



# **Policy and Guidance on Addressing Properties Street Naming and Numbering In Eden**

Street Naming and Numbering  
Eden District Council  
Mansion House Friargate  
Penrith  
CA11 7YG

Telephone: 01768 817817  
Email: [snn@eden.gov.uk](mailto:snn@eden.gov.uk)

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**Produced By: Street Naming and Numbering**

Eden District Council  
Mansion House  
Friargate  
Penrith  
CA11 7YG

**Enquiries To: Street Naming and Numbering**

Telephone: 01768 817817  
Email: [snn@eden.gov.uk](mailto:snn@eden.gov.uk)  
Website: [www.eden.gov.uk](http://www.eden.gov.uk)

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# 1. Introduction

Eden District Council is responsible for street naming and numbering within the district and undertakes its addressing role through its street naming and numbering function under the provisions of Section 64 of the Town Improvements Clauses Act with the Extension of the Public Health Acts Amendment Act 1907 and section 17, 18 and 19 of the Public Health Act 1925.

Under this act the Council has a duty to:

- Name streets
- Number or Name properties
- Re-number or re-name properties
- Install street nameplates
- Change an existing address name or street name
- Enforce the display of name/number at a property and street nameplates on streets

**This Policy and Guidance is to aid the public on the addressing of properties through Street Naming and Numbering and is developed from the Council's Street Naming and Numbering Policy along with guidance and recommendations contained in the latest version of the Data Entry Conventions and Best Practice for the National Address Gazetteer (NAG) (the Guidance) published by GeoPlace®.** This document reflects current practice within Eden District Council, modified to incorporate the recommendations of the Guidance and having regard to local conventions and

preferences whilst complying with the British Standard 7666. As updates to the Data Entry Conventions (DEC) as set out by GeoPlace are received the guidance will be amended to reflect these changes along with any evolving matters which require adding into the existing policy. The Street Naming and Numbering policy is to assist the Council in determining an appropriate street name and property number or name in accordance with its duties under the above Act and will be used to determine applications. This document may be reviewed and updated, please ensure that you are using the latest version.

Under this legislation the Council is the sole arbiter of an address and the decision on the name of a street or name or number of a property is for the Council to make in accordance with the current policy, guidance and recommendations contained in the latest version of the Data Entry Conventions and Best Practice for the NAG.

The address of a property has become a very important issue. The Emergency Services in particular need a rapid, efficient means of locating and referencing properties.

Businesses and the general public all require access to accurate address information.

The emergency services have requested nationally that Council's no longer address properties and streets with the same or similar names with differing suffixes in an area, which historically was acceptable, they have requested that new street and property names are unique and easy to spell, that we do not use the same or a similar name in full or in part with different suffixes where this may lead to confusion when identifying properties and deploying emergency services. Avoiding addressing in this manner will allow for efficient identification of a property to avoid delays in deploying emergency services.

The overall objective when Undertaking Street naming and numbering is to allocate unique and logical addresses whilst complying with the recommendations and guidelines provided in the Guidance from GeoPlace.

The district is primarily formed of mixed urban and rural areas. Postal numbering exists mostly in Penrith, Kirkby Stephen, Alston and Appleby-in-Westmorland as well as the larger villages. Many of the rural areas consisting of small settlements and hamlets may not have postal numbering schemes or street names and properties may be identified by property names only.

## **2. Background**

The Council is a signatory to the Public Sector Mapping Agreement (PSMA) which is a contractual framework that regulates the use of mapping and address data in local authorities. Through the PSMA authorities are contracted to maintain a Local Land and Property Gazetteer (LLPG) and to ensure the quality of the address information it contains. The authority is contracted under a data licence contained within the Data Co-operation Agreement (DCA) to create maintain and delivery Authority Address Updates to the NAG through the LLPG. This address information is electronically transferred to the National Address Gazetteer (NAG) in an agreed format for the use of Government and the emergency services and Ordnance Survey Address Base Products. Address information that does not conform to the agreed format will be rejected by the NAG and will not be eligible for post-coding.

The structure of the address data to form a compliant address is set out in BS7666.

The purpose of the LLPG and NAG is to ensure that all properties can be identified by one 'correct' address and not by two or more multiple addresses which can result through the existence of address data for the same property but which resides in many databases which are not linked to one another and have no way of verifying the correct address for a property where such address anomalies exist. It is also to ensure that accurate and consistent geospatial based information is used and shared within and between public bodies throughout England and Wales. The Council's LLPG is the definitive addressing resource for use through all services and in particular for the key revenue raising

activities associated with Council Tax and Business Rates (NNDR) income.

### **3. Unique Property Reference Number (UPRN)**

In addition to the traditional method of addressing a property the Government has introduced a British Standard (BS7666) for the precise identification of a property or plot of land. This is a standard format for the structure of an address. Each address has a 12 digit unique property reference number (UPRN) this UPRN permits additional information such as geographical co-ordinates to be accessed, allowing the property to be precisely located on a map.

