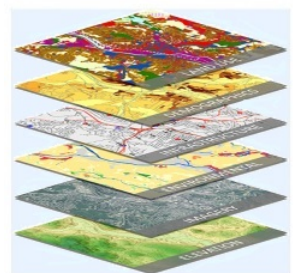
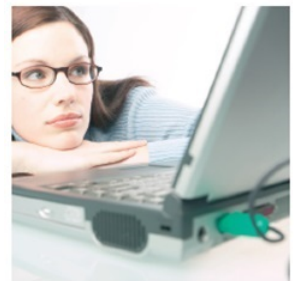
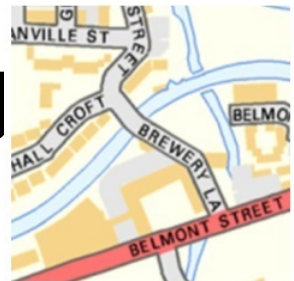
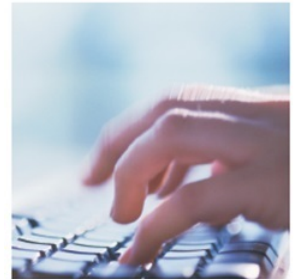




Street Naming & Property Numbering Policy

October 2019

Craven District Council



Mission Statement:

“To enable more efficient business processes and improve service delivery through strategic management of the Councils geographical and address data resources.”

www.cravendc.gov.uk

Craven District Council

Contents

Item	Page
Context of SNN	3
Legal Framework	4
Application Process	4
Application Documents	4
Roles and Responsibilities	4
Use of Information	5
New Developments	6
Choosing a Street Name	7
Renaming of Streets	7
Naming of Individual Properties	7
Property Numbering	7
Decision on Application	8
Signage	8
Fees and charges	9
Document retention	9
Further information	9
Schedule 1: Legal Information	10
Schedule 2 – Application Flowchart	13
Schedule 3 – Application Documents	14
Schedule 4 – Street Name Criteria	15
Schedule 5 – Design Criteria	16
Specification examples	20

1. Context of Street Naming and Numbering ('SNN')

The responsibility of ensuring that streets are correctly named and numbered within the administrative area of Craven (including the Yorkshire Dales National Park within Craven), falls to Craven District Council ('the Council').

The Street Naming and Property Numbering function has a clear statutory foundation in law, but moreover the function is of both historic and current significance.

The historic importance of the function can be seen in the nature of the Victorian legislation that governs it.

The nineteenth century saw a range of laws passed upon which the foundations of modern towns have been built - notably in the spheres of town planning, public housing and public health.

The street naming and numbering function is of central importance not only to the delivery of public services but is also the indispensable cornerstone of how towns and settlements are planned and intended to function. As such, although Victorian in origin, it remains vital to the operation of a modern economy and is important to ensuring that communities live in a healthy and safe environment.

The fact that we take street names and numbering for granted, should not in any way undermine the significance of the function. In fact, one moment of reflective thought will reveal that the naming and numbering of streets is essential to modern town planning - as streets (and the housing and amenities contained therein) are laid out and maintained. In the area of public health/utilities (such as the supply of gas, water and electric) addresses must be identifiable so that they can be connected to water and power supplies. For the operation of the emergency services, it is of vital importance that homes and businesses can be identified by way of a clear address, so that relevant services (fire, ambulance and police) can reach them in the event of an emergency. The modern postal service obviously relies upon properties being clearly identified by way of a postal address, so as to enable the delivery of mail. The Council works closely with the Royal Mail who has the responsibility of allocating Post Towns and Post Codes. This not only holds for postal services, but in the modern economy - courier services such as Amazon and Uber are every bit as reliant upon a clear system of street naming and numbering being in place. Finally, perhaps mention should be made of mapping, the ability to identify streets and locate properties - both through paper maps and through modern electronic methods through satellite navigation systems, upon which so many of us, including tourism, these days rely.

The fact that the naming and numbering of streets is every bit as important now to the operation of a modern SAT NAV, as it was to communities when the legislation was introduced around 150 years ago, bears testament to the crucial relevance of the street naming and numbering function to modern life - even if it is rarely if ever considered or questioned.

In present times, successful operation of the street naming/numbering function depends on collaboration between different Council departments and co-operation between the Council and outside agencies such as the Royal Mail, as well as assistance from members of the public, through for instance adhering to requirements to display a number on their house. Modern information systems are used to chronicle information to produce the Local and National Gazetteer, Standard Guidance is provided by Geo-Place, whilst (best practice) procedural matters are supported by the publication of Data Entry Conventions.

2. Legal Framework

The statutory basis for the naming and numbering of streets must be considered. There is no local legislation in operation for the District of Craven. As a result, the function is governed by national legislation. For the naming of streets, the process is set out in sections 17-19 of the Public Health Act 1925.

The numbering of houses (and other buildings) and requirements to display such a number, are set out in sections 64 and 65 of the Town Improvement Clauses Act 1847.

Section 21 of The Public Health Acts (Amendment) Act 1907 provides that a street name can be altered.

The legal framework is set out in Schedule 1 to this Policy for information.

3. Application Process

An overview of the typical application process for SNN is set out in the flowchart set out in Schedule 2 of the Policy.

4. Application Documents

The documentation required for a typical application is set out in Schedule 3 of the Policy.

5. Roles and Responsibilities

The Director of Services has overall responsibility for the operation of the Street Naming and Numbering Function within the Council. The SNN Officer together with the Addressing Team conducts the day to day activities, in accordance with relevant law and guidance such as BS 7666. This includes the maintenance of the Street Naming and Numbering Register, as well as keeping up to date the Local Land Property Gazetteer and the National Land Property Gazetteer. The main activities cover:-

- 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

The Town/Parish Council together with Ward Members shall be consulted and/or notified if an application is deemed controversial, where representations have been received or falls into the following criteria;

- Re-naming existing streets – this is normally only considered when changes occur which give (or are likely to give rise) to problems for the Emergency Services.
- Re-numbering existing properties and buildings – this is normally only considered when changes occur which gives 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.

The Planning Committee may be requested to consider SNN applications and to provide a view to the Director of Services for consideration before a final decision is made.

External bodies may be consulted and notified of the address changes including Royal Mail, National Land and Property Gazetteer and North Yorkshire County Council. Most external bodies shall be expected to update their own datasets from the National Land and Property Gazetteer, however the Council shall update external bodies occasionally, if specifically requested to do so.

6. Use of Information

This information is used within Craven District Council ('the Council') to support and deliver a wide range of services such as electoral registration, maintenance of the Local Land Charges register, environmental health, waste and planning/development control. Externally, it is used to update the National Land and Property Gazetteer, which is then made available to third parties to assist and support the emergency services in carrying out their functions, as well as assisting with Royal Mail and other deliveries.

The information held by the Council forms part of the Local Land and Property Gazetteer and this forms the basis of a local submission to the national database known as the National Address Gazetteer.

The Council appreciates that information that is held by it must be stored and processed for the proper purpose. It does however recognise that on occasion, some data that is held within council records may be useful to confirm the accuracy of information provided on any particular SNN application or to resolve a particular query in the case of ambiguity regarding the same. On specific occasions where this issue arises, appropriate advice shall be sought from the Council Solicitor and the Information Governance Manager. For further information on the data we collect, please refer to our "Privacy Notice – Craven District Council Street Naming & Numbering Applications" document.

The Council is not responsible for allocating Post Towns and Post Codes to an address; this is a postal delivery service identifier and defined by Royal Mail. We do work closely with Royal Mail to obtain the information during the SNN process. You should not assume a development will have the same Post Code as the surrounding or existing properties.

The Council will not request a postal address to be allocated from Royal Mail until any necessary or pending Planning and/or Building Control applications have been approved, furthermore the allocation of postal addresses does not serve as confirmation that any building or structure has been authorised under Planning, Building Regulations or any other Legislation.

Any complaints relating to the delivery of Royal Mail deliveries should be directed to Royal Mail. The Council is not responsible for the non-delivery of mail or goods from Royal Mail.

The Council is not liable for any claims for compensation arising directly or indirectly from the naming of streets, re-naming of streets, numbering or re-numbering of properties.

7. New Developments

Developers must liