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Street Naming and Numbering Policy

Building Control

Date January 2024

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## Introduction

### Background

New Forest District Council has a statutory power to name and number streets and to approve and register official property addresses in the district of the New Forest.

Street Naming and Numbering is an important function of New Forest District Council, as it allows the council to maintain a comprehensive, unambiguous, and accurate list of addresses covering all properties in the district which in turn enables:

* Emergency services to find a property quickly (delays can cost lives and money).
* Mail to be delivered efficiently.
* Visitors to find where they want to go.
* Reliable delivery of services and products.
* Records of service providers to be kept in an effective manner.

This policy sets out:

* The legal powers used by New Forest District Council to exercise its duty in respect of Street Naming and Numbering.
* The process to be followed by applicants, and the consultation New Forest District Council will undertake with affected parties, including Town and Parish Council.
* Guidelines for naming and numbering streets and buildings that are designed to enable us to meet the overall policy aim of maintaining a comprehensive, unambiguous, and accurate database of all properties within the district.

### Purpose of the Policy

The purpose of the Street Naming and Numbering Policy is to provide the correct process, rules, and fees for the following activities:

* Naming of new streets and numbering properties on those streets.
* Renaming an existing street or renumbering all existing properties on an existing street.
* Registering a new property / infill property on an existing street.
* Allocation of numbers to properties with names only.
* Allocation of house names or changing house names to properties with a number.

### Scope

New Forest District Council, residents, businesses, visitors, and external organisations are all affected by the contents of this policy.

## Powers used by New Forest District Council

New Forest District Council is responsible for ensuring that streets are named, and properties numbered and for ensuring that authorised names and numbers are displayed in an appropriate manner.

The Council’s powers to require street numbers and road names to be displayed are contained in sections 64 and 65 of the Towns Improvement Clauses Act 1847.

The Council’s authority to name or alter a street name is contained in sections 17 to 19 of the Public Health Act 1925 and section 21 of the Public Health Act Amendment Acts 1907.

Essentially, street naming and numbering is a statutory service by virtue of the above two legislative routes that the council has chosen to adopt, and the council cannot charge for the initial street naming and property numbering services.

However, under Section 93 of the Local Government Act 2003 a local authority may charge a person for providing a service if the authority is authorised, but not required, to provide the service – that is the service must be discretionary. The legislations require the council to simply determine the name or numbers to be allocated. If as part of this process the council consults with other organisations such as the Royal Mail or emergency services, then the council may charge administration fees as there is no statutory requirement for such liaison.

As part of our service, the Address Management Team will consult and agree the allocation of street names. This is a chargeable element of the street naming service.

With regards to renaming property names or changing street names and amending existing numbering, these are all a discretionary service, and the council will charge for this service as set out in our charging guidance.

### Resolution of the Council

New Forest District Council has resolved to apply Section 17 to 19 of the Public Health Act 1925, section 21 of the Public Health Act Amendment Acts 1907, and Sections 64 and 65 of the Towns Improvement Clauses Act 1847.

### Consultation and Notification

The Address Management Team will consult, when appropriate prior to proceeding with the allocation of street names. The mechanism for agreeing new street names with Town and Parish Councils, is set out in section (Street Naming and Numbering Process) of this policy.

The Address Management Team will notify, as applicable, the Royal Mail, Electoral Registration, Council Tax, the custodians of the (LLPG) and other statutory authorities or external address databases confirming property numbering or amendments to addresses.

### Royal Mail

We will only request an address from Royal Mail where we have an operational requirement to do so, or we believe the property is in use for permanent occupation. Such addresses will have to meet Royal Mail's requirements for secure delivery point, and we will inform NFDC Planning Enforcement Team about any suspected unapproved change of use.

Once an approved address is agreed by all parties, the Royal Mail will confirm a postcode. The maintenance and any future changes to this postcode are the responsibility of the Royal Mail.

We will notify the Royal Mail of new addresses, but it will be the responsibility of the Royal Mail to update their records.