Every address contains grid references which makes it possible to locate it quickly on the computerised Ordnance Survey maps. This information supports the emergency services and service providers. It is also making possible a whole range of locational services available through emerging technology.

### **4. Street Naming and Numbering of Properties**

#### **Who should apply?**

- Individuals or developers building new streets, building new houses, commercial or industrial units.
- Individuals or developers undertaking conversions of residential, commercial properties, holiday cottages, barns or industrial premises which will require a new or amended address.
- Re-naming a property or street.
- Please note that addresses are not allocated to agricultural buildings or pieces of land. Addresses are only allocated to buildings which attract individual services such as Council Tax and Business Rates. Should a customer wish to install a supply to an unregistered property the Utilities companies can create an account and use a separate mailing address for billing purposes. This would be the usual procedure for this type of supply and a regular occurrence for properties such as agricultural fields or barns.

#### **When should we apply?**

- Planning Approval stage prior to commencement of build, addresses will not be allocated until full planning approval has been received.

Utility companies will not install services without notice from this department of an official address and allocated postcode, you need this document before you can apply for any utilities to be connected. You therefore need to apply for an address well in advance before utilities connections are required.

Problems can arise if purchasers have bought properties which have been marketed and sold under an unofficial name and legal documentation such as Title Deeds and

mortgage documents have already been drafted as these may need to be changed to the official address and the customer may incur additional solicitors fees. Developers should be wary of using a name for marketing purposes if it has not been approved by the Council.

## How do we apply?

Requests should be made on the application form using the current guidelines and submitting this to Street Naming and Numbering, Eden District Council, Mansion House, Friargate, Penrith CA11 7YG by post or email.

You also need to include either:

- Planning or Building Control Reference referring to the latest approved application.
- Where there is no Planning or Building Control Application a scaled location and site plan outlining the boundary of each property and marking on the main entrances is required along with internal layout plans identifying the floor levels.

All applications will be checked and verified for compliance against the current Street Naming and Numbering Policy (SNN).

Application forms are available from Mansion House or Town Hall. These can be obtained in the following manner:

- You can print an application form or download it from our website at [Application Forms](#)
- In person at Eden District Council Offices, Mansion House or Town Hall
- By telephone: 01768 817817
- By e-mail: [snn@eden.gov.uk](mailto:snn@eden.gov.uk)

## 5. New Streets – allocating name to a new street or road

Where a new street is to be constructed the local Parish or Town Council is required to consent to the new street name. This name must meet the criteria of the Council Policy.

The developer should contact this department prior to discussions with the local Parish or Town Council and before official submission of any application to this office in order that a street name is agreed by both parties this will allow us to check that your initial proposal meets the criteria of the street naming and numbering policy.

Involving the Parish or Town Council will allow them to have input into the new street name in their area and where this meets the policy criteria, acknowledge the geography or history of the area.

The formal submission of a street name must comply with the current policy and you must provide written approval from the Parish or Town Council to support your application.

Names which do not meet these criteria will be rejected and the Developer or Parish Council will be required to go through the process again.

You should submit no fewer than four name proposals for each street or road being built. This will allow the Council to determine the most suitable street name in accordance with the current SNN Policy and latest version of the Data Entry Conventions (DEC) and to check that the address is BS7666 compliant.

Once the name has been approved and written consent received from the local Parish or Town Council and the application submitted, the numbering sequence will be allocated by the Council, we will then post Notice of Intent of the new name or names at the development site. Any person who wishes to contest this Notice of Intent is required to do so within 21 working days of the date of the notice through a Petty Sessional Court (Magistrates Court).

Allocating a suitable name to a street or road will take some time therefore it is the developer's responsibility to allow sufficient time for liaison with the Parish or Town Council to obtain an address for a new street or development. It is therefore important that the address allocation is considered at planning approval stage well in advance of the need for utilities connections.

If an agreement regarding allocating a new street name cannot be reached between the Parish or Town Council and a developer within a reasonable timescale, Eden District Council will allocate a suitable street name in accordance with this document and register the new properties to this street. An unreasonable timescale is where the delay in agreeing a new street name between the developer and Parish or Town Council will lead to a delay in the build of the development, when the developer may then incur additional costs for the delay.

The Council will allocate property numbers to properties which will be addressed to a newly named street or road. Once numbering has been allocated and street names approved, the Council will then contact Royal Mail and request them to allocate a postcode to the address. It is Royal Mail who determines and allocates a postcodes, locality, village and post town, not the Council. Once we have received postcode allocation from the Royal Mail, we will issue the Developer with formal notice of address and inform the Council Services and statutory undertakers of this new address via the national address gazetteer and the Council's [Address Decisions Page](#) on the website.

Alterations in either street name, property or plot numbering allocation to new developments after the initial street naming and numbering has been undertaken and confirmed will incur costs. The Council's current [fees and charges](#) can be viewed on our website.

The numbering or naming of individual properties serviced by existing roads does not go through this process and is determined by Officers having due regard to the provisions of the Council's Street Naming and Numbering Policy and data entry conventions. These

proposals should also be submitted to the Council for consideration on the same Application Form.

