

Address Management Policy

South Cambridgeshire District Council

DRAFT

December 2010

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1.Introduction

The Address Management Service is responsible for allocating new addresses within South Cambridgeshire and for making changes to existing addresses when circumstances require this.

All addresses are maintained within a land and property database which is used by other Services within the Authority such as Electoral Registration and Council Tax as well as external organisations including the Fire Service. This then forms the Council's submission to the national address list (NLPG) which provides a definitive and high quality source of addresses and accurate geographic location available to all.

The Address Management Service therefore encompasses two distinct but interlinked functions:

- Street naming and numbering
- Maintenance of the Local Land and Property Gazetteer

These functions are described in greater detail in the following sections.

2.Street naming and numbering services

South Cambridgeshire District Council (SCDC) has a statutory responsibility for Street Naming and Numbering within the District Council area. The power to name streets and name and number properties on streets is given under the Public Health Act 1925 (Sections 17-19) and Town Improvement Clauses Act 1847 (Section 64), see Appendix 1 for details.

It is important to ensure that all properties are provided with an official address for a number of reasons including:

- Deliveries and services as well as visitors need to be able to identify local properties efficiently.
- In an emergency it is vital that properties can be quickly located.
- Many legal transactions associated with properties are withheld until they can be identified by street name and numbers. This includes utility providers who will not normally connect their services until a property has been given an official address which includes a postcode (see Section 3 for

further details regarding allocation of postcodes which is the responsibility of the Royal Mail).

Anyone wishing to change the name or number of their property or seeking an address for a new property should apply to us following the procedures outlined in this document. If you wish to discuss an addressing query with us at any time please do not hesitate to contact us (see Section 6 for details).

The following sections outline the principal street name and numbering services provided by the Address Management Team. This is intended to provide guidance for any party wishing to submit an application for a street name and numbering service.

2.1 New developments

It is advisable that a developer contacts the Address Management Team at the earliest possible stage of a development as the process for naming and numbering a new development can take several weeks.

Developers are encouraged to consult with and seek the agreement of the local Parish or Community Council before putting forward their proposals for new street names. The developer should then submit its proposed street name to the Address Management Team. In order to comply with existing legislation we will then acknowledge receipt and issue a holding objection to the proposed street name(s). This enables us to start the consultation stage with the following parties:

- Local Parish or Community Council (unless evidence has been submitted by the Developer showing the Parish or Community Council supports the proposed name)
- District Councillor(s) for the area in which the development is taking place
- Royal Mail
- Cambridgeshire Fire and Rescue Service

When choosing a name for a new street the Council advises the following:

- Preference is given to names which refer to local historical heritage, natural or landscape features of the local area.
- New streets must not duplicate any similar name already in use in the local area such that it might cause confusion to the emergency services and/or service delivery agents.

- The use of people's surnames will only be considered in exceptional circumstances and only where the person whose name has been suggested is deceased. The person should in some way be related to the particular area or village where the development is taking place.
- A variation in the street name suffix will not be accepted if the main part of the street name is duplicated. For example a request for "Church Lane" off an existing "Church Road" will not normally be allowed as this can cause confusion particularly with emergency services.
- Street names must not contain numeric characters.
- Street names should not be difficult to pronounce or spell.
- Names will not be considered that may be construed as obscene, racist or in any way contravene the Council's Equality and Diversity Policy.

In addition to proposals for a street name, the developer should submit a site plan showing the location of all proposed properties within the development and the main access point (fronting onto a highway) to each property. The Council is then responsible for devising an official numbering scheme. When numbering properties on a new street the Council will seek to do so in the most logical manner and with consideration to potential future development. This will include the following conventions:

