

A guide to the

STREET NAMING AND NUMBERING SERVICE

Provided by

BABERGH DISTRICT COUNCIL

April 2021



1 Introduction

Babergh District Council is the authority responsible for naming and numbering all streets and buildings within the Babergh District. This duty is administered by the Street Naming and Numbering Service within the Building Control Department.

The following services are available from Street Naming and Numbering:

- Arranging changes to property names.
- Providing numbering schemes for new developments and arranging street names where appropriate.
- Maintenance of street name plates throughout the district.
- Re-naming and numbering streets where appropriate.
- General advice.

This document gives guidance on the above services including how to apply, the process and acceptable standards for Street Naming and Numbering in the Babergh District.

Abridged guidance is available with the application forms and can be downloaded from the Babergh website at www.babergh.gov.uk.

**A guide to the Street Naming and Numbering Service
provided by Babergh District Council**

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3 Street Naming and Numbering

The Street Naming and Numbering Service within the Babergh District is operated by Babergh District Council Building Control Department. The service seeks to ensure that all streets and properties within the district benefit from an adequate naming and numbering system. The responsibility for street naming and numbering falls under the responsibility of the District Council within in a two-tier local authority structure and is the only authority holding the power to arrange or alter any street naming and numbering scheme.

3.1 Do I have to use the local authority?

Babergh District Council is the only authority with the power to create or alter street naming or numbering within the Babergh area, no other body or organisation can carry out this role. In addition no other council department can issue an official address for a property. Other departments may log any address provided for correspondence purposes but this is not to be taken as confirmation or acceptance of an official address. Please note that correspondence received from a council department or any other organisation containing an address is no proof that the address is officially registered until this has been confirmed with the Street Naming and Numbering Service.

3.2 Can Royal Mail issue an address?

The answer is no. The Royal Mail are only able to issue postcodes for addresses. Once an address has been registered with the Street Naming and Numbering Service, Royal Mail are informed of the address and will supply a postcode to be used. As an additional service, Street Naming and Numbering will automatically supply a registered address with a postcode so you do not need to contact Royal Mail separately.

3.3 Notification of a new or altered address

The Street Naming and Numbering Service automatically inform the following organisations of a new or altered address:

- Babergh District Council Electoral Registration (Property name change only)
- Babergh District Council Council Tax
- Babergh District Council Local Land and Property Gazetteer Custodian
- Babergh District Council Land Charges
- Babergh District Council Recycling
- Babergh District Council Waste and Environmental
- National Land and Property Gazetteer
- Suffolk Fire Service
- British Gas Transco*
- BT Openreach*
- Suffolk County Council Education Service



- National Health Service
- Ipswich Valuation Office (Part of the National Valuation Office)
- Ordnance Survey
- Royal Mail
- Suffolk County Council Highways
- Suffolk Police Authority

*These organisations are notified because they are responsible for network infrastructure. For supply and billing, and all other personal contacts such as banks, doctors, etc. the applicant will need to provide notification separately.

3.4 Street naming and numbering services offered

A range of services are offered, the most popular are the re-naming of properties and the provision of schemes for new developments. In addition parish / town councils or residents of private roads may request changes to, replacement or new street name signs with the agreement of the street naming and numbering service.

The street naming and numbering service operates extra functions on behalf of the District Council including street re-naming and house re-numbering in exceptional cases where deemed necessary.

3.5 Are there any charges for services?

The service recovers its costs only by making charges for:

- Re-naming of properties at the occupiers request.
- Providing street naming and numbering scheme (including providing addresses) for new developments.
- Changes to or new street name signs.

Other services are not chargeable, please note that where the local authority decides it is necessary to re-name a street or re-number properties, occupiers and owners will not be required to pay a charge for the service.

Charges for street naming and numbering services are zero VAT rated with the exception of the supply and installation of street name plates.



3.6 How do I contact the service?

The service is operated by the Building Control Section, contact details are provided below:

Street Naming and Numbering Service

Building Control
Babergh District Council
8 Russell Road
Ipswich
Suffolk
IP1 2BX

Telephone:
01449 724510

e-mail:
address.management@baberghmidsuffolk.gov.uk

<http://www.babergh.gov.uk/buildingcontrol/street-naming-and-numbering>

Contact may also be made in person at the main counter in the council offices at the above address. Normal hours are: 9.00 – 17.00 Monday – Friday



4 Property Name Changes

Babergh District Council is responsible for street naming and numbering and the provision and maintenance of official addresses within the Babergh Area. Property names form part of the official address; it is therefore essential that any changes proposed are agreed with the local authority. Many reasons exist as to why an owner may want to alter the name of their property and the council is willing to accommodate all reasonable requests.

4.1 Importance of an application

An application for a property name change is important to ensure that the official address details are correctly updated. Once an application to the service is made and changes are approved, important agencies will be informed including the National Land and Property Gazetteer (NLPG) and the Royal Mail. If these bodies are not informed by the authority then it may cause problems with the sale of the property, the occupants may be unable to receive deliveries, obtain financial products and attendance by emergency services could be hindered ultimately endangering the lives of occupants. **Please note that registration of an official address can only be carried out by the Local Authority Street Naming and Numbering Service.** No other department of the local authority or any other organisation/company (including Royal Mail) has the authority to issue an official address.

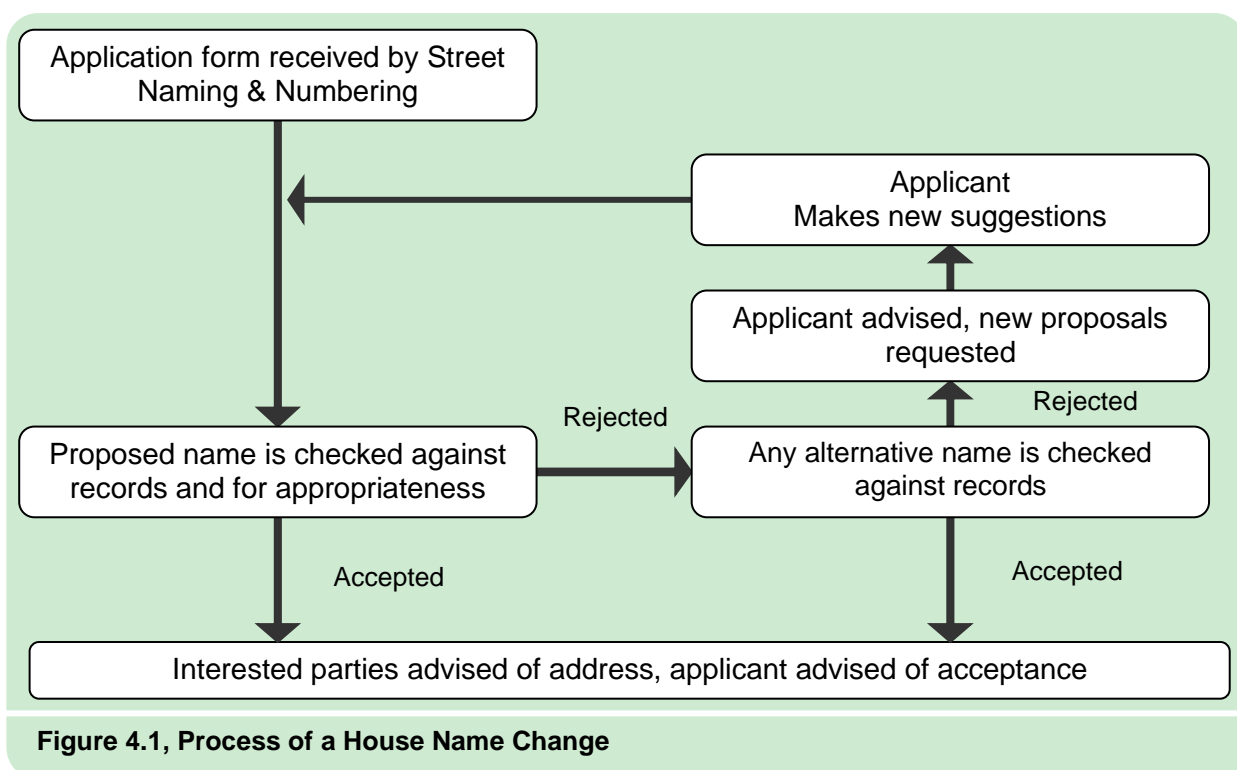
4.2 The process & making an application

To make an application for a change of property name you should complete the HNC form and return it to us with the appropriate charge. We request that if possible, you provide alternatives to your preferred new name as this will aid the application process.

When an application is received we will check the proposed property name in the locality and parish/town. If your first proposal is unacceptable we will continue the process with the next alternative and so on; so please ensure you will be happy to have any of the alternative names that are proposed as part of your official address. Once a proposed name is considered acceptable we will register the address and inform you and other interested parties as appropriate. If the proposals are unacceptable we will request further alternative proposals.

