



Street Naming and Numbering

Guidance Notes

Street naming and numbering is a legal function of the council to allocate house numbers and road names to new developments and property conversions. Individuals and developers should not allocate their own house numbers, building or street names. We also maintain the definitive record (Local Land and Property Gazetteer) of all street names and property addresses.

Why street naming and numbering is important

The address of a property is increasingly becoming a very important issue. More organisations, postal and emergency services and the general public need an efficient means of locating and referencing properties.

If a property is not “registered” through the street naming and numbering process it will not appear on the main address database and the owner/occupier will encounter difficulties in obtaining mail, goods and services from a variety of sources, for example applying for a credit card or obtaining goods by mail order.

The main address database is used by the council, Royal Mail, all statutory undertakers, emergency services, credit agencies, satellite navigation system suppliers and many private companies.

All new addresses are allocated in line with British Standard 7666.

Who should apply?

Individuals or developers building new houses, commercial or industrial premises.

- Individuals or developers undertaking conversions of residential, commercial or industrial premises that will result in the creation of new properties or premises.

When should you apply?

Once you have received planning permission you should apply for a postal address in the early stages of any new build or conversion. You should definitely apply before any new build or conversion is substantially complete. Utility companies will not install services without an official postal address and postcode.

How to apply

- contact the council on 01756 700600 to request Street Naming and Numbering
- Email addresses@cravendc.gov.uk

You will need to provide:

- your contact name and details
- location and type of development
- official marketing name of the development
- planning permission approval number
- suggested new street names when relevant

We may ask for additional information when necessary to process a request.

How long will it take?

We always aim to deliver a high quality efficient service.

If your request relates to a new address on an existing street under normal circumstances we will allocate a postal address the following working day from receipt of a valid application.

If your request involves the naming of new streets, due to the consultation process with Local ward Councillors, under normal circumstances we will allocate a postal address within 28 working days from receipt of a valid application.

In both cases your address is allocated without a postcode and Royal Mail normally take another 24hrs to allocate a postcode

How much it costs

The current fees are stated on the "Application Fees for Street Naming And Numbering" document. These charges are not subject to VAT at the current rate.

Payment can be made in be made in two ways, by cheque payable to Craven District Council or debit/credit* card. For debit/credit* card payment, please telephone 01756 700600 and ask for Street Naming & Numbering (SNN) – please quote your SNN ref when making payment (*please note that there is an additional charge on any credit card transaction).

Where a Local Authority wishes to charge for discretionary services, Section 92 of the Local Government Act 2003 allows charging on a “not for profit” basis, that is, the Council can only aim to recover cost incurred. This is to encourage improvements to existing services and develop new services, with the aim of improving overall services to the customer.

There is a considerable amount of resources, both in staff time and associated costs that are incurred in the Street Naming and Numbering process. As the Council has a statutory obligation to provide such a service, it is a service that cannot be ignored.

All new development within Craven District will require the use of the Street Naming and Numbering function, as all new development needs address data, be they residential or business. The Street Naming and Numbering function also plays a vital role in the ongoing maintenance of the LLPG.