

# PERTH AND KINROSS COUNCIL

## Environment & Infrastructure Committee

22 January 2020

### STREET NAMING AND NUMBERING

#### Report by Head of Planning & Development (Report No. 20/11)

The Council is responsible for street naming and numbering and the timely provision of new addresses is an essential prerequisite for the occupation of new premises. Without an address a new occupier can find it impossible to arrange for service connection or deliveries. Charges for this service were introduced on 1 April 2016 and the Council has streamlined the process as much as possible. Delays can creep into the process when new street names are required and this paper brings forward new proposal to speed up the process and provide an enhanced service for developers. This report proposes a new approach to street naming.

#### 1. BACKGROUND

- 1.1 Section 97 of the Civic Government (Scotland) Act 1982 places the responsibility on Perth & Kinross Council to allocate statutory addresses.

#### 2. CURRENT SITUATION

- 2.1 Street naming and numbering is currently undertaken by Corporate and Democratic Services and coordinated by the Transport Planning Team within Planning & Development. The current Street Naming and Number policy and procedures were agreed at the Enterprise and Infrastructure Committee on 7 November 2012, *Street Naming and Number Policy* (Report No. [12/507](#)), the Policy can be found in Appendix 1. Charges for this service were introduced on 1 April 2016 after approval at the Enterprise and Infrastructure Committee on 23 March 2016 (Report [16/135](#)).
- 2.2 Street naming and numbering is a valuable service to developers ranging from major house builders to the single house developments. In exceptional circumstances, a street renaming or renumbering exercise may also be required usually to avoid potential issues of confusion or duplication. Renumbering generally occurs when there are changes to development layouts, which then require the renumbering of the development.
- 2.3 Although the street naming and numbering process can seem reasonably straightforward, it can be, by its very nature, a deeply personal and emotive issue for residents especially with respect to changing house names. The names of streets themselves can also be a reflection of the local characteristics or history of a particular location. The Council aims to be responsive to the needs of the developer and residents by providing an efficient street naming and property numbering service which minimises delays. As this is now a chargeable service, there is an increasing

expectation of a timely turnaround. The Council has streamlined the process as much as possible, with the introduction of the online application form using myPKC. The online application allows applicants to submit their details for a single dwelling or a large development site.

- 2.4 The process of naming a street includes officers contacting local elected members to seek suggested street names and in turn members often wish to consult with local Community Council before responding. This consultation with members is a valuable part of the process for registering a property, as it encourages local elected members to propose names for streets within their local area. There are however several examples, for example during summer recess, where significant delays have occurred creating issues for the delivery a faster, high quality service to customers.

### **3. PROPOSAL**

- 3.1 The majority of development sites requiring a street names are identified in the Local Development Plan (LDP) and their programming is monitored through the Action Programme and the annual Housing Land Audit. It is proposed to make the service proactive by maintaining a bank of names for each site identified in the LDP in advance of its programmed development. It is proposed that local members will continue to be consulted, however this is likely to be at least a year in advance of the anticipated start date of any new development. There may be occasions where a developer makes a specific request for a name, and where this is not on the name bank list, local members will be consulted and responses required within 21 days.
- 3.2 Although the majority of sites requiring street names will be via the LDP there are occasional exceptions. It is also therefore proposed to maintain a wider general name bank for each ward area.
- 3.3 It is proposed that ward members will be contacted in early 2020 to create a bank of local street names with a view to having the name bank populated by mid 2020. When the number of street names in the bank is depleted members will be contacted to repopulate it.
- 3.4 When seeking street names, officers will provide guidance to help inform street name suggestions. The policy is attached at Appendix 1 which sets out generally accepted street name formats to avoid ambiguity or confusion, particularly in an emergency.

### **4. CONCLUSION AND RECOMMENDATION**

- 4.1 The proposals set out in this paper will enable the Council to provide a more proactive and enhanced street naming and numbering service to developers and their customers whilst still allowing for local input into the preferred names.

4.2 It is recommended that the Committee:

- i) Approves the proposed changes to the street naming and numbering service to make it more customer focussed by creating a names bank to accelerate the process.

#### Author

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#### Approved

Name	Designation	Date
Jim Valentine	Depute Chief Executive (Chief Operating Officer)	10 January 2020

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan	<b>None</b>
Corporate Plan	<b>None</b>
<b>Resource Implications</b>	
Financial	<b>None</b>
Workforce	<b>None</b>
Asset Management (land, property, IST)	<b>None</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>None</b>
Strategic Environmental Assessment	<b>None</b>
Sustainability (community, economic, environmental)	<b>None</b>
Legal and Governance	<b>None</b>
Risk	<b>None</b>
<b>Consultation</b>	
Internal	<b>None</b>
External	<b>None</b>
<b>Communication</b>	
Communications Plan	<b>Yes</b>

### 1. Strategic Implications

#### Community Plan

1.1 Not Applicable.

#### Corporate Plan

1.2 Not Applicable.

### 2. Resource Implications

#### Financial

2.1 No financial implications for this consultation exercise.

#### Workforce

2.2 No workforce implications for this consultation exercise.

#### Asset Management (land, property, IT)

2.3 No asset management implications for this consultation exercise.

### **3. Assessments**

#### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

#### Strategic Environmental Assessment

- 3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

#### Sustainability

- 3.3 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:

- i) in the way best calculated to delivery of the Act's emissions reduction targets;
- ii) in the way best calculated to deliver any statutory adaptation programmes; and
- iii) in a way that it considers most sustainable.

#### Legal and Governance

- 3.4 There are no Legal and Governance implications as a result of this consultation response.

#### Risk

- 3.5 There are no significant risks associated with the responses to this consultation response.

### **4. Consultation**

#### Internal

- 4.1 Not applicable.

#### External

- 4.2 Not applicable.

## **5. Communication**

- 5.1 If the proposals within the paper are approved, then communication with local community councils will begin in 2020 for them to put forward suggestions for street names to be entered into the name bank for each of the ward areas. Guidance notes will be sent with the email request.

## **2. BACKGROUND PAPERS**

*Street Naming and Number Policy Paper 12/507*, Enterprise and Infrastructure Committee, 7 November 2012.

*Charging for Street Naming and Numbering 16/135*, Enterprise and Infrastructure, 23 March 2016.

## **3. APPENDICES**

Appendix 1 – Street Naming and Numbering Policy