- Street numbering schemes should allow for odd numbers on the left hand side and even numbers on the right hand side. Numbering will generally start from the settlement centre or main road and increase as the development moves away from the centre.
- In small developments properties can be numbered sequentially (eg: 1 – 6). The definition of a small development is at the discretion of the Address Management Team.
- For infill developments it may be necessary to use an alphabetical suffix, for example '5A'.
- The numbers 4, 8, 13, 44 and 88 will be used within the logical numbering pattern where required to maintain a proper sequence.
- New properties are numbered according to the street in which the main entrance is situated.
- In blocks of flats each flat should be numbered so that the numbers run logically. The block may also be allocated a name where there are insufficient numbers available within the existing street numbering scheme. The numbers of the flats contained in each block should be clearly displayed at the entrance in a position clearly visible from the roadside. Where possible it is recommended that flats should be numbered

directly into the numbering scheme of the road rather than being prefixed 'flat'. For example, it is preferable to number 4 flats as 1 to 4 High Street rather than Flats 1 – 4, 1 High Street.

- All houses, offices and other premises should be numbered and their numbers should be displayed so as to be in a clearly visible position facing the road. The Council may enforce the display of numbered properties where numbers are not shown and where this causes serious delivery problems or emergency service response issues.
- It is recommended that numbers displayed on a property should be at least 5cm in height.
- For all new developments requiring street nameplates, it is the responsibility of the Developer to cover the costs of supplying and erecting the nameplates. In these circumstances the Address Management Team will supply the specification for the nameplates and required location for erecting them.

2.2 Cross boundary development sites – joint arrangements with neighbouring Authorities

In circumstances where development sites have been identified on the boundary between South Cambridgeshire and another Council it may be necessary to work with the neighbouring Local Authority in order to achieve logical street naming and numbering schemes.

The following paragraphs set out the joint working arrangements agreed between South Cambridgeshire District Council and Cambridge City Council for those development sites which lie on the boundary between the two Council areas.

- A list of street names for each single development site will be proposed by the relevant Parish Council in South Cambridgeshire and the recognised Resident's Association within Cambridge City Council area (where one exists). The combined list will then be sent to Royal Mail, the local Councillor(s) and Cambridgeshire Fire and Rescue Service for consultation. In the event that a list of street names cannot be agreed following consultation with each of the stakeholders the final decision will rest with the Cambridge City Fringes Joint Committee
- Once a list of street names has been agreed this list will be used for assigning names to new streets within the development
- With the exception of the specific arrangements for agreeing street names South Cambridgeshire District Council will

continue to be the sole responsible Authority for carrying out all the tasks in relation to street naming and numbering within the District boundary. However, it will be necessary to liaise with the relevant department at Cambridge City Council to ensure a street numbering scheme continues in a logical order across the boundary

- A separate scale of street naming and numbering charges will be agreed for each joint development site

2.3 New individual properties

New individual properties are generally:

- built on infill plots within existing streets,
- conversions of existing buildings ,
- or are new builds following the demolition of an existing building.

As such they will generally adopt the street name on which they are built and will either inherit the building number of a demolished building or be numbered into an existing numbering system as appropriate. For example a new dwelling built between 9 and 11 High Street could logically expect to be numbered 9A.

Notwithstanding the guidance set out above, all developers of individual properties or small developments (generally less than 4 buildings) should still submit an application to the Address Management Team to obtain an official address and to ensure all relevant parties are informed of the new address(es).

Annexes attached to a main residential dwelling will not normally be given a house number where the planning permission or Section 106 agreement stipulates that the annex is only to be used as ancillary accommodation to the main residence. For example if there is an annexe at 10 High Street the address will generally be 'annexe at 10 High Street' rather than '10A High Street. However, this must be confirmed with the Address Management Team.

2.4 Numbering industrial estates

Historically industrial estates and business parks within South Cambridgeshire have not been given official numbers. Individual addresses have generally adopted the unit number assigned by a developer/estate manager or have been recognised by the individual business names.

For all new developments we will be introducing official numbering schedules in accordance with the provisions set out above. In addition there are a number of benefits from ensuring all properties are officially numbered and would welcome the opportunity to discuss introducing an official numbering scheme for existing industrial estates and business parks. Please contact us (see Section 6) to discuss further.