Please see the flow chart over for a representation of the process.





The timescale of an application is approximately 21 working days if the proposal is accepted. Please note that the timescale will be prolonged if the initial proposals are rejected as alternatives will have to be provided, it is therefore important to note the guidance on selecting a suitable name (below) and provide as many proposals as possible.

4.3 Selection of a suitable name

The following types of suggestions will not be accepted by us:

- Names that already exist elsewhere in the parish/town or locality as this creates confusion.
- Names that are similar to ones that already exist.
- Inappropriate, abusive or offensive names.
- Names capable of deliberate misinterpretation.

4.4 Property ownership

We will accept applications for re-naming if you are the freeholder of the property. If you are the leaseholder, tenant, occupant or one of a number of occupants we will require written confirmation from the freeholder of the property giving their consent for the property to be re-named. Please note that when you sign the application form, you are confirming that you have the legal right to request re-naming, it will be necessary to submit any consent required at the same time the application is submitted.

If you are **in the process of buying** the property, we will not accept an application until you have completed the purchase to avoid problems if the purchase were not to go ahead.



4.5 Houses forming part of a numbering scheme

Where possible when a property is created it will receive an official number; in some instances this may not be possible and a name has to be used instead. Where a numbering scheme exists on a street and a number forms part of the official address we will not issue a name in place of a number. If your property is numbered, you may ask for a name to be added to your official address; however the number must remain clearly visible on the building and be used in your address. The authority may take action in any situation where a number which is part of the official address is not visible on the property.

4.6 Charges for Applications

Applications are charged at **£100.00** per request and are zero VAT rated. Contact 01449 724510 if you require any further assistance.

The application charge is to be submitted at the same time as the application, where the charge is not received the application will not be registered or processed.

4.7 Display of the house name

The official name or number must be displayed upon a property at all times. Failure to display the name or number after notice has been issued can result in enforcement action by the authority under section 65 of The Town Improvement Clauses Act 1847. There are no rules for the display of numbers on properties other than that they must be displayed. However official guidance states:

- Minimum numeral height of 62.5mm
- Displayed so as to be in a clear readable position facing the road.
- Mounting may be on gates, gate posts, doors or walls as appropriate.
- Good colour contrast between the numerals and the background that they sit against.

The authority encourages all occupants of properties to follow these guidelines to maintain a good standard of the street naming and numbering system and allow properties to be found with ease.

It is recommended that a replacement house name plate is not purchased or ordered until the new official address has been confirmed by the Street Naming and Numbering Service as the name may be rejected.

4.8 Common problems to avoid

To avoid delays in processing of an application do not submit names that you know to be in existence elsewhere in the parish or town as they will not be accepted. We will also not accept similar, inappropriate, offensive or abusive names.

4.9 Further Information

If you require any further information please contact the street naming and numbering service on 01449 724510 or at www.babergh.gov.uk



5 New Developments

All plots on a new development will require a full official address. Babergh District Council is the authority within the Babergh District responsible for the provision of street naming and numbering. Once a site has been purchased and planning permission for the development granted an application will be required for a naming and numbering scheme to be provided.

5.1 Importance of street naming and numbering

An early application for street naming and numbering is important to ensure that the development process runs as smooth as possible without unnecessary delays. Once an application to the service is made and addresses are approved, important agencies will be informed including the National Land and Property Gazetteer (NLPG), and the Royal Mail. If these bodies are not notified of the address then it may be difficult to obtain connections to utility company's supplies and cause problems with the sale and registration of the property. Additionally if the property becomes occupied without official registration, the occupants may be unable to receive deliveries, obtain financial products and attendance by emergency services could be hindered ultimately endangering lives. **Please note that registration of an official address can only be carried out by the Local Authority Street Naming and Numbering Service.** No other department of the local authority or any other organisation/company (including Royal Mail) has the authority to issue an official address.

5.2 Development Names

Developers are to ensure that purchasers and occupiers of a property use the official address and not the name of the development. Historically this is a re-occurring problem that can lead to frustration and disappointment. Developers are to ensure that marketing is not misleading and the name of the development is not used within the official address.

5.3 Making an application and the process

Application form SN1 is to be used for all sizes of developments (including single plots) and is to be accompanied by details and plans of the site to be developed to clearly show the following:-

- All plots and plot numbers.
- Access pathway leading to the principal entrance of each property.
- All individual floor layout plans of any blocks of flats or maisonettes.
- Any new streets provided as part of the development.
- Existing streets that lead on or off the development.
- Any planned continuation of new roads onto future phases.

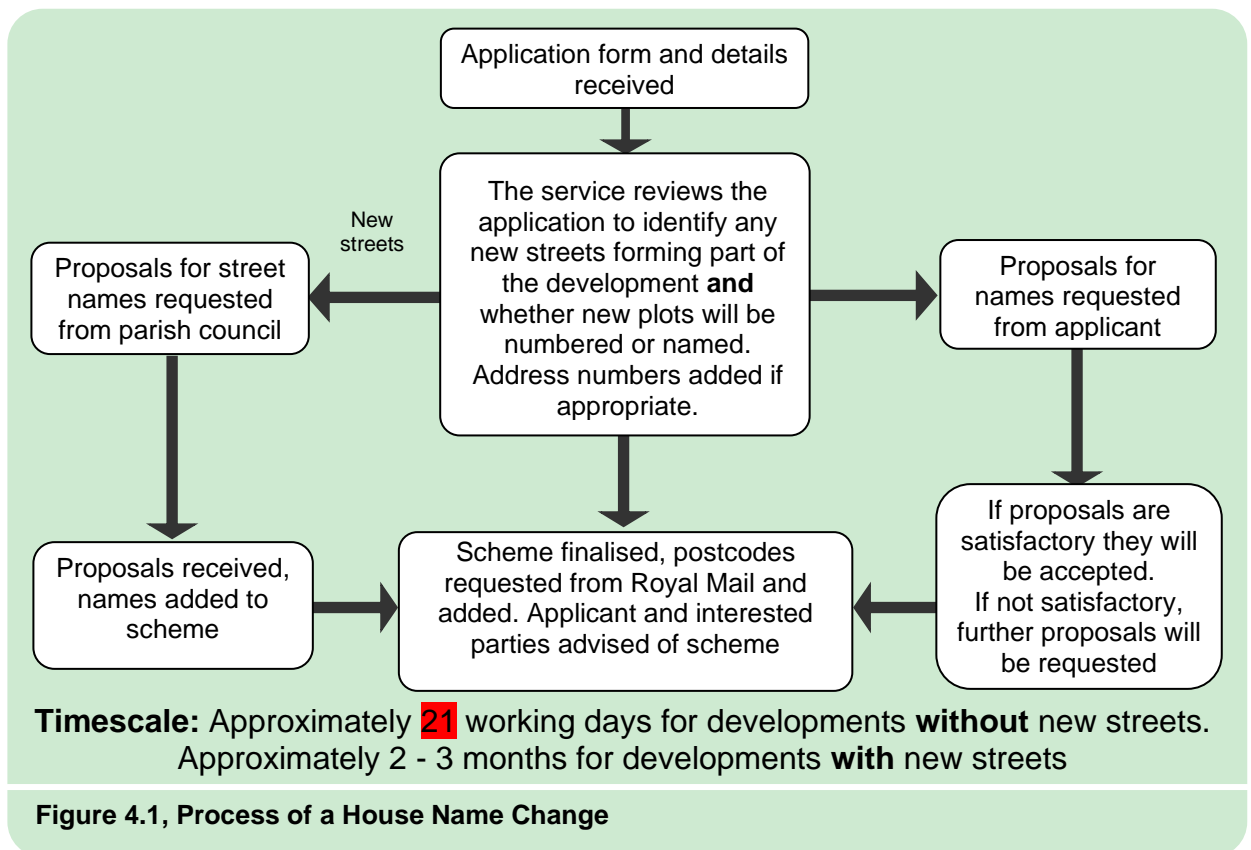
Once the application has been registered, the service will begin the process of producing a naming and numbering scheme for the site.



The submitted plan will be reviewed and any new streets requiring names will be identified. Street naming proposals will be requested from the parish or town council where applicable. This consultation can in itself take up to 2 months due to frequency of meetings of the parish councils.

Once the proposals have been received and checked, the scheme will be finalised with plots being named or numbered as appropriate, postcodes will be added if available and the addresses will be officially registered. The Council will then advise the applicant, certain external agencies and other council departments of the new official addresses.

If the Council decides it is necessary to name certain plots, proposals for those house names will be requested from the developer.



5.4 New street or not?

The street that a property is addressed on is the street that the front door or principal entrance is accessed from. Where a new property is accessed off an existing street it will be named or numbered on that street.