## **6. Street Naming Guidance**

Where new streets or roads are being created in the district the following applies:

- 6.1 Street names should not be similar to or contain part of existing street or property names in the same village, or in the local, area where it is considered by Officers that this may lead to confusion in the delivery of mail, goods and services or when referencing or identifying the property.

The historic practices which have resulted in many streets in close proximity being assigned the same or similar name and/or with a differing suffix are no longer acceptable. The Royal Mail will also raise concerns where a proposal will duplicate similar street or property names with a different suffix within a Post Town area. The Royal Mail may advise that a proposal is not suitable as it may lead to the mis-delivery of mail which the Council is obliged to consider. More importantly the emergency services have asked Councils not to name streets with the same or similar name with different variations or suffixes as this leads to a delay in deploying the services required. It is appreciated that many local names are already in use and that it may be difficult to choose a unique fitting name for a new street or road but there will be occasions where your proposal is rejected on these grounds and you will be advised of the reason for this.

- 6.2 Where possible names should reflect the history of the area or acknowledge the local geography.
- 6.3 Street names are unacceptable if they are considered to be difficult to pronounce or awkward to spell. A name should be easy to transcribe when given over the telephone or in person and should not lead to variations in the use of spelling or punctuation as these can cause confusion in an emergency situation or result in early demands for a change of address from occupiers.
- 6.4 'Local' or 'made up' names which may lead to variations of the name or be misspelt in external databases cannot be used. Similarly where the name is in another language this cannot be used as it would not be easy to transcribe and would lead to variations of the name being misspelt in external databases.
- 6.5 Aesthetically unsuitable names will be avoided, a new street name should not be of a type which could be altered by an act of graffiti to read or spell other words.
- 6.6 Street names that could be considered or construed as rude, obscene, racist or which would contravene any aspect of the Council's equal opportunities policies will not be acceptable. Similarly words which may have alternative meanings which may cause offence are unacceptable.

- 6.7 A street name should not consist of, refer to, or be derived from any company or group name or names which may be seen as advertising.
- 6.8 Street names referring to living people will not be acceptable and only names of national or local historic figures or events and their role which has benefited society will be considered providing the proposal is supported by documentation to show the person to have been one of the highest standing and such a view is likely to be shared by the public at large. Consent from the family is required along with evidence.
- 6.9 Pedestrianised streets should will be suffixed only as Alley, Walk, Path, Way, Yard or Footpath.
- 6.10 The consent of the Lord Chamberlain's office must be obtained if a name with any reference to the Royal family, the use of the word 'Royal' or use of a name with Royal connotations is suggested.
- 6.11 Accents, Abbreviations or punctuation must not be used in a street name.
- 6.12 Street names must not commence with the word 'The'.
- 6.13 Street names must not include a number either in numerical or written format.
- 6.14 All new street names must end with an approved suffix from the list below to reflect the nature, history and/or location of the street, please note that 'Court' should only be used to identify a block of flats or apartments or sheltered housing accommodation and not used as a suffix for a street.
- Avenue - tree lined residential roads
  - Arcade - a street which has shops along it
  - Bank - street on a bank
  - Boulevard - a wide street often tree lined of major importance
  - Close - a residential cul-de-sac only
  - Crescent - a crescent shaped road
  - Crest - residential road at the crest of a hill
  - Circus - for a large roundabout only
  - Drive - residential roads

- Gardens - residential road
- Garth - a cul-de-sac only
- Grove - residential road
- Heights - a road on a high piece of ground which overlooks
- Hill - a hillside road only
- Lane - narrow rural road
- Lonning,
- Loaning
- or Lonnin - a narrow, winding country lane or rural road open both ends
- Mews - converted yard or stables
- Mount - high point of the road
- Parade - a public square, promenade or shopping centre
- Pastures - former farm or agricultural land
- Park - a development with open spaces
- Place - residential road
- Rise - road which has a rise
- Road - any thoroughfare
- Row - road
- Square - a square only
- Street - any thoroughfare
- Terrace - for a terrace of houses
- Vale - residential road

Any of the above approved suffixes cannot be included in a street name other than as a suffix, for example Street Lane or Hill Grove would not be accepted.

- 6.15 The following suffixes are only acceptable if incorporated in a street name provided it ends with one of the above suffixes, for example Sowerby End Road:

Dale, End, Foot, Cross, Side, View, Walk, Flat

- 6.16 Street Nameplates must be installed by the developer of a street in accordance with the specifications set out in the Department of Transport document: CIRCULAR ROADS 3/93 which refers to Street Nameplates - please refer to our website or section 15 of this document for the Council's requirements. Where a developer fails to install street nameplates, the Council will undertake this work and will submit an invoice for reimbursement from the Developer for this work. This includes private roads as well as Local Authority adopted streets.

- 6.17 Properties will be addressed to the street or road from where the main pedestrian or vehicle access or postal delivery point (front door and letterbox) is located or to the first named street which the property is accessed from.

