



Broxtowe  
Borough  
COUNCIL

# A brief guide to **Street Name & Numbering**



# Introduction

Maintaining a comprehensive and high standard for naming streets and numbering or naming properties is important as it allows:

- Emergency services to find a property quickly (delays can cost lives and money).
- Mail to be delivered efficiently.
- Visitors to find where they want to go.
- Reliable delivery of services and products.
- Records of service providers to be kept in an effective manner.

## Applying for a new postal address

- Applications should be made by individuals or developers building new houses, commercial or industrial premises, or undertaking conversions of existing premises which will result in the creation of a new property or premises. Also, an application needs to be made if you wish to change the address of an existing property.
- Suggestions can be made for the names of streets, for the Council to choose from if the suggestions are suitable, but the Council always allocates property numbering and has the final decision on the street name.

## I am building a new property, when do I need to apply?

- Applications for new addresses should be submitted as soon as possible after planning permission has been granted, and at least four weeks before any construction starts on the site.
- If an application is submitted at a late stage of the development, problems could arise.
- All applications must be submitted to the Council, preferably electronically, with:
  - A location plan clearly identifying the new scheme in relation to any existing streets or means of access.
  - For larger developments, a detailed plan clearly marked with the plot numbers of the proposed scheme.

- If the development includes any flats you will need to include an internal layout plan clearly showing each flat entrance, each storey, any communal entrances, stairs and the subdivision of each flat.

**Please note:** If there is a prospect that a further permission will be granted which would alter the layout of a development, then property numbering should be delayed until there is certainty about what is to be built.

## Are there any rules in naming new streets/buildings?

When naming new streets, the following conventions should be considered:

- No building and street name should start with 'The'.
- Street names cannot be duplicated within a postal town (this includes streets with a different suffix).
- Names of living persons will not be allowed.
- In rare cases the Council may be prepared to accept names that commemorate a person but our national guidance dictates that it should be avoided.
- The street names should, where possible, reflect the history or geography of the site or area.
- Street names that could be considered offensive will not be allowed.
- Building and street names should have no punctuation.
- Property and street names should not end in 's' where it can be construed as either a possessive or plural.
- The suffix of a street name (e.g. Gardens, Close, Way, Walk etc.) will be allocated by the Council.
- Street names where the spelling could be ambiguous (e.g. when heard over the telephone), or similar to another street name, will not be allowed.

## Can I add a name to my address?

Yes, but you must keep your number as well, and the name must not duplicate an existing property name within the area. It will not be a formal part of your address but we will enter it into our Local Land and Property Gazetteer (the corporate address database) if you inform us of the name.

## Points to note:

For more information on the use of personal data, please see [www.broxtowe.gov.uk/planningprivacynotice](http://www.broxtowe.gov.uk/planningprivacynotice)

We will inform all relevant internal services of changes to addresses or creation of new addresses (Council Tax, Electoral Registration, etc.) and certain external organisations, including Royal Mail. Please contact us if you require details of which organisations we notify.

Broxtowe Borough Council does not currently charge for any services related to Street Naming and Numbering.

It is the responsibility of the owner, developer or the occupiers of private roads to have street nameplates erected and maintained. It is the responsibility of the Local Authority to maintain street name plates on roads which are maintainable by the Local Authority (adopted highways) but it is the responsibility of the developer to source and install the street name plate after building the road (and to put up each property number before occupiers move in). We do have a sign writer at the Council who can handle your street name plate manufacturing/installation for you. You can contact the street name plate section on 0115 917 3162 or via e-mail [env@broxtowe.gov.uk](mailto:env@broxtowe.gov.uk)

All property owners/occupiers shall affix (if not already done by the developer of the site) and maintain the official property number on their properties.

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