

## MID DEVON DISTRICT COUNCIL

# Street Naming and Numbering Procedures



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## **1.0 Document Purpose**

- 1.0.1** Mid Devon District Council [the Council] has the legal responsibility to ensure that streets are named and properties are numbered. The authority has the power to approve or reject property addresses submitted by developers, the general public, Town/Parish Councils, or prescribe its own addressing schemes. The Council uses the Public Health Act 1925 (sections 17 to 19) for the purpose of naming streets.
- 1.0.2** All elements of an address, with the exception of postcode and post town, are defined by the Council. The numbers and names assigned to property and the official names assigned to streets are the Intellectual Property of the authority.
- 1.0.3** Allocation of postcodes is managed by the Royal Mail and must be confirmed by them. The Council normally undertakes this process on the applicant's behalf and informs the applicant and other interested parties. However, the authority reserves the right to complete a Street Naming and Numbering application without the provision of postcode or post town information. The maintenance of postcode information, and any future change to individual postcodes or postcode sectors, is the responsibility of the Royal Mail. The Council accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission.
- 1.0.4** Anyone seeking an address change, or the creation of an address for a new property, should apply to the Council, preferably electronically, following the procedures detailed in this document.
- 1.0.5** Proposals for street names from developers and the public are welcomed for consideration. However, it is recommended that more than one suggestion is put forward in case the primary suggestion fails to comply with the guidelines. It is desirable for all suggestions for street and building names to reflect or have a connection with the local area where possible. If suggestions conform to this guidance on Street Naming and Numbering and, for street names, do not meet with an objection from the District Council or Town/Parish Councils, the new address will be formally allocated and all relevant bodies will be notified.
- 1.0.6** For the avoidance of doubt, it should be noted that the Council has the legal responsibility to ensure that streets are named and properties numbered. The authority, therefore, has the power to approve or reject property and street addresses that are submitted by developers or the Town/Parish Councils. This power extends to commercial property as well as domestic. Legislation to support this statutory power is reproduced below.
- 1.0.7** To aid the emergency services we will try to ensure that, where appropriate, if a street has a name and has street signs relating to that name all properties accessed from that street will be officially addressed to include that street name and also, where possible, new properties are numbered.
- 1.0.8** In addition to complying with appropriate legislation, this guidance is compliant, at the time of implementation, with the document [GeoPlace Data Entry Conventions and Best Practice for Addresses](#) version 3.4, available from the [GeoPlace](#) website.

## 1.1 Applicable Legislation

### Public Health Act 1925

#### *Naming of Streets*

##### Section 17 Notice to urban authority before street is named

- (1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.
- (2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.
- (3) It shall not be lawful to set up in any street an inscription of the name thereof—
  - (a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and
  - (b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal;and any person acting in contravention of this provision shall be liable to a penalty.
- (4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court.

##### Section 18 Alteration of name of street

- (1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
- (2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.
- (3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.
- (4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a petty sessional court.

##### Section 19 Indication of name of street

- (1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription becomes illegible.
- (2) If any person, pulls down any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of a street marked on a house, building, or erection in pursuance of this section, he shall be liable to a penalty.

## 1.2 Charging for the Street Naming & Numbering Service

**1.2.1** The Council is not permitted to charge for the service of street naming as the duty to provide this service is not discretionary.

**1.2.2** For changing the address of an existing property or re-addressing any element of a development which has already been addressed (regardless of whether the property or properties are habitable), which is a discretionary service, the authority reserves the right by virtue of the 2003 Local Government Act (*see extract below*) to make an administrative charge ([see Annex A](#)). This right may or may not be exercised at our discretion.

### Local Government Act 2003

#### Section 93: Power to charge for discretionary services

- (1) Subject to the following provisions, a best value authority may charge a person for providing a service to him if :-
  - (a) the authority is authorised, but not required, by an enactment to provide the service to him, and
  - (b) he has agreed to its provision.
- (2) Subsection (1) does not apply if the authority:-
  - (a) has power apart from this section to charge for the provision of the service, or
  - (b) is expressly prohibited from charging for the provision of the service.
- (3) The power under subsection (1) is subject to a duty to secure that, taking one financial year with another, the income from charges under that subsection does not exceed the costs of provision.
- (4) The duty under subsection (3) shall apply separately in relation to each kind of service.
- (5) Within the framework set by subsections (3) and (4), a best value authority may set charges as it thinks fit and may, in particular—
  - (a) charge only some persons for providing a service;
  - (b) charge different persons different amounts for the provision of a service.
- (6) In carrying out functions under this section, a best value authority shall have regard to such guidance as the appropriate person may issue.
- (7) The following shall be disregarded for the purposes of subsection (2)(b)—
  - (a) section 111(3) of the Local Government Act 1972 (c. 70) (subsidiary powers of local authorities not to include power to raise money),
  - (b) section 34(2) of the Greater London Authority Act 1999 (c. 29) (corresponding provision for Greater London Authority), and
  - (c) section 3(2) of the Local Government Act 2000 (c. 22) (well-being powers not to include power to raise money).
- (8) In subsection (1), “enactment” includes an enactment comprised in subordinate legislation (within the meaning of the Interpretation Act 1978 (c. 30)).

