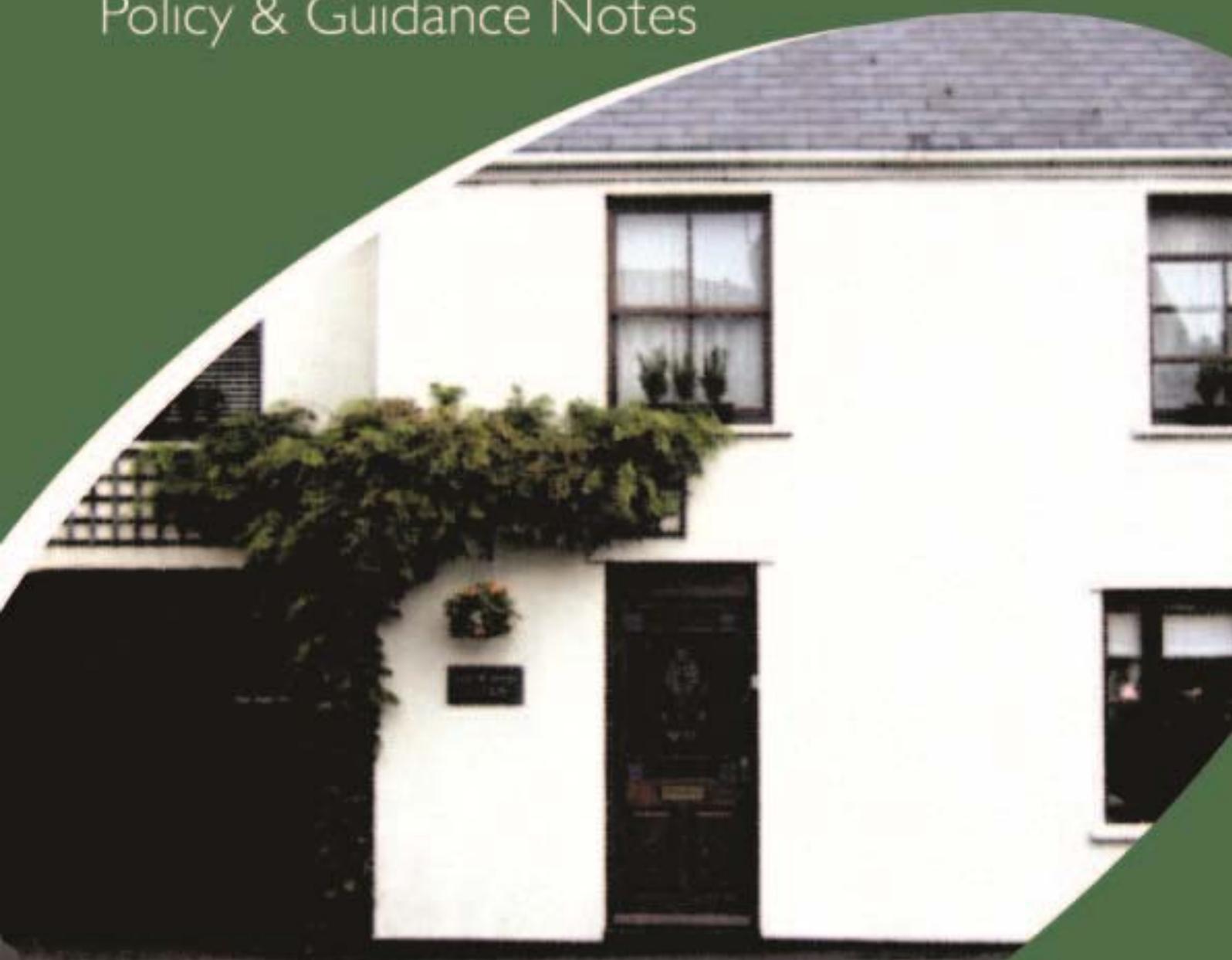


# Street Naming & Numbering

Policy & Guidance Notes



**NEW STREET  
HEOL NEWYDD**

## Document Control

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<b>Date</b>	15/11/2012
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# **1 Introduction**

## **1.1 Policy Statement**

- 1.1.1. The aim of this document is to provide advice and guidance to developers and existing property owners in regard to the Street Naming and Numbering policy of Newport City Council.
- 1.1.2. The Naming and Numbering of streets and properties in Newport, is controlled by Newport City Council under the provisions of the Public Health Act 1925 – Sections 17 to 19 (Naming of Streets and Alteration and Indication of Street Names).
- 1.1.3. The purpose of this control is to ensure that any new or amended street and property names and/or numbers are allocated logically and in a consistent manner. This will facilitate the effective delivery of services from both a public sector and private sector perspective and in particular ensure that the emergency services are able to locate any address to which they may be summoned.

