

STREET NAMING AND NUMBERING GUIDE



About this document

North Lanarkshire Council is legally responsible for naming streets and numbering properties.

This document outlines the guidance and standards we use to allocate addresses in line with our legal responsibilities, and to manage them through the lifespan of a property.

It explains:

1. Background information about street naming
2. The legal background
3. Our guide for naming and numbering streets
4. Our procedures for naming and numbering streets
5. How to find out more, or if you have a complaint
6. Who to contact about street names, nameplates and postcodes

Part 1: Background information about street naming

Streets that are appropriately named and numbered make life easier for postal workers, emergency services and everyone else who has to find an address promptly.

In new developments, people moving in, mortgage providers and gas, phone and electricity companies need postal addresses as early as possible therefore it is important to create addresses as quickly as possible after the building warrant has been granted.

Street names also contribute to the character of an area and of North Lanarkshire as a whole.

We take all of this into account when we need to name, number, or rename and renumber, streets and properties. We also seek, and take account of, the views of the people who are affected by street naming and numbering.

We also work closely with Royal Mail, so that they can quickly provide new postcodes or changed postcodes.

Developers will often choose a marketing name for a development to publicise it before statutory addresses are allocated. The longer it takes to decide statutory addresses the greater the local confusion. As a guide the following table sets out timescales involved for each type of application. These depend upon receipt of a valid application from the developer together with agreement on the naming from the elected ward members

Case Type	Timescale for issue of statutory address
Numbering properties only	4 weeks
Naming new street and numbering new properties	8 weeks

Part 2: What is the legal background?

In drawing up these procedures we have taken account of:

- BS7666 standard for addresses and current legislation; and
- North Lanarkshire Council's commitment to produce and maintain a corporate address gazetteer. This in turn feeds into the national Property Gazetteer in Scotland.

We are responsible under Section 97 of the Civic Government (Scotland) Act 1982 (as amended) for naming streets and numbering properties.

The Act states that:

"A local authority may, in relation to any road in their area

- give such name to it as they think fit;
- after advertising in a newspaper circulating in their area any proposal to alter its name and taking into account any representations thereupon made to them within 28 days after the date of the first publication of the advertisement, alter any such name;
- affix, paint or mark its name on any premises, fence, lamp post, pole or other structure in it so as to be readily legible to members of the public there, and erect poles or other structures there for that purpose;
- give each of the premises in it such distinguishing number as they think fit;
- alter that number when necessary; and require the owner of each of the premises, by notice served on him, to affix or paint that number on his premises so that it is readily legible from the nearest part of the public place giving access to the premises."

Part 3: Our policies

This section outlines our guidance for:

- a) Naming streets**
- b) Numbering properties**
- c) House names**
- d) Renaming properties**
- e) Renumbering streets**

A) NAMING STREETS

What we aim to do:

In general our policy is to name new streets after people, places or events associated with North Lanarkshire. A street name should meet one of the following criteria.

It should:

- commemorate local history, places, events or culture, especially if these have a connection to the site;
- honour and commemorate noteworthy people associated with the local area, or with North Lanarkshire;
- celebrate cultural diversity in North Lanarkshire;
- commemorate people who are noteworthy nationally and internationally;
- commemorate national and international events;
- take into account the Gaelic Language (Scotland) Act 2005 and give consideration to gaelic and scots origins of place names;
- strengthen neighbourhood identity; or
- recognise native wildlife, flora, fauna or natural features related to the community or to North Lanarkshire.

Street names we prefer to avoid:

In general, we try to avoid:

- duplicating an existing street name within the wider area (decided according to local circumstances);
- similar sounding names such as Parker Street or Barker Street;
- the same name being repeated, but with different endings (for example, Well Street, Well Lane, Well Road and so on);
- names of people who are alive or who have recently died;
- using someone's first name, unless this is needed to avoid duplication or confusion;
- abbreviations, except for St for Saint;

- punctuation, including commas, apostrophes, full stops, hyphens and slashes within a street or property name unless this is absolutely necessary. For example, we would allow punctuation that forms part of a name such as O’Neill; but we would avoid apostrophes to indicate possession in names such as Queens Meadow and Kings Close.