Figure 5.2 shows new properties accessed off both new and existing streets and demonstrates on which street the new property will numbered or named:

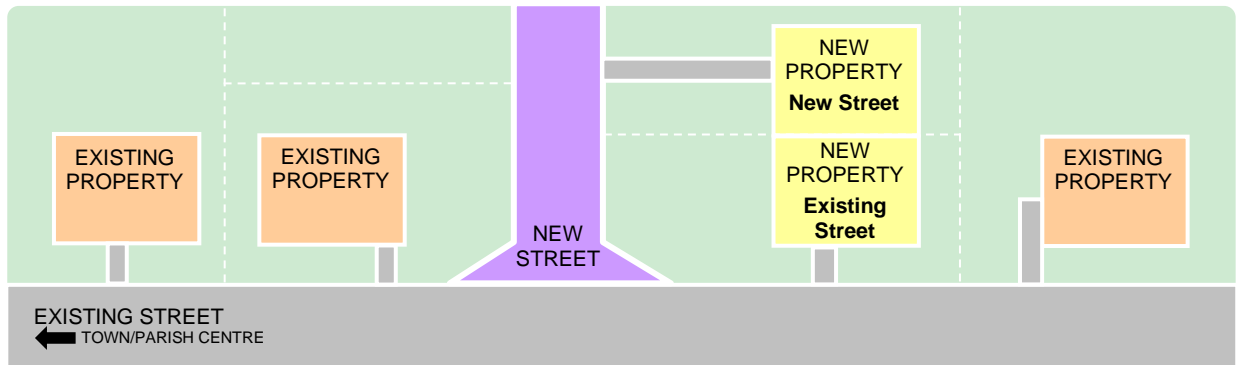


Figure 5.2, New plots on both existing and new streets – accessed from existing street

Where the front door of a new plot is accessed from a new street and the alternative/driveway access is from an existing street or vice-versa then the property will be named/numbered on the road that the front door is accessed by:

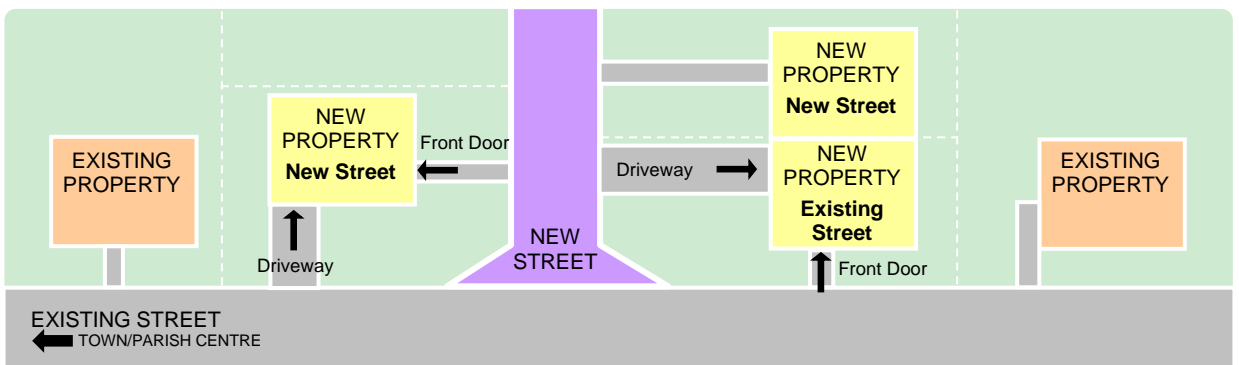


Figure 5.3, New plots on both existing and new streets – multiple access on different streets

It is therefore important that applications are accompanied by a plan that clearly indicates the principal entrance to all properties so a correct scheme can be devised. Please see the following sections 5.5 and 5.6 for a summary of conventions used in creating naming and numbering schemes for new developments. **Note that the guidance contained in this document exists to help make applications and overcome common problems encountered, it does not constitute policy and final details of the scheme will be at the discretion of the Street Naming and Numbering Service.** As a general rule, variations on the guidance given will not be accepted, therefore careful consideration should be made when making an application to avoid disappointment.



5.5 Conventions used on an existing street

Where new plots are to front onto an existing street the Street Naming and Numbering Service will assess the application once received and decide whether the new plots will be included within any numbering scheme upon that street or will be assigned names.

New plots on an existing numbered street

If plots front on to an existing numbered street, numbers out of preference will be assigned to the new properties. New properties will be numbered using gaps in the numbering system if possible:

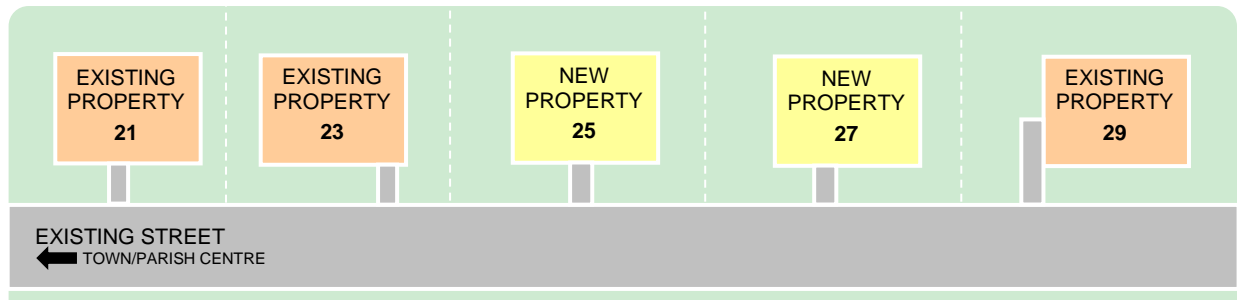


Figure 5.4, New plots utilising numbers not used in the existing numbering system

Where it is not possible to use gaps in the existing numbering system, a development of up to four plots will be suffixed with the letters a-d after the preceding number:

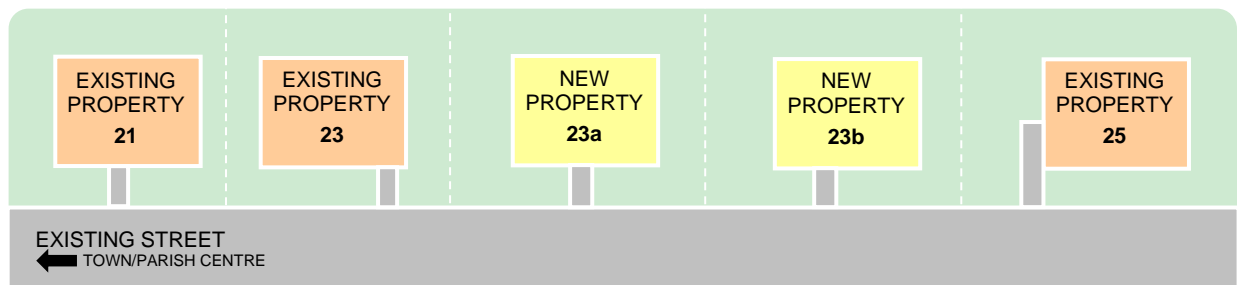


Figure 5.5, New plots utilising numbers not used in the existing numbering system

If it is not practical to suffix the number, the Street Naming and Numbering Service will allow house names to be used:

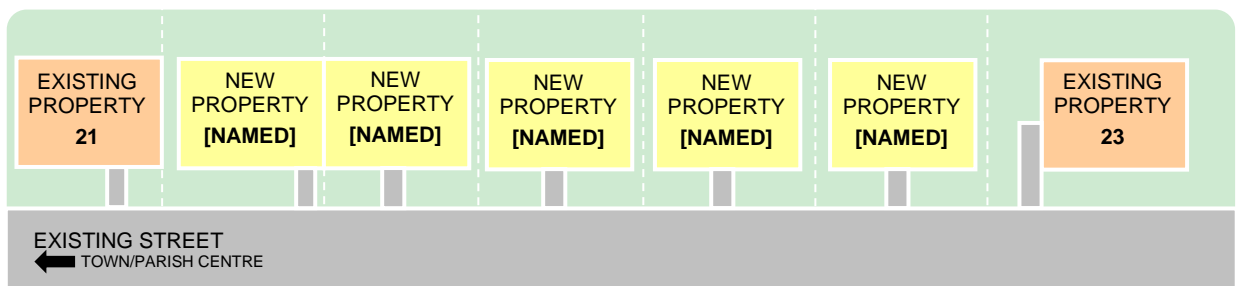


Figure 5.6, New plots named on an existing street where numbering is not practical



New plots on an existing named street

If a street does not have an adopted numbering scheme the properties along it will have an official name as part of their address.

