



# **STREET NAMING AND NUMBERING POLICY**

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## Document History

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## Purpose

St Albans City and District Council has the statutory (legal) responsibility to ensure that streets are named and properties numbered within the District.

The authority has the power to approve or reject property addresses submitted by developers or members of the public under Sections 64 and 65 of the Towns Improvement Clauses Act 1847, Section 21 Public Health Acts Amenity Act 1907 and Sections 17-19 of the Public Health Act 1925. These powers extend to commercial properties as well as domestic.

The purpose of this control is to make sure that any new street names and building names and numbers are allocated logically with a view to ensuring:

- Emergency Services are able to locate properties
- Consistency of property based information across local government databases and within the community
- Reliable delivery for post and other such deliveries
- Location of addresses for visitors to the area
- Provision of utilities and other services

We also follow the [Street Naming and Numbering Code of Practice](#), which provides a practical manual for Street Naming and Numbering Officers.

This policy is designed to provide guidance to developers, businesses and residents who undertake property development and address.

As soon as any works have commenced on a site/property, the owner/developer should complete a Street Naming and Numbering application. The form is found [here](#) and further information on what supporting documentation is required can be found [here](#).

As far as street naming proposals are concerned, the Council is happy for developers or owners to propose their own preferred addresses for consideration; however, it is recommended that more than one suggestion for a new name should be put forward in case one fails to meet the criteria outlined. Please note it is desirable that any suggested road name should have some connection with the area or history of the area. The Council's decision is final.

If your proposals comply with the Council's Street Naming and Numbering policy and do not meet with any objections from consultees, the new address will formally be allocated and all relevant bodies will be notified. St Albans City and District Council has the power to over-ride proposals if they do not comply with this policy.

The Council is obliged to maintain a central database of street names and property addresses (the Local Land & Property Gazetteer) using the British Standard for addressing, known as BS7666. All addresses in existence and created must adhere to this standard. The Local Land & Property Gazetteer feeds correctly named and numbered streets and properties to the National Land and Property Gazetteer.

As part of the Local Land & Property Gazetteer and BS7666, all domestic and commercial properties are given a Unique Property Reference Number (UPRN). The UPRN is shared with other services such as the emergency services, utilities etc to aid and maintain locating services. The UPRN will be included with the Street Naming and Numbering Notice.

Developers and individuals must not allocate property or street names themselves and should follow the process set out in this policy. If a property is not lawfully assigned a proper address through the SNN process it will not appear on the Local Land & Property Gazetteer or the National Land and Property Gazetteer; which is used by the Royal Mail, Emergency services, credit agencies and many other companies, and may well lead to difficulties in receiving mail, goods and services or when applying for a credit card.

Where street names or previous numbers have been established without going through the official SNN process, the Council has the authority to issue Renaming or Renumbering Orders, under Section 64 of the Towns Improvement Clauses Act 1847.

The aim is to establish a unique, unambiguous and logical address for each property within the District.

## **The Street Naming and Numbering Legislation**

The Council is the street naming and numbering authority. All proposals for new street names / changes of name must by law be sent to the Council for approval prior to being brought into use. There are currently three sets of legislation that apply to the naming and numbering of streets and buildings in the District: the Towns Improvement Clauses Act 1847, the Public Health Acts Amenity Act 1907 and the Public Health Act 1925. The relevant sections are below.

**Section 64: Towns Improvement Clauses Act 1847** – Houses to be numbered and streets to be 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.”

**Section 65: Towns Improvement Clauses Act 1847** – Numbers of houses to be renewed by occupiers.

“The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number

when obliterated, shall be liable to a penalty not exceeding level 1 on the standard scale, and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.”

**Section 21: Public Health Acts Amenity Act 1907 - Alteration of street name**

“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.”

**Section 17: Public Health Act 1925 – Notice to Local Authority before street is named**

“(1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.

(2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.

(3) It shall not be lawful to set up in any street an inscription of the name thereof—

(a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and;

(b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal;

and any person acting in contravention of this provision shall be liable to a penalty not exceeding level 1 on the standard scale and to a daily penalty not exceeding £1.

(4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court.”

**Section 18: Public Health Act 1925 – Alteration of an existing street name**

“(1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.

(2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.

(3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.

(4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a petty sessional court.”

#### Section 19: Public Health Act 1925 – Indication of street name

“(1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription becomes illegible.