## **7. Street Name Change**

If a request received involves the change to an existing street name the developer or residents must be informed of the formal process that must be adhered to before the change can be ratified. Under statute the consent to a change must be agreed by at least two thirds of the tax payers in the street and any application for change must provide with this evidence for the change. Silence or failure to consent by property owners does not count legally as consent. This Council would require 100% confirmation from residents

as this would result in a major address change and residents would incur costs in updating their address on legal documentation.

## **8. Naming of Existing Unnamed or Locally Named Streets**

The naming of an unnamed or locally named street may be considered by the Council. This occurs mainly in rural areas where streets are not named. Naming an unnamed street may result in a postcode change for properties which will be addressed to this street. The Council will inform Parish or Town Councils and/or residents before making any changes. Naming unnamed or locally named streets will assist in the locating and referencing of properties especially upon request of the emergency services, the Council would request that this be accepted by residents in these instances and the Council will try to avoid major changes.

## 9. Numbering of Properties

- All new properties which are accessed from a named street will be numbered this includes residential, commercial, holiday let and annexe accommodation where there are separate facilities. The Council will allocate and determine a numbering scheme appropriately, giving consideration to each individual development layout to ensure the numbering is logical and sequential and to allow for any future extension to the development
  - New properties on an existing named street will be numbered into the existing sequence depending on their location on the street, either continuing the existing numbering scheme or as 'in fill' suffixed numbering, for example 1A, 1B so long as the numbering remains logical
  - If the existing properties on the street are named only there is no requirement to number new or existing properties unless a 'terrace' is created to accommodate a numbering system
- 9.1 No numbers will be omitted; all numbers will be included in a numbering scheme if it is next in the numbering sequence. The number 13 will not be omitted from any numbering scheme.
- 9.2 Properties on main roads will be numbered so that when travelling away from the centre of a town, odd numbers are on the left hand side and even numbers on the right unless an established local convention is different or where it is not logical.
- 9.3 Properties will be numbered ascending away from the most important road that they lead from or sequentially from the direction of the town or village centre unless an established local convention is different or where it is not logical. For example if it would mean that there would be two adjacent properties with the same property number ie 1 East House and 1 Marshall Terrace, this would not be acceptable as this may lead to operational difficulties in delivering goods or services to the property, even if both properties have different postcodes.
- 9.4 Cul-de-sacs will be numbered sequentially beginning at the first property encountered when entering the cul-de-sac.
- 9.5 Infill development on an existing numbered street will include a suffix to the premise number for example, 7, 7A, 7B 8.
- 9.6 Each property owner has a legal obligation to ensure that property numbers or names are clearly displayed at/on the property in order that this is visible from the road, this is essential to assist in the location and identification of the property by members of the public, to assist with deliveries but more importantly to avoid delays in response times should the Emergency Services be requested to attend the property. Where no number is displayed this may be enforced by Eden District Council.

## **10. Adding a Property Name to an Existing Numbered Property**

From 1 April 2019 we will no longer be offering the service to add a name to an existing numbered property. Where a property is numbered this is the official registered address of the property, we will not hold a name or 'alias' alongside any number. Any name which you allocate yourself will not form part of your official address and will not appear in the national address database or Council databases and you will need to use the number in all official instances when contacting the Council.

If a request is received to replace a numbered premise with that of a name only, this shall be declined. Once a property is numbered, this is the legal registered address of the property which cannot be removed.

## **11. Alteration to Property Numbering on an Existing Street or Re-numbering**

Where appropriate, alteration of an existing street numbering scheme may be undertaken by the Council provided it can be proved that there is 'cause' for this, the Data Entry Conventions will be used as a reference guide to undertake this.

## **12. Property Name Guidance**

- 12.1 Properties will only be named where there is no numbering scheme in existence or where there is no official street name. This includes properties which are residential, commercial, holiday let and annexe accommodation (where there are separate facilities).
- 12.2 Any name used informally as a local name or for planning application and building regulation purposes to identify a property is not the official property name. You must apply for address allocation and any name you propose must meet the Council Policy and it may be that the 'informal' name is rejected as it does not meet the criteria of the policy. This includes 'local' or 'informal' names to identify barns or redundant buildings. Addition of the 'local' or 'informal' name on the deeds for the property or legal documents is not proof of address allocation and is a name used to identify the property or building within the curtilage of land.
- 12.3 Property names must not be similar to or contain part of existing property or street names in the same village, or in the local area, where it is considered by Officers that this may lead to confusion in the delivery of mail or when referencing or identifying the property.
- 12.4 New property names must not duplicate any similar name already in use as a property name, street, geographical area or pedestrian way name in the locality, village or local area. A variation in the suffix eg, 'House' or 'Lodge' will not be accepted as sufficient reason to duplicate a name, for example if there is already a property named Oak House,

Oak Cottage or Oaktree Cottage, a proposal of Barnoak House would not be accepted as 'oak' is already in use as part of an existing address.