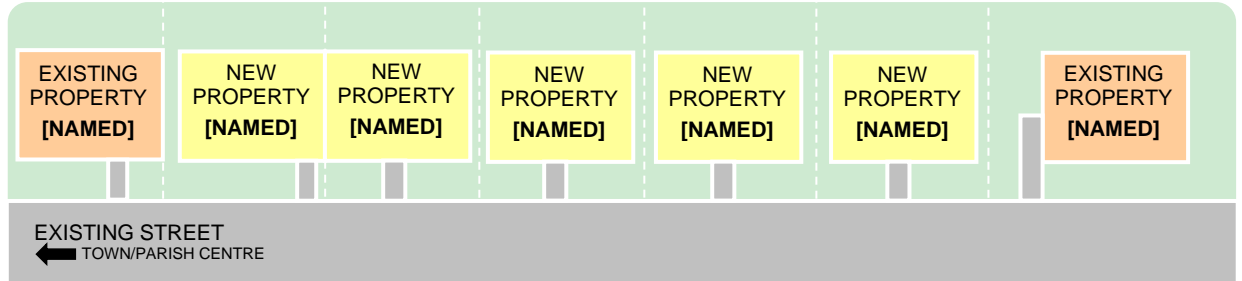


Figure 5.7, New plots named on an existing street where no numbering system exists

The final decision on naming or numbering rests with the Street Naming and Numbering service, the official address will be confirmed once an application has been made. An address should only be used when it has been confirmed as official by the service to avoid problems.

Continued...



5.6 Conventions used for new streets

New properties accessed off a new street will always be numbered. The standard conventions for numbering new streets are:

Odd Numbers on the left and even on the right as you are heading away from the town centre:

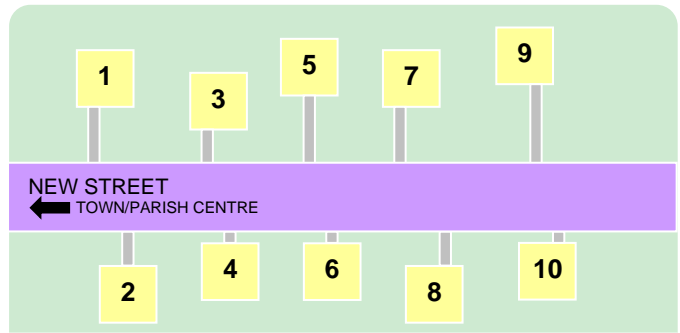


Figure 5.8a, Numbering along a new street

Side Roads are numbered ascending from the main road

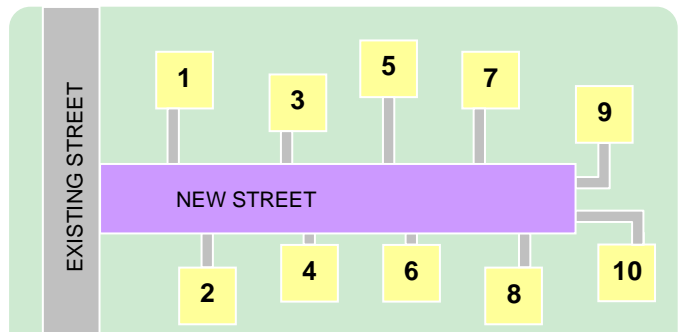


Figure 5.8b, Numbering along a side street

Number 13 is not allocated in road naming schemes.

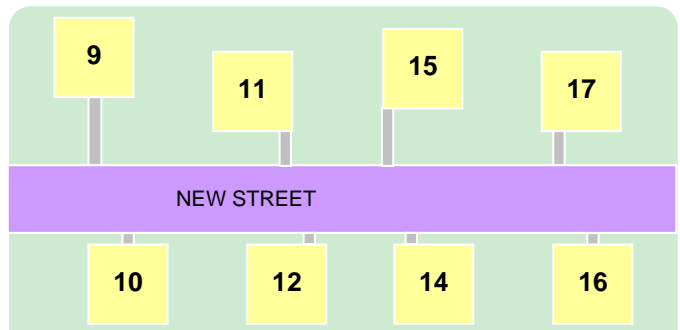


Figure 5.8c, Number 13 not used

In small developments the numbers may be allocated consecutively at the discretion of the Street Naming and Numbering Service

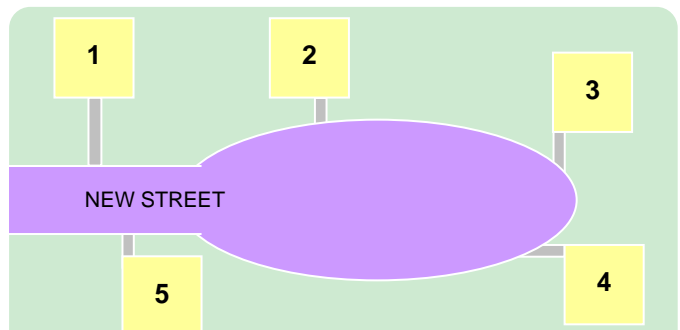


Figure 5.8d, Consecutive Numbering



The Street Naming and Numbering Service will devise a scheme and advise the applicant and those bodies listed in paragraph 3.3.

5.7 New street names.

When selecting proposals for street names the parish council will take the following guidance into consideration:

- ✗ Proposals must not duplicate existing street names in the parish or town of the development.
- ✗ Proposals relating to a persons name (either living or recently deceased) will not be permitted unless there is a proven historical connection to the land intended for development or the proposal is for commemorative purposes. The permission from the descendants of the person concerned will be required.
- ✗ Names that could be construed as obscene, offensive, inappropriate or that would contravene any of the council's equality policies will not be accepted.
- ✗ Names that may give rise to spelling difficulties will not be accepted.
- ✓ Wherever possible a proposed name should have a proven historical significance to the land intended for development. Advice from local historical or interest groups is recommended.

Please note that the number of streets requiring naming on the development will be decided by the Street Naming and Numbering Service and the applicant will be provided with details of the names when they have been agreed with the parish council. **Please note that the parish/town council will provide the names of new streets and therefore names for new streets need not be provided with an application.**

5.8 Provision of street signs

On a new development, the developer is responsible for the provision of new street signs. These signs must be to the Babergh District Specification contained in Appendix A and installed in locations as specified by the Street Naming and Numbering Service as standard procedure (Appendix B). Further information on the signs required for a development will be provided at the time the approved street naming and numbering scheme is supplied to the applicant. Developers may choose to purchase the signs through Babergh District Council or may supply their own signs. Where new signs are not in accordance with the specification the council will require developers to take down and replace with signage that is in accordance with the specification.

5.9 Blocks of flats

Flats are usually numbered on the road in which the principal entrance sits unless they are tall or substantial buildings. It is important when making an application that the main entrance is clearly shown along with the amount of flats contained within the building to enable the scheme to be numbered accurately. As a general rule the service does not require proposals for names of buildings containing flats unless advised otherwise.



5.10 Charges for Applications

Applications for street naming and numbering of new developments up to (and including) 100 plots are charged in bands depending on the amount of plots to be constructed. For developments containing 101 plots or more, a base charge plus a figure per plot over 100 is charged. See the table below for the charge relating to the number of plots on the development. VAT is not chargeable on these applications.

Please note that the application charges do not include the cost of provision or installation of the actual street signs required; this cost will need to be paid for separately by the developer.

Group (incremental banding)	Charge (for any number of plots within group)
1 plot only	£103
2 to 5 plots	£206
6 to 10 plots	£309
11 to 20 plots	£515
21 to 50 plots	£1030
51 to 100 plots	£1545
101 plots and over at £11 per additional plot	£1545 + £11 per additional plot

Figure 5.9, Charges for naming and numbering of new developments

Revision to an agreed scheme of naming and numbering

Where a street naming and numbering scheme has been carried out and a developer revises the layout; an amended scheme will have to be prepared. In this case the level of charges will need to be assessed and agreed before the formal application is made. The charge will be based on the extent of the revision and the amount of further work to be carried out. The minimum charge levied will be equal to at least 50% of the original charge but in no case will it be less than £100.



6 Replacement Street Signs

Maintaining a good standard of street name plates is important to ensure that all road-users can locate property effectively. Babergh District Council is the authority responsible for ensuring that street name signs within the district are of a good standard. The Street Naming and Numbering Service relies on residents of streets and the councils representing parishes or towns to assist in the maintenance of street name signs by reporting problems with street name signage where possible.

When a report is received by the service, the situation will be investigated by a surveyor and appropriate action will be taken. In some circumstances this may require a replacement street sign dependant upon any recommendation and evidence provided by the surveyor.

6.1 Importance of maintaining a good system

Maintaining a good street naming and numbering system is important as it allows:

- Emergency services to find a property quickly.
- Post, goods and services to be delivered efficiently.
- Destinations to be easily located.
- Connections to utility companies.
- Easier sale and purchase of property.

