Street Naming and Numbering
a guide to addressing policy in Stirling Council area
November 2016
Street Naming and Numbering

Introduction

The naming of streets within the Stirling Council area, is controlled by the Council under Section 97 of the Civic Government (Scotland) Act 1982. This act empowers the Council to, in relation to any street or road to which the public have access in their area; give such a name to it as they see fit. The chief purpose of this control is to make sure that any new street names are allocated with a view to ensuring, amongst other things, the effective delivery of mail and that emergency service vehicles are able to locate any address to which they have been summoned.

The Council will as far as street naming proposals are concerned, be willing for developers to propose their own preferred names for consideration. However, additional possible names (researched by the Council) will be put forward should the suggested name fail to meet the criteria outlined in this guidance. It is desirable that any suggested road name should have some historical or other meaningful connection with the area in question.

Unique Property Reference Number (UPRN)

In addition to the traditional addressing of property, the Government has introduced a British Standard (BS7666) for the precise identification of a property or plot of land. Work is progressing across the country on this initiative. Many properties already have a twelve digit Unique Property Reference Number (UPRN) allocated. This permits additional information such as geographical co-ordinates to be accessed, allowing the property to be precisely located on a map.

Every address will contain grid references, which will make it possible to locate it quickly on the new computerised Ordnance Survey maps. This information will support emergency services and service providers. It is also making possible a whole range of locational services available through mobile phones, in-car navigation, etc.
Procedure for New Developments

The developer should not issue any addresses (including postcodes) to potential occupiers prior to formal approval being issued by the Council. The Council will not liable for any costs or damages caused by failure to comply with this.

The applicant/developer will provide plans showing the layout of the development. Should this involve flatted properties, internal layout plans showing the floor level and main entrance of each flat should also be provided.

Should this request include a name or number of names, these will be considered along with any names sourced by Planning Services through an investigation of the area. For the avoidance of doubt, investigations will, at the earliest opportunity, include full consultation with the Community Council.

Planning Services will then contact the local Elected Members and Community Council listing the proposed name(s), with a request that any comments or possible alternatives are received within 14 days.

Depending on replies received, the selected name(s) will be placed on the weekly Planning Schedule for one week, giving the date when the recommendation will become a formal decision.

Should there be any objections from the Councillor or Community Council, the matter will be referred to the Planning and Regulation Panel. If there are any proposed departures from the following guidelines due to exceptional circumstances, these will also be referred to the Planning and Regulation Panel.

Following formal approval, details are sent to the Royal Mail Address Management Team in Sunderland requesting the allocation of postal addresses.

On receipt of a postcode, address details are sent to the developer. These include a reminder of their responsibilities regarding the supply and erection of an initial nameplate and the notification of the new addresses to the utility companies.

The Council inform various bodies including the General Register Office for Scotland, the Assessor for Central Scotland and the emergency services, and when addressing is complete we will upload the information onto the Councils Corporate Address Gazetteer.
The Naming of New Streets

The following guidelines should be considered when seeking a new street name. The Council will apply and follow these save in exceptional circumstances.

1. It is desirable that street names should have some historical or other meaningful connection with the area.

2. New street names should try to avoid duplicating any similar name already in use in a town, village or postcode area.

3. New street names should be distinctive. The practice of using the same name for more than one street, differentiated by suffixes such as 'street', 'road' or 'lane' etc. will not be accepted, as this can lead to difficulties for the emergency and other services in locating a street within a group of like names.

4. The Council will not adopt any unofficial 'marketing' names used by developers in the sale of properties unless deemed suitable and having survived the normal consultation process.

5. The use of a name relating to persons either living or alive during living memory should be avoided if possible. Only exceptional circumstances will be given genuine consideration and these will require justification.

6. The use of politician's names in general is discouraged, and again will only be considered in exceptional circumstances and will only be approved following discussion and appearance on the Planning Schedule.

7. Initial nameplate to be erected by the developer and thereafter maintained by the Council.
Re-naming of Existing Streets

The following guidelines should be considered when seeking to change an existing street name. Again the Council will apply and follow these save in exceptional circumstances.

1. Any such request will only be considered when originating from either the Elected Member or relevant Community Council.

2. Such requests should only be made if it can be demonstrated that the owners/residents of all affected properties have been consulted and that at least 2/3rd’s are in agreement.

3. Written evidence of this majority agreement must be submitted as part of any application requesting a change of name.

4. The Council will not be liable for any fees or other costs incurred by the residents, eg any legal fees incurred whilst notifying solicitor of change of address.

5. Following an official change of name there follows a period of at least 1 year when a street nameplate bearing the new name must be displayed alongside the street nameplate bearing the superceded name, the superceded name having a line through it.

6. Any new nameplate to be paid for by those who proposed the change, thereafter maintained by the Council.
Naming of Walkways/Footpaths

Although no properties will be addressed off a footpath or walkway, it is sometimes requested that a public walkway be formally named, perhaps after a local worthy, benefactor or celebrity. The following guidelines should be considered when seeking to name a new or existing pedestrian way.

1. Any such request will only be considered when originating from either an Elected Member or local Community Council.
2. As this action will have no direct effect on any neighbouring properties, no consultation as such is required.
3. The Council though would expect the Community Council to notify those living locally as a matter of courtesy.
4. Any initial nameplate would be sponsored by the Community Council but once sited will be maintained by the Council.

Property Naming and Re-Naming

New properties built in rural areas are usually identified by name only as numbering schemes are often non-existent within the rural area.

The Council is also responsible for re-naming existing properties, eg when someone moves house and would like to change the name of a property.

1. The property name should be unique and not duplicated within the locality or post-code.
2. If a request is received to replace a numbered property with that of a name only this will not be permitted.
3. Property names that could be considered or construed as obscene, racist or which would contravene any aspect of the Council’s equal opportunities policies will not be acceptable.
4. Properties should not be named after living people.
5. No abbreviations or punctuation should be used.
6. Property names must be fixed so that they are readily legible from the nearest part of the public place giving access to the premises.

7. The affixing of a nameplate is the responsibility of the property owner.

8. Any property name not registered with either the Council or Royal Mail will in all likelihood not show up in any steps taken by the Council whilst checking for duplication. Should this happen, the property registered with the Council will take precedence.

Property Numbering

The Council will allocate a numbering scheme appropriately giving consideration to each individual development layout to ensure the numbering is wherever possible unique, logical and sequential.

1. The Council shall try to number all new property developments.

2. A central point is identified for each settlement and properties are numbered so that when traveling away from this central point, odd numbers are on the left and even numbers are on the right.

3. Cul-de-sacs will be numbered sequentially in a clockwise direction beginning at the first property encountered.

4. At the request of developers, the number 13 will NOT be included in any numbering scheme.

5. Infill development on an existing numbered street will include a suffix to the premise number, eg, 7, 7A, 8.

Where a property has both a name and number, the number will take priority. The Royal mail will hold the name (in an alias field), and any address search will identify the property number.
Should you require any further information please contact:

Planning Services
Corporate Operations
Stirling Council
Teith House
Kerse Road
Stirling
FK7 7QA

Telephone: 01786 233660
e-mail: ldp@stirling.gov.uk

http://www.stirling.stirling.gov.uk/services/planning-and-the-environment/
planning-and-building-standards/planning-long-term-and-area-policies/
street-names-and-numbering-of-properties