

Street Naming and Property Numbering/Naming Policy and Procedure Guidelines



moray
council



May 2017

About this document

Moray Council is responsible for naming streets and numbering properties. This function is provided by the Corporate Address Gazetteer (CAG) team in Environmental Services.

This document outlines the policies and procedure guidelines used to allocate street names and addresses to ensure these are processed and issued in a consistent manner though the life cycle of a property along with our legal requirements. It contains the following:-

1. The background to street naming and property numbering/naming.
2. The legal requirements.
3. Policies for naming streets, numbering and naming properties, renaming streets, renumbering properties and fee calculation.
4. Processes for naming streets, numbering/naming properties, renaming streets, renumbering/naming single properties and renumbering/naming multiple properties.
5. Forms
6. Contact details.

Part 1: The background to street naming and property numbering/naming

Street naming and property numbering/naming is an important aspect of everyone's life as it allows the properties at which we live and work to have mail delivered, be identified easily, and be found quickly by doctors and emergency services. Street names can also contribute to a sense of place.

The Council works closely with Royal Mail whilst carrying out its street naming and property numbering/naming function. This is due to some main elements of an address being the responsibility of Royal Mail, these are postcodes and post towns which are often an important part of a rural address. The Council liaises with the Royal Mail when including locality information.

In new developments, addresses are often required very early in the build cycle to

enable the associated legal transactions to be completed. Utility companies will not normally connect services until a property has been given a formal postal address. It is important that developers submit applications for new addresses early to ensure no delays. An application form is included in the planning approval advising the developer to apply to Development Services for a new property address.

Part 2: The legal requirements

Under Section 97 of the Civic Government (Scotland) Act 1982 (as amended), the Council is the responsible authority for naming of streets, and numbering of properties. The Act states that:

"A local authority may, in relation to any road in their area:

- a) give such name to it as they think fit;
- b) after advertising in a newspaper circulating in their area any proposal to alter its name and taking into account any representations thereupon made to them within 28 days after the date of the first publication of the advertisement, alter any such name;
- c) affix, paint or mark its name on any premises, fence, lamp post, pole or other structure in it so as to be readily legible to members of the public there, and erect poles or other structures there for that purpose;
- d) give each of the premises in it such distinguishing number as they think fit; alter that number when necessary; and require the owner of each of the premises, by notice served on him, to affix or paint that number on his premises so that it is readily legible from the nearest part of the public place giving access to the premises."

In drawing up the policies and procedures below the Council has taken account of:

- current legislation;
- the British Standard (BS7666) for street and property gazetteers;
- the Scottish Gazetteer Conventions;
- The Council's commitment to produce and maintain a Corporate Address Gazetteer, which in turn feeds into the national One Scotland Gazetteer.

Part 3: Policies

This section outlines the Council policies for:

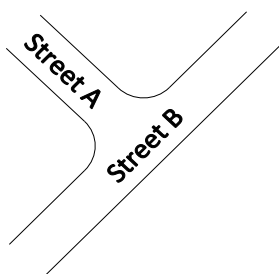
- a) Naming streets
- b) Numbering properties
- c) Naming Properties
- d) Renaming streets
- e) Renumbering properties
- f) Fee Calculation

A) NAMING STREETS

The selection and approval of street names is at the discretion of Elected Members who have involvement as Ward members and members of the Planning & Regulatory Services Committee.

General Principles (GP)

A named street should start or end where it forms a junction with another, more major, street. For example, local street A ends where it forms a T-junction with collector street B.



Where several streets are involved, a “theme” linking the names can be used to help identify the area.

Proposed street names should meet at least one of the following criteria:

- GP1. Preserve historical names associated with the area, field or previous building.
- GP2. Commemorate local history, places, events or culture, especially if there is a connection to the site.
- GP3. Honour and commemorate noteworthy persons associated with the local area, or with Moray.

- GP4. Commemorate national and international noteworthy persons.
- GP5. Celebrate national and international events.
- GP6. Recognise native wildlife, flora, fauna or natural features related to the community or area.