Babergh District Council Street Naming and Numbering Service is the only service within the Babergh District who have the power to erect street name signs. No other department of the local authority or indeed any other authority, organisation or company have the authority to provide or mark a street name. Where it is felt that a street name sign is not performing the job as intended, a request for a replacement street sign should be made to the authority.

6.2 Reporting a Problem

Anyone can report a problem about a Street Name Sign. Please use one of the contact methods in the front of this guide, stating clearly:

- The parish or town in which the sign is located
- The name of the road on which the sign is/was located
- The text contained upon the sign
- What is wrong with the sign
- Any additional information

6.3 Making an application & the process

There is no formal application for a replacement street sign caused by damage or deterioration, information can be supplied by telephone, email, fax, letter or in person at a contact centre, see 'reporting a problem' for further information.

Once notification of damage, deterioration or a need to replace a street sign is made the information will be reviewed and further evidence will be gathered. The Street Naming and Numbering Service will review all the evidence and make a decision as to whether a replacement, repair or no action is required and advise the applicant and parish or town council as appropriate. Where it is decided the sign is to be replaced, a new sign will be ordered and erected.



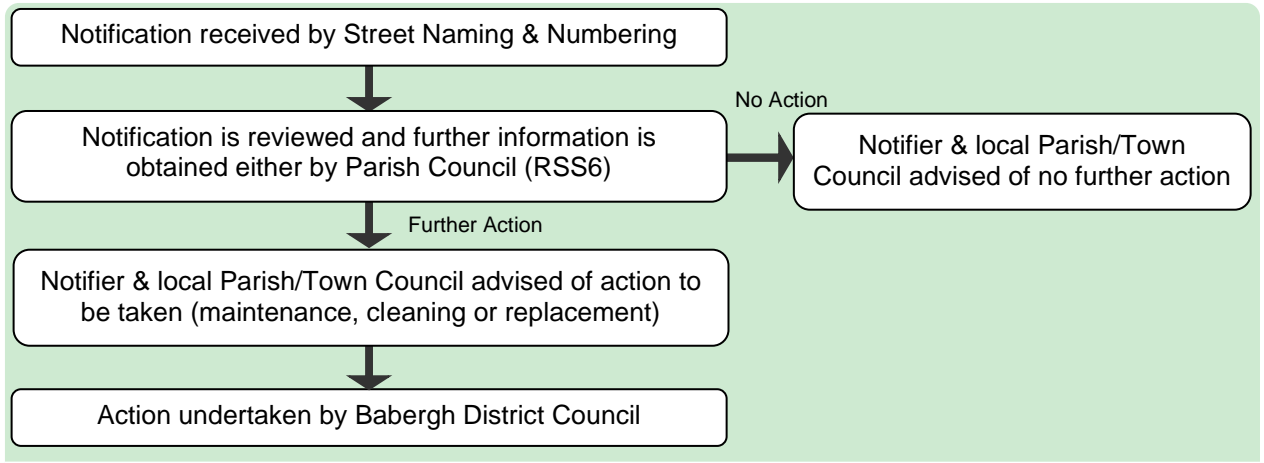


Figure 6.1, Procedure for replacement/new street signs

Requests for replacement street signs can take between 4-6 weeks due to processing, ordering, delivery and installation of the sign. Should the Street Naming and Numbering Service require any further information in relation to the request this process may be extended.

6.4 Standards for Replacement Street name signs in the district

When a sign is replaced, the service will adhere to the Babergh Street Name Sign Specification, positioning and content standards even where the sign being replaced was not in compliance with the standards. Any decision on a replacement sign will be viewed on a case-by-case basis and in some circumstances deviation from the standards may be used in a particular situation if it is more appropriate. If a parish or town council requests a change to a sign at the same time it is being replaced, the change will be at the requesting councils expense, further information can be found in 'additional or changes to street name signs'.

6.5 Charges for applications

Where a replacement street sign is required due to damage or deterioration the District Council will pay for the supply and erection of the sign. If additions are to be made to the sign at the request of a town or parish council then the cost of the additional work will be paid for by the council that has requested the addition (any costs involved will be advised before a sign is ordered). Changes at any other time are to be paid for entirely by the local council that has requested the change and are to be made following the guidance in the additional or change to a street name sign section.



7 Changes to a Street Sign / New Sign

Requests for changes to an existing sign or for provision of a new additional street name sign are to be made to Babergh District Council who will consider the request and arrange for an alteration. Requests will only be considered from a Parish or Town council.

7.1 Making an application

An application will only be accepted from a Parish or Town council. If a resident or group of residents feel there is a need for a new or changed sign, they will need to ask their Parish or Town Council to make the application on their behalf.

Application form (ACS1) is to be filled in and submitted to the Street Naming and Numbering Service with any additional information. Upon receipt we will review the request and make a decision as to what action, if any, may be undertaken.

Where it is agreed the sign needs to be replaced or a new sign may be provided, details and costs will be confirmed with the Parish or Town Council. Written agreement to pay these specific costs will be needed before the sign is ordered. Once the installation is complete an invoice will be sent.

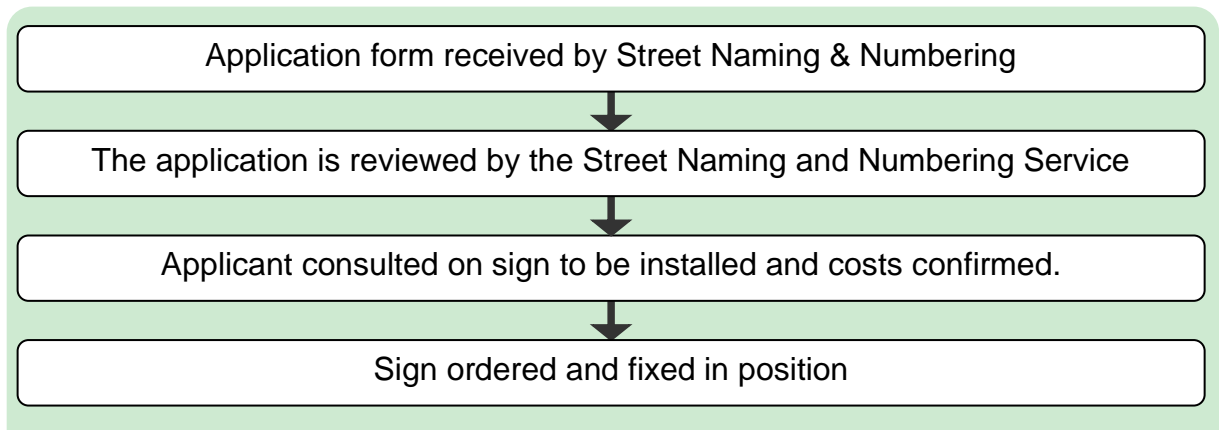


Figure 7.1, Text options on street name plate

Requests for changes to or new street signs can take between 4-6 weeks due to processing, ordering, delivery and installation of the sign. Should the Street Naming and Numbering Service require any further information due to an incomplete or unclear application the process may be extended.

7.2 Residents of a public road

Applications can only be made by your Parish or Town Council. If as a resident or group of residents you feel there is a need for changes to a street sign, you will need to approach your Parish or Town Council with your concerns and ask them if they are willing to make an application to us.



7.3 Street name sign standards in Babergh

When an application is made we will assess the proposal and decide what action, if any, is to be taken. The text and layout of any proposed sign will be decided by reference to relevant local and national standards but is ultimately at the discretion of Babergh District Council, whose decision is final. However to ensure the original perceived problem is resolved we need to fully know the reasons for making the application.

If any proposal is not appropriate or does not meet the relevant standards, we will advise accordingly and discuss possible acceptable alternatives.

Should further guidance be needed, contact can be made with the Street Naming and Numbering Service by contacting Building Control on 01473 825749 or address.management@babergh.gov.uk.

7.4 Charges for applications

There are no administrative charges for this type of application made by a Parish or Town Council; however, the Parish or Town Council is required to finance the supply and installation of any change to an existing sign or provision of a new sign requested by them. We will not place any orders for signs until we have written confirmation of acceptance to pay for the specific costs involved. Contact 01449 724510 for further assistance.



8 Additional Services

Other services offered by the Street Naming and Numbering Service are detailed below.

8.1 Street re-naming

From time to time there may be a need to re-name a street. The District Council is willing to accommodate reasonable requests for re-naming of streets. However it is stressed that an application must be made by a parish or town council. For residents, the request is to be made to the parish or town council in the first instance.

Requests of this nature will only be considered if it can be shown that all affected owners and residents in the street have been consulted in writing and at least two thirds are in agreement with the proposed change. Where the change is approved the town/parish council will be responsible for the costs of all replacement street name signs and any notifications.

