

## **Street Naming and Numbering**

Protocol and Guidance

Bridgend County Borough Council

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# Bridgend County Borough Council

## Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr



www.bridgend.gov.uk



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# Street Naming and Numbering Protocol

## 1.0 Introduction

### 1.1 Protocol Statement

1.1.1 The purpose of this document is to provide advice and guidance with regards to Street Naming and Numbering in Bridgend County Borough.

1.1.2 Local authorities have a statutory responsibility for Street Naming and Numbering (SNN) under the provisions of the Public Health Act 1925 – sections 17 to 19. This applies to all property numbers or names and street/road name allocations, whether properties are new developments or not.

1.1.3 The purpose is to control SNN and ensure it is consistent, which is fundamental to the process of address creation. Maintaining a high standard is essential for: -

- quickly locating addresses for emergency vehicles
- correctly delivering mail
- reliable delivery of services and products
- consistent address management to help statutory bodies.
- companies to accept an address for official purposes e.g. insurance, credit rating.

1.1.4 Agreed national standards (BS7666) and a set of Data Entry Conventions provide explicit directions on SNN.

### 1.2 Welsh Language considerations

1.2.1 As a Welsh unitary authority Bridgend County Borough Council is subject to the provisions contained in the Welsh Language (Wales) measure 2011. The Council recognises the importance of Welsh in the naming of streets and will enforce new streets to have a single, Welsh form of the name.

1.2.2 The Welsh Language Commissioner is responsible for developing and promoting all aspects of the Welsh language.

### 1.3 General Principles

1.3.1 The Authority has a statutory function to allocate property names/numbers and street names for new builds and conversions and for house name changes/additions within the County Borough. Post towns and postcodes are allocated by Royal Mail once it has been officially named and numbered by Bridgend County Borough Council.

- 1.3.2 Occasionally, properties may have been registered with an incorrect postcode and we can investigate and liaise with Royal Mail in an effort to resolve any problems.
- 1.3.3 For new developments problems may arise from converting a building into several properties or not registering a new development properly. To solve these issues, the usual steps for naming and numbering can be made retrospectively.
- 1.3.4 Applicants should consult with Bridgend County Borough Council at the earliest opportunity to avoid potential delays.
- 1.3.5 Care should be taken to avoid any inferred postal addresses or postcodes to potential occupiers before formal approval has been issued by the Council.
- 1.3.6 Applications will only be taken from property owners or agents acting on their behalf.
- 1.3.7 Relevant Planning Application numbers should be provided on the application form.
- 1.3.8 All new build properties and conversions should have the appropriate Planning Permission in place. Where consent is granted with conditions, properties will only be registered NYB (Not yet Built) until the conditions are met.
- 1.3.9 Fees are payable for all applications. Fees can be paid over the phone using a credit or debit card. Please see our website for the most up to date charges.
- 1.3.10 It is the responsibility of the developer/owner/occupier to ensure the allocated name/number is clearly displayed on their property. This is vital for identifying the property e.g. in the case of emergency services.
- 1.3.11 The Council liaises between the developer/owner and the Royal Mail. It is the responsibility of the developer/owner to inform all other relevant bodies of any changes e.g. Land Registry, house deeds, mortgage company etc.

## **2.0 New residential developments**

### **2.1 General Principles**

- 2.1.1 For any new build or converting a building into several units, developers must make an application to our Street Naming and Numbering Officer.
- 2.1.2 Applications should be emailed to [streetnamingandnumbering@bridgend.gov.uk](mailto:streetnamingandnumbering@bridgend.gov.uk) and should include:
  - a completed SNN application form

- an appropriately scaled site plan showing delivery points/letterboxes
- a location plan, showing the position of the site in relation to surrounding streets/area.
- contact details of the person who is able to pay the appropriate fee – please see our website for up-to-date charges

2.1.3 In the process, we will create a numbering schedule so Royal Mail can assign the relevant postcodes.

## **2.2 Process**

2.2.1 Where a road/roads are to be put up for adoption by the Council, the Council must consult with the relevant town or community councils, Royal Mail and Bridgend County Borough Council Councillors. This process can take 12 weeks and it is the developer's responsibility to allow sufficient time for the consultation.

2.2.2 Where it is not intended to put a road/roads up for adoption by the Council, then street names are agreed between the developer, the Street Naming and Numbering Officer and the Royal Mail.

2.2.3 The street name is agreed.

2.2.4 50% of the properties should be under construction before a numbering schedule is made. This avoids the need for re-numbering due to variations in construction phases.