## 2.0 Naming Streets and Numbering Properties

- 2.0.1** It is the Council's responsibility to make sure properties are numbered or named. It is also the Council's responsibility to make sure that the street name plates are displayed. However, if any person should destroy or deface a street name plate or display an unofficial name or number on their property, then that person shall be liable to a fine under the provision of the Criminal Justice Act 1982.
- 2.0.2** Property developers and local residents may suggest names for new streets. These should be submitted to the Street Naming and Numbering Officer for consideration against our criteria. **Please note the district council will decide on the suffix (e.g. Road, Close, Way etc).** Consultation takes place with Town and Parish Councillors. The Town or Parish Council is a consultee in the street naming and numbering process and can agree to the proposal or submit their own suggestion(s) for street name(s), which are then passed back to the developer for agreement. Any alternative suggestion will again be checked to ensure that it meets the naming criteria. If a suggestion does not meet the naming criteria it will be rejected no matter who suggests it. It should be noted that the District Council has the legal responsibility to approve or reject street names submitted. In the event of unresolved disagreement, a final decision will be taken by the appropriate authorising officer (who has delegated powers to approve street names) in consultation with the Ward Member(s).
- 2.0.3** Where a street is created as all or part of a larger development the provision of street nameplates at various stages of the development, to be specified by the Street Naming and Numbering Authority, will be required.. All costs for the erection of new street name plates will be paid for by the property developer and failure to provide the plates in the time frame stated will result in enforcement action under the Town and Country Planning Act 1990. A specification for the plates and their locations is included at [Annex B](#) but the authority can be contacted for further advice. Maintenance of street name plates becomes the responsibility of the Council only once the developer has left the site and the street has been adopted.
- 2.0.4** No street name plate is allowed to be erected until the street name has been confirmed in writing by the Council.
- 2.0.5** Any problems relating to street name plates (e.g. damage, defacing or requests for additional signage) can be reported online at <https://www.middevon.gov.uk/your-council/customer-services/contact-customer-services/> by [email](#) or by telephoning Customer First on 01884 255255. If a major road sign is needed (e.g. a directional sign off of the A3072) contact Devon County Council on the following link: <https://www.devon.gov.uk/roads-and-transport/maintaining-roads/managing-the-network/road-markings-and-signs/> outlining the reason for the erection of a new sign.

## 2.1 Criteria for Naming Streets or Changing a Street Name

- 2.1.1** The Street Naming and Numbering Officer will use the following guidelines when agreeing a new street name is acceptable. Property developers and Councillors should follow these guidelines for any names they wish to suggest.

**2.1.2** Names suggested by the developer may be used as long as they comply with the general street naming procedures and there are no objections from Mid Devon District Council and appropriate Town or Parish Councillors. **Please note the district council will decide on the suffix (Road, Close, Way etc).**

In the event of unresolved disagreement, a final decision will be taken by the appropriate authorising officer (who has delegated powers to approve street names) in consultation with the Ward Member(s).

**2.1.3** In exceptional circumstances, should a proposal be made to name a street after a living individual, on the grounds of the living individual having made an outstanding contribution to the locality and/or its people, such proposals will be permitted if both approval by the individual and unanimous agreement between the Cabinet Member with delegated authority for the service and appropriate Ward Members are received.

**2.1.4** The changing of a street name or sequence of property numbering shall be avoided unless there is specific and sufficient reason to do so. This may come in the form of a new development in the street or a request from the emergency services. The council will pursue alternative solutions and only change the name or numbering as a last resort. In the event that the street name needs to be changed, notices will be posted along the street giving others the chance to object to or support the change within 21 days.

## **2.2 Street Naming Guidelines**

**2.2.1** New street names shall not duplicate any name already in use in the area.

**2.2.2** Street names with phonetically similar names are also to be avoided, e.g. Cadford Lane and Catford Lane.

**2.2.3** Street names that may be considered or construed as obscene, racist or which would contravene any aspect of the council's equal opportunities policies will not be acceptable.

**2.2.4** Street names that may be open to re-interpretation by graffiti or shortening of the name shall be avoided.

**2.2.5** New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.

**2.2.6** In exceptional circumstances, should a proposal be made to name a street after a living individual, on the grounds of the living individual having made an outstanding contribution to the locality and/or its people, such proposals will be permitted if both approval by the individual and unanimous agreement between the Cabinet Member with delegated authority for the service and appropriate Ward Members are received.

