

**Salford City Council**

**Salford City Council**  
**Street Naming and Numbering Policy**

<b>SNN Policy</b>	
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## **1. Introduction**

- 1.1 Salford City Council is the local authority responsible for the administration of street naming / renaming and numbering, to ensure that all properties in the city are officially addressed. The prime objective in naming streets is to facilitate easy identification of premises by the Royal Mail, Emergency Services and delivery companies as well as the general public.
- 1.2 All addresses form part of the National Land and Property Gazetteer (NLPG) which covers the whole of England and Wales. The NLPG uses the British Standard BS7666 (Parts 1 and 2) to ensure date and format consistency across the country. Each record has a unique property reference number (UPRN) which provides a reference key to join related address records across different datasets.
- 1.3 Anyone seeking an address change, or the creation of an address for a new property, must apply to Salford City Council in writing by email or letter following the procedures outlined in this policy.
- 1.4 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 policy.
- 1.5 It is advantageous for all proposals for street and building names to reflect the local area or have a connection with Salford and where possible to avoid duplication.
- 1.6 If the proposals conform to this policy and do not meet with an objection the new address will be formally allocated and all relevant bodies will be notified.
- 1.7 To aid the emergency services, we will endeavor to ensure that where appropriate, if a street has a name and has street signs relating to that name, all properties accessed from that street will be officially addressed to include that street name and also where appropriate, new properties are numbered.

## **2 Purpose of Policy**

- 2.1 This policy provides a framework for Salford City Council to operate its function of street (re)naming and numbering effectively and efficiently for the benefits of its residents and visitors.
- 2.2. The Policy defines:-
  - (i) the legal framework for operation of the Street Naming and Numbering Service
  - (ii) protocols for determining official street names and numbers
  - (iii) recommendations to prevent confusion by duplicating or using similar names already in use.

### **3 Legal Framework**

3.1 The street naming legislation covering England and Wales (excluding London) is mainly contained in the below (Appendix A):

- Section 64 of the Town Improvement Clauses Act 1847
- Section 17, 18 and 19 of the Public Health Act 1925;
- Section 22 of the Greater Manchester Act 1981
- Section 93 Local Government Act 2003
- section 21 of the Public Health Act Amenity Act 1907

3.2 Taking in account the above legislative powers, the Council has adopted the Public Health Act 1925.

Adoption of section 17-19 of the Public Health Act 1925 causes section 21 of the Public Health Act Amenity Act 1907 ceases to apply. Adoption of section 19 of the 1925 Act causes the street naming provisions in section 64 of the Town Improvements Acts 1847 ceases to apply. This represents no change in the legislative powers previously utilised by the Council but is now set out in policy to contextualise the legal framework adopted by the Council in the delivery of street naming and numbering services.

3.3 An application that has been accepted by the Local Authority for street renaming undergoes a legal period of consultation. Notices are posted on site at each end of the street containing a statement that the intended order may be made by the local authority in not less than one month. Any person aggrieved by the proposal may within 21 days after the posting of the notice appeal to the Magistrates Court for determination.

### **4 Criteria for Naming and Renaming**

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

4.2 Salford City Council will endeavor 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.

4.3 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 ward shall be avoided, e.g. Nuthatch, Wrenswood, Greylag (bird theme) or Tallyman, Lamplight, Canary (mining theme).

4.4 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 allowed. 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.

4.5 Names suggested by the developer may be used as long as they comply with the

general street naming procedures/guidelines detailed below and there are no objections from Salford City Council and appropriate Ward Councillor's. In the event of a unresolved disagreement, a final decision will be taken by the Lead Member for Planning in consultation with the Strategic Director and other members who have delegated powers to approve street names, and there will be no right of appeal.