Special considerations for street name endings:

Pedestrian walkways should end with: Walk, Path, Way, Close, Pend, Wynd or Lane

Endings that have specific meanings should reflect the streets they name. For example:

- Avenue or Grove: roads where we consider trees to be a feature;
- Circus: a roundabout;
- Crescent: crescent-shaped roads;
- Green or Gardens: streets dominated by an area of grass or park;
- Hill, Brae, Heights, Knowe, Mount and Rise: a street on a slope or on a hill;
- Lane, Close, Grove, Place or Court: small streets and cul-de-sacs;
- Square: used generally for properties forming a square;
- Terrace or Row: a street mainly along a terrace of houses; and
- Wynd: small streets or paths that are not straight.

b) NUMBERING PROPERTIES

General principles

We establish where the street begins closest to the town centre. Numbering begins at that point. In adjoining streets, numbering begins at the point where it joins the main street. The general rule is to have odd numbers on the left and even ones on the right. However, consecutive house numbers are sometimes possible: in other words, the first house on the left is Number 1, the second is Number 2 and so on, in a clockwise direction. Examples of this are a cul-de-sac or a street that is unlikely ever to be extended or made a through road. Some numbers may be left out of a sequence if this might be needed for a future development. But we do not avoid numbers (e.g. 13) that some people may feel have some significance.

Gap sites

In a gap site – a vacant site being developed between properties – we prefer properties to have individual numbers. This may not be possible, for example if a tenement block is being replaced by individual homes. In these cases we accept suffixes (for example 6A, 6B, 6C, 8A and so on).

The following diagram illustrates this:



If suffixes are needed we prefer not to use the whole number; for example it is better to have 10A and 10B, than to have 10 and 10A. However, this may not be possible if a whole number is already in use.

Multi-storey blocks

We do not recommend numbering by floor. If possible, each flat should have an Individual number or letter. Numbers may relate to the street or to the block itself. If the latter, the block should be numbered, or named – or both – in its own right. Numbering should avoid slashes and decimal points (such as 1/01 and 1.01). Multi-story blocks may lead to compound addresses.

For example, Flat Number 64 is in a building called Orbiston Tower, which is the first building in Campsie Court. The standard procedure is to put the secondary address, then the primary address:

- 64 Orbiston Tower, 1 Campsie Court.
- If flats have letters instead of numbers, Flat B would be:
- Flat B Orbiston Tower, 1 Campsie Court.

In another example, Flat 1W is in an unnamed block at 19 Coyle Street:

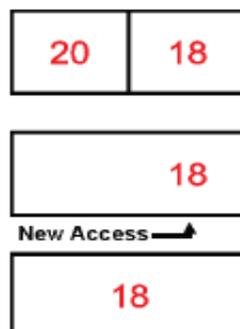
- The standard **is not** 19/1W Coyle Street.
 - The standard **is** Flat 1W, 19 Coyle Street.
- (because the secondary address is first, then the primary address).

Sub-dividing a house or other residential property

Each sub-division should have its own number. If this is not possible it should have an appropriate suffix. For example, if the property at Number 10 is divided into two we would allocate the numbers 10A and 10B. If a property with a basement is divided into separate homes we would allocate numbers in a similar way.

Units formed by joining two or more units together

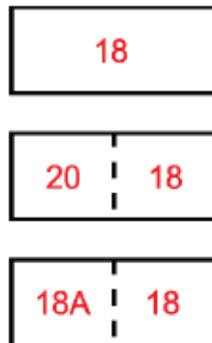
We number the new retail or commercial units based on the original unit's number and its access. For example, in the following diagram the new property is number 18 because its access is at the old number 18.