Occasionally the District Council may decide that a street requires renaming. In this circumstance the District Council will notify all residents of the proposed change and pay any costs associated with the change where necessary.

8.2 Re-numbering

On rare occasions, the authority may decide to impose a numbering scheme or alter a numbering scheme on a street to make improvements. It is to be stressed that changes to a naming and numbering scheme on a street imposed by the district authority are extremely rare and will only be considered as a last resort. The district will notify all residents of the intent to alter any addresses in advance.

8.3 Determination of a street name

If there is uncertainty regarding the official name of a street, contact is to be made with the Street Naming and Numbering Service to trace the official name. Various records and organisations are consulted and where unanimous agreement cannot be reached the matter may be referred to the Council's Environment Policy Panel to make the decision. Please note: street name signs do not contain any punctuation.

8.4 Confirmation of an official address

Where an occupier of a property is uncertain about the official address, contact may be made with the Street Naming and Numbering Service to supply a copy of the official address. It should be noted that The Street Naming and Numbering Service is the only department of the council or organisation that is able to confirm the official address.



9 General Information

9.1 Display of names or numbers

The official name or number must be displayed upon a property at all times. Failure to display the name or number after notice has been issued can result in enforcement action by the authority under section 65 of The Town Improvement Clauses Act 1847 as explained in council powers and technical information. There are no rules for the display of numbers on properties other than that they must be displayed. However official guidance states:

- Minimum numeral height of 62.5mm
- Displayed so as to be in a clear readable position facing the road.
- Mounting may be on gates, gate posts, doors or walls as appropriate.
- Good colour contrast between the numerals and the background that they sit against.

The authority encourages all occupants of properties to follow these guidelines to maintain a good standard of the street naming and numbering system and allow properties to be found with ease.

9.2 Can a numbered property have its number replaced with a name?

No. If a number has been issued as part of an official address, this must be used on all correspondence, clearly displayed and not possible of misinterpretation. A name can be used in addition to the number but it is not to be used in place of the number. This is known as an unofficial addition and need not be notified to the Street Naming and Numbering Service. When choosing a name it is recommended not to use a name that appears elsewhere within the locality to avoid confusion. The number of the property must be displayed at all times, failure to adequately display a house number may result in enforcement action by the authority.

9.3 Do you deal with other road related queries and street direction signs?

No. Street naming and numbering is a statutory function of Babergh District Council. The maintenance of public highways and highways (direction & village) signage are the responsibility of the local highways authority and, where applicable the Highways Agency. In Suffolk the highways authority is Suffolk County Council and The Highways Agency.



10 The Technical Bit

10.1 Responsibility, adopted powers and delegation

The Council is the only body that can name new streets, rename existing streets and provide or confirm the official address of a property within the Babergh area.

The Street Naming and Numbering function is delegated to the Building Control Department.

The Council opted to use paragraph 25 of Schedule 14 of the Local Government Act 1972 that the provisions of the Public Health act 1925, contained in section 17 to 19.

10.2 Advisory comments and reasoning

There is a growing awareness of the need for correct addressing of property, especially for new build housing schemes which need addresses before utility companies will provide relevant services connections. Royal Mail will only issue a postcode on an official address provided by the Council. The emergency services need accurate addresses to be able to respond to emergencies promptly. GPS navigation systems are also wholly reliant on correct property addressing.

All new addresses and changes to existing addresses are added to the Local Land and Property Gazetteer with subsequent uploading onto the National Gazetteer. As part of our procedures we send details to interested parties including the Electoral Registration Officer, County Highways, the Education Department within Suffolk County Council, Royal Mail, Ipswich hospital, fire service, police service, Ordnance Survey, the Valuation Officer and various utility companies.

10.3 Charges for street naming and numbering

Charges are applied to certain elements of the service on a 'not for profit' basis in accordance with paragraph 11.4. This follows the equitable principle of payment by the actual users of the service rather than by all council tax payers. In general the service to Parish Councils will remain free however changes to signage or new signs at the parish councils request will require a charge to be paid for the work undertaken.

Naming and numbering of new developments

For new developments a base charge of £100 will be applied to the first address and economies of scale are applied by reducing the cost per additional address across a band of incremental groups in-line with the costs of providing the service for different size developments (See figure 10.1).



Group (incremental banding)	Charge (for any number of plots within group)
1 plot only	£103
2 to 5 plots	£206
6 to 10 plots	£309
11 to 20 plots	£515
21 to 50 plots	£1030
51 to 100 plots	£1545
101 plots and over at £11 per additional plot	£1545 + £11 per additional plot

Figure 10.1, Charges for naming and numbering of new developments

Applications for sites or phases of development sites will only be considered once planning permission has been granted for the final layout of the site or a phase of the development on the site.

Revision to an agreed scheme of naming and numbering

Where a street naming and numbering scheme has been carried out and a developer revises the layout; an amended scheme will have to be prepared. In this case the level of charges will need to be assessed and agreed before the formal application is made. The charge will be based on the extent of the revision and the amount of further work to be carried out. The minimum charge levied will be equal to at least 50% of the original charge but in no case will it be less than £100.

Renaming an existing street or road

Applications for renaming an existing street will only be entertained when made by the relevant parish council. There is no administrative charge in this case but the costs of any replacement signs including installation will need to be paid for by the parish council. Requests of this nature will only be considered if it can be shown that all affected owners and residents in the street have been consulted in writing and at least two thirds are in agreement with the proposed change.

Replacement signs

Requests for signs to replace missing, damaged or dilapidated signs only, will be accepted by phone, email or in writing and will not be subject to any formal application or charge.

Changes to Signs

If the request is to change a sign (i.e. to add “leading to..” or “no through road”) or other perceived improvement to a sign; an application will generally only be considered if it has been made by the relevant parish council. The administrative charge will not be levied but the parish council will have to pay the costs for the replacement sign and its installation.



10.4 Ability to charge for discretionary services

Section 93 of the Local Government Act 2003 (as detailed in the “*Government announcement following the Comprehensive Performance Assessment for District Authorities*” issued by ODPM in November 2003) allows for charging for discretionary services to recover the costs of that service on a “non profit” basis. It also allows for charging only some persons for the service; or, charging different persons different amounts for the service.



11 Documents Available from the Service

Application forms and guidance are available to download from the Babergh website at: www.babergh.gov.uk

General Documents

- SNN1 Guide to Street Naming and Numbering Service in Babergh.
- SNN2 Specification for Street Name Signs.

New Developments

- SN1 Application form for a new development.
- SN2 Guidance to accompany application form SN1.

House Name Changes

- HNC1 Application form for house name changes.
- HNC2 Guidance to accompany application form HNC1.

Replacement/New Street Signs

- ACS1 Application form for a change to or additional sign
- ACS2 Change to or additional sign - Guidance Document



12 Appendix A: Specification for Street Name Signs

The following two pages contain the Specification for Street Name Signs (SNN2) for Babergh District Council. The specification can also be obtained as a separate document on the Babergh Website at www.babergh.gov.uk/planning-and-building/street-naming-and-numbering.



SPECIFICATION FOR STREET NAME SIGNS BDC SNN2



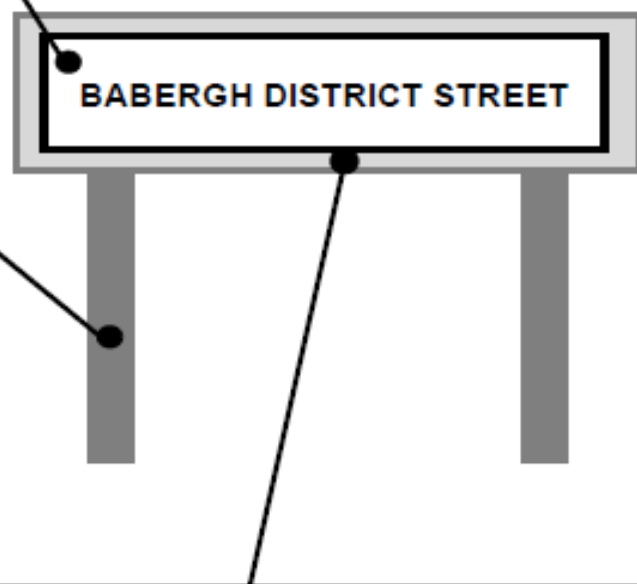
This document sets out the specification for the design of new and replacement street name signs and plates within the Babergh District. The specification is to be used for all new signs erected in the district without deviation to ensure consistency on the street scene and familiarity when travelling throughout the district. Any signs erected that fail to be in accordance with this specification will be removed and replaced at the developers expense.

