

Street naming and numbering policy

1 Purpose

- 1.1 The address of a property is becoming an increasingly important issue, with the Emergency Services and utility companies particularly needing an efficient and easy means of locating properties.
- 1.2 Watford Borough Council (WBC) has the statutory (legal) responsibility to ensure that streets are named and properties numbered within the borough.
- 1.3 The authority has the power to approve or reject property addresses submitted by developers or members of the public under Section 17 Public Health Act 1925. These powers extend to commercial properties as well as domestic.
- 1.4 This policy is designed to provide guidance to developers, businesses and residents who undertake property development and address changes and these applications will be subject to the official Street Naming and Numbering (SNN) process (**see appendix A**).
- 1.5 It is essential that a comprehensive and efficient standard for naming streets and numbering or naming properties is maintained as it facilitates:
 - Emergency Services locating properties
 - Consistency of property based information across local government databases and within the community
 - Reliable delivery for post and other such deliveries
 - Location of addresses for visitors to the area
 - Provision of utilities and other services
- 1.6 Street Naming and Numbering is a chargeable service and the process is only carried out when the relevant Planning Permission has been granted for a development or the applicant can demonstrate that the development benefits from permitted development rights and the Street Naming and Numbering fees have been paid. WBC makes these charges on the basis that the Council may charge for the provision of such a service, provided the person to whom the service is given has agreed to its provision. This excludes the statutory elements of the SNN function for which there should be no charge, but allows for charges to be made for the discretionary elements on a “not for profit” basis therefore allowing the Council to recover costs incurred. The discretionary services are those that an authority has the power, but not a duty, to provide, and for SNN purposes these services include:
 - consultation and liaising with other external organisations such as the Royal Mail, utility companies, emergency services and all other organisations in **appendix B** of this policy;
 - the naming and numbering of new properties;
 - alterations to either a name or numbers for new developments after initial naming and numbering has been undertaken;
 - notifications to relevant organisations
 - confirmation of addresses;
 - challenges to existing official naming / numbering schemes / addresses held within the street naming and numbering records; and

- obtaining a postcode from the Royal Mail.
- 1.7 The Council is obliged to maintain a central database of street names and property addresses (the Local Land & Property Gazetteer (LLPG)) using the British Standard for addressing, known as BS7666. All addresses in existence and created must adhere to this standard. (See **appendix C** for details of the council's Street naming and numbering conventions)
 - 1.8 Developers and individuals must not allocate property or street names themselves and should follow the process set out in this policy. If a property is not lawfully assigned a proper address through the SNN process it will not appear on the council's LLPG; which is used by the Royal Mail, Emergency services, credit agencies and many other companies, and may well lead to difficulties in receiving mail, goods and services or when applying for a credit card.
 - 1.9 The LLPG forms a basis for feeding correctly named and numbered streets and properties into the National Land and Property Gazetteer.
 - 1.10 Where street names or previous numbers have been established without going through the official SNN process WBC has the authority to issue Renaming or Renumbering Orders, under Section 64 of the Towns Improvement Clauses Act 1847.
 - 1.11 Allocation of post codes are managed by the Royal Mail and must be confirmed by them. WBC undertake this process on the applicant's behalf and informs the applicant and other interested parties. The provision of a full postal address, including a post town, and post code is the discretionary element of the SNN service for which a charge is made. However, the Royal Mail will not provide a post code to any applicant without receiving the street name and number or name of the property within the street from the Council.
 - 1.12 Royal Mail will only list valid delivery points on the Postcode Address File (PAF) if the land has a permanent building that is occupied daily on a business or residential basis. (This does not include barns, stable blocks etc.). Royal Mail will not allocate a postal address / postcode to a piece of land, allotment or stable block simply for the delivery of feed, obtaining of utilities etc.
 - 1.13 Any complaints relating to the delivery of Royal Mail deliveries should be directed to Royal Mail by the person experiencing the problem. The Council is not responsible for the non-delivery of mail or goods from Royal Mail.