Specific Practices (SP)

The following will apply to all proposed street names in Moray:

- SP1. There shall be no street names duplicating an existing street name within the settlement.
- SP2. Street names of living persons or very recently deceased is at the discretion of the Councillors.
- SP3. Avoid using someone’s first name, unless this is needed to avoid duplication or confusion.
- SP4. There shall be no similar sounding (homonyms) or street names closely resembling any existing street names (e.g. Beach Avenue or Beech Avenue).
- SP5. Avoid the same name being repeated, but with different suffixes (for example, Park Street, Park Lane, Park Road and so on).
- SP6. There shall be no cumbersome, corrupted or modified street names, discriminatory or derogatory names (from the point of view of race, sex, colour, creed, political affiliation or other social factors).
- SP7. Street names that might encourage defacing of street name plates will not be accepted.
- SP8. Abbreviations will not normally be accepted (with the exception of ‘St’ for Saint).
- SP9. Punctuation will not normally be accepted within a street name, unless it is absolutely necessary. For example, punctuation that forms part of a name such as O’Neill or Erskine-Beveridge, but avoid the use of apostrophes to indicate possession in names such as Queens Meadow and Chiefs Close.

- SP10. Gaelic accents (e.g. à) will not normally be accepted within the street name and adopted as the official name. However, an alternative Gaelic spelling may be recorded in the street gazetteer.

Street Name Suffix Principles

A street suffix is the word that follows the name of a street, to further describe that street.

Suffixes have specific meanings and should reflect the character of the streets they name.

For example:

- Drive, Road or Street: for distributor and access routes;
- Brae, Heights, Hill, Lea, Rise, View: for streets on a gradient, or atop a hill;
- Crescent: for crescent shaped roads;
- Avenue: for tree lined streets;
- Circle or Circus: for circular streets and/or roundabouts;
- Square: for streets forming a square;
- Path, Vennel, Walk, Way and Wynd: for small streets or paths;
- Field, Gardens or Green: for streets dominated by an area of grass or park;
- Close, Court, Gate, Croft, Grove, Lane, Parade, Place or Spur: for small streets and cul-de-sacs;
- Row or Terrace: for streets that predominantly serve a terrace of houses;
- Moorings, Port or Quay: for streets associated with harbour and shore-side areas;

Pedestrian walkways should end with: Close, Walk, Path, Way, Wynd or Lane.

Street suffix of: End, Cross, Park, Burn and Stream, should be avoided.

B) NUMBERING PROPERTIES

General principles

Property addresses should take on the street name which the property gains access from. The locality and town information is allocated with a systematic approach so that all neighbouring properties have the same locality and town information.

Numbering normally begins at that point where the street begins closest to the town centre. In adjoining streets, numbering begins at the point where it joins the major street.

The general rule is to have odd numbers on the left and even ones on the right.

However, consecutive house numbers are sometimes possible: in other words, the first house on the left is number 1, the second is number 2 and so on, in a clockwise direction. Examples of this are a cul-de-sac or a street that is unlikely ever to be extended or made a through road.

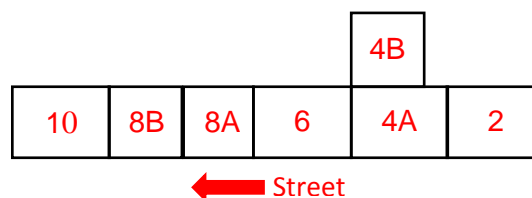
In some circumstances numbers may be left out of the numbering scheme sequence, this is normally where there is known future development, but numbering scheme does not avoid numbers (e.g. 13).

Gap sites

Where there is development taking place on a gap site it is preferred that properties have individual numbers. Gap sites are normally vacant areas of land between properties.

Consecutive numbers may not be possible where a single large property is being replaced by a number of individual ones. In these cases suffixes may be accepted (for example 4A, 4B, 8A, 8B and so on).

The following diagram illustrates this:

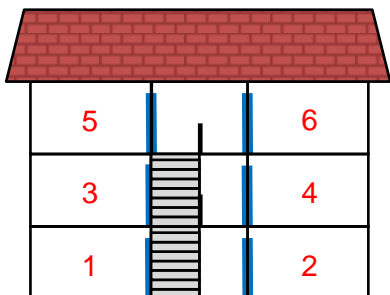


If suffixes are required the preference is not to use the whole number for any new properties; for example it is better to have 10A and 10B, than to have 10 and 10A. However, this may not be possible if a whole number is already in use.