**2.2.7** New street names shall not end in "s" where it can be construed as either a possessive or plural; neither shall they commence with the word "The".

**2.2.8** All punctuation will be considered but avoided where possible because street names and addresses, when stored in databases, must meet the standards set out in



BS7666. This restricts the use of punctuation marks and special characters (e.g. apostrophes, hyphens and ampersands) to avoid potential problems when searching the databases as these characters have specific meanings in computer systems. However, the use of these characters on street signs is acceptable if they currently form part of the existing official street name.

- 2.2.9** Street names are unacceptable if they are likely to cause spelling difficulties, as these may lead to confusion in an emergency situation or result in demands for a change of address from occupiers.
- 2.2.10** The Council will try to promote names with a local or historic significance to the area. However, it is not sufficient cause to object to a name if it fails to meet this criterion.
- 2.2.11** Names with a common theme are encouraged on large developments, preferably with a local or historic connection. Two developments with the same theme within the area shall be avoided.
- 2.2.12** Any street name that promotes a company, service or product will not be allowed. Names based on a developer's trading name are seen as advertising and are not acceptable. An exception to this may be made for a company that no longer exists, if used solely in a historical context and the claim of advertising cannot be made.
- 2.2.13** All new streets will be allocated an appropriate suffix by the Senior GMS Officer at Mid Devon District Council (not by the developer or the applicant etc.). This will depend on the type of street, in respect of its layout and location. Examples of suffixes used are given below. This list is not definitive and others may be used.

Alley – a service road used as access to garages or gardens

Approach – a path or road that leads to a place

Arcade – a road with shops along it

Arch – a curved road, similar to crescent

Avenue – a wide straight road, often tree lined

Bank – a street that has an edge, an embankment or verge for example

Brook – a residential street that is located near a brook, river or stream

Brow – a street on the top of a hill or ridge

Chase – a small residential street in a valley or built on hunting land

Circus – a large roundabout

Close – a cul-de-sac

Court – a street that form a square or rectangle (cul-de-sac)

Crescent – a short, curved street

Croft – a short street built on a very small farm

Dale – a street built in a valley or basin

Drive – a residential street or major roadway in a suburban area

Field – a residential street that runs through fields or grassland

Fold – a street in a small valley or hilly area

Gardens – a street populated by garden homes

Gate – a way through a settlement

Green – a small residential street in a park-like setting

Grove – a small residential street surrounded by woods

Heights – a short residential street that travels uphill or is atop high ground

Hill – a street that travels uphill

Lane – a narrow road, particularly in countryside

Lea – a residential street that runs through fields



Mead – a small residential street  
 Meadow – a residential street that runs through fields  
 Mews – a small residential street lined with small houses  
 Mount – a street on top of a hill or ridge  
 Nook – a small street in a corner or recess  
 Parade – a road running by a seafront or with shops running along it  
 Pasture – a residential street that runs through fields  
 Park – a residential street that runs through playing fields, recreational area or parks  
 Path – a pedestrian only route  
 Place – a small residential street or narrow street in a commercial district  
 Plaza – a pedestrian only street or a suburban shopping areas internal ways  
 Rise – a street that travels uphill  
 Road – a thoroughfare  
 Row – a street with townhouses running along it  
 Square – a street that forms a square, often with a park or square at its centre  
 Street – a thoroughfare in a town or city  
 Terrace – a short residential street containing terraced properties  
 Vale – a street in a valley or basin  
 View – a street that has a vista or panoramic outlook  
 Walk – a pedestrian only space  
 Way – a thoroughfare. An alternative to Road  
 Wharf – a street running alongside a quayside  
 Wood(s) - a short residential street surrounded by trees

## **2.3 Criteria for Addressing Property**

**2.3.1** When making an application for a plot or development to be numbered, the developer must provide either electronically or in hard copy, the following information:

- Planning Application Number (where applicable) – Street Naming and Numbering can normally only be administered subject to approved planning.
- Plans clearly showing plot numbers, location in relation to existing land and property, and the placement of front doors or primary access on each plot.
- Internal layout plans, if appropriate, for development that is sub-divided at unit or floor level.
- Building Regulation Number, if available.

**2.3.2** New properties in an existing un-numbered street will require a property name. For an infill development of two or more properties accessed by a private drive, and if deemed appropriate by the Street Naming and Numbering Officer, we will agree with the developer the name of a property group, e.g. 1 - 6 River View, Exebridge.

**2.3.3** Property with a premise number must always use and display that number. Where a property has a name and an official number the number must always be included in the address and displayed on the property. The name cannot be regarded as an alternative.

