

Address Management Policy

South Cambridgeshire District Council

| ~~February 2011~~ May -2012

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Version Control

Version Number	Date	Comments	Author/Editor
1	September 2010	Initial draft	Richard Clemo
2	September 2010	Revisions following Address Management Team discussions	Richard Clemo
3	October 2010	Revisions following Paul Grainger input & discussions	Richard Clemo
4	December 2010	Revisions following further discussions with Paul Grainger and Address Management Team.	Richard Clemo
5	February 2011	Revisions following Policy and Performance Portfolio Holder meeting	Richard Clemo
6	May 2012	First Year Review carried out by Address Management Team and ICT GIS and Information Manager	Daniel Ashman

Document Retention

Document Retention Period	This document will be retained until reviewed
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1. Introduction

South Cambridgeshire District Council is the responsible authority for providing street naming and numbering services within the district and for maintaining an accurate and up-to-date address list for the district.

Together, these responsibilities are undertaken by the Address Management Team. This policy document explains the processes and guidance that the Address Management Team follows in order to fulfil the two distinct but interlinked functions of:

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

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

South Cambridgeshire District CouncilThe Address Management Team, undertakescarries out statutory street naming and numbering servicesfunctions, in accordance with legislation outlined in Appendix One. These services includeunder a number of different circumstances, including:

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- **New residential and business property developments.**

Please see the New Developments Checklist. For more detailed information see Section 2.1 below.pages...

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- **New individual property developments.** -(Please see the

New Individual Properties Checklist. For more detailed information see Section 2.3pages... below.)

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- **Naming or re-naming pre-existing properties.** { Please

see the Naming/Renaming Properties Checklist. For more detailed information, see Section 2.4pages... below.)

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- **Re-naming streets or naming previously un-named streets** (please seepages...)Section 2.5)

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All addresses are maintained within a land and property database (the Local Land and Property Gazetteer) which is used by other Services within the Authority such as Electoral Registration and Council Tax as well as external organisations including the Fire ServiceCambridgeshire Fire and Rescue Servicethe emergency services. This then forms the Council's submission to the national address list (NLPNational Land and Property Gazetteer) 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. This is a statutory service conferring authority to the Council power~~ to name streets and name and number properties on streets. ~~It~~ is given under the ~~Sections 17-19 of the~~ Public Health Act 1925 ~~(Sections 17-19)~~ and ~~Section 64 of the~~ Town Improvement Clauses Act 1847 ~~(Section 64)~~. ~~See Appendix 1~~ ~~Appendix One~~ for details ~~on this legislation.~~

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

- ~~• Deliveries and services as well as visitors need to be able to identify local properties efficiently. Properties can be rapidly located in emergency situations.~~
- ~~• In an emergency it is vital that properties can be quickly located. Deliveries and services, as well as visitors, can locate and identify properties efficiently.~~
- ~~Additionally,~~ 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 the Council~~ following the procedures outlined in this document. ~~If you wish to discuss an addressing query with us~~ at any time please do

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not hesitate to contact ~~us~~ the Address Management Team (see Section 6 for details).

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The following sections outline the principal street naming 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 naming 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 streets on and numbering a new development can take several weeks.

Please note that official naming and numbering, or alterations to current official addresses, will not be issued until such time as the appropriate Planning and Building Regulation Permissions permission hasve been obtained, and construction of the building(s) on site has commenced, as well as a commencement (meaning the excavation of foundations) recorded on the Building Regulation application.

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~~a new~~ Developers Individuals and developers are encouraged to consult with and seek the agreement of the local Parish or Community Council, and to observe the conventions outlined below for the naming of streets, before putting forward their proposals for new street names. ~~The developer should then submit its proposed street name~~ The proposed street name should then be submitted to the Address Management Team. This can be done (please see Appendix Three or www.scambs.gov.uk/snn). In order to comply with existing legislation Appendix One we will then acknowledge receipt and issue a holding objection to the proposed street name(s). This enables us to commence the consultation stage with the following parties ~~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~~

~~to the consultees comments may be granted an extension in order to allow consideration of name proposals in next confirmed to all parties~~

~~Please note that if a new street name is not proposed, the Council will allocate a name. Any new naming and numbering scheme shall be as simple and clear as possible to enable emergency vehicles to rapidly locate any house, and to prevent visitors from becoming disoriented or lost.~~

