

STREET NAMING AND PROPERTY NUMBERING POLICY

1.0 Introduction

- 1.1 The Council under the Towns Improvement Clauses Act 1847, the Public Health Acts Amendment Act 1907 and the County of Kent Act 1981 controls the naming of streets and numbering of buildings in the Borough of Tonbridge and Malling. The purpose of this control is to make sure that any new street names and building names and numbers are allocated logically with a view to ensuring, amongst other things, that emergency service vehicles (ambulances and fire appliances) are able to speedily locate any address to which they may be summoned; and the effective delivery of mail. In addition, it is important to resolve issues of location and address with developers of new sites to avoid problems in marketing where the Property Misdescriptions Act 1991 may apply.
- 1.2 Anyone wishing to change the name or number of their property or seeking an address for a new property should apply in writing to the Council. The numbering of properties where no new street is involved ('infill' properties on existing streets) are not subject to the consultation procedure outlined below.
- 1.3 In respect of the naming and numbering of new streets and properties, the naming or numbering of new properties in existing streets and the renaming or renumbering of existing properties the Council will normally charge a fee to cover the cost of the work involved as set out in the schedule below.

2.0 Procedure for determining new street names

- 2.1 When a new development is being built the developer will usually be advised on the grant of planning permission of the need to contact the Council to arrange for the naming and numbering of the buildings and streets within the development.
- 2.2 Following commencement of works on site, the developer will be requested to supply three preferred names for consideration for each of the new streets being constructed. Please note that any suggested street name should have some connection with the area and must conform to the guidelines set out below. The developer is requested to supply a layout plan with plot numbers of the site with the street name application.
- 2.3 Within 5 working days following receipt of the developer's three preferred names that conform to the Council's Policy Guidelines the appropriate Ward Councillors and Parish Council will be consulted. The period allowed for consultation shall be 14 days from the date of the covering letter to the Ward Councillors and Parish Council.
- 2.4 If one of the offered names is considered acceptable by all or a majority of the consultees then that name will be forwarded to the Royal Mail for approval. If the Royal Mail agree to the name then it will be adopted, the properties within the new street will be numbered and an official plan produced. The plan will be distributed to the developer and other relevant bodies. This process will normally be completed within one month.
- 2.5 If no response is received from consultees, then the GIS Manager will select one of the three preferred names, the properties within the new street will be numbered, an official plan produced and distributed.
- 2.6 If none of the offered names are considered acceptable by the Ward Councillors and Parish Council **and** they have put forward their own preferred name, the developer will be

immediately informed, the new street will be numbered, an official plan produced and distributed.

3.0 Policy Guidelines for Naming Streets

3.1 The following guidelines must be considered when seeking a new name for a street:

3.1.1 New street names should try to avoid duplicating any similar name already in use in the borough or neighbouring local authority areas. A variation in the terminal word, example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name. The overwhelming desire of, for instance, a request for St Mary's Close off an existing St Mary's Way, near St Mary's Church etc. should be avoided.

3.1.2 Street names should not be difficult to pronounce or awkward to spell.

3.1.3 Names that are aesthetically unsuitable must be avoided such as Gasworks Road, Packemin Close, Tip Lane, Coalpit Lane or names capable of deliberate misinterpretation like Hoare Road, Typple Avenue, Swag Lane, Quare Street etc.

3.1.4 The informal adoption of unofficial 'marketing' titles by developers in the sale of new properties is not acceptable. Developers are reminded that under s.1 of the Property Misdescriptions Act 1991 that it is an offence to make a misleading statement about the location or address of a property.

3.1.5 All new street names should be appropriate to their location and 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)
- 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)
- Dene (for residential roads)
- Mead (for residential roads)
- Mews (for residential roads)
- View (for residential roads)
- Walk (for residential roads)

3.2 Suffixes which are not acceptable:

3.2.1 Street names may include the following words, but to comply with national standards may not end with them:

- End
- Cross
- Side
- Park
- Meadow
- Court
- Wharf.

3.2.2 All these words can, of course, be incorporated in a street name provided it ends with an appropriate suffix (example Medway Wharf Road).

3.3 Exceptions:

3.3.1 Single or dual names without suffixes in appropriate places (example, Broadway) are acceptable.

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

- Walk
- Path
- Way

3.3.3 All new building names should end with one of the following suffixes:

- House
- Court – residential only
- Point – high block residential only
- Tower – high block offices or residential
- Heights – high block offices or residential

3.3.4 For private houses it is sufficient that the name should not repeat the name of the road or that of any other house or building in the area in a way that could lead to confusion with a pre-existing nearby address.

