

**EXETER CITY COUNCIL****EXECUTIVE  
16 SEPTEMBER 2008****STREET NAMING AND NUMBERING****1 PURPOSE OF REPORT**

- 1.1 To adopt a policy relating to the street naming and numbering function.

**2 BACKGROUND**

- 2.1 The work of the Street Naming and Numbering Officer within Building Control ranges from requests to re-number individual properties through to the naming and numbering of new housing estates. Occasionally, a decision made by the Street Naming and Numbering Officer is challenged. There are currently two acts available to the authority; The Public Health Act 1925, and The 1847 Town Improvement Clauses Act. The Building Control Manager considers that a formal response should include reference to both the legislation that the authority is acting under and an adopted policy agreed by the Council.
- 2.2 Legal Services have, at the request of the Building Control Manager, carried out an extensive search of adopted ECC policies to ascertain whether the Council has previously adopted such a policy. The search failed to reveal an agreed policy or adopted legislation relating to the function of street naming and numbering.

**3 INFORMATION**

- 3.1 The Annex sets out the proposed policy for the Street Naming and Numbering function based on the adoption of The 1925 Public Health Act for street naming, and Section 65 of the Town Improvement Clauses Act 1847 for the numbering of houses and buildings.
- 3.2 The policy, that will be available on the Building Control webpage in addition to printed guidelines, sets out the procedures for dealing with requests in respect of Street Naming and Numbering, the legal framework, timescales and guidelines. The policy clearly states that an official address will not be granted without either planning consent or an assessment for council tax being in place in line with the Royal Mail guidelines.
- 3.3 For new developments, it is usual for the applicant to suggest a number of alternative names for new roads that are then circulated to the Royal Mail, Devon & Somerset Fire and Rescue Service and local councillor for consideration. Where there is disagreement, final approval of street names will be given by the Director of Economy and Development in consultation with the Portfolio Holder for Sustainable Development and Transport.
- 3.4 When a new or changed address has been agreed, a total of 21 organisations are informed, including the Royal Mail (who then issue the a postcode), Ordnance Survey, Council Tax, Land & Property Gazetteer and emergency services. Full details are included within the policy that also provides a standard request form for the purpose of requesting an official postal address or change of address.

#### **4 PROPOSAL**

- 4.1 It is proposed that the council adopt both the legislative framework suggested by the council's Legal Section, and the policy for future enquiries relating to Street Naming and Numbering.

#### **5 RESOURCE IMPLICATIONS**

- 5.1 There are no resource implications in respect of this proposal, as the current post holder will incorporate the Council's decision into written replies in respect of enquiries relating to street naming and numbering.

#### **6 RECOMMENDED**

- 6.1 It is recommended that Executive agrees the adoption of the Street Naming and Numbering Policy attached at Annex 1.

**JOHN RIGBY  
DIRECTOR ECONOMY AND DEVELOPMENT**

**ECONOMY AND DEVELOPMENT DIRECTORATE**

**Local Government (Access to Information) Act 1972 (as amended)**

**Background papers used in compiling this report:-**

None.