

Lancaster City Council

Street Naming and Numbering Guidance.

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Introduction

The naming and numbering of streets and buildings within the Lancaster district is a statutory function of Lancaster City Council and is covered by Sections 64 & 65 of the Towns Improvement Clauses Act 1847 and Sections 17-19 of the Public Health Acts 1925. Lancaster City Council is the only organisation with the authority to name and number new streets and properties.

Organisations such as the post office, emergency services, central government and general public need an efficient and accurate means of location and referencing properties. The Royal Mail will not allocate a postcode until they receive official notification of a new or amended address from the council.

Applications to the council for an address should be made by:
Individuals or developers building new houses, commercial or industrial properties, or:
Individuals or developers undertaking conversions of existing properties which will result in the creation of new properties, or:
Individuals wanting to change the name of their existing properties (you must state the reason for requesting a name change).

Procedure: Applying for a new / change in postal address

Application for new addresses or change of existing named addresses should be submitted as soon as possible. Utility companies will not install services in a new property until an official postal address has been allocated.

Please apply by completing the online form on the street naming and numbering page of the website (www.lancaster.gov.uk/streetnaming) or by using the written application for a new address form. A site location and layout plan should also be included with the paper form. We are happy for developers/occupiers to propose their own preferred addresses for consideration; it is recommended that more than one suggestion for a name should be put forward. Please note it is desirable that any suggested road or property name should have some connection with the area or history of the area. If you would like to discuss your proposal before completing an application form, please contact Clive Gregory on 01524 582355 or email streetnaming@lancaster.gov.uk

Once an application has been received, the council will check that there is no duplication of existing names nearby. The council will also check that the proposed names accord with our naming conventions as outlined below.

Once an address has been chosen, we will inform Royal Mail who will allocate a post code. We will then notify the applicant and all relevant bodies (including Emergency Services, Land Registry, Ordnance Survey etc) of the new address. It is the responsibility of the property owners to inform their own personal contacts etc.

For new build or converted properties, Royal Mail will store the address in their “Not Yet Built File” which will not be visible to the various commercial organisations. The address will only be made live when the applicant informs Lancaster City Council when the property is nearing completion.

Street naming conventions

Street names cannot start with The

All new street names should end with one of the following suffixes:

- Street (for any thoroughfare)
- Road (for any thoroughfare)
- Way (for major roads)
- Avenue (for residential roads)
- Drive (for residential roads)
- Place (for residential roads)
- Mews (for residential roads)
- Grove (for residential roads)
- Lane (for development of an historic by way)
- Crescent (for crescent shaped road)
- Close (for a cul-de-sac only)
- Square (for a square only)
- Hill (for a hillside road)
- Circus (for a roundabout only)
- Terrace (for a terrace of houses but not as a subsidiary name within another road)
- End (for a road with only one entrance/exit)

All new pedestrian ways should end with:

- Walk
- Path
- Alley

A new name should be completely different from any already in use in the area and not have phonetically similar names. (A change in the terminal word is not considered a different name: Chestnut Close would not be allowed if there was already a Chestnut Road).

We will check your suggested street names for duplication in the local area and forward them to Royal Mail for consultation. When we have an agreed name, we will then register the street name(s) and prepare a numbering schedule. You will be sent a copy of the naming and numbering schedule from which we would ask you to inform all your prospective purchasers of their new property address.

Where a property name has been allocated as well as a number this must always be used with the number, it cannot be regarded as an alternative. Names for all buildings must be allocated by the council except for private dwellings with numbers where a name may be used in addition to the number (obviously the chosen name should not repeat an existing name elsewhere in the street).

Naming and numbering of buildings

All named blocks should end with one of the following:

- Court (for flats and other residential buildings)
- Mansion (other residential buildings)
- House (residential blocks)
- Point – (high residential blocks)
- Tower – (high residential or office blocks)

A new street is usually numbered with even numbers on one side (normally the right approaching from the town centre) and odd numbers on the other, except for a small cul-de-sac where numbering is usually consecutive in a clockwise direction. All numbers, including 13, 7 and 4, will be used in the proper sequence. Application to omit any number from a numbering sequence for whatever reason will be refused. Building names or numbers will be allocated to the road serving the principal entrance.

Small blocks of flats will have a street number to each dwelling but when there are insufficient street numbers available because of existing developments, the block will be numbered in the street (and possibly named as well).

In tall blocks of flats each flat should be numbered so that the number indicates the floor level. The numbers of the flats contained in each block should also appear at the entrance to the block in a position clearly readable from the roadside.

When it is suitable, numbers shall be used followed by letters. For example, when one building is demolished and replaced by (say) four houses. Each new house would be numbered with the number of the demolished building followed by A, B, C, D etc.

Changing the name of your house

Anyone wishing to change the name of their unnumbered house must apply to the council. We will check there is no duplication of names in the locality and, if the name is satisfactory, the new name would be registered.

When the property has an allocated number, it must always be used in the address. Names can be used in addition to the number but property names must not be regarded as an alternative to the number.