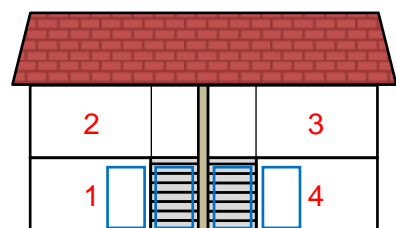
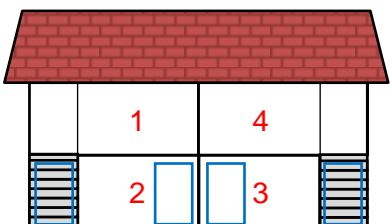
Multi-storey buildings (e.g. Flats)

Flats are commonly built with either one communal external doors leading to each individual flat or each flat having its own private external door. The location of the primary access to the flat determines the numbering scheme used.

For those with a front door accessed from a communal external door, the numbering is left to right and bottom to top.



Those with a private external door at ground level these are numbered in sequence according to the location of their front door.



Flats with private external doors are typically addressed to the street they are located on and therefore use the numbering scheme of the street. Flats with communal external doors should have an individual number or letter. Numbers may relate to the street or to the block itself. If the latter, the block should be numbered, or named – or both – in its own right. Numbering should avoid punctuation e.g. slashes and decimal points as a separator. The Council does not recommend numbering by floor.

Multi-story buildings may lead to compound addresses. For example, flat number 64 is in a building called Beach View Apartments, which is the first building in Clifton Road. The standard procedure is to write the secondary address, then the primary address:

- 64 Beach View Apartments, 1 Clifton Road

If flats have letters instead of numbers, Flat B would be:

- Flat B, 1 Clifton Road

Multi-story building numbering schemes can also be adopted by commercial buildings with a similar layout e.g. offices within a block.

Sub-dividing a house or other residential property

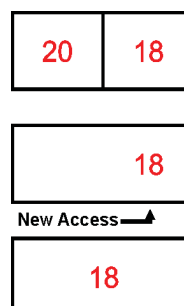
Each sub-division should have its own number allocated. If this is not possible it will have an appropriate suffix allocated. For example, if single property at number 10 is divided into two new distinct properties with individual private external doors numbers 10A and 10B would be allocated and 10 made historic.

If a property number 10 with a basement is divided into two separate properties with the main body of the property unchanged and the basement made into a separate property. The main property would retain its original number 10 and the basement property allocated number 10A.

Commercial or retail units

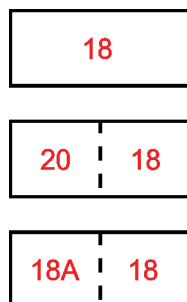
Where a unit is formed by joining two or more units together the new retail or commercial unit number is based on the original unit's number, its access and the official address of the main unit.

For example, a company in unit number 18 is combined with a vacant unit, unit number 20. The new unit is number 18 because its access via the old unit 18 and the company is identified with unit number 18 for business stationery or company listings.



Where a commercial unit is divided into two or more units unique numbers will be allocated where possible.

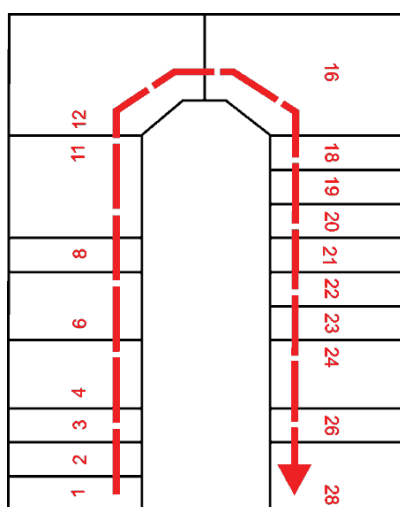
For example, if number 18 is divided into two units, these may become number 18 and number 20. But if unique numbers are not available suffixes would be allocated, so the new units would be numbers 18 and 18A.



