

## PERTH AND KINROSS COUNCIL

Enterprise and Infrastructure Committee – 7 November 2012

**STREET NAMING AND NUMBERING POLICY****Report by Depute Director (Environment)****Abstract**

This report recommends adoption of a policy for Street Naming and Numbering in order to carry out the function in a more timely and efficient manner.

**1. RECOMMENDATION(S)**

- 1.1 The Committee is asked to agree to the adoption of a Policy on Street Naming and Numbering contained in appendix 1.

**2. BACKGROUND**

- 2.1 The Council is responsible for allocating street names and numbers to any development within the area in accordance with the Civic Government (Scotland) Act 1982.
- 2.2 With the expansion of Internet shopping and the growing use of satellite referencing technologies, the address of a property is becoming increasingly important. Street naming and numbering can be a time consuming process. As a result it is beneficial that all statutory address details have been finalised prior to occupation, providing an efficient means of locating and referencing properties. This allows the emergency services to be contacted, allows utilities to provide services, ensures the relevant public bodies can be informed promptly and allows completion certificates to be issued under the postal address.
- 2.3 At present, the Council has a practice guide regarding the naming of streets, and for the numbering convention within those streets. This has sometimes led to long delays in registering new addresses. In addition, as local Members are involved in the street naming process giving names to new streets, the introduction of multi-member wards has extended the process.

**3. PROPOSALS**

- 3.1 In order to carry out our statutory function efficiently and consistently, it is proposed to adopt the Policy appended to this report. The Policy outlines our naming and numbering convention and provides typical examples. We currently apply most of the practices outlined and this report is simply a request to formalise it. Several Scottish Councils have already published Policies and this would bring Perth and Kinross Council in line with them.
- 3.2 It is also proposed to implement target timescales for the various stages of the process including how long local Members will have to respond to requests for new street names. Members have the final say regarding names for new

streets within their ward, and currently there is no deadline imposed on them to reply. Under the new proposal, Members will have 28 working days to respond. Outwith this timescale, the views of the Members who have responded will be taken into account.

- 3.3 There will be occasions when a name does not have a majority, or no responses are received from Members. It is therefore proposed to establish a bank of names to be used in such occasions. The Environment Service will approach Members and ask them to supply names to use in future developments. Members may choose to do this in consultation with the local community.

#### **4. CONSULTATION**

- 4.1 The Head of Legal Services, the Head of Democratic Services and the Head of Finance have been consulted in the preparation of this report.

#### **5. RESOURCE IMPLICATIONS**

##### **5.1 Capital**

- 5.1.1 There are no Capital resource implications arising directly from the recommendations in this report.

##### **5.2 Revenue**

- 5.2.1 There are no Revenue resource implications arising directly from the recommendations in this report.

#### **6. COUNCIL CORPORATE PLAN OBJECTIVES 2009-2012**

- 6.1 The Council's Corporate Plan 2009-2012 lays out five Objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. This report relates to the following objectives:

- (i) A Safe, Secure and Welcoming Environment
- (ii) Confident, Active and Inclusive Communities

#### **7. EQUALITIES IMPACT ASSESSMENT (EqIA)**

- 7.1 An equality impact assessment needs to be carried out for functions, policies, procedures or strategies in relation to race, gender and disability and other relevant protected characteristics. This supports the Council's legal requirement to comply with the duty to assess and consult on relevant new and existing policies.

- 7.2 The policy presented in this report was considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

- i) Assessed as **not relevant** for the purposes of EqIA

## **8. STRATEGIC ENVIRONMENTAL ASSESSMENT**

- 8.1 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS).
- 8.2 The matters presented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

## **9. CONCLUSION**

- 9.1 This policy will improve the Council's level of service with regards to street naming and numbering and should be adopted.

**BARBARA RENTON  
DEPUTE DIRECTOR (ENVIRONMENT)**

**Note:** Disclaimer/declaration regarding background papers

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

**Contact Officer:** Brian Fraser, Ext No. 76517, E-mail [bvfraser@pkc.gov.uk](mailto:bvfraser@pkc.gov.uk)  
**Address of Service:** Pullar House, 35 Kinnoull Street, Perth, PH1 5GD  
**Date:** 26 October 2012

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## Street Naming and Numbering Policy

Perth & Kinross Council is responsible for allocating street names and numbers to any development within the area in accordance with the Civic Government (Scotland) Act 1982.

### Street Naming

The Council have encouraged the use of names that have a historical local connection to the site. Accuracy is important, so that names do not deviate from their correct location. The name should not conflict with existing names in the area, as this could result in unnecessary confusion.

Street names should not be difficult to pronounce or spell. This is to ensure that the name of the street can be easily understood during emergency calls.