2 Applicable legislation

- 2.1 The Council is the street naming and numbering authority. All proposals for new street names / changes of name must by law be sent to the Council for approval prior to being brought into use. There are currently three sets (**see appendix D**) of legislation that apply to the Naming and Numbering of Streets and Buildings in the borough.
- 2.2 The legislation under which street name and numbering is carried out at WBC is:
 - Public Health Act 1925 - Section 17: Notice to urban authority before street is named <https://www.legislation.gov.uk/ukpga/Geo5/15-16/71/section/17>
 - Towns Improvement Clauses Act 1847 - Section 64: Houses to be numbered and streets named and Section 65: Numbers of houses to be renewed by occupiers <https://www.legislation.gov.uk/ukpga/Vict/10-11/34>
 - Public Health Act Amendment Act 1907 Section 21: Power to alter names of streets <https://www.legislation.gov.uk/ukpga/Edw7/7/53>

2.3 Under the legislation the Council has the authority to approve the following:

- Street Naming – providing a street name to a new street or an existing street with no name;
- Property numbering – providing numbers to plots, in-fills (properties built between existing houses or in the grounds of), property conversions and commercial premises;
- Re-naming existing streets – this is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services;
- Renumbering existing properties and buildings – this is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services and the inclusion of additional development;
- Allocating house numbers to properties that only have a house name – this function is carried out largely for public safety reasons and in consultation with the Emergency Services;
- Any other projects put forward at the discretion of the Authority Address Custodian.

2.4 Every Council is required to have an Authority Address Custodian who is a nominated member of staff with overall responsibility for all addressing matters. This role is referred to as the SNN Officer in this policy. The role should be given to a member of staff working on the Local Land & Property Gazetteer and at present this role is discharged by a member of staff within the Information Unit.

2.5 The Council does not have statutory powers relating to individual property naming. Individual property names are largely a matter for property owners. However, in order for a name to have practical effect it must be agreed with Royal Mail who will only accept it once the Council has verified it. This is to avoid abusive or other unacceptable names being used.

3 Charging for the street naming and numbering service

3.1 The Local Government Act 2003 section 93 the council has the power to charge for the street naming and numbering service.

3.2 The charges must only cover the costs of supplying the service and are therefore retained for the use of Street Naming & Numbering, Local Land & Property Gazetteer (LLPG) and Local Street Gazetteer (LSG work).

3.3 The current Street Naming and Numbering schedule of charges are available to view here <https://www.watford.gov.uk/streetnamenumber>. The schedule of charges are reviewed on an annual basis.

3.4 In the event of a dispute resulting in the Council consulting a legal representative for advice the Council reserves the right to pass on any of these additional costs to the customer.

4 Naming of new streets

4.1 Property developers, local residents and elected members may suggest names for new streets and these should be submitted to the SNN Officer for consideration against our criteria. It is recommended that more than one suggestion should be put forward in case one fails to meet the required criteria.

4.2 When a suggested name is received consultation is undertaken with the Manager of Watford Museum, who can also offer alternative names that have local historical or geographical

significance for consideration. Any alternatives will again be assessed against our naming criteria and can be rejected if they do not meet these criteria. Once a suitable suggestion has been agreed between the developer and the SNN officer, the SNN officer will consult the Councillors of the relevant ward, the Portfolio Holder with responsibility for Street Naming and Numbering and the Elected Mayor about the proposed name and its provenance before then seeking agreement from Royal Mail and agreeing the final name with the developer.

- 4.3 Consulted elected members will have five working days to respond to notifications of a proposed street name. If there are any objections to the names suggested received based on the criteria set out in section 5 below, the developer will be advised and further suggestions can be made at this point if required.
- 4.4 When a name has been agreed upon the Naming and Numbering Notice to be sent to the manager responsible for the Street Naming and Numbering service for final approval.
- 4.5 For large developments a list of road names will be approved to be allocated as the development progresses.
- 4.6 Where a street is created as part or all of a new development, all costs for the erection of new street name plates will be paid for by the property developer. The specifications for the plates is available in **appendix E**.
- 4.7 Maintenance of the street name plates only becomes the responsibility of WBC once the street has been adopted by Hertfordshire County Council.
- 4.8 No street name plate will be erected until the street name has been confirmed in writing by WBC.

