847 and the County of Kent Act 1981 Part III require the council to ensure houses and buildings are "marked with numbers as they think fit".
- 3.2 A new street should normally be numbered from the start of the street with odd numbers on the LEFT and even numbers on the RIGHT, except for a cul-de-sacs, crescents, etc, where consecutive numbering in a clockwise direction is preferred. The start of a street will be determined by the nearest main or major road. In the case of a major road numbering will start from the point nearest the town travelling away from the town centre and the numbering rules will be applied.
- 3.3 Private garages and similar buildings used for housing cars will not normally be numbered; an exception being garage courts where individual units are rented and not directly associated with a particular dwelling.
- 3.4 A proper numbering sequence shall be maintained with, subject to provisions regarding the number 13 in new developments, no numbers omitted. In the case of new developments the number 13 will normally be omitted from sequence unless the developer makes a request that it be included. Once a street has been numbered, the Council will not normally re-number properties. Renumbering properties will normally only occur where persistent delivery problems can be demonstrated.
- 3.5 If a multiple occupancy building has entrances in more than one street, then each entrance may be numbered in the appropriate street from which access is gained. However, the building will normally only have a single number per street (i.e. not 82 - 86 but simply 82).
- 3.6 Buildings (including those on corner sites) are numbered according to the street in which the main entrance is located. The manipulation of numbering in order to secure a "prestige" address or to avoid an address, which is thought to be less desirable, will not be sanctioned.
- 3.7 Flats will normally have numbers rather than letters or descriptions (i.e. Flat 1 and not Flat A or Ground Floor Flat). The numbering of flats will start from the bottom in ascending delivery order. This is important for access by the emergency services and consistency with electricity and gas meter installations. The addressing of flats as '54A' rather than 'Flat A, 54' will not be sanctioned unless a separate door to the street exists for each property.
- 3.8 The Council will use numbers followed by letters where there is no alternative. For example, when a large house is demolished and replaced by a number of smaller houses, if including the new houses in the numbered street sequence

would involve renumbering all the higher numbered houses on that side of the street each new house should be given the number of the old house with either A, B, C or D added. Letters will also be used if a new development is located before the numbering scheme commences. For example, if 4 houses are built in a location prior to the first property number 2, the new dwellings would become 2A, 2B, 2C & 2D.

- 3.9 Wherever possible the Council will endeavour to avoid using number suffixes in a new estate where additional properties have been added to the layout after initial numbering, in this case the council will renumber the entire street. The council will make a per property charge for this change.
- 3.10 In the event that an existing property is registered with a name but no number on a street where the remaining properties are already numbered, the owner may request that the Council issue a number in addition to the name. Under these specific circumstances, no charge will be applied as it is considered that the public interest in ensuring consistent numbering outweighs the administrative burden incurred. New properties or developments on existing streets will be processed as normal in accordance with the above elements of Section 3.

3.11 Licence obligations

The Council will number all buildings in accordance with the PSMA and the Data Entry Conventions and Best Practice.

4 Naming Residential and Commercial Buildings

- a. The accurate naming of residential and commercial buildings is imperative to the efficient and effective response of emergency services in an emergency situation. The Council will have high regard to any potential impact on the emergency services when determining residential and commercial naming applications.
- b. New residential or commercial buildings will be numbered as per Section 3 of this policy. Numbering of buildings provides the emergency services with an accurate addressing point when responding to an emergency.
- c. Owners/Landlords wishing to add a name to a building must make application to the council.
- d. The naming of a building will not supersede the building number. The building number will remain with the building to primarily assist the emergency services.

- e. Property names should not be difficult to pronounce or awkward to spell; building names should not normally start with 'The' or end with 's' if the 's' suggests a plural such as 'Barns'.
- f. The use of names and their combination with numbers that could be considered rude, obscene, racist, or which would contravene any aspect of the Council's public sector equality duty will not be permitted. Additionally, the Council may not consider names that are likely to be highly controversial or contentious in the locality.
- g. Property names should avoid using the name of the street they are addressed off and the words Place, Mews, Gardens or any other suffix that could make the name sound like a street name.
- h. Applications from commercial properties to include the business name will be determined on its own merits. When determining an application, the Council will place high emphasis on the potential for duplicate business names and how this may impact ease of use for emergency services.
- i. **Licence Obligations**

The council will name residential and commercial properties in accordance with the PSMA and the Data Entry Conventions and Best Practice.

5 Providing Post Codes

- j. When an approved address is agreed by all parties, the Council will notify Royal Mail who will confirm a postcode.
- k. The post code provided by the Royal Mail will be assigned to the address and included in the addressing schedule.
- l. The maintenance and any future changes to this postcode is the responsibility Royal Mail.
- m. The council is solely reliant on Royal Mail for provision and notification of postcodes.
- n. The council does not have powers to amend or create postcodes.

