

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



**Babergh and Mid Suffolk  
District Council**



# 1 Introduction

We are the authority responsible for naming and numbering all streets and buildings within the Babergh and Mid Suffolk districts. This duty is carried out by the Street Naming and Numbering Service within the Building Control department.

The following services are available:

- Arranging changes to property names.
- Providing numbering schemes for new developments and arranging street names where appropriate.
- Maintenance of street name plates.
- Re-naming and numbering streets where appropriate.
- General advice.
- Parish / Town Councils or residents of private roads may request changes to, replacement or new street name signs with our agreement.
- We also operate extra functions on behalf of the District Council including street re-naming and house re-numbering/re-naming in exceptional cases where deemed necessary.

This document gives guidance on the above services including how to apply, the process and acceptable standards.

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## 3 Street Naming and Numbering

The service seeks to ensure that all streets and properties within the district benefit from an adequate and consistent naming and numbering system.

### 3.1 Do I have to use the local authority?

**Yes.** We are the only authority with the power to create or alter street naming or numbering within the district; no other body or organisation can carry out this role. No other council department can issue an official address for a property. Other departments may log an 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 not 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?

**No.** Royal Mail are only able to issue postcodes for addresses. Once an address has been registered with us, Royal Mail are informed of the address and will supply a postcode to be used. We will 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.

We will inform the following organisations of a new or altered address:

- Electoral Registration
- Council Tax and/or Business Rates
- Local Land and Property Gazetteer Custodian
- Land Charges
- Recycling and Waste
- Suffolk Fire Service
- Centrica (Gas)\*
- BT Openreach\*
- Suffolk County Council Education Service
- Ordnance Survey
- Royal Mail
- Suffolk County Council Highways (new developments only)
- Suffolk Police Authority
- Infrastructure Team (CIL)
- Historic England (if a Listed Building – property name changes only)
- Valuation Office (new developments only)

\*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 inform them-

### 3.4 Are there any charges?

**Yes.** We recover our costs for:

- Re-naming of properties at the owner's request.
- Providing street naming and numbering scheme for new developments.
- Changes to or new street name signs.

Other services are not chargeable. Please note that where we decide 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 apart from the supply and installation of street name plates.

### 3.5 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 & Mid Suffolk  
District Council  
8 Russell Road  
Ipswich  
Suffolk  
IP1 2BX

**Telephone:**  
01449 724510

**E-mail :**  
address.management@baberghmidsuffolk.gov.uk

[www.babergh.gov.uk/building-control/street-naming-and-numbering](http://www.babergh.gov.uk/building-control/street-naming-and-numbering)  
[www.midsuffolk.gov.uk/building-control/street-naming-and-numbering](http://www.midsuffolk.gov.uk/building-control/street-naming-and-numbering)

## 4. Property Name Changes

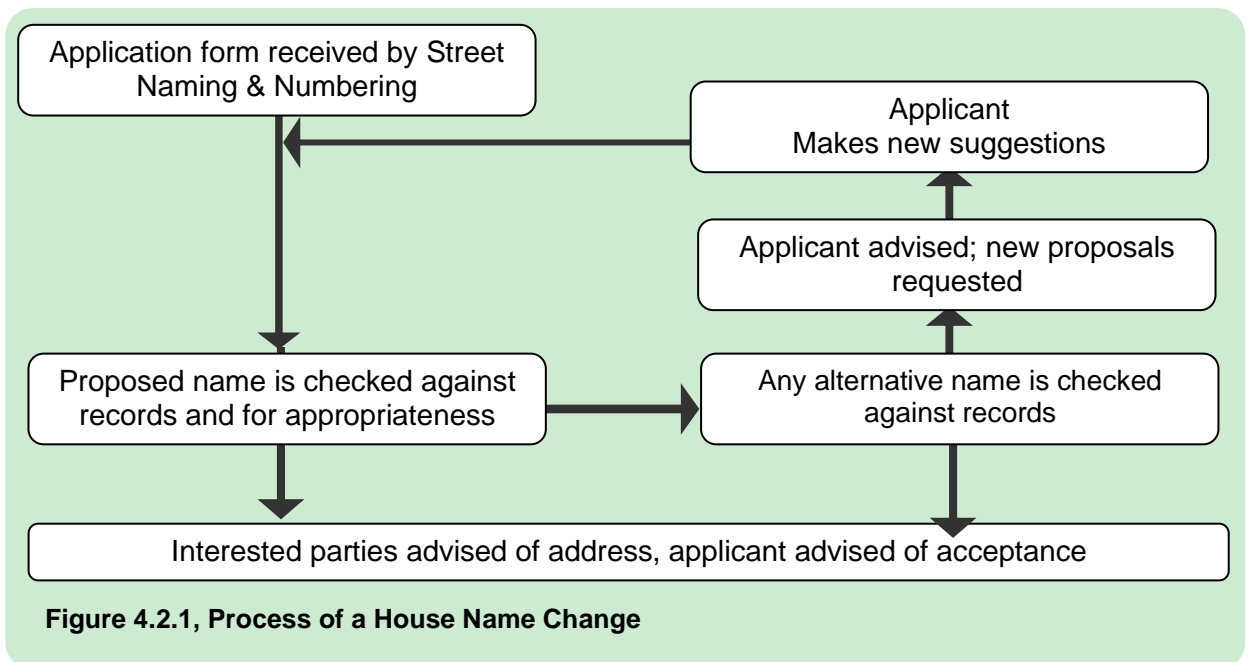
### 4.1 Importance of an application

It is important to ensure that the official address details are correctly updated. Once an application is made and 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 us then it may cause problems with the sale of the property, you may be unable to receive deliveries, obtain financial products and attendance by emergency services. No other department of the local authority or any other organisation/company (including Royal Mail) has the authority to issue or amend an official address.

### 4.2 How to make an application

You can apply online via the [Property Name Change Application](#) form or we can send you a paper copy of the form. We request that, if possible, you provide alternatives to your preferred new name, in case your preferred option is not acceptable. Payment will be requested at this stage.

When received we will check the proposed name in the locality and parish/town. If your preferred 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. We will register the address and inform you and other interested parties as detailed in Section 3.3. If none of the proposals are acceptable, we will contact you to discuss.



We will aim to deal with an application within 21 working days once the proposal is accepted. Please note that the timescale will be longer if the initial proposals are rejected. It is therefore important to read the guidance on selecting a suitable name (below) and provide as many options as possible.

