

Guidelines Naming streets and buildings

The following policy guidelines have been established and followed over many years:-

- 1)** New street or building names should not duplicate any similar name already in use in a borough or neighbouring boroughs. A variation in the suffix, e.g., 'street', 'road', 'avenue', etc., should not be accepted as sufficient reason to duplicate a name.
- 2)** Names of more than three syllables should be avoided and this precludes the use of two words except in special cases.
- 3)** Subsidiary names, such as a row of buildings within an already named road being called '.....Terrace/Parade', should only be used in roads of short length.
- 4)** All new street names should end with one of the following suffixes:

- Street
- Avenue
- Boulevard
- Broadway
- Circus
- Close
- Crescent
- Dene
- Drive
- Gardens
- Grove
- Hill
- Lane
- Mead
- Mews
- Place
- Reach
- Rise
- Road
- Row
- Square
- Vale
- View
- Way
- Wharf
- Yard

Unacceptable suffixes:

End, Court, Cross, Side, Path, Walk, Park, Meadow, Gate or Common.

5) All new pedestrian walkways should end with one of the following suffixes:

Walk
Path

6) No street or building name to start with, 'The'.

7) All new building names should end with one of the following suffixes:

Apartments
Building(s)
Centre
Court
Heights
House
Lodge
Mansions
Point
Studio(s)
Tower
Villas

8) For private houses the name should not repeat the name of any other road or any other house or building in the surrounding area.

9) The use of North, East, South or West (as in Alfred Road North and Alfred Road South, or East or West) is only acceptable where the road is continuous and passes over a major junction.

10) Avoid having two phonetically similar sounding names within a postal area or within a borough, e.g. Churchill Road and Birch Hill Road.

11) Avoid misleading or unsuitable names such as Tip House, Access Way, or names open to misinterpretation like Tennis Court, Dead End Road etc.

Numbering of Streets and Buildings

- 1) A new street should be numbered with even numbers on one side and odd numbers on the other, with the exception that for a cul-de-sac consecutive numbering in a clockwise direction is preferred.
- 2) Private garages and similar buildings used for housing cars, etc., should not be numbered.
- 3) There should be no sanction given to the avoidance of any numbers e.g. 13, and a proper sequence should be maintained.
- 4) Buildings (including those on corner sites) are to be numbered according to the street in which the main entrance is to be found and the manipulation of numbering in order to secure a 'prestige' address or to avoid an address which is thought to have undesired associations should not be sanctioned.
- 5) If a commercial building has entrances in more than one street but is a multiple occupancy building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on the circumstances, for a house divided into flats.
- 6) A newly named building may not have more than one number allocated within the same road.
- 7) New residential buildings will be allocated one sequential number within the road. Flats should be numbered internally from number 1 upwards using all numbers. (e.g., Flat 2, 13 Smith Street, not Flat A, 13 Smith Street and not 13A Smith Street which might already be used by an adjoining infill building.).
- 8) The Act permits the use of numbers followed by letters or fractions (Section 11(2)). These are needed, for instance, when one large old house in a road is demolished and replaced by (say) four smaller houses. To include the new houses in the numbered sequence would involve renumbering all the higher numbered houses on that side of the road. If a considerable number of other houses would be affected, then to avoid this each new house should be given the number of the old house with either A, B, C or D added.

Renaming or Renumbering of Streets and Buildings

Renaming / renumbering existing streets and buildings is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the occupiers, Post Office, Emergency Services, etc.