- 4.6 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. All costs, except in exceptional circumstances, associated with a name/number change and erecting new street nameplates will be met by those requesting the change. In these cases where the Council is the originator of a proposed change there will be no charge levied for making the change. However, the Council will not be responsible for any ancillary costs incurred by individuals as a result of the change (e.g.: new stationery).
- 4.7 An un-named street will not be considered for naming unless there are five or more properties accessed on that street .
- 4.8 Streets will not be named after people who are still living. A request to name a street after a deceased individual will only be considered where the person has been deceased for a minimum period of 10 years. The Council will only name a street or premises as a memorial to a person that has been deceased for a minimum of 10 years. Only in exceptional circumstances, at the discretion in coming to a view the Lead Member for Planning will consult with the Strategic Director and other members. Otherwise it is not permitted, in order to avoid offence either by inclusion or exclusion of an individual name. Written consent will be required from the deceased's family/estate if a name is approved.
- 4.9 Permission to use the word 'Royal' or other names/titles of the Royal Family must be obtained from the Cabinet Office before a street naming application is submitted.

## 5 Street Naming Guidelines

- 5.1. New street names shall not duplicate any name already in use in the City.
- 5.2. Distinctions by suffix within the same or adjoining area are to be avoided, e.g. Trafford Drive and Trafford Road.
- 5.3. Street names with phonetically similar names are also be avoided, e.g. Willows Avenue and Winnows Avenue.
- 5.4. 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.
- 5.5. Street names that may be open to re-interpretation by graffiti or shortening of the name shall be avoided.
- 5.6. 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.
- 5.7. The Council will only name a street or premises as a memorial to a person that has been deceased for a minimum of 10 years. Only in exceptional circumstances, at the discretion in coming to a view the Lead Member for Planning will consult with the Strategic Director and other members  
  
Otherwise it is not permitted, in order to avoid offence either by inclusion or exclusion of an individual name. Written consent will be required from the deceased's family/estate if a name is approved.
- 5.8. A single building maybe named using the surname only of person recently deceased if approved. A demonstrable connection to the locality in question is essential.
- 5.9. 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".
- 5.10. All punctuation, including apostrophes, shall be avoided.
- 5.11. Words of more than three syllables and the use of more than two words (excluding the thoroughfare type) shall be avoided.
- 5.12. 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.
- 5.13. There is a specification for street name plates and their locations (Appendix B) and the authority should be contacted for advice. Maintenance of street name plates becomes the responsibility of Salford City Council only once the developer has left the site and the street has been adopted.
- 5.14. No street name plate is allowed to be erected until the street name has been confirmed in writing by Salford City Council.

## 6 Street Suffixes

6.1. 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, Mews, Close

6.2. 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

## 7 Property Numbering Guidelines

- 7.1 All new property development shall be numbered rather than named. We will number new and replacement properties on named streets when redevelopment takes place.
- 7.2 New streets shall be numbered with odd numbers on the left 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.
- 7.3 Consecutive numbering in a clockwise direction if possible, may be used in a cul-de-sac or in a situation where there is no scope for future development in the street
- 7.4 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
- 7.5 Flats and units shall be given individual numbers where possible; the sequence of the numbering depends on access to front doors of individual premises.
- 7.6 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.
- 7.7 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.
- 7.8 New street names shall not be assigned for the sole purpose of avoiding numbers with a suffix.
- 7.9 A business name shall not take the place of a number or a building name.
- 7.10 Private garages and buildings used for housing vehicles and similar purposes will not be numbered.
- 7.11 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.
- 7.12 If flats are built on a numbered street and cannot be logically integrated into the current numbering of that street, a name will be given to the block and the flats numbered internally, e.g. 1 Fiddlers House, 27 Ipswich Road.
- 7.13 We will number named properties when we are asked to change the name where possible
- 7.14 On a street without numbers, a name will be allocated to new property.



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

- 8.1 Property developers and local residents may suggest names for a house or property which will be checked against the same criteria for naming a street. An application should be submitted to the Street Naming and Numbering Officer for consideration against our criteria. The Building name should not mislead. Owners of the property should not choose one the same or similar to any other in the immediate area.
- 8.2 Property names should not duplicate, or part duplicate the name of the road
- 8.3 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.
- 8.4 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.
- 8.5 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 potentially cause problems where companies need to use or validate an address and are working with old data.