## **2.4 Property Addressing Guidelines**

**2.4.1** All new property development shall be numbered rather than named. Exceptions may apply in existing streets where no numbering scheme exists.

- 2.4.2** New streets shall be numbered with odd numbers on the left hand side and even numbers on the right, commencing from the primary entrance to the street. Where the street is a thoroughfare between two other streets, the numbering shall commence at the end of the street nearest the centre of the town or village.
- 2.4.3** Consecutive numbering may be used in a cul-de-sac or in a situation where there is no scope for future development in the street.
- 2.4.4** The number of a property will be allocated to the street onto which the front door faces. If the front door provides no direct access from that street, an exception may be made.
- 2.4.5** Numbers should remain in sequence.
- 2.4.6** Flats and units shall be given individual numbers where possible; the sequence of the numbering depends on access to front doors of individual premises.
- 2.4.7** When a numbered property is converted to flats, the flats should be numbered, e.g. Flat 1, 20 High Street. A numbering scheme such as Flat A/Flat B or First Floor Flat shall be avoided. The same shall apply for units, apartments and other forms of property subdivision.
- 2.4.8** If a block of flats is built in the middle of a numbered street and cannot be integrated into the current numbering of that street, a name will be given to the block and the flats numbered internally, e.g. 1 Newport House, Newport Street, Tiverton.
- 2.4.9** When new properties are built on an existing street and there are no available numbers to use whilst retaining the current sequence, a letter shall be used as a suffix, e.g. 15A.
- 2.4.10** New street names shall not be assigned for the sole purpose of avoiding numbers with a suffix.
- 2.4.11** A business name shall not take the place of a number or a building name.
- 2.4.12** Private garages and buildings used for housing vehicles and similar purposes will not be numbered.
- 2.4.13** A piece of land, e.g. a farmer's field, cannot be given an official address, only buildings on that piece of land can have a conventional address for the purposes of delivering mail and services. The building should be:
- Occupied daily on a business or residential basis (this does not include barns, stable blocks etc).
  - The building should be occupied during business hours and
  - The delivery point should be secure, have clear signage and be easily accessible for the delivery of mail.
- 2.4.14** Annexes are usually granted planning approval subject to the condition that they are only used as ancillary accommodation to the main residence and must not be used as a separate dwelling. In planning terms this means that it can only be occupied by members of the same family that occupy the main residence. This applies to annexes which are both joined to the main property and geographically separate to

the main property. As such an annexe cannot be given its own independent address and/or registered with Royal Mail.

An unofficial address will be created by the council for council tax purposes and a UPRN (Unique Property Reference Number) allocated. The address will not be registered with Royal Mail.

You may find that in some instances the request for a separate address is driven by utility companies if and when separate utility connections and are required for the annexe. We suggest you supply the utility company with the UPRN and a link to Find My Address [www.findmyaddress.co.uk](http://www.findmyaddress.co.uk) which will supply all the information required.

### **3.0 Procedure for New Developments**

**3.0.1 *The property developer shall not give any postal addresses, including postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before we have issued formal approval. We will not be liable for any costs or damages caused by failure to comply with this.***

**3.0.2 *Developers should always apply directly to the Council at the earliest opportunity for new postal addresses, i.e. as soon as development starts on site. It is advisable for the developer to consult with the appropriate Town/Parish Council before submitting the application.***

**3.0.3** Please complete an Allocation of Official Address(es) for New Developments form available online [here](#). The form can preferably be submitted electronically using the Online form or printed off from the Downloads section.

**3.0.4** All proposals must be accompanied by a site location plan; this should be at a minimum scale of 1:2500 and should contain sufficient detail to accurately locate the properties. A confirmed layout drawing showing the road layout, plot numbers and indicating the front door position on all properties is also required. For developments that include flats, internal layout plans will additionally be required.

