Street naming and numbering guidance

Amended November 2016

All Local Authorities have a statutory responsibility for the naming and numbering of streets and properties within their boundary. Slough Borough Council is the street naming and numbering authority for the area. We carry out these functions under the provisions of the Public Health Act 1925 sections 17–19.

All new developments and address changes within Slough Borough are subject to the official street naming and numbering process. Maintaining a comprehensive and high standard for naming streets and numbering or naming properties is becoming increasingly important as it facilitates:

- New or amended streets, building names and/or property numbers are allocated in a consistent manner
- Efficient and accurate means of locating and referencing properties for organisations such as the Royal Mail, emergency services, utility companies, satellite navigation systems, delivery companies, online ordering companies as well as the general public

Anyone seeking an address change, or the creation of an address for a new property/development should apply to Local Land Charges. We will require the following information in order for us to carry out this function:

- If planning approval is required, the relevant Planning Application Reference Number should be provided; Street Naming and Numbering for new developments can only be administered subject to approved planning, and without this addresses will not be allocated.
- A site layout plan ideally in an electronic format, clearly indicating the plot numbers and the extent of each separate dwelling, office or business unit. Include the pedestrian and vehicular access, plus the floor level information if a multiple occupancy building e.g. a block of flats
- A site location plan highlighting the location of the development
- Proposals for the street name(s)/property names if relevant (please refer to criteria for naming streets below)
On submission of the above the Council will consult the Royal Mail on the proposed naming/numbering scheme. If there are no objections the Royal Mail will allocate a postcode. (The maintenance of postcode information, and any future changes to postcodes is the sole responsibility of the Royal Mail.)

Following the above, the necessary notification will be sent to the applicant and additionally the council notifies all the relevant council departments, utility companies, emergency services and other public bodies of new or updated address information.

All address information is then input into the Council’s Local Land & Property Gazetteer which populates the national address database which many organisations rely upon to provide services, including the Royal Mail and emergency services.

**Naming of streets and buildings**

Slough Borough Council holds a list of pre-approved names from which a street or building name can be selected from. However your own choice will be considered on the following criteria:

1. Ideally names should have local historical relevance or a connection to Slough

2. The names of living people will not generally be used in order to avoid the possibility of any future negative publicity. However, under exceptional circumstances we may consider the use of a name of a person still alive where that individual has clearly demonstrated a proven long standing legacy as a contributing member of the local community. Such requests will be subject to Council cabinet approval via the relevant Council’s lead cabinet commissioner. Such requests could therefore take considerably longer to process.

3. The use of a name which relates to a deceased person maybe allowed provided that the appropriate authorisation is obtained from the family (not required for persons deceased over fifty years)

4. The name should not be connected with the developer or any associated commercial interests

5. The name should not promote an active organisation.

6. Names of persons with a current political association will not be allowed.

7. Names that could give offence will not be used.

8. Names that could encourage defacing of nameplates will be avoided.

9. The naming of new streets or buildings will have particular regard to the Council’s Equality Policy covering race, disability, gender, age, religious belief and sexual orientation

10. The name should not be capable of deliberate misinterpretation or double meaning
11. Names must not duplicate existing names across the borough. Variation in the terminal word (e.g. street, avenue) will not be accepted as a sufficient reason to duplicate a name.

12. Names which are difficult to pronounce or spell should not be used.

13. Any name not from the pre-approved list will be subject to a 14 working day notification period with the relevant ward councillor(s) (*item 2 subject to additional consultation as stated above)

Although a single word name maybe allowed in appropriate cases, we suggest names should end with one of the following suffixes:

- Road
- Way
- Avenue (normally tree lined)
- Drive
- Gardens (where there can be no confusion with any local open space)
- Fields (where there can be no confusion with any local open space)
- Grove
- Place
- Road
- Street
- Vale
- Way
- Chase
- Close (cul-de-sac)
- Crescent (for a crescent shaped road)
- End
- Field
- Green
- Lane
- Lea
- Mew
- Park
- Path
- Ride
- Spur
- Walk
- Gate
- Court
- Mews
- Bank
- Brook
- Parade
- Square
ENDING FOR BLOCKS OR FLATS

Court
House
Lodge
Place
Apartments
Heights
Mansions

N.B. names of buildings, houses or flats should not repeat the name of the road or that of any other house or building in the same postcode area.

ENDING FOR HOUSE WITHIN ROADS

Cottages
Row
Terrace
Mews
Villas

Street Numbering

The authority will number all new property developments based on the following:

- A new street should be numbered so that when travelling away from the centre of town or the end accessed via the nearest important road, even numbers on the right side and odd numbers on the left.
- In certain cases e.g. cul-de-sacs, it may be more appropriate to number properties consecutively in a clock wise direction.
- Generally we will not exclude number 13 from the numbering sequence.
- All new properties will be allocated a postal number. Any names given to a property as part of the address should be used in conjunction with the street number and not in place of it. N.B. the Royal Mail will only hold property names as an alias on their Postal Address File.
- Infill development on an existing numbered street will include a suffix to the premise number where no consecutive number exists in the current numbering scheme e.g. when a large house is demolished and replaced with a number of smaller houses. We may also consider naming an infill development, then numbering sequentially.
Renaming or renumbering of streets

By way of an order the authority may alter the numbering or name of a street however, the authority will usually try to avoid such course of action unless the benefits clearly outweigh the disadvantages e.g.

- When, there is confusion over a street's name and/or numbering
- Deemed to be causing confusion for visitors, the delivery of emergency services

The Royal Mail, local residents, local councillor and the emergency services will be consulted as part of the process and their views taken into account.

For further information on any aspect of the street naming & numbering process please contact:-

Local Land Charges, St Martins Place, 51 Bath Road, Slough, SL1 3UF
Tel: 01753 875039
Or
Email: 0350SN&N@slough.gov.uk