- 12.5 The historic practices which have resulted in many properties and streets in close proximity being assigned the same or similar name and/or with a differing suffix are no longer acceptable. The Royal Mail will also raise concerns where a proposal will duplicate similar street or property names with a different suffix within a Post Town area. The Royal Mail may advise that a proposal is not suitable as it may lead to the mis-delivery of mail which the Council is obliged to consider. More importantly the emergency services have asked Councils not to name streets or properties with the same or similar name with different variations or suffixes as this leads to a delay in deploying the services required. It is appreciated that many local names are already in use and that it may be difficult to choose a unique fitting name for a new property but there will be occasions where your proposal is rejected on these grounds and you will be advised of the reason for this.
- 12.6 The use of names which the Council consider may cause spelling or pronunciation problems must not be used as these cause confusion or result in early demands for a change of address from occupiers. A name should be easy to transcribe when given out and not lead to variations due to spelling or pronunciation. Similarly where the name is in another language this cannot be used as it would not be easy to transcribe and would lead to variations of the name being misspelt in external databases. A name must also be one which will last the full length of the properties life without a request for change, names which the Council feel are too personal or which will lead to a name change application if the property is sold in the future will be rejected. Once a name is officially allocated it is difficult to remove this from stand-alone databases.

'Local' or 'made up' names which we consider could lead to variations of the name or be misspelt in external databases must not be used. An example of a selection of names which cannot be used, but which is not exhaustive, is as follows:

Neverdone

Dunromin

Twazabarn

Twasabarn

- 12.7 A family name would not be considered for the name of a property as this may result in a change of name request should the property be sold, transferred or occupied by someone else, this includes obvious first and surnames.
- 12.8 Where possible names should reflect the history of the area or acknowledge the local geography whilst being BS7666 compliant.
- 12.9 The allocation of a property name using double property or street suffixes will not be acceptable, for example Cottage House, Lodge House, Vale House or Lane House, unless incorporated with a property name, for example Eden Lodge House.

- 12.10 Property names that could be considered or construed as rude, obscene, racist or which would contravene any aspect of the Council's equal opportunities policies will not be acceptable. Similarly words which may have alternative meanings which are considered may cause offence are unacceptable.
- 12.11 Property names must not include a number either in numerical or written format.
- 12.12 Abbreviations or punctuation must not be used, ie Marks House rather than Mark's Hse.
- 12.13 Property names must not begin with the word '**The**' for example The Ramblings is not acceptable, Rambling House is acceptable, all property names require a suffix.
- 12.14 Names that could be seen as advertising are not acceptable.
- 12.15 Naming a property after a company or business is not acceptable unless the company no longer occupies the building where there is a positive local association with the building and location and does not cause confusion, but only where the company is no longer trading.
- 12.16 Properties must not be named with a business name only, or name similar to the business name; this will be added to the address separately.
- 12.17 Property names must not reflect the commercial use of the building as should the business change the new occupier would request a name change for the building, for example Classical Music Centre - this identifies the current use of the building but should a book shop take over the building they would not want 'Music Centre' in the name of the property and this would give rise to a property name change which should be avoided.
- 12.18 Where the property is converted from a commercial to a residential property, for example a church, chapel, joiners shop, workshop or public house, the name will be amended to reflect the current use of the property, for example Greystoke Chapel will be addressed as Old Chapel, Joiners Shop will be addressed Old Joiners Shop and Workshop to Old Workshop where the developer wishes to retain reference to the former use of the property so long as this does not conflict with existing addresses. The village name will be part of the address so must not be used in the property name. Grey Goat Inn will become Old Grey Goat Inn or Old Grey Goat or Grey Goat House. This will ensure that the property is identified as no longer being a place of worship, public house or commercial property. This request must be submitted on a 'property name change' application form, failure to request an address change in this instance may lead to problems when requesting certain services which are only available for residential dwellings.
- 12.19 Where the property is a former agricultural building, for example a former piggery, or cow byre the property name must not be Piggery Barn or Cow Byre as this would suggest the property is still 'in use' as an agricultural building, the property name may however become Old Piggery Barn or Old Cow Byre as this would refer to the historic use of the building.

- 12.20 The address of a named property must not include or reference the name of another property unless the said property is an agricultural workers dwelling or holiday let, for example an existing property named Stone House, a new property must not be addressed Rose Cottage, Stone House as this may lead to confusion and result in a request for an address change.
- 12.21 Property names must not include or replicate any locality, street or village/post town names within the local authority area as these may be misleading and lead to confusion for delivering goods and services, for example Brough House, Penrith would not be accepted as it could lead to locational issues if the post town and/or postcode were not used, this could lead to delays in response times for the emergency services or delivery issues. Also Brough House, Brough would not be accepted as this would replicate the village name.
- 12.22 The word 'Flat', 'Flatt' in any form is not acceptable as the principal property name or as part of the property name, for example Edenflat House, however Flat may be used in the format Flat 1, Eden House, Eden House is the principal property name.
- 12.23 The use of a name with Royal connotations. The consent of the Lord Chamberlain's office must be obtained if a name with any reference to the Royal family or the use of the word 'Royal' is suggested.
- 12.24 Property names must include an appropriate suffix to identify the type of the property from the list below
- Hall - a larger than usual property only
  - House
  - Bungalow - a bungalow only
  - Bunkhouse - a bunkhouse only
  - Cottage
  - Lodge - a property, house or cottage or may also be used to identify a caravan
  - Loft - for first floor accommodation/flat where a garage or barn resides below
  - Barn - for a barn conversion only not a new build unless built in the style of a barn
  - Byre - only if incorporated with the word 'old'
  - Croft - a house or bungalow
  - Mansion - for a much larger than usual property