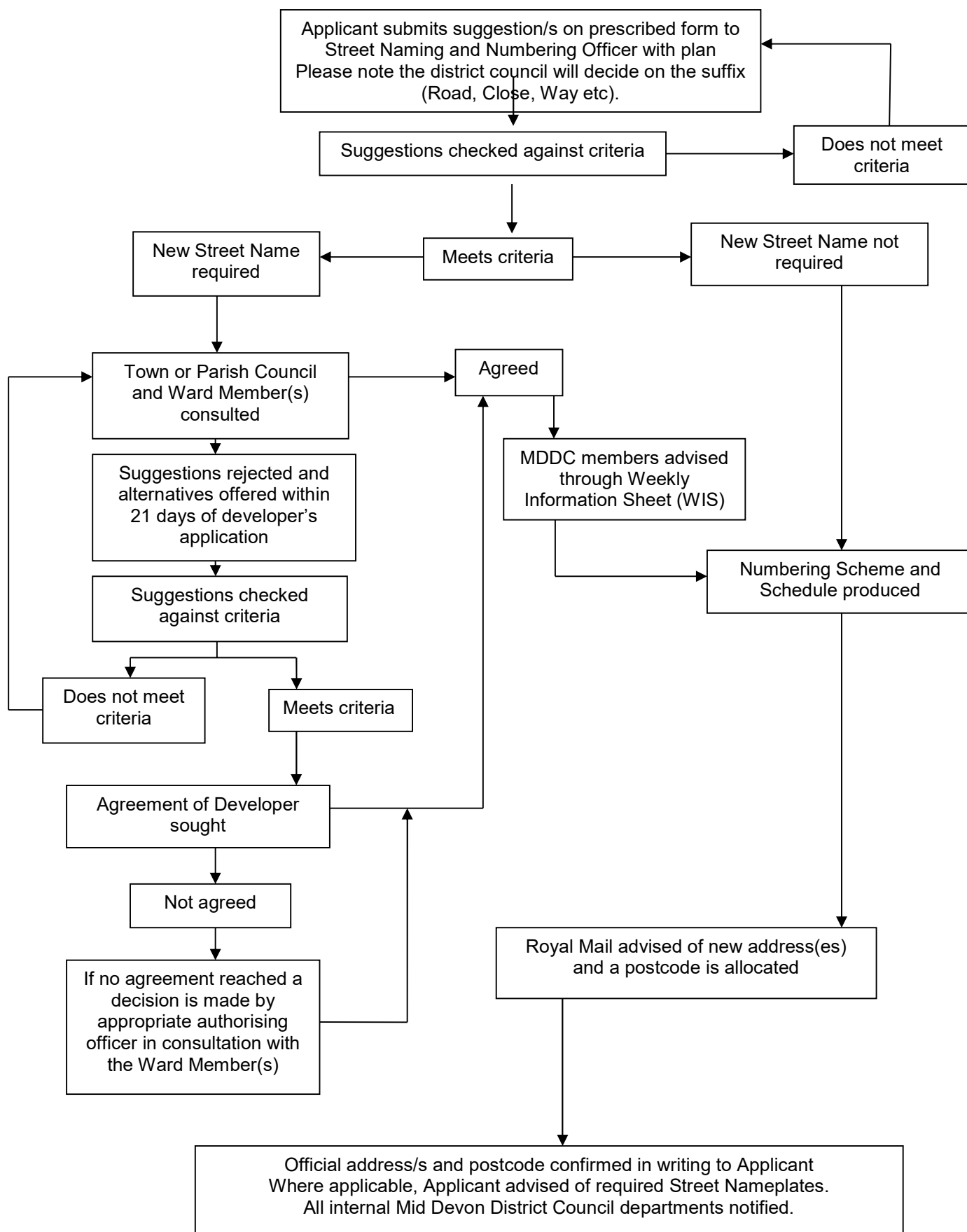
**3.0.5** The applicant or developer may suggest a possible name or names for any new street(s). Please advise the reason/s for the choice of street name(s) submitted i.e. connection with the local area, historical significance etc. Several suggestions for names can be made in case the District Council, the Town/Parish Council or Royal Mail object. Please note the district council will decide on the suffix (Road, Close, Way etc).

**3.0.6** The proposed street name(s) are then passed to the relevant Ward Member(s) and Town or Parish Council for consultation. Ward Member(s) and Town or Parish Councils can at this stage suggest their own names that meet our criteria, however the district council will decide on the suffix (Road, Close, Way etc).

**3.0.7** Town or Parish Councils will inform the Street Naming and Numbering Officer once their members have considered any proposal (within 21 days of the developer's application).

- 3.0.8** If they object to the developer's proposed street names and/or suggest their own names, acceptance will be sought from the developer. Where the Town or Parish Council and the developer cannot agree the appropriate authorising officer, in consultation with the Ward Member(s), will give final approval of street names. Once agreement has been reached the District Council members are then advised of the approved street name(s) through a Weekly Information Sheet (WIS) and are invited to comment if required.
- 3.0.9** Numbering of properties on the new street(s) will be carried out following the guidelines set out in Section 2.3 of this document. All properties on newly named streets will be allocated numbers. All properties on existing streets will be numbered if possible, unless the existing properties on that street have official dwelling names and no numbers, or it is an infill development.
- 3.0.10** Where the development is an infill development on an existing street we will number the properties wherever possible, and suffix the number with a letter as appropriate, in order to accurately define the location of the property on the street. Where the street does not have an existing numbering scheme the developer should suggest property names. To avoid confusion and potential mail delivery problems, the property names shall not duplicate any already in use in the immediate area. Additionally, names that may be considered or construed as obscene or racist will not be acceptable.
- 3.0.11** When the numbering and/or naming is complete we will contact the Royal Mail who will allocate the postcode to the address and add the property to their "not yet built" file. Once the Royal Mail have allocated the postcode the SNN Officer will write to the developer with official confirmation of the postal address(es) and, where applicable, any instructions for the erection of street nameplates.
- 3.0.12** The developer will cover the initial costs of the street nameplates and ensure they adhere to Mid Devon District Council's specification and installation guidelines (see [Annex B](#)). Normal street sign practice is to erect two signs at the entrance and exit (if applicable) to a street. Where appropriate additional information regarding access to other streets may also be added e.g. 'Leading to...'. Each case will be considered on its merits.
- 3.0.13** The local authority will cover maintenance costs once the street has been officially adopted by the County Council.
- 3.0.14** With regard to developments where there are no roadways to be adopted by the Highway Authority, or for infill developments, the Council would suggest that a nameplate identifying the development should be placed in a prominent position at the entrance/access to the site. In these instances, the local authority will not be responsible for any future maintenance costs.