Dividing a retail or commercial property into two or more units

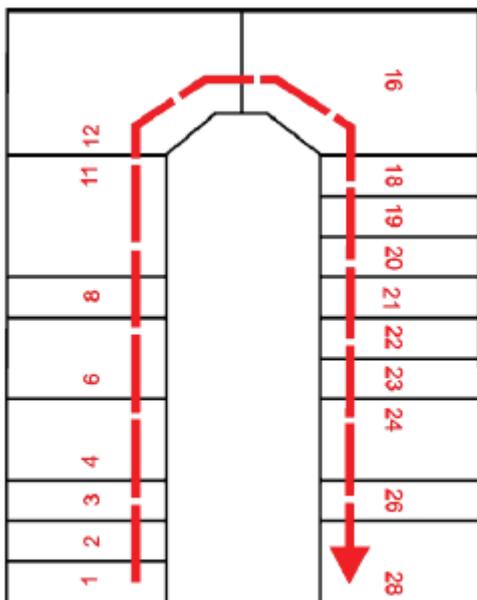
We allocate unique numbers where possible. For example, if Number 18 is divided into two units, these may become Number 18 and Number 20. But if unique

numbers are not available we will allocate suffixes, so the new units will be numbers 18 and 18A. In these cases an occupier who remains in one of the units usually prefers to retain the original number because it is identified with them, for example, on business stationery.

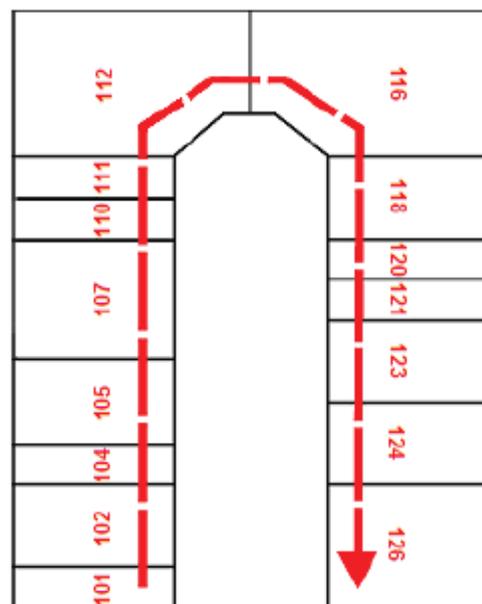


Shopping malls

Where possible, we prefer units numbered clockwise from the left, starting from the main entrance (if there is more than one entrance). We recommend gaps in numbering for larger and double units so that numbers are available if these units are later sub-divided. The diagrams below show how this works:



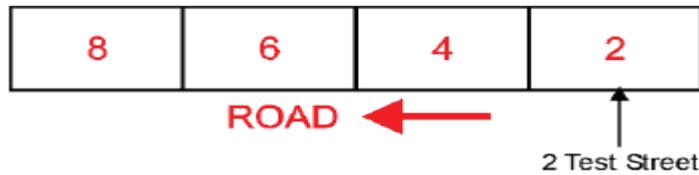
Ground floor



First floor

Industrial units

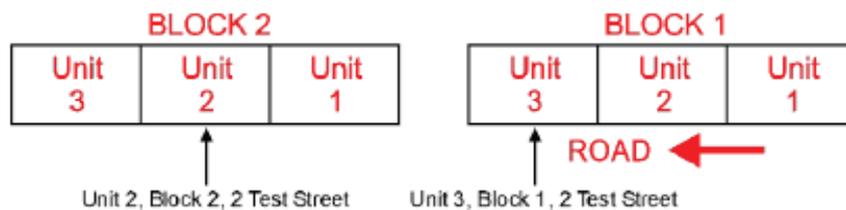
Where possible we allocate a separate number to each unit. The following diagram shows this:



If we cannot do this we allocate a unique unit number to each unit. For example in the next diagram there are three units at Number 2 Test Street. The development's layout would dictate the numbering sequence, but the principle should remain that unit numbers are in sequence where possible. We will allocate unit numbers at the same time as we number the whole property, using current site and floor plans.



If a property has more than one block of units we will allocate numbers that identify each block. In the following diagram, the property at number 2 Test street has two blocks: Block 1 and Block 2, each of which have three units.



C) HOUSE NAMES

All new addresses or amendments to addresses should be allocated by North Lanarkshire Council. Any address that we produce and supply is called a "statutory address". Where a house has not been numbered, for example an historic property that is known by its name rather than a street number, its name is part of its statutory address. This means that if someone wants to alter the name in some way they must contact us. Where a house name is part of the statutory address, and requires to be altered, we will amend our records and tell Royal Mail. We will also inform other parties, such as the emergency services, gas, water and electricity providers and Lanarkshire Valuation Joint Board.

