

Street Naming and Numbering

1. Introduction

Eastbourne Borough Council is the street naming and numbering authority for new street names, changes to street names; and numbering and renumbering of properties within the Borough. It is a statutory function defined in the:

- Public Health Act 1925, Sections 17-19;
- Public Health Act 1875, Section 160; and
- Town Improvement Clauses Act 1847, Sections 64 & 65

The naming of streets, and naming and numbering of buildings is important. It is essential for the postal and emergency services to be able to locate and to reference properties as well as for the convenience and safety of the general public. It also provides the benefit of allowing all of the Council's departments and partner authorities to work from one official address database.

2. Land and Property Gazetteer

All changes made through the street naming and numbering process, and through notified name changes, are included on the Council's Local Land and Property Gazetteer (LLPG), which is used in the delivery of the Council's services.

The Council's LLPG, together with other Local Authorities in England and Wales, makes up the National Land and Property Gazetteer (NLPG). Street naming and numbering is the single most important source of address change intelligence for the Council's LLPG and therefore the NLPG.

The NLPG is a comprehensive and continually updated database. It is the definitive address list that provides unique identification of properties which conforms to British Standard BS7666:2006. The NLPG covers the whole of England and Wales and contains more than 30 million residential, business and non-mailing addresses and is now marketed commercially.

Agencies and Authorities that Eastbourne Borough Council informs of street and property changes are as follows:

- The NLPG by Data Transfer Protocol File
- Sussex Police
- East Sussex Fire and Rescue Service
- Ambulance Service
- SEADOC

- District Valuation Office
- Land Registry
- Ordnance Survey
- Royal Mail
- British Telecom
- British Gas
- South East Water
- Southern Water
- Working Groups within Eastbourne Borough Council
- Compton Estate
- A-Z maps
- Eastbourne library

3. Procedures for New Developments

Developers are advised to start the street naming process soon after planning permission for a development is granted and no later than when the Building Regulations Commencement Inspection is carried out, or an Approved Inspector Notice is given.

To avoid confusion it is advisable to be cautious in the use of an address for marketing purposes. Problems can arise if purchasers have purchased properties which have been marketed under an unofficial name and legal documentation has already been drafted. It should be pointed out in the literature distributed to prospective purchasers, for example, that marketing addresses are subject to approval by the Council and therefore may need to be changed when properties are officially registered by the Council.

The Council will consult with the Royal Mail on all street naming proposals for suitability for delivery purposes and the Royal Mail is also consulted on complex property layouts.

Eastbourne Borough Council is not responsible for issuing new postcodes. This is the responsibility of the Royal Mail. However, Royal Mail will not issue a postcode until requested to do so by the Council.

4. Street Naming

New street names should avoid the duplication of any similar street name already in use in the town. A variation in the terminal word, i.e. Street, Road, Avenue will not be sufficient reason to duplicate a name as this repetition can delay the attendance of emergency services and other services and can cause problems for utility companies and delivery companies etc.

Where an area, or previous building has a name associated historically with it, it is usual to preserve this in a street name. Where there is no information to suggest a street name, a new name will be chosen by the Council.

Where several streets are involved, a “theme” linking the names can be used to help identify an area.

Street names should not be difficult to pronounce or awkward to spell. Street names with a potential to cause offence will not be approved.

Adoption of a highway within Eastbourne is a matter for the Highway Authority, East Sussex County Council.

5. Street Nameplates

All costs to provide and erect street nameplates are the responsibility of the property developer. There is a specification for the signs which is sent to developers by the Council along with the proposed naming and numbering scheme.

Further information on acceptable signage can be obtained from the Customer First team at the address below.

The maintenance of street signs remains the responsibility of the developer and only becomes the responsibility of the Council once a street has been formally adopted.

6. Property Numbering Procedures

Sections 64 and 65 of the Towns Improvement Clauses Act 1847 allow a Local Authority to require buildings to be marked with numbers “as they see fit”. There is no right to appeal or requirement for formal consultation on this.

Developers are required to provide a copy of a site layout plan (and floor plans where applicable) to no lesser scale than 1/5000.