## Procedure for New Developments – flow diagram



### **3.1 Procedure for Changing or Adding a Property Name**

**3.1.1** *If you wish to change your property name, or add an official 'alias name' you must follow this procedure. The Royal Mail will not accept name changes from anyone other than the local authority.*

**3.1.2** Requests can only be accepted from the owners of properties and not tenants.

**3.1.3** We cannot formally change a property name where the property is in the process of being purchased, that is, until the completion of contracts, although we can give guidance on the acceptability of a chosen name before this.

**3.1.4** **If the property currently has a number, it is not possible to replace this with a name.** However, you can add an 'alias name' to the address. The name will be held by the Royal Mail on their 'alias file' and will not form part of the official address; the alias name can only be used with the property number, not as a replacement for it.

**3.1.5** To add a property name or to request a change to a property name, the owner can complete the electronic Change of Housename Request available on the following link

<https://www.middevon.gov.uk/eforms/changeofficialaddress/changename.asp?id=9570>

Please supply a location plan and pay the appropriate fee online. Alternatively, a form can be downloaded and sent with the appropriate plan, form available on the following link.

[https://www.middevon.gov.uk/media/351372/snn\\_name\\_change\\_formv7-nov20.pdf](https://www.middevon.gov.uk/media/351372/snn_name_change_formv7-nov20.pdf)

The fee must be paid by a card payment.

**3.1.6** A check is made by the Council to ensure there is no other property in the locality with the name. Under no circumstances will we allow a replicated name in the same postal area, the Street Naming and Numbering Officer can refuse such names. We also strongly recommend against similar sounding names to existing properties, although we will not refuse these. However, the Royal Mail cannot guarantee mail delivery if our advice is ignored.