(2) If any person [...] pulls down [...] any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of a street marked on a house, building, or erection in pursuance of this section, he shall be liable to a penalty not exceeding level 1 on the standard scale and to a daily penalty not exceeding £1.”

Under the above legislation, the Council has the authority to approve the following:

- Street Naming – providing a street name to a new street or an existing street with no name;
- Property numbering – providing numbers to plots, in-fills (properties built between existing houses or in the grounds of), property conversions and commercial premises;
- Re-naming existing streets – this is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services;
- Renumbering existing properties and buildings – this is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services and the inclusion of additional development;
- Allocating house numbers to properties that only have a house name – this function is carried out largely for public safety reasons and in consultation with the Emergency Services;
- Any other projects put forward at the discretion of the Authority Address Custodian.

## **Scheme of Delegation**

Street Naming and Numbering decisions are carried out under the Council’s Scheme of Delegation. Further information on the Scheme of Delegation can be found [here](#).

## Naming of new streets

Residents, developers and Councillors need to comply with the guidelines below when considering suggestions for new street names:

Any new street name shall not be similar to, duplicate or phonetically sound similar to an existing street in the District or within at least two post town areas. A change in the suffix is not a sufficient reason to duplicate a name. For example, a request for a St Marys Close, off an existing St Marys Way near to a St Marys Church would not be accepted. Neither would Bush Hill Lane and Bushell Lane. Both examples could have a detrimental effect in an emergency.

Street names should not be difficult to pronounce or spell.

The use of more than two words (excluding the suffix) shall be avoided.

Street names that could be considered rude, obscene, discriminatory, racist, sexist or which would contravene any aspect of the Council's Equality, Diversity and Inclusion Strategy will not be considered. Nor will names, and their combinations with numbers, that can easily be changed into any of the above by shortening or graffiti.

All street names must end with one of the following:

- Alley – a narrow passageway between or behind buildings usually refers to a rear service road or pedestrian way used as access to garages or gardens.
- Approach – usually refers to a path or road that leads to a place such as a railway or bus station.
- Avenue - can refer to a small residential street or a major roadway, usually indicates a wide straight road, often tree-lined, that is of major importance.
- Brook - usually used for residential streets that run near to a brook, river or stream.
- Close – used for any dead-end street, cul-de-sac or no through road.
- Court – used for streets that form a square or rectangle, similar to the use of Square.
- Drive - used in suburban areas both for residential streets and major roadways.
- End - usually associated with a street which comes to a natural end with no further possibility for development beyond.
- Gardens - used to designate a street populated by garden homes (subject to there being no confusion with any local open space).
- Hill - refers to a street that travels up or upon a hill.
- Lane - used for narrow roads, especially in the countryside.
- Mead - used for a former grassland site or where the development includes, proposes, or is adjacent to a field.
- Meadow - used for paths or residential streets that run through fields.
- Mews - a small residential street lined with small houses. Often used as a term for converted stables in a courtyard or lane or a short road at the rear of, and parallel to, a terrace of buildings.

- Park - refers to residential streets that contain or run through playing fields, recreational areas, country gardens or parks.
- Place - usually a small residential street, a narrow street or an open space in a commercial development.
- Rise - usually refers to a street that is on a hill, similar to the use of Hill.
- Road - used to describe a way that leads from one place to another in both residential and commercial areas but is used extensively for other types of streets.
- Street – used for a road in a town or city with houses or other buildings along it, can be small residential, intermediate, and major arterial roadways.
- Square - used for streets that form a square or rectangle, often with a park or a large square at their centre, used for markets, gatherings, etc.
- Terrace - used to describe a residential street for 2 or more adjoining buildings.
- View - used for streets that have a vista or panoramic outlook.

All pedestrian ways should end with Path, Walk or Way.

Consideration should be given to existing historical or geographical connections in the area, and if there are already any existing themes

Proposed names cannot be construed to be used for advertising or commercial gain for example named after the developer's company name.

We will not adopt any unofficial marketing titles used by developers in the sale of new properties.

St Albans City and District Council will not name streets after living or recently deceased individuals, unless they have made a significant contribution to the good of the District, through service, achievements or philanthropy. Supporting evidence should be provided to show they have been of the highest standing and such a view is likely to be shared by the public. Written consent from the individual or a close member of the family should be obtained.