## **1.2 Welsh Language Considerations**

- 1.2.1. As a Welsh Unitary Authority, Newport City Council is subject to the provisions contained within the Welsh Language (Wales) Measure 2011 and the subsequent standards given to the authority by the Welsh Language Commissioner within its Compliance Notice. These statutory requirements, together with the authority's 5 Year Welsh Language Strategy stress that the image and public face of the local authority should treat the Welsh language no less favourably than the English language and for this principle to be reflected in the services which the authority delivers.
- 1.2.2. The Welsh Language Commissioner and Welsh Government are responsible for developing all aspects of the Welsh Language.
- 1.2.3. Since the Council has the right to decide on the names of new streets, it recognises the importance of giving consideration to local opinion; the policy in relation to new street names will therefore be to adopt a bilingual name that is consistent with the local heritage and history of the area.
- 1.2.4. Following approval of the policy all new street names will be in English and Welsh with each having equal status and neither having preference over the other.
- 1.2.5. There will be no change to existing street names and these will remain in the 'known' language to mitigate potential confusion.
- 1.2.6. Newport City Council has statutory responsibilities and powers to maintain accurate and updated lists of the names of towns, villages, communities and wards as well as new developments. In each case, the Council will ensure that its lists are of a high standard and will, in collaboration with the Welsh

Language Commissioner, conduct an audit of the lists that it maintains to ensure standardisation where necessary.

### **1.3 Well-being of Future Generations**

1.3.1. The Well-being of Future Generations (Wales) Act 2015 is about improving the social, economic, environment and cultural well-being of Wales. It sets out seven national well-being goals, including 'A Wales of vibrant culture and thriving Welsh Language'. Ensuring that the naming of streets in Newport reflects local heritage, with names for new developments which are historically and culturally relevant, and enhance use of the Welsh Language will play an important role in delivering this well-being goal.

### **1.4 What is Street Naming and Numbering?**

1.4.1. Street naming and numbering allows a unique identity to be assigned to a street and subsequently any associated property which may be accessed via the street.

### **1.5 Why is Street Naming and Numbering important?**

1.5.1. The registration of a property is becoming an increasingly important issue.

1.5.2. Maintaining a comprehensive, consistent and high standard for the naming of streets and numbering or naming properties is essential as it allows:

- Emergency Services to find a property quickly – delays can cost lives and money
- Mail to be delivered efficiently
- Visitors to locate their destination
- Reliable delivery of services and products
- Records of service providers to be kept in an effective manner
- Companies to accept an address for official purposes in providing telecom services, insurance, banking, credit rating and the like

### **1.6 Who is responsible for Street Naming and Numbering?**

1.6.1. Newport City Council has statutory responsibilities and powers, within the context of adoptive legislation, for the naming of streets, alteration of street names and indication of street names. The Council also has additional discretionary powers to provide a number or name to a property.

1.6.2. It should be noted that Royal Mail has no statutory responsibilities or powers to either name a street or to name, number, rename or renumber a property.

1.6.3. Royal Mail has sole responsibility for assigning a postcode following liaison and notification of new or amended address details by Newport City Council.

- 1.6.4. The Council as statutory naming and numbering authority undertakes appropriate checks within the Corporate Address Gazetteer and wider consultation and liaison with Royal Mail who are responsible for the Postcode Address File (PAF) in regard to new property and/or street names. This minimises potential duplication and confusion and ensures that a consistent and unambiguous approach is adopted across Newport.

## **1.7 When to Apply – Guidance for Applicants**

- 1.7.1. Applications for Street Naming and Numbering services should be made by:
- Individuals or organisations wishing to add a name to an existing numbered only property
  - Individuals or organisations wishing to rename an existing named property
  - Individuals or developers building new properties which includes new residential properties, commercial premises, industrial units and the like
  - Individuals or developers wishing to amend layouts for new developments that have already gone through the formal naming and numbering process
  - Individuals or developers undertaking conversions of existing properties which will result in the creation of new residential properties or business premises. This will include existing buildings which are sub-divided into flats or offices, barns converted into residences and the splitting of commercial units
  - Residents wishing to rename a street
  - Individuals and businesses seeking confirmation of an address
- 1.7.2. The process of Street Naming and Numbering can be a lengthy one from receipt of an application, through the consultation process to preparation and completion of approved schedules and location plans.
- 1.7.3. Applicants should consult with Newport City Council at the earliest opportunity to avoid potential delays. Applications should be submitted as soon as possible after formal planning consent and/or building regulation approval for the proposal has been granted.
- 1.7.4. Care should be taken to avoid giving inferred postal addresses or postcodes to potential occupiers or purchasers before formal approval has been issued by the Council. It is likely that any presumed plot or unit numbering scheme will not meet the requirements of the Council and, therefore, the official numbering scheme may differ.

