

## POLICY TITLE

Street Naming Policy

## REVISION DATE

May 2016

## REPLACES POLICY

March 2007

## POLICY AIM

To enable Skegness Town Council to operate the street naming function effectively and efficiently. To lay out procedure and performance standards in accordance with the Town Improvement Clauses Act 1847 Section 17 and The Public Health Act Section 18 and 19.

## EXECUTIVE SUMMARY

The responsibility of dealing with applications for street naming has been delegated from East Lindsey District Council to Skegness Town Council. This Policy is in line with Street Naming legislation and East Lindsey District Council's Street Naming policy:

## 1. STREET NAMING PROCEDURE

A person who creates a new street has the right to name that street (S17 of the Public Health Act 1925). They are required to give notice to The Council of the proposed street name, and The Council has one month in which to object.

Street naming can only be provided where Planning Permission has been granted and either a valid Building Regulation submission or Initial notice has been received by East Lindsey District Council.

- a. The process will commence with either the applicant (developer) approaching either Skegness Town Council or East Lindsey District Council or vice versa. In the first instance all requests for street naming should be directed to East Lindsey District Council at The Street Naming and Numbering Team, Lincs Building Consultancy, Teddar Hall, Manby Park, Louth, LN11 8UP so as to register the application.
- b. Once the application is registered East Lindsey District Council will provide a letter of acknowledgement and initial objection to any name suggested (with the caveat subject to it being approved through the consultation process) and confirm to the applicant that Skegness Town Council will undertake the consultation process. **This letter will be copied to Skegness Town Council's Town Clerk.**
- c. Once Skegness Town Council receive the acknowledgment letter they will contact the applicant direct and carry out the consultation process to the

point of agreeing street naming. *Please note: In the event of the applicant and Skegness Town Council not being able to reach an agreement on street naming, Skegness Town Council must uphold the objection. The applicant has the right to appeal to the Magistrates Court against the objection.*

- d. Once Skegness Town Council have agreed the naming they should notify the Ward Councillor of the outcome and gain his/ her written support.
- e. Once the letter of support (or e-mail) is received from the Ward Councillor, Skegness Town Council will provide written confirmation of the street naming decision to the applicant. This letter should include text to indicate that the East Lindsey District Council Street Naming and Numbering Team will be in communication with the applicant to confirm the property numbers and postcodes. **This letter will be copied to the East Lindsey District Council Street Naming and Numbering Team.** Skegness Town Council will also provide with a copy of the Ward Councillors letter of support and all other documentation created as part of the consultation process. This information will be maintained in accordance with East Lindsey District Council's Information Management Policy.

## 2. STREET RENAMING

- a. There are occasions where existing naming is found to be unsatisfactory and changes need to be made. Complaints come from many sources and all should be properly investigated before deciding on a course of action.
- b. If it is decided that renaming is necessary, the essential services should first be consulted and proposals agreed.
- c. It is then necessary to seek consent from two thirds in number and value of the ratepayers in a street.
- d. Following the expiry of a reasonable time (suggest 28 days), a decision is reached taking into account objections and other observations received.
- e. Prepare and implement a scheme of renumbering.
- f. Issue details of the scheme to the statutory bodies.
- g. Re-survey after a reasonable time to ascertain the level of implementation.
- h. Send reminders to those occupiers not complying with the scheme.
- i. Renaming existing streets and buildings is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the occupiers, Post Office or Emergency Services etc.

## 3. RECORDS

- a. Written records will be kept which should be as detailed as necessary to provide a clear understanding of how decisions were made

#### 4. TIMESCALES

- a. Street Naming will be issued monthly wherever possible following receipt of the comments from the consultees and the developer's agreement where necessary.
- b. Street Renaming – 28 days from letter to those affected.

#### 5. ENFORCEMENT

- a. On occasion it is necessary to consider enforcement action to ensure the display of correct names and numbers. Informal action should in all cases be tried first. If, however, persuasion fails to achieve a satisfactory solution, then the authority may resort to litigation.

#### 6. COST RECOVERY

- a. Unless there are local powers, it is not possible to make a charge for dealing with the registration of new Street Names and Numbers, as a statutory function. As a separate issue, it is possible to charge for the monthly schedules sent to interested parties. The charge must not include a profit element and must be "reasonable" and should merely relate to a reimbursement of the Authority's expenses. It is not customary (and in some cases may be unlawful) to charge such groups as statutory undertakers.

#### 7. POLICY GUIDELINES

- a. The following policy guidelines have been established and followed over many years, however, it must be acknowledged that they are only guidelines.  
Naming Streets and Buildings
- b. New street names should not duplicate any similar name already in use in the parish or neighbouring authority. A variation in the terminal word, i.e. 'street', 'road', 'avenue', etc. will not be accepted as sufficient reason to duplicate a name.
- c. Street names should not be difficult to pronounce or awkward to spell. In general, words of more than three syllables should be avoided and this precludes the use of two words except in special cases.
- d. Subsidiary names (e.g. a row of buildings within an already named road being called '..... Terrace') should not be used.
- e. All new street names should end with one of the following suffixes: -
  - i. Street for any road
  - ii. Road for major roads
  - iii. Way
  - iv. Road
  - v. Avenue
  - vi. Drive for residential roads
  - vii. Grove
  - viii. Lane

- ix. Gardens (subject to there being no confusion with any local open space)
- x. Place
- xi. Court for cul-de-sac or similar roads
- xii. Crescent for a crescent shaped road
- xiii. Close for a cul-de-sac only
- xiv. Square for a square only
- xv. Hill for a hillside road only
- xvi. Circus for a large roundabout
- xvii. Terrace for a terrace of houses (provided it is not a subsidiary name)
- xviii. Vale
- xix. Dene for resident road only for exceptional use if pushed
- xx. Mead
- xxi. Rise

- xxii. Non acceptable suffixes:
- xxiii. End
- xxiv. Cross All these words can, of course, be incorporated in a street name
- xxv. Side provided it terminates with an appropriate suffix (e.g. Mile End Road)
- xxvi. View
- xxvii. Wharf
- xxviii. Walk
- xxix. Park
- xxx. Meadow

xxxi. Exceptions: Single or dual names without suffixes in appropriate places (eg Broadway - for major roads only).

- f. All new pedestrian ways should end with one of the following suffixes: -
  - i. Walk
  - ii. Path
  - iii. Way
- g. No street or building name to start with 'The'.
- h. All new block names should end with the one of the following suffixes: -
  - i. House Court - residential only
  - ii. Point - high block residential only
  - iii. Tower - high block offices or residential
- i. For private houses it is sufficient that the name should not repeat the name of the road or that of any house or building in the area.
- j. Avoid aesthetically unsuitable names such as Gaswork Road, Tip House, Coalpit Lane, or names capable of deliberate misinterpretation like Hoare Road, Typple Avenue, Swag House, Quare street etc
- k. The use of North, East, South or West (as in Alfred Road North and Alfred Road South) (or East, West) is only acceptable where the road is continuous

and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicular access between the two. In such a case one half should be completely renamed.

- I. Avoid having two phonetically similar names within a postal area and, if possible, within a Parish, e.g. Alfred Road and Alfred Close or Churchill Road and Birch Hill Road.

## **8. BUILDING NAMES**

All requests for Building Names should be directed to East Lindsey District Council at The Street Naming and Numbering Team, Lincs Building Consultancy, Teddar Hall, Manby Park, Louth, LN11 8UP.

## **POLICY APPROVAL**

Wednesday 25<sup>th</sup> May 2016

## **POLICY REVIEW DATE**

May 2021