If a deceased individual is proposed, we will follow English Heritage's Blue Plaque Guidance of an individual being deceased for at least 20 years before considering their name for a street or building. The person should have served the community, been born, or lived locally. An attempt should be made to obtain written consent from a close member of the family or a direct descendant. If that is not possible, a statement of the attempts made or reasons why it was not possible should be included with the application.

The application includes the opportunity to provide a supporting statement for the proposed street name.

## **Renaming A Street**

Section 21 of the Public Health Acts Amenity Act 1907 gives St Albans City and District Council the power to alter the street name or any part of a street. However, renaming streets is normally avoided unless the benefits clearly outweigh the

disadvantages. Renaming a street can be very disruptive and cause financial costs to all those occupiers affected.

At least two thirds of all property/premise owners (rate and council tax payers) with frontages to the street (including land) should agree to the proposed change. Written proof of consent or canvas form or ballot return, should be provided as part of the application. All associated costs because of the change shall be met by the property owners affected by the change.

A new street name order will be posted at each end of the street for at least one month, allowing 21 days for consultation and receipt of any objections via the magistrates' court.

Elected members (including relevant ward/town/parish councils), emergency services, Royal Mail, Hertfordshire County Council and other agencies as required will be consulted on the proposal.

Any proposed street name suggestions should follow the guidelines in the [Naming of new streets](#) section.

## **Naming An Existing Road With No Name**

Section 18 of the Public Health Act 1925 states that "The Urban Authority by order may assign a name to any street or part of street, to which a name has not been given".

The Council will consider this if there is difficulty in locating the street and will follow the same process and criteria as renaming a street.

## **Addressing Properties**

The following criteria will be used when addressing properties:

Numbering of properties is preferable to naming as it gives a clear indication as to the location along the street. All new streets will be numbered.

New streets shall be numbered with odd numbers to the left and even to the right, starting at the main entrance to the street. Where the street runs between two other streets, the numbering shall commence at the end of the street nearest the centre of the town or village.

All numbers, including 13, 7 and 4, must be used in the proper sequence. An application to omit any number from a numbering sequence for whatever reason will be refused.

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, starting from 1 on the left-hand side as you enter the road.

Additional properties in streets that are currently numbered, will always be allocated a property number.

We will use numbers followed by letters where there is no alternative. For example, an infill development of 2 houses between 10 and 12 will be numbered 10a and 10b to avoid renumbering the rest of the street. The number will always be taken from the preceding property.

Buildings will be numbered to the street which provides pedestrian access to the entrance to the property.

On a street without numbers a name may be allocated to a new property.

A new name should be completely different from any already in use in the area, including the street name. A change in the terminal word is not considered a different name.

The use of more than two words (excluding any suffix) shall be avoided in building names.

Building names should not be difficult to pronounce or spell.

Building names that could be considered rude, obscene, discriminatory, racist, sexist or which would contravene any aspect of the Council's Equality, Diversity and Inclusion Strategy will not be considered. Nor will names, and their combinations with numbers, that can easily be changed into any of the above by shortening or graffiti.

Consideration should be given to existing historical or geographical connections in the area, and if there are already any existing themes.

Proposed names cannot be construed to be used for advertising or commercial gain for example named after the developer's company name.

We will not adopt any unofficial marketing titles used by developers in the sale of new properties.

St Albans City and District Council will not name buildings after living or recently deceased individuals, unless they have made a significant contribution to the good of the District, through service, achievements or philanthropy. Supporting evidence should be provided to show they have been of the highest standing and such a view is likely to be shared by the public. Written consent from the individual or a close member of the family should be obtained.

If a deceased individual is proposed, we will follow English Heritage's Blue Plaque Guidance of an individual being deceased for at least 20 years before considering their name for a street or building. The person should have served the community, been born, or lived locally. An attempt should be made to obtain written consent from a close member of the family or a direct descendant. If that is not possible, a statement of the attempts made or reasons why it was not possible should be included with the application.

The application includes the opportunity to provide a supporting statement for the proposed building name.

A building that has two or more self-contained internal flats, offices, retail/commercial units or similar will be numbered using unique sequential numbering separate to the main entrance of the numbered building. An extension of the street numbering will not be used for the internal numbering sequence of a building.