**3.1.7** Under no circumstances will the council allow a name that is offensive, or can be construed to be offensive.

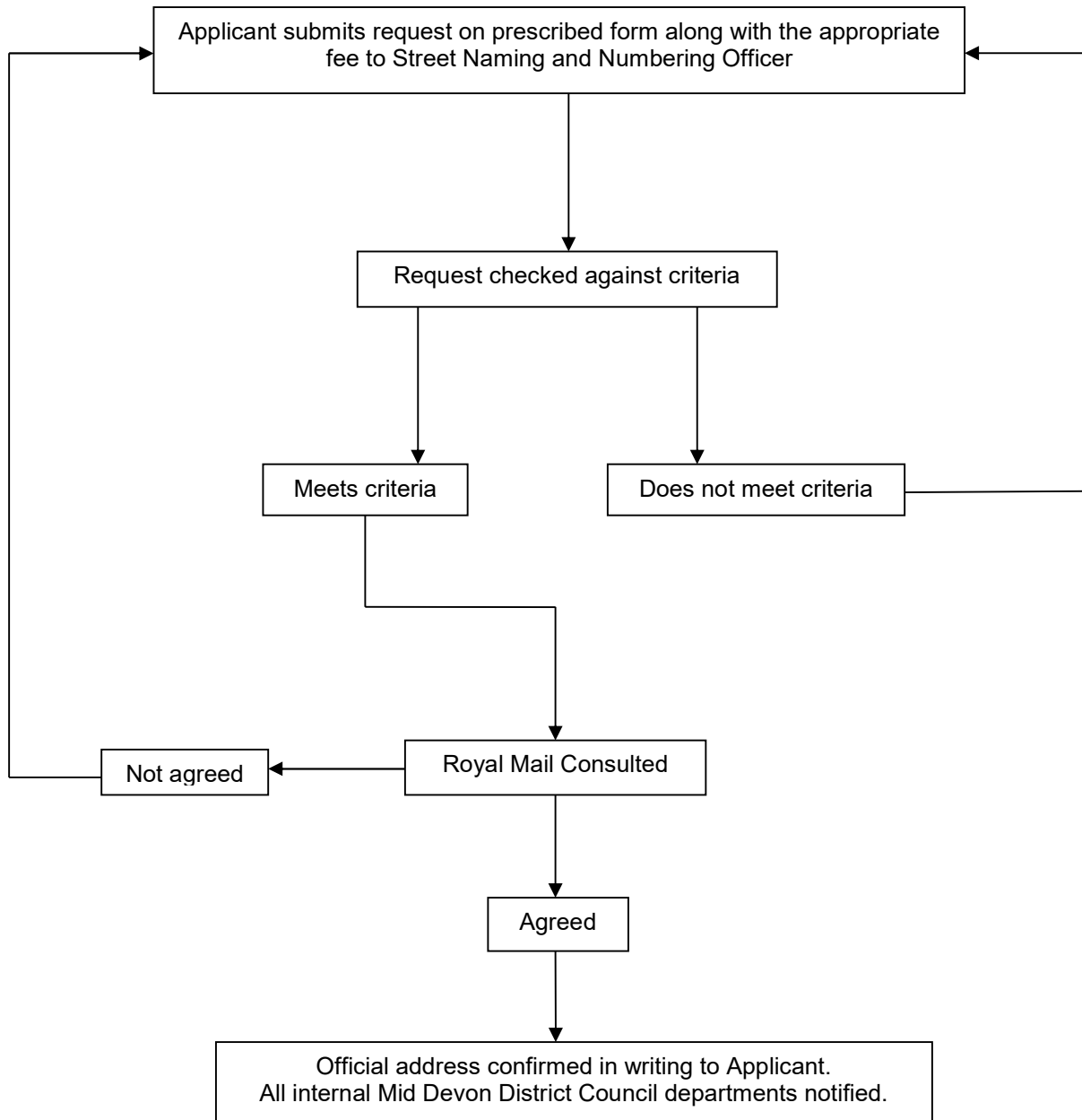
**3.1.8** Once all the checks have been satisfactorily completed and the necessary fees received, we will change the name of the property and advise our relevant internal services.

**3.1.9** The Council will then confirm the new official postal address in writing to the owner of the property.

**3.1.10** Applications can be submitted by the following methods:

- Online at [www.middevon.gov.uk](http://www.middevon.gov.uk). (Follow the link on the Residents home page to Street and house naming).
- By post, using the forms available or online [here](#) or by telephoning 01884 234309 or 01884 234250.

***Procedure for Changing or Adding a Property Name - flow diagram***





**3.1.11** Two forms are available for a house name change. An electronic form linked to an Internet Payment service where payment is made online by debit or credit card available on the following link

<https://www.middevon.gov.uk/eforms/changeofficialaddress/changename.asp?id=9570>

or alternatively, the House name change form can be downloaded, available on the following link

[https://www.middevon.gov.uk/media/351372/snn\\_name\\_change\\_formv7-nov20.pdf](https://www.middevon.gov.uk/media/351372/snn_name_change_formv7-nov20.pdf)

filled in and sent to Street Naming and Numbering Officer, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton EX16 6PP. If posting the form please telephone 01884 234250/4309 to make a card payment.

**3.1.12** Alternatively, forms can be obtained from our Customer First Desk at Phoenix House.

**3.1.13** All payments should be made by card by telephoning 01884 234250/4309

### **3.2 Procedure to Re-name an Existing Street, Re-number Properties or Name a Street that was previously Un-named**

**3.2.1** Sometimes the Council may decide that in order to improve the delivery of mail, and the routing of emergency services a street needs to be renamed, or renumbered. We may also decide to name a street that was previously un-named. We will only do this after consultation with the owners of the affected properties and will always give one month notice in writing. In these circumstances all costs associated with providing and erecting street nameplates will be met by the Council.

**3.2.2** In some cases, where a development has taken place, some properties may find that their primary access has changed onto a new street. Where this is the case, we will have to number existing properties into the new street. We will always consult with the affected properties and give one month notice in writing.

**3.2.3** The Royal Mail may also approach the Council where they believe there is an operational necessity to make changes to addresses. The council will only make such changes where we believe there is a need, and where consultation has taken place with the residents/owners of the properties affected.

**3.2.4** Town/Parish Councils may from time to time request that the Council rename an existing street or name a street that was previously un-named. Town/Parish Councils can only make such a request if they can demonstrate that the owners/residents of all affected properties have been consulted and at least two thirds are in agreement with the change. Residents should be made aware that in the event of a change they will need to contact HM Land Registry to change the address on their title deeds and inform all their personal correspondents (bank, doctors, dentist, utility companies etc.) of their new address. Once raised by the Town/Parish Council we will consult with the Ward Member(s) and the Royal Mail. Please note that there is a possibility that the Royal Mail could change postcodes as a result of address changes. The Council has no control over the allocation and/or changes to postcodes. All costs associated with providing and erecting street nameplates will have to be met by the Town/Parish Council.