Locality names within the official postal address are the responsibility of the Royal Mail. Where applicants object to a locality name in their postal address, the Royal Mail, has a procedure laid down in their code of practice by the Postal Services Commission for adding or amending locality details.

We will remind applicants that Royal Mail postal addresses are not geographically accurate descriptions and may differ from the official address registered on the Local Land and Property Gazetteer then notified to the National Address Gazetteer. The Royal Mail listing is for routing / delivery instructions to Royal Mail operatives only. These can and do contain names for villages, towns and cities that may be some distance away from the property.

Royal Mail will only hold a name for a property where there is no numbering scheme in place. If a property is named and numbered, the name of the property will only be held as an "Alias" on the Royal Mail delivery listing. Therefore, even if you obtain an officially approved name for a property from NFDC, the Royal Mail may not pass this name on to other organisations when they make their address database available to those other organisations. For clarification, please contact the Address Management Team.

# Street Naming and Numbering Process

### Naming or renaming a street

A Summary of the process is outlined in appendix 1.

Proposed street names will be welcomed that reflect local history, geographical connections, or the name of a deceased person with a local affiliation to an area (first name or surname only).

Where a proposed street name relates to a deceased person, the proposer would need to obtain written consent from a family member of the deceased and provide it to us.

The developer or proposer of a new street name must obtain permission from the Lord Chamberlain's Office for the use of any street with a 'Royal' connection, such as: Royal, Queen, Duke, Princess, Prince, Jubilee. We will require evidence of this permission.

All new street names must end with an appropriate street suffix from the following list, or something similar:

* Avenue
* Close
* Crescent
* Drive
* Gardens
* Grove
* Hill
* Lane
* Mews
* Rise
* Road
* Square
* Street
* Way

All new pedestrian ways should end with one of the following suffixes:

* Path
* Walk

### Reasons why we might reject a street name.

Proposed street names will be rejected if they are:

* duplicate (or similar to) an existing street name in the same or nearby town/village/locality.
* controversial or offensive.
* difficult to spell, pronounce or over-long.
* confusing (such as a street name that is the same as the town, or another unrelated area).
* names that could be seen as advertising.
* the name of a living individual.

In addition, we will not accept:

* new street names which include the word 'The.’
* street names containing apostrophes.
* streets with a person’s full name.
* street names proposed with a written numeral.

Duplicate street names will be rejected by the Royal Mail. The council will reject a proposed street name without the need for consultation should there be clear problems for the emergency services where duplicate (or similar to) street names exist, or if the proposed street name conflicts with our policy.

### Street naming process

Proposed street names submitted by the developer/ proposer will be accepted subject to the above and will be forwarded to the following consultees for their observation:

* local ward member(s)
* parish / town council
* Royal Mail

Taking into consideration consultee comments, the contents of this guidance (specifically the Street Naming and Numbering Process and any other applicable guidance) the council will decide whether the proposed street name should be accepted or rejected.

Where a name is rejected, the developer/ proposer will be informed of the reasons. The Street Naming and Numbering Officer / Address Authority Custodian will make the final decision if an agreement is not reached between all parties involved in the consultation.

Following a decision on naming a new street, no further application to rename the street will be accepted in respect of that street until 10 years after the decision.

Upon agreement of a new street name, we will notify Council Tax and Electoral Services, Land Charges, the Royal Mail, Ordnance Survey, Hampshire County Council Street Gazetteer and Emergency Services.

### Street name plates

We have the responsibility to erect street name plates.

Depending on the nature or layout of a development, number plates may also be required to ensure that the Royal Mail and other delivery services and the emergency services are able to identify particular numbered properties.

An example of this situation might include where an extension or off-shoot to a street is required. The developer/ proposer of a new street will be responsible for the charge for the new street name plate and where applicable, number plates.

When a street name has been approved, the council will inform the developer of the total number of plates (both street name and number plates (if applicable)) and estimate the cost. Additional plates post completion would incur further charge.

Appendix 2 provides a summary of structure and materials for street name and number plates.

### Naming an unnamed street

The guidance set out in the sections (Naming a New Street) and (Reasons Why We Might Reject a Street Name)**,** is applicable to naming an unnamed street.