5 Criteria for Naming of New Streets

- 5.1 Developers, residents and councillors should use the criteria set out below when considering suggestions for naming of streets:
 - Experience has shown that streets with few houses are not well known and consequently, difficult to find. The Council's policy is not to name streets with less than six properties where they can be numbered as part of a primary street.
 - New street names shall not be assigned to new developments when such developments can be included in the current numbering scheme of the street providing access.
 - Phonetically similar names will also be avoided e.g. Willows Avenue and Winnows Avenue.
 - New street names shall not duplicate any name already in use in the postcode area, or neighbouring area. This includes a variation on the street name by thoroughfare type (avenue, street, road) e.g. if there is already a street named Oak Road, Oak Lane will not be allowed. It will be at Royal Mails discretion to refuse names proposed on this basis.
 - Consideration should be given in the first instance to existing historical or geographical connections that have already been established within the area, and new names should be in keeping with any existing local themes. The Council are keen to reflect the town's rich cultural heritage and diverse communities through the naming of streets in the Borough. The Council's Museum team can work with developers to produce a shortlist of appropriate street names with local provenance / historical relevance on request to the SNN Officer.
 - Street names are unacceptable if they are likely to cause spelling or pronunciation difficulties as these may lead to confusion for Emergency Services.

- Street names will not be considered that may be construed as sexist, obscene, racist or contravene any aspect of our Equalities Statement or would undermine the cohesiveness of local communities.
- Street names that may be open to re-interpretation by graffiti or shortening of the name shall be avoided.
- The council will have no informal adoption of unofficial 'marketing' titles used by developers in the sale of new properties. Names that may be taken as advertising (i.e. company name) will not be accepted.
- New street names should not end in "s" where it can be construed as a possessive or plural
- No new street name to start with the word "The".
- All punctuation, including apostrophes, shall be avoided.
- Words of more than three syllables and the use of more than two words (excluding the thoroughfare type) shall be avoided.

5.2 All new street names must end with one of the following suffixes only:

- Street - any thoroughfare that is lined with buildings
- Road - any street
- Way - any street
- Avenue - any street (often lined with trees)
- Drive - any street (often lined with trees)
- Grove - any thoroughfare or cul-de sac (often lined with trees)
- Lane - any street (often narrow or in the country)
- Rise - a street on a sloped hill
- Mews - a small street, alley, or courtyard
- Gardens- for streets (not properties) – subject to there being no confusion with local open space
- Crescent - for a curved street
- Close - for a cul-de-sac only
- Square - for a square only
- Hill - for a hill side street only
- Terrace - for a terrace of houses (i.e. not facing on to an existing named street and therefore not a subsidiary name for a row of properties within an already named street)
- Parade - a public square or promenade
- Walk, Path or Way - All new pedestrian ways should end with either Walk, Path or Way.

5.3 Where naming a street after an individual, the person should have served the local community, been born or lived in the area. It is likely that such names would only be considered if the proposer can provide proof that the person has been deceased for more than 20 years. This is in line with the heritage "blue plaque" regulations.

5.4 Individuals put forward will be researched and assessed for suitability with input from the council's Heritage Officers at the Museum. Proposals may be turned down if, for example if the

individual's link to the Borough is insufficiently clear.

- 5.5 Naming of a street after a living, or recently deceased, person will not be accepted, however the Group Head of Service responsible for Street Naming and Numbering in consultation with the Elected Mayor shall have discretion to waive this if they believe there are valid and appropriate reasons to do so.
- 5.6 Any such proposed exception would be considered if:
- The proposal is supported by the Member of Parliament and / or Elected Mayor and / or ward Councillor
 - The person can be shown to have been of the highest standing and such a view is likely to be shared by the public.
 - The proposer has obtained written consent from the individual themselves, a close member of the family of the person or a direct descendant. If that is impracticable a statement of reasons made to obtain consent must be submitted with the application.