We have the right not to use, or add to, the statutory address any name anyone might find offensive or alarming.

D) OUR GUIDANCE ON RENAMING STREETS

Only in exceptional circumstances will we consider request, for example from community groups, developers, or members of the public, to rename a street.

We may propose renaming a street in circumstances such as:

- an area that is going to be substantially redeveloped;
- an existing name that is unpopular; or
- the street's name has been causing confusion.

If we agree to rename a street we always strive to minimise changes to addresses, while taking on board the views of those affected by the changes.

If community groups, developers or members of the public do apply to rename a street, they need to provide us with:

- the case for renaming the street; and
- a summary of the opinion of a majority of residents.

The new name they propose must be in line with our guidance for naming new streets.

If we agree to consider renaming a street, we will consult with people whose properties are in the street. The proposal has to be advertised in a local newspaper and people can submit their views on the proposal within 28 days of the Advertisement being published. We will take account of all the views we receive before finally deciding on the proposal.

If we agree to rename the street, we will advise interested parties of our decision and the reasons for the decision. There will be a gap of at least eight weeks before the new name takes legal effect.

E) OUR GUIDANCE ON RENUMBERING PROPERTIES

We may need to renumber streets if new properties are built or if we become aware of an issue that affected existing addresses. An example of this would be properties on a stretch of road that had changed significantly and been renamed because of a new development. We would have to change the existing properties' addresses to reflect the new street and postcodes.

We always aim to provide clear, unambiguous addresses, so will try to find alternatives to renumbering. If changes are needed we will always seek to have people's agreement, and to minimise inconvenience. Any changes to numbering schemes must follow our policy for numbering new developments.

We will consult everyone affected by the change and give people at least 28 days to give us their views.

If renumbering goes ahead, we will advise interested parties of our decision and the reasons for the decision. There will be at least an eight-week gap before new numbers take legal effect.

Part 4: Our procedures

This section outlines our procedures for:

- a) Naming streets**
- b) Numbering properties**
- c) Renaming streets**
- d) Renumbering properties**

A) OUR PROCEDURE FOR NAMING STREETS

When we receive a duly completed application form for allocation of a statutory address we will consult with elected ward members and if no objections are received within 14 days we will name the street accordingly.

In general, we aim to name and number streets as quickly as possible after the Building Warrant has been granted.

We review site and floor plans to determine the nature of the development, the need for new street names, and how many new street names are needed. The most important aspect of this review is to provide clear and unambiguous addresses. We inform elected ward members of any suggestions made and ask for their views. If no reply is received from an elected ward member following the receipt of these suggestions within 14 days, we presume the elected ward members have no objection to the suggestions.

The elected ward members may make their own suggestions within the 14 day time frame and we will coordinate this process taking into account necessary procedures and protocols and offering advice if needed. On completion of the naming procedure as described we will approve the name formally and allocate the legal statutory address.

We send the developer:

- the plan, clearly showing streets and property numbers;
- a numbering schedule, listing the full address of each plot in the development;
- An e-mail detailing postcodes allocated by Royal Mail.

We send copies to those with an interest in the development, including the emergency services, assessors and utility companies.

b) Our procedure for numbering properties

We allocate addresses to properties in a development after:

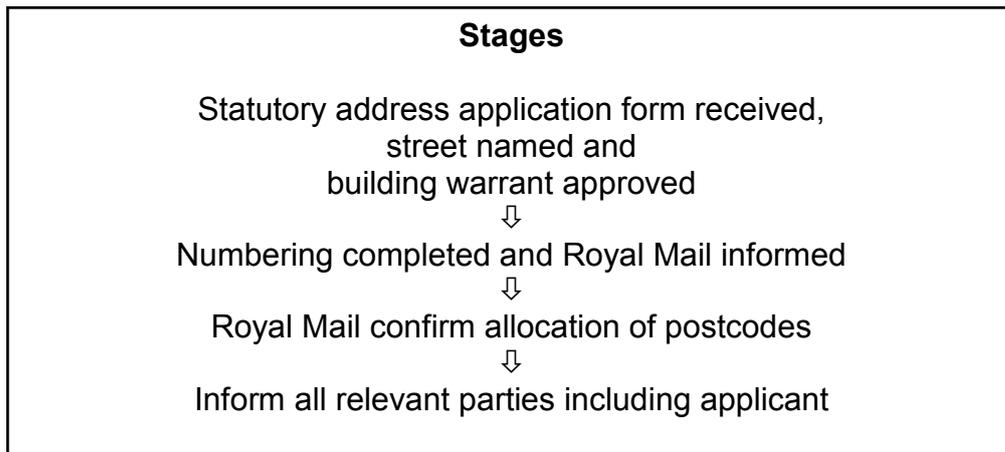
- receiving a duly completed application for statutory addresses;
- reviewing site plans;
- naming any new streets; and