## **1.8 How to Apply – Guidance for Applicants**

- 1.8.1. A Street Naming and Numbering application can be made online at [www.newport.gov.uk/snn](http://www.newport.gov.uk/snn).
- 1.8.2. Alternatively an application form can be obtained by:

- Visiting our website at [www.newport.gov.uk/snn](http://www.newport.gov.uk/snn)
- Email to [6935snn@newport.gov.uk](mailto:6935snn@newport.gov.uk) (this is Newport's allocated email address for this purpose)
- Contacting the City Contact Centre on 01633 656656
- Printing a copy included at the rear of this document
- Visiting the Information Station, Old Station Building, Queensway, Newport, NP20 4AX. (Office Hours 8.30am to 5.30pm Monday to Friday)

1.8.3. Completed printed applications should be sent to:

Street Naming & Numbering  
PO Box 885, Newport, NP20 9LT

1.8.4. All requests for Street Naming and Numbering services will include:

- A completed Street Naming and Numbering application form – a copy of the form is included in Appendix B.
- An appropriately scaled location plan. In the case of a new development – a layout plan, indicating the position of properties in relation to the geographical surrounding will be required. Please refer to Section 7.1.4 – Useful Contacts for details of where appropriate locations plans can be purchased.
- The appropriate fee for the specific Street Naming and Numbering service required. Please refer to Section 6 ~ Charges for Street Naming and Numbering services.

## **2 Naming and Numbering New Developments**

### **2.1 General Principle**

- 2.1.1. The naming of new streets in Newport is undertaken within the provision of the Public Health Act 1925, Section 17 ~ Notice to Urban Local Authority before street is named.
- 2.1.2. Newport City Council encourages suggested themes in relation to proposed street and building names from property developers submitting a request for Street Naming and Numbering services. However, care should be taken to ensure that the names suggested meet the protocols contained in this document.
- 2.1.3. Newport has a significant historical background and therefore to ensure preservation of this heritage, preference will be given to naming schemes with an historical and local context.
- 2.1.4. If no historical link can be established directly to the land under development then adjacent areas may be explored for ideas.

- 2.1.5. In the event that no historical or local context can be determined, and the proposed development consists of a network of streets or buildings, a theme may be suggested. Again care should be taken to ensure that any proposed theme meets the protocols contained in this document.
- 2.1.6. Although every opportunity is afforded to individuals and businesses in suggesting new development theme street names, the Council may serve a notice of objection under Section 17 of the Act. The person or business proposing the street name may, within twenty-one days after the service of the notice, appeal against the objection to the Magistrates Court.
- 2.1.7. The Welsh Language Commissioners office will be responsible for determining place names in regard to approved Welsh language translations.
- 2.1.8. The delivery of the street naming and numbering service is provided under the Council's Scheme of Delegation, within the portfolio of the Head of People and Business Change.

## **2.2 Use of Unofficial Marketing Titles**

- 2.2.1. Newport City Council will not adopt unofficial 'marketing' titles or themes used by developers for the sale of new properties, unless an historical or local context has been agreed in advance. In such cases the agreed theme will be adopted as the basis of the approved street naming scheme.
- 2.2.2. The adoption of 'marketing' titles will not be permitted in creating attractive 'unofficial' locality or village names.
- 2.2.3. It is therefore advisable to be cautious in the use of development names for marketing purposes if the name has not been agreed in advance.
- 2.2.4. It should be pointed out in literature distributed to prospective purchasers that marketing names are subject to approval and therefore possible change.

## **2.3 Proposed Themes**

- 2.3.1. A developer proposing a theme for a new development should consider the following:
  - The suggested street or building name(s) should have a proven historical or local context and a link directly to the development site or adjacent area.
  - In order to retain the historic legacy of the city, and to protect the Welsh historic environment, consideration must be given to the Historic Environment (Wales) Act 2016 and the list of historic places names which can be accessed through the historic environments records  
  
<https://historicplacenames.rcahmw.gov.uk/>
  - The naming of streets or buildings after specific individuals can be a somewhat subjective issue. The policy will therefore be only to include an individual or

person's name, either past or present, in approved naming schemes if an appropriate historic or legacy link can be established

- The only exception will be in such instances where historic geographic locations are referred to as proper names i.e. Kimberley Park, John's Wood and the like
- The suggested street or property naming scheme will not be the same or similar to any existing names in Newport to avoid possible confusion
- Where no historical or local context can be established and a network of streets or buildings will be created, the developer may submit a suggested theme, with appropriate reasons, for consideration
- Suggested street or building names which are aesthetically unsuitable should be avoided. For example Gaswork Road, Tip House etc
- Suggested street or building names which are capable of deliberate misinterpretation should be avoided. For example Hoare Road, Typple Avenue, Quare Street etc
- Suggested street or building names that could be considered in contravention to the Council's Strategic Equality Scheme and the Equality Act 2010 or construed as offensive or obscene will not be accepted
- Street names starting with 'The' should be avoided. The use of 'The' in street names has been found to cost vital seconds for command and control centres when processing 999 calls.
- Subsidiary names, i.e. a row of buildings within an already named road being called '...Terrace', should be avoided if possible