### 4.3 Suitable names

The following will **not** be accepted by us:

- Names that already exist elsewhere in the parish/town or locality.
- Names that are similar to ones that already exist.
- Inappropriate, abusive or offensive names.
- Names capable of deliberate misinterpretation.
- References to a person living or deceased will only generally be acceptable when using part of the name (first or surname) and may require the permission of the person or their direct descendants.
- Reference to historical instances of similar names that currently exist would not be considered justification for new or changed house names.
- The use of numbers in a house name, as this can be misconstrued especially in an emergency situation e.g. Four Elms, 1 House.

The LLPG Custodian will be consulted and the final decision for a property name change is made by the Council. Should you not agree with the decision of the Council you may appeal, guidance on this can be found in section 8.7.

### 4.4 Property ownership

We will only accept applications for re-naming if you are the freeholder of the property. Please note that when you sign the application form, you are confirming that you have the legal right to request re-naming. (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 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.

### 4.6 Charges for applications

A fee of **£110.00** (zero VAT rated) is required for each request and the fee is to be paid at the same time, where the fee is not received the application will not be registered or processed.

## 5. New Developments

All plots on a new development including conversions (e.g. barn) will require official addresses and an application will be required. Under no circumstances will we grant an official address without planning permission for any new residential or non-residential building and parcels of land where no planning permission exists (this includes agricultural and other land).

If planning permission has been granted for an annexe, the words 'Annexe at' must be included in the first line of the address for the new plot. A name choice is not required.

Stables and outbuildings will not be allocated official postal addresses unless planning permission is approved for residential conversion or manned offices at the site.

If planning permission has been granted for a Holiday Let, the words 'Holiday Let at' must be included in the first line of the address for the new plot. They will be flagged as non-official and non-postal in systems that generate mail. This is to assist emergency response and create a unique record. We will only request an official address where we have an operational requirement to do so. Such addresses will have to meet Royal Mail's requirements for secure delivery points.

### 5.1 Importance of street naming and numbering

An early application is important to ensure that the development process runs as smoothly 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 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.

### 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. In the past this has been a problem that can lead to frustration and disappointment. Developers are to ensure that the official address, not the development/marketing address is used at the point of sale.

### 5.3 Making an application and the process

A [New Development Application form](#) is to be used for all sizes of developments and is to be accompanied by details and plans of the site to be developed clearly showing 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.

## 5.4 Charges for Applications

The fee applicable will be as per the table below. 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	£110
2 to 5 plots	£215
6 to 10 plots	£325
11 to 20 plots	£540
21 to 50 plots	£1080
51 plots and over	request quote

**Figure 5.4.1, Charges for naming and numbering of new developments**

The submitted plan will be reviewed and any new streets requiring names will be identified. We do invite suggestions from the Developer and Parish/Town Council which we will take into consideration but the final decision for the new names is made by the Council. Should you not agree with the decision of the Council you may appeal, guidance on this can be found in section 8.7. This process can take at least 3 months due to timetable of meetings of the Parish/Town Councils.

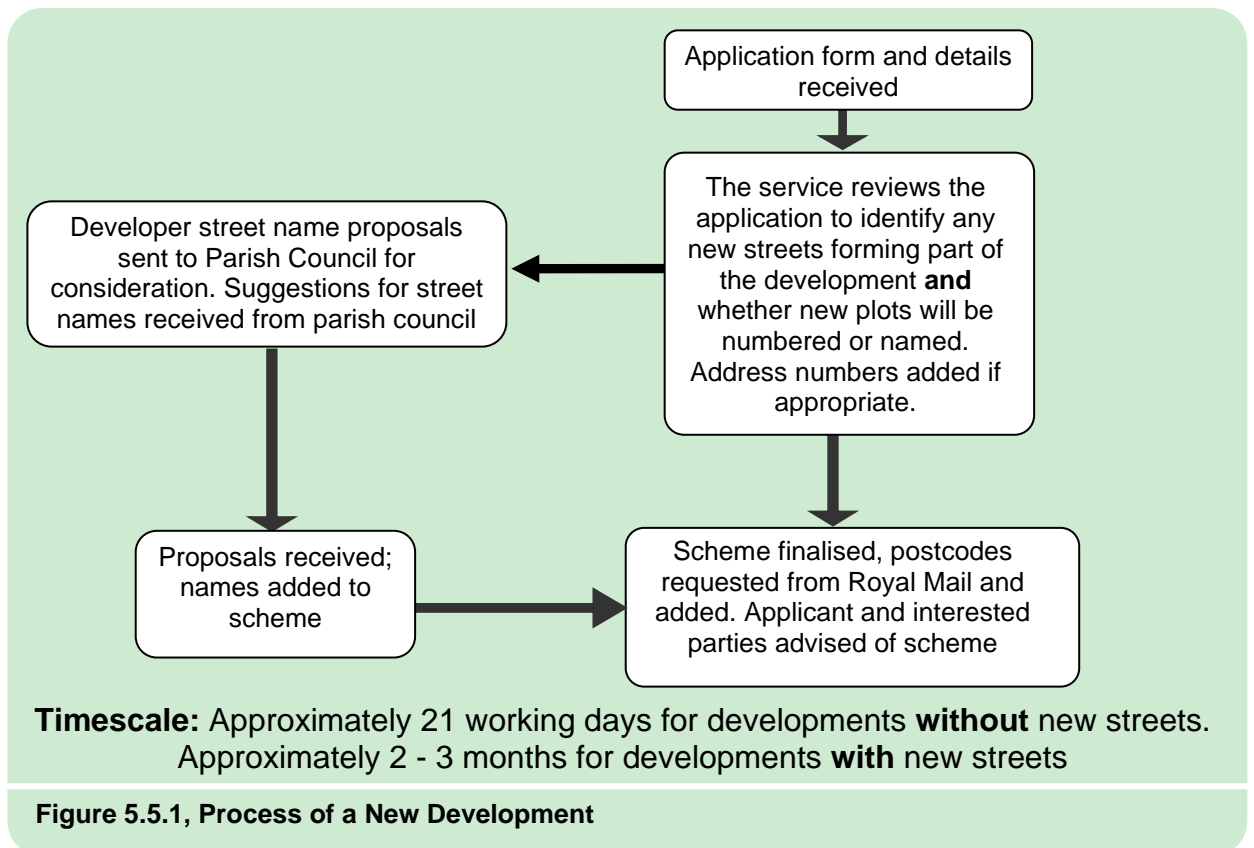
Once the street names have been confirmed the scheme will be finalised with plots being named (proposals for those house names will be requested from the developer) or numbered as appropriate and postcodes added if available and the addresses will be officially registered. We will then advise the applicant, external agencies (as already stated) and other council departments of the new official addresses.