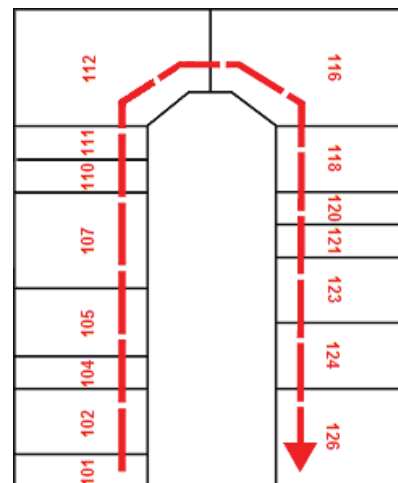
In these cases an occupier who remains in one of the units usually prefers to retain the original number because it is identified with them – for example, on business stationery or company listings.

Shopping centres

Shopping centre units should be numbered in a clockwise direction from the left, starting from the main entrance. It is recommended that there are gaps in the numbering for larger double units so there are numbers available if these units are later sub-divided. If there is more than one floor, units can be numbered including the floor number e.g. ground floor unit 1, first floor unit 101, second floor unit 201 and so on.



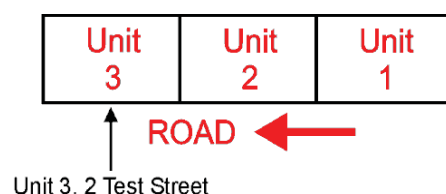
Ground floor



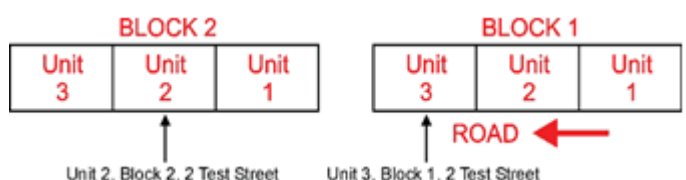
First floor

Industrial units

Where possible a separate number is allocated to each unit. If a unique number cannot be allocated a unique unit number will be assigned to each unit. For example there are three units at Number 2 Test Street. Unit numbers should be allocated in the same sequence as property numbers detailed in the general principles for numbering properties. Unit numbers will be allocated at the same time as the number of the whole property, based on current site and floor plans.



If a property has more than one block of units, numbers will be allocated to identify each block then unit numbers will be assigned to each block similar to multi-block buildings. A property at number 2 Test Street has two blocks: Block 1 and Block 2, each of these have three units.



c) NAMING PROPERTIES

All new addresses or amendments to addresses should be allocated by Moray Council. Any address that the Council produces under the Civic Government

(Scotland) Act 1982 is termed the “official address”.

Where a number for a house has not been provided, its name then becomes the official address. To alter the name an application should be made to Moray Council.

If a property has a name and a number, the official address can include both parts, but the number should be retained. The Council has the right not to use, or add to, the official address any name that anyone might find offensive or alarming.

Gaelic accents (e.g. à) will not normally be accepted within the property name and adopted as the official address. However, an alternative Gaelic spelling may be recorded in the corporate address gazetteer and provided as an alternative address to service providers.

If a property owner applies to the Council to add or amend an official address, the record will be amended and service providers notified.

Service providers will be notified of all statutory address changes. The service providers notified include –the emergency services, Royal Mail, gas, water and electricity providers, and Moray Council assessor's department. Any statutory address or street name notified by the Council will also be included within Corporate Address Gazetteer held by the Council. The gazetteer is held in a BS7666 format and included in One Scotland Gazetteer at national level.

The Council can advise applicants on suitable house names, to help avoid duplication or confusion.

D) RENAMING STREETS

Only in exceptional circumstances will the Council consider applications to rename a street(s). Applications may come from community groups, developers, Moray Council or members of the public.

The Council may agree to rename a street(s) in circumstances such as:

- an area that is going to be substantially redeveloped;
- an existing name that is unpopular; or

- the street's name has been causing confusion.

If the Council agrees to rename a street the Council will attempt to minimise changes to addresses, while taking on board the views of those affected by the changes.

Applications to rename a street should provide the Council with:

- the case for renaming the street; and
- a summary of the majority of resident's opinion on the change.

The new name proposed must be in line with policy for naming new streets.

If the Council agrees to consider renaming a street, the Council will consult with people whose properties are in the street affected. The proposal will be advertised in a local newspaper for public consultation where people can submit their views on the proposal within 28 days of the advertisement being published.

The Council will take account of all the views it receives before finally deciding on the proposal.

E) RENUMBERING PROPERTIES

The Council may need to renumber existing properties when there are similar circumstances to renaming a street(s).

