Street Naming and Numbering Policy
Address Management

Date 6/10/2009
Information Services
## Current Document Status

<table>
<thead>
<tr>
<th>Version</th>
<th>Approving Committee</th>
<th>Date</th>
<th>Responsible Officer</th>
<th>Review Date</th>
<th>Location</th>
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<td>0.11</td>
<td>Corporate Leadership Team</td>
<td>20 January 2010</td>
<td>David Witts</td>
<td>May 2010/Ongoing</td>
<td>\cc\root\Corporate\address management\Street Naming and Numbering\Documentation\SN&amp;N Policy</td>
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## Version History

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<th>Version</th>
<th>Author/Editor</th>
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<td>0.2 Draft</td>
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## Equalities Impact Assessment Record

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## Document Retention

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Street Naming and Numbering Policy

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**Introduction**

Cornwall Council has a statutory duty to name and number streets and to approve and register official property addresses in the county of Cornwall. Prior to 1/4/2009 this Street Naming and Numbering function was the remit of the district and borough councils of Cornwall.

Details of official addresses are passed to Royal Mail who will normally allocate each address a postcode. Many legal transactions and delivery of services may be withheld until a property can be identified by a full address including the postcode.

Regular service delivery agents such as Royal Mail are familiar with properties that they deliver to, however, infrequent visitors such as emergency services and Council staff need to be able to identify and find properties easily. In emergencies the need to find an address quickly is paramount. Clear property addresses are therefore essential.

1. **Purpose and aim of policy**
   
The purpose of the Street Naming and Numbering Policy is to process all requests to name streets and to ensure that all properties in Cornwall are assigned an official address that is clear and unambiguous. In turn, this will ensure that Council services, emergency services and other services are able to locate any property address.

   The aim of this Policy is to encourage property developers and owners to apply for new or changed official addresses as early as possible. This in turn will ensure that the delivery of council services and external services will be carried out without delay.

1.1 **Scope**

   Cornwall Council, its customers and external organisations are all affected by the content of this Policy; this includes all addresses domestic and non-domestic. The objective is to provide and maintain a clear and correct address for all properties.

2. **Policy Statement**

   This policy is set out to give a clear understanding of what is required of Cornwall Council, its customers and external organisations with regards to Street Naming and Numbering.
3. Policy Details

Cornwall Council will:

- Respond to all applications for property name changes within 10 working days;
- Respond to all applications for the naming and numbering of new streets within 30 days;
- Encourage the use of the Cornish Language. Street names in the Cornish language are encouraged in line with the European Charter for Regional & Minority Languages (Section 2) as ratified for Cornish by the UK Government in 2002;
- Treat everyone in a fair and equal manner;
- Deliver best value and place the customer first;
- Meet its statutory duties and achieve its targets.

Renaming or renumbering of existing streets or renumbering of existing properties will be dealt with on a case by case basis in accordance with the appropriate legislation.

This document is to be read in conjunction with the Street Naming and Numbering Guidance Notes.

3.1 Relationships with other corporate strategies and policies

Supporting policies relating to this document are:

- Lone worker Policy;
- Visiting Officer Policy;
- Equalities Strategy;
- Cornish Language Development Strategy;
- Localism/ Duty to Involve Policy;
- Listening and Learning Policy;
- Document Retention Policy.

3.2 Partnerships

Partners include:

- All Internal Council Services;
- Fire and Rescue Service;
- Improvement and Development Agency;
- Royal Mail.

3.3 Management and Supervision

The Cornwall Council Address Management Team is responsible for the management of this document, in line with:

- Local Land and Property Gazetteer Data Entry Conventions;
- Street Naming and Numbering Data Entry Conventions;
3.4 Implementation
This policy will be implemented by the Address Management Team of Cornwall Council to carry out the statutory function of Street Naming and Numbering.

Any appeals against this policy should be made in writing to:

Comments, Compliments and Complaints
Cornwall Council
New County Hall
Treyew Road
Truro
TR1 3AY

4. Consultation
This policy has been created in consultation with the Cornish Language Partnership, Head of Localism, Head of Highways and the Address Management Team officers. There was no survey analysis carried out for the creation of this document.

5. Responsibilities
The responsibility of the Street Naming and Numbering function lies with the Address Management Team.

The Lead Officer responsible for this Policy is the Information Services Service Delivery Manager.