The precise location of the signs will need to be agreed with the Council. A site plan indicating positioning of the signs to be submitted for approval.

**It is the developer's responsibility to check and review all names and property numbers to ensure the properties are addressed correctly on the relevant street and are in a sensible 'walk' order.**

## 5.5 Revision to an agreed scheme

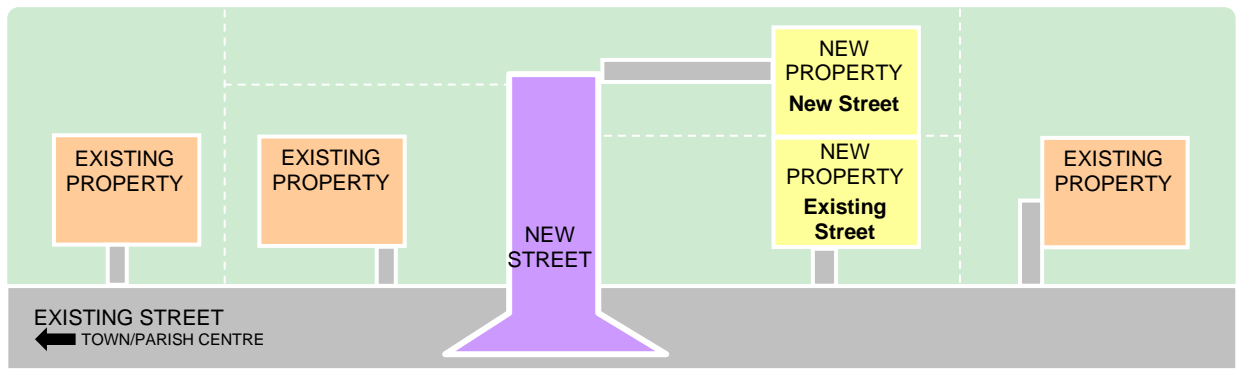
Where a scheme has been finalised and a developer revises the layout an amended scheme will have to be prepared. In this case the level of additional charges will need to be assessed and agreed before any changes can be made. The charge will be based on the extent of the revision and the amount of further work to be carried out.



## 5.6 New street or not?

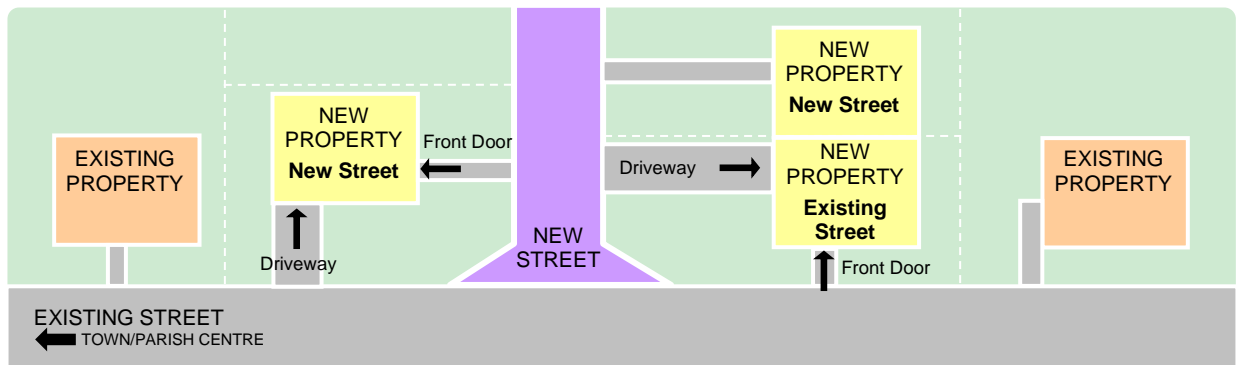
The street that a property is addressed on is the street that the front door or principal entrance is accessed from. If the new property is accessed off an existing street it will be named or numbered into that street. If accessed from a new street we will need to create a new street name.

Figure 5.6.1 shows new properties accessed off both new and existing streets and demonstrates on which street the new property will be numbered or named:



**Figure 5.6.1, New plots on both existing and new streets – accessed from existing street**

Figure 5.6.2 shows new plots on both existing and new streets:



**Figure 5.6.2, New plots on both existing and new streets – multiple access on different streets**

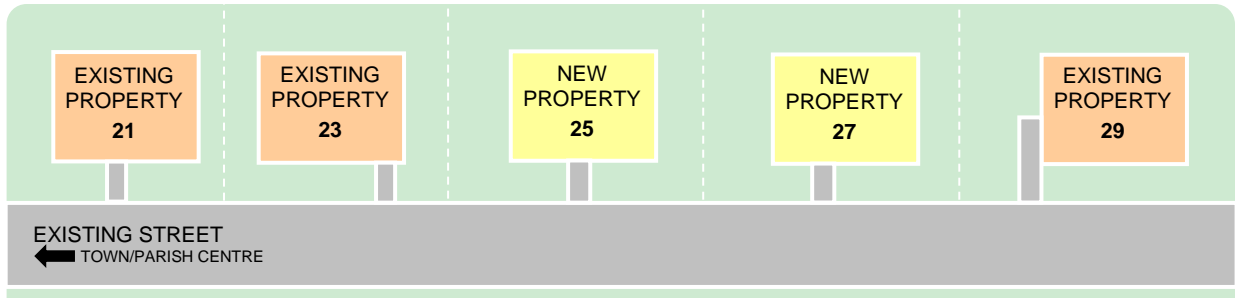
It is therefore important that applications are accompanied by a plan that clearly indicates how the principal entrance to all properties is accessed from the roadside so a correct scheme can be devised.

## 5.7 Conventions used on an existing street.

Where new plots front onto an existing street we will assess and decide whether the new plots will be included within the existing numbering scheme or will be given names.

