

9. The NLPG and LLPG

- 9.1 The Council is responsible for maintaining information relating to North West Leicestershire in the National Land and Property Gazetteer (NLPG). This is done by maintaining a Local Land and -Property Gazetteer (LLPG).

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".

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/>

10. More information and advice

For more advice on any aspect of street naming and numbering, please contact:

Street Naming & Numbering - Tel: 01530 454512

Or email to newaddresses@nwleicestershire.gov.uk

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1. Introduction

- 1.1 The naming and numbering of streets and buildings within North West Leicestershire is a Statutory Function of North West Leicestershire District Council (hereafter known as "the Council"), and is covered by Sections 64 & 65 of the Towns Improvement Clauses Act 1847 and Sections 17-19 of the Public Health Acts 1925.
- 1.2 Part 3 Section 19 of the 1985 Leicestershire Act states that the owner or occupier of a building shall maintain the mark of the building (its number) in such a way that it is legible from the street, and that it is not obstructed where ever possible.
- 1.3 The address of a property is becoming 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.
- 1.4 The purpose of this guidance note is to provide advice to developers and building occupiers on the naming and numbering policy of North West Leicestershire District Council.
- 1.5 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 below.

- 6.3 All numbers should be used in the proper sequence (excluding 13).
- 6.4 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.
- 6.5 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.
- 6.6 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.
- 6.7 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.
- 6.8 Legislation permits the use of numbers followed by letters or fractions. These will be suitable, for example, when one large house in a road is demolished, to be replaced by (say) 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). Fractions are only used where it is not possible to use letters.
- 6.9 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.
- 6.10 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.
- 6.11 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. The name cannot be regarded as an alternative.

4. General naming conventions

As from 1 November 2007 the following conventions will apply.

- 4.1 No street name should start with "The".
- 4.2 Street names cannot be duplicated within a postal town.
- 4.3 Street names should not be difficult to pronounce or awkward to spell.
- 4.4 Names of living persons will not be allowed.
- 4.5 The street names should, where possible, reflect the history or geography of the site or area.
- 4.6 Street names that could be construed as advertising will not be allowed.
- 4.7 Street names that could be considered offensive will not be allowed.
- 4.8 Subsidiary names (for example a row of buildings within an already named road being called.....Terrace) should not be used.
- 4.9 Where the name(s) is/are suggested to commemorate a person connected with the site or area or as recognition of a previous site usage etc., confirmation should be included to support the suggestion through the consultation process.

5. Street naming conventions

When naming new streets, the following conventions should be considered:

- 5.1 All new street names should end with one of the following suffixes:
 - Street (for any thoroughfare)
 - Road (for any thoroughfare)
 - Way (for major roads)
 - Avenue (for residential roads)
 - Drive (for residential roads)
 - Place (for residential roads)
 - Lane (for residential roads)
 - Grove (for residential roads)
 - Mews (for residential roads)
 - Gardens (for residential roads – subject to there being no confusion with local open space)
 - Crescent (for a crescent shaped road)
 - Close (for a cul-de-sac only)
 - Court (for a cul-de-sac only)