~~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.~~
- ~~• Streets may occasionally be named after people. It would be preferable not to do so unless the person whose name has been suggested is in some way related to the particular area or village where the development is taking place and is deceased. A street must should never be named using both parts of a person's full name (this may cause confusion to an emergency operator between a patient's individual's name and an address). With the exception of saints or members of a royal family, the surname alone is to be used. Furthermore, p~~
- ~~• 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. are to be avoided~~

~~Appendix One for new developments In addition to proposals for a street name, the developer should submit a site plan show showing the location of all proposed properties within the development and the main access point (fronting onto a highway) to each property. are submitted 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. Unless otherwise specified, the settlement centre shall be taken to be the parish church.
 - 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'.
 - No exception to the logical numbering pattern will be allowed, to ensure the maintenance of a proper sequence.
 - New properties are numbered according to the street in which the main entrance is situated. all numbers where they are logically sequential progression of property numbers along a street sequence, for example the number 13
 - A new street with a single name shall not require a person walking down its full length to have to make a decision about which part of the street to walk down next (in technical terms, that is to say that a street shall contain no bifurcations.). An exception may be made for a short spur.
 - 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 (some properties may be named rather than numbered – see Section 2.45).
 - It is recommended that numbers displayed on a property should be at least 5cm in height and in easily visible colour combinations.
 - 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

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Management Team will supply the specification (also available at Appendix Four) for the nameplates and required location for erecting them.[TwoTwoAissuedrs](#)

2.1.1 New street name consultation

Any person has the right to submit a naming suggestion for a new street to the Council. Individuals and developers are encouraged to consult with and seek the agreement of the local Parish or Community Council, and to observe the conventions outlined below for the naming of streets, before putting forward their proposals.

The proposed street name should then be submitted to the Address Management Team. This can be done by completing an application form (please see Appendix Three or www.scambs.gov.uk/snn). In order to comply with existing legislation (Section 17: Public Health Act 1925, see Appendix One) we will then acknowledge receipt and issue a holding objection to the proposed street name within one month.

This enables us to commence the consultation stage with the following parties:

- Local Parish or Community Council
- District Councillor(s) for the area in which the development is taking place
- Royal Mail
- Cambridgeshire Fire and Rescue Service

A set time of 14 days will be given to the consultees. Any comments must be received by the Council within this period. Local Parish or Community Councils are asked to consider any new street naming proposals at their next available meeting.

If no valid objections or replies are received within the consultation period, a notice of adoption of street name will be confirmed to all parties.

Please note that if a new street name is not proposed, the Council will allocate a name.

2.1.2 Street naming conventions

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.

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- 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.
- Streets may occasionally be named after people. It would be preferable not to do so unless the person whose name has been suggested is in some way related to the particular area or village where the development is taking place. A street should never be named using a person's full name (this may cause confusion to an emergency operator between an individual's name and an address). With the exception of saints or members of a royal family, the surname alone is to be used. Furthermore, proposed names which relate to that of a living person will not be considered.
- Street names should not promote an active organisation or individual.
- 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.
- Where a new road is an extension of an existing road, it will not be allocated a new street name and the properties will be numbered into the existing road.
- 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. Names which may encourage the defacing or theft of nameplates are to be avoided.

2.1.3 Numbering a new development

Section 64 of the Town Improvement Clauses Act 1847 (see Appendix One) gives the Council responsibility for devising an official numbering scheme for new developments.

In addition to proposals for a street name, the developer should submit a site plan from the approved planning application for the development to the Address Management Team. Plans should clearly show the location of all proposed properties within the development and the main access point (fronting onto a highway) to each property. Where necessary, the Council requires building layouts and floor plans are submitted for blocks of flats.

Any new naming and numbering scheme shall be as simple and clear as possible to enable emergency vehicles to rapidly locate any property, and to prevent visitors from becoming disoriented or

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lost. The Council will seek to do this in the most logical manner and with consideration to potential future development.