An example of this would be properties when a section of road has been significantly changed and/or been renamed because of a new development. The Council may have to change the existing properties' addresses to reflect the new development.

The Council will try to find alternatives to renumbering where possible.

If changes are agreed the Council will seek to have people's agreement on the proposals, and to minimise inconvenience. Any changes to numbering schemes must follow the numbering properties policy.

The Council will consult everyone affected by the change and allow people at least 28 days to provide their views.

If renumbering is adopted, a time frame will be agreed prior to the numbering becoming official.

F) FEE CALCULATION

Fee Table 2017/18*

No of plots (A)	Fee for 1 st Plot (B)	Fee for additional Plots (C)	Min (D)	Max (E)
1	64		64	64
2-9		22	86	240
10-19		15	255	390
20-49		9	399	660
50-99		6	666	960
100+		5	965	

To calculate the required fee find the plot band in column A that the amount of plots required fall within. Take the maximum value from column E in the row above from the table and add the additional value for any remaining plots multiplying the number of remaining plots by the value in column C. Calculate the remaining plots by subtracting the total plots required with the maximum plots from column A in the row above.

Examples:-

1 Plot - £64

5 Plots - £152 = £64+(4*£22)
(remaining plots = 5-1)

15 Plots - £330 = £240+(6*£15)
(remaining plots = 15-9)

25 Plots - £444 = £390+(6*£9)
(remaining plots = 25-19)

* Please refer to the Moray Council website for the most up to date fee table.

Part 4: Processes

This section outlines the processes for:

- a) Naming Streets (New Streets)
- b) Numbering/Naming Properties (New Development)
- c) Renaming Streets
- d) Re-Numbering\Naming Properties (Single)
- e) Re-Numbering\Naming Properties (Multiple)

A) NAMING STREETS

When a valid application for street naming and property numbering/naming is received officers determine the need for new street names and how many are required. Complex sites may require consultation with Roads Maintenance Officers dealing with the Road Construction Consent process.

If new street name(s) are needed the Council provides a site plan indicating the new street(s) locations and new street(s) form to the relevant ward Members. Officers may suggest new street names and suitable endings which may aid the Members on deciding new street name(s).

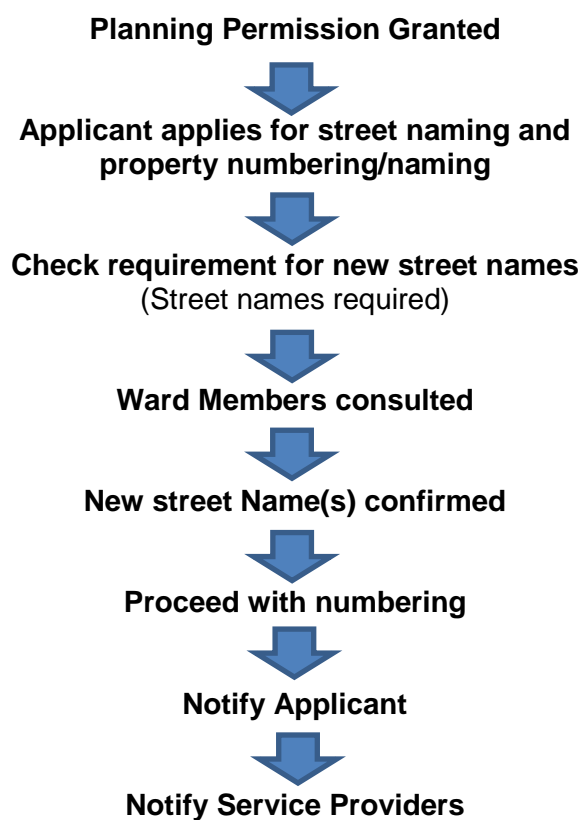
In some cases the naming of a street or bridge may present a commercial opportunity for a local company to sponsor the naming of a street. In such cases applications will be considered from organisations to name a street. The name suggested would have to comply with the general principles. In all cases the relevant ward Members will be contacted.

The suggested street names may come through the master planning or place making activities. Elected Members may contact local organisations and community groups with regards to suggesting new name(s) for the Elected Members to agree or make their own suggestions.

