

# STREET NAMING & NUMBERING POLICY



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**C O N T E N T S**

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**Document history**

| <b>Version</b> | <b>Date</b> | <b>Changes</b>   |
|----------------|-------------|--|
| V.1            | 2015        | Policy approved by Cabinet   |
| V.2            | 01/09/2016  | Introduced a disclaimer as part of the letter to persuade clients not to change house names, and to promote and facilitate the Welsh language.                 |
| V.3            | 01/04/2017  | New charges introduced   |
| V.4            | 01/04/2018  | Amendments to the scale of charges & changes to the Welsh Language Policy  |
| V.5            | 01/04/2019  | Amendments to the scale of charges   |
| V.6            | 01/04/2020  | Amendments to the scale of charges, introduced the agreed charge for property name change applications. Amendments to the Street Naming & Numbering Procedure. |
| V.7            | 01/04/2021  | Amendments to the scale of charges   |
| V.8            | 01/04/2022  | Amendments to the scale of charges & added information on assistance in naming your property or new development (Section 5).                                   |
| V.9            | 01/04/2023  | Amendments to the scale of charges & add a new fee (Confirmation of address).  |
| V.10           | 01/04/2024  | Amendments to the scale of charges & add a new fee (Confirmation of address).  |

## 1. Introduction

The address of a property is increasingly becoming a very important issue. More organisations, postal, courier and emergency services, as well as the public, need an efficient means of locating and referencing properties. Many people incorrectly believe that address management lies in the domain of the Royal Mail. In fact, it is the duty of Local Authorities throughout the UK to maintain the definitive address database, known as the National Land & Property Gazetteer (NLPG).

The purpose of the Street Naming and Numbering Policy is to process all requests to name streets and to ensure that all properties in Ceredigion 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.

### a. Bilingual Policy

According to the Ceredigion Welsh Language Scheme (para 7.2.3)

*‘...the Council, in consultation with Town and Community Councils, will promote and encourage the use of Welsh names for new streets and housing estates’.*

Local authorities throughout Wales have approached bilingual street naming (and other aspects of addressing) in a variety of ways. The practice in Ceredigion is to enforce new streets to have a single, Welsh form of the name (although some elements – for example, personal or other proper names – may have different linguistic origins). The emphasis on the preference for Welsh street names has therefore been incorporated into the new protocol.

Our street naming and numbering policy covers these topics:

- Naming and numbering of new streets, including protocol
- Naming of new dwellings
- How to change your house name
- Re-naming or re-numbering a street
- Commercial Property

This policy applies to the development of every new property in Ceredigion whether it is a new estate, a single dwelling, conversion of a single dwelling to multiple dwellings (and vice versa), or a commercial site. There are no exceptions.

## **2. Street Naming & Numbering Procedure**

It is a requirement that anyone responsible for building developments that give rise to new addressable properties should deal with the naming and numbering of new streets and homes as soon as possible after the planning and building regulation approvals, and certainly once development has started.

All application forms must be submitted to the Street Naming & Numbering Officer, preferably electronically (application forms available online), with:

- A location plan clearly identifying the new scheme in relation to any existing streets or means of access.
- A detailed plan of the development clearly marked with the plot numbers of the proposed scheme
- A site map showing the extent of the new street(s) and the proposed name(s), taking into account the Council's protocol. If the developer does not want to propose street names for the new development, they should notify the Street Naming & Numbering Officer who will invite the local Town/Community Council and Ward Councillor to put forward suggestions.
- If appropriate, an internal layout plan for any properties that are subdivided at unit or floor level – for example, blocks of flats.
- Please ensure payment is made payable to Ceredigion County Council along with the application (payment options are available – see [website](#)).

The Street Naming and Numbering Officer will consult the authority's Land & Property Gazetteer to verify any possible conflict or duplication of the suggested naming/numbering scheme within the local area of the proposed development. If a conflict exists, the developer will then be asked to submit alternative proposals.

**Street Names:** When no conflict exists, the Street Naming & Numbering Officer will begin the consultation process. The proposed name(s) will be submitted to the local Town or Community Council and the elected Ward Member for their comments, which should be returned within 28 days. Lack of response will be taken as assent. If the Community Council or the Ward Member oppose the suggested name(s), they should confirm their views in writing to the Street Naming & Numbering Officer within the consultation period stating the reasons for their opposition and submit alternative proposals. The Street Naming & Numbering Officer will arbitrate a solution between all parties until consensus is reached. In the event of no agreement between the parties, the matter will be referred to the Portfolio holder and/or Cabinet who will make the final decision.