2.3.2. Advice or guidance regarding historic or local context can be obtained by:

- Visiting our website at [www.newport.gov.uk/snn](http://www.newport.gov.uk/snn)
- Email to [central.library@newport.gov.uk](mailto:central.library@newport.gov.uk)
- Email to [6935snn@newport.gov.uk](mailto:6935snn@newport.gov.uk)
- Telephoning the street naming and numbering team via 01633 656656

### **3 Approving Naming and Numbering Schemes**

#### **3.1 Street Names**

3.1.1. The naming of new streets in Newport is carried out under the Section 17 of the Public Health Act 1925 - Notice to urban Local Authority before street is named.

3.1.2. All new street names will end with one of the following suffixes (or prefixes in the case of Welsh language translations) applied in the following context:

Road - for any major road or thoroughfare

Avenue	-	for any road or thoroughfare
Drive	-	for any road or thoroughfare
Street	-	for any road or thoroughfare
Way	-	for any road or thoroughfare
Grove	-	for residential roads
Mews	-	for residential roads
Place	-	for residential roads
Villas	-	for residential roads
Gardens	-	for residential roads (provided there is no confusion with local open space)
Close	-	for cul-de-sac only
Court	-	for cul-de-sac and residential blocks only
End	-	for cul-de-sac only
Circle	-	for roads with same start and end point
Crescent	-	for a crescent shaped road
Square	-	for a square only
Terrace	-	for a terrace of houses
Hill	-	for hillside road only
Ridge	-	for hillside road only
Rise	-	for hillside road only
Row	-	for residential roads in appropriate circumstance
Vale	-	for residential roads in appropriate circumstance
View	-	for residential roads in appropriate circumstance
Common	-	for roads in appropriate circumstance
Parade	-	for roads in appropriate circumstance
Park	-	for roads in appropriate circumstance
Reach	-	for roads in appropriate circumstance
Lane	-	for any road or thoroughfare in a rural area (or in appropriate circumstance)
Meadow	-	for any road or thoroughfare in a rural area
Mead	-	as an alternative to above
Dene	-	for roads with historic link to wooded valley
Wharf	-	for roads parallel or adjacent to navigable waterways
Circus	-	for a large roundabout
Walk	-	for pedestrian ways
Path	-	for pedestrian ways
Footpath	-	for pedestrian ways

3.1.3. Single or dual names without suffixes are acceptable in appropriate circumstances. For example major roads such as Kingsway, Queensway, Broadway.

- 3.1.4. The use of North, South, East or West as a suffix is generally not acceptable, however, it is acknowledged that in exceptional circumstances it may be appropriate to do so to facilitate identification.
- 3.1.5. On any major road or thoroughfare, Newport City Council will endeavour to identify prominent roundabouts with an appropriate name. For example Old Green Roundabout, Coldra Roundabout, Pont Ebbw Roundabout etc.
- 3.1.6. Newport City Council encourage suggestions from developers in submitting a request for street names, however, care should again be taken to ensure that it meets the protocols detailed above and in particular the previous section referring to the Naming and Numbering of New Developments.

## **3.2 Property Numbering Sequence**

- 3.2.1. The following protocols will be applied to new development schemes and will include:
  - Odd property numbers allocated to the left of the proposed new street running from start to end of street
  - Even property numbers allocated to the right of the proposed new street running from start to end of street
  - Short cul-de-sac and small scale development will be numbered consecutively in a clockwise direction. Longer cul-de-sac development will again be numbered with odd property numbers allocated to the left and even property numbers allocated to the right
  - The property number 13 will be omitted from property numbering schemes, primarily as a consequence of historic requests for change
  - Where a street numbering sequence may not exist, predominantly in rural areas, it will be appropriate to allocate agreed property names. However, all approved property names will be addressed directly to the nearest officially designated street name to enable emergency services to locate a property quickly
  - Infill development (new properties built between existing properties or in the grounds of an existing property) on a numbered street will be given the same house number as the property preceding the infill followed by a suffix of 'A', 'B'. For example 24A, 24B etc
  - Properties, in particular those occupying corner sites, will be numbered or named according to the street in which the main entrance is accessed and located. The manipulation of property names or numbers in order to secure a more prestigious address or to avoid an address, which is thought to have undesired associations, will not be permitted.
  - Blocks of flats and apartments may be given a name but each individual flat or apartment will be numbered consecutively
  - All newly proposed development block names should preferably end with one of the following suffixes (or prefixes in the case of Welsh language translations) :