2.1.4 Numbering conventions

- No exception to a logical numbering pattern will be allowed, to ensure the maintenance of a proper numbering sequence.
- 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. Unless otherwise specified, the settlement centre shall be taken to be the parish church.
- 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.
- Properties will be allocated numbers followed by alphabetical suffixes where there are no alternative numbers available. This is frequently necessary for infill developments where insufficient numbers are available. Wherever possible, infill properties requiring a suffix will be given the property number before the infill in order to maintain a logical numbering sequence.
- New properties are numbered according to the street in which the main entrance is situated. The manipulation of numbering in order to obtain a preferential address or to avoid an address which is perceived to have undesired associations will not be considered.
- All numbers will be used where they are logically required to maintain a sequential progression of property numbers along a street. No numbers will be excluded from numbering sequences, for example the number 13.
- A new street with a single name shall not require a person walking down its full length to have to make a decision about which part of the street to walk down next (in technical terms, that is to say that a street shall contain no bifurcations.). An exception may be made for a short spur.
- 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 (also available at Appendix Four) for the nameplates and required location for erecting them.

2.1.5 Numbering flats/offices

- In blocks of flats each flat should be numbered so that the numbers run logically. The block may also be allocated a

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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.

- For any dwelling accessed internally through a commercial premises, the accommodation will be given a prefix to match the accommodation type. The rest of the address will be the same as the parent property. For example, where a flat exists within a Public House and is only accessed internally, the address will be 'The Flat, Public House Name, Property Number and Street'.

2.1.6 Displaying property numbers

- 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 (some properties may be named rather than numbered – see Section 2.4).
- It is recommended that numbers displayed on a property should be at least 5cm in height and in easily visible colour combinations.
- Where a block of flats or offices is built, it is the responsibility of the developer to clearly show the property numbers of all the internal flats/units at the communal entrance point to the building.

2.1.7 Release of property numbering schemes

- Please note that the appropriate fee (see Section 4) for the numbering of properties must be received by the Council before any numbering schedules are issued.
- If a development site is to be constructed in separate phases, the naming and numbering schedules will only be issued for the released phases.
- Where a naming and/or numbering schedule is released, the Council will inform those bodies listed in Appendix Two.
- Where changes are made to a development layout **after** the Council has issued numbering details for that site, the developer **must** make the Council aware of these amendments. This includes re-submitting any amended site

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plans and/or floor layouts. This is in order that the Address Management Team can provide a revised numbering schedule and re-notify all parties listed in Appendix Two of the new layout.

2.1.8 Numbering new industrial estates/business parks

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.

All new developments will be issued official numbers in accordance with the provisions set out above. In addition there are a number of benefits from ensuring all properties are officially numbered and we 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.

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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 proposed street names for each single development site will be agreed in advance by the relevant Parish Council in South Cambridgeshire and the recognised Resident's Association within Cambridge City Council area (where one exists)
- In the event that a proposed street name chosen from the agreed list is unacceptable to one or more of the stakeholders consulted, the final decision will rest with the Cambridge City Fringes Joint Committee
- South Cambridgeshire District Council will continue to be responsible 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

The Council will seek to adopt the guidance set out above when working on cross-boundary sites with other neighbouring authorities.

2.3 New individual properties

~~Please note that official naming and numbering, or alterations to current official addresses, will not be issued until such time as the appropriate Planning and Building Regulation Permissions have been obtained as well as a commencement (meaning the excavation of foundations) recorded on the Building Regulation application.~~

~~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~~ Single new properties 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). Please see Appendix Three or www.scambs.gov.uk/snn for an application form.

Individual property developers should submit a site plan from the approved planning application for the property to the Address Management Team. Plans should clearly display the location of the property in relation to pre-existing properties on the street, and should indicate the main access point.

Please note that official naming and numbering, or alterations to current official addresses, will not be issued until such time as the

appropriate Planning permission has been obtained, and construction of the building(s) on site has commenced.

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 we 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.~~

2.52.4 Naming or renaming a property

The owner (**not** the tenant) of a property may request the addition, amendment or removal of a name for their property. An application form should be completed and returned to the Council along with the appropriate fee.

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.

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Where assigned, the property number should always be quoted as part of the official address in all correspondence and must always be displayed on the property so that it is visible from the highway and used to summon emergency services. Householders may use a name as well as a number as their official address in correspondence.

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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 along with the appropriate fee. Please use the application form at Appendix Three, or see www.scambs.gov.uk/snn.

Please note that the Council cannot formally add, amend or remove a property name where the property is in the process of being purchased, that is, until the exchange of contracts. Only guidance of the acceptability of a name may be given.

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. A check will be made with Royal Mail to ensure that the name is acceptable and that there is no other property in the locality with the registered or similar registered name. Under no circumstance will a replicated name in the locality be allowed.
- 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.

