

ITEM: 11
PAGE: 4

CONTENTS

- 1 INTRODUCTION
- 2 POLICY
- 3 STREET NAMING PROCEDURE (NEW STREETS)
- 4 STREET NAME SUFFIX PRINCIPLES
- 5 HOUSE NAMES
- 6 POSTAL ADDRESSES
- 7 STREET NAME PLATES
- 8 FORMS



1.0 INTRODUCTION

- 1.1 Street Naming and Numbering 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 themselves also contribute to the sense of place.
- 1.2 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.
- 1.3 This document sets out a Street Naming and Numbering Policy and Procedure.
- 1.4 Addresses are often required very early in the build cycle to enable legal transactions associated with properties. Utility companies will not normally connect their services until such time as the premises have been given a formal postal address. It is important that developers submit applications for new addresses early to ensure no delays.
- 1.5 The street naming and numbering process includes a report to the Economic Development & Infrastructure Committee. A calendar of Committee meeting dates is available from the Moray Council.
- 1.6 An application form is included in the planning approval response from the Development Control Manager advising the developer to apply to Transport Development for a new property address.
- 1.7 Street Naming and Numbering is managed by Transportation officers: Transportation, Environmental Services, Academy Street, Elgin, IV30 1LL, Tel: 01343 562519, e-mail: roadsdevelopmentcontrol@moray.gov.uk
- 1.8 Once the Council approves a street name, details will be issued to the following departments and organisations and the street name/address entered in the Corporate Address Gazetteer:-
- The Applicant
 - Royal Mail, Postcode Section and Local Delivery Office
 - Ambulance Service
 - Fire Brigade
 - Police
 - Health & Social Services
 - Ordnance Survey
 - Council Departments

ITEM: 11
PAGE: 6

- British Gas
- Scottish and Southern Energy Plc

1.9 Application Forms for street naming and numbering are available in section 8.

2.0 POLICY

General Principles

Where several roads 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 General Principles criteria:

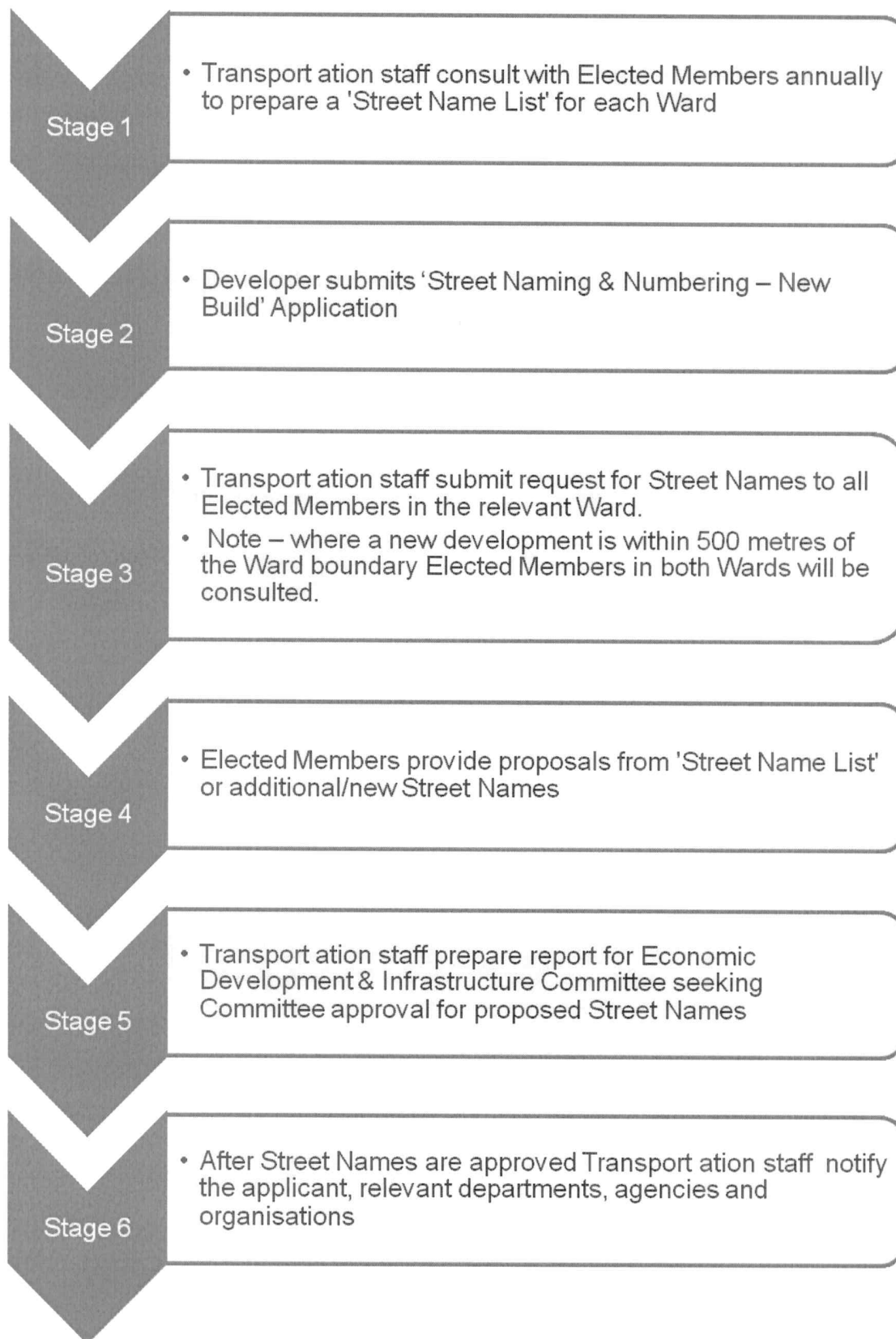
- GP1. Preserve historical names associated with the area, field or previous building in the new street names.
- GP2. Commemorate local history, places, events or culture.
- GP3. Honour and commemorate noteworthy persons associated with the local area, or Moray.
- GP4. Commemorate national and international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