- we have approved a building warrant for the development.

Developers should provide us with a plan of the site clearly showing streets and plot numbers.

The numbers we allocate must be used on the statutory address of all new developments. In all cases naming and numbering must be in line with our policy and national standards.

We then inform the Royal Mail so that they can allocate postcodes.



c) Renaming streets

If a street needs renamed the policy dictates that we consult developers, community groups and elected ward members. This is similar to our procedure for naming a new street.

We will draft a report to the appropriate Committee, seeking:

- permission to proceed with statutory public consultation;
- approval for a proposed new name upon to consult on.

If all elected ward members agree on the proposed new name this can be signed off for consultation under delegated powers.

Public consultation follows, for a minimum of 28 days after the proposal is advertised in the local press.

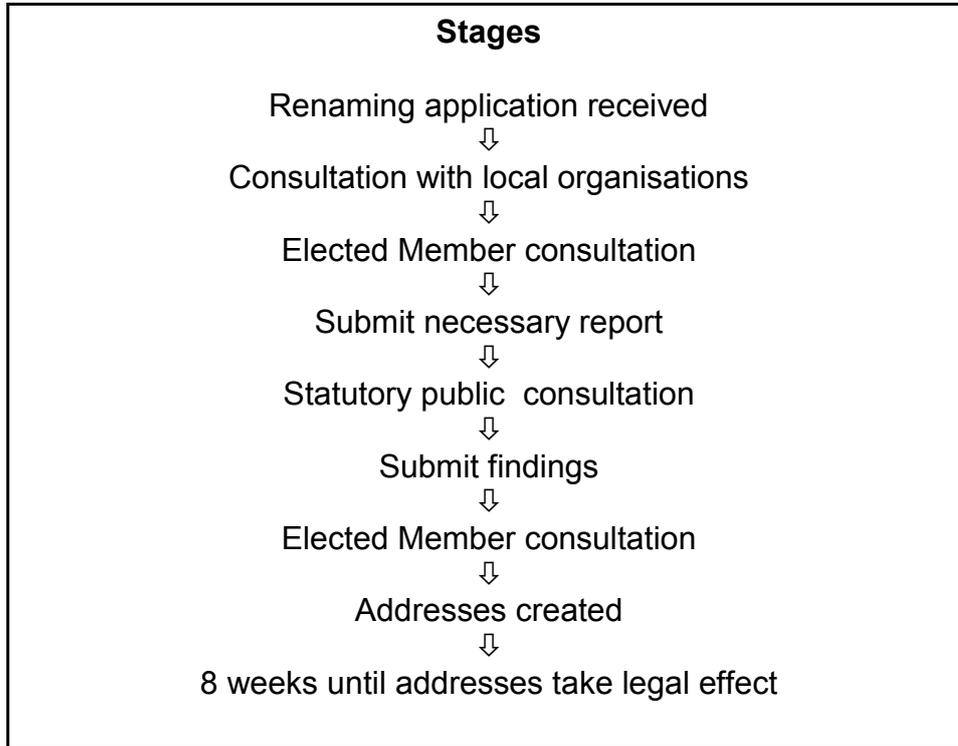
We write directly to any residents whose address would change as a result of the proposal. If the proposal entails renumbering, the residents' letter will make this clear.

If there are no valid objections to the proposal, and provided elected ward members have no objection, we will draft a report to the head of service, who has delegated powers to consider the results of the consultation and approve or reject the pro-

posal.