- Court
- House
- Point
- Tower
- Lodge
- Apartments
- Mansions
- Heights

- Commercial properties which contain multiple offices, office suites or units should ensure that each is uniquely identified preferably by a numbering scheme. For example Suite 1, Suite 2 or alternatively by its location within the building - ground floor, first floor etc
- All commercial properties should be individually numbered or named apart from exceptional circumstance where the business or organisation name is the only way of uniquely identifying the property

### **3.3 Shopping Centres, Retail Parks and Industrial Estates**

3.3.1. In order to minimize confusion, the address of each commercial property will be a sustainable address that can be re-used regardless of the business or organisation that occupies the property. Appropriate unit numbers will be allocated which will remain constant even in the event that the business who occupies the premises should change. The unit number should be displayed prominently on each building.

3.3.2. Shopping Centres, Arcades or Malls:

A name will be agreed and each shop or unit within will be required to have its own unique number. The street from which the building is deemed to have its main or primary access will be the street used in the official address. Alternative access points will be recorded in the Council's Corporate Address Gazetteer and supplied accordingly to both internal and external stakeholder partners. For example:

- Unit 1, Newport Shopping Arcade, High Street, Newport
- Unit 2, Newport Shopping Arcade, High Street, Newport
- Unit 1, Newport Shopping Arcade, Commercial Street, Newport
- Unit 2, Newport Shopping Arcade, Commercial Street, Newport

3.3.3. Retail Parks and Open Air Shopping Precincts:

A name will be agreed for the park or precinct. The protocols will be as defined above.

3.3.4. Industrial Estates:

Where appropriate a name will be given to an industrial estate. Each individual unit or yard will be required to have a unique number. The protocols outlined above will apply.

- 3.3.5. If the shopping centre, arcade, mall, retail park, shopping precinct or retail park comprises of more than one officially named street, and these streets are deemed to require appropriate naming, the properties will be numbered to the street from which they are accessed. Therefore an approved locality will be assigned to assist in identification. For example:
- Unit 1, Central Avenue, Newport Retail Park, Newport
  - Unit 2, Central Avenue, Newport Retail Park, Newport
  - Unit 1, Severn Stiles Avenue, Newport Retail Park, Newport
  - Unit 2, Severn Stiles Avenue, Newport Retail Park, Newport
- 3.3.6. It should be noted that names for Shopping Centres, Retail Parks and Industrial Estates etc are subject to the same principles as those outlined for street or building names which are set out in Sections 2 and 3. It is recommended that contact is made with the Street Naming & Numbering team at the earliest stage of development so proposed naming and numbering schemes can be agreed from the outset.

### **3.4 Activation of New Addresses**

- 3.4.1. When a new development has been approved, addresses are created by the Council as 'provisional' entities. The details of the proposed development are shared with Royal Mail who subsequently 'hold and record' the addresses on their 'Not Yet Built' address database. To avoid any issues of post being sent to non-existent properties the addresses are not activated until occupation or the properties are near completion and therefore are able to receive postal services.
- 3.4.2. As each property nears completion the developer will be required to notify the Street Naming & Numbering team and request that the address be activated for use. Upon notification confirmation will be issued to all internal services and external partners, including the emergency services. Royal Mail will be notified to ensure that the appropriate records are moved from their 'Not Yet Built' database into the Postcode Address File (PAF) making it available for general use and referencing across the United Kingdom.

### **3.5 Adding a Name to an Existing Numbered Property**

- 3.5.1. The allocation of a property name will be permitted where an existing numbering scheme is in place. The name will be an addition to the number and not a replacement. The name must not already be in use by any other property, nor sound too similar to any other property name, in the area. A detailed check will be undertaken on receipt of the application to avoid duplication and names that contravene the Council's Strategic Equality Scheme and the Equality Act 2010 or construed as offensive or obscene will not be accepted.

### **3.6 Renaming an Existing Named Property**

- 3.6.1. The name of an existing named property may be changed. The proposed name must not already be in use by any other property, nor sound too similar to any other property name, in the area. A detailed check will be undertaken on receipt of the application to avoid duplication and names that contravene the Council's Strategic Equality Scheme and the Equality Act 2010 or construed as offensive or obscene or are open to misinterpretation will not be accepted.
- 3.6.2. When considering applications for a change to a property name, that appears in an official address, there will be a requirement for the Council to check the proposal against the list of historic place names. If there is good evidence that the property has a historic name that has appeared on historic mapping, then the Council will ask the applicant to reconsider the proposed change and retain, or perhaps adopt, the historic name.