Proposals from occupiers or others to name an unnamed street will be subject to a consultation process.

As part of the process views will be sought from:

* occupiers of properties in the street which have a postal address.
* local ward member(s).
* parish / town council.
* Royal Mail.

For a proposed naming of a street to proceed (subject to the guidance laid out on this page), two thirds of occupiers/owner, (whomever is liable to pay an amount of council tax) of properties within a postal address in the street will be required to support the proposal (one 'vote' per property).

The naming of an existing street may incur a change of postcode, decided by the Royal Mail.

Considering any comments made by consultees, the contents of this guidance (specifically the Street Naming and Numbering Process and any other applicable guidance), we will decide whether a proposed street name should be accepted or rejected.

Where a name is rejected, the proposer will be informed of the reasons. The Street Naming and Numbering Officer / Address Authority Custodian will make the final decision if an agreement is not reached between all parties involved in the consultation.

Following a decision on naming an unnamed street, no further application will be accepted in respect of that street until 10 years after the decision.

Upon agreement of a new street name, we will notify Council Tax and Electoral Services, Land Charges, the Royal Mail, Ordnance Survey, Hampshire County Council Street Gazetteer and Emergency Services.

### Renaming of an existing, or part of, a named street

Renaming streets may cause costs and/or disruption to individual occupiers and wherever possible should be avoided. This is usually only done as a last resort e.g., renaming a street is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the emergency services.

The guidance set out in the sections (Naming a New Street)and (Reasons Why We Might Reject a Street Name) is applicable to renaming an existing, or part of, a named street.

Before a street, or part of a street is given a name, any proposals must be received in writing by email to:

[address.management@nfdc.gov.uk](mailto:address.management@nfdc.gov.uk)

Or by letter to:

Address Management

New Forest District Council

Appletree Court

Beaulieu Road

Lyndhurst

SO43 7PA

Proposals from occupiers or others to re-name or name part of a street will be subject to a consultation process.

Views will be sought from:

* occupiers of properties in the street which have a postal address.
* local ward member(s).
* parish / town council.
* Royal Mail.

For a proposed renaming of a street to proceed (subject to the guidance laid out in on this page), two thirds occupiers/owner (whomever is liable to pay an amount of council tax.) of properties within a postal address in the street will be required to support the proposal (one 'vote' per property).

The renaming or naming of an existing, or part of an existing street may incur a change of postcode which will be issued by Royal Mail at their discretion.

The individual property owner who proposes the change will be responsible for the charge for the new street name plate, and where applicable, number plates.

The proposer will be invoiced for this cost and once payment is made the street name plate will be ordered. If payment is not received the change will not be registered and no street name plate will be ordered or installed.

Considering any comments made by consultees, the contents of this guidance (specifically the Street Naming and Numbering Process and any other applicable guidance), we will decide whether a proposed renaming of a street, or part of a street, should be accepted or rejected. Where the proposed renaming is rejected, the proposer will be informed of the reasons. The Street Naming and Numbering Officer / Address Authority Custodian will make the final decision if an agreement is not reached between all parties involved in the consultation.

Following a decision on re-naming a street, or part of a street, no further application will be accepted in respect of that street until 10 years after the decision.

Upon agreement of a new street name, we will notify Council Tax and Electoral Services, Land Charges, the Royal Mail, Ordnance Survey, Hampshire County Council Street Gazetteer and Emergency Services.

### Name or rename a property which does not have a street number.

If all the properties in your street are numbered, you do not have to get our permission to add a name to your property; the section (Naming of Numbered Properties) is applicable to this process.

To rename a property which does not have a street number, you will need to apply using the form:

**Request to add or change a property name.**

Or in writing by email to:

[address.management@nfdc.gov.uk](file:///C:\Users\jacqueline.north\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\CK51XZQ6\address.management@nfdc.gov.uk)

Or by letter to:

Address Management

New Forest District Council

Appletree Court

Beaulieu Road

Lyndhurst

SO43 7PA.