Records will be kept for 3 years from approval of the Street Naming and Numbering Application (current year plus 2) and it is the responsibility of the Address Management Team to ensure these as filed correctly and are easily accessible.

6. Monitoring arrangements
The policy will be monitored on an ongoing basis, reporting to the Information Services Management Team quarterly.

6.1 Reporting Arrangements
All reporting arrangements will be dealt with initially by the Address Management Team Manager, who will then present his/her findings to the Information Services Management Team.
6.2 Performance Measures
All performance measures are recorded on the council’s performance system and are reviewed on a quarterly basis.

7. Breaches of Policy
Any breaches of this policy will be dealt with in accordance to the legislation detailed in section 11.

8. Information
For more information on how Cornwall Council deals with Street Naming and Numbering please visit our website www.cornwall.gov.uk, email the Address Management Team at addressmanagement@cornwall.gov.uk or you can call and speak to an officer on 0300 1234 100. Alternatively, please write to:

Address Management Team
Cornwall Council
39 Penwinnick Road
St Austell
Cornwall
PL25 5DR

9. Equality Impact Assessment
No adverse impacts have been identified.

10. Sustainability Implications
Cornwall Council is working hard to help sustainable development in Cornwall. However, the Street Naming and Numbering Policy does not directly affect sustainability.

11. Legal requirements
The Council’s powers in relation to street naming and property numbering are contained in three separate Acts:

**Towns Improvement Clauses Act 1847**

Sections 64 and 65
Give the Council a discretionary power to cause houses and buildings in streets to be marked with such numbers as the Council thinks fit. This enables the Council to:

- Allocate numbers to new dwellings;
- Change a street numbering scheme where expedient.
Public Health Act 1925

(Section 17 – 19 – Adoptive provisions for controlling street naming and numbering)

Section 17
This requires that the Council should be given prior notification of proposed street names. The street name should be sent to Cornwall Council by the person (usually the developer) proposing to name the street. Cornwall Council then has the power to object within 1 month in writing, giving the reason for objections.

It is not lawful to erect a street nameplate until:

- The expiration of 1 month from the date of notification to Cornwall Council and no objection is received within that month;
- Where Cornwall Council object to the proposed name and until that objection is withdrawn or overturned on appeal.

If Cornwall Council object in writing then the person proposing the street name can within 1 month, appeal to the Magistrates Court. The penalty for contravening this is a fine determined by the Magistrates Court.

Section 18
This section gives the power to Cornwall Council to alter the street name or any part of a street and assign a street name to all or part of a street where a name has not been given. Cornwall Council must give 1 month’s notice before making an order and the order must be posted in a conspicuous position at each end of the street or the affected part of the street. The Notice must set out all details of where to appeal to if any person is aggrieved.

An appeal would be to a Magistrates Court within 21 days after the posting of the notice. Under section 18 the Council can alter the name of any street or part of a street. In such instances it is important for Cornwall Council to consult with and work in conjunction with, 'interested parties' such as Town and Parish Councils, Fire Authorities and Police Authorities.

Section 19
Provides Cornwall Council with the duty to ensure that the name of every street shall be shown in a conspicuous position and also alter or renew it if it becomes illegible. Anyone altering, removing or damaging the displayed nameplate will be liable to a fine imposed by a Magistrates Court.
Local Government Act 2003

Section 93 of the Local Government Act 2003 gives very wide powers to local authorities to charge a person for providing a discretionary service to him or her and cannot therefore be used where the Council is under a duty to provide the service.

NB. For the avoidance of doubt please refer to the specific acts.

12. Authorisation, Approval and Review dates
This Policy was authorised by the Corporate Leadership Team in conjunction with the Head of Information Services.

The Street Naming and Numbering policy will be reviewed on a regular basis or if one of the following occurs:
- New legislation is introduced which affects the Policy;
- There is a change to existing legislation;
- Some other relevant government or operational change affects the Policy.

13. Alternate Formats
We want to ensure that your needs are met.
If you would like this information on audio tape, Braille, large print, any other format or interpreted in a language other than English, please contact:
The Corporate Equality & Diversity Team Room 203 New County Hall Truro Cornwall TR1 3AY Tel: 01872 322339 Fax: 01872 323836 Email: equality@cornwall.gov.uk www.cornwall.gov.uk
Prepared by:

Steven May/Andrew Mcpherson
Address Management Officer
Information Services
20 January 2010