<https://historicplacenames.rcahmw.gov.uk/>

### **3.7 Converting an Existing Building**

- 3.7.1. The conversion or sub-division of a residential property resulting in a single point of entry from which all the flats are accessed will be numbered rather than described or lettered. For example, Flat 1 as opposed to First Floor Flat or Flat A
- 3.7.2. Conversion or sub-division of a residential property resulting in multiple points of entry with each flat having its own separate front door from the designated street, will include a suffix to the primary parent or shell address. For example 'A', 'B', 'C' will become 24A, 24B, 24C
- 3.7.3. A merged property will utilise the numbers of the original properties where premise numbers are used. For example, the merging of two properties at 4 High Street and 6 High Street or Unit 1 Trading Estate and Unit 2 Trading Estate will result in new addresses of 4-6 High Street and Unit 1-2 Trading Estate respectively

### **3.8 Street Renaming**

- 3.8.1. The alteration of a street name in Newport is undertaken within the provision of the Public Health Act 1925, Section 18 ~ Alteration of a street name.
- 3.8.2. The Council by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
- 3.8.3. Not less than one month before making an order under this section, the Council shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.
- 3.8.4. Every such notice shall contain a statement that the intended order may be made by the Council on or at any time after the day named in the notice, and

that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.

- 3.8.5. Any person aggrieved by the intended order of the Council may, within twenty-one days after the posting of the notice, appeal to the Magistrates Court.
- 3.8.6. In the event that an existing street name is required to be altered or a street name is assigned to a street to which a name has not been previously given existing residents will be fully consulted.
- 3.8.7. Where residents request the naming or renaming of an existing street and where two thirds of residents are in agreement, an application may be made to change the name of a street. The application will require specific reasons in relation to the request which will include the choice of the new name. The new name must adhere to the principles set out within the policy.

### **3.9 Re-numbering existing properties/buildings or re-naming a street**

- 3.9.1. The re-numbering of existing property(s) will be considered when changes occur which give rise (or are likely to give rise) to problems for the delivery of services or issues identified by the emergency services. This may apply where a new development cannot be accommodated within the existing numbering sequence. As the process can be time consuming and can result in additional cost, disruption or inconvenience to individual occupiers, it should be avoided wherever possible.
- 3.9.2. For new developments within an existing street the use of suffixes, or re-numbering where just a few properties are affected, is preferable to wholesale re-numbering of a street. However, this is not always possible and the re-naming of streets and renumbering of properties will be at the discretion of Newport City Council.

## **4 Notification of Address Change Intelligence to Internal and External Partners**

- 4.1.1. On completion of an application for Street Naming and Numbering, the Council will include the following partners as part of the formal notification process:
  - All Internal Council Service Areas
  - Gwent Police
  - Welsh Ambulance Service Trust
  - South Wales Fire & Rescue
  - Aneurin Bevan Health Board
  - Ordnance Survey
  - Royal Mail

- The Valuation Office Agency
  - Land Registry
  - Newport Wastesavers
  - Registered Social Landlords where appropriate
- 4.1.2. The Council, under its delegated authority, will notify Land Registry of new and changed addresses, however, the owner of the property will be responsible for contacting Land Registry should they wish to have the 'registered title' updated. See 8.1.4. for contact details.

## **5 Newport City Council Corporate Address Gazetteer**

- 5.1.1. There are two primary sources of address information in use across the UK.
- 5.1.2. As a local authority, the Council are required to manage and maintain a Corporate Address and Street Gazetteer with regular change updates being provided to the respective National Address and Street Gazetteer central hub.
- 5.1.3. The Corporate Address and Street Gazetteers, which are managed and maintained by all local and unitary authorities across Wales, England and Scotland, are the keystone for the on-going development and delivery of the national address infrastructure programme for Great Britain.
- 5.1.4. The National Address and Street Gazetteers are managed by GeoPlace (a public sector limited liability partnership between the Local Government Association and Ordnance Survey) providing definitive and up-to-date sources of publicly-owned spatial address and street data.
- 5.1.5. The National Gazetteers are recognised as critical components for the development of a comprehensive register of accurate address and street information for both the public and private sectors.
- 5.1.6. The Corporate Gazetteers comply with the British Standard BS7666 – Spatial Datasets for Geographical Referencing Part 1 and 2 and the National Data Entry Convention Guidelines as agreed by the designated maintaining authorities.
- 5.1.7. The addresses contained within the Corporate Address Gazetteer may differ to those held by Royal Mail as they are required to underpin differing business requirements and needs.
- 5.1.8. The Royal Mail postcode address file (PAF) is specifically designed to support the delivery of postal delivery services and Royal Mail do not accept any responsibility or liability for the use of PAF for any other purpose or intended use outside of the delivery of these services.
- 5.1.9. The Corporate Address Gazetteer is intended to facilitate the accurate delivery of all services and is based on the actual geographic location of the property but also includes post town as used by Royal Mail.