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2.62.5 Renaming streets

The renaming of a street is a very time-consuming process and may cause costs or disruption to individual occupiers or owners, and wherever possible will be avoided. This is usually only done as a last resort, and will typically only be considered if consistent problems occur for the emergency services.

It is possible to request the renaming of an existing street. Such proposals are usually made with the support of the local Parish or Community Council. ~~Such a request can only be made if it can be demonstrated that there is local support for such a change.~~

The Address Management Team will consult all residents impacted by a potential change of street name, and all comments received will be considered. ~~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.~~

Further consultation to confirm/reject a change of street name will follow the process set out in Section 2.1.1 for the consultation of Parish Councils, etc. Any change of street name is also subject to the approval of the Council Portfolio Holder responsible for the Address Management Team.

This process is governed by Section 18: Public Health Act 1925 (see Appendix One).

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

2.72.6 Address changes made by ~~SCDC~~the Council

There may be exceptional circumstances where ~~SCDC the Council~~ may have to rename a street or renumber a property into a different street. In these cases where ~~SCDC the Council~~ is the originator of a proposed change there will be no charge levied for making the change. However, ~~SCDC the Council~~ 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.

2.82.7 Street nameplates

The Council is responsible for the replacement, erection and repair of street nameplates. Nameplates will be erected and replaced whenever required, taking into account both the financial restraints and requirement.

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. These specifications can also be seen at Appendix Four.

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~~ the Council is only responsible for official street nameplates and not any additional signage such as 'private road'.

3. Allocation of Postcodes

The Postcode is an important element of addressing and is used to identify a number of postal delivery points and a postal town as defined by Royal Mail. Postcodes are not the responsibility of the Council; rather, they are a Royal Mail product.

Royal Mail will allocate a postcode on the receipt of official naming and numbering schedules from the Council. However, the postcode will be held in 'reserve' (on the 'Not Yet Built' file) until Royal Mail is notified by either developer or owner that the property is completed and/or occupied.

This means that in certain cases addresses that have been officially allocated and issued by the Council may not immediately be visible to anyone using the Royal Mail website to validate an address. This may also mean that other organisations using the Royal Mail address database (Postcode Address File – PAF) will also be unable to validate addresses.

Therefore, if a property is completed or occupied, the developer or owner should contact Royal Mail to activate the postcode for the address issued by the Council.

Developers, owners or tenants should be aware that their property/ies may not be allocated the same postcode as surrounding or pre-existing properties.

~~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 or to register a property as being in use, please contact Royal Mail 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.

Please note that non-delivery and mis-delivery of mail and correspondence is not the responsibility of the Council, and that comments regarding this should be directed to the relevant postal carrier's customer services department.

4.Charges

The power to charge falls under Section 93 of the Local Government Act 2003. This sets out that a Local Authority may charge for discretionary services (services that an authority has the power but not a duty to provide). An authority may charge where the person who receives the service has agreed to its provision and the charge must not exceed the cost of providing the service.

Therefore the Council cannot charge for street naming services (as the duty to provide this service is not discretionary), but it can charge for elements of the naming and numbering function (which is a discretionary service) by virtue of Section 64 and 65 of the Town Improvement Clauses Act 1847 coupled with Section 93 of the ~~2003 Act~~Local Government Act 2003.

The full payment of charges is to be completed prior to any address changes or additions being made. Address changes made without contacting the Council will not be officially recognised and will not be registered with the services and organisations listed in Appendix Two.

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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 the Council~~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~~the Council 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
Re-naming an existing property Addition, Amendment or Removal of a Property Name		£30 per propertydwelling
Addressing a new commercial or residential 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 + £10 per additional plot over 101
	Change to a development of more than 5 plots after notification <u>Changes to originally issued numbering schemes</u> <u>schedules following amendments to development layout</u>	£100 + £10 per plot affected
	Street renaming following local request	£250 + £5 per property affected
	Confirmation of address details <u>to utilities companies, solicitors, etc</u>	£25 per <u>property dwelling</u>

Please note that these charges are not subject to VAT.

The charge for street renaming may be waived at the discretion of the Council if the request is made or endorsed by the emergency services, or if the existing naming or numbering scheme is considered to be confusing or illogical.

Please note that these charges are not subject to VAT.

What tasks do we perform for this?