Renaming or renumbering of streets and buildings

Renaming/ renumbering existing streets and buildings is normally avoided unless the benefits clearly outweigh the obvious disadvantages. Only on rare occasions will it become necessary to rename or renumber a street and will only be done when there is no alternative. Existing residents will be contacted and their views taken into consideration. The occupiers of houses on corners occasionally apply to change their addresses from one road to the other because they have altered their access and this is usually quite easy to arrange.

Postcodes

To clarify, the council assigns an address to a property and we then ask Royal Mail to assign as postcode. Royal Mail will not issue postcodes without having received notification from the council that the property has a registered address.

If you have any queries regarding postcodes or delivery problems please visit www.royalmail.com or call their general enquiry line on 08457 740740.

Property name plate

It is a legal requirement that the number of a property, or name when there is no number, must be displayed in a clear readable position facing the road. Mounting may be on gates, gateposts, doors or walls as appropriate, but ensuring that there is a good colour contrast between numerals and the background to which they are fixed.

Street name plate

The responsibility for erection and replacement of street name plates remains with the developer until Lancashire County Council adopts the road, the responsibility then transfers to them. The nameplate must comply with the criteria shown below.

Street name plates are commonly viewed from an angle so it is important that wide well spaced lettering is used. The council specification is for 90mm (3.5") Kindersley lettering, black on white with a 12mm (.5") black border.

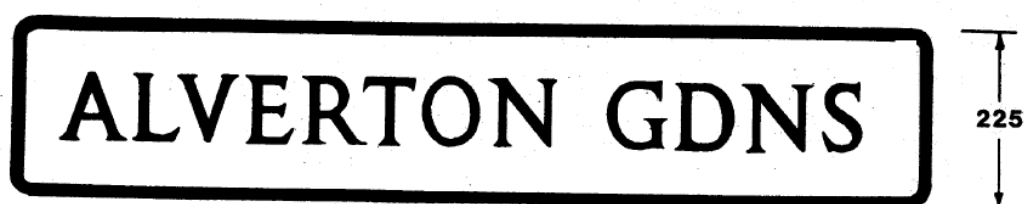


FIG. 1 KINDERSLEY – 90

The signs should be constructed of either

1. Die-pressed 11swg aluminium for wall mounting or free-standing (complete with tubular legs and wooden back board) or;
2. Recycled plastic free-standing only (complete, boxed-section, vandal resistant unit)

Wall mounted signs shall be secured with clutch head screws or other prior approved means that is difficult to remove. All fixings are to be stainless steel or aluminium.

Only well known abbreviations should be used e.g. Ave., Cres., St.

Street name plate locations

1. Street name plates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The nameplate should normally be within 3 metres of the intersection of the kerb lines, but

where this is not practical the distance may be varied up to a maximum of 6 metres.

2. Street name plates should be mounted so that the lower edge of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.

3. Name plates should normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes or where it is thought that paragraph 8 would apply. At major crossroads, name plates will be necessary on both sides of each arm.

4. At T-junctions a main street nameplate should be placed directly opposite the traffic approaching from the side road.

5. Where the street name changes at a point other than a cross-road both names should be displayed at the point of change and it has been found useful to include arrows to indicate clearly to which parts of the street the names refer.

6. On straight lengths of road without intersections name plates should be repeated at reasonable intervals with priority given to such places as bus and railway stations and opposite entrances to well frequented sites such as car parks.

7. Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.

8. Where it might reasonably be expected, for example at intervals on long straight lengths of road or at intersections or T-junctions, many local authorities have found it useful to incorporate on the name plate information indicating the street numbers on either side of the intersection

9. Whenever practical, street name plates should be mounted on walls, buildings or other boundary structures at the back edge of the footway. Post mounting or finger mounting should only be used where normal mounting does not make the plate conspicuous (e.g. where an important side road has a narrow entrance or in the exceptional circumstances mentioned in paragraph 7 above, or where it will frequently be obscured by pedestrian movement and cannot be mounted at the 2.5 metre height).

10. The name plates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Where possible greater clearance should be provided. Nor should they be incorporated in other direction sign assemblies, but be kept distinct and mounted in as standardized a manner as possible. Care should be taken to keep the view of name plates free from obstruction by trees and other growth.

11. Where possible, name plates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.

The Council's suppliers of name plates, whom you are welcome to contact, are: GB Sign Solutions Limited, Unit 5, Orion Trading Estate, Tenax Road, Trafford Park, M17 1JT. Office: 0161 741 7270 Email:

sales@greensigns.co.uk

Or

Filcris Limited. The Old Fire Station, Broadway, Bourn, Cambridge, CB23 2TA. Telephone: 01954 718327 email: sales@filcris.co.uk

Useful contact details

Street naming and numbering:

Clive Gregory, Lancaster City Council, ICT, Town Hall, Dalton Square, Lancaster, LA1 1PJ

Telephone: 01524 582355

Email: streetnaming@lancaster.gov.uk

Website: www.lancaster.gov.uk/streetnaming

Reporting broken, damaged or missing name plates:

These should be reported to:

Clive Gregory, Lancaster City Council, ICT, Town Hall, Dalton Square, Lancaster LA1 1PJ

Telephone 01524 582355

Email: streetnaming@lancaster.gov.uk