The plan may be emailed to customerfirst@eastbourne.gov.uk or sent or delivered in hard copy to:

1 Grove Road, Eastbourne, BN21 4TW.

The plan must clearly indicate the plot numbers of each separate dwelling, office or business unit and the main entrance points to the premises must be indicated by pathways which provide access to the principal entrance to each property or premises.

A charge will be made, from April 2010, for street naming and numbering. Fees are at www.eastbourne.gov.uk/streetnaming or a hard copy can be provided on request.

7. General Guidance on Postal Addresses and Numbering

Modification of a numbering scheme which has previously been officially approved will incur a charge.

Proposed addresses will always be allocated a postal number. A new street will normally be numbered with the even numbers on one side and the odd numbers on the other. The only exception to this convention relates to property within a cul-de-sac, where consecutive numbering in a clockwise direction is used.

In the interest of equality and diversity no numbers will normally be omitted from a numbering sequence.

Buildings will always be named or numbered into the street of which their main entrance or delivery point is accessed from.

In multiple occupancy residential buildings (e.g. block of flats) it is usual to give each block a street number and each dwelling a number suffix, e.g. Flat 1, 24 etc.

Existing buildings divided into separate flats or business premises will be given one street number and number suffixes of "1", "2" etc., e.g. Flat 1, 24, Flat 2, 24 etc.

Flats are to be numbered from the lowest floor to the top and in a clockwise direction where applicable. When flats are numbered internally they will be numbered, not lettered, e.g. Flat 1, 24 not Flat A, 24: nor 24A.

Infill properties i.e. properties built between existing properties or in the grounds of an existing property will be given the same house number before the infill followed by suffix of "A", "B" etc , e.g. 24A, 24B etc. To include new houses in the numbered street sequence would involve unacceptable renumbering of all the higher numbered houses on that side of the street.

8. Address Changes

8.1 House Names

Although the powers used by the Council do not relate to this function, as a matter of public safety, courtesy and to help maintain the Local Land and Property Gazetteer, we will notify all Agencies and Authorities listed in 2 above of house names.

Further to section 65 of the Town Improvement Clauses Act 1847 the Council are not able to accept the substitution of a current property number with a property name. A name may be used in conjunction with a number, but the number must always be included and displayed; the name cannot be regarded as an alternative. The property number must be referred to in all correspondence.

Only owners of properties may change the name. In the event they should apply to the Council confirming their ownership, the present address of the property and the preferred name.

House names should not repeat the name of the street or that of any other house or building in the area.

There is charge, payable on application for changing a house name or adding a house name to a property.

8.2 Re-naming a street

Re-naming a street may cause costs and disruption to individual occupiers and wherever possible must be avoided.

Any request from a resident or owner of a property for the re-naming of a street must have the full backing of every owner of property affected in the street and a signed letter must be received from each owner to support this.

9. Property Numbering/Naming & Re-Numbering/Naming Fees

Under section 93 of the Local Government Act 2003 a local authority may charge for discretionary services. Discretionary services are those services that an authority has the power, but not a duty to provide. An authority may charge where the person who requires the service has been given information in advance of the charges to be made.

Further to the provisions of section 64 and 65 of the 1847 Act coupled with Section 93 of the 2003 Local Government Act the Council cannot make a charge for street naming services (since the duty to provide this service is not discretionary). However, the Council can charge for elements of the street naming and numbering function, which is a discretionary service,.

Eastbourne Borough Council makes a charge for the following:

- Naming and numbering new properties (including conversions)
- Renaming existing properties
- Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken
- Notifications to organisations listed in Section 2 above

	New Developments	Fee
1.	New Individual Property	£35
2.	New development (more than one unit) or redevelopment of existing building	£50 + £10 per unit
3.	Alterations in either street name or property numbers to new developments after initial	£100 + £25 per unit

	street naming and numbering has been undertaken	
4.	Confirmation of postal address to solicitors or conveyancer	£25 per unit
	Existing Properties	Fee
1.	Change of house name	£25
2.	Change of building name (e.g. flats)	£100
3.	Change of street name (residents request)	£200 + £20 per property

10. Contact Information

Eastbourne Borough Council
1 Grove Road
Eastbourne
BN21 4TW
Email: customerfirst@eastbourne.gov.uk

Tel: 01323 410000
Fax: 01323 415130