Specification for PLATE construction

Material and form:	Pressed Aluminium (raised border and letters) with rounded corners riveted to frame.
Colour (front):	Black raised text and border upon white background

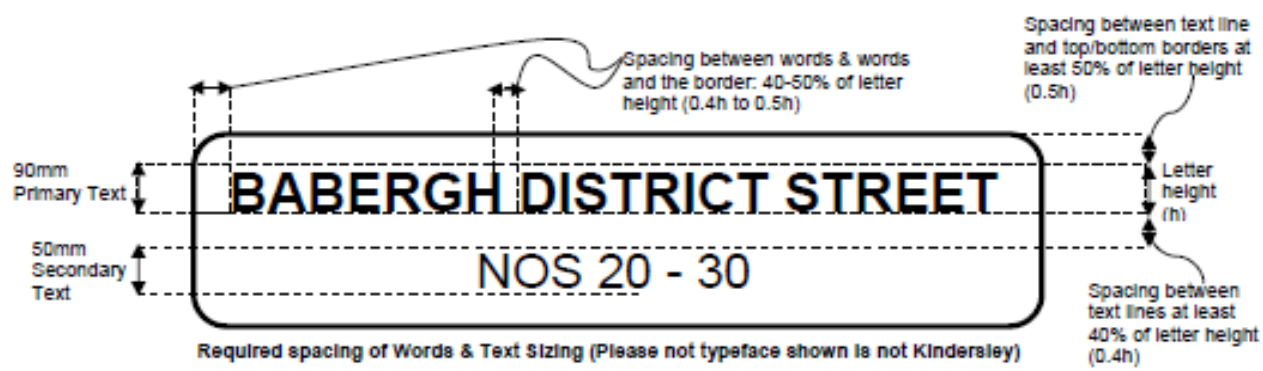
Specification for FRAME construction

Material and form:	38MM galvanised angle iron around perimeter of plate fixed to 2no 50mm glavanised square section supports sealed at the top by post caps
Colour (front):	Natural colour from galvanising (grey/silver)



Specification for TEXT

Text to appear on street name signs is to be 90mm, Kindersley style black capital lettering on white background for road name text, 50mm for secondary text in uppercase letters. Spacing of letters and words is as shown below.



SPECIFICATION FOR STREET NAME SIGNS BDC SNN2



Type of Street Name Plate

Street name plates may be placed upon buildings, railings or in their own frame. Guidance indicates a preference for signs placed upon buildings in prominent positions, however Babergh is a predominantly rural district (by area) and plates are often more appropriately housed in their own free-standing frame. Examples and fixing details are given below:

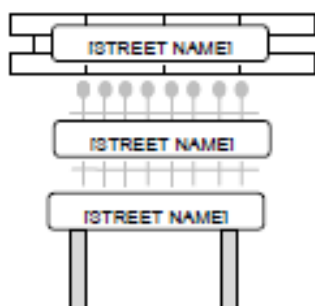


PLATE AFFIXED TO WALL. No frame for the plate is required and is to be fixed directly into the wall.

PLATE AFFIXED TO RAILINGS. Plate is to have a frame surround. The plate is to be manufactured with 2no channels horizontally along its rear to enable fixing to the railing by plate or clips.

FREESTANDING SIGN. The plate is to have a plate surround and 50mm square section posts. The sign is to be permanently fixed into the ground in a good base of concrete. The surface finish around the posts is to be reinstated to match the material in which it sits.

Consultation is to be made with Babergh Building Control Services before any installation takes place to agree positioning and type of plate to be provided.

Text Layout on Plates

The text to appear on a plate will be a result of many factors, not all of which can be detailed in guidance. Babergh Street Naming and Numbering Service will accept signs with layouts shown below, any deviation to the guidance is to be agreed with the service before purchase.

High Street	High Street LEADING TO	High Street NOS 5-15 ODDS NOS 6-14 EVENS	High Street NOS 5-15 ODDS ← NOS 6-14 EVENS →	High Street PRIVATE ROAD
Street name only	Street name with secondary 'LEADING TO' and street name text	Street name with numbers indicated in odd and/or even as shown	Street name with numbers indicated and arrows in odd and/or even as shown	Street name with 'PRIVATE ROAD' text

Use of the 'No Through Road' Symbol



Where the street to be provided with a name sign is a no through road, the sign is to indicate this out of preference with a 'No Through Road' ('T') Symbol as diagram 816.1 in Traffic Signs Regulations General Directions 2002. Where the sign is used on a plate it must be as indicated in the diagram (left) and in accordance with the regulations. The allowable sizes are given in the diagram to the regulations.

Further Guidance & Associated Documents

'No Through Road' Symbol:

Drawing P816.1, Department of Transport (2004), Available from : www.dft.gov.uk

Transport Heavy Alphabet:

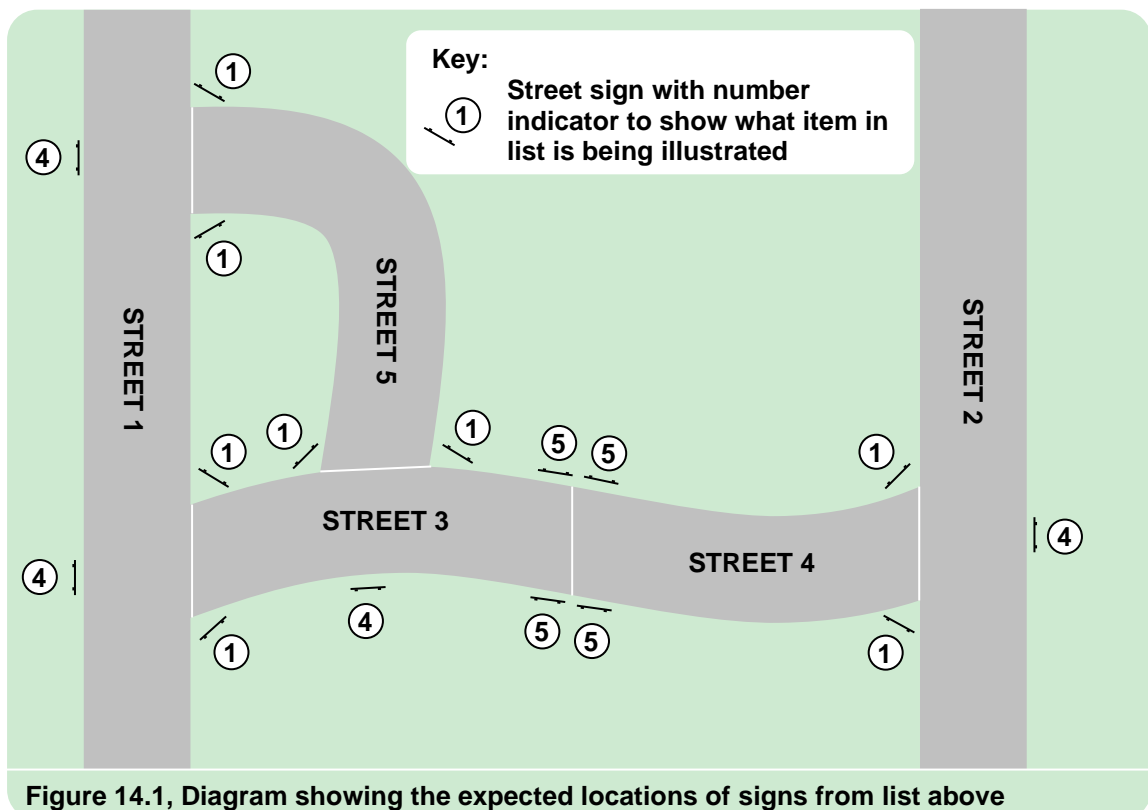
Drawing TH1 & TH2, Department of Transport (2003), Available from: www.dft.gov.uk



Appendix B: Standards for the Positioning of Street Name Signs

Principles for placement of street signs cannot be detailed exactly as each situation must be assessed in its own context to give the most suitable result. The list of standards below for the positioning of signs is to be taken as general guidance and may not be an exhaustive list. This guidance is to be read in conjunction with Appendix A and Appendix C.

1. Street name plates are to be fixed as close as possible to the entrance of streets at the rear of any footpath and within 3 metres of the intersection of the two streets where possible. The distance may be extended to 6 metres where 3 metres cannot be achieved necessary.
2. Name plates are to be mounted at a position of between 0.6 and 3.6 metres above the ground, ideally at 1 metre above the ground for freestanding signs.
3. At junctions and intersections, all streets are to have signs at the entrances.
4. At T-junctions a main street name plate is to be placed directly opposite the traffic approaching from the side road.
5. Where the street name changes at a mid point along the street, both street names are to be displayed side by side at that point on both sides of the road.
6. Street name plates are to be installed at least 300mm away from any notices, advertisements, or other printed or written matter.