2.2.5 If renumbering is required, a further fee will be payable as per the charges on the website.

2.2.6 Royal Mail are issued with a numbering schedule so they can allocate postal codes to properties.

2.2.7 The Plot to Postal Schedule is then sent to the developer.

2.2.8 The Royal Mail will register the properties NYB (Not Yet Built). It is the responsibility of the developer to notify the Royal Mail once properties become ready for occupation, using their online form. The Royal Mail will then add them to their PAF (Postal Address File) database.

2.2.9 Developers need to be aware that although the on-line service at [www.royalmail.com](http://www.royalmail.com) should reflect changes after 2 working days, corrections/additions to the database can take several months to filter through to end users of Postcode Address File data. The Royal Mail has no jurisdiction over how often external companies update their databases.

2.2.10 It is the responsibility of the developer to install the initial street name boards in accordance with national standards. House numbers should also be clearly displayed.

## **2.3 Naming of Streets**

2.3.1 Developers are asked to suggest names for new streets or buildings, however the Council will enforce new streets to a single, Welsh form of the name. These will be considered during the consultation, but any new name must relate to a site's history, geography or natural features. A list of historical place names can be found at <https://historicplacenames.rcahmw.gov.uk/>

2.3.2 The naming of streets after individuals can be a subjective issue therefore Bridgend do not allow this.

2.3.3 Consent must be sought by the Council if the name has Royal connotations. This can be obtained from the Lord Chamberlain's Office by emailing [RoyalNames@cabinetoffice.gov.uk](mailto:RoyalNames@cabinetoffice.gov.uk).

2.3.4 Street names which may be seen as advertising or allowing commercial gain may not be used.

2.3.5 Street names which can be deliberately misinterpreted or are aesthetically unsuitable should be avoided e.g. Hoare Road.

2.3.6 Any street names which could be considered racist, obscene or would contravene any aspect of the Bridgend County Council equal opportunities policies will not be acceptable.

2.3.7 Subsidiary names i.e. a row of buildings within an already named road (e.g. '...Terrace') should be avoided.

2.3.8 Street names beginning with "The" or "A" should be avoided.

2.3.9 Street names should not include words that end in "s" if they can be construed as either possessive or plural e.g. "Fred's Road".

2.3.10 Abbreviations should not be used, except for "St" to replace "Saint".

2.3.11 New street names must be in Welsh only. (Historically named bilingual streets however will not be changed.)

2.3.12 The use of North, South, East or West as a suffix is generally not acceptable, however, it is acknowledged that in exceptional circumstances it may be appropriate to do so to facilitate identification.

2.3.13 Streets in close proximity should not be given the same name with a different suffix e.g. Birch Close, Birch Walk.

2.3.14 New street names which end with one of the following suffixes (or prefixes in the case of Welsh language names) should be applied in the following context: -

- Road - for any road or thoroughfare
- Avenue - for any road or thoroughfare
- Drive - for any road or thoroughfare
- Street - for any road or thoroughfare
- Way - for any road or thoroughfare
- Grove - for residential roads
- Mews - for residential roads
- Place - for residential roads
- Villas - for residential roads
- Gardens - for residential roads (Provided there is no confusion with local open space)
- Close - for cul-de-sac only
- Court - for cul-de-sac and residential blocks only
- End - for cul-de-sac only
- Circle - for roads with same start and end point
- Crescent - for a crescent shaped road
- Square - for a square only
- Terrace - for a terrace of houses
- Hill - for hillside road only
- Ridge - for hillside road only
- Rise - for hillside road only
- Row - for residential roads in appropriate circumstance
- Vale - for residential roads in appropriate circumstance
- View - for residential roads in appropriate circumstance
- Common - for roads in appropriate circumstance
- Parade - for roads in appropriate circumstance
- Park - for roads in appropriate circumstance
- Reach - for roads in appropriate circumstance
- Lane - for any road or thoroughfare in a rural area (Or in appropriate circumstance)
- Meadow - for any road or thoroughfare in a rural area
- Mead - as an alternative to above
- Dene - for roads with historic link to wooded valley
- Wharf - for roads parallel or adjacent to navigable waterways
- Circus - for a large roundabout
- Walk - for pedestrian ways
- Path - for pedestrian ways
- Footpath - for pedestrian ways

2.3.15 For blocks of apartments, buildings should preferably end with one of the following suffixes (or prefixes in the case of Welsh language names):

- House
- Court
- Lodge
- Apartments
- Point
- Mansion
- Tower
- Heights

## 2.4 Numbering of Properties

2.4.1 All properties should be allocated a number. The following protocols will be applied to new development schemes and will include: -