3.3.5 The use of North, East, South or West (as in Alfred Road North and Alfred Road South, or East or West) is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicular access between the two. In such a case half should be renamed.

3.3.6 Avoid having two phonetically similar names within a postal area and, if possible, within a borough, example, Alfred Road and Alfred Close or Churchill Road and Birch Hill Road.

3.3.7 The use of a name which relates to living people should be avoided if possible. Only in very exceptional circumstances would such a suggestion be given consideration. It is essential that the person put forward lived in the town or village in question or otherwise has some other close association with that locality. If such an exception is allowed the written consent of the person concerned must also be obtained. Naming roads after members of the developer's family is also to be avoided.

3.3.8 The Local Authority does not issue postcodes for properties; this duty lies with the Royal Mail.

3.3.9 It is the responsibility of developers to cover the initial costs of the nameplates for the site; the Council thereafter covers the maintenance.

4.0 Policy Guidelines for Numbering Properties

- 4.1 The usual convention for numbering properties in a new street will be even numbers on one side and odd numbers on the other, except that for a cul-de-sac consecutive numbering in a clockwise direction is preferred. Private garages and similar buildings used for housing cars, and such like, will not be numbered.
- 4.2 A proper sequence shall be maintained, with number 13 being included unless requested to remove (at the beginning of the street name and numbering application process).
- 4.3 Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found and the manipulation of numbering in order to secure a "prestige" address or to avoid an address, which is thought to have undesired associations will not be sanctioned.
- 4.4 In circumstances where an existing street or similar is extended, it would be appropriate to continue to use the same street name. This would be subject to the limitations of the existing numbering scheme.
- 4.5 Legislation permits the use of numbers followed by letters or fractions. These are needed, for instance, when one large house in a road is demolished and replaced by (say) four smaller houses. To include the new houses in the numbered road sequence would involve renumbering all the higher numbered houses on that side of the road, which is considered unacceptable. Therefore to avoid this each new house will be given the number of the old house with either A, B, C or D added.
- 4.6 For private houses in existing unnumbered roads it is essential that the houses are officially allocated names, which are registered with the emergency services. For private houses it is sufficient that the name should not repeat the name of the road or that of any other house or building in the area. Anyone wishing to change the name of their unnumbered house must apply in writing to the Council. Once the name has been accepted the Council will notify the Royal Mail and the statutory bodies of the change but it is the responsibility of the person requesting the change to notify all their personal contacts.
- 4.7 Where a property has a number, it must be used and displayed. Where a name has been chosen to a property with a number, the number must always be included, the name cannot be regarded as an alternative. The property name and number must be clearly displayed on the property and be visible from the highway.
- 4.8 For new blocks of flats, where each flat is accessed via a common entrance and hallway, the building will be given a number in the usual sequence within the street and each flat will be separately numbered within the block (e.g. Flat 1, 1 High Street, Flat 2 1 High Street etc.). If the properties are individually accessed directly from the street (sometimes described as "maisonettes") each will be given its own address.

5.0 Renaming a Street / Renumbering Properties

- 5.1 Renaming an existing street/renumbering property within an existing street is avoided unless the benefits clearly outweigh the obvious disadvantages.
- 5.2 On rare occasions where this becomes necessary it is usually only done as a last resort when:
 - there is confusion over a street's name and/or property numbering
 - the residents are unhappy with their street name
 - the number of named-only properties in a street is deemed to be causing confusion for emergency services, visitors or deliveries.

5.3 In such instances a ballot of local residents affected by the change will be taken on the issue. This will ensure that residents' views are taken into account and the results will be considered by the Council. In addition the Council will consult the Royal Mail on the issue. To change a street name we will require a minimum of two thirds support from the local residents for any change as this can be very disruptive and cause individuals to have to change all their personal address details. The consultation process referred to in this document will be implemented before any agreement is given. This is a very time consuming process and can be very emotive for those involved and will, therefore, only be contemplated as a last resort.

SCHEDULE

For new developments, to name new street/s and allocate numbers and addresses to new properties:	
Up to 30 new properties	310.00
31 - 65 properties	460.00
Over 65 properties	615.00
To name/number new properties on existing streets:	
New commercial developments for sale or rent	160.00
Rename/number existing residential property	45.00
Rename/number existing commercial property	120.00
To issue a duplicate statutory certificate of (re-) naming and/or numbering	76.00