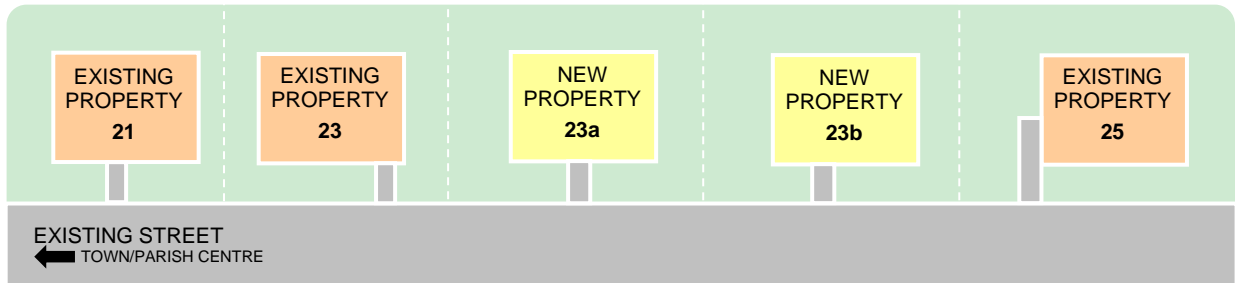
### New plots on an existing numbered street

If plots front on to an existing numbered street the new properties will be numbered using gaps in the numbering system if possible:

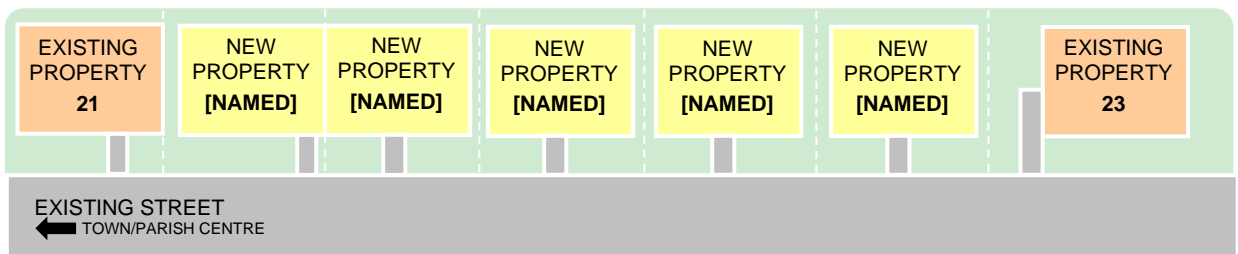


**Figure 5.7.1, New plots utilising numbers not used in the existing numbering system**

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, over four plots they will be named:



**Figure 5.7.2, New plots utilising numbers not used in the existing numbering system**



**Figure 5.7.3, New plots named on an existing street where numbering is not practical**

### New plots on an existing named street

If a street is not numbered the new properties will have an official name as part of their address.

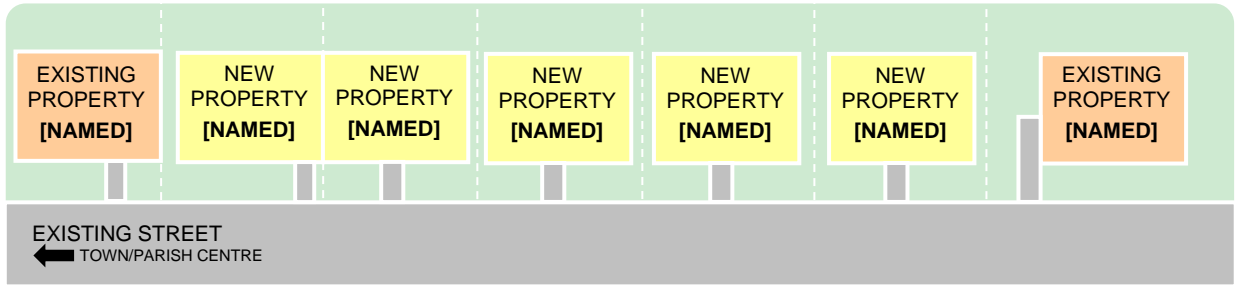


Figure 5.7.4, New plots named on an existing street where no numbering system exists

The final decision on naming or numbering rests with us. The official address will be confirmed once an application has been made. An address should only be used once it has been confirmed as official by the service.

### 5.8 Conventions used for new streets.

New properties accessed off a new street will always be numbered where possible. 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:

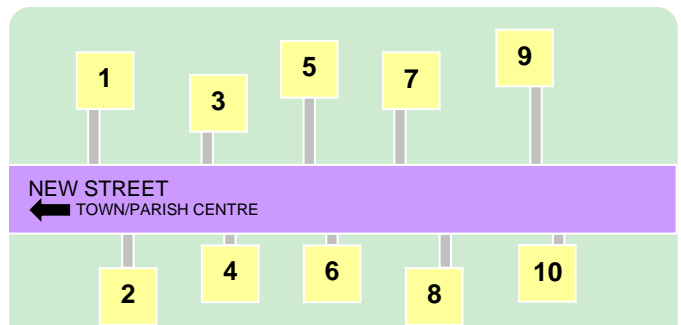


Figure 5.8.1, Numbering along a new street

Side roads are numbered ascending from the main road

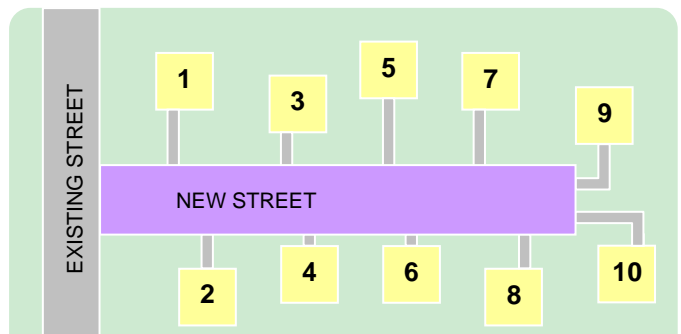
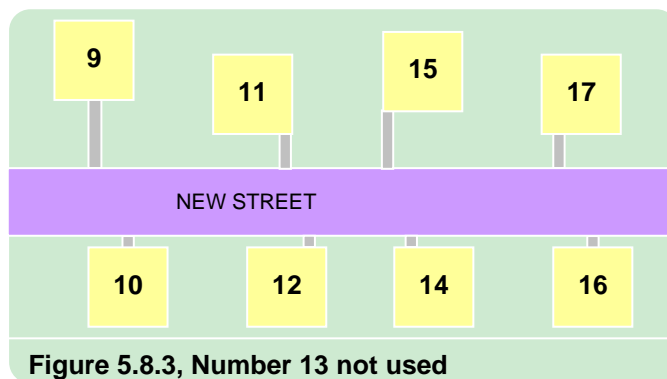
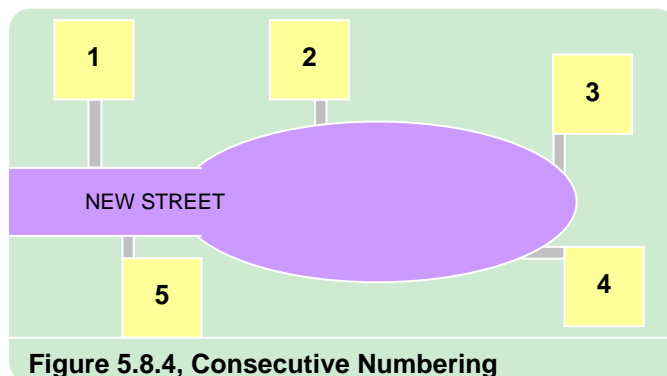


Figure 5.8.2, Numbering along a side street

Number 13 is not allocated in road naming schemes



In small developments the numbers may be allocated consecutively



## 5.9 New street names.

The Parish Council are consulted and will take the following guidance into consideration:

- Proposals must not duplicate existing street names in the parish or town of the development.
- Proposals must not be similar to ones that already exist.
- Proposals relating to a person's name (either living or deceased) will not generally be permitted unless there is a proven historical connection to the land intended for development or the proposal is for commemorative purposes. Permission from the person or, if deceased, a living relative / descendant of the person concerned will be required and full details justifying their inclusion i.e., historical context, local reputation, would be required and further consultation necessary.
- Full names (first and surname) of people will generally not be acceptable.
- 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.
- In accordance with the GeoPlace Data Entry Conventions and Best Practice for Addresses we will not accept abbreviation or punctuation.
- Wherever possible a proposed name should have a proven historical significance to the land intended for development. Advice and justification from local historical or interest groups is recommended.

- The use of numbers in a street name will not be accepted, so not to misconstrue especially in an emergency situation e.g., 4 Four Elms Road.
- Reference to historical instances of similar names that currently exist would not be considered justification for new street names that do not meet the criteria above.

Please note that the number of streets requiring naming on the development will be decided by us. The applicant will be provided with details of the names when they have been agreed with the Parish Council before they are made official.

## 5.10 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 specification and installed in locations as specified by us. Details of our requirements can be found in the appendices.

The precise wording and approximate location of the signs will need to be agreed by us on a case-by-case basis. Developers may choose to purchase the signs through us or may supply their own signs. Where new signs are not in accordance with our specification, we will require the developers to take down and replace with signage that is in accordance with the specification.

## 5.11 Blocks of flats

Flats are usually numbered into the road in which the principal entrance sits unless they are tall or substantial buildings. It is important that the main entrance is clearly shown along with the number of flats and corresponding plot numbers within the building to enable the scheme to be numbered accurately. Generally, the service does not require proposals for names of buildings containing flats unless advised otherwise.

## 6. Replacement Street Signs

Maintaining a good standard of street name plates is important to ensure that all can locate property effectively. We are responsible for ensuring that street name signs within the district are of a good standard. Anyone can report an issue with a street sign to us, we will investigate, and appropriate action will be taken.

### 6.1 Importance of maintaining a good system.

- Emergency services can 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.

We are the only organisation with the power to approve street name signs. No other organisation or company have the authority.

### 6.2 Reporting a Problem

Anyone can report a problem about a street name sign. Please contact us stating clearly:

- The parish or town where the sign is
- The name of the road where the sign is/was
- What is wrong with the sign
- Any additional information
- If known the exact wording on the sign including any symbols
- Provide a photograph(s) if possible

We will review all the evidence and decide whether a replacement or repair is required.

Requests for replacement street signs can take between 1 and 2 months due to processing, ordering, delivery and installation of the sign.

### 6.3 Standards for Replacement Street name signs

Replacement signs will be to the current specification where possible. 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 council's expense. Further information can be found in ['replacement or changes to street name signs'](#).



## 6.4 Charges

Where a replacement street sign is required due to damage or deterioration we 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).

## 7. Changes to a Street Sign / New Sign

Requests will only be considered from a Parish or Town Council for changes to/removal of an existing sign or for provision of a new additional street sign.

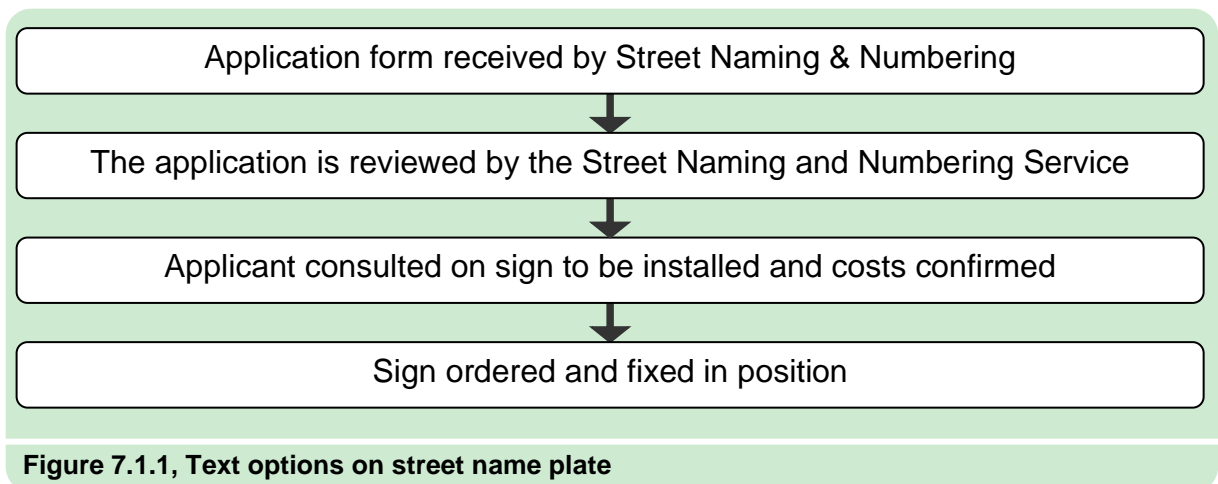
### 7.1 Making an application

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.