- Villa - a house or large bungalow
- Building - can be used for a residential and commercial property
- Chalet - any property built in this style or caravan
- Caravan - residential or commercial caravan only

The following words are unacceptable in any form as part of an address unless they are incorporated with an acceptable suffix, for example Meadow Dale House

End, View, Dale, Foot, Cross, Side

Any word which refers to a road street or railway asset must not be used as part of an address, for example;

Bridleway, Path, Road, Street, Way, Lane, Lonin, Loaning, Loning, Siding, Track

All properties will be addressed to the road from which the postal delivery point (mail/letter box) or front door of the property is accessed from

### **13. Displaying Property Names and Numbers**

It is the responsibility of the owner, developer or occupier of properties to fix and maintain an officially assigned number or name allocated by the Local Authority to identify a property in a street.

Property names and numbers must be clearly displayed at/on the property in order that this is visible from the road, this is essential to assist in the location and identification of the property by members of the public, to assist with deliveries but more importantly to avoid delays in response times should the Emergency Services be requested to attend the property.

Should the owner/occupier fail to display the lawfully assigned name or number, the authority shall give 21 days' notice to the owner/occupier of the property to display the correct number/name.

Where the notice is not complied with the authority shall give a further 14 days' notice that it will cause the name or number to be displayed on the property in default and recover

the expenses from the owner/occupier of the property.

The position and style of the name or number is the choice of the owner/occupier but this must be clearly visible from the road side. This will assist with locating and referencing the property should the emergency services be requested, for the ease of deliveries and also for the safety of the general public.

## **14. Changing an Existing Address**

### **Property Name Changes, Changing an Existing Property Name**

To gain any legal recognition an application form must be submitted for the change by property owners. In order for the change to be considered and where appropriate approved by the Council the criteria below shall be applied to ensure the change does not cause conflict with any existing address in that location.

From time to time there are instances due to new development that the Council feels the need to change an existing address, for example where a new development is being built which will mean that the existing address is no longer logical or where the access to the property is changed. Properties must be addressed to the first named street or road from which they are accessed (front door and letter box). The owner and/or tenant will be informed of the need for the change and the reason for this and be given time to respond prior to any change. The Council does not undertake address changes lightly but has an obligation to ensure that addresses reflect the current location.

## **15. Addressing of Blocks of Flats or Apartment Buildings**

If the building is located in an existing numbering scheme the building will be numbered or retain the existing number. If the building is a new building, consideration will be given to naming the building as an exception

- each internal flat or apartment will be numbered on each floor in a clockwise direction from the entrance/stairwell
- each internal flat will be prefixed with Flat or Apartment
- buildings which have entrances on different streets will be addressed to the street where the main postal entrance is located
- internal flats which are located in the building but separately accessed from another street will be addressed with the building name but to the street which is used to accessed the flat

Where a building is named an appropriate suffix should be allocated, see below:

- Court
- House
- Mansion
- Tower
- Heights

## 16. Divison of One Property into Multiple properties or the Merge of Two or More Properties

Where residential or commercial properties are to be merged or divided an application form must be submitted for the alteration of an address, addresses will be altered in accordance with the current Data Entry Conventions (DEC) and the following applies:

- 16.1 **Merged** properties will adopt all previous addressable objects as its identifier where premise numbers are used;

For instance the merging of two properties at 4 and 5 High Street to become one property will result in a new address of 4-5 High Street. An exception to this would be where all the properties which are numbered, for example 1, 2, and 3 Stable Cottages are to be

merged into one property, the numbers in this instance may be removed and the address become Stable Cottage, but only where the name Stable Cottage would not conflict with other properties with the same or similar name in the local area (using the naming allocation guidance).

- 16.2 The **Division** of a property where the building is divided into two or more self- contained units;

The building shell will be the existing property number or name if no number exists, eg 13 North Road, the internal numbering whether this is commercial or residential will be known as Unit/Flat 1-3 or Unit/Flat A-C, 13 North Road.

- 16.3 Conversion of a house into two or more residential flats with one door providing access to all flats:

The building shell shall be recorded as the existing property number or name with each flat numbered internally as Flat/Apartment 1 or A, Flat 2 etc, eg Flat 1 13 North Road, Penrith.

- 16.4 Conversion of a house into two or more residential flats with separate doors from the street providing access to each of the flats:

Each flat shall be numbered with the property number with the addition of a suffix for example, 13A, 13B, 13C etc. Duke Street, Penrith.

- 16.5 More complex arrangements will be addressed using the conventions set out in the latest version of the Data Entry Conventions and Best Practice for the National Address Gazetteer.