5.1.10. In addition, the Corporate Address Gazetteer includes additional non-postal objects such as development and agricultural land, woodlands, parks, churches, public conveniences to name but a few which are not encompassed within PAF.

5.1.11. The differences are summarised below:

Address Element	Postal Address	BS7666 Address
Flat number/name	Not always included	Always included
Property number	Always included	Always included
Property name	Only included if no number	Always included
Street Name	Not always included in rural areas	Always included
Locality	Included where Royal Mail have operational need	Included where such a name exists
Town	Included where Royal Mail have operational need	Always included
Post town	Always included	Always included but separately from geographic town
Postcode	Always included where allocated	Always included where allocated
NB: where a locality is recorded it may not always be the same in the two types of addresses.		

5.1.12. The Council's Corporate Address Gazetteer is the primary address register used in the delivery of Council services.

## 6 Charges for Street Naming and Numbering services

### 6.1 Scale of Charges

Category	Charge (Incl. VAT)
Property Naming/Renaming	£45.00
Single Plot Development	£124.00
Development 2+ Plots	£124.00 + £45.00 per Additional Plot
Changes to Development Layout after Notification	£45.00 per Plot Affected

Street Renaming at Residents Request	£124.00 + £45.00 per Property
Confirmation of Address	£45.00

The differential scale of charges outlined above is current as of 14<sup>th</sup> February 2020. The charges are reviewed on an annual basis.

## 7 Retention Policy

This retention policy covers documents created and received for the purposes of street naming and numbering.

Function	Retention Action
Application for a new street name and to rename an existing street	Destroy after 7 years
Application for new property number or name and to renumber or rename an existing property	Destroy after 7 years
Official decision document approving a new street name or approving a rename to an existing street	Permanent
Official decision document approving a new property number or name and approving a renumber or rename to an existing property	Permanent
Request to Royal Mail for postcode allocation	Destroy 7 years after last action
Confirmation from Royal Mail of postcode allocation	Destroy 7 years after last action
New street name and renamed street allocation or distribution document	Destroy 7 years after last action
New property number or name and renumber or rename to an existing property allocation or distribution document	Destroy 7 years after last action

## 8 Useful Contacts

### 8.1.1. The Street Naming & Numbering team at Newport City Council

- Web: [www.newport.gov.uk/snn](http://www.newport.gov.uk/snn)
- Email: [6935snn@newport.gov.uk](mailto:6935snn@newport.gov.uk)
- Tel: 01633 656656

- Post: **Street Naming & Numbering, PO Box 885, Newport, NP20 9LT**

8.1.2. City Services – for details on Street Name Plates (see appendix A)

- Web: [www.newport.gov.uk/streetscene](http://www.newport.gov.uk/streetscene)
- Email: [city.services@newport.gov.uk](mailto:city.services@newport.gov.uk)
- Tel: 01633 656656

8.1.3. The Royal Mail

- Web: [www.royalmail.com](http://www.royalmail.com)
- Tel: 08456 011110 (address management enquiry line)

8.1.4. Land Registry

- Citizen Centre, PO Box 74, Gloucester, GL14 9BB
- Email: [customersupport@landregistry.gov.uk](mailto:customersupport@landregistry.gov.uk)
- Customer Support line: 0300 006 0411 (8am – 6pm Monday to Friday)
- Contact Us form at: <http://site.landregistry.gov.uk/contact-us/form>

8.1.5. Location Plans are available for purchase from

- <https://www.buyaplan.co.uk>
- Azimuth Land Surveys Ltd, 28 Cardiff Road, Newport, NP20 2ED. Tel: 01633 263575. Email: [info@azimuthgroup.co.uk](mailto:info@azimuthgroup.co.uk)
- <https://www.ordnancesurvey.co.uk/shop>

### **Appendix A - Street Name Plate Specification:**

1. Street Name Plates shall be of the type that is a Sign Plate riveted into a Steel Frame. This steel frame shall include a bracing member across, and fixed to, the underside of the sign plate.
2. The permanent retroreflective plate shall be constructed of 3mm aluminium and is to be screen printed including the Black text (Kindersley text style at 89mm height) on a White Background, with a Black Border, to Class Ref 1, and is to be provided with a Protective Overlay Film. The Sign plates shall be 150mm or 300mm in depth. Where appropriate a "No Through Road" sign, to Diag. No. 816, is to be specified, it shall be for the depth of a 300mm sign plate.
3. All signs are to be bilingual, with the Welsh translation being placed above English text. The exception being where the street is being named after a welsh name/place with no translation. The sign plates shall be 150mm depth where they contain one line of text or 300mm depth for multiple lines of text and/or a No Through Road sign.
4. The Frame shall be constructed from 38mm equal angle Steel, with a 900mm leg length from the underside of the sign plate. A base plate arrangement is to be welded to the end of the legs, to prevent the frame from being pulled out of its foundation. The frames shall be Zinc sprayed and coloured Black.
5. All street name plates are to be installed at the rear of the footway, or within the adoptable grass verge.