- Odd property numbers allocated to the left of the proposed new street running from start to end of street.
- Even property numbers allocated to the right of the proposed new street running from start to end of street.
- Short cul-de-sac and small-scale development will be numbered consecutively in a clockwise direction. Longer cul-de-sac development will again be numbered with odd property numbers allocated to the left and even property numbers allocated to the right.
- The property number 13 may be omitted from property numbering schemes, primarily as a consequence of historic requests for change.
- Where a street numbering sequence may not exist, predominantly in rural areas, it will be appropriate to allocate agreed property names. However, all approved property names should be addressed directly to the nearest officially designated street name where possible, to enable emergency services to locate a property quickly.
- **Infill development** (new properties built between existing properties or in the grounds of an existing property) on a numbered street will be given the same house number as the property preceding the infill followed by a suffix of 'A', 'B' etc. For example, 24A, 24B.
- Properties, in particular those occupying corner sites, will be numbered or named according to the street in which the main entrance is accessed and located. The manipulation of property names or numbers in order to secure a more prestigious address or to avoid an address, which is



thought to have undesired associations, will not be permitted.

- Blocks of flats and apartments should be given a name (and a number where appropriate) but each individual flat or apartment will be numbered consecutively in a clockwise direction from the main entrance. Higher floors should continue the numbering sequence in a clockwise direction from the entrance out of the stairwell/lift. Flats should be numbered as Flat 1 or Apartment 1 etc.

### **3.0 New commercial developments**

#### **3.1 General Principles**

3.1.1 The procedure for commercial developments will cover all developments for industrial estates, shopping centres, arcades, retail parks and open-air precincts.

3.1.2 In order to minimize confusion, the address of each commercial property should be a sustainable address that can be re-used regardless of the business or organisation that occupies the property. Appropriate unit numbers will be allocated which will remain constant even in the event that the business who occupies the premises should change. The unit number should be displayed prominently on each building.

3.1.3 Where appropriate a name will be given to an industrial estate. All commercial properties should be individually numbered or named apart from exceptional circumstance where the business or organisation name is the only way of uniquely identifying the property.

3.1.4 Applications should be emailed to [streetnamingandnumbering@bridgend.gov.uk](mailto:streetnamingandnumbering@bridgend.gov.uk) and should include: -

- a completed SNN application form
- an appropriately scaled site plan showing delivery points/letterboxes
- a location plan, showing the position of the site in relation to surrounding streets/area.
- contact details of the person who is able to pay the appropriate fee – please see our website for up-to-date charges

#### **3.2 Process**

3.2.1 It should be noted that names for Shopping Centres, Retail Parks and Industrial Estates etc. are subject to the same principles as those outlined for street or building names which are set out in Sections 2 and 4. It is recommended that contact is made with the Street Naming & Numbering team at the earliest stage

of development so proposed naming and numbering schemes can be agreed from the outset.

### **3.3 Naming of Streets/Sites**

3.3.1 For shopping arcades and malls, a name will be agreed and each shop or unit within will be required to have its own unique number, e.g. 18 The Rhiw, Bridgend

3.3.2 If the shopping centre, arcade, mall, retail park, shopping precinct or retail park comprises of more than one officially named street, the properties will be numbered to the street from which it is deemed they have their main or primary access.

3.3.3 For larger developments and industrial estates, an approved locality will be assigned to assist in identification, e.g. Unit 1, Bennett Street, Bridgend Industrial Estate, Bridgend

### **3.4 Numbering of Properties**

3.4.1 Commercial properties which contain multiple offices, office suites or units should ensure that each is uniquely identified preferably by a numbering scheme. For example, Suite 1, Suite 2

## **4.0 Adding or changing a house name**

### **4.1 General Principles**

4.1.1 In order to add or change an existing house name to a property, developers must make an application to our Street Naming and Numbering Officer. There is a charge for this service. See our website for charges.

4.1.2 Applications should be emailed to [streetnamingandnumbering@bridgend.gov.uk](mailto:streetnamingandnumbering@bridgend.gov.uk) and should include: -

- a completed SNN application form
- a location plan showing the property in relation to surrounding streets/area.
- contact details of the person who is able to pay the appropriate fee – please see our website for up-to-date charges

## **4.2 Process**

- 4.2.1 Once a house name is agreed between the developer/owner and the Street Naming and Numbering Officer, the Royal Mail are consulted, and they will add the name to their PAF (Postal Address File) database.
- 4.2.2 Developers need to be aware that although the on-line service at [www.royalmail.com](http://www.royalmail.com) should reflect changes up to 1 month later, corrections/additions to the database can take several months to filter through to end users of Postcode Address File data. The Royal Mail has no jurisdiction over how often external companies update their databases.
- 4.2.3 It is the responsibility of the owner/developer to update any legal documents, such as Land Registry, mortgages and insurances etc.