## **17. Addressing Business Properties and Commercial Units on Industrial Estates or Retail Parks**

These buildings should be named rather than numbered if not currently located in a numbering scheme. This will allow for easy divisions or merges of businesses to be addressed appropriately without dramatically changing the original address. Business names will then be added or removed where necessary without the official property address changing. Refer to section 7 Property Names.

New business parks should be named, this will become a 'locality' field in the address, each road will then be named and buildings named onto that road with each internal unit numbered, and business name added, this allows for changes to business name and internal numbering, the address of the building will be retained during any changes, for example:

Business Name: Graham Building Supplies

Internal Numbering: Unit 1

Building Name: Devon House

Street Name: Haweswater Road

Locality: Gilwilly Industrial Estate

Post Town: Penrith

Postcode: CA11 9AA

## **18. Objects without Postal Addresses (OWPAs)**

- 18.1 Properties which do not have a postal delivery point or letter box but which attract either non-domestic rates or Council tax are known as Objects Without Postal Addresses (OWPA's) or Not Postally Addressable and will be addressed in accordance with the conventions in the Council policy and the latest Data Entry Conventions. It should be noted that Royal Mail will not allocate a postcode to

properties, or include the address in the Postal Address File (PAF) where the property:

- does not have a postal delivery point, letter box or collection point
- where the property is not the main residence but is a second home
- where the property is a holiday let

These properties still require addressing through the Council's Street Naming and Numbering Function and adding onto the national address database to allow for service delivery by Council, Government and emergency services and will be allocated the nearest postcode for identification and referencing purposes only, see information below.

## **19. Holiday Let, Annexe Accommodation and Agricultural Workers Dwellings**

**Holiday Let** – Where a new property is to become a holiday let these will be addressed in accordance with sections 9 and 12. Holiday lets are not included in the Royal Mail Postcode Address File (PAF) as only main permanent residence or commercial properties which operate a business and require postal delivery are held by the Royal Mail. The address will be processed in the same way but the postcode will be allocated by Officers of the Council in accordance with the surrounding postcodes.

## **20. Annexe Accommodation**

Where annexe or ancillary accommodation is rated separately for Council Tax purposes, this will be addressed in accordance with sections 9 and 12 with a unique name or number, however the main property may be referenced in the address so long as the property cannot be sold as a separate entity. The authorities Council Tax department will determine whether the annexe accommodation will be rated separately and the word 'annexe' will not be used as a unique address identifier in this instance. The annexe property will be included in the Royal Mail PAF file only where a letter box exists separately for the property.

## **21. Agricultural Workers Dwelling**

Where planning permission is received for an agricultural workers dwelling, subject to the property being accessed from or on adjoining land, the property may include the name of the farm or farmhouse as part of the property address in accordance with sections 9 and 12.

## **22. Second Homes**

Where a property is to become a second home, this will be addressed in accordance with sections 9 and 12. Second homes are not included in the Royal Mail Postcode Address File (PAF) as only main permanent residences or commercial properties which operate a business and require postal delivery are held by the Royal Mail. The address will be processed in the same way but the postcode will be allocated by Officers of the Council in accordance with the surrounding postcodes.

## **23. Re-instating Property Names to properties which have become derelict or unoccupied and which do not appear in the national address database**

Re-instatement of a property name will be considered where the property has planning permission for refurbishment, to be brought back into use as a single residential or commercial property. This does not include local names for any building which has not formally been an occupied residential or commercial property.

## **24. Demolished Properties**

If the demolished property occupies a site that is to be redeveloped the new address will include the reinstatement of premise numbers previously used on that street. Where the property is named, the owner can apply for a 'property name change' should they wish to allocate a different name to the property.

## **25. Postcode Allocation**

It is Royal Mail who allocates postcodes, locality, village and post town information not the Council. The Council will request the Royal Mail to allocate a postcode to a new property through the Street Naming and Numbering process and the Council will inform the owner/developer of the property the postcode, locality and post town which the Royal Mail has allocated.

Royal Mail may find it necessary from time to time to alter your postcode and address as they see fit, but they will inform you of any change.

Should you feel that you have been allocated the wrong postcode by the Royal Mail you must contact them direct to discuss the issue.

## **26. Circulation of New or Revised Street Naming and Numbering (Address) Information**

The owner/developer of a property is issued notice of an address once the address allocation process is complete, confirming the allocated address or address change of

the property. It is this document which the utilities companies require you to provide when you request connections to services.

New or revised addressing through this process is added onto our web page; [Address Allocations Amendments and Decisions](#) and passed electronically to the National

Address Gazetteer (NAG) on a daily basis. This information is taken by Ordnance Survey who uses it to create Address Base products. This Address Base product is updated on a regular basis. The product contains approved addresses with grid references for all properties in England and Wales which is used for referencing and locating purposes and is the format for addresses used by Government organisations and Emergency Services.

## **27. Street Nameplates**

Every street must be clearly signed with nameplates being positioned at principal junctions so as to be easily readable by both pedestrians and drivers.

