Bury Council

Revised Procedures for

Street Naming and Numbering

(Nov 2017)
# Index

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Introduction</td>
<td>3</td>
</tr>
<tr>
<td>2  Applying for a new postal address</td>
<td>4</td>
</tr>
<tr>
<td>3  Application Procedure</td>
<td>4</td>
</tr>
<tr>
<td>4  Street Naming Conventions</td>
<td>5</td>
</tr>
<tr>
<td>5  Building Naming and Numbering Conventions</td>
<td>6</td>
</tr>
<tr>
<td>6  Renaming and Renumbering of Streets and Buildings</td>
<td>7</td>
</tr>
<tr>
<td>7  The NLPG and LLPG</td>
<td>8</td>
</tr>
<tr>
<td>8  Further information and Advice</td>
<td>8</td>
</tr>
</tbody>
</table>
1. Introduction

1.1 On June 1st 2007 Bury MBC changed how it manages applications for Street Naming and Numbering.

1.2 The naming and numbering of streets and buildings within Bury is a Statutory Function of Bury Metropolitan Borough Council (hereafter known as “the Council”), covered by Section 64 and 65 of the Town Improvement Clauses Act 1847 and the Greater Manchester Act 1981. Street Naming and Numbering (hereafter known as “SNN”) will now be carried out in accordance with British Standard BS7666:2006

1.3 SNN is a function carried out by the Building Control Section. Following is a set of guidance notes on the SNN procedures.

1.4 The Council will advise Royal Mail of all address change intelligence via the National Land & Property Gazetteer Hub (hereafter known as “NLPG”).

1.5 The Council is not responsible for the assignation of postcodes to addresses. **The Royal Mail does this.** Any queries about postcodes can be dealt with by the Royal Mail by calling 0906 302 1222 (Postcode Enquiries) or via their website at [http://www.royalmail.com/portal/rm/](http://www.royalmail.com/portal/rm/)

1.6 The address of a property has become a very important issue. Organisations such as the Post Office, emergency services and the general public need an efficient and accurate means of locating and referencing properties.

1.7 The purpose of this guidance note is to provide advice to developers and building occupiers on the naming and numbering procedures of Bury Metropolitan Borough Council.

1.8 The Council is happy for developers or occupiers to propose names for consideration. It is suggested that more than one new name is suggested, and that the names proposed meet the criteria set out in Sections 4-6 following.

1.9 The Council (Highways Department) will provide the specification for Street Name plates but it is the developer’s responsibility to provide and attach the name plates. Please e-mail to traffic@bury.gov.uk.
2. Applying for new postal address

2.1 Applications can be made by

2.1.1 Individuals or developers building new houses, commercial or industrial premises, or:

2.1.2 Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.

2.2 Applications for new addresses should be submitted as soon as possible after planning permission for the proposal has been granted. This is important, as utility companies are often reluctant to install services where an official postal address has not been allocated.

2.3 Applications can be made by completing the on-line at www.bury.gov.uk/snn. Where application is for new development (section 4 or 5 on the form) then the application must be accompanied by the appropriate site layout and other plans as specified on the form. The site layout and other form and plans should be attached to the on-line form.

2.4 If an application is submitted at a late stage of the development, problems could arise, especially if the street names suggested are rejected and purchasers have bought properties marketed under an unofficial marketing title. It should be made clear in any marketing literature distributed to prospective purchasers that marketing names for developments are subject to approval, and therefore liable to change. Some occupiers could feel aggrieved by the loss of a supposedly prestigious address and its replacement with an address that falls within the Council’s guidelines as set out in this document.

3. Application Process

3.1 Once an application has been received, it will be checked that there is no duplication of existing street names within the Town the development falls within. A check will also be made to ensure there is not an existing street of the same name within close proximity in a neighbouring Town.

3.2 It will also be checked that the proposed street name(s) are in accordance with the General Street Naming Conventions and Building Naming and Numbering Conventions as outlined in Sections 4 of this document.

3.3 A consultation will be sent to the Highways department of the Council on all Street Naming and Numbering applications before making a decision.

3.4 Once a Street Naming and Numbering application has been approved the applicant will be sent a Street Naming and Numbering Approval Notice detailing the approved addresses, together with a copy the original plan edited to show the new streets and property numbers.
3.5 Following approval, details of the street names and properties will be entered into the Councils applications and issued to the National Land and Property Gazetteer Custodian for distribution to Emergency Services; Utilities and Royal Mail.

4. Street Naming Conventions

4.1 Street names cannot be duplicated within the same Town or within close proximity to a duplicate street in a neighbouring Town.

4.2 Street Names must be no longer than 100 characters long.

4.3 Street Names cannot contain any of the following:

- **4.3.1** Abbreviations. (apart from St. for Saint)
- **4.3.2** Punctuation

4.4 Street names should not be difficult to pronounce or awkward to spell.

4.5 Names of living persons will not be allowed.

4.6 No Street should start with "The".

4.7 The use of tree or bird names will not be allowed; mainly due to the duplication of many existing streets named within the borough.

