

Cheshire West and Chester Council, the street naming and numbering authority, processes requests for any changes involving street naming and numbering and coordinates the distribution of data to other sections of the Council and other organisations.

The Council advises developers to consider proposals for property naming as soon as possible after obtaining planning permission. This is to ensure that the process of obtaining postal addresses and postcodes proceeds quickly. There are a number of advantages to this approach.

Each new property is now referenced to a national system using a Unique Property Reference Number (UPRN). This number is linked to the postal address and used by a number of national and local organisations.

The Council links the number to the postal address and postcode supplied by Royal Mail. Utility companies require the postcode prior to the service connections and the allocation of billing accounts. Potential purchasers require the reference number for Stamp Duty forms.

Purchasers also need a postal address and postcode to arrange insurance, internet accounts and for arranging house moves.

Emergency services require knowledge of new developments as soon as possible for policing, ambulance and fire services.

Early submission of property names / numbers is therefore to the mutual advantage of the developer, potential purchasers and the Council.

Following approval of your planning application you are invited to submit an application for property and a numbering schedule if your development involves multiple plots.

The application form should be accompanied by:

a plan showing the street layout with suggested names  
the plan should be at a scale of 1:1250, 1:1000 or 1:500  
it should include a NORTH point  
and sufficient detail to allow the plan to be referenced to the OS grid.

Electronic submissions are preferable as this assists plan processing and distribution.

[snn@cheshirewestandchester.gov.uk](mailto:snn@cheshirewestandchester.gov.uk)

Your submission will be checked against the entries in the Local Land and Property Gazetteer. Consultations will take place with Royal Mail and the Parish / Town Council where appropriate.

### **Naming and Numbering Process**

Each change is processed in the following way:

- |         |   |
|---------|---|
| Step 1  | Completion and submission of the application form and the numbering schedule  |
| Step 2  | The Council checks the request against existing records in the gazetteer.   |
| Step 3  | The Council consults the Royal Mail, Parish / Town Councils and other interested parties.   |
| Step 4  | The change is assessed and checked for duplication.<br><br>Numbering of properties is decided by the Local Land and Property Custodian under delegated powers.  |
| Step 5  | A decision is issued to the applicant and notifications are sent to Royal Mail, Ordnance Survey, emergency services, utility companies and other Council departments through the NLPG Advance web site. |
| Step 6  | Approved changes are added to the Local Land and Property Gazetteer.  |
| Step 7  | Changes are submitted regularly to the National Land and Property Gazetteer.  |
| Contact | <a href="mailto:snn@cheshirewestandchester.gov.uk">snn@cheshirewestandchester.gov.uk</a>  |

## **POLICY FOR PROPERTY NAMING**

To ensure consistency with the National Land and Property Gazetteer the following principles and conventions in relation to property naming and addresses have been adopted. (The policy derives from a statement developed and agreed by members and agreed by a policy decision of the Council)

### **Property conventions**

New addresses will be given a number wherever possible.

A new street will be numbered with the odd numbers on the left and the even numbers on the right from the entrance of the street, except in the case of a cul-de-sac, where consecutive numbering in a clockwise direction is preferred.

All numbers will be used in the proper sequence (including 13). However, should a request be made by the developers, the exclusion of 13 may be allowed, after consultation.

Where an existing street or similar is to be extended, it would be appropriate to continue to use the same street name. This would include the continuation of the street numbering.

Buildings (including those on corner plots) will be numbered according to the street in which the main entrance is to be found. The manipulation of numbering in order to secure a prestigious address, or to avoid an address with undesirable associations, will not be authorised.

If a building has entrances in more than one street, is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats.

Legislation permits the use of numbers followed by letters. These will be suitable, for example, when one large house in a road is demolished, to be replaced by (say) 4 new smaller houses. To include the new houses in the existing numbered sequence of the road would involve renumbering all the higher numbered houses on the side of the road affected by the proposal. To avoid this situation, the new houses should be given the number of the old house with A, B, C or D added (i.e. 21A, 21B, 21C, 21D).

The use of letters will not be sanctioned if the new development is situated prior to the numbering scheme commencing. For example, if 4 houses were built prior to the first property number 2, the new dwellings would not become 2A, 2B, 2C and 2D, but four individual property names would be requested.

For private houses in existing unnumbered roads, it is essential that the houses be officially allocated names. The name should not repeat the name of the road, or that of any house or building on the area.

House names can also be used for single properties in existing streets where there is no numbering system e.g. in rural areas or where there are no existing gaps in numbering.

The access from the highway to the front door determines the postal address of each property.

### **Gazetteer Entry**

New addresses in the Local Land and Property Gazetteer will conform to the British Standard BS7666.

House name	Secondary Addressable Object	if required
Number	Primary Addressable Object	
	Street	
Parish	Locality	if required
	Town	
County	Administrative area	
	Postcode	