



# STREET NAMING & NUMBERING POLICY

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## What Is Street Naming & Numbering

Street Naming & Numbering is a service to manage street and address data within the borough. It is a statutory function under The Public Health Act 1925. Surrey Heath is responsible for maintaining the Local Land and Property Gazetteer, which is a database that contains all addresses and streets within the borough. This database is linked to central government to enable accurate address data across the public sector and many third-party datasets.

## What Services Are Provided

- Address Creation and Amendment
- New Streets and Street Renaming
- Street Numbering

## When Would You Need Street Naming And Numbering

- As A Resident
  - When you would like to add a name to your property, rename your property or want to add an additional address to your existing property
  - If you would like to rename your street or address your property off a different street
  - Property Conversion which changes the property's classification, for example from Commercial to Residential
  - To request postcode re allocation or review
- As a Developer



- When you are planning any development, residential and commercial, with or without new streets
- Property Conversions

## What Do You Need Before Contacting Street Naming And Numbering

- Residents
  - Adding or changing a name to a property
    - ◆ A list of three proposed property names in order of preference
  - Adding another address to an existing property
    - ◆ We require the reason for the additional address. An Example could be because there is more than one entrance to the property or that the property can be accessed from another street.
- Developers
  - Planning Application Number
  - Plan showing the location of the site and the location of the property/properties and/or streets

## How To Apply

Please apply via the link displayed on our Street Naming And Numbering page of our website. Alternatively, please email [address.development@surreyheath.gov.uk](mailto:address.development@surreyheath.gov.uk) or call 01276 707307.



## The Street Naming And Numbering Process

- Application received
  - Confliction checks against the following
    - ◆ Street Naming And Numbering Policy
    - ◆ Surrey Heath's Local Land and Property Gazetteer
- Consultation
  - With Royal Mail to check conflictions with their Postal Address File
  - Where required, consultation with respected ward councilors on street names
- Issue invoice and take payment
- Process application and issue completion document

## Royal Mail and Postcodes

Surrey Heath has a great relationship with Royal Mail and we have established strong data linking with Royal Mail's Postal Address File (PAF). This is to ensure that any updates we make to addresses and streets are quickly reflected in PAF to aid in mail deliveries. Royal Mail are the owners of postcodes and issue postcode allocation. Surrey Heath will request postcodes and postcode re allocation but Royal Mail will have final say.

## What Are The Costs

For adding or changing a property name, it's £68.50. This is the same for a new address for an existing property.

Renaming or Renumbering a street, at residents request, is £247.20 plus £49.50 per property.





Addresses for new properties is £247.20 plus:

- £49.50 for first property
  - £43.35 for properties 2 to 5
    - ◆ £37.50 for property 6 and higher

Changes to development layout after completion require a new Street Naming and Numbering Application.

## Objections

Street Naming And Numbering can have objections with regard to street renaming. The objection is done by appeal to the Magistrates Court within 30 working days after issuing the street renaming notice.

## Choosing Your Property Address

There is great enjoyment in choosing your property address and Surrey Heath endeavors to accommodate all proposals so you can be as creative as possible. In fact, the more unique your address proposals are, the better! Unique addresses and streets really help with location services such as Satellite Navigation, Logistics, Emergency and Utilities Services.

Surrey Heath works with GEOPLACE and Ordnance Survey to employ best practice in addressing conventions. Your proposal will be validated against the below conventions.

### Prefixes

- ◆ Building Subdivision
  - ◆ Apartment
    - Two or more floors residential within parent block
  - ◆ Flat



- › One floor residential
- ◆ Office
  - › Commercial accommodation
    - ◆ Penthouse
      - › Flat or apartment located on top floor of block
    - ◆ Studio
      - › Creative commercial accommodation space
      - › One floor
    - ◆ Suite
      - › Commercial accommodation
      - › Two or more floors
    - ◆ Unit
      - › Commercial accommodation
      - › Two or more floors

## Suffixes

- ◆ Building Names
  - ◆ Apartments
    - › Numbered building
    - › Two or more floors
  - ◆ Barn
    - › Un-numbered building conversion
    - › One or two floors
  - ◆ Boulevard
    - › High block residential
  - ◆ Building
    - › Numbered building
    - › Commercial
    - › Two or more floors
  - ◆ Byre