Specific Rules

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

- SR.1. There shall be no Street Names duplicating an existing street name within the settlement.
- SR.2. Street Names of living persons or very recently deceased will not normally be accepted.
- SR.3. There shall be no similar sounding (homonyms) or Street Names closely resembling any existing Street Names (e.g. Beach Avenue or Beech Avenue)
- SR.4. 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)
- SR.5. Street Names that might encourage defacing of Street Name plates will not be accepted.
- SR.6. Abbreviations and punctuation will not normally be accepted (with the exception of ‘St’ for Saint).

3.0 STREET NAMING PROCEDURE (NEW STREETS)



4.0 STREET NAME SUFFIX PRINCIPLES

- 4.1 A **street suffix** is the word that follows the name of a street to further describe that street.
- 4.2 In general, the following advice should be followed when applying a street suffix.

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, Loop, Spur	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 that are not straight
Field, Gardens, Green, Park	for streets dominated by an area of grass/park
Close, Court, Gate, Croft, Grove, Lane, Parade, Place	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

5.0 HOUSE AND BUILDING NAMES

- 5.1 House names are not covered by the Civic Government (Scotland) Act 1982, and the responsibility for a name lies with the property owner. Where house numbers have been assigned to a house the occupier can apply to have a house name added but it will always retain the number.
- 5.2 Upon request from a property owner for the addition or amendment of a house name, Transportation officers will amend the Council records, and inform Royal Mail and others.
- 5.3 Property addresses should take on the street name which the property gains access from. The locality and town information which makes up the rest of the property address is allocated with a systematic approach so that all neighbouring properties have the same locality and town information.
- 5.4 Transportation officers can provide advice on suitable house names, to help avoid duplication or confusion. Any requests for house names that could be construed as offensive or alarming will be rejected and not added to the statutory address.

