

# Trafford Borough Council

## Street Naming and Numbering Guide

<b>SNN Guide</b>	
<b>Owner</b>	<b>Address Management</b>
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## Statement

Trafford Borough Council has the legal responsibility to ensure that streets are named and properties are numbered. The authority has the power to approve or reject property addresses submitted by developers or the general public, or prescribe its own addressing schemes.

Trafford Borough Council uses Section 64 of The Towns Improvement Clauses Act 1847 for naming streets and Section 22 of the Greater Manchester Act 1981 for the purpose of numbering properties (Appendix A).

Anyone seeking an address change, or the creation of an address for a new property, must apply to Trafford Borough Council in writing by email or letter following the procedures outlined in this guide. Proposals for street names from developers and the public are welcome for consideration. However it is recommended that more than one suggestion is put forward in case the primary suggestion fails to comply with the guidelines in this guide. It is advantageous for all suggestions for street and building names to reflect the local area or have a connection with Trafford and where possible to avoid duplication. If suggestions conform to this guide on Street Naming and Numbering and (for street names) do not meet with an objection from ward councillors, the new address will be formally allocated and all relevant bodies will be notified.

Where street names or previous numbers have been established without reference to us, we have the authority to issue Renaming or Renumbering Orders, under Section 64 of The Towns Improvement Clauses Act 1847 and Section 22 of the Greater Manchester Act 1981.

For the avoidance of doubt, it should be noted that Trafford Borough Council has the legal responsibility to ensure that streets are named and properties numbered. The authority therefore has the power to approve or reject property and street addresses that are submitted by developers. This power extends to commercial property as well as domestic. Legislation to support this statutory power is outlined below.

In addition to complying with appropriate legislation, this guide is compliant, at the time of implementation, with the document "Data Entry Conventions and Best Practice for the National Land and Property Gazetteer" version 3.3, available from the National Land and Property Gazetteer website at [www.nlpg.org.uk](http://www.nlpg.org.uk)

## **Naming Streets and Numbering Properties**

Trafford Borough Council adheres to Section 64 of The Towns Improvement Clauses Act 1847 and Section 22 of the Greater Manchester Act 1981 which implies a requirement to make sure properties are numbered (or named) and marked as such. It is also Trafford Borough Council's responsibility to make sure that the street name plates are displayed. However if any person should destroy or deface a street name plate, or display an unofficial name or number on their property, then that person shall be liable to a fine under the provision of Criminal Justice Act 1982.

Property developers and local residents may suggest names for new streets. These should be submitted to the Street Naming and Numbering Officer for consideration against our criteria.

Consultation takes place with Ward and Parish Councillors. The Ward or Parish Councillors may either accept the suggestion or object to it and offer their own alternatives. Any alternative suggestion will again be checked to ensure that it meets the naming criteria. If a suggestion does not meet the naming criteria it will be rejected no matter who suggests it. Once a suitable suggestion from the Ward and Parish councillors has been selected by the Street Naming and Numbering Officer, agreement will be sought with the developer. Where a street is created as all or part of a new development, all costs for the erection of new street name plates will be paid for by the property developer. There is a specification for the plates and their locations (Appendix B) and the authority should be contacted for advice. Maintenance of street name plates becomes the responsibility of Trafford Borough Council only once the developer has left the site and the street has been adopted.

No street name plate is allowed to be erected until the street name has been confirmed in writing by Trafford Borough Council.

## **Criteria for Naming Streets**

The Street Naming and Numbering Officer will use the following guidelines when agreeing a new street name is acceptable. Property developers and Councillors should follow these guidelines for any names they wish to suggest.

Trafford Borough Council will endeavour to promote names with a local or historic significance to the area. However, it is not sufficient cause to object to a name if it fails to meet this criterion.

Names with a common theme are encouraged on large developments, preferably with a local or historic connection. Two developments with the same theme within the borough shall be avoided.

Any street name that promotes a company, service or product will not be allowed. Names based on a developer's trading name are seen as advertising and are not acceptable. An exception to this may be made for a company that no longer exists, if used solely in a historical context and the claim of advertising cannot be made.

Names suggested by the developer may be used as long as they comply with the general street naming procedures and there are no objections from Trafford Borough Council and appropriate Ward or Parish Councillors. In the event of unresolved disagreement, a final decision will be taken by the Senior Service Head who has delegated powers to approve street names, and there will be no right of appeal.