6 Renaming or renumbering of existing streets

- 6.1 Renaming / renumbering of existing streets will be dealt with on an individual case basis.
- 6.2 Renaming / renumbering an existing street will generally be avoided. It should only be considered in cases where historic street names are likely to cause offence, or in cases where the naming is causing problems for the emergency services. Renaming / renumbering a street is a time consuming process and any change can be very disruptive and cause financial costs to all those occupiers affected.
- 6.3 Before an application can be considered, it is the responsibility of the applicant to conduct a ballot of all the occupiers to ensure views of all those affected are taken into account. The results must be submitted in writing to the Council as part of the application process, with evidence of the ballot showing the full names, addresses and signatures of all residents who consent in principle to the change included.
- 6.4 Consultation with all affected council tax payers and business rate payers will then be undertaken and the consent of two thirds of those affected must be obtained before consideration will be given to renaming / renumbering a street. All costs associated with a change to a street name or numbering sequence instigated by the property owners shall be met by the individual property owners affected by the change.
- 6.5 The consultation process must comply fully with the relevant legislation and residents should be notified of the implications of the change, including costs and the process for objecting to or appealing the proposal.
- 6.6 At the end of the consultation, a report which provides evidence of the council tax / business rate payers' approval will be given to the Cabinet and will seek their endorsement to instigate the change.
- 6.7 All street re-naming will be done in strict compliance with the criteria set out under Naming of New Streets set out in 5 above.

7 Naming of existing unnamed streets

- 7.1 This will be considered only where there is difficulty in locating the street due to a lack of name. This delay in locating the street can be a problem even though there are no properties

addressed in the street, or where properties are using the nearest named street as their address, for example where they are situated on private access road.

7.2 The same process and criteria set out under Renaming of Existing Streets will apply.

8 Addressing of new properties

8.1 When a developer or resident submits an application to have a new plot or development named and numbered they must do so via the online application form. The following information will be required:

- **The Planning Application Reference Number** – Where the plot or development does not fall within Permitted Development rights, street numbering for new developments can only be undertaken once the application is approved by the Development Management Department, as without this an address cannot be allocated.
- **Plans** – A location plan which clearly identifies the new scheme in relation to existing land or properties. A detailed site plan clearly marked with plot numbers which also indicates where the front door or primary access points are for each property.
- **Internal Layout Plans** – Where appropriate, clearly indicating the front doors for each property, the main access points for the block, floor levels, and plot numbers.
- **Building Names** – The preferred name, plus two alternatives to be considered if the preferred option is unsuitable, for any buildings names where flats / units are involved.
- **Payment of Fees** - in accordance with the fees set by WBC

8.2 For properties where any building in the development are to be named, consultation will take place with the councillors for the ward and the Elected Mayor, for their views on the names suggested for the properties involved. If there are any objections to the names suggested based on the criteria for addressing new properties in section 9, the developer will be advised by the SNN officer and further suggestions can be made at this point if required.

8.3 When a name has been agreed upon the Naming and Numbering Notice to be sent to manager responsible for Street Naming and Numbering for final approval.

9 Criteria for addressing of new properties

The following criteria will apply for addressing of all new properties / buildings:

- All new property developments will be numbered rather than named. Exceptions will only apply in existing streets where no numbering scheme currently exists, or where the extent of infill numbering has been exhausted.
- All new streets shall be numbered with odd numbers on the left and even numbers on the right, starting at the primary entrance to the street. Where the street runs between two other streets, the numbering will start at the end of the street nearest the centre of the town.
- Consecutive numbering may be used in a cul-de-sac or in a situation where there is no scope for future development.
- The number of a property / building will be allocated to the street onto which the front door or main entrance faces, except in circumstances where the front door or main entrance provides no direct access from that street.