### Reasons why we may reject a property name.

A proposed property name will be rejected if it is:

* duplicate (or similar to) another property within the same town.
* a variation in the end word, (such as Cottage, Court, House, or Lodge will not be accepted as sufficient reason to accept a name. If there is already a property named Oak Court, Oak Lodge would not be considered suitable).
* controversial / offensive (which could include political or religious names).
* confusing (such as a property name that is the same as the town/village or another unrelated area).
* In addition, we do not accept names with apostrophes or names that include a written numeral.

Duplicate names will be rejected by Royal Mail, but we will reject a duplicate proposed name or one that conflicts with our policy without the need for consultation as there would be clear problems for the emergency services.

Upon agreement of a new property name we will notify Council Tax and Electoral Services, Royal Mail, Ordnance Survey and Emergency Services.

The property owner is responsible for notifying Land Registry.

Where a property has been officially named that property name must be displayed in a conspicuous place at the property and be clearly visible from the street.

### Naming of numbered properties

This section applies to properties which have a street number, and the owner wishes to officially register the addition of a property name.

In this situation, permission is not required to add a property name. However, where the owner wishes to officially register the addition of a property name, they should make an application.

To add a property name to an address which does have a street number, you will need to apply using the form:

**Request to add or change a property name.**

Or in writing by email to:

[address.management@nfdc.gov.uk](file:///C:\Users\jacqueline.north\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\CK51XZQ6\address.management@nfdc.gov.uk)

Or by letter to:

Address Management

New Forest District Council

Appletree Court

Beaulieu Road

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### Reasons why we may reject a property name.

A proposed property name will be rejected if it is:

* duplicate (or similar to) another property within the same town.
* a variation in the end word, (such as Cottage, Court, House, or Lodge will not be accepted as sufficient reason to accept a name. If there is already a property named Oak Court, Oak Lodge would not be considered suitable).
* controversial / offensive (which could include political or religious names).
* confusing (such as a property name that is the same as the town/village or another unrelated area).
* In addition, we do not accept names with apostrophes or names that include a written numeral.

Duplicate names will be rejected by Royal Mail, but we will reject a duplicate proposed name or one that conflicts with our policy without the need for consultation as there would be clear problems for the emergency services.

Where a property has a registered street number, the property name is only an **addition** to the address. **The number must be displayed**, and it is a criminal offence for the owner/occupier to not display the street number.

Where we have approved the addition of a property name**,** we will inform Council Tax and Electoral Services, the Royal Mail, Ordnance Survey and the Emergency Services.

The property owner is responsible for notifying Land Registry.

### Numbering of properties

If the owner would like a property to be allocated a street number, where a number does not exist, proposals must be made in writing by email to:

[address.management@nfdc.gov.uk](mailto:address.management@nfdc.gov.uk)

Or by letter to:

Address Management

New Forest District Council

Appletree Court

Beaulieu Road

Lyndhurst

SO43 7PA.

All properties that have been allocated a street number must always retain and display the street number as part of the address.

Property or business names will only be an addition to the address, where a property has a street number.

All properties within new developments which involve a new street will be numbered.

It is the responsibility of the developer, and once occupied, the owner, to display a street

number.

Properties will be numbered when travelling away from the Town with odd numbers to the left and even numbers to the right with the exception that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred.

Number 13 will be omitted unless requested.

Properties (including those on corner sites) are numbered according to the street in which the main entrance is located/faces.

When numbering new properties into existing streets and all street numbers in logical sequence have been already allocated, numbers followed by suffixes will be used if necessary, such as 1A, 1B, 1C. This is to avoid renumbering existing properties.

If, however, the quantity of the numbers and letters for the new properties are considered to lead to confusion it may become necessary to renumber some or all of the existing properties within the street.

A multiple property building (such as flats) will be addressed into the street where the main entrance is located/faces.

Flats will be numbered internally within the named or numbered building from the ground floor upwards. E.g., Flat 1, 36 New Street.

If the building has entrances in more than one street, each flat will be addressed into the appropriate street where the main entrance is located/faces.