- Enter application details onto Street Naming and Numbering System
- Validate application
- Process Payment
- Consultation and liaison with various bodies—external organisations (which may include: applicant, Royal Mail, Local District Councillor(s), Parish or Community Council, Emergency Services) as a non-statutory element of naming streets
- Carry out site visits where necessary
- Produce numbering schedules and numbering certificates where required
- Provide street signage specification where required
- Confirm official address to organisations listed in Appendix Two
- Notify applicant and provide written confirmation of official address.

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How can applicants pay for street naming and numbering?

After an application has been submitted and validated, payment can be processed by the Address Management Team. Please see Appendix Three or www.scambs.gov.uk/snn for an application form.

Using contact details provided on the form, a member of the team will contact applicants to arrange payment of the appropriate fee in one of three ways:

- Telephone payment. Payment can be made using debit or credit card. A 2.5% surcharge applies to any credit card transactions.
- Cheque. Payment should be sent to the address in Section 6. Cheques should be made payable to 'South Cambridgeshire District Council'. Applicants submitting their street naming and numbering requests via post may wish to send a cheque with the initial application. This enables us to process the request more efficiently.
- BACS Transfer. Where necessary, we can arrange for an invoice to be sent to applicants.

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All payees will be sent a receipt as evidence of the transaction.

~~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)~~

Street naming and numbering in the absence of payment of fees

If payment of fees is not received the Council may allocate official addresses for emergency services purposes with no further consultation. If the developer or owner requests amendment to the allocated naming or numbering at a later date, the standard street naming and numbering processes and the current fees and charges will apply.

In this case internal notifications will be made for Council business purposes only but no external notifications will be made or postcodes allocated to the properties.

If payment of fees is not received in relation to adding, amending or removing an existing property, the address will remain unchanged and no internal or external notifications made.

5. Applying for a street naming and numbering service

Please use the application form in Appendix ~~Two~~ Three to apply for one of the following services.

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

Also available on-line at:

<http://www.scams.gov.uk/snn>
~~TransportandStreets/Roadandpathwaymaintenance/snn.htm~~

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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 District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

address.management@scams.gov.uk

03450 450 500

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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 continuously 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 BS7666 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~~For each address a unique property 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.

Please note that BS7666 stipulates that punctuation characters shall not be used within the address details entered into the LLPG. Although this means that characters such as apostrophes cannot be used within the LLPG, this does not prevent them from being entered into other databases such as the Royal Mail. A valid postal address, therefore, can still include punctuation marks.

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~~the Council:

Electoral Registration

Environmental Health

Planning (Development Control and Building Control)

Waste Management (Refuse and Recycling Collection)

Local Land Charges

Revenues (Council Tax and Non--Domestic Rates)

Contact Centre

Housing

Local Land Charges

Waste Management (Refuse and Recycling Collection)

Planning (Development Control and Building Control)

Housing

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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.[3.1](#) 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.

Appendix Two — Internal and External Notifications

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An essential part of the street naming and numbering function is to ensure that the appropriate Council departments and external organisations are made aware of new or changed addresses. This appendix lists the bodies to which the Address Management Team distributes new address information.

Internal Council bodies that may be informed of all new official addresses include:

- Electoral Registration
- Environmental Health
- Planning (Development Control and Building Control)
- Waste Management (Refuse and Recycling Collection)
- Local Land Charges
- Revenues (Council Tax and Non-Domestic Rates)
- Contact Centre
- Local Land and Property Gazetteer

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External organisations and partners that may be informed of all new official addresses include:

- Royal Mail
- Cambridgeshire Fire and Rescue Service
- National Land and Property Gazetteer (NLPG)
- Valuation Office (new developments only)
- Land Registry (new developments only)
- Cambridge Water Company (new developments only)
- Ordnance Survey (new developments only)
- Cambridge Ambulance Service (new developments only)
- BT New Sites (new developments only)
- Parish or Community Council (new developments only)
- District Councillor(s) (new developments only)

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Any subscriber to the NLPG will be aware of address changes as part of their purchase of this data. Likewise, any user of Royal Mail address data will also have access to address changes.

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Appendix Two – Internal and External Notifications

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An essential part of the street naming and numbering function is to ensure that the appropriate Council departments and external organisations are made aware of new or changed addresses. This appendix lists the bodies to which the Address Management Team distributes new address information.