- Numbers will remain sequential with no exception being made for superstition in the use of the number 13 or any other number considered to be unlucky, or personal preferences.
- Flats and units within a building will be numbered sequentially in a clockwise direction from the main entrance / stairwell. Properties that have more than one entrance in a street (but form part of the same property) will have the internal flats / units numbered in a clockwise direction within each part of the building served by a separate entrance.
- Properties will be given a street number according to the street in which the main entrance is located and allocated a building name. The internal flats / units will be numbered individually e.g. Flats 1 – 17 Brickfield Court, 45 Chester Road.
- When new properties are built on an existing numbered street, and there are no available numbers to use whilst retaining the current sequence, a letter will be used as a suffix e.g. 21A.
- Private garages or buildings used for housing vehicles and similar purposes will not be numbered.
- A piece of land cannot be given an official address; only property on that piece of land can have a conventional address for the purposes of delivering mail and services.
- On a street without numbers a name may be allocated to a new property / building.
- Where a residential house is named and there is an assigned property number, the number must continue to be used. The name cannot be used instead of the number, and the number must be displayed in conjunction with the name.
- The name of the property / building should not duplicate the name of the street, pedestrian way, geographical area or any other property within the area. This is the responsibility of the owner and not the Council, but the SNN Officer can offer assistance on names already in use. A variation in the end word e.g. Court House or Lodge will not be accepted as sufficient reason to duplicate a name e.g. if there is a building named Oak Court, Oak Lodge would not be considered.
- Consideration should be given in the first instance to existing historical or geographical connections that have already been established within the area, and new names should be in keeping with any existing local themes. The Council are keen to reflect the town's rich cultural heritage and diverse communities through the naming of buildings in the Borough. The Council's Museum team can work with developers to produce a shortlist of appropriate building names with local provenance / historical relevance on request to the SNN Officer.
- Property / building names are unacceptable if they are likely to cause spelling or pronunciation difficulties as these may lead to confusion for Emergency services.
- Names of more than three syllables should not be used.
- Building names will not be considered that may be construed as sexist, obscene, racist or contravene any aspect of our Equality Statement or would undermine the cohesiveness of local communities.
- All new property / building names should, wherever possible, end with one of the following suffixes:
 - House - Residential or commercial properties
 - Lodge - Residential or commercial properties
 - Court - Residential or commercial properties

- Heights - Residential or commercial properties
 - Point - Commercial properties
 - No property / building name to start with the word “The”
 - The council will have no informal adoption of unofficial ‘marketing’ titles used by developers in the sale of new properties. Names that may be taken as advertising (i.e. company name) will not be accepted.
 - Naming a property / building after a company is only acceptable if the company no longer occupies the building and there is a positive local association and does not cause confusion. A business name cannot take the place of a number or a building name.
- 9.1 Where naming a new property / building after an individual, the person should have served the local community, been born or lived in the area. It is likely that such names would only be considered if the proposer can provide proof that the person has been deceased for more than 20 years. This is in line with the heritage “blue plaque” regulations.
- 9.2 Individuals put forward will be researched and assessed for suitability with input from the councils Heritage Officers at the Museum. Proposals may be turned down if, for example if the individual’s link to the Borough is insufficiently clear.
- 9.3 Family names or the names of individuals living, or recently deceased, will not generally be considered acceptable, however the Group Head of Service responsible for Street Naming and Numbering in consultation with the Elected Mayor shall have discretion to waive this if:
- the proposal is supported by the Member of Parliament and / or Elected Mayor and / or ward Councillor.
 - the person can be shown to have been of the highest standing and such a view is likely to be shared by the public.
 - the proposer has obtained written consent from the individual, a close member of the family of the person or a direct descendant. If that is impracticable a statement of reasons and efforts made to obtain consent must be submitted with the application.

10 Adding a name or renaming an existing property

- 10.1 A property owner can apply to add a name to their already existing numbered property, or change the current name, via the online application form, using the criteria set out under Addressing of New Properties.

Appendix A – Applying for Street Naming & Numbering

Who should apply?

- Individuals or developers building new houses, commercial or industrial premises.
- Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.
- Property and business owners wishing to amend their existing house name or add a house name to an existing numbered property.

When should I apply?

Applications for new streets and addresses should be submitted when building works commence. This is important as:

- A proposed new street must be approved by the Council before any addresses can be allocated to it;
- Most utility companies are reluctant to install services where an official postal address has not been allocated;
- Street naming and numbering can be a lengthy process.

How do I apply?