**3.2.5** Applications can also be received by the Council direct from the residents.

- 3.2.6** To make an application, a letter should be sent to the Street Naming and Numbering Officer setting out full details of the proposal, including signatures of the residents affected. All proposals must be accompanied by a site location plan indicating the full length of the street to be named. All applications must be accompanied by a fee of £31 per property. All costs associated with the providing and erecting of street nameplates will have to be met by the residents/owners.
- 3.2.7** If a proposal to rename a street, or name an un-named street, is approved a Notice will be erected on site for one month to allow objections to the proposal to be lodged. After consultation and due consideration a decision will be made on whether to approve the proposal using delegated authority by the appropriate authorising officer, in consultation with the Ward Member(s).
- 3.2.8** If approved the Council will confirm the new street name with the Royal Mail. It is possible that the Royal Mail will issue a new postcode for the street. The Council has no control over the allocation and/or changes to postcodes.
- 3.2.9** Once the process is complete the council will officially advise the residents/owners of their new official postal address, and update all internal services.
- 3.2.10** All appeals should, in the first instance, be made to the Street Naming and Numbering Officer. If this is not satisfactorily dealt with, appeals should be directed through the formal [complaints procedure](#).

#### **4.0 Contact Details**

- 4.0.1** Enquiries should be directed to: Street Naming & Numbering  
Mid Devon District Council  
Phoenix House  
Phoenix Lane  
Tiverton  
EX16 6PP

Tel: 01884 234309 or 01884 234250  
E-mail: [1135SNN@middevon.gov.uk](mailto:1135SNN@middevon.gov.uk)

- 4.0.2** Applications for Street Naming and Numbering can be made [online](#) or in writing to the address or e-mail above.

**Fees Schedule**

<b>Application Type</b>	<b>Fee</b>
New property name or number	No fee
Property name change or addition	£31 per property
Amendment to approved scheme	£31 per property affected (max. £620)
New street name	No fee
Street re-name	£31 per property affected (max. £620)

## **Street Nameplate Specification and Installation Guidelines**

Because street nameplates are commonly viewed from an angle it is important that wide, well-spaced lettering should be used. For this reason we require our street nameplates to be single unit 3mm polycarbonate faced, with 90mm black Kindersley capital letters on the reverse side and a white 150mm reflective background, supported on aluminium posts. Capital lettering is used to avoid confusion with traffic signs, which generally employ lower case lettering.

The illustrations below show various examples of street nameplate configurations.



With regard to installation:-

1. Street nameplates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The nameplate should normally be within 3 metres of the intersection of the kerb lines but where this is not practicable the distance may be varied up to a maximum of 6 metres.
2. Street nameplates should be mounted so that the lower edge of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
3. Street nameplates should normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street

positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes or where it is thought that point 8 below would apply. At major crossroads, name plates will be necessary on both sides of each arm.

4. At T-junctions a main street nameplate should be placed directly opposite the traffic approaching from the side road.
5. Where the street name changes at a point other than a cross-roads both names should be displayed at the point of change and it is useful to include arrows to indicate clearly to which parts of the street the names refer.
6. On straight lengths of road without intersections nameplates should be repeated at reasonable intervals with priority given to such places as bus and railway stations and opposite entrances to well frequented sites such as car parks.
7. Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.
8. Where it might reasonably be expected, for example at intervals on long straight lengths of road or at intersections or T-junctions, it is often useful to incorporate on the nameplate information indicating the street numbers on either side of the intersection.
9. Whenever practical, street nameplates should be mounted on posts at the back edge of the footway. Walls, buildings, other boundary structures or finger mounting should generally only be used where post mounting does not make the plate conspicuous (e.g. in the exceptional circumstances mentioned in point 7 above, or where it will frequently be obscured by pedestrian movement and must be mounted at the 2.5 metre height).
10. The nameplates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Where possible greater clearance should be provided. Nor should they be incorporated in other direction sign assemblies, but be kept distinct and mounted in as standardised a manner as possible. Care should be taken to keep the view of name plates free from obstruction by trees and other growth.
11. Where possible, name plates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.

If you do not have a regular supplier for street nameplates you may like to consider purchasing from our present supplier. We have found their plates to be reasonably well proven against vandalism and we are endeavouring to ensure uniformity throughout the district. Enquiries should be directed to:

Street Naming & Numbering  
Mid Devon District Council  
Phoenix House  
Phoenix Lane  
Tiverton  
EX16 6PP

Tel: 01884 234309 or 01884 234250  
E-mail: [1135SNN@middevon.gov.uk](mailto:1135SNN@middevon.gov.uk)