



A practical guide to changing an existing street name (or part of) or proposal to name an existing street (or part of), which has no name

The responsibility for the provision of naming an existing street which has no name (or part of) or changing the name of an existing street (or part of) within the District of Stratford-on-Avon, is undertaken by the District Council under s18 of Public Health Act 1925.

The Head of Community and Operational Services is the responsible officer for this particular naming process and a 6 Step guide below to assist an Applicant has been prepared.

In the steps below, the Applicant is generally a resident of the particular street being named/changed however sometimes can be the relevant town/parish council or a developer who may wish to name/change the street due to an adjoining development.

Please note, renaming a street may require the residents of the street to change their postcode, a requirement by Royal Mail NOT the District Council, (which may incur costs for residents), therefore residents should be informed by the Applicant of this possible requirement and confirmation of such should be forwarded to the Council as part of the application.

Step 1

To permit the District Council to consider a street naming application (hereafter called "the Application"), evidence must be provided by an Applicant confirming that:

- All residents in the particular street have been notified in writing of the Application and given at least a month to respond (including confirmation that residents have been informed that there may be a requirement to change the postcode, which may incur costs, due to a request by Royal Mail);

- The views of the relevant Town/Parish Council should also be sought and also given a month to respond (unless the relevant Town/Parish Council is the applicant);
- **THE APPENDIX** to this guidance has been considered.

Once these steps are completed, the Application should be submitted by the Applicant to the Head of Community and Operational Services for a decision with all relevant details such as responses from the residents of the particular street and relevant parish/town council (if not the Applicant).

Step 2

If the Application has total support of the residents who have replied, the decision will be delegated to the Head of Community and Operational Services. If the Application has received an objection(s), the matter will be forwarded to the Portfolio Holder of Community and Operational Services for a decision.

Step 3

If the District Council supports the Application, then the process under S18 of the Public Health Act 1925, in summary set out from Step 4 and 5 below, will be followed. If the District Council does not support the Application, it will discuss this further with the Applicant.

Step 4

In summary, a Notice of Intention (hereafter called "the Notice") to make a Legal Order (hereafter called "the Order") will be placed at either end of the street (or affected part of the street) or in a conspicuous position in the street, stating that it proposes to name/re-name the street (or part of the street) and that it will make the Order one month or so after the date in the Notice. Any person aggrieved by the proposed change, may, within 21 days after the posting of the Notice, appeal to the Magistrates' Court (in the event that the Magistrates Court uphold an appeal, the District Council will discuss the Application further with the Applicant).

Step 5

Following the expiry of one month or so from the date of the Notice, if no appeal is made (or if an appeal is made, from the date any appeal is dismissed or withdrawn), the District Council may make the Order.

Step 6

If the District Council makes the Order to name or rename an existing street (or part thereof), it will, when practicable to do so, place new street nameplates at the street in question. The Applicant will be responsible for the initial costs of the

new street nameplates (from then on it will be the District Council's responsibility). In addition, the District Council will advise certain bodies/institutions that a change has been made however certain changes may have to be made by the resident(s) of the street such as banks, utility companies etc.

Disclaimer

This practical guide is provided for the provision of a new street name to an existing street (or part of) or changing an existing street name (or part of). This guide is not intended to give legal advice for any person to rely on and the District Council will not be held liable for any reliance any person places on it.

THE APPENDIX

Street Naming

1. Proposals deemed unacceptable is a street name(s):-

- Repeated in the area or any similar name already in use in a town or village or in the same postcode area, as may have a detrimental effect in an emergency situation;
- Named after a living person (first name(s) or a surname are generally acceptable but not a full name of a living person);
- Where there is a punctuation mark(s);
- That is considered to cause an offence;
- That is difficult to pronounce or awkward to spell;
- That is deemed offensive or which encourage defacing nameplates;
- Not in keeping (as far as practicably possible) with local traditions;
- Including a secondary street in addition to a first named street in the address (for clarity, one street name only is required followed by the name of the settlement).

2. A Street name should ideally end with one of the following suffixes:

- Street (for any thoroughfare);
- Road (for any thoroughfare);

- Way (for major roads);
- Avenue (for residential roads);
- Drive (for residential roads);
- Grove (for residential roads);
- Lane (for residential roads);
- Gardens (for residential roads) subject to there being no confusion with any local open space;
- Place (for residential roads);
- Crescent (for a crescent shaped road)
- Court/Close (for a cul-de-sac only);
- Square (for a square only);
- Hill (for a hillside road only);
- Circus (for a large roundabout);
- Vale (for residential roads);
- Rise (for residential roads);
- Row (for residential roads);
- Wharf (for residential roads)
- Mews (for residential roads)

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

- Walk
- Path
- Way

ENDS