## **4.3 Naming a Property**

- 4.3.1 The allocation of a property name will be permitted where an existing numbering scheme is in place. The name will be an addition to the number and not a replacement.
- 4.3.2 Where a property already has a name, this can be changed.
- 4.3.3 In all cases, the proposed name must not already be in use by any other property, nor sound too similar to any other property name, in the area. A detailed check will be undertaken on receipt of the application to avoid duplication.
- 4.3.4 Names that contravene the Council's Strategic Equality Scheme and the Equality Act 2010 or that could be construed as offensive or obscene or are open to misinterpretation will not be accepted.
- 4.3.5 When considering applications for a change to a property name that appears in an official address there will be a requirement for the Council to check the proposal against the list of historic place names. If there is good evidence that the property has a historic name that has appeared on historic mapping, then the Council will ask the applicant to reconsider the proposed change and retain, or perhaps adopt, the historic name. Historic place names can be found at <https://historicplacenames.rcahmw.gov.uk/>
- 4.3.6 Consent must be sought by the Council if the suggested name has Royal connotations. This can be obtained from the Lord Chamberlain's Office by emailing [RoyalNames@cabinetoffice.gov.uk](mailto:RoyalNames@cabinetoffice.gov.uk)
- 4.3.7 The naming of a property after individuals (either living or deceased) can be a subjective issue therefore Bridgend County Borough Council do not allow this.

## **5.0 Converting an existing building**

### **5.1 General Principles**

- 5.1.1 In order to convert an existing building, developers must make an application to our Street Naming and Numbering Officer. There is a charge for this service. See our website for charges.
- 5.1.2 Buildings may be converted from a single dwelling to multiple flats having a single point of entry or multiple points of entry. Conversely, multiple properties may also be merged to form one property.
- 5.1.3 Applications should be emailed to [streetnamingandnumbering@bridgend.gov.uk](mailto:streetnamingandnumbering@bridgend.gov.uk) and should include: -
- a completed SNN application form
  - an appropriately scaled site plan showing delivery points (letterboxes) for each unit
  - a location plan, showing the position of the site in relation to surrounding streets.
  - contact details of the person who is able to pay the appropriate fee – please see our website for up-to-date charges

### **5.2 Process**

- 5.2.1 The naming/numbering is agreed.
- 5.2.2 Royal Mail are issued with a numbering schedule, and they will confirm the postcode.
- 5.2.3 The Plot to Postal Schedule is sent to the developer.
- 5.2.4 The Royal Mail will register the properties NYB (Not Yet Built). It is the responsibility of the developer to notify the Royal Mail once properties become ready for occupation, using their online form. The Royal Mail will then add them to PAF (Postal Address File).
- 5.2.5 Developers need to be aware that although the on-line service at [www.royalmail.com](http://www.royalmail.com) should reflect changes after 2 working days, corrections/additions to the database can take several months to filter through to end users of Postcode Address File data. The Royal Mail has no jurisdiction over how often external companies update their databases.

- 5.2.6 It is the responsibility of the developer to make sure numbers are clearly displayed.
- 5.2.7 It is the developer's responsibility to update any legal documents such as Land Registry, mortgages and insurances etc.

### **5.3 Numbering of Properties**

- 5.3.1 The conversion or sub-division of a residential property resulting in a single point of entry from which all the flats are accessed will be numbered rather than described or lettered. e.g. "Flat 1, 24 Wyndham Street" is acceptable; "First Floor Flat" or "Flat A" are not acceptable.
- 5.3.2 Conversion or sub-division of a residential property resulting in multiple points of entry with each flat having its own separate front door from the designated street, will include a suffix to the primary parent or shell address, e.g. 24A Wyndham Street, 24B Wyndham Street etc.
- 5.3.3 Where a property is named and not numbered, and the conversion or sub-division results in multiple points of entry, then the building will maintain the name as a whole. Each sub-division will be numbered accordingly e.g. Flat 1 Bridgend House; Unit 1 Bridgend House etc. Each front door should be signed to reflect the internal layout and the building should be clearly identified.
- 5.3.4 A merged property will utilise the numbers of the original properties where premises numbers are used.
- 5.3.5 e.g. merging of two properties at 4 High Street and 6 High Street would result in a new address of 4 – 6 High Street. Similarly, Unit 1 Trading Estate and Unit 2 Trading Estate will result in a new address of Unit 1-2 Trading Estate.