2.5 Naming or renaming a property

New properties will be allocated a number in all circumstances except a very small number of areas where there is no existing numbering scheme in place (ie where the property name is the primary method of identifying the individual property). In these exceptional circumstances a property name will be allowed to form part of the official address.

The allocation of a property name is also permitted where a numbering scheme is in place. However, this is under the condition that the name would be **in addition to** the property number and not a replacement. The property number should **always** be quoted as part of the official address in all correspondence and should be displayed on the property so that it is visible from the highway.

An application to name or rename a property – whether it forms part of the official address or is in addition to the house number – must be submitted to the Address Management Team.

When choosing a name for a property the Council advises the following:

- Avoid duplication of house names. Duplication of property names within the local area will not be approved.
- Property names should not duplicate or part duplicate the name of the road
- Any name that the Address Management Team deems to be offensive, inappropriate and or misleading will not be approved.
- Property names should not include punctuation or numeric characters.
- The use of ambiguous or indistinctive names is discouraged such as 'The Bungalow', 'The Cottage' and 'New Barn'.
- Property names should not be difficult to pronounce or spell.

2.6 Renaming streets

It is possible to request the renaming of an existing street. Such a request can only be made if it can be demonstrated that there is local support for such a change. In these circumstances the suggested name should be submitted to the Address Management Team who will then consult with all property occupiers affected. If a two thirds majority is in favour of the name change then we will consult with Royal Mail, the Parish or Community Council, local Councillor(s) and the Emergency Services.

All costs associated with providing and erecting nameplates will have to be met by the Parish Council, Community Council or local street group. Once sited SCDC will maintain all nameplates.

2.7 Address changes made by SCDC

There may be exceptional circumstances where SCDC may have to rename a street or renumber a property into a different street. In these cases where SCDC is the originator of a proposed change there will be no charge levied for making the change. However, SCDC will not be responsible for any ancillary costs incurred by individuals as a result of the change (eg: new stationery). In all cases we will only make such changes where we believe there is a need and where consultation has taken place. Such circumstances may include:

- Where a new development takes place some properties may find that their primary access has changed onto a new street.
- Royal Mail may approach us where they believe there is an operational necessity to make changes to improve the delivery of mail.
- We may decide that in order to improve the routing of emergency vehicles it would be beneficial to rename a street or renumber properties on a street.

2.8 Street nameplates

The Council has a duty to ensure that street names for all officially named streets are displayed prominently at the start and/or end of street or at any point of access to that street. In the case of a new development the Council requires the developer to provide the initial nameplates. The Address Management Team will provide

details of the street nameplate specification where nameplates are required as part of a new development.

If a nameplate on a public highway or private road is removed, broken or becomes illegible, the Council is responsible for its maintenance or replacement. Removed, broken or illegible street nameplates should be reported to the Address Management Team. In the case of private roads SCDC is only responsible for official street nameplates and not any additional signage such as 'private road'.

3.Allocation of Postcodes

The allocation of postcodes is the responsibility of Royal Mail. However, they will only issue postcodes if instructed to do so by the Address Management Team. As part of the process of agreeing addresses for new developments we will contact Royal Mail to request a postcode. This will then be recorded on their 'Not Yet Built' file until confirmation of property completion has been confirmed by the Developer or Occupier. To confirm a postcode with Royal Mail they can be contacted at:

Royal Mail
Address Management Team
Admiral House
2 Admiral Way
Doxford International Business Park
Sunderland
SR3 3XW

Telephone: 08456 011110

The maintenance and any future changes to a postcode are the responsibility of Royal Mail.

It should be noted that postal addresses as used by Royal Mail are not necessarily geographically accurate descriptions but routing instructions for Royal Mail staff and they can and do contain names for villages, towns and cities that are several miles away.

4.Charges

What do we charge for?

Naming or renaming an existing property
Addressing of a new development

Renaming a street
Confirmation of address details

In exceptional circumstances where SCDC is the originator of a proposed change to an address (see Section 2.6) there will be no charge for carrying out the tasks associated with this change. However, SCDC will not be responsible for any ancillary costs incurred by individuals as a result of the change (eg: new stationery).