4.8 The street names should, where possible, reflect the history or geography of the site or area.

4.9 Street names that could be construed as advertising will not be allowed.

4.10 Street names that could be considered offensive will not be allowed.

4.11 Subsidiary names (i.e. a row of buildings within an already named road being called .....Terrace) should not be used.

4.12 Street names that carry the same name as a building will not be allowed.

4.13 Historic Street Naming and Numbering practices have often resulted in many streets in close proximity being assigned the same name but with a differing suffix such as Birch Road, Birch Avenue. Within reason new developments following this tradition may be considered but will be discouraged.

4.14 All new street names should end with one of the following suffixes:

- Avenue - residential roads
- Drive - residential roads
- Circus - roundabout only
- Close - cul-de-sac only
- Court - This will be discouraged ex
- Crescent - crescent shaped road
- Gardens - residential roads
- Grove - residential roads

Cont’d
5. Building Naming and Numbering Conventions

When naming / numbering a new building, the following conventions should be considered:

5.1 A new street should be numbered with the odd numbers on the left and the even numbers on the right from the entrance of the street, except in the case of a cul-de-sac, where consecutive numbering in a clockwise direction is preferred.

5.2 All numbers should be used in the proper sequence. Bury has for a number of years, and will continue to exclude number 13 from the numbering sequence.

5.3 Where an existing street or similar is to be extended, it would be appropriate to continue to use the same street name. This would include the continuation of the street numbering.

5.4 Buildings (including those on corner plots) will be numbered according to the street in which the main entrance is to be found. The manipulation of numbering in order to secure a prestigious address, or to avoid an address with undesirable associations, will not be authorised.

5.5 If a building has entrances in more than one street, is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats.

5.6 In residential buildings (i.e. a block of flats), it is usual to give a street number to each dwelling where the block is up to six storeys in height. When the block exceeds this height or there are not sufficient numbers available because of existing development, it should be given a name and numbered separately internally.

5.7 Legislation permits the use of numbers followed by letters. These will be suitable, for example, when one large house in a road is demolished, to be replaced by (for example 4 new smaller houses. To include the new houses in the existing numbered sequence of the road would involve renumbering all the
higher numbered houses on the side of the road affected by the proposal. This is something that the Council would be loath to do (see Section 7). To avoid this situation, the new houses should be given the number of the old house with A, B, C or D added (i.e. 21A, 21B, 21C, 21D).

5.8 The use of letters will not be sanctioned if the new development were to lie prior to the numbering scheme commencing. For example, if 4 houses were built prior to the first property number 2, the new dwellings would not become 2A, 2B, 2C and 2D, but four individual property names would be requested.

5.9 The use of a name which relates to people either living, or deceased will be discouraged. Only exceptional circumstances will be given consideration.

5.10 Private garages and similar buildings used for housing cars, etc, should not be numbered.

5.11 All new building names should end with one of the following suffixes:

- Lodge
- Apartments
- Mansions
- House
- Court - residential only
- Point - high block residential only
- Tower - high block offices or residential
- Heights - high block offices or residential

5.12 For private houses in existing unnumbered roads, it is essential that the houses be officially allocated names. The name should not repeat the name of the road, or that of any house or building on the area.

5.13 Where a property has a number, it must be used and displayed. Where a name has been chosen to a property with a number, the number must always be included. This is enforceable under section 65 of the Town Improvement Clauses Act 1847. The name cannot be regarded as an alternative.

6. Renaming and Renumbering of Existing Streets and Buildings

On rare occasions, it may be necessary to rename or renumber a street. This is usually only done as a last resort when:

6.1 Residents of the affected street will be consulted, and their views will be taken into account. We will also consult the Royal Mail.

6.2 Local residents may be balloted on the issue.

6.3 After the decision has been made and the applicant informed a letter explaining the decision will be sent to all residents affected by the proposal.
7. The NLPG and LLPG

7.1 The Council is responsible for maintaining information relating to Bury in the National Land and Property Gazetteer (NLPG). This is done by maintaining a Local Land and Property Gazetteer (LLPG).

7.2 The LLPG and NLPG will be updated to include all authorised new street names, building names and numbering. These will be made in accordance with British Standard BS7666 “Spatial Data-sets for geographical referencing”.

7.3 The Council is not responsible for the assignation of postcodes to addresses. The Royal Mail does this. Any queries about postcodes can be dealt with by the Royal Mail by calling 0906 302 1222 (Postcode Enquiries) or via their website at http://www.royalmail.com/portal/rm/

8. Further information and Advice

For further advice on any aspect of street naming and numbering, please e-mail your query to snn@bury.gov.uk.

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