An application is to be submitted either online [Change to or additional sign](#) or by post. To ensure the original problem is resolved we need to know the reasons for making the change. Upon receipt we will review the request and decide as to what action, if any, we will take.

Where it is agreed the sign needs to be replaced or a new sign 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. An invoice will be sent when the new sign is ordered. There are no administrative charges for this type of application made by a Parish or Town Council.

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



**Figure 7.1.1, Text options on street name plate**

Requests for changes to or new street signs can take between 1 and 2 months due to processing, ordering, delivery and installation of the sign. Should we require any further information due to an incomplete or unclear application the process may be extended.

## 7.2 Street name sign standards

Signs will be to the current specification where possible. Any decision 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.

## 7.3 Street re-naming

From time to time there may be a need to re-name a street. Any changes will only be considered if all affected owners and residents in the street have been consulted in writing and at least two thirds agree.

In most circumstances we will pay for new street signage. Any additional costs incurred may be recoverable and will be dealt with on a case-by-case basis.

## 7.4 Re-numbering/Re-naming

It may be necessary 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 street imposed by us are extremely rare and will only be considered as a last resort. We will notify all residents of the intent to alter any addresses in advance.

## 8. General Information

### 8.1 Querying a street name

If there is uncertainty regarding the official name of a street, you can contact us for the official name. Various records and organisations are consulted and we will confirm what the correct name is. Please note it is our policy that street name signs do not contain any punctuation.

### 8.2 Confirmation of an official address

We are the only department of the council or organisation that can confirm the official address. We can provide confirmation upon request.

### 8.3 Display of names or numbers

The official name or number must be always displayed upon a property. 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.

National guidance on the displaying of name or numbers states:

- Minimum numeral height of 62.5mm
- Displayed 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.

Replacement house name plates should not be purchased until the new official address has been confirmed by us.

### 8.4 Can a numbered property have its number replaced with a name?

If a number has been issued as part of an official address this must be used and clearly displayed. A name can be used in addition to the number but it is not to be used in place of the number. We can arrange for a name to be added to your address for you.

When choosing a name, it is recommended not to use a name or similar name that appears elsewhere within the locality to avoid confusion. The number of the property must be always displayed. Failure to adequately display a house number may result in enforcement action by the authority.

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

We are responsible for street name plates only. The maintenance of all other signage would be the responsibility of Suffolk County Council or the Highways Agency or the owner of the land depending on the type of sign it is.

## 8.6 Do you deal with 'Leading to' signs

We generally do not use 'leading to' signs as these can be confusing and make a sign more difficult to read.

## 8.7 Do I have the right to appeal?

If you are unhappy with our decision representations can be made in writing explaining your case to the Corporate Manager and the application will be reviewed. This does not affect your right to make an official complaint via the Council complaints system (<https://bmsdc-self.achieveservice.com/Forms/Contact%20Us>).

## 9. The Technical Bit

### 9.1 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.

The Street Naming and Numbering function is delegated to the Building Control Department. The principal pieces of legislation we operate under are:

Paragraph 25 of Schedule 14 of the Local Government Act 1972

Sections 64 and 65 of the Towns Improvement Clauses Act 1847 – (64) Houses to be numbered and streets named and (65) Numbers of houses to be renewed by occupiers.

Section 21 of the Public Health Act Amendment Act 1907 - Power to alter names of streets.

Sections 17, 18 and 19 of the Public Health Act of 1925 – (17) Notice to urban authority before street is named, (18) Alteration of name of street and (19) Indication of name of street.

### 9.2 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 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.

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 procedure we send details to interested parties including the Electoral Registration Officer, County Highways, the Education Department within Suffolk County Council, Royal Mail, Fire Service, Police Service, Ordnance Survey and various utility companies. We do not notify Land Registry; this is the owners' responsibility.

### 9.3 Charges

Charges are applied to certain elements of the service on a 'not for profit' basis in accordance with paragraph 9.4 below. This follows the principle of payment by the actual users of the service rather than by all council taxpayers. In general, the service to Parish/Town Councils will remain free however changes to signage or new signs at the parish councils request may require a charge to be paid for the work undertaken.

## 9.4 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.

## 10. Documents Available from the Service

Application forms and guidance are available to download from our websites [www.babergh.gov.uk](http://www.babergh.gov.uk) or [www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk)

### **General Documents**

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

### **New Developments**

- SN1 New Development Application Form.
- SN2 New development guidance.

### **House Name Changes**

- HNC1 House Name Change Application Form.
- HNC2 House Name Change Guidance.

### **Replacement/New Street Signs**

- ACS1 Change to or Additional Sign Application Form
- ACS2 Change to or Additional Sign Guidance.



# 11. Appendix A: Specification for Street Name Signs

<https://www.midsuffolk.gov.uk/assets/Building-Control/Street-Naming-Numbering/SNN2-Specification-for-Street-Name-Signs-Jan-2023.pdf>

# SPECIFICATION FOR STREET NAME SIGNS

## Babergh and Mid Suffolk District Councils

SNN2



This document sets out the specification for the design of new and replacement street name signs and plates within the Babergh and Mid Suffolk Districts. 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: Embossed Aluminium.

Colour (front): Black text and border upon white background.

