

Finance and Transformation Services

Street Naming & Numbering

- 1.1.1 The requirement to provide a Street Naming & Numbering (SNN) service is derived from the Towns Improvement Clauses Act 1847, the Public Health Acts Amendment Act 1907 and the County of Kent Act 1981. The TMBC Street Naming & Numbering Policy sets out the framework under which the service is delivered in this authority.
- 1.1.2 The IT GIS Team are responsible for delivery of this service. The actual cost of service delivery has been calculated by recording staff processing time, software costs and postage costs. The service generates an income of circa £36,000 a year. Neighbouring boroughs have their costs calculated in a different way from TMBC, where new developments can be more costly and single addresses can be less costly, but the overall income is balanced.
- 1.1.3 Members had previously agreed for prior years reviews the following priorities were relevant:
- There should be no overall reduction of income to the Council through the SNN function;
 - The cost of SNN to the Council should, where possible, be recovered through fees and charges (noting that this is not always possible, and not always desirable);
 - Ensure there are no 'perverse incentives' to apply for alternative naming schemes to minimise costs;
 - Ensure there is clarity in the fee schedule to avoid confusion and the need for officer discretion in charging fees;
 - Where workloads are sufficient to justify such, additional new fees should be considered.
- 1.1.4 It is proposed that a more fundamental review of the structure of charging for Street Naming and Numbering is undertaken in readiness for the budget cycle 24/25, as it is some time since priorities and principles were set. Unfortunately this has not been possible for this cycle given other pressures.
- 1.1.5 The current level of inflation is 10.1% (September 2022). The proposals below are based on one increase of 10% effective from 1 April 2023. Consideration was given to whether an in-year increase might be put forward, but on balance it is not felt that this is appropriate. A good period of notice would need to be given to users of the service utilising various channels, and given that we are now only 6 months away from the start of the new financial year, it

is felt to be more effective to target one more substantive increase w.e.f .April 2023.

Proposed Fee scale for Street Naming and Numbering

1.1.6 A development is considered to be separate if they are received on separate applications and/or they do not share a common road which is also being named for the first time as part of the application.

1.1.7 Individual flats are considered as individual plots.

New Properties

Category	Up to three in-fill properties on an existing street	Current Fee 2022/23	Proposed Fee 2023/24
1	Addressing one new in-fill property	£193	£212
2	Addressing two to three in-fill properties	£102 per property	£110 per property
	Where four or more properties are to be named or numbered, the fee for new developments (below) will be levied.		

	Four or more in-fill properties on an existing street, or new properties on a new street		
3	Fee for naming of a street, other than in relation to new property addressing	£236	£260
4	Fee for addressing plots, including street naming if Required 1- 4 Units	£237 +£36	£261 +£40
5	5 – 10 Units	£237 +£32	£260 +£35
6	11 or more units	£475 +£12	£523 +£13

Existing Properties

7	Renumbering an existing property	£86	£95
8	Renaming an existing property, not in a current numbering scheme	£86	£95
9	Registering the addition or change or an alias to a numbered property	£86	£95
10	Removing an existing alias from a numbered property	No charge	No charge
11	Rename an existing street	£1,766	£1,943
12	Rename a block of flats	£1,766	£1,943

13	Fee for addressing units (flats) when splitting an existing property	£103 per unit	£128 per unit
14	Fee for addressing a single property when merging separate units	£194	£217

1.1.8 It is **RECOMMENDED** to Cabinet that the above fee Schedule for Street Naming and Numbering be adopted from 1 April 2023.

1.2 Council Tax and Business Rate Court Costs

1.2.1 The Council is obliged by law to collect all unpaid amounts of council tax and business rates and therefore has to take recovery action through the Magistrates' Court to obtain the necessary order.

The Council's costs in taking this recovery action is charged back to the taxpayer as follows:

Court Costs 2022/23			
Tonbridge & Malling	Summons	Liability Order	Total
Council Tax	£55	£45	£100
Business Rates	£120	£60	£180

1.2.2 The level of costs is agreed with the Magistrates' Court each year and evidence must be provided to justify the amount being requested. As Members will be aware, following the pandemic, the previous, regular, cycle of court hearings has not fully returned.

1.2.3 Although inflation is presently high, given the fact that those that are being summonsed to court are those who are likely to be suffering most from the current economic climate, it does not seem appropriate at this time to be seeking an increase in fees. That said, if Members feel differently about this, we can review our cost base to prepare an evidence log for the court.

1.2.4 On balance however Members may feel that the amount of costs recharged should remain the same for the 2023/24 financial year.