

Property Naming & Numbering form for developments situated on existing highways



Please return this form to:
 Street Naming & Numbering
 North Norfolk District Council
 Holt Road
 Cromer
 NR27 9EN

Tel: 01263 516048
 Fax: 01263 516039
 Email: llpg@north-norfolk.gov.uk

PLEASE READ STREET NAMING & NUMBERING GUIDANCE NOTES ATTACHED BEFORE COMPLETING THIS FORM

APPLICANT DETAILS

Name:	
Address:	
Postcode:	
Tel number:	
Mobile:	
Email:	

Please indicate (✓) which of the following applies to you in relation to the development:					
Freeholder	Of whole site		Leaseholder	Of all of the site	
	Of part of the site			Of part of the site	
Occupier (tenant/other)					

If you are not the freeholder of the property, please attach a signed letter confirming that the applicant is acting on the free holders behalf.

If the building is in multiple occupation, or you are not the only freeholder, please attach details of other residents/freeholders affected by this application. We have to check all occupants /freeholders have been consulted before assigning a new address.

DEVELOPMENT DETAILS

Site Address
Description of works carried out:
Planning Permission Reference number:

PROPERTY DETAILS

Please indicate (✓) which describes the property(ies), if it is a mixed development please specify the property descriptions on the plan.

Detached House		Bungalow		Flat / Apartment		Terraced house	
Semi-detached house		Chalet		Two Storey Barn		Single Storey Barn Conversion	
Other (please describe)							

If you wish the property(ies) to be named, please give first preference and alternatives. Property numbers will also be assigned.

Property as marked on plan	New desired name	Second choice
1		
2		
3		

If the property(ies) is a maisonette, flat or apartment, which floor/s does it occupy? Please indicate (✓). Does the property(ies) have a shared or private letterbox?

Property as marked on plan	Basement	Ground	1 st floor	2 nd floor	3 rd floor	Other	Letterbox (Private/ Shared)
1							
2							
3							

Please use additional sheets if necessary.

We are improving our records and would be grateful if you could inform us if the road the property is on is surfaced (tarmac) or unmade (gravel etc). Please indicate (✓).

Surfaced		Unmade		Mixed	
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IMPORTANT: PLEASE ENCLOSE A COPY (PREFERABLY A4 OR A3) OF A SITE LOCATION PLAN WITH PROPERTIES CLEARLY INDICATED

Name:		Signature:		Date:	
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If you require further information or assistance please contact the Street Naming and Numbering section on the numbers given above or alternatively visit www.northnorfolk.org

Guidelines and examples for property Naming and Numbering



Introduction

Street Naming and Numbering is a statutory function. The relevant powers for local authorities are contained in Sections 64 and 65 of the Towns Improvement Clauses Act 1847, and Sections 17, 18 and 19 of the Public Health Act of 1925. This legislation requires the Local Authority to prepare street naming and numbering schemes and to maintain a good standard of street nameplates. Both are essential for the efficient functioning of postal and emergency services as well as for the convenience and safety of the general public.

North Norfolk District Council ensures all new addresses conform to British Standard BS7666:2006 and uses this and associated documents for its guidelines.

Anyone wishing to change the name or number of their property or seeking an address for a new property should apply in writing to the Council enclosing a site plan. Forms for this purpose can be obtained from Street Naming & Numbering services.

Tel 01263 516048

email: llpg@north-norfolk.gov.uk or visit our website on www.northnorfolk.org.

Guidelines and Examples

1. Naming streets in new developments

A new street name should be completely different from any already in use in the area. Please telephone us if you are unsure. Names should also be unambiguous and can be easily understood over the phone (to enable effective emergency service response). Please note that it is desirable that any suggested street names should have some connection with the area.

2. Erection of a new block of flats/conversion into flats

Naming and numbering can be complex in buildings with flats; the following gives some basic guidance.

All named blocks should end with one of the following:

- Court - for flats and other residential buildings
- Mansion - Other residential buildings
- House - Residential blocks or office
- Point - High residential blocks only
- Tower - High residential or office blocks

In a conversion of a property into flats previously numbered 25 High Street, the properties would be called successively from Flat 1, 25 High Street.

If the building was called Norfolk House, the property would become, Flat 1, Norfolk House, 25 High Street.

The Street Naming and Numbering team will ensure that flat numbering is consistent with the British Standard.

3. Erection of houses following demolition of existing house

If a house at 25 High Street is demolished and replaced by 3 new house, they would become 25A, 25B and 25C High Street. This ensures that the street numbering is consistent and avoids the renumbering of the whole street.

4. Changing name of un-numbered house

For private houses in existing un-numbered roads it is essential that the houses are officially allocated names which are registered with the emergency services. Anyone wishing to change the name of their un-numbered house must apply to the Council. The proposed name will then go out to consultation with the Royal Mail, and the emergency services.

5. Adding house name to existing number

If you wish to call your house a name, this is quite acceptable to the Council as long as you continue to use the street number. However there should not be any duplication of any house names in an area. The Council will not formally allocate a name as part of an address unless it meets this criteria.

7. Re-naming or re-numbering of streets and buildings

Re-naming/re-numbering existing streets and buildings is normally avoided unless the benefits clearly outweigh the obvious disadvantages. The occupiers of houses on corners occasionally apply to change their addresses from one road to the other because they have altered their main access door to the house so that the entrance is facing an adjoining street.

General

Displaying numbers and names

A property with only a name must display it. Where a name has been allocated as well as a number, this must always be used with the number. It cannot be regarded as an alternative.



Use of No. 13

All numbers including 13 must be used in the property sequence. Applications to omit any number from a numbering sequence for whatever reason will be refused.

Private garages/similar buildings

Private garages and similar buildings used only for housing cars, etc are not usually numbered.

Entrances in more than one street

If a building has entrances in more than one street but it is a multi-occupied building and each entrance leads to a separate occupier then each entrance should be numbered in the appropriate road. Exceptions may be made depending on the circumstances for a house divided into flats. A named building may not have more than one number in one street.

Repetition

The council will not allow the repetition of existing names in a road or building titles (for instance a request for St Mary's Close off an existing St Mary's Way, near St Mary's Church, etc).

Marketing titles

The informal adoption of unofficial 'marketing' titles used by developers in the sale of new properties is not recommended. Often these will not meet our requirements and occupiers of such premises unfortunately feel aggrieved by the 'loss' of a supposedly prestigious address.

Further guidance

Further guidance can be found in the LLPG and SN&N Data Entry Convention and Best Practice from the NLPG document available at www.idea.gov.uk.

How to apply

Please complete the Street Naming & Numbering application form and return enclosing a site location plan. If you would like to discuss your proposals before making your application, you should contact the Street Naming & Numbering Officer on 01263 516048.

Personal Information Policy

The Council will use your details, the information about your dealings with the Council and the information about you available to the Council ('your information') to:

- Deal with your requests and administer its departmental functions (e.g. to assist with the processing of your Building Regulations application)
- Meet its statutory obligations
- Prevent and detect fraud
- Conduct surveys and research

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other departments within the Council (including the elected members), central government departments, law enforcement agencies, statutory and judicial bodies, community service providers and contractors that process data on its behalf.

N.B. All applications for planning matters and supporting documentation are a public record and you should be aware that these records are open to public inspection both in their paper version and in electronic media such as the council website.

If you would like this document in large print, audio, Braille, alternative format or in a different language please contact (01263) 513811 or Minicom (01263) 516005. For further information view our website at www.northnorfolk.org