- Un-numbered building conversion
- Residential
- One or two floors
- ◆ Centre
  - Commercial
- ◆ Chambers
  - Legal
- ◆ Cottage
  - Un-numbered rural Building
  - One or two floors
- ◆ Court
  - Building that forms a square or rectangle
- ◆ Croft
  - Un-numbered building conversion
  - One or two floors
- ◆ Hall
  - Un-numbered building
  - Residential and/or Commercial
- ◆ Heights
  - Un-numbered building
  - Residential and/or commercial
  - Four or more floors
- ◆ House
  - Numbered or un-numbered building
  - Residential
  - Two or more floors
- ◆ Lodge
  - Numbered or un-numbered building
  - Residential
- ◆ Mansion



- Numbered building
- Residential
- Two or more floors
- ◆ Mews
  - Converted stables
- ◆ Point
  - Unnumbered building
  - Residential and/or commercial
  - Four or more floors
- ◆ Terrace
  - Unnumbered building
  - Residential and/or commercial
- ◆ Tower
  - Unnumbered building
  - Individual Residential and/or commercial units
  - Four or more floors
- ◆ Villa
  - Numbered building
  - Residential
- ◆ Street Suffixes
  - ◆ Leading to open space
    - Acre
    - Mead
    - Meadow
    - Park
    - Pasture
  - ◆ Leading to local services
    - Approach
  - ◆ Curved Street
    - Arch (near water)





- Crescent
- ◆ Edge, embankment or verge
  - Bank
- ◆ Near water
  - Arch
  - Brook
- ◆ Near quay, harbor, where vessels dock/moor
  - Arch (curved street)
  - Quay
  - Wharf
- ◆ Tree lined
  - Boulevard
- ◆ Open-space surroundings
  - Boulevard
  - Broadway
  - Mead
  - Meadow
  - Pasture
- ◆ Historical, specific use, features of area
  - Bow
  - Bridge
  - Corner
  - Cross
  - Grange
  - Market
  - Side
  - Chase
- ◆ Main road
  - Broadway
  - Drive



- Road
- Street
- Way
- ◆ Near brook, river or stream
  - Brook
- ◆ Hilltop or ridge
  - Brow
  - Heights
  - Mount
  - Rise
- ◆ Valley, basin
  - Chase
  - Dale
  - Fold
  - Pass
  - Vale
- ◆ Vistas, panoramic views
  - View
- ◆ Large roundabout or circular street
  - Circus
- ◆ Dead end street, no through road
  - Close
  - End
- ◆ Recreational area, open parks
  - Common
  - Green
  - Meadow
  - Park
  - Yard
- ◆ Square, rectangle shaped street



- Court
- Square
- Yard
- ◆ Placed on farm
  - Croft
- ◆ Wooded valley of small river
  - Dene
  - Grove
- ◆ Multiuse
  - Drive
  - Gardens
  - Gate
  - Mews
  - Road
  - Row
  - Terrace
  - Way
  - Yard
- ◆ Rural
  - Drove
  - Lane
  - Mead
  - Meadow
  - Pasture
- ◆ Natural end, no more possible development
  - End
- ◆ Through fields, grasslands
  - Field
  - Lea
  - Leasow/Leasowe



- Mead
- Meadow
- Pasture
- ◆ Surrounding Woodland
  - Grove
  - Wood/Woods
- ◆ Travels uphill
  - Heights
  - Hill
  - Pass
  - Rise
- ◆ Narrow Road
  - Lane
  - Place
  - Row
- ◆ Corner, recess
  - Nook
- ◆ Seafront
  - Parade
- ◆ Row of shops
  - Parade
- ◆ Residential street within commercial area
  - Place
  - Plaza
- ◆ Leading to a river/sea
  - Reach

## Internal Reporting



The Street Naming and Numbering Officer reports to Surrey Heath's Development Management. Please contact Development Management with any questions related to Street Naming and Numbering, including compensation.

- Kelly Fidgett | Technical Support and Land Charges Team Leader | Development Management | [kelly.fidgett@surreyheath.gov.uk](mailto:kelly.fidgett@surreyheath.gov.uk) | 01276 707307
- Sarah Dillon | Technical Support and Land Charges Team Leader | Development Management | [sarah.dillon@surreyheath.gov.uk](mailto:sarah.dillon@surreyheath.gov.uk) | 01276 707307

## Legal

Street Naming and Numbering is provided by Surrey Heath Borough Council under the Public Health Act 1925. Street Naming and Numbering is a statutory function. The fees collected by Street Naming and Numbering covers the administration of the function. The Public Health Act 1925 dictates that:

- Notice of proposed street names be given to Surrey Heath Borough Council and that Surrey Heath Borough Council can object
- Surrey Heath Borough Council can assign a street name or alter an existing street name by order following notice by Surrey Heath Borough Council
- Surrey Heath Borough Council shall paint/mark a street name and renew it when it becomes illegible



End Of Policy

