



STREET NAMING & NUMBERING POLICY

What Is Street Naming & Numbering.....	2
What Services Are Provided.....	2
When Would You Need Street Naming And Numbering.....	2
What Do You Need Before Contacting Street Naming And Numbering	3
How To Apply	3
The Street Naming And Numbering Process	4
Royal Mail and Postcodes	4
What Are The Costs.....	4
Objections.....	5
Choosing Your Property Address.....	5
Street Name Proposals	6
Internal Reporting.....	6
Legal	6



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 or 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

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 or call 01276 707307.



The Street Naming And Numbering Process

- Application received
 - Conflicition checks against the following
 - ♦ Street Naming And Numbering Policy
 - ♦ Surrey Heath's Local Land and Property Gazetteer
- Consultation
 - With Royal Mail to check conflicitions 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 £124.30. This is the same for a new address for an existing property. For commercial addresses, it is £112.54.

Renaming or Renumbering a street, at residents request, is £361.79 plus £63.55 per property.





Addresses for new properties are £252.14 plus:

- £114.95 for first property
- £73.85 for properties 2 to 5
- £51 for property 6 to 10
- £46.51 for property 11 to 20
- £40.40 for property 21 to 25
- £41.72 for property 26 to 49
- £39.88 for property 50 and beyond

Amendment to a development plot after completed application is £63.55.

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.



Street Name Proposals

Surrey Heath will not consider using local people as a basis for street names. We will, however, consider using local people's achievements as basis for street names. We require the following when considering people's achievements as street names:

- Authorisation from the individual or next of kin if deceased
- Rationale for use of achievement
- Consent from the relevant local ward councilors

Surrey Heath will have final decision on street names.

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 | 01276 707307
- Sarah Dillon | Technical Support and Land Charges Team Leader | Development Management | 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