How much do we charge?

Activity		Proposed Fee
Naming a new or renaming an existing property		£50 per dwelling
Addressing a new development	1 plot	£50
	2 – 5 plots	£75
	6 – 10 plots	£100
	11 – 25 plots	£175
	26 – 50 plots	£250
	51 – 100 plots	£400
	101+ plots	£500 + £5 per additional plot over 101
Change to a development after notification		£100 + £10 per plot affected
Street renaming following local request		£250 + £5 per property affected
Confirmation of address details		£25 per dwelling

What tasks do we perform for this?

- Enter application details onto Street Naming and Numbering System
- Validate application
- Process Payment
- Consult with various bodies (which may include: applicant, Royal Mail, Local District Councillor(s), Parish Council, Emergency Services)
- Carry out site visits where necessary
- Produce numbering schedules and numbering certificates where required
- Provide street signage specification where required
- Confirm official address to:
 - Applicant
 - Internal departments (Council Tax, Business Rates, Electoral Roll and others as applicable)
 - Royal Mail

- Fire and Rescue Service
- Local Land and Property Gazetteer
- National Land and Property Gazetteer
- East of England Ambulance Service (new developments only)
- Valuation Office (new developments only)
- Land Registry (new developments only)
- Cambridge Water Company (new developments only)
- National Grid (new developments only)
- Ordnance Survey (new developments only)
- Local Councillor(s) (new developments only)
- Parish or Community Council (new developments only)

5. Applying for a street naming and numbering service

Please use the application form in Appendix Two (also available on line at XXX) to apply for one of the following services:

- New development
- New individual property
- New property name or name change

In all other instances (eg: to discuss renaming a street or to request an address confirmation) please contact us direct.

6. Contact Us

Address Management Team
 South Cambridgeshire Hall
 Cambourne Business Park
 Cambridge
 CB23 6EA

addressmanagement@scambs.gov.uk

01954 713172
 01954 713246
 01954 713208

7. Maintenance of Local Land and Property Gazetteer

The address data generated by the street naming and numbering (SNN) process is held in the Council's Local Land and Property Gazetteer (LLPG) which forms part of the National Land and Property Gazetteer (NLPG), both of which are continually maintained and updated in accordance with the requirements of British Standard 7666.

The NLPG is used by other Council Services such as Council Tax and Electoral Services and by external organisations including the Fire and Rescue Service as the principal address database for their business.

The following sections briefly outline the structure of the LLPG, the principle tasks involved in its maintenance and the links to other Council services which use data from the LLPG. There is a separate more comprehensive maintenance strategy in use for day to day management of the LLPG.

8. Background to the LLPG

The Mapping Service Agreement dated July 2005 required all Local Authorities to develop a LLPG which should be the definitive master list of all land and property addresses within the Authority.

Integrating the LLPG master address database with other internal systems avoids duplication of data and associated maintenance. Establishing a single Council LLPG reduces the 'cost of ownership' of multiple gazetteers, while merging gazetteers can bring financial and other benefits by discovering properties known by one department but unknown to another.

All address changes are required to be sent to the NLPG Hub on a daily basis from 1 January 2008 to be incorporated within the NLPG for onward use by adjoining and partner participating Authorities

9. Structure of LLPG

The LLPG is maintained according to BS766 which ensures all data input nationally is standardised. The LLPG captures basic land and property units (BLPUs) for each building within the District and for a number of land parcels where requested.

In each case a unique reference number is assigned (UPRN) and addressing information is added (LPI). All or part of the information captured about each BLPU is then available for users of the LLPG as required.