Section 64 of the Town Improvement Clauses Act, 1847, places a duty on a local authority to see that street names are indicated on a conspicuous place in or near the street. In the case of new developments the Council expects the developer to provide and erect nameplates prior to the development being occupied in accordance with the specifications below. This will enable the efficient functioning of the Postal and Emergency Services as well as for the convenience and safety of the general public.

Nameplates must be installed in order for the developer to comply with the terms and conditions set out in the section 38 Agreement of the New Roads and Street Works Act which the developer enters into with the Highway Authority for the adoption of roads and highways, which in this instance is Cumbria Highways. Once street nameplates have been installed to the authorities specifications the Council will adopt and maintain these nameplates, therefore it is essential to adhere to the Council's specifications.

If you wish to contact this office further regarding street nameplates, you may do so by writing to: Street Nameplates, Eden District Council, Mansion House, Friargate, Penrith CA11 7YG, Telephone 01768 817817, Email [contracts@eden.gov.uk](mailto:contracts@eden.gov.uk)

The recommended specification for street nameplates is set out in the Department of Transport Circular 3/93, Street Name Plates and the Numbering of Premises as follows:

## **28. Procedures for the Installation of Street Nameplates**

- 28.1 Street nameplates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The nameplate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable, the distance may be varied up to a maximum of 6 metres.

- 28.2 Street nameplates should be mounted so that the lower edge of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
- 28.3 Nameplates should normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes or where it is thought that section 18.8 would apply. At major crossroads, nameplates will be necessary on both sides of each arm.
- 28.4 At T-junctions, a main street nameplate should be placed directly opposite the traffic approaching from the side road.
- 28.5 Where the street name changes at a point other than a cross-road, both names should be displayed at the point of change and it may be useful to include arrows to indicate clearly to which parts of the street the names refer.
- 28.6 On the straight lengths of road without intersections nameplates should be repeated at reasonable intervals with priority given to such places as bus and railway stations and opposite entrances to well frequented sites such as car parks.
- 28.7 Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.
- 28.8 Where it might reasonably be expected, for example at intervals on long straight lengths of road at intersections of T-junctions, it may be useful to incorporate on the nameplate information indicating the street numbers on either side of the intersection.
- 28.9 Whenever practical, street name plates should be mounted on walls, buildings or other robust boundary structures at the back edge of the footway.
- 28.10 The name plates should be so fixed that there is a clear space of at least 300 mm in every direction between them and any notices, advertisements or other printed or written matter. Wherever possible, greater clearance should be provided. Nor should they be incorporated in other direction sign assemblies, but be kept distinctly and mounted in as standardised a manner as possible. Care should be taken to keep the view of name plates free from obstruction by trees and other growth.
- 28.11 Where possible, name plates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.

## 29. Style Guidelines for Manufacture of Street Nameplates

- 29.1 Street nameplates should be manufactured from 11 gauge pressed aluminium plate with the street name in black embossed 90mm Kindersley type letters on a white background with a 12mm black border. Any additional text such as “Leading To ....” or “Numbers 1-32” shall be in 50mm MOT lettering.
- 29.2 Should the nameplate need to be mounted in a freestanding frame then it should be secured firmly within a 38mm x 38mm x 5mm plastic coated or galvanised angle iron frame.
- 29.3 Because street nameplates are commonly viewed from an angle, it is important that wide, well-spaced lettering should be used.
- 29.4 Capital lettering must be used to avoid confusion with traffic signs, which generally employ lower case lettering.
- 29.5 Only durable materials should be used for the construction of nameplates. The Council requires 11 gauge pressed aluminium plate with 90mm Kindersley type black letters on white background with 12mm black border and they should be maintained in a clean condition. A 150mm letter height may be more appropriate on fast main roads.
- 29.6 Street nameplates must have black lettering on a white background with a black border, as this gives the best contrast. Coloured legends or backgrounds will result in poor legibility, especially under low pressure sodium street lighting and must not be used. The white background should be reflectorised.
- 29.7 Only well-known abbreviations should be used eg AVE, CRES, ST, GDNS, RD etc.
- 29.8 When streets have been re-named, the old name crossed out but clearly legible should remain for at least one to two years and then removed.
- 29.9 Area colour coding by a background colour on the street nameplate is not permitted. There is a loss of good contrast with many colour combinations.
- 29.10 The chief aim of letter spacing is to give good legibility having regard to the letter form used. Spacing should be sufficient to prevent letters having a jumbled appearance when viewed from an oblique angle. The apparent area between successive letters should be as uniform as possible and this is affected by the shape of individual letters. Vertical strokes found in B, D and E etc are those which need to be furthest apart; curves in B, C D and G etc permit a slight decrease in spacing, right angled letters E, F
- 29.11 and L etc and sloping ones A, K and V etc can be closer still; some combinations such as LT, LY and VA can almost overlap.

29.12 Street nameplates must not incorporate any business names, logos or any other form of advertising.



FIG. I KINDERSLEY - 90



FIG. II KINDERSLEY - 90