Only in exceptional circumstances, at the discretion of the Chief Executive and the Leader of the Council, will a street be named after a living person or a person recently deceased. Otherwise it is not permitted, in order to avoid offence either by inclusion or exclusion of an individual name.

The changing of a street name or sequence of property numbering shall be avoided, unless there is specific and sufficient reason to do so. This may come in the form of a new development in the street, or a request from the emergency services. The council will pursue alternative solutions and only change the name or numbering as a last resort. In the event that the street name or numbering needs to be changed the following steps shall be taken:

1. Consultation takes place with all affected rate-payers and the appropriate Ward and Parish Councillors. Two-thirds of the Council Tax or Nondomestic Rates payers must be in favour of the proposed change to proceed.
2. A report, with evidence of the rate-payers' approval, shall be made to the Corporate Director with responsibility for Street Naming and Numbering, seeking their endorsement to instigate the change.

## **Street Naming Guidelines**

1. New street names shall not duplicate any name already in use in the Borough.
2. Distinctions by suffix within the same or adjoining area are to be avoided, e.g. Trafford Drive and Trafford Road.
3. Street names with phonetically similar names are also be avoided, e.g. Willows Avenue and Winnows Avenue.
4. Street names that may be considered or construed as obscene, racist or which would contravene any aspect of the council's equal opportunities policies will not be acceptable.

5. Street names that may be open to re-interpretation by graffiti or shortening of the name shall be avoided.
6. New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.
7. Only in exceptional circumstances, at the discretion of the Chief Executive and the Leader of the Council, will a street be named after a living person or a person recently deceased. Otherwise it is not permitted, in order to avoid offence either by inclusion or exclusion of an individual name.
8. New street names shall not end in “s” where it can be construed as either a possessive or plural, neither shall they commence with the word “The”.
9. All punctuation, including apostrophes, shall be avoided.
10. Words of more than three syllables and the use of more than two words (excluding the thoroughfare type) shall be avoided.
11. Street names are unacceptable if they are likely to cause spelling difficulties, as these may lead to confusion in an emergency situation or result in demands for a change of address from occupiers.

## **Street Suffixes**

The following suffixes are acceptable for any type of new street within the Authority: All new street names will end with a terminal word such as:

Road, Street, Avenue, Drive, Lane, Place, Gardens, Way, Grove

The following names will be used only as indicated:

Crescent - for a crescent shaped road only

Close - for a cul-de-sac only

Square - for a square only

Hill - for a hill only

Rise – for a hill only

Terrace - for a terrace of houses but not a subsidiary name within another road

Mews - officially a term for converted stables in a courtyard or lane but would be considered acceptable for most small terraced developments.

All new pedestrian ways will have one of the following suffixes:

Walk, Path, Way

## **Property Numbering Guidelines**

1. All new property development shall be numbered rather than named. We will number new and replacement properties on named streets when redevelopment takes place.
2. New streets shall be numbered with odd numbers on the left hand side and even numbers on the right, commencing from the primary entrance to the street. Where the street is a thoroughfare between two other streets, the numbering shall commence at the end of the street nearest the centre of the town or village.
3. Consecutive numbering may be used in a cul-de-sac or in a situation where there is no scope for future development in the street.
4. The number of a property will be allocated to the street onto which the front door faces. If the front door provides no direct access from that street, an exception may be made.
5. Numbers should remain in sequence and there shall be no exclusion of any number due to superstition or personal preference.
6. Flats and units shall be given individual numbers where possible; the sequence of the numbering depends on access to front doors of individual premises.
7. When a numbered property is converted to flats, the flats should be numbered, e.g. Flat 1, 20 High Street. A numbering scheme such as Flat A/Flat B or First Floor Flat shall be avoided. The same shall apply for units, apartments and other forms of property subdivision.
8. When new properties are built on an existing street and there are no available numbers to use whilst retaining the current sequence, a letter shall be used as a suffix, e.g. 15A.
9. New street names shall not be assigned for the sole purpose of avoiding numbers with a suffix.
10. A business name shall not take the place of a number or a building name.
11. Private garages and buildings used for housing vehicles and similar purposes will not be numbered.

12. A piece of land, e.g. a farmer's field, cannot be given an official address, only property on that piece of land can have a conventional address for the purposes of delivering mail and services.
13. We will number named properties when we are asked to change the name

In the event of unresolved disagreement, a final decision will be taken by the Senior Service Head who has delegated powers to approve numbering schemes, and there will be no right of appeal.