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

If the developer wishes to name a block of flats or buildings then they must supply a suitable name preferably with some connection to the local history of the area, which will be put through the same review process as a house name request. The address a developer provides must be the final address to be used, if there is to be a change made to the address i.e. "Bates House" replacing "Block B" when occupants start moving in there will be a further charge levied. When numbering flats/apartment developments, the numbering scheme should be whole numbers i.e. 101, 201 to determine the floor levels and flat number.

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
- Parade – row of shops/businesses

Street suffixes detailed in this policy 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. Any applications received will be checked against the above criteria as part of the application process.

## **10. Responsibility for Property Addressing and Allocation of Postcodes**

- 10.1 All elements of an address, with the exception of postcode and post town, are defined by Salford City Council. The numbers and names assigned to property and the official names assigned to streets are the Intellectual Property of the authority.
- 10.2 Allocation of postcodes is managed by the Royal Mail and must be confirmed by them. Salford City 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. Salford City Council accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission. The Council is not liable or responsible for third parties, including Royal Mail, updating their databases with official address information.
- 10.3 Royal Mail will allocate a postcode on the receipt of official naming and numbering schedules from the Council. However, the postcode will be held in 'reserve' (on the 'Not Yet Built' file) until Royal Mail is notified by either developer or owner that the property is completed and/or occupied.
- This means that in certain cases addresses that have been officially allocated and issued by the Council may not immediately be visible to anyone using the Royal Mail website to validate an address. This may also mean that other organisations using the Royal Mail address database (Postcode Address File – PAF) will also be unable to validate addresses.
  - Therefore, if a property is completed or occupied, the developer or owner should contact Royal Mail to activate the postcode for the address issued by the Council.
  - Developers, owners, or tenants should be aware that their property/ies may not be allocated the same postcode as surrounding or pre-existing properties.

To confirm a postcode or to register a property as being in use, contact Royal Mail at:

Royal Mail  
Address Management Team  
Admiral House 2 Admiral Way  
Doxford International Business Park Sunderland  
SR3 3XW

Telephone: 0345 6045060

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

When making an application for a plot or development to be numbered, the following information must be provided 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.

## 12. 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.

## 13. 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 Lead Member for Planning in consultation with the Strategic Director and other members who have 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  
Salford City Council  
Civic Centre  
Chorley Road  
Swinton  
Salford  
M27 5AS

E-mail: [namingandnumbering@salford.gov.uk](mailto:namingandnumbering@salford.gov.uk)

## Appendix A – Applicable Legislation

### Public Health Act 1925- Sections 17-19

The applicant is required to give notice of the proposed name and the Council has one calendar month from the date of receipt of the notice, in which to object. If the Council objects to the proposed street name, it must send written notice of the objection within this period. An appeal can be made to the Magistrates' Court within 21 days from the date the notice of objection is made.

Where an order for renaming of an existing street is proposed, the Council will display notices at each end of the street or part of the street affected under Section 18 of The Public Health Act 1925. The notice will remain in place for at least one calendar month before an order changing the name can be made. 8.4 At the end of the consultation period a notice of the change will be displayed, if agreed. Any objection to the intended order can be made by an appeal to the Magistrates Court within 21 days after the posting of the notice. If an appeal is made to the Magistrates Court the Council will not make any change to the street name until the appeal is heard.

Section 19 requires the Council to install street nameplates on all streets. This applies regardless of whether they are public or private streets. The Council is not required to obtain consent from residents or owners of a private street because the Council is required to install street nameplates under statutory authority.

### 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
- (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. extent as is practicable

## 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 – Salford City Council Street Name Plate Specification

## General

- Background colour to be white
- Salford Crest to be on all street name plates
- All letters to be black Kindersley style
- Street name - letters to be 75mm 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 155mm (one line of text) or nominal 300mm (two lines of text)