New street names are only confirmed when all relevant ward Members have agreed. If Members cannot reach an agreement on new street name(s) officers will report to Planning

& Regulatory Services Committee seeking Committee approval for the proposed street name(s).

Main Stages:



B) NUMBERING/NAMING PROPERTIES

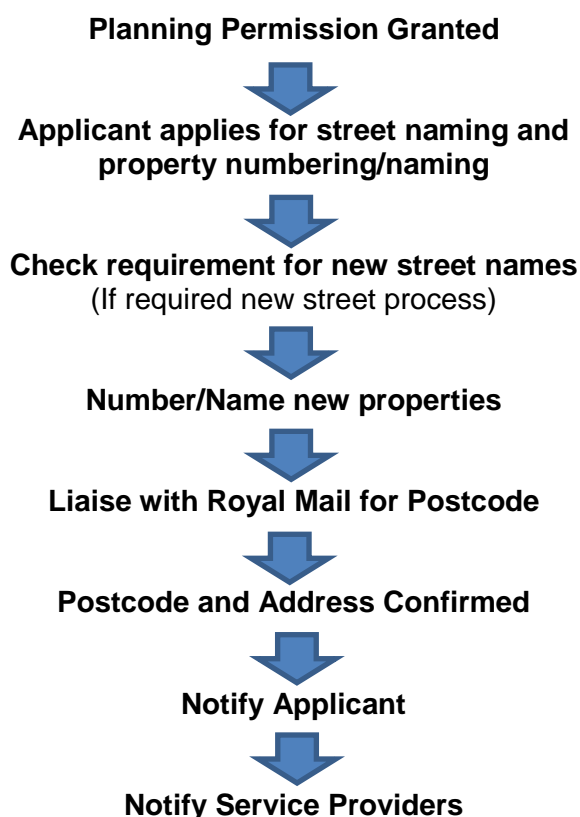
Where the application involves new street name(s) the numbering will not take place until valid name(s) have been confirmed. Some rural locations may use a primary name instead of a road name where multiple properties are located for example a steading complex.

On receiving a valid application officers will allocate property numbers using the approved numbering scheme. Once a provisional number scheme has been created a plan showing the numbering including property level (Ground Floor, First Floor etc.) information is sent to the Royal Mail for the allocation of postcodes.

When postcode allocation has been completed the Council will notify the applicant and service providers. The list of service providers includes emergency services, gas,

water and electricity providers and Moray Council assessor's department.

Main Stages:



C) RENAMING STREETS

When an existing street name requires altering the process is similar to naming new street but the Council is also required to carry out the following under the Civic Government (Scotland) Act 1982:-

- Advertise the proposed change in a local newspaper
- Allow 28 days for representations from the advert publication date

If the street renaming application is deemed valid and the relevant ward members have agreed to the proposed street names a report will be submitted to Planning & Regulatory Services Committee for their approval to proceed with the statutory public consultation.

The findings of the statutory public consultation will be reported to the Planning & Regulatory Services Committee. The results of the committee will be provided to the

affected properties prior to any changes to the street being actioned.

Main Stages:



D) NAMING AND NUMBERING PROPERTIES (SINGLE)

This process applies for either single properties being built or single properties requiring changes to the statutory address.

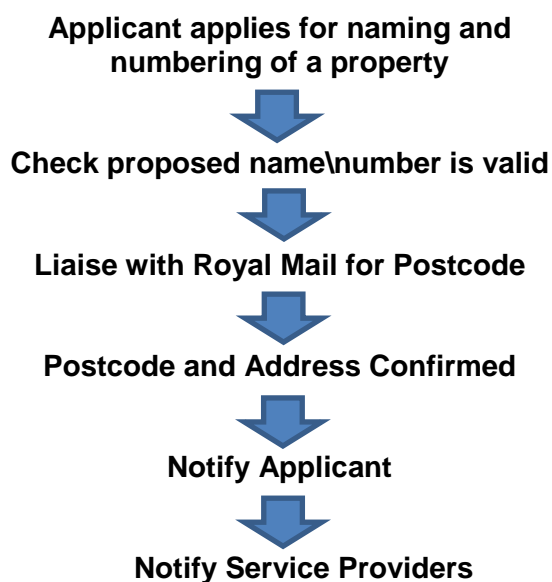
The majority of individual properties in rural locations will have a house name as its statutory address unless it is a small scale development where a numbering scheme may be applicable where a primary name is used instead of a road name for example a steading complex with multiple properties.