### **Appendix B - Newport City Council's - Street Naming & Numbering Application Form:**

UPRN: .....

SNN: .....



# Street Naming & Numbering Application

Apply online: [www.newport.gov.uk/snn](http://www.newport.gov.uk/snn)

Applications can be sent to: Street Naming & Numbering, PO Box 885, Newport, NP20 9LT.

All requests for Street Naming and Numbering services must, in addition to this form, include the relevant fee and an appropriately scaled location plan (to a scale not less than 1:1250) and in the case of a new development - a layout plan, indicating the position of properties in relation to the geographical surrounding.

## 1 Applicant Details

Contact Name .....

Company Name (if applicable) .....

Address .....  
..... Postcode .....

Daytime Tel No ..... Mobile .....

Email .....

I wish to correspond in  English  Welsh

## 2 Address or Site Location *that the application relates to*

Address / Location / Development Name .....  
.....  
.....

## 3 Ownership

- Freeholder  Whole of Site  Part of Site
- Leaseholder  Whole of Site  Part of Site

If you are not the Freeholder of the property you must attach written permission from the Freeholder, including contact details, for you to apply for the proposed change.

## 4 Property Type & Use

- Residential** Please state whether Detached / Semi-detached / Terraced / Flat etc  
.....
- Business** Please state nature of business  
.....
- Other** Please state precise use  
.....

**5** Application Details *Complete 1 option only from this section*

- Property Naming** - *Addition or change of a name on an existing named/numbered property (does not apply to newly built/converted properties).*

Existing Name (if applicable) .....

Proposed Name .....

- Development** - *Includes new build and conversions or splits of existing properties into flats, units etc.*

Number of Plots ..... Please provide layout plans.

Planning Application Number ..... Building Regulation Number .....

Please give details of building names and/or street names along with the reasons for your choices. Preference will be given for names with historical or local context. Alternatively the Street Naming and numbering team will be happy to suggest names for you.

.....  
.....  
.....  
.....  
.....  
.....

For developments of flats or apartments please state location of post boxes.

- Letter box in front door of each flat or apartment.
- Bank of post boxes at main entrance.
- Other (please state) .....

Is the property complete and ready for use?

- Yes                       No                      Estimated date of completion .....

- Amendment to Development Layout** - *Changes to previously named/numbered sites*

SNN Application Number (refer to original application acknowledgement letter) .....

Details of Changes .....

.....

Number of plots affected ..... Please provide amended layout plans

- Street Renaming at Residents Request**

Existing Street Name .....

Proposed Street Name .....

Reason For Change .....

- Confirmation of Address** – *to conveyancers etc*

## 6 Declaration

I/We hereby apply for Street Naming and Numbering services as detailed in this application and declare that the information given on this form is correct and true to the best of my/our knowledge. I also confirm that I/we am/are the legal owner of the property.

Signature(s) ..... Date .....

## 7 Checklist - Before returning the completed form please check that you have enclosed the following items.

*Please note: all 3 items are required for every application.*

- Completed application form**, signed and dated
- Appropriately scaled location plan** (to a scale not less than 1:1250) and in the case of a new development - a layout plan, indicating the position of properties in relation to the geographical surroundings
- The appropriate fee** (see section 8 Scale of Charges) - Cheques payable to 'Newport City Council'

**APPLY ONLINE:** [www.newport.gov.uk/snn](http://www.newport.gov.uk/snn)

Or return full application to: **Street Naming & Numbering, PO Box 885, Newport, NP20 9LT**

## 8 Scale of Charges

Category	Current Fees
Property Naming/Renaming (does not cover newly built/converted properties)	£45.00
Single Plot Development	£124.00
Development 2+ Plots	£124.00 + £45.00 each additional plot (eg: Development of 2 plots = £169.00)
Changes to Development Layout after Notification	£45.00 each plot affected
Street Renaming at Residents Request	£124.00 + £45.00 each additional plot
Confirmation of Address to Conveyancers etc	£45.00

The differential scale of charges outlined above is current as of 1<sup>st</sup> April 2021. The charges are reviewed on an annual basis.

## 9 Help

If you require any help or guidance in making an application please contact or visit

- ✓ Our website at [www.newport.gov.uk/snn](http://www.newport.gov.uk/snn)
- ✓ Email [6935snn@newport.gov.uk](mailto:6935snn@newport.gov.uk)
- ✓ Telephone 01633 656656

To view the Street Naming & Numbering Privacy Notice go to: [www.newport.gov.uk/snn](http://www.newport.gov.uk/snn)

This form is available in Welsh / Mae'r ffurflen hon ar gael yn Gymraeg