

TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

30 March 2010

Report of the Director of Central Services

Part 1- Public

Executive Non Key Decisions

1 STREET NAMING AND NUMBERING POLICY

1.1 Legal Implications

- 1.1.1 The Council has a responsibility for ensuring that properties within its area have a unique address. That responsibility is governed by the powers set out in several pieces of legislation some of which date back to 1847. The street naming and numbering service is currently administered by the Council's Legal Services, but with effect from 1 April 2010 that function will transfer to the GIS team within IT Services. As part of the relocation of the service the opportunity has been taken to review the policy under which this function is carried out.
- 1.1.2 Officers in both Legal Services and the GIS team have considered the way in which street naming and numbering currently operates and the requirements of the legislation and British Standards. Taking all these factors into account a revised policy has been prepared in draft for Members' consideration. This is attached to this report as Annex 1.
- 1.1.3 The aim of the policy is to provide anyone seeking to name a new street or property or seeking to amend an existing address with an easy to understand explanation of the factors which are taken into account when dealing with their request. It is important to avoid confusion between addresses to prevent delays in responses from the emergency services or problems in delivering letters. The policy states, therefore, that Royal Mail and other relevant authorities will be consulted on any proposals. The policy also sets out the naming conventions which are acceptable to meet the current national standard which is BS7666.
- 1.1.4 Members are asked to consider the attached draft policy and endorse it for use from 1 April 2010 taking into account the need to ensure continuity of the service and to maintain high standards of clarity in street naming and numbering in line with BS7666.

1.2 Financial and Value for Money Considerations

- 1.2.1 Adopting the policy has no budgetary implications.

1.3 Risk Assessment

- 1.3.1 Failure to adopt an up-to-date policy may lead to poor decision making and possible challenge by any person aggrieved by an incorrect address being allocated.

1.4 Recommendations

- 1.4.1 The Cabinet is recommended to consider and adopt the Street Naming and Numbering Policy in Annex 1

Background papers:

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Nil

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