10. Maintenance tasks

- Receipt of new or amended addresses for SNN process
- Monitor other 'generators' of new addresses/new address queries (ie electoral services, revenues, valuation office)
- Input new addresses or make address changes in LLPG
- Add BLPU attributes (state, classification, status)
- Add LPI attributes (state, official, postal)
- Add polygon
- Add cross references to link to other databases
- Receive monthly NLPG health checks and VO matching reports. Make changes, provide comments as appropriate
- Receive candidates, queries, suggested amendments from receiving authorities (ie County Council and Fire and Rescue Service)
- Monitor positional accuracy when OS map updates received

11. Linkages with Council Services

Currently the LLPG provides addressing data for each of the following services within SCDC:

Electoral Registration
Revenues (Council Tax and Non Domestic Rates)
Land Charges
Refuse and Recycling Collection
Planning (Development Control)
Housing

12. Exporting LLPG data to the national hub

Daily changes to LLPG are exported to the National Hub by means of a specially formatted upload file (DTF 7.3 format).

The Hub automatically loads the file into the NLPG if there are no errors in the file. Otherwise a file will be reviewed and any corrections which can be made by the Hub will be done so, or the erroneous records will be excluded and the local custodian will be notified.

Appendix One - Legislation

Section 64: Town Improvement Clauses Act 1847 Houses to be numbered and streets named

"The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and, shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every persons who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding [level 1 on the standard scale] for every such offence".

Section 17: Public Health Act 1925 Notice to urban Local Authority before a street is named

"1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.

2) The urban authority, within one month after receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.

3) It shall not be lawful to be set up in any street an inscription of the name thereof – a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal; and any person acting in contravention of this provision shall be liable to a penalty not exceeding [level 1 on the standard scale] and to a daily penalty not exceeding [£1].

4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a Magistrates court".

Section 18: Public Health Act 1925

Alteration of name of a street

"1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.

2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.

3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty Magistrates Court against the intended order at the instance of any person aggrieved.

4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a Magistrates court".

Section 19: Public Health Act 1925

Indication of name of street

1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription becomes illegible

2) If any person pulls down any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of a street marked on a house, building, or erection in pursuance of this section, he shall be liable to a penalty not exceeding level 1 on the standard scale and to a daily penalty not exceeding £1

The Local Government Act 2003

Brought about new devolved powers for Local Authorities, these included giving Council's new powers to trade and charge for non-statutory services if they are Best Value Authorities (Section 93).

Authorities, if charging for discretionary services, have a duty to charge no more than the costs they incur in providing the service. The aim is to encourage improvements to existing services and

develop new ones that will help to improve the overall service they provide to the community, not to make a profit.

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Appendix Two – Application Form

Application Form for Street Naming and Numbering Services

1. Applicant Details

Applicant Name:

.....

Applicant Address:

.....

.....

Contact Name (if applicable):

.....

Telephone: Mobile:

Email:

Development Address (if different to the applicant address above):

.....

.....

.....

Preferred method of contact: Email / Telephone / Post

If your application relates to a new development (single or multiple properties) please complete Section 2 only

If your application is for a new property name or to change the existing property name please complete Section 3 only

2. New Development

Planning Application Number: S\.....

Number of new properties:

Does the development require a new street? Yes/No

If yes please supply a suggested street name and brief details of the reasoning for this name choice:

.....

.....

.....

.....

Please note: We can start the consultation process for new street names as soon as payment has been authorised. However, we are only able to provide property numbers once building footings are in place.

3. New Property Name or Name Change

Does the property address differ from the address in Section 1?
Yes/No

If yes, what is the address of the property where the new name is requested:

.....
.....
.....

Does the property currently have a name? Yes/No

If yes what is the current name of the property:

.....

Please list 3 suggested names in order of preference:

1:
2:
3:

4. Next Steps

Once you have submitted the application form a member of the Address Management Team will carry out a preliminary review of the application before contacting you to request payment (and any further information if required (such as site plans). Your application for Street Naming and Numbering Services will be processed as soon as the payment has been authorised.

Sent your completed application form to:

Address Management Team
South Cambridgeshire Hall
Cambourne Business Park
Cambridge
CB23 6EA

addressmanagement@scambs.gov.uk