Letter suffixes will not be used for the numbering sequence of internal divisions, nor will floor levels. For example, Flat 1 and Flat 2, 5 High Street is acceptable. Flat A and Flat B, 5 High Street or First Floor Flat and Second Floor Flat or 5a and 5b are not acceptable.

Flats and units within a building will be numbered sequentially in a clockwise direction from the main entrance / stairwell. Properties that have more than one entrance in a street (but form part of the same property) will have the internal flats / units numbered in a clockwise direction within each part of the building served by a separate entrance.

A conversion to flats, offices etc will retain any existing street numbering.

Annexes to buildings e.g. granny flats or ancillary buildings will be given the prefix 'The Annexe'. The rest of the address will be the same as the parent property e.g. The Annexe, 32 High Street.

Private garages and buildings used for housing vehicles and similar purposes will not be numbered.

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.

Whether a property has a number, a name or a name and number, it must be used and clearly displayed on the front of the property or entrance way. This applies to both domestic and commercial property and will aid delivery of mail and emergency service response. We will enforce the display of numbers and/or names where them not being displayed is causing serious mail delivery problems or emergency service response issues.

## **Adding A Name To Or Renaming An Existing Property**

Applications will only be accepted from the owner.

Any suggested names should follow the criteria set out in [Addressing properties](#).

If the property is numbered, the number must continue to be used. The name cannot be used instead of the number, and the number must be displayed in conjunction with the name. For example, an application to add 'A House' to 1 High Street will mean the official address is A House, 1 High Street, not A House, High Street.

Whether a property has a number, a name or a name and number, it must be used and clearly displayed on the front of the property. This applies to both domestic and commercial property and will aid delivery of mail and emergency service response. We will enforce the display of numbers and/or names where them not being

displayed is causing serious mail delivery problems or emergency service response issues.

## Charging

Under the Local Government Act 2003, section 93, the council has the power to charge for the street naming and numbering service.

The charges must only cover the costs of supplying the service.

The current Street Naming and Numbering schedule of charges are available to view [here](#)

The schedule of charges are reviewed on an annual basis.

## Application Process

Please complete the online application form found [here](#).

Depending on the type of application, we require the following supporting information:

- All applications require a site location plan.
- For new builds, include a proposed block plan showing the layout/where the house(s) sit within the site.
- For new developments of multiple properties, include a copy of the plans, showing road layout and plot numbers. Include entrance locations if there are multiple entrances to blocks.
- For flats or commercial buildings with multiple units, include the internal layout plans of each floor. These should show only the dividing walls between each unit, entrances, staircases, lifts and plot numbers. Further internal divisions, room names and layouts/furniture are not needed.
- The Planning application reference number. Street Naming and Numbering for new developments can only be confirmed subject to an approved planning application.
- The Building Control application reference number to indicate that work has commenced.

The fee should be paid at the same time as the application is submitted.

Our process timeline is approximately 8 weeks, depending on the complexity of the application.

As part of the application process, we may consult with Hertfordshire County Council as the Highways Authority, the Royal Mail on any potential delivery issues or Town and Parish Councils if deemed necessary.

The application process, including any consultation and discussion of potential issues, is recorded in a delegated report.

Once the decision is taken, an official Street Naming and Numbering Notice and accompanying plan is created. This is forwarded to the applicant and internal and external stakeholders such as the Royal Mail and emergency services.

## **The Council Is Not Responsible For**

St Albans City and District Council will not address any property unless it has planning permission to be used as a dwelling or commercial unit in its own right. If there is a Planning enforcement matter against the land, plot or property, the Council will not register an address until the enforcement matter is resolved.

Allocation of postcodes is managed by the Royal Mail and must be confirmed by them. St Albans City and District Council may undertake this process on the applicant's behalf and inform the applicant and other interested parties. The Council 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. St Albans City and District Council accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission.

Any complaints relating to the delivery of Royal Mail deliveries should be directed to Royal Mail by the person experiencing the problem. The Council is not responsible for the non-delivery of mail or goods by the Royal Mail.

The Royal Mail will only list valid delivery points on the Postcode Address File (PAF) if the land has a permanent building that is occupied daily on a business or residential basis. (This does not include barns, stable blocks etc.). The Royal Mail will not allocate a postal address / postcode to a piece of land, allotment or stable block simply for the delivery of feed, obtaining of utilities etc.