

ADVICE ON THE NAMING AND NUMBERING OF STREETS AND BUILDINGS

1. Introduction

The appropriate naming of streets and naming and numbering of buildings forms the basis for identifying property related information for the purposes of:

- Record keeping e.g. legal transactions, taxation
- Delivery of post by the Royal Mail
- Responses to emergencies by ambulance, police and fire services

In this context it is important that the names and numbers are considered appropriate and are displayed in an appropriate manner. Tendring District Council has powers to authorise names and numbers and to ensure that the authorised name and number is displayed in an appropriate manner. The purpose of this advice note is to provide guidance to developers and building occupants on the naming and numbering of streets and buildings.

The guidelines are relevant to new developments, conversions and the re-naming / numbering of existing streets and buildings. As a general rule the Council will require a submission for all new developments or conversions. The renaming / renumbering of existing streets and buildings is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the occupants, Postal Services or Emergency Services.

2. Statutory Context

Tendring District Council is the street naming and numbering authority for the Tendring District. All proposals for new street names and property numbers or changes of street or property name in the District must, by law, be sent to the Council for approval before being brought into use. The principal pieces of legislation are;

- [The Towns Improvement Clauses Act 1847](#)
- [The Local Government Act 1985](#)

This includes responsibility for;

- Erecting the names of public streets and ensuring that the names and / or numbers of buildings are displayed by the owners in accordance with Regulations made by the District council, and
- Informing all owners and occupiers of naming and numbering orders

3. When to apply – new developments / conversions

It should be noted that the above procedure is a lengthy one and between receipt of an application and final approval, up to six months may elapse. It is therefore advisable to consult the Council at the earliest possible stage of a proposal. Preferably before building work commences, and ideally before a name has been marketed or legal documentation drafted.

If an application is submitted to the Council at a late stage and is subsequently rejected, numerous problems can arise. This is especially true when purchasers have bought properties under a name that has not been approved.

It is therefore advisable to be cautious in the use of names for marketing purposes if the name has not been approved. It should be pointed out in the literature distributed to prospective purchasers that marketing names are subject to approval by the Council and thus, to possible change.

4. The Procedure

All requests must be submitted in writing (by post or via [e-mail](#)). Contact details are shown in section 8 below.

At the earliest opportunity, the builder or developer should provide a large-scale site plan along with a map showing the site's relationship to the surrounding streets and houses. At this time also provide details of proposed names with, where possible, two alternatives.

On receipt of the application, the Council will seek to ensure that the proposal:

- Does not duplicate existing names and
- Is in accordance with general naming and numbering conventions
- The Council will append the numbering to the plan

For requests that involve the naming of new streets, the Council will then consult the following authorities:

- Fire & Rescue Services
- Ambulance Service
- Royal Mail
- Chief Constable
- Relevant Council Services
- Ward Members / Parish or Town Council (where relevant)

If any of these bodies object, then the applicant is invited to submit alternatives. Assuming that there are no objections from the public and emergency services then a letter of approval is sent to the developer.

5. Naming Conventions

Conventions to consider are;

- Avoid aesthetically unsuitable names or names that are capable of deliberate mis-interpretation
- Streets should not be named after people who are still alive
- Street names should not duplicate or conflict with any identical streets in the area. A variation in the terminal word (i.e. street, road, avenue) will not be accepted as sufficient reason to duplicate a name

6. Street Name Plates

In the case of a new development, the developer is responsible for erecting street name plates to the Council's [specification](#).

For details on how to report a missing / damaged Street Name Plate click [here](#).

7. Re-naming / numbering of existing properties

A written request must be submitted to the address as shown in section 8 below, confirming your current address details and the requested change. This will then be considered and the Royal Mail will be consulted. If there are no conflicting circumstances (i.e. a similar / same address in the nearby locality), you will then receive a confirmation of the change and will be required to ensure that the new name / number is displayed prominently on the property.

8. Contact Details

Mrs N Underwood
Technical & Procurement Services
Town Hall
Station Road
Clacton on Sea
Essex
CO15 1SE

Email: namingandnumbering@tendringdc.gov.uk

Telephone: 01255 686941