6 New Developments

- o. The developer should not allocate any postal addresses, including postcode, to potential occupiers, either directly or indirectly (for example via solicitors or

estate agents) before formal approval has been issued in writing by the Council. The Council will not be liable for any costs or damages caused by failure to comply with this rule.

- p. Applicants are encouraged to contact the Council prior to a formal application to obtain advice on the Council's naming policy and the positioning of nameplates; this also applies to the conversion of buildings into flats.
 - q. Addresses will not normally be issued for a development until work has commenced.
 - r. Applications for an address in principal or before commencement will be determined on their own merits. The Council will have regard to duplications and expected build times when determining such applications.
 - s. The applicant or developer should suggest a possible name or names for the street.
 - t. Several suggestions for names should be made in case there is potential for conflict with existing names. Other than in exceptional circumstances the use of a name which relates to people either living or those alive during living memory will not normally be permitted; justifications will be required to make such exceptions.
 - u. The consent of the Lord Chamberlain's Office must be obtained for the use of a name with any reference to the Royal family or the word Royal is to be used. The Council will expect developers to have sought this consent before such names are suggested and to evidence the Office's approval.
 - v. It is unlawful to display a street nameplate until a street name has been approved by the Council.
 - w. The developer will cover the initial costs of the street nameplate.
 - x. All properties on newly named streets will be allocated numbers in preference to names.
 - y. All new properties on existing streets will be numbered unless the existing properties on that street are named.
 - z. When numbering or naming is complete the Council will upload the information to the NLPG.
- aa. **Licence Obligations**

The Council will name and number all new developments in accordance with the PSMA and the Data Entry Conventions and Best Practice.

7 Address Changes

- bb. If a property is known only by a name then an application may be made to the Council to change that name provided it does not create a potential for confusion with another property. Under certain circumstances, the property may also be eligible to receive a number for free, as detailed in Section 3.10.
- cc. If the property has a house number, the Council will not sanction a name change that drops the use of the number. The Council will consider the introduction of a name in addition to the number, provided it does not create a potential for confusion with another property.
- dd. The use of names and their combination with numbers that could be considered rude, obscene, racist, or which would contravene any aspect of the Council's public sector equality duty will not be permitted. Additionally, the Council may not consider names that are likely to be highly controversial or contentious in the locality.
- ee. The term "Farm" or "Farmhouse" will not normally be permitted for a domestic dwelling unless the property concerned is part of a working farm and communication to that business is sent to the property. An exception would be 'Old Smersole Farmhouse' where the property was originally called Smersole Farm but is now not part of the working farm.
- ff. The Council will require explanation of the meaning of any name that is not easily found in an English dictionary.
- gg. Requests to change or add a name must include the following information:
 - Existing address
 - Proposed new address
 - Reason for change
 - Evidence of approval of owner if property is rented
 - Explanation of non-English words

hh. Licence Obligations

The council will determine address changes in accordance with the PSMA and the Data Entry Conventions and Best Practice.

8 Naming / Renaming an Existing Street

- ii. An application for an existing street to be named/re-named must originate from a resident(s) of the street concerned.
- jj. The Council will normally consult the Council Tax paying residents in the street and the Town/Parish Council with details of the application.
- kk. The consultation process will run for 28 days from the date that notification of the application is issued to Council Tax paying residents in the street.
- ll. The Council will require two thirds of all Council Tax paying residents to be in agreement with the application for the street naming/renaming to be determined successful.
- mm. If agreement cannot be reached by two thirds of Council Tax paying residents, the street will not be named/renamed and the application will be determined unsuccessful.
- nn. The cost associated with providing and erecting street nameplates when a street is renamed should normally be met by the originator(s) of the request.

9 Distribution of Monthly Address Schedules

- oo. When a proposed Naming and Numbering Scheme meets the requirements made in policy and the relevant processes completed the application is deemed approved.
- pp. All approved addressing is entered on a Monthly Address Schedule for electronic distribution to various Independent Data Custodians to update and amend their databases accordingly.
- qq. Only after distribution of the Monthly Address Schedule are applicants informed that the proposed address has been accepted as an official address.
- rr. Independent Data Custodians include:
 - Emergency Services
 - Folkestone & Hythe District Council internal departments:
 - Revenue and Benefits
 - Electoral Services
 - GIS (Steria to update NLPG)
 - Planning
 - Building Control
 - Refuse Collection
 - Land Charges
 - Highways

- Kent County Council Highways
- Valuation Office
- Land Registry
- Royal Mail
- Folkestone and Hythe Sorting Offices
- Contacts responsible for Folkestone, Hythe and New Romney address development
- British Telecom
- Utility providers for the area