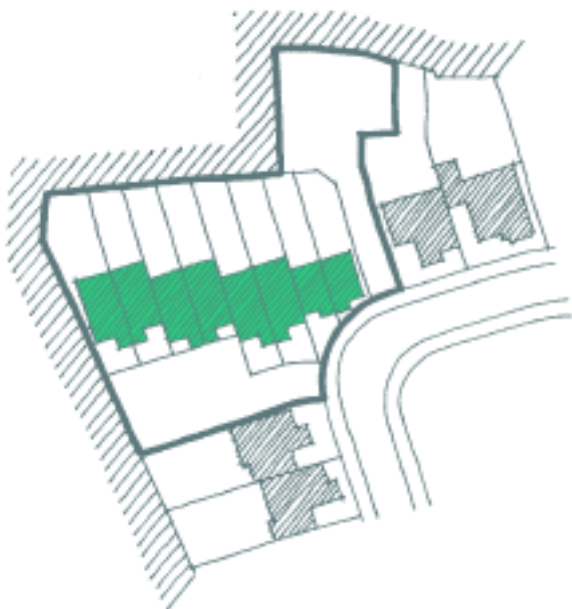




# Street Naming and Numbering

Including  
Naming and numbering of  
properties where a street  
already exists



The responsibility for street naming and numbering of new developments within the Stratford-on-Avon District Council's area is vested in the Council under the Public Health Act 1925, Sections 17-19. However in many instances the responsibility for naming has been delegated to Town/Parish Councils where they have expressed a wish to carry out the function.

The issue of allotting postal numbers is the responsibility of the District Council. The issuing of postcodes is wholly the responsibility of Royal Mail.

### **What is a Street**

According to The Public Health Act 1875 a street includes any highway, and any public bridge (not being a County Bridge), and any road, lane, footway, square, court, alley, or passage, whether a thoroughfare or not.

### **Procedure for Naming a Street**

Application should be made by letter to the Corporate Director Environmental Services, enclosing a location plan of the site (1:2500) and a detailed plan showing all plots with plot numbers (1:500)

You may propose a name for the Street(s) or you may wish to state that naming be left to the Local Authority. This information will be passed onto the Town or Parish Council if they have delegated powers granted for the function of street naming.

In the case where the developer has submitted a proposed name or names the Council responsible for Street Naming has one month to object to the name(s) submitted to them, or accept the name(s). Any appeal against the decision of the Council is made via the Magistrates Court.

Where the Parish/Town Council has not sought delegated powers the District Council will consult them on any name proposed or ask for suggestions for names if none are proposed by the developer. You are advised that the Town/Parish Councils (especially those with delegated powers) tend to prefer to use their own agreed names for new streets and objection is likely to be made to suggested names.

Once the name(s) are agreed with the Developer, by either this Council or the Town/Parish Council, this Council will then number the properties and in some circumstances (large development etc) will forward a draft scheme of naming and numbering to you to check.

The District Council, once the scheme has been agreed and verified, will contact the Royal Mail's Address Management Centre and gain postcode details for the development.

The District Council will then formally advise you of the Street Naming and Numbering scheme by returning a detailed plan to you showing the extent of the individual streets and the individual property numbers. We will also advise you of the appropriate postcode details.

## **Numbering/Naming of a new property or properties where a "Street" may already exist.**

Application should be made by letter to the Corporate Director Environmental Services enclosing a location plan of the site (1:2500) and a detailed plan showing all plots with plot numbers (1:500). Where a street is not numbered we would also require appropriate names for the properties.

The District Council will verify that the new properties can be numbered or named and check that any names do not clash with any other existing properties within the locality. The Council will number the new properties, however, the numbering sequence may include the suffix a,b,c, etc. If it is deemed that a new "Street" name is required, or if a "sub-street" description is required then your application will revert to the "Street Naming and Numbering" procedure above.

The District Council, once the scheme has been agreed and verified, will contact the Royal Mail Address Management Centre and gain postcode details for the development.

The District Council will then formally advise you of the Street Numbering or property naming scheme by returning a detailed plan to you showing the extent of the development and the individual property numbers or names. We will also advise you of the appropriate postcode details.

## **Notifications to Public Utilities and other bodies**

The District Council will advise all Departments of the Council and the following of the agreed Street Naming and Numbering scheme or Numbering/Property Naming scheme where a "Street" already exists

- Coventry Valuation Office,
- Gloucester District Lands Registry,
- Warwickshire Police,
- Warwickshire Ambulance Services,
- Warwickshire Fire and Rescue,
- Warwickshire County Council,
- Severn Trent Water,
- BT Newsites,
- Royal Mail, Stratford-upon-Avon Office,
- Ordnance Survey.

### ***Please Note***

*It is advisable that you make application for Street Naming and Numbering as soon as development is commenced and at a point when no further change in the plans are envisaged, this appertains especially to the development of larger schemes. This will enable the Council to have in place for you the full address details at a point when sales have commenced and well before properties are first occupied.*

## **Royal Mail Postcodes**

Postcodes are wholly the responsibility of Royal Mail Group Plc. They are the sorting and routing instructions for the delivery of mail by that organisation. They are not always geographically accurate as they are based on The Post Office's "Delivery Office" mechanism and not on a particular geographic location (such as a village).

The Royal Mail sell their data on to others who use the data in address management / location computer programs, such as utilities, insurers, etc. Those users may require "postcode" details when individual purchasers/occupiers require services and supplies - A further reason for applying at the right time for "Street Naming and Numbering".

Whilst a postcode is given by the Royal Mail at "Street Naming and Numbering" stage that postcode may not be made live until a property is occupied. It is initially the responsibility of the postman/postwoman to notify their "Delivery Office" of new properties being occupied.

## **Street Name Plates**

New name-plate installations shall be in accordance with the Council specification. Notification of this will be given to you when we formally advise you of the naming and numbering scheme

For further assistance or information on these procedures can be obtained from the address below.

If you find the text in this leaflet difficult to read we can supply it in a format better suited to your needs.



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