**House/Building Names:** It is not necessary to carry out the consultation process for building names. When no conflict exists, the Street Naming & Numbering Officer will add the name(s) of the new building(s) to the LLPG.

Following the naming of the new street(s), the Street Naming and Numbering Officer will allocate house numbers to the site. A schedule of new addresses will then be sent to the developer, who should make the information available to his agents (e.g. estate agents

involved in the sale of the properties) and thereby any potential purchasers. The purchasers will be able to ascertain the correct address of their property before the building is complete and this will bring address clarity and certainty to the legal processes inherent in property transactions.

The new address information will be entered into the authority's LLPG with a ***provisional*** status, until the development is completed, at which point the status will be changed to ***approved***. The LLPG will electronically update all other linked Council departmental databases. The new address information will also be sent to the National hub, from where it will be circulated to external organisations. The Street Naming & Numbering Officer will also notify all major utility companies of the new developments.

The Royal Mail will then allocate a postcode for the new development. The Street Naming & Numbering Officer will forward this to the developer who in turn should update his contacts. The postcode will also be added to the LLPG.

### **3. Street Naming and Numbering Protocol**

The protocol's primary purpose is to establish clear, unambiguous addressing within the county which will benefit the residents and the service organisations – both statutory and commercial – that serve them.

The Council wants to adopt a consensual approach that is transparent for everyone. When working to establish a new street name, all interested parties should have regard to the following guidance:

- When submitting a new name, the Street Naming & Numbering Officer will enforce new streets to have a single, Welsh form of the name. The Street Naming & Numbering Officer will also suggest the unofficial name used for preliminary marketing of the development have a Welsh or bilingual name.
- The new street name should reflect the history of the site or acknowledge the geography of the area. Developers and all other interested parties are encouraged to consult the County Archivist, County Museum Curator, the Community Council or other Local Historic Societies who may be able to offer guidance on these issues. The list of historical place names is also another great resource for name suggestions - [Map - Historic Place Names of Wales \(rcahmw.gov.uk\)](http://rcahmw.gov.uk).
- Every effort should be made to avoid commonly used street names. Even if located in different areas of the county, these can potentially offer ambiguity to delivery and emergency services, especially if postcodes are similar.
- Phonetically similar names within an area should be avoided (eg Churchill Road and Birchill Road). We also recommend that where possible developers should avoid using the same name but with different suffixes (eg Church Road, Church Avenue, Church Crescent) within the same locality.
- New street names should avoid the use of unnecessary punctuation as far as possible. As an example, **Golwg y Castell** is preferable to **Golwg-y-Castell**.
- Street names should not be difficult to pronounce or awkward to spell. They must be clear and phonetically easy to communicate by phone.
- Names that could be considered offensive will not be accepted.
- Avoid references to a living or recently deceased person.
- All properties will be numbered and/or named according to the street which provides direct access to the property.

National numbering guidelines often take account of suburban development which is rarely relevant in rural counties like Ceredigion. However, to ensure consistency the best practice guidelines are included here:

- New streets should be numbered with even numbers on the right and odd numbers on the left, when travelling away from the centre of a town. Side roads should be numbered ascending from the most important road that they lead off.
- Single or small developments should be numbered into existing schemes with the use of suffixes (eg 12A, 12B) as appropriate.

#### **4. Renaming and /or numbering of streets**

On rare occasions it may become necessary to rename or renumber a street. This would be done as a last resort when:

- there is confusion over a street's name and/or numbering
- a group of residents are unhappy with their street name
- new properties are built in a street and there is a need for other properties to be renumbered to accommodate the new properties
- the number of named-only properties in a street is deemed to be causing confusion for visitors, the delivery or emergency services

Existing residents will be contacted, and their views considered. We will also consult the Royal Mail for their position on the issue. To change a street name the Council will ballot the local residents on the issue and will require at least a two-thirds majority to make the change.

#### **5. House Names**

Wherever possible, new homes should be incorporated into existing numbering schemes with the use of suffixes (e.g.16A, 16B) as appropriate. Where building takes place on the site of a demolished property, the new building may inherit the existing number.

