

Haringey Council

Report for:	Regulatory Committee – 22nd November 2012	Item Number:	
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Title:	Information Report – The Workings of the Street Naming and Numbering Process in New Developments
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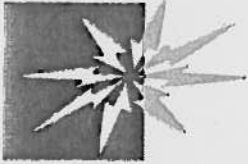
Ward(s) affected: All	Report for Key/Non Key Decisions: Non key - for information only
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1. Describe the issue under consideration

- 1.1. At a meeting of Planning Sub-Committee on 8th October 2012, a request was made by Members of the Sub-Committee for an information report to be prepared for this committee, which explains the procedure of how a new development is named and numbered.
- 1.2. The context of the request, was to learn about what part informative provisions attached to the grant of planning permission by the Planning Sub-Committee – in terms of proposed names for developments based on historical knowledge held about the area in which the development is to take place – has in the naming and numbering process.

2. Cabinet Member introduction

Not applicable



3. Recommendations

3.1. Members note the contents of this report

3.2. In view of the contents of paragraph 5.4 below, Members are asked to confirm whether they want officers to put a system in place whereby any planning decision notice which contains an informative on street naming and, or, numbering is sent to the Council's Street Naming and Numbering Officer.

4. Other options considered

Not applicable

5. Background information

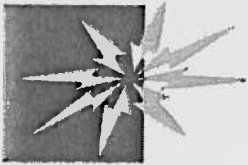
5.1. Street Naming and Numbering is a statutory function of local authorities designed to provide unique, unambiguous and logical addresses, and is carried out under the following pieces of legislation:

- The Local Government Act 1985, Schedule 8, Paragraph 14;
- The London Government Act 1963, Section 43;
- The London Building Acts (Amendment) Act 1939, Part II

5.2. The Street Naming and Numbering process ensures that addresses are compliant with British Standard BS7666 Data Entry Conventions, and are a standardised format for the National Address Gazetteer. The Gazetteer is a definitive national address list in which all land, property and street furniture are given unique identities under several categories such as residential, industrial, agricultural land, open spaces and their corresponding physical locations.

5.3. Within Haringey, the Street Naming and Numbering function comes at the very end of the Planning process. Approved planning applications include an informative imposed by the Planning Sub-Committee to the applicant to make a further application for street naming and numbering when creating new units. Applicants are advised to make these submissions at least 6 weeks prior to the development is occupied. Despite this informative, many applications are submitted retrospectively after the property is occupied and owners/occupiers begin to experience problems with their address such as mis-delivery of mail, inability to obtain credit and services such as broadband and telecommunications. However, in recent times, applications for Street Naming and Numbering are being submitted much earlier, as utility companies increasingly demand formal addresses prior to installation.

5.4. The Street Naming and Numbering function has, however, never co-existed with the planning process, this despite attempts to join the two for best

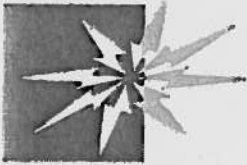


practice. The Street Naming and Numbering Officer is located in the Local Land Charges team, which sits within Legal Services. The officer is not made aware of any development requiring formal addressing until the application has actually been submitted. Accordingly, this provides the explanation as to why there is a disconnect between an informative imposed by the Planning Sub-Committee, and the Street Naming and Numbering Officer's consideration of the same. The report author deals with this issue as part of the recommendations at paragraph 3.2 above.

- 5.5. When naming a building or street, applicants are invited to submit up to 4 choices in order of preference for simultaneous consideration. Prior to undertaking consultation with the Fire Brigade, Ambulance Service and the Royal Mail, the choices are vetted to ensure that they do not contradict the principles of addressing within the set standards referred to in paragraph 5.2. above. Naming Conventions are vast and complex, but in the main requires that the new name of a building or street is not a duplication, variation or phonetically similar to existing road or building names within the borough. Ideally, names should be of local significance, and should not be ambiguous or offensive. There are rules which forbid naming developments after living people and existing public buildings such as Buckingham Palace and Windsor Castle.
- 5.6. Whilst the Council has powers under the legislation referred to in paragraph 5.1. above to name / rename buildings and streets, and to ensure that adequate signage is erected so as to be visible from the street, it has no official powers to impose its opinions on the naming of a private building or street. The Council's only remit in this regard, is to ensure that the name(s) put forward by the applicant is compliant with Naming Conventions.
- 5.7. The process for Naming and or Numbering once an application has been received is outlined as follows:

Naming & Numbering Applications

- Check forms and send acknowledgement letters/email giving estimated time of completion
- Carry out site visit. Confirm exact location of the site, entry points to the development, existing number sequence surrounding the site.
- For Numbering Only Applications - Check all resources available to ensure that the potential number allocation not duplicated. (Confirm vacant number(s) – via the Land & Property Gazetteer / Royal Mail / a site visit)
- For Naming & Numbering Applications – Consult panel which includes Royal Mail, Fire Brigade and Ambulance Service on names put forward



- Collate consultation responses from the panel. Assign the name which has been unanimously approved by the panel in order of applicant's preference.
- Issue a Confirmation and Naming and Numbering Order to the applicant.
- Send the Notification to the Land Charges for inclusion in LLPG (Local Land & Property Gazetteer)
- Send the Notification to Royal Mail for postal code allocation, and inclusion in their PAF (Postal Address File)
- Distribute the new address details to several internal departments such as Council Tax, Electoral Office, Waste Management, Parking and to external organisations such as Metropolitan Police, Ordnance Survey, Ambulance Service, Fire Brigade, Utility companies etc.

6. Comments of the Chief Finance Officer and financial implications

Not applicable

7. Head of Legal Services and legal implications

Any legal implications are contained within the body of the report

8. Equalities and Community Cohesion Comments

Not applicable

9. Head of Procurement Comments

Not applicable

10. Policy Implication

Not applicable

11. Use of Appendices

None

12. Local Government (Access to Information) Act 1985

Not applicable