

## **POLICY GUIDELINES FOR NAMING STREETS AND BUILDINGS**

The following policy guidelines have been established and followed over many *years*:

- (i) New street names should not duplicate any similar name already in use in a borough or neighboring boroughs. A variation in the terminal word, e.g., "street", "road", "avenue", etc., should not be accepted as sufficient reason to duplicate a name.
- (ii) Street names should not be difficult to pronounce or awkward to spell. In general, words of more than three syllables should be avoided and this precludes the use of two words except in special cases.
- (iii) Subsidiary names, such as a row of buildings within an already named road being called "Terrace", should only be used in roads of short length.
- (iv) All new street names should end with one of the following suffixes:

Street	for any thoroughfare
Road	for any thoroughfare
Way	for major roads
Avenue	for residential roads
Drive	for residential roads
Grove	for residential roads
Lane	for residential roads
Gardens	for residential roads (subject to there being no confusion with any local open space)
Place	for residential roads
Crescent	for a crescent shaped road
Close	for a cul-de-sac only
Square	for a square only
Hill	for a hillside road only
Circus	for a large roundabout
Vale	for residential roads (only for exceptional use)
Rise	for residential roads (only for exceptional use)
Row	for residential roads (only for exceptional use)
Wharf	for residential roads (only for exceptional use)

### **Suffixes which are not acceptable:**

End, Court, Cross, Side, View, Walk, Park, Meadow.

All these words can, of course, be incorporated in a Street name provided it terminates with an appropriate suffix (e.g. Mile End Road).

### **Exceptions:**

Single or dual names without suffixes in appropriate places (e.g., Broadway for major roads only).

- (v) All new pedestrian ways should end with one of the following suffixes:

Walk  
Path  
Way

- (vi) No street or building name to start with "The".

- (vii) All new building names should end with one of the following suffixes:

Lodge  
Apartments  
Mansions  
House  
Court residential only  
Point high block residential only  
Tower high block offices or residential  
Heights high block offices or residential

- (viii) For private houses it is sufficient that the name should not repeat the name of the road or that of any other house or building in the area.

- (ix) The use of North, East, South or West (as in Alfred Road North and Alfred Road South, or East or West) is only acceptable where the road is continuous and passes over a major junction. It is

not acceptable when the road is in two separate parts with no vehicular access between the two. In such a case half should be renamed.

- (x) Avoid having two phonetically similar names within a postal area and, if possible, within a borough, e.g., Alfred Road and Alfred Close or Churchill Road and Birch F-fill Road.

### **POLICY GUIDELINES FOR NUMBERING STREETS AND BUILDINGS**

- (i) A new street may 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.
- (ii) Private garages and similar buildings used for housing cars, etc., will not be numbered.
- (iii) Sanction may be given to the avoidance of number 13 and a proper sequence maintained only if the applicant gives prior notice.
- (iv) Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found and the manipulation of numbering in order to secure a "prestige" address or to avoid an address which is thought to have undesired associations will not be sanctioned.
- (v) If a building has entrances in more than one street but is a multi-occupied building, and each entrance leads to a separate occupied building, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on the circumstances, for a house divided into flats.
- (vi) A named building may not have more than one number in one street.
- (vii) In residential buildings (e.g., blocks of flats) it is usual to give a street number to each dwelling where the block is up to six storeys in height. When the block exceeds this height or there are not sufficient numbers available because of existing development, it should be given a name or number in the street. The numbering of flats within a named or numbered building is outside the scope of the borough's powers, but developers are advised that on each floor the numbering should be in a clockwise direction where this is possible, or alternatively consult with the local District Postmaster. When flats are numbered internally they should be numbered not lettered (e.g., Flat 2, 21 Smith Street, not Flat A, 21 Smith Street and not 21 A Smith Street which might already be used by an adjoining infill building).
- (viii) Legislation permits the use of numbers followed by letters (or fractions). These are needed, for instance, when one large house in a road is demolished and replaced by (say) four smaller houses. To include the new houses in the numbered road sequence would involve renumbering all the higher numbered houses on that side of the road. If a considerable number of other houses would be affected, then to avoid this each new house should be given the number of the old house with either A, B, C or D added.

### **POLICY GUIDELINES FOR RENAMING OR RENUMBERING OF STREETS AND BUILDINGS**

Renaming/renumbering existing streets and buildings is normally only considered when changes occur which give rise (Or are likely to give rise) to problems for the occupiers, Post Office, Emergency Services, etc.