House names alone are not favoured by the Council or the Emergency Services, as a number readily identifies the location of a property in a road. In rural areas where a street numbering sequence does not exist, we will accept the use of a building name to identify the property.

A house name may be added to an existing postal address, but it cannot replace the house number, which must always be used.

Newly built houses: it is important to establish the approved address of newly built homes as quickly as possible, preferably during the construction stage. The developer or owner should contact the Street Naming & Numbering Officer with the proposed name for the new dwelling(s). Regarding the Ceredigion Welsh Language Scheme, the practice has informally been to encourage new properties to have a single, Welsh form of the name. Should the current name be original and historic, especially a historic Welsh name, then a standard letter should be sent to the customer asking them to reconsider and keep the current name (even if the proposed new name is a Welsh name). The standard letter gives the customer 10 working days to reconsider their decision. However, the final decision does lie with the customer (Ceredigion County Council has no jurisdiction).

The Officer will consult the authority's Land & Property Gazetteer to verify any possible conflict or duplication of the suggested name within the local area. If a conflict exists, the developer/owner will then be asked to submit alternative proposals. Where there is no conflict, the new name will be approved and added to the authority's LLPG, from where it will be circulated to other internal Council Departments (e.g. Council Tax) and external agencies such as the Royal Mail. When Royal Mail issues a new postcode for the dwelling, the Street Naming & Numbering Officer will inform the developer/occupant accordingly.



Change of house name: residents who wish to change the name of their house can do so by submitting the proposed change to the Street Naming & Numbering Officer in writing, via [application form](#), available online or on request (this is a legal requirement). Please ensure payment is made payable to Ceredigion County Council along with the application (payment options are available – see [website](#)).

With regard to the Ceredigion Welsh Language Scheme, the practice has informally been to encourage new properties to have a single, Welsh form of the name. Should the current name be original and historic, especially a historic Welsh name, then a standard letter should be sent to the customer asking them to reconsider and keep the current name (even if the proposed new name is a Welsh name). The standard letter gives the customer 10 working days to reconsider their decision. However, the final decision does lie with the customer (Ceredigion County Council has no jurisdiction). Providing there is no ambiguity with any other similarly named property in the area, the house name change will be approved and added to the LLPG.

Assistance in naming your property or new development: If you need assistance in naming your property or new street you can visit the list of historic place names register for suggestions. The List of Historic Place Names of Wales is a ground breaking and innovative resource that contains hundreds of thousands of place names collected from historical maps and other sources. It provides a fascinating insight into the land use, archaeology, and history of Wales.

<https://historicplacenames.rcahmw.gov.uk/placenames/map>

## **6. Commercial Property**

The Council aims to allocate a clear, unambiguous address to every property within Ceredigion, including commercial property. To minimise disruption and confusion, the address of each commercial property should - wherever possible - be a sustainable address, that can be re-used by whatever business or organisation occupies the property.

An obvious example is the naming and numbering of industrial estates and retail parks. Commercial premises in these environments should be allocated Unit numbers, which will remain constant, whichever company occupies the premises. The unit number should be displayed prominently on each building. Businesses that are not located on industrial or retail parks should incorporate the numbering sequence of the appropriate street into their address e.g.

Boots the Chemist  
53 – 55 Terrace Road  
Aberystwyth.

Where no numbering sequence exists within a street, the company or organisation must adopt a building name e.g.

The gallery  
Old station buildings  
Alexandra road  
Aberystwyth

Where no building name exists, the Street Naming & Numbering Officer will provide advice and assistance to allocate one, taking into account the authority's protocol.

## 7. Charges

As part of the Street Naming and Numbering process Ceredigion County Council charge for new developments.

### Scale of charges

| Category                                 | Fee (Incl. VAT)        |
|--|------------------------|
| Property name change                     | £69.50                 |
| Register single plot                     | £101                   |
| Register single plot with flats          | £101 plus £16 per flat |
| Naming & Numbering Developments 2+ plots | £235 plus £32 per plot |
| Confirmation of address                  | £32                    |

## 8. Contact Information

If you have any questions or would like to discuss any part of this policy, please contact the Street Naming & Numbering Officer:

Telephone: 01545 572115

E-mail: [addresscentre@ceredigion.gov.uk](mailto:addresscentre@ceredigion.gov.uk)

Post: Street Naming & Numbering Officer  
Ceredigion County Council  
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