6.0 POSTAL ADDRESSES

- 6.1 The postal services do not assign a postcode until Moray Council has given a property address.
- 6.2 Details of post codes or full postal addresses are obtained by contacting the Royal Mail or on their web site: www.royalmail.co.uk.
- 6.3 For any complaints relating to the delivery of mail the occupier should contact the Royal Mail Customer Services.
- 6.4 Royal Mail allocates a post code and post town to any property that they deem to receive mail. Moray Council work closely with Royal Mail to ensure that they are aware of all new developments, so that post codes are allocated in a timely manner. Royal Mail can be contacted on: 08456 045060; e-mail address: addressdevelopment@royalmail.com or to find out what the relevant new post codes are, via Post Code/Address Finder on the Royal Mail Website address <http://www.royalmail.com>.

7.0 STREET NAME PLATES

- 7.1 In the case of new developments, a developer can either provide the name plates themselves, in accordance with the Council's Standard Specification, or can make arrangements with Transportation to have them produced and installed and all costs re-charged to the developer.
- 7.2 Every street must be clearly signposted, with nameplates being positioned at principal junctions so as to be easily readable by both pedestrians and drivers and not obstruct visibility requirements.

8.0 FORMS

- 8.1 The following application forms are available:

- STREET NAME PROPOSAL FORM
- STREET NAME & NUMBERING (NEW BUILD) FORM
- PROPERTY NAME (NEW & CHANGE) FORM

- 8.2 All forms must be submitted to Transportation Officers at the following address:

Transportation,
Environmental Services,
Academy Street,
Elgin, IV30 1LL,

Tel: 01343 562518

Fax: 01343 545628

E-mail: roadsdevelopmentcontrol@moray.gov.uk

The Moray Council
 Environmental Services
 Transportation
 Academy Street
 ELGIN
 IV30 1LL

ITEM: 11
 PAGE: 11

Tel: 01343 562518 Fax: 01343 545628
 Email: roadsdevelopmentcontrol@moray.gov.uk

STREET NAME PROPOSAL FORM
Civic Government (Scotland) Act 1982

Proposer Details				
Name				
Address				
Email		Tel		Fax
Signature				Date

Ward and Settlement Information	
Council Ward	1 - Speyside Glenlivet
	2 - Keith and Cullen
	3 - Buckie
	4 - Fochabers Lhanbryde
	5 - Heldon and Laich
	6 - Elgin City North
	7 - Elgin City South
	8 - Forres
Town/Village	

Proposed Street Name											
Street Name											
Policy Category	GP1		GP2		GP3		GP4		GP5		GP6
Background Information											

The Moray Council
 Environmental Services
 Transportation
 Academy Street
 ELGIN
 IV30 1LL

ITEM: 11
 PAGE: 12

Tel: 01343 562518 Fax: 01343 545628
 Email: roadsdevelopmentcontrol@moray.gov.uk

STREET NAME & NUMBERING (NEW BUILD) FORM
Civic Government (Scotland) Act 1982

You are advised to make requests for new property addresses **AS SOON AS YOU COMMENCE BUILDING WORKS** in order that new addresses can be allocated and confirmed prior to the building being occupied. The processing of new street names and numbering can take up to 3 months.

The Moray Council have a statutory duty under the above Act to provide street names and numbering of properties where appropriate for any new development. Once the name or number has been agreed it will then be officially allocated and all relevant bodies will be automatically notified.

Applicant Details				
Name				
Address				
Email		Tel		Fax
Signature				Date

Enclose a small scale layout plan (and composite floor plans in the case of flats)

Plan enclosed		Planning Application Ref No:	
		Building Warrant Ref No:	

The Moray Council
 Environmental Services
 Transportation
 Academy Street
 ELGIN
 IV30 1LL

ITEM: 11
 PAGE: 13

Tel: 01343 562518 Fax: 01343 545628
 Email: roadsdevelopmentcontrol@moray.gov.uk

PROPERTY NAME (NEW & CHANGE) FORM
Civic Government (Scotland) Act 1982

Applicant Details				
Name				
Address				
Email		Tel		Fax
Signature				Date

Intended name may not repeat the full street name or the name of any other properties on the same street, it is also advised not to use the name of any nearby road or building

Property Name		
	Current Property	Proposed Property
Building Name		
Address		

For New Build enclose a small scale layout plan (and composite floor plans in the case of flats)

Plan enclosed		Planning Application Ref No:	
		Building Warrant Ref No:	