Annexes to buildings (such as granny flats, ancillary accommodation or holiday lets), will be added to our Local Land and Property Gazetteer which forms part of the National Land and Property Gazetteer. This is to assist emergency response and create a unique record for each property for future use. However, Annexes will not be automatically notified to the Royal Mail. Where listing on the Royal Mail website is required, the owner will need to contact the Address Management Team.

Where a property has been officially numbered the number must be displayed and it is a criminal offence not to do so. **We have the power to enforce this.**

We will notify Council Tax and Electoral Services, Royal Mail, Ordnance Survey and Emergency Services of the new number.

The property owner is responsible for notifying Land Registry.

### Renumbering of existing properties

Wherever possible, renumbering of properties will be avoided. This will only be undertaken by us in exceptional circumstances.

This could include if there is no possibility of using the suffixes A, B, C for additional properties to be added to a street, as set out above or if illogical or misleading numbering is in use.

Where a property has been officially renumbered the number must be displayed and it is a criminal offence for the owner/occupier not to do so.

We will notify Council Tax and Electoral Services, Royal Mail, Ordnance Survey and Emergency Services of the new number.

The property owner is responsible for notifying Land Registry.

### Naming a business park, property or commercial unit

Before a business park, property or commercial unit is named, renamed, or renumbered, any proposals must be received from the developer in writing by email to:

[address.management@nfdc.gov.uk](mailto:address.management@nfdc.gov.uk)

Or by letter to:

Address Management

New Forest District Council

Appletree Court

Beaulieu Road

Lyndhurst

SO43 7PA.

We will reject a proposed business park, property or commercial unit name if it is:

* duplicate (or similar to) another property / commercial unit within the same town.
* controversial / offensive (which could include political or religious names).
* confusing (such as a property / commercial unit name that is the same as the town/village or another unrelated area).
* In addition, we do not accept names with apostrophes.

New business parks will be named, following our approval.

Street names will be allocated within the business park, following our approval, in accordance with this guidance relating to new street names, specifically section (Street Naming and Numbering Process and other applicable guidance).

Units will be numbered within the street, in accordance with the requirements of this guidance relating to numbering of new streets.

Example:

UNIT 1, BUILDING NAME

BUSINESS PARK NAME

STREET NAME

POST TOWN

POSTCODE

Upon agreement of a new business park name we will notify Non-Domestic Rates, Royal Mail, Land Charges, Ordnance Survey and Emergency Services.

### Addressing land parcels

Applications to register an address for a parcel of land must include a site plan and purpose of use for the land.

The suggested name will be checked to ensure no duplication of property names or land names within the locality.

We make the applicant aware that applications for the registration of a land parcel should be for use as residential, commercial (including forestry activity), agricultural, allotments, amenity, burial ground, land for development, recreational (open spaces or parks), or waterways. If the land does not meet these criteria, we may refuse to register an address.

Royal Mail will not register land parcel addresses that are not occupied.

If you have any queries regarding registering the address with the Royal Mail, please contact them on 03457 740 740 or submit an application to www.royalmail.com/personal/receiving-mail/update-your-address

### Responses

New Forest District Council will:

* Under most circumstances, complete all applications for property name changes within 10 working days.
* Complete all applications for naming and numbering of new properties on existing streets within 10 working days from receiving postcodes from Royal Mail.
* Approve suggested street names within 28 days of receiving the application and will complete the application for naming the properties within 10 working days from receiving postcodes from Royal Mail.
* Treat everyone in a fair and equal manner

## Guidance for deciding new street names and numbers.

The following guidelines are intended to enable New Forest District Council to create unambiguous addresses within the district. Ambiguity can lead to delays and mistakes in areas such as postal delivery or access by the emergency services; for example, when trying to find two similar addresses or trying to understand an address given over the telephone.

However, these are only guidelines within the overall policy objective of maintaining a comprehensive, unambiguous, and accurate list of addresses. Therefore, deviations from these guidelines will be allowed where it can be demonstrated that such deviations enhance the overall objective of easing the delivery of local services to the correct property.