## **6.0 Renaming a street**

### **6.1 General Principles**

- 6.1.1 The alteration of a street name in Bridgend is undertaken within the provision of the Public Health Act 1925, Section 18 ~ Alteration of a street name.
- 6.1.2 The Council 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.

## **6.2 Process**

- 6.2.1 Not less than one month before making an order under this section, the Council 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.
- 6.2.2 Every such notice shall contain a statement that the intended order may be made by the Council 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.
- 6.2.3 Any person aggrieved by the intended order of the Council may, within twenty-one days after the posting of the notice, appeal to the Magistrates Court.
- 6.2.4 In the event that an existing street name is required to be altered or a street name is assigned to a street to which a name has not been previously given, existing residents will be fully consulted.
- 6.2.5 Where residents request the naming or renaming of an existing street and where at least two thirds of residents are in agreement, an application may be made to change the name of a street. The application will require specific reasons in relation to the request which will include the choice of the new name. The new name must adhere to the principles set out within the policy.
- 6.2.6 It is the responsibility of the resident(s) proposing the change to consult with all other residents of the street and obtain signed agreements which clearly state that they understand the implications of a change of name. Each resident must also agree to pay all costs associated with the renaming in regard to their own property e.g. the change of name on all legal documents such as house deeds, mortgages, insurances etc.

## **7.0 Renumbering Existing Properties**

### **7.1 General Principles**

- 7.1.1 The re-numbering of existing properties will be considered when changes occur which give rise (or are likely to give rise) to problems for the delivery of services or issues identified by the emergency services. This may apply where a new development cannot be accommodated within the existing numbering sequence. As the process can be time consuming and can result in additional cost, disruption, or inconvenience to individual occupiers, it should be avoided wherever possible.
- 7.1.2 For new developments within an existing street the use of suffixes, or renumbering where just a few properties are affected, is preferable to wholesale

re-numbering of a street. However, this is not always possible, and the renumbering of properties will be at the discretion of Bridgend County Borough Council.

## 8.0 Bridgend County Borough Council Address Gazetteer

8.1 As a local authority, the Council are required to manage and maintain a Corporate Address and Street Gazetteer with regular change updates being provided to the respective National Address and Street Gazetteer central hub.

## 9.0 Guidance for applications

### 9.1 How to apply

- Visit the website at [www.bridgend.gov.uk/residents/planning-and-building-control/street-signs-names-and-numbers/](http://www.bridgend.gov.uk/residents/planning-and-building-control/street-signs-names-and-numbers/)
- Email [streetnamingandnumbering@bridgend.gov.uk](mailto:streetnamingandnumbering@bridgend.gov.uk)
- Contact the SNN team on (01656) 643643.

### 9.2 What is required?

9.2.1 Applications should be emailed to [streetnamingandnumbering@bridgend.gov.uk](mailto:streetnamingandnumbering@bridgend.gov.uk) and should include: -

- a completed SNN application form
- an appropriately scaled site plan showing delivery points/letterboxes.
- a location plan, showing the position of the site in relation to surrounding streets.
- contact details of the person who is able to pay the appropriate fee – please see our website for up-to-date charges.

## 10.0 Charges

Service	Charges 24/25 Inc VAT
Change of house name / new house name	£42.85
Confirmation of postal address –e.g. solicitors and conveyances purposes	£42.85
Conversion of an existing registered building into individual flats/units	£205.15
Naming and numbering developments (1 – 5 plots)	£205.15
Naming and numbering developments (more than 5 plots)	£426.95

## **11.0 Retention Policy**

11.1 All documents are retained in accordance with Bridgend County Borough Council's Document Retention Policy

## **12.0 Useful contacts**

- BCBC website address: [www.bridgend.gov.uk/residents/planning-and-building-control/street-signs-names-and-numbers/](http://www.bridgend.gov.uk/residents/planning-and-building-control/street-signs-names-and-numbers/)
- BCBC email address: [streetnamingandnumbering@bridgend.gov.uk](mailto:streetnamingandnumbering@bridgend.gov.uk)
- Royal Mail postcode checker: [www.royalmail.com/find-a-postcode](http://www.royalmail.com/find-a-postcode)
- Land Registry email address: [customersupport@landregisrty.gov.uk](mailto:customersupport@landregisrty.gov.uk)