## **Changing a House Name or Adding a Name to a Numbered Property**

The Authority will check the existing gazetteer and review every request to add or change an existing property name. Names will be considered acceptable unless they are duplicated within the local area or are likely to cause offence. Where a property has a number it is the responsibility of the property owner to check the street the property is on to ensure the name is not already in use.

A property with a number must always use and display that number. Where a property has a name and an official number the number must always be included in the address and displayed on the property. The name cannot be regarded as an alternative. This is enforceable under section 22 of the Greater Manchester Act 1981. Any request to remove a number from an official address will be refused.

Please Note: Once Royal Mail has processed an address change their on-line postcode service will normally reflect the change within 48 hours. However, any amendments can take several months to filter through to end users of Postcode Address File data. This will happen as external companies update their own databases with the latest Address Management Products. Therefore, any change to a property's name could potential cause problems where companies need to use or validate an address and are working with old data.

## **Naming Flats/Apartments and Offices**

If the developer wishes to name a block of flats or buildings then they must supply a suitable name, which will be put through the same review process as a house name request. All named blocks should end with one of the following:

Court - for flats and other residential buildings

Mansions - other residential buildings

House - residential blocks or offices

- Point - high residential blocks only
- Tower - high residential or office blocks
- Lodge – residential buildings
- Apartments – residential buildings

Street suffixes detailed in this guide will not be allowed as a suffix for a building name.

Numbers will not be allowed as part of a building name to avoid confusion with property numbers.

## **Responsibility for Property Addressing**

All elements of an address, with the exception of postcode and post town, are defined by Trafford Borough Council. The numbers and names assigned to property and the official names assigned to streets are the Intellectual Property of the authority.

Allocation of postcodes is managed by the Royal Mail and must be confirmed by them. Trafford Borough Council may undertake this process on the applicant's behalf and inform the applicant and other interested parties. The authority reserves the right to complete a Street Naming and Numbering application without the provision of postcode or post town information. The maintenance of postcode information, and any future change to individual postcodes or postcode sectors, is the responsibility of the Royal Mail. Trafford Borough Council accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission.

## **Applying for Street Naming & Numbering**

When making an application for a plot or development to be numbered, the following information must provide either in hard copy or electronically:

- Contact name and details
- Location and type of development
- Official marketing name of the development
- Planning permission / building control approval number
- Suggested new street names when relevant
- Estimated date of occupation / completion
- Plans clearly showing plot numbers, location in relation to existing land and property, and the placement of front doors or primary access on each plot.

- Internal layout plans, if appropriate, for development that is sub-divided at unit or floor level.
- Details of postal delivery points for flats or apartments

Additional information may be asked for when necessary to process a request.

New properties in an existing unnumbered street will require a property name. For an infill development of two or more properties accessed by a private drive, and if deemed appropriate by the Street Naming and Numbering Officer, we will agree with the developer the name of a property group, e.g. Parklands.

## Disclaimer

All addresses created by street naming and numbering will be subject to the following disclaimer.

The allocation of this postal address (or addresses) does not serve as confirmation that any building or structure or the use of any such building or structure at the said address is authorised under Planning, Building Regulations or any other Legislation.

## Disputes

Any disputes between a property owner and the Street Naming & Numbering Officer will initially be referred to the Authority Address Custodian. In the event of an unresolved disagreement, a final decision will be taken by the Senior Service Head who has delegated powers to approve street names and numbering schemes, and there will be no right of appeal.

## Contact Details

Applications or enquiries should be directed to:

Street Naming & Numbering  
One Trafford  
Tatton House  
11 Caldey Road  
Roundthorn Industrial Estate  
Manchester  
M23 9LF

E-mail: [traffordaddressmanagement@amey.co.uk](mailto:traffordaddressmanagement@amey.co.uk)

## **Appendix A – Applicable Legislation**

### **Town Improvement Clauses Act 1847 – Section 64**

#### **Houses to be numbered and streets named.**

The commissioners ~~shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall~~ cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such ~~number~~ or name, or puts up any ~~number~~ or name different from the ~~number~~ or name put up by the commissioners, shall be liable to a penalty not exceeding level 1 on the standard scale for every such offence.

(text crossed out ceased to have effect due to Section 22 of the Greater Manchester Act 1981)

### **Public Health Acts Amendment Act 1907 – Section 21**

#### **Power to alter names of streets.**

The local authority may, with the consent of two-thirds in number of the ratepayers and persons who are liable to pay an amount in respect of council tax in any street, alter the name of such street or any part of such street. The local authority may cause the name of any street or of any part of any street to be painted or otherwise marked on a conspicuous part of any building or other erection.