STREET NAMING AND
NUMBERING SERVICE



13 Appendix C : Information Required for New or Additional Signs

When an application is made for a new or replacement sign, the Street Naming and Numbering Service need to know the layout of the sign to be supplied, the information required is summarised below.

13.1 Replacement or additional signs

New signs can be provided to replace an existing sign if necessary, however most situations can be addressed by the use of an additional plate added to the bottom of an existing sign. Additional plates are supplied with channels to the rear and attached to the existing post legs by the use of clips so the frame is not put at any additional risk of corrosion. Wall plates are supplied pre-drilled ready to fix into a wall.

For replacement or changes to street signs on public streets please indicate on the form if you require an additional plate (note that this can be supplied in all situations – to wall, railing or on freestanding) or whether a completely new sign is to be provided. If you do not know which is required, indicate this on the form and the Street Naming and Numbering Service will decide which is more appropriate for the situation.

13.2 New developments

On new developments the developer is responsible for providing street name signs, however these must be in accordance with the specification for street name signs (See Appendix A and section 16.3) and placed in accordance with guidance (Appendix 2). In all situations, once an application has been made and the names of any new streets approved the street naming and numbering service will provide a plan showing the full scheme including the position and contents of street name signs to be provided. The developer may provide their own signs however Babergh Street Naming and Numbering Service can provide signs from the manufacturer to the correct specification if the developer would prefer. In all cases the signs must be installed where instructed by the service.

The guidance for text layout is detailed in section 16.3 (below) and the principles for inclusion of secondary text on a sign is shown in 16.4 (below)



13.3 Principles of selecting signs for all situations

1. Type of Sign

One of three options are available for street name signs depending on the particular location where the sign is to be installed. It is important that advice is sought from the Street Naming and Numbering Service Before any order is placed as signs that are not to the Babergh District Council standard or specification will need to be replaced.

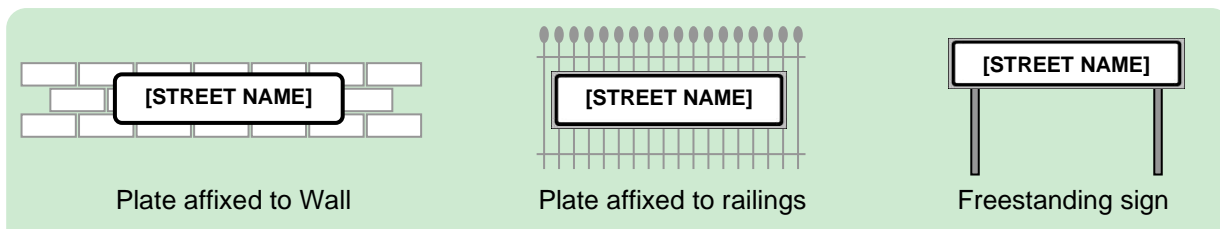


Figure 15.1, Type of street name sign

2. Type of Plate

The plate of the sign can either be plain or contain a 'no through road' 'T' Symbol to the right.



Figure 15.2, Type of street name plate

3. Text options for plate

Text options on the plate are shown below, additional lines of secondary text can be added where appropriate

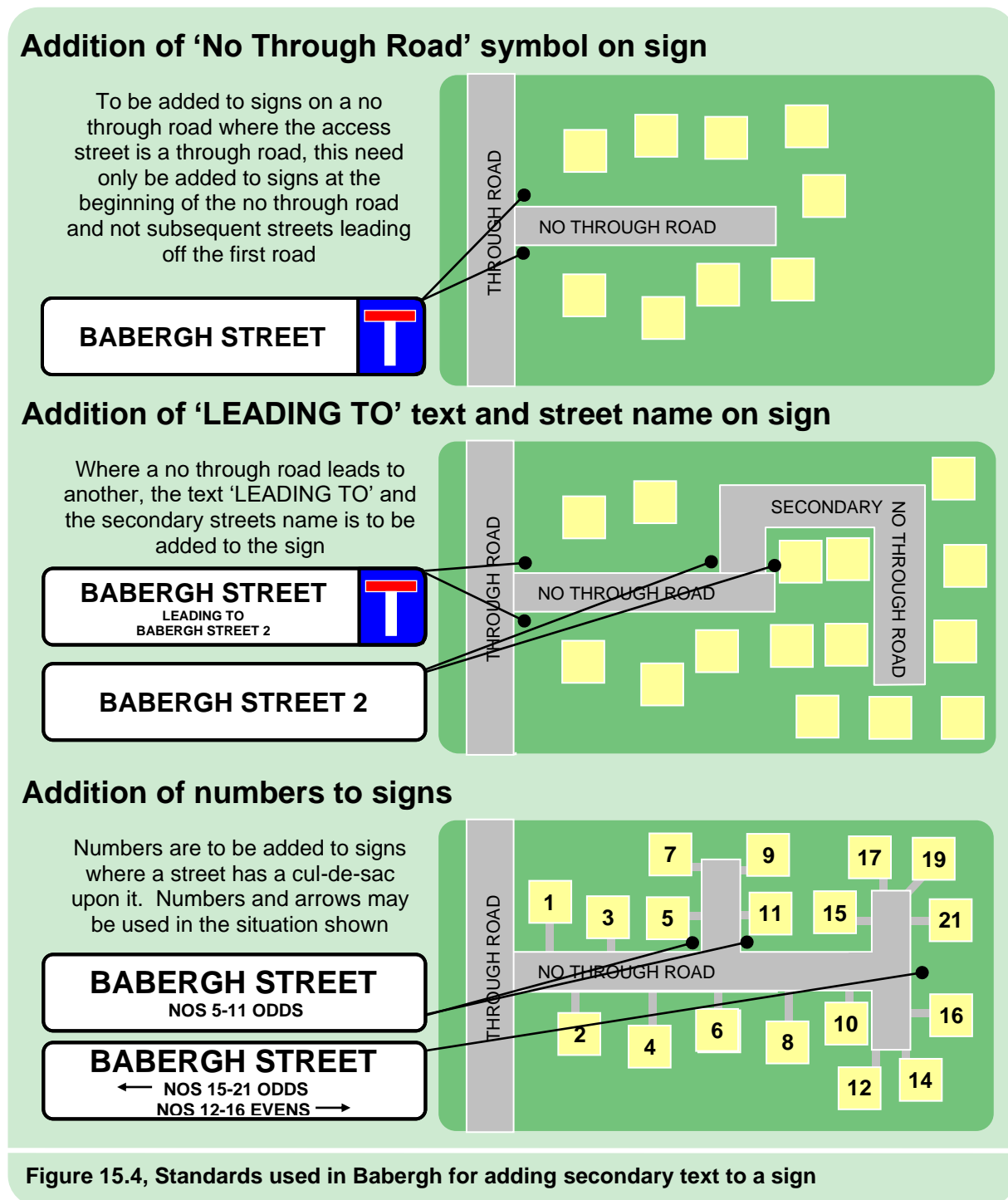
	STANDARD PLATE	NO THROUGH ROAD
STREET NAME ONLY	BABERGH STREET	BABERGH STREET
STREET NAME +'LEADING TO'	BABERGH STREET LEADING TO SUFFOLK DRIVE	BABERGH STREET LEADING TO SUFFOLK DRIVE
STREET NAME +NUMBERS	BABERGH STREET NOS 5-15 ODDS NOS 6-14 EVENS	BABERGH STREET NOS 5-15 ODDS NOS 6-14 EVENS
STREET NAME +NUMBERS & ARROW	BABERGH STREET NOS 5-15 ODDS → ← NOS 6-14 EVENS	BABERGH STREET NOS 5-15 ODDS → ← NOS 6-14 EVENS
STREET NAME +'PRIVATE ROAD'	BABERGH STREET PRIVATE ROAD	BABERGH STREET PRIVATE ROAD

Figure 15.3, Text options on street name plate



13.4 Secondary text

The purpose of street name signs is to give accurate information to allow emergency services, postal services and individuals to locate properties accurately and efficiently as well as for the convenience and safety of the general public. To this end street name signs must contain adequate information to enable accurate location of property. Babergh District Council has a number of requirements in relation to secondary text that enable as many potential issues to be overcome as detailed below:



13.5 No through road only on additional plates

In general the service does not accept street name signs with both the 'T' Symbol and the text 'No Through Road', however in the case of a change to an existing sign where an additional plate is added an exception will be made for aesthetic purposes as shown below.



Figure 15.5, Text options on street name plate

13.6 Further Guidance

If further guidance is required, please contact the Street Naming and Numbering Service. Refer to the Specification for Street Name Signs (Appendix A) and Layout of Signs 9 (Appendix B) for more information on signs.



**A guide to the
Street Naming and Numbering Service**

Babergh District Council

Document SNN1, Issue April 2021