If the proposal is approved, there will be at least an eight week gap before the new numbers take legal effect. We can only change this period after negotiating with the people that the change affects.

If there are valid objections or elected ward members do not agree, the proposal will be referred to committee to consider.

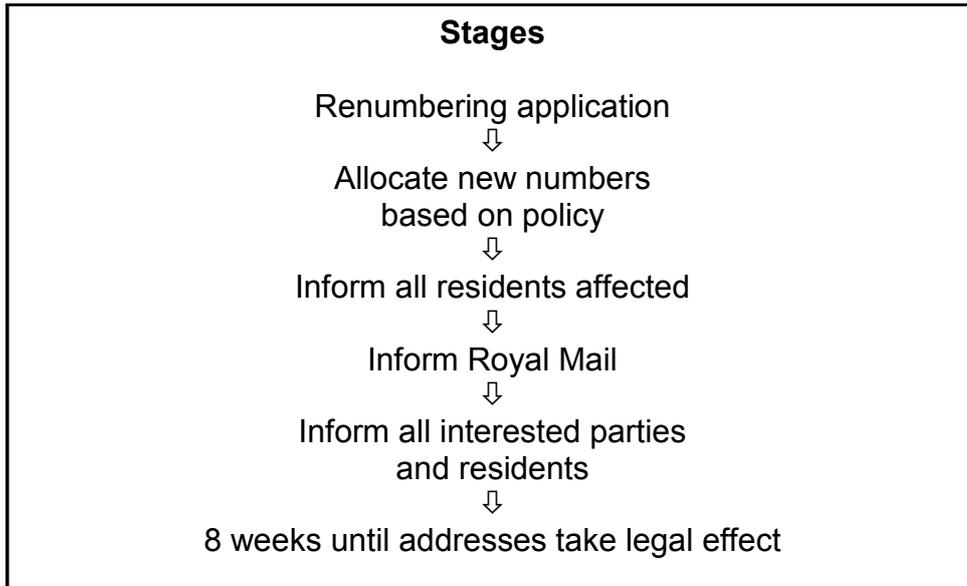


d) Renumbering properties

If renumbering is necessary within guidance and standard applications, we write to people who own and occupy the properties, explaining why the change is needed and advise them of the proposed new addresses. We leave at least 28 days for people to send us their views.

We review the results of the consultation, and any representations received will be taken into account in reaching a decision. The decision is delegated to the Head of Service and Senior Managers. We shall notify everyone affected by the change of any new address.

We also contact Royal Mail and allow at least eight weeks for the change to take effect.



Part 5: How to find out more, or if you have a complaint

To find out how your application is progressing please call 01236 632500 and ask for the staff responsible for street naming and numbering.

If you have a complaint, please follow our formal complaints procedure. You can get details of this online at:

www.northlanarkshire.gov.uk

Part 6: Who to contact about street names, street signs and postcodes

For street naming and numbering enquiries please contact:

Enterprise and Place
Fleming House
2 Tryst Road
Cumbernauld
G67 1JW

Phone: 01236 632500

E-mail: ESbusinessdevelopment@northlan.gov.uk

Street nameplates are maintained by North Lanarkshire Council Roads Operations:

Roads Operations
North Lanarkshire Council
Fleming House
2 Tryst Road
Cumbernauld
G67 1JW
Motherwell

Phone: 01698 403110
Email: roads@northlan.gov.uk

Postcodes are allocated by Royal Mail:

Address Development Team
Admiral House
2 Admiral Way
Doxford International Business Park
Sunderland
SR3 3XW

Phone: 08456 045060
E-mail: addressdevelopment@royalmail.com

Other Useful Contacts

Scottish Water
Daldowie WWTW
Broomhouse
Uddingston
G71 7RX

British Gas
Customer Address Management
97 Talbot Road
Old Trafford
Manchester
M16 0TW

Lanarkshire Valuation Joint Board
North Stand
Cadzow Avenue
Hamilton
ML3 0LU

SP Power Systems, Data Management
St Vincent Crescent
Glasgow
G3 8LT

Ordnance Survey
Lochside House
3 Lochside Way
Edinburgh

BT NewSites
PP2FDH
Dial House
Bothwell Street
Glasgow
G3 8UE