### Guidelines for numbering buildings

* A new street should be numbered when travelling away from the Town with odd numbers to the left and even numbers to the right with the exception that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred.
* Additional properties in streets which are currently numbered, will always be allocated a street number.
* Private garages and other buildings used for housing cars and similar will not be numbered.
* A proper sequence shall be maintained, with the number 13 omitted, unless requested.
* Buildings (including those on corner sites) are numbered according to the street in which the main entrance is located/faces and the manipulation of numbering to secure a "prestige" address or to avoid an address, which is thought to have undesired associations will not be sanctioned.
* If a multiple occupancy building has entrances in more than one street, then each entrance will be numbered into the street in which the main access is located/faces.
* In multi-residential properties (for example, blocks of flats) it is usual to give a street number to each dwelling.
* We will use numbers followed by suffixes (e.g., A, B, C) where there is no alternative. For example, these are needed when one large property in a street is demolished and replaced by several smaller houses/flats.
* If, to include the new properties in the street number sequence would involve renumbering other properties in the street, then each new property will be allocated the existing street number of the demolished / converted property with either A, B, C or D added. Suffixes will also be used if the new development were to lie prior to the numbering scheme commencing. For example, if four properties were built prior to the first property number 2, the new properties would become 2A, 2B, 2C, 2D. This is to aid emergency service response and mail delivery.
* Where a property has a street number, it must be used and displayed. Where a name has been given to a property together with its official street number, the street number must always be included. The name cannot be regarded as an alternative and it is a criminal offence for the owner/occupier not to use the street number.

All the above guidelines apply to both commercial and domestic properties.

### Guidelines for naming a new street and numbering properties into that street.

New street names should not be difficult to pronounce or awkward to spell, have the potential to cause offense or be controversial.

Names which could give offence, or which encourage defacing nameplates, will be rejected.

We will not adopt any unofficial "marketing" titles used by developers in the sale of new properties.

**All new street names must end with an appropriate street suffix from the following list, or something similar:**

* Avenue
* Close
* Crescent
* Drive
* Gardens
* Grove
* Hill
* Lane
* Mews
* Rise
* Road
* Square
* Street
* Way

**All new pedestrian ways should end with one of the following suffixes:**

* Path
* Walk

Where streets are in close proximity, in the same Town or postcode area we will reject proposed new street names that are the same name with a different suffix, e.g., Birch Road, Birch Avenue, Birch Park and Birch Crescent.

Buildings on corner plots will be numbered into the street where the main entrance faces. If pedestrian access is not possible from that street, the building may be numbered into the street giving vehicular access. Occupier's preference will not be a relevant consideration.

Generally, if a building is demolished then the existing numbering sequence is retained and reused in any new development as far as possible, section (Guidelines for Numbering Buildings) details this process.

If additional plots are added to a proposed development at a later stage, or due to changes to the original plans e.g., due to a revised layout; the additional plots will be allocated existing numbering with suffixes of A, B, C etc. A resubmission of the full scheme with new site plans must be made to the Address Management Team which will incur a new full application cost.

### Guidelines for Holiday Lets

All holiday lets will be added to our Local Land and Property Gazetteer which forms part of the National Land and Property Gazetteer. This is to assist emergency response and create a unique record for each property for future use. However, Holiday Lets will not automatically be notified to the Royal Mail. Where listing on the Royal Mail website is required, the owner will need to contact the Address Management Team.

### Guidelines for Listed Buildings

When receiving a request to rename or renumber a property or add or change a property name, a check will be made against the listed building records on the planning computer system. If the building is listed, the Conservation Officer is notified so that the Statutory List held in Development Control can be updated.

## Fees

We will charge fees for the Street Naming and Numbering Process as specified on our website at <https://www.newforest.gov.uk/article/1892/Street-naming-and-numbering> [,](http://www.wiltshire.gov.uk/streetnaming) which also contains details of how to pay. Fees must be paid in advance of processing an application.

If amendments are received to an application once the Street Naming and Numbering process has commenced, the Address Management Team will request a resubmission of the full scheme, and this will incur a new full application fee for the number of properties affected. (For example, on an application of 10 properties, if a change is made to one of the early properties in the numbering sequence, this may affect the numb10 properties, not just the affected property).