Generally names should not be duplicated. There may be instances where duplication of a name, if it is in another area, may be acceptable. A variation in the suffix e.g. street, road, drive etc is not an acceptable reason to duplicate a name.

It is preferable that all new street names should end with a suffix. Suffixes should be appropriate and correspond to the physical layout of the development e.g. Close for a Culs-de-Sac. Common examples currently in use in Perth and Kinross are as follows;

- |            |           |
|------------|-----------|
| • Avenue   | • Park    |
| • Bank     | • Place   |
| • Brae     | • Road    |
| • Close    | • Row     |
| • Crescent | • Square  |
| • Drive    | • Street  |
| • Gardens  | • Terrace |
| • Green    | • View    |
| • Grove    | • Way     |
| • Lane     | • Wynd    |

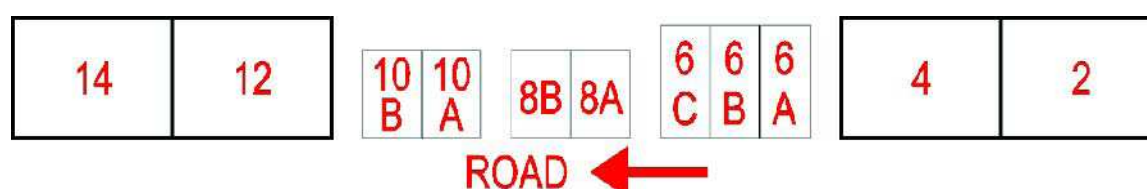
## House Numbering

Properties on a new street are usually numbered with even numbers on one side and odd numbers on the other, except for a Culs-de-Sac where numbering is consecutive and in a clockwise direction.

The number 13 is customarily used in order to maintain sequential and therefore logical numbering. It will only be excluded at the specific request of the developer.

Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found.

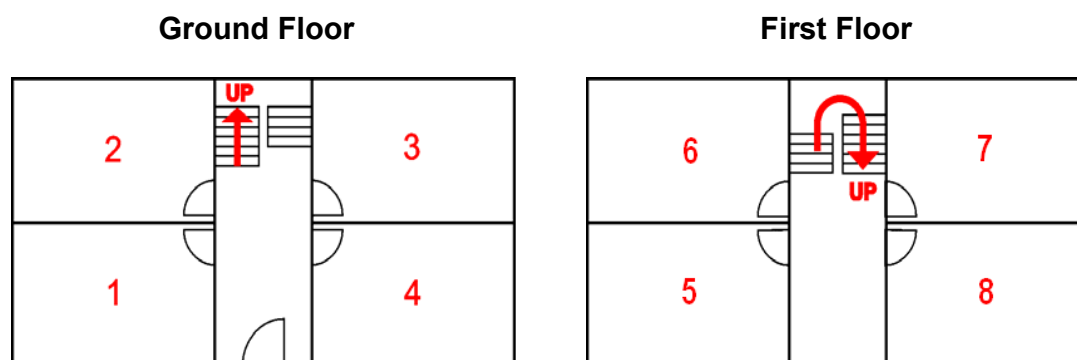
It is sometimes necessary to include new houses in an existing numbered road sequence e.g. if one large house was demolished and replaced by four smaller houses. In this case the use of appropriate suffixes is required so that the numbering of existing houses is not disrupted.



For small blocks of flats, it is usual to give a street number to each dwelling. When there are insufficient numbers available due to an existing development then the block will be numbered / named as appropriate. It is preferable that new named blocks of apartment/ flats should be allocated an appropriate suffix e.g. court, apartments, house, lodge.

Where possible flats within a named or numbered building should be numbered e.g. Flat 1, Johnstone Court. However it is recognised that existing flat naming and numbering conventions in an area may influence the format for addressing flats and may therefore be more appropriate.

The numbering sequence within a block rotates clockwise from the first number of the first door on the left of each landing.



## House Naming

For private houses, it is sufficient that the name should not conflict with an existing property or street name. If the property has been previously numbered, the owner must continue to use the existing number along with the name.

House names alone are not favoured by the Council or the emergency services, in numbered streets.

In existing unnumbered streets, it is essential that house names are officially allocated and registered.

## Timescales

Perth and Kinross Council aim to complete the street naming and number process in as quick and efficient manner as possible. As long as there are no objections or problems with the proposed name the Council aims to complete the process in the following timescales.

Activity	Target
Send proposed plans and names to Local Ward Councillor	5 working days
Local Ward Councillor approval and written response	28 working days
Number development and contact Royal Mail	15 working days
Notify Applicant of full postal address	5 working days
<b>TOTAL</b>	<b>53 working days</b>

