

Street Naming and Numbering Policy

Stockport Metropolitan Borough 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 or the general public, or prescribe its own addressing schemes. Stockport Metropolitan Borough Council uses the Towns Improvement Clauses Act 1847 (sections 64 and 65) together with section 21 of the Public Health Act Amendment Act 1907 for the purpose of naming streets and numbering properties.

Anyone seeking an address change, or the creation of an address for a new property, must apply to Stockport Metropolitan Borough Council in writing following the procedures outlined in this policy.

Proposals for street names from developers and the public are welcome 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 in this policy. It is advantageous for all suggestions for street and building names to reflect the local history, where possible and avoid any duplication.

If suggestions conform to this Policy on Street Naming and Numbering the new address will be formally allocated and postcode requested from Royal Mail and all relevant bodies will be notified.

Where street names or previous numbers have been established without reference to us, we have the authority to issue Renaming or Renumbering Orders, under section 64 of the Towns Improvement Clauses Act 1847.

To aid the emergency services, we will endeavour 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 appropriate, new properties are numbered.

For the avoidance of doubt, it should be noted that Stockport Metropolitan Borough 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. This power extends to commercial property as well as domestic. Legislation to support this statutory power is outlined below.

In addition to complying with appropriate legislation, this policy is compliant, at the time of implementation, with the document "LLPG and SN&N Data Entry Conventions and Best Practice for the NLPG" version 2.0, available from the National Land and Property Gazetteer custodians at www.nlpg.org.uk.

Towns Improvement Clauses Act 1847

Section 64: Houses to be numbered and streets named

The Street Naming and Numbering Officer shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the Street Naming and Numbering Officer, shall be liable to a penalty not exceeding level 1 on the standard scale for every such offence.

Section 65: Numbers of houses to be renewed by occupiers

The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the Street naming and Numbering Officer approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the Street Naming and Numbering Officer, to mark their house with a number approved of by the Naming and Numbering Officer, or to renew such number when obliterated, shall be liable to a penalty not exceeding level 1 on the standard scale, and the Naming and Numbering Officer shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

Public Health Act Amendment Act 1907

Section 21: Power to alter names of streets

The local authority may, with the consent of two-thirds in number of the ratepayers, and persons, who are liable to pay an amount in respect of council tax, in any street, alter the name of such street or any part of such street. The local authority may cause the name of any street or of any part of any street to be painted or otherwise marked on a conspicuous part of any building or other erection. Any person who shall wilfully and without the consent of the local authority, obliterate, deface, obscure, remove, or alter any such name, shall be liable to a penalty not exceeding level 1 on the standard scale.

Naming Streets and Numbering Properties

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.

Where a street is created as all or part of a new development, all costs for the erection of new street name plates will be paid for by the property developer. There is a specification for the plates and their locations and the authority should be contacted for advice.

Maintenance of street name plates becomes the responsibility of Stockport Metropolitan Borough Council only once the developer has left the site and the street has been adopted.

No street name plate is allowed to be erected until the street name has been confirmed in writing by Stockport Metropolitan Borough Council.

Criteria for Naming Streets

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

Stockport Metropolitan Borough Council will endeavour to promote names with a local or historic significance to the area.

Names with a common theme are encouraged on large developments, preferably with a local or historic connection.

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.

Naming a street after an individual

Streets will not be named after people who are still living.

A request to name a street after a deceased individual will only be considered where the person has been deceased for a period of ten years.

In cases where an application is made to name a street after a deceased person then the application will be passed to the Corporate Director of Place who will determine if the request can be approved. Any requests that are contentious or have a political sensitivity associated with them will be discussed with the Leader of the Council.

In seeking to name a road after a person the following criteria in addition to that below will be relevant:-

1. Was that person a resident of Stockport for a significant period of time?
2. Did that person make a significant positive contribution to their local community or the Borough of Stockport?
3. Has permission been sought from the person or person's family?
4. Does the proposed name fit with the developers aspirations? The only exception to this is if the suggested person has been deceased for over fifty years and was a person of historic significance, making a positive contribution to society.

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 or numbering needs to be changed the following steps shall be taken:

1. Consultation takes place with all affected rate-payers. Two-thirds of the Council Tax or Non-Domestic Rates payers must be in favour of the proposed change to proceed.
2. A report, with evidence of the rate-payers' approval, shall be made to the Street Naming and Numbering Officer, seeking their approval to instigate the change.

Street Naming Guidelines

1. New street names shall not duplicate any name already in use in the Borough.
2. Distinctions by suffix within the same or adjoining area are to be avoided, e.g. Willis Drive and Willis Road.
3. Street names with phonetically similar names are also to be avoided, e.g. Willows Avenue and Winnows Avenue.
4. 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.
5. Street names that may be open to re-interpretation by graffiti or shortening of the name shall be avoided.
6. 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.
- 7. In order to avoid causing offence either by inclusion or exclusion, no street shall be named after any living or deceased person, other than under the exception detailed above.**
8. 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".
9. All punctuation, including apostrophes, shall be avoided.
10. Words of more than three syllables and the use of more than two words (excluding the thoroughfare type) shall be avoided.
11. 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.

Criteria for Addressing Property

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

Planning Application Number – Street Naming and Numbering can only be administered subject to approved planning, without this no address will be allocated.

Building Regulations Application Number – Street Naming and Numbering can only be administered subject to an application with Building Control, without this no address will be allocated.

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.

Work must have commenced on site.

New properties in an existing unnumbered street will require a property name and will be numbered if possible to the benefit of future development.

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 -4 Berryfields, East Bay.

Property with a premise number must always use and display that number.

Where a property has a name and an official number given, the number must always be included in the address and displayed on the property.

The name cannot be regarded as an alternative. The number is always the main identifier. This is enforceable under section 65 of the Towns Improvements Act 1847.

Stockport Metropolitan Borough Council will endeavour to number every property where appropriate.

Property Addressing Guidelines

1. All new property development shall be numbered rather than named. Exceptions may apply in existing streets where no numbering scheme exists.
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.
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.
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.
5. Numbers should remain in sequence and there shall be no exclusion of any number.
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.
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.
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 Crescent Court, Woodbine Crescent.
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.
10. New street names shall not be assigned for the sole purpose of avoiding numbers with a suffix.
11. A business name shall not take the place of a number or a building name. Any changes to property named requested for business purposes will incur an administration fee of £209.00.
12. Private garages and buildings used for housing vehicles and similar purposes will not be numbered.
13. A piece of land, e.g. a farmer's field, cannot be given an official address, only property on that piece of land can have a conventional address for the purposes of delivering mail and services.
14. On a street without numbers, a name will be allocated to new property, and a number given if this will benefit future development.

Responsibility for Property Addressing

All elements of an address, with the exception of postcode and post town, are defined by Stockport Metropolitan Borough Council.

The numbers and names assigned to property and the official names assigned to streets are the Intellectual Property of the authority.

Allocation of postcodes is managed by the Royal Mail and must be confirmed by them.

Stockport Metropolitan Borough Council will undertake this process on the applicant's behalf and inform the applicant and other interested parties. 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.

Stockport Metropolitan Borough Council accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission.

Contact Details

Street Naming & Numbering Officer
Building Control
Stopford House
Piccadilly
Stockport
SK1 3XE

T: 0161 474 2878

bctech@stockport.gov.uk

<https://www.stockport.gov.uk/street-naming-and-numbering>