Any person who shall wilfully and without the consent of the local authority, obliterate, deface, obscure, remove, or alter any such name, shall be liable to a penalty not exceeding level 1 on the standard scale.

### **Greater Manchester Act 1981 – Section 22**

#### **Street numbers**

- (1) A district council may allocate to the buildings in a street in their district such numbers as they think fit.
- (2) Where a number has, or numbers have, been allocated to a building under this section or under section 64 of the Town Improvement Clauses Act 1847, the district council may serve on the owner or occupier of the building a notice requiring him within such period, not less than three weeks, as may be specified in the notice to mark the building with that number, or numbers, in such a way as to make the mark legible from the street.
- (3) The owner or occupier of a building shall —
  - (a) maintain the mark in such a way that it remains legible from the street; and

- (b) keep the view of the mark from the street unobstructed to such extent as is practicable.
- (4) A district council may alter the number or numbers allocated to a building, and where they do so subsections (2) and (3) above shall apply to the altered number or numbers.
- (5) A district council may, instead of requiring a building to be marked with a number or numbers under this section, require it to be marked with such other means of identification as they at the request of the owner or occupier, allow; and subsections (2) and (3) above shall have effect accordingly.
- (6) An owner or occupier of a building who without reasonable excuse— (a) fails to comply with a notice served on him under subsection (2) above; or (b) contravenes subsection (3) above; shall be guilty of an offence and liable on summary conviction to a fine not exceeding £50.

### **2003 Local Government Act – Section 93**

#### Power to charge for discretionary services

- (1) Subject to the following provisions, a best value authority may charge a person for providing a service to him if –
  - (a) the authority is authorised, but not required, by an enactment to provide the service to him, and (b) he has agreed to its provision.
- (2) Subsection (1) does not apply if the authority—
  - (a) has power apart from this section to charge for the provision of the service, or
  - (b) is expressly prohibited from charging for the provision of the service.
- (3) The power under subsection (1) is subject to a duty to secure that, taking one financial year with another, the income from charges under that subsection does not exceed the costs of provision.
- (4) The duty under subsection (3) shall apply separately in relation to each kind of service.
- (5) Within the framework set by subsections (3) and (4), a best value authority may set charges as it thinks fit and may, in particular— (a) charge only some persons for providing a service; (b) charge different persons different amounts for the provision of a service.
- (6) In carrying out functions under this section, a best value authority shall have regard to such guidance as the appropriate person may issue.
- (7) The following shall be disregarded for the purposes of subsection (2)(b)— (a) section 111(3) of the Local Government Act 1972 (c. 70) (subsidiary powers of local authorities not to include power to raise money), (b) section 34(2) of the Greater London Authority Act 1999 (c. 29) (corresponding provision for Greater London Authority), and (c) section 3(2) of the Local Government Act 2000 (c. 22) (well-being powers not to include power to raise money).
- (8) In subsection (1), “enactment” includes an enactment comprised in subordinate legislation (within the meaning of the Interpretation Act 1978 (c. 30)).

## **Appendix B – Trafford Council Street Name Plate Specification**

### **General**

- Background colour to be white
- All letters to be black Kindersley style
- Street name - letters to be 90mm high
- Supplementary information – letters to be 50mm high
- ‘leading to’ – letters to be 35mm high (lower case)
- All lettering to be set centrally around the vertical centreline of the plate
- ‘No Through Road’ symbol (TSRGD 816.1) to be incorporated where appropriate
- Plate height to be nominal 150mm (one line of text) or nominal 285mm (two lines of text)

### **Post Mounted (recycled polycarbonate)**

- Nameplate manufactured from anti-glare polycarbonate
- Reverse mounted lettering
- Plates to have a 12.5mm black border
- Backing board or mounting tray to be black recycled plastic
- Posts to be 80mm x 80mm recycled black plastic or 50mm diameter mild steel tubing 1200mm long
- Posts to have 100mm x 100mm square base plate or anchor pin fixed 150mm from bottom
- All mild steel to be galvanised and powder coated black
- Plate, mounting and posts to be delivered fully assembled ready for installation
- Plates, backing board / mounting tray and posts to be assembled utilising vandal proof fixings

The Street Lighting Team is able to supply street name plates at a competitive rate. If you wish to obtain a quotation please contact them as follows:

Street Lighting Team  
One Trafford  
Tatton House  
11 Caldey Road  
Roundthorn Industrial Estate  
Manchester  
M23 9LF

Tel: 03330 035 865