



**WATFORD
BOROUGH
COUNCIL**

Background

All district councils have a statutory responsibility for the naming and numbering of streets within their boundary. The purpose of Street Naming and Numbering is to ensure that any new or amended street, building name and/or property numbers are allocated in a consistent manner.

Watford Borough Council is the street naming and numbering authority for the area. It carries out these functions under the provisions of the Public Health Act 1925 sections 17-19.

It is also a statutory duty for the council to maintain an electronic register of all addresses within Watford. This populates the national address databases which many organisations rely on to provide services, including the Royal Mail and emergency services. The Royal Mail will not issue a postcode until they receive official notification of a new or amended address from the council.

The council also notifies all utility companies of new or updated addresses so they can provide their services if required by the property occupiers.

It is essential that the information we hold is correct, presented in a standard nationally recognised format and that all relevant parties who require the information are notified of any additions or changes as soon as possible.

Applications should be made at the earliest opportunity following planning permission being granted. Possible issues that could arise if applications are not made as soon as possible are:-

Utility companies may refuse to install services where an official postal address has not been allocated.

Application for an unofficial street name or number under which the property has been marketed and purchased may not be approved.

Under Section 93 of the Local Government Act 2003, councils can charge a fee which covers the overheads of providing the street naming and numbering service, both in terms of resource and other costs incurred.

The fee structure will apply to all new business and residential developments which require the use of the Street Naming and Numbering function

Street / Block naming guidelines

- Developers are encouraged to preserve any historic link to the land which they are developing, i.e. field names the land may be previously known as, or previous property names located on site such as farm names, or any other associated historic link. Street names with historical significance to the area are much preferred to those that are not.
- For suggestions to commemorate fallen soldiers/dignitaries, only the surname will be used as part of the street name. Acceptance in writing from the person's family should be obtained prior to consideration

- Street names should not be duplicated or be similar (either phonetically e.g. Churchill Road/Birchill Road or with a different suffix eg Hempstead Road/Hempstead Close) to those currently used in the same locality and/or town. This is not acceptable as it can delay the emergency services to locate a property.
- No punctuation in the use of street names will be used. For example “St. Mary’s Road” will appear in all street naming documentation and street nameplates as “St Marys Road”.
- Street names will not end in “s”, where it can be construed as either a possessive or plural. For example Bennetts Close will be Bennett Close
- Street names should not start with “The”
- Street names should not be difficult to pronounce or awkward to spell, considered offensive or controversial
- The name of a street should not advertise an organisation. Street names that could be construed as advertising will also not be allowed.
- Names of living persons will not be allowed.
- Street names with historical significance to the area are much preferred to those that are not.

Numbering Guidelines

- New street/developments should be numbered in the most logical manner, with consideration to potential future development.
- All properties with an external door should be allocated its own distinguishing number.
- Streets/Roads will be numbered with odd numbers on left side and evens on the right side from the start of the road, which is usually the end accessed via the nearest important road. Cul-de-sac/Close can be numbered sequentially (clockwise).
- The address of the property will depend on the location of the main entrance. Properties will be addressed to the street where the main entrance is situated.
- If a property is built in between two numbered properties (e.g. 17 & 19 High Street), the new property will be addressed with a number and letter, for example - 17A High Street.
- If a building has an entrance in more than one street and each entrance leads to a separate occupier, each entrance should be numbered in the appropriate road. Exceptions may be made for houses divided into flats depending on the circumstances
- If an existing property is converted, retain its existing number and address the properties as Flat 1, 1 High Street & Flat 2, 1 High Street.

- Where two or more properties are combined to form one single property, the property will be numbered using one of the existing numbers and will be based on the location of the main entrance.
- If an existing building is demolished and a new building constructed in its place, incorporate the old number in to the new address
- Where a block of flats is built, it should be named and given a street number. Flats should then be numbered clockwise starting from the ground floor and working upwards.
- Properties can be named (subject to Royal Mail's approval) but won't form a part of the official address. The official address relates to the property number and the street name only.
- Number 13 can be omitted when numbering new developments if requested by the developer.
- Where a property has a number, it must be used and clearly displayed on doors or gates.

House Names

If a property is already numbered, a property owner can additionally name their property without contacting the council as long as it does not conflict with an existing property name in that locality. The property name in this case will not officially form part of the property address, and the property number must still be displayed and referred to in any correspondence e.g.

'My House' (not part of official address)
 1 My Road (official address)
 Town
 County
 Postcode

You only need to seek permission from the council if there is no number allocated in the official address (i.e. if the property has been allocated a name as part of its official address).

It is the responsibility of property owners to inform their own personal contacts etc.

You must be the freeholder of the property or have the permission of the freeholder to request a change of name to a property.

Changing an existing House Name

Any suggested names should not conflict with those already in existence in the postal delivery area.

Renaming of streets

1. This is usually only done as a last resort in the following circumstances

- When, there is confusion over a street's name and/or numbering
- A group of residents are unhappy with their street name
- New properties are built in a street and there is a need for other properties to be renumbered to accommodate the new properties

- The number of named-only properties in a street is deemed to be causing confusion for visitors, the delivery or emergency services
- Royal Mail will be consulted as part of the process and their views taken into account.
- To change a street name we will ballot the local residents on the issue, we require at least a two-thirds majority to make the change.
- Due to the complexity of the process we are only able to progress one of these issues at any time.

Postcodes

An important element of addressing is the postcode, which are allocated by Royal Mail after the Council issues a numbering notice. The maintenance and future changes to postcodes is the responsibility of Royal Mail.