Colour (rear): Grey back

**Specification for FRAME construction**

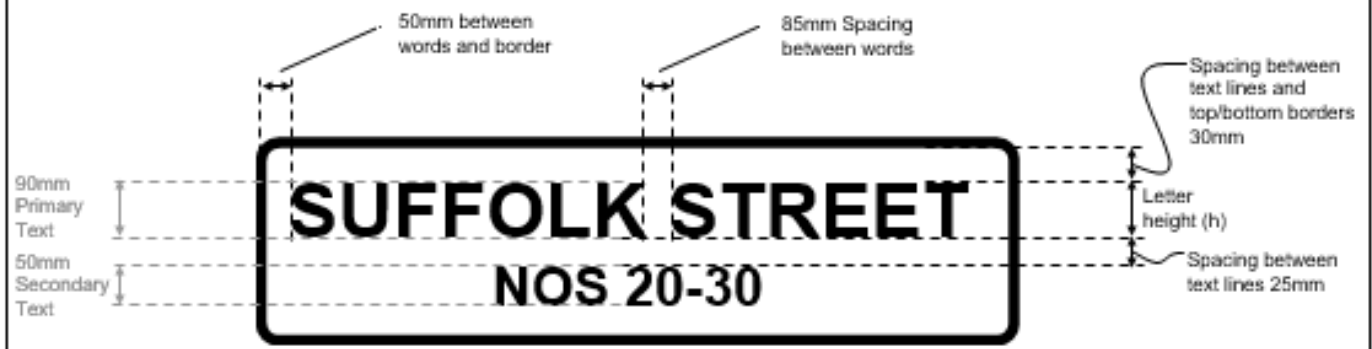
Material and form: Recycled plastic. 80x80x1350mm recycled plastic posts, with mortice joints to accept 145mm recycled plastic back plate.

Colour: Black.



**Specification for TEXT**

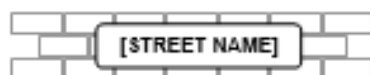
Text to appear on street name signs is to be 90mm Kindersley text for road name text, 50mm for secondary text in uppercase letters. Spacing of letters and words is as shown below. The definitive style is available from The Department for Transport (See over)



Required Spacing of Words & Text Sizing (Please note typeface shown is not Transport Heavy)

### 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 Mid Suffolk 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.

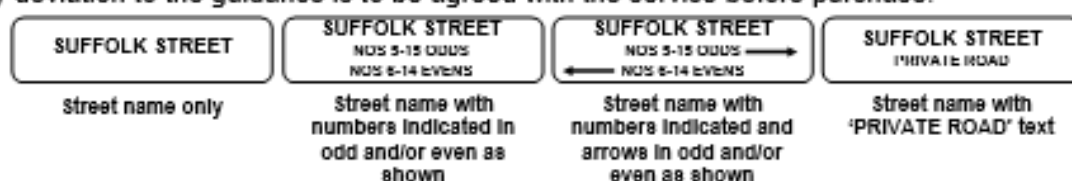


**FREESTANDING SIGN.** The plate is to have a plate surround and 80x80x1350mm recycled plastic legs. The sign is to be permanently fixed into the ground in a good base of concrete. The surface finish around the posts is to be reinstated to match the material in which it sits.

Consultation is to be made with the Babergh and Mid Suffolk Street Naming and Numbering Service 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 and Mid Suffolk Street Naming and Numbering Service will accept signs with layouts as shown below, any deviation to the guidance is to be agreed with the service before purchase.



### 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:**

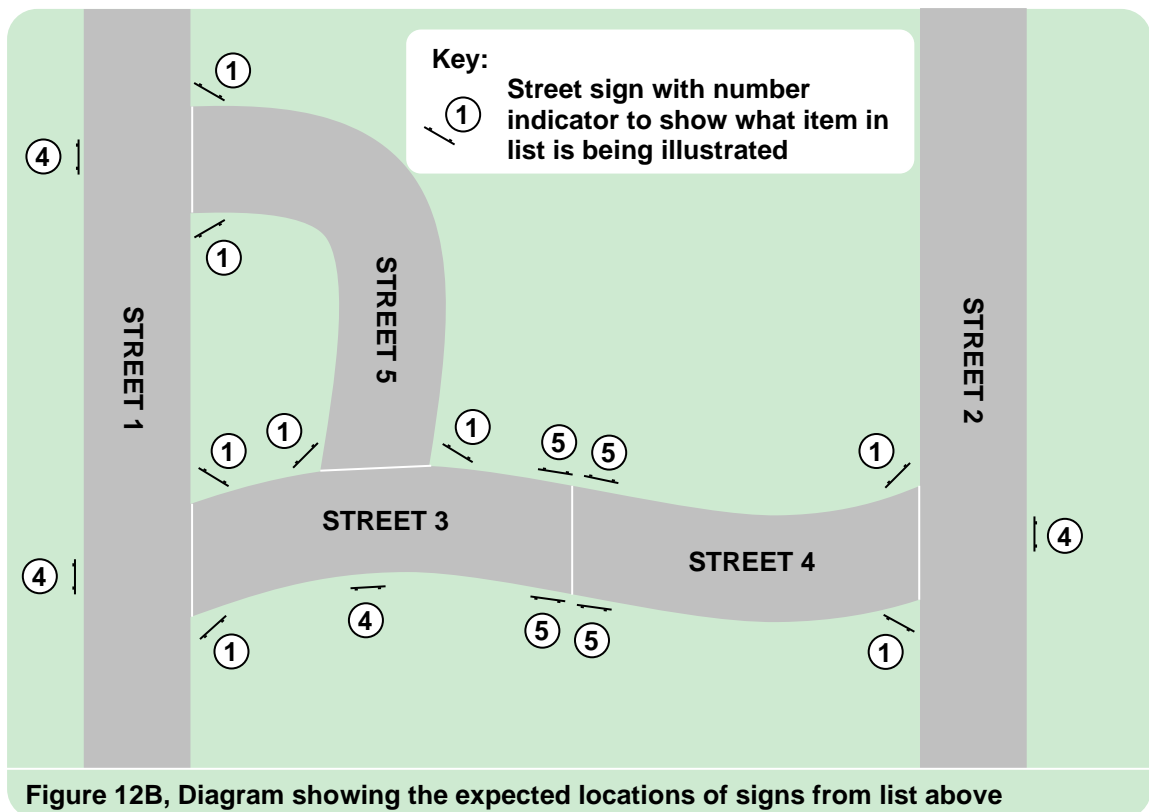
Drawing P816.1, Department for Transport (2004), Available from: [www.dft.gov.uk](http://www.dft.gov.uk)

**Transport Heavy Alphabet:**

Drawing TH1 & TH2, Department for Transport (2003), Available from: [www.dft.gov.uk](http://www.dft.gov.uk)

## 12. Appendix B: Guidance for the Positioning of Street Name Signs

- 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.
- 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 can be placed directly opposite the traffic approaching from the side road.
- 5 Where the street name changes at a midpoint 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.