Single properties can have house names added, removed or changed through the life cycle of the property. Where a property already has a house number, the number will always remain but the house name can be created in addition.

If the new property is built within an existing numbered scheme a number will always be allocated to the property, this will include gap sites within the existing street structure.

Notification will be sent to the applicant and service providers. The list of service providers includes emergency services, gas, water and electricity providers and Moray Council assessor's department.

Main Stages:



E) RE-NUMBERING PROPERTIES (MULTIPLE)

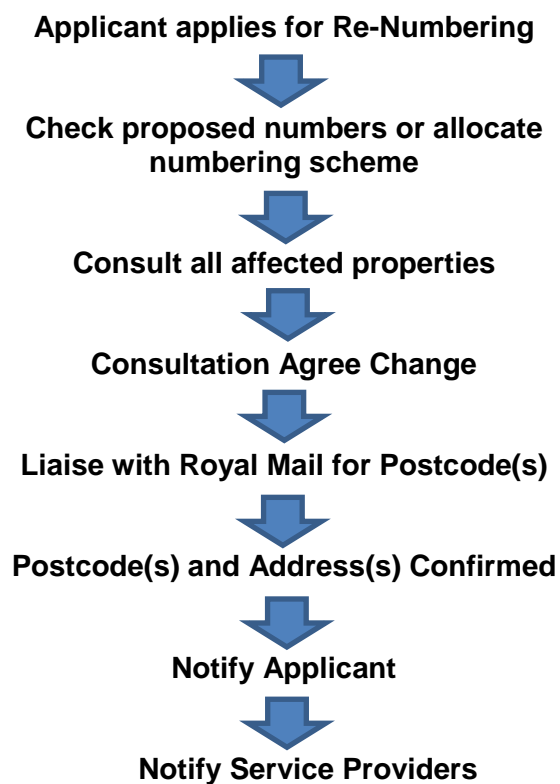
If renumbering is required the Council will consult all the affected properties, explaining why the change is required and provide a draft numbering scheme. The Council will allow at least 28 days for the consultation period.

If all affected properties agree the change the Council will liaise with Royal Mail prior to the change being effective and notify the affected properties. If not all the properties agree a report will be submitted to the Planning & Regulatory Services Committee.

The Council will notify the applicant and service providers. The list of service providers

includes emergency services, gas, water and electricity providers and Moray Council assessor's department.

Main Stages:



Part 5: Forms

T01F Street Naming and Property Numbering/Naming Application Form

T02F Street Name Proposal Form

Part 6: Contact Details

Moray Council
Corporate Address Gazetteer Team
Environmental Services
PO Box 6760
Elgin
IV30 9BX

Email: AddressGazetteer@moray.gov.uk
Tel: 0300 1234561

**Moray Council, Corporate Address Gazetteer Team,
Environmental Services
PO Box 6760, Elgin, IV30 9BX**



**T01F STREET NAMING AND PROPERTY NUMBERING/NAMING
APPLICATION FORM
Civic Government (Scotland) Act 1982**

Please refer to the information on page 2 before completing this form.

Applicant Contact Details	
Name	
Address	
Telephone Number	
Email Address	

**PLEASE ENCLOSE A SMALL SCALE LOCATION PLAN (AND COMPOSITE FLOOR PLAN IN THE CASE OF FLATS).
THIS IS ESSENTIAL IF WE ARE TO ACCURATELY LOCATE THE CORRECT BUILDING.**

Application Type (please tick)			
New Build Property	<input type="checkbox"/>	Existing Property Name Change	<input type="checkbox"/>

Application Details			
New Property Address		Existing Property Address (if applicable)	
Planning Application Ref		OFFICE USE ONLY	
Number of Plots		Mail Room Initials	
Fee Payable		Amount Paid	
Card Payment Ref		Cheque No	

Applicant Signature:

Date:

STREET NAMING AND PROPERTY NUMBERING/NAMING APPLICATION FORM NOTES

Moray Council has a statutory duty under the Civic Government (Scotland) Act 1982 to provide street names and property numbers where appropriate for any new development. Moray Council is also responsible for providing the official address for each property within Moray. Each address includes information determined by the local authority (for example house number, street, locality and town) and Royal Mail (post town and postcode).