Fees will be reviewed annually in line with the normal council process for reviewing and updating fees, or at other times because of changes in legislation.

### Claims for Compensation

New Forest District Council is not liable for any claims for compensation arising directly or indirectly from the naming of streets, renaming of streets, numbering, or renumbering of properties.

### Decision and Discretion

The council's decision is final and the naming of streets, renaming of streets, numbering, renumbering, or renaming of properties is at the discretion of the council.

### Retention

All records will be held for 7 years, in accordance with New Forest District Council Retention Policy. Where appropriate, at the end of 7 years.

## Limit of responsibility

The council is not responsible for the following.

* Correspondence and deliveries not being delivered to the correct address. Any complaints should be directed to the Royal Mail, Customer Services. Phone number 03457 740 740.
* The address being unavailable on databases used by third parties, such as retail outlets (including Internet based).
* Ordnance Survey maps or plans not featuring any new properties or streets or property names.
* Notifying anyone or organisation other than the services listed.

## New Forest District Council have the responsibility to erect street name plates.

Depending on the nature or layout of a development, number plates may also be required to ensure that the Royal Mail, delivery services and emergency service are able to identify numbered properties.

An example of this situation might include where an extension to a street or off-shoot from the main street is required, and the location of the new numbered properties is not obvious.

The developer/ proposer of a new street will be responsible for the charge for the new street name plate, and where applicable, number plates.

When a street name has been approved, we will advise the developer of the number of plates (both street names and numbers (if applicable))required and the initial cost. This may be amended if further plates are required after completion and the properties are occupied.

Appendix 2 provides summary of structure and materials for street naming plates.

Appendix 3 provides costs of signage.

## Appendix 1 – Street Naming and Numbering Process



No new street name required. Allocate an appropriate street number and/or name if applicable.

Street Naming and Numbering Officer/ Authority Address Custodian will make the final decision.

All parties agree on proposed new name which meets above criteria – go ahead and register new street name(s).

Failure to agree on name or proposed name contravenes our policy.

Request proposed new street name(s), and site plan from the developer.

A new street name (s)

Charge appropriate fees for service.



Check any proposed street name(s) from developer for duplication and policy requirements.

Inform relevant third parties / statutory functions of new street names and postal addresses.

Allocate official addresses to individual properties and request post code from Royal Mail



Check plans to decide if the development requires a new street name or if able to continue with existing numbering.

Request from developer to officially name and number a new development.

Consult with Town or Parish Council with details of the development and proposed street name(s) that do not conflict with policy, request for objections if raised, within set time frame.

## Appendix 2 – Specification of Materials and Street Name Plates

**Material posts and frame**

* Consists of 80mm x 80mm x 1350mm recycled legs complete with a 25mm backing board.
* This is contained within a routed area of the leg.
* Plate is to be secured to the backing board with 50mm aluminium capping with anti-vandal screws.
* Two number base pins will be supplied to give anchorage to the sign once fitted.

**Plates**

* Consists of 2mm UV protected polycarbonate.
* The front face is to be coated with white 10-year vinyl.
* The plate will have a minimum depth of 150mm and have a vinyl 12mm border all round, complete with rounded corners.
* Text consists of 89mm Kindersley script black.
* Subsidiary letters are to be vinyl 50mm Kindersley script black.
* Sign face to have full colour council logo to be applied to the left-hand side and a No Dog Fouling symbol on the right. No Through Road (816.1) symbol where applicable also positioned on right.

## Appendix 3 – Costs of Signage

The costs are:

Standard Street Name Plate, £336.00

Number Plate, £287.00

Additional charges are applicable for extra text lines over and above the Standard Street Name Plate cost above:

Street Name Plate with 2 lines, £365.00

Street Name Plate with 3 lines, £375.00

**How do I apply?**

Application forms are available on our website at [Street naming and numbering - New Forest District Council](https://www.newforest.gov.uk/article/1892/Street-naming-and-numbering)