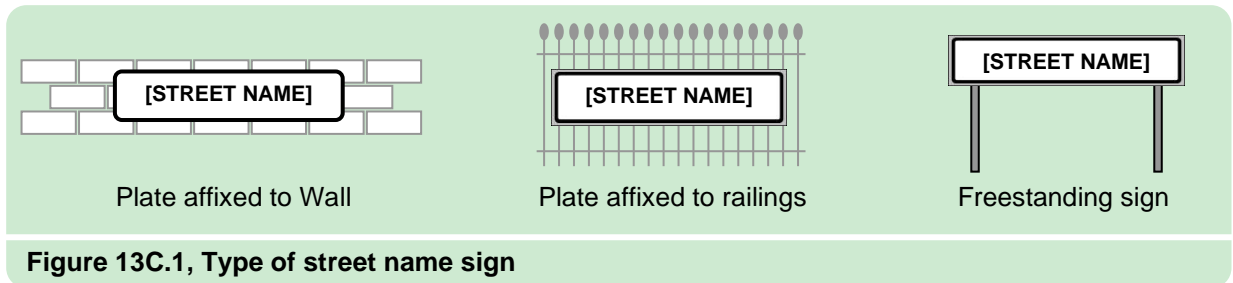


# 13. Appendix C: Information Required for New or Additional Signs

## Principles of selecting signs for all situations.

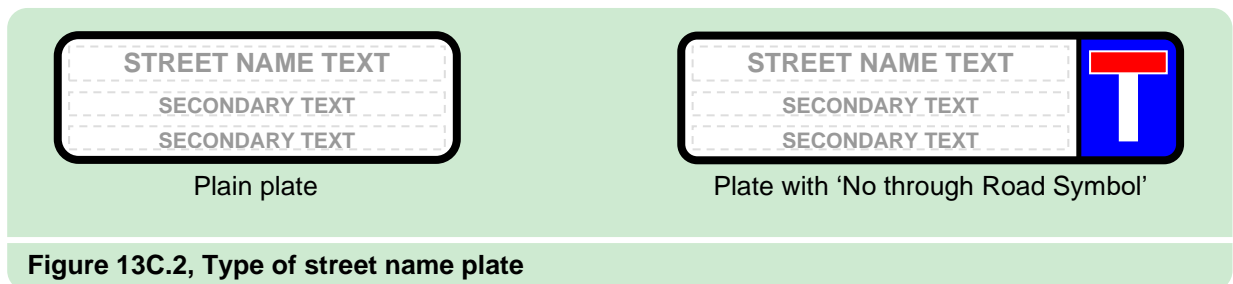
### 1. Type of Sign

One of three options are available for street name signs depending on the 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 & Mid Suffolk Council standard or specification will need to be replaced.



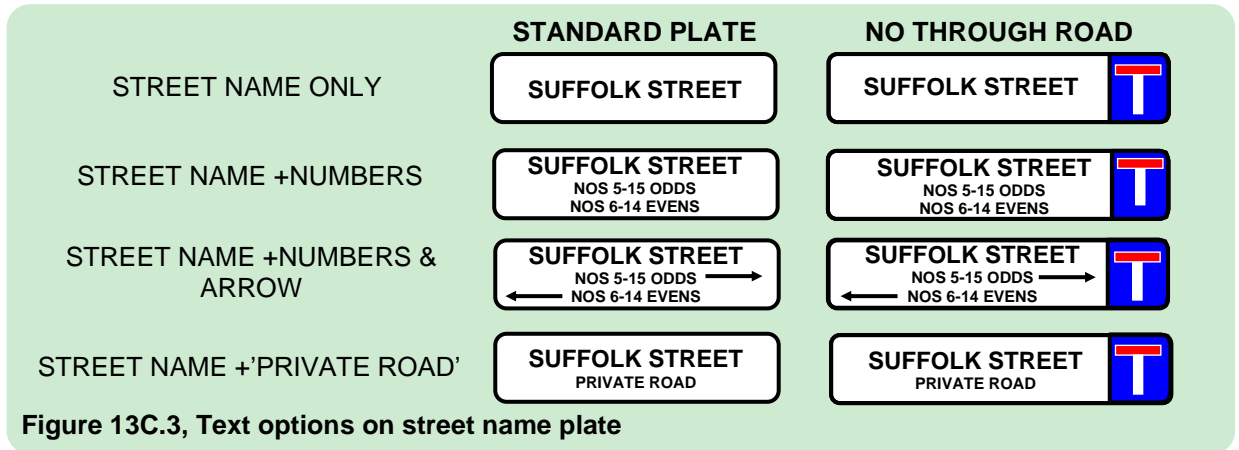
### 2. Type of Plate

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



### 3. Text options for plate

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



#### 4. Secondary Text

##### Addition of 'No Through Road' symbol on sign

To be added to signs on a no through road where the access street is a through road, this need only be added to signs at the beginning of the no through road and not subsequent streets leading off the first road



##### Addition of numbers to signs

Numbers are to be added to signs where a street has a cul-de-sac upon it. Numbers and arrows may be used in the situation shown

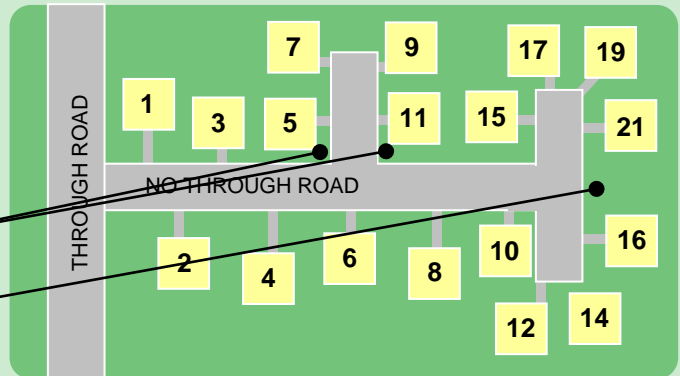
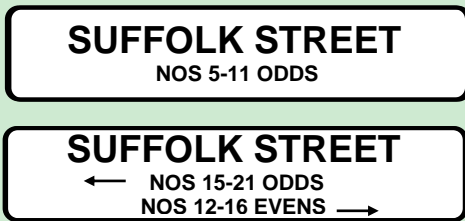


Figure 13C.4, Text options on street name plate

#### 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 13C.5, Text options on street name plate

**Babergh and Mid Suffolk District Councils**

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

**Document SNN1, Issue February 2023**