A link to the Moray Council Street Naming and Numbering Policy and Procedure Guidelines document may be found on the Street Naming and Numbering page of the Moray Council website (www.moray.gov.uk). Details of the current charges payable for the Street Naming and Numbering service may be obtained from the same web page, or Customer Services by phoning 0300 1234561. Payment must be received in advance of the application being processed.

The process for providing street names and property numbers includes notifying all relevant service providers and can take up to 12 weeks to complete when street naming is required. Applications should be submitted as early as possible to avoid delays.

**Moray Council, Corporate Address Gazetteer Team,
Environmental Services
PO Box 6760, Elgin, IV30 9BX**



**T02F STREET NAME PROPOSAL FORM
Civic Government (Scotland) Act 1982**

Please refer to the Moray Council Street Naming and Numbering Policy and Procedure Guidelines (extracts overleaf) when completing this form.

Planning Application			
Reference		Site Name	

Proposed Street Name(s)			
-	Street Name	GP	Background Information
A			
B			
C			
D			
E			
F			
G			

Ward and Settlement			
Ward Name		Settlement	

Proposer	
Name	

I hereby propose the street name(s) listed above, *as an individual/with the agreement of the ward councillors listed below.

Proposer Signature:

Date:

* Strike out as required.

Ward Councillors		
Name		
Name		
Name		
Name		

STREET NAMING AND NUMBERING POLICY AND PROCEDURE GUIDELINES (EXTRACTS)

General Principles

Proposed street names should meet at least one of the following General Principles criteria:

- GP1 Preserve historical names associated with the area, field or previous building.
- GP2 Commemorate local history, places, events or culture, especially if there is a connection to the site.
- GP3 Honour and commemorate noteworthy persons associated with the local area, or with Moray.
- GP4 Commemorate national and international noteworthy persons.
- GP5 Celebrate national and international events.
- GP6 Recognise native wildlife, flora, fauna or natural features related to the community or area.

Specific Practices

The following will apply to all proposed Street Names in Moray:

- SP1 There shall be no Street Names duplicating an existing street name within the settlement.
- SP2 Street Names of living persons or very recently deceased is at the discretion of the Councillors.
- SP3 Avoid using someone's first name, unless this is needed to avoid duplication or confusion.
- SP4 There shall be no similar sounding (homonyms) or Street Names closely resembling any existing Street Names (e.g. Beach Avenue or Beech Avenue).
- SP5 Avoid the same name being repeated, but with different suffixes (for example, Park Street, Park Lane, Park Road and so on).
- SP6 There shall be no cumbersome, corrupted or modified Street Names, discriminatory or derogatory names (from the point of view of race, sex, colour, creed, political affiliation or other social factors).
- SP7 Street Names that might encourage defacing of Street Name plates will not be accepted.
- SP8 Abbreviations will not normally be accepted (with the exception of 'St' for Saint).
- SP9 Punctuation will not normally be accepted within a street name, unless it is absolutely necessary. For example, punctuation that forms part of a name such as O'Neill or Erskine-Beveridge, but avoid the use of apostrophes to indicate possession in names such as Queens Meadow and Chiefs Close.
- SP10 Gaelic accents (e.g. à) will not normally be accepted within the street name and adopted as the official name. However, an alternative Gaelic spelling may be recorded in the street gazetteer.

Street Name Suffix Principles

A street suffix is the word that follows the name of a street, to further describe that street. Suffixes have specific meanings and should reflect the character of the streets they name.

Street Suffix	Circumstances
Drive, Road, Street	for distributor and access routes
Brae, Heights, Hill, Lea, Rise, View	for a street on a gradient, or atop a hill
Crescent	crescent shaped roads
Avenue	tree lined
Circle, Circus	for a circular street and/or a roundabout
Square	for a street forming a square
Path, Vennel, Walk, Way, Wynd	for small streets or paths
Field, Gardens, Green, Park	for streets dominated by an area of grass/park
Close, Court, Gate, Croft, Grove, Lane, Parade, Place, Spur	for small streets and cul-de-sacs
Row, Terrace	for a street that is predominantly serving a terrace of houses
Moorings, Port, Quay	for streets associated with shore side areas