Online form via Watford Borough Councils website:

<https://www.watford.gov.uk/streetnamenumber>

Appendix B – Organisations and services we inform of new or changed addresses

External

- GeoPlace (National Land & Property Gazetteer and Address Base)
- Emergency Services incl. Ambulance, Fire Brigade and Police Service
- Royal Mail
- Valuation Office Agency
- Land Registry
- Ordnance Survey
- Hertfordshire County Council (Highways, School Admissions & Land Charges)

Internal

- Building Control
- Council Tax
- Non Domestic Rates
- Electoral Registration
- Environmental Health
- Local Land Charges
- Planning Services
- Waste & Recycling
- Customer Services
- Parking Services

Appendix C – Property Numbering/Naming Policy Guidance

Note - The guidelines set out cannot cover all cases and the Council reserves the right to accept or reject building names and numbers suggested for other reasons.

Naming buildings after living persons should be avoided.

Names of more than three syllables should be avoided and this precludes the use of two words except in special cases.

A new street should be numbered with even numbers on one side and odd numbers on the other except that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred. Longer cul-de-sacs have an odds and evens scheme ascending away from the town centre.

Developers must not allocate numbering as part of their marketing strategy.

Two buildings in one street may not have the same number.

Convention requires number one always to be on the left-hand side of a street.

Through streets are numbered odds and evens in the direction they would be accessed from the centre of the town or community.

Convention is to number odds on the left and evens on the right when travelling away from the Town Centre; however, numbering also depends on the layout of the development and streets.

Buildings will always be named or numbered into the street of which their main entrance or delivery point is accessed from.

Buildings on corner plots are numbered into the street towards which the main entrance is accessed. If pedestrian access is not possible from that street, the building may be numbered with the street giving access. Occupier's preference will not be a relevant consideration. If a building has entrances in more than one street, then each entrance should be numbered in the appropriate street.

If open space or undeveloped areas exist along a length of street it is usual to leave spare numbers. As a guide, one number per 4m frontage is used. The SNN officer will depart from convention at their discretion. Open spaces can be used to allow numbers either side of a street to be brought in line with each other.

If a suitable numbering sequence cannot be ascertained, temporary house names will be assigned to plot numbers until the numbering can be determined at a later date.

In residential buildings (e.g., blocks of flats) it is usual to give each block a street number and each dwelling a number suffix e.g. Flat 1, 24 etc.

Existing buildings divided into separate flats or business premises will be given one street number and number suffixes of "1", "2" etc. e.g. Flat 1, 24, Flat 2, 24 etc. Commercial premises will be allocated numbers and the prefix Unit, Office or Suite (for offices only).

When flats are numbered internally they will be numbered not lettered e.g. Flat 1, 24, not Flat A, 24; nor 24A.

For all Flats, the word Flat should precede the number. The number should not appear on its own. All new residential building names should end with a suffix, examples are provided in the list below. It is not exhaustive and sometimes other descriptive words are more appropriate.

- Apartments (for flats and other residential buildings)
- Mansions (other residential buildings)
- House (residential blocks or offices)

- Court (for flats and other residential buildings)
- Point (high residential blocks only)
- Tower (high residential or office blocks)
- Heights (high residential or office blocks)

For private houses in existing unnumbered streets it is essential that the houses are officially allocated names, which are registered with the emergency services. Anyone wishing to change the name of their unnumbered house must also apply to the Council.

For private houses it is sufficient that the name should not repeat the name of the street or that of any other house or building in the area.

Properties cannot be named after living persons and the use of names of three syllables or more is prohibited.

Infill plots, i.e. properties built between existing properties or in the grounds of an existing property, will be given the same house number before the infill followed by suffix of "A", "B" etc. e.g. 24A, 24B etc. To include the new houses in the numbered street sequence would involve unacceptable renumbering of all the higher numbered houses on that side of the street.

If additional plots are added to a proposed development at a later date, e.g. due to a revised layout, these plots will be allocated existing numbering with suffixes of "A", "B" etc. e.g. 24A, 24B etc.

