



STREET NAMING AND NUMBERING POLICY

INTRODUCTION

The naming and numbering of streets and buildings within the Cotswold District Council area is a statutory function. The relevant powers for local authorities are contained within sections 17, 18 and 19 of the Public Health Act 1925.

Cotswold District Council is responsible for the naming and numbering of all streets and properties within the District. This is essential to ensure properties can be easily located without causing confusion for the Emergency Services and Royal Mail.

This policy document is intended to provide assistance to developers and building occupiers regarding the naming and numbering of streets and buildings. It contains information that is relevant to new developments and the renaming / renumbering of existing streets and buildings.

To ensure that the process of obtaining postal addresses and postcodes proceeds efficiently, developers are strongly advised to consider proposals for street naming and numbering as soon as possible after obtaining planning permission.

STREET NAMING GUIDELINES

The Council is responsible for the naming of new streets within the Cotswold District, although we encourage developers to propose their own preferred street names for consideration, provided they adhere to the conventions within this document.

Applications for all new developments with new streets must be submitted to the Council as soon as works commence so that an official name is agreed and adopted and postcode confirmed prior to sale. Any delay in registering the properties can have an effect on the provision of utility services for the new purchaser.

A site notice will be placed in a prominent position to allow for public comments for or against, for a period of 21 days before the name is officially adopted.

The appropriate Ward Member and Parish Council will be informed of the prospective new street name(s) and given the 21-day period in which to comment.

Developers are strongly advised to be very cautious in the use of marketing names for their new developments because if they fail to meet the specified criteria they will not receive the Council's approval and will therefore not be retained as part of the address. Any literature distributed to prospective purchasers should clearly state that the marketing name may not necessarily form part of the official property address.

Street Naming Criteria:

1. The developer is recommended to put forward three suggestions for each proposed street. The street names should meet the outlined criteria or they will be deemed unacceptable for use by the Council, whose decision, as the naming authority, is final.
2. All highways, including access ways or cul-de-sacs off main spine roads within estates, must have separate names. An extension of an existing street will continue with the original name.
3. Developer's names are not to be used as the new street name in any circumstance.
4. Proposed names should ideally have a proven historical relevance; commemorate past industries, local personalities (who have made a significant contribution to the community at national or local level) or local geographical features. Whenever possible names should be in keeping with area themes.
5. Aesthetically unsuitable names capable of deliberate misinterpretation and names difficult to pronounce or spell will not be used, as the latter needs to be easily understood over the phone by the Emergency Services.

STREET NAME PLATES

For guidance please contact:

LLPG Custodian, Cotswold District Council, Trinity Road, Cirencester, Gloucestershire, GL7 1PX – Telephone Number: 01285 623750

PROPERTY NUMBERS

The Council does not consult where the application is solely for the numbering or naming of a single building or small group of properties without a new street.

The Council will allocate property numbers using the following criteria:

1. Properties will be numbered odd numbers on the left and even on the right when entering the street. A Cul-de-sac will be numbered consecutively clockwise.
2. Once a property has been officially registered with a number, the number will always remain, although an alias name can be added.
3. The property will be numbered on the street that the entrance is situated.
4. If a sequential number is not available, the addition of letters will be used – for example 2a. If a number is not available, a house name may be given.
5. Multi-occupied buildings will be given a number and if required an additional name, and the individual accommodation within will be numbered either as 'Flat 1' and 'Flat 2' or 'Apartment 1' and 'Apartment 2'.

PROPERTY NAMES

Property names should adhere to the following criteria:

1. The Council **strongly** advises that no two properties should have a similar name or be duplicated within the immediate and close surrounding area and parish, as this can cause great confusion for the **Emergency Services** and Royal Mail.
2. All business properties will be given a number and the organisation will only be added as an alias name.

HOW TO APPLY

Please send all application to the following address:

LLPG, Cotswold District Council, Trinity Road, Cirencester, Gloucestershire, GL7 1PX
Email: streetnaming@cotswold.gov.uk Tel: 01285 623 750

Documentation required for New Properties:

- Planning Application Number
- Site Location Plan – Scale 1:1250
- Site Layout Plan – Showing Entrance details and Type of Property
- New Streets – at least three name suggestions for each street
- Blocks of Flats / Apartments – Number within the building
- Expected Completion Date