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Internal Council bodies that may be informed of all new official addresses include:

- Electoral Registration
- Environmental Health
- Planning (Development Control and Building Control)
- Waste Management (Refuse and Recycling Collection)
- Local Land Charges
- Revenues (Council Tax and Non-Domestic Rates)
- Contact Centre
- Local Land and Property Gazetteer

External organisations and partners that may be informed of all new official addresses include:

- Royal Mail
- Cambridgeshire Fire and Rescue Service
- National Land and Property Gazetteer (NLPG)
- Valuation Office (new developments and street renaming)
- Land Registry (new developments and street renaming)
- Cambridge Water Company (new developments and street renaming)
- Ordnance Survey (new developments and street renaming)
- Cambridge Ambulance Service (new developments and street renaming)
- BT New Sites (new developments and street renaming)
- Parish or Community Council (new developments and street renaming)
- District Councillor(s) (new developments and street renaming)

Any subscriber to the NLPG will be aware of address changes as part of their purchase of this data. Likewise, any user of Royal Mail address data will also have access to address changes.

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Appendix ~~Two~~Three – 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\.....Please note that developers should submit a site layout plan, in accordance with the requirements stipulated in Section 2.1 of the Address Management Policy, in addition to this application form.~~

~~If you are submitting an application electronically, please email any plans to address.management@scams.gov.uk, stating your development site location in the subject line and including your contact details as provided on this form.~~

~~Development Address or site location (if different to the applicant address above):~~

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Number of new properties:

Does the development require a new street name? _Yes/No

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

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

Planning Application number (where applicable):.....

Please note: Where a new street name is required, wWe can start the consultation process for new street names as soon as payment has been authorisedyour application form has been received. We will contact you to arrange payment once the street name has been confirmed. However, we are only able to provide property numbers once building footings are in place.

3. New Property Name or Name Change

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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. Payment

For a scale of fees for Street Naming and Numbering services, please see Section 4 of the Address Management Policy or visit www.scambs.gov.uk/snn.

Please indicate your preferred method of payment:

- I would like a member of the Address Management Team to contact me to arrange payment by Debit or Credit Card.
- I have attached a cheque for the relevant fee to this application.
- I have completed the application form electronically and have sent a cheque separately.
(Please enclose with cheques: details of the development site location and contact details)
- (Businesses only) I would like the Address Management Team to contact me to arrange a BACS transfer.

4.5. Next Steps

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

Send ~~t~~ your completed application form to:

Address Management Team
[South Cambridgeshire District Council](#)
South Cambridgeshire Hall
Cambourne Business Park
[Cambourne](#)
Cambridge
CB23 6EA

address.management@scambs.gov.uk

Alternatively, complete the form online: www.scambs.gov.uk/snn (please note that any accompanying plans should still be submitted via post or email as described above)

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~~**Appendix Four – Specifications for the design and erection of street nameplates**~~

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Appendix Four – Specifications for the provision and erection of street nameplates

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1. Nameplates

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Nameplates are to be 150mm (6") deep of 3mm impact resistant polycarbonate, having 89mm (3.5") high Kindersley lettering or as otherwise stated on 12mm (½") wide border in black on a white reflective background.

The plate shall be fixed/bonded to a backboard. Nameplates for no through roads must have a no through road symbol attached.

2. Backboards

Backboards shall be of 25mm (1") thickness black recycled plastic.

3. Supporting Posts

Posts shall be of black recycled plastic. A minimum of 1500mm (4'6") long having a 75mm x 75mm (3" x 3") cross-section.

Normally two posts will be required for each nameplate, but plates in excess of 1500mm (4'6") in length should be supported by three posts.

4. Erecting the Posts

Posts shall be fixed vertically and at the correct level to allow the top of the plate to be 900mm (3') above the adjacent channel of the carriageway. They shall be bedded on 75mm (3") of concrete and the bottom 300mm (1ft) surrounded with concrete (4:2:1) mix, the excavated material being returned and well-rammed round the posts, any surplus being spread on site or removed to tip.

5. Fixing of Backboards

Backboards shall be recess mounted into the posts or fixed to the posts with 6mm (¼") diameter galvanised mild steel bolts, nuts and washers, the heads of the bolts being countersunk into the backboards so that they are flush with the surface. When the nuts have been tightened fully on the bolts any surplus thread shall be cut off to within two threads of the nut, the ends shall then be burred over.

6. Fixing of Nameplates

Nameplates shall be bonded or fixed with non-ferrous screws with countersunk heads to the recycled backboards.

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