Private garages and similar buildings used for housing cars, and such like, will not be numbered. Annexes to buildings e.g. granny flats or ancillary accommodation, will be given the prefix 'Annexe', unless the annexe has a separate entrance. The rest of the address will be the same as the parent property e.g. Annexe, 34 Kingston Road. If the annexe has a separate entrance the address will take on a suffix added to the existing number, i.e. 34A.

Where a property has a number, it must be used and displayed. Where a name has been chosen to a property with a number, the number must always be included; the name cannot be regarded as an alternative. This is enforceable under section 65 of the Town Improvement Clauses Act 1847.

For commercial businesses, a unit number or an office number is to be applied as part of the address. The organisation name does not form part of the official address as organisation names can frequently change and cause problems for Emergency Services locating the premise.

The display of names and numbers

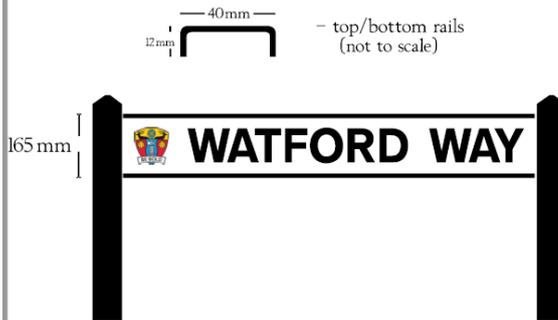
Every number or name, or number and name, of any building in any street, way, place, row of houses or block shall be marked:

- On the building, the entrance gate, boundary wall or fence immediately adjacent to the gate or entrance of such a building, or in such other position as to be clearly visible from the street or way in which the building is situated.
- With numerals or lettering of such colour as to contrast with the background against which they are displayed.
- With numerals or letters of sufficient size to render them clearly visible from the street or way in which the building is situated.
- In durable, non-absorbent material, which expression shall be deemed to include paint.

Street Nameplate specification

WATFORD BOROUGH COUNCIL

STREET NAMEPLATE SPECIFICATION



COMPONENTS:

- 2x posts recycled plastic 75mm sq. (height to suit)
- 1x recycled plastic backing board 28mm depth (length/height to suit)
- 1x acrylic plate 2mm transparent
- 2x aluminium 14gauge black powder coated rails 40mm x 12mm
- black cast vinyl film class type ref. 3
- white cast vinyl film class type ref.3

DETAILS:

- Font – Transport Heavy 62.5mm 'x'height reverse cut and applied onto polycarbonate transparent 2mm
- Reverse printed logo on transparent vinyl applied to polycarbonate.
- Covered in white scotchcal type ref 3 vinyl
- Laid onto recycled plastic plank with aluminium rails screw fixed through top and bottom sides.
- Completed plank sign bolted through rear of posts into 30mm depth grooves cut into posts.



Second line of text used if nameplate wider than 1350mm



Smaller text: 37.5mm 'x'height

F. Harris - Murrill Signs

Appendix D – Legislation supporting Street Naming & Numbering

Section 17: Public Health Act 1925 – Notice to Local Authority before street is named

- (1). Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.
- (2). The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by who notice of the proposed name of the street was sent, object to the proposed name.
- (3). It shall not be lawful to be set up in any street an inscription of the name thereof –
 - (a). until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and
 - (b). where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal; and
 - (c). any person acting in contravention of this provision shall be liable to a penalty not exceeding £200 and to daily penalty not exceeding £1.
- (4). Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court.

Section 64: Towns Improvement Clauses Act 1847 – Houses to be numbered

“The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding £200 for every such offence”.

Section 65: Towns Improvement Clauses Act 1847 – Numbers of houses to be renewed by occupiers

“The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding £200 and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.”

Section 21: Public Health Acts Amendment Act 1907 – Power to alter names of streets

- (1). The local authority may, with the consent of two-thirds in number of the ratepayers (and persons who are liable to pay an amount in respect of council tax) in any street, alter the name of such street or any part of such street. The local authority may cause the name of any street

or of any part of any street to be painted or otherwise marked on a conspicuous part of any building or other erection.

(2). Any person who shall wilfully and without the consent of the local authority, obliterate, deface, obscure, remove, or alter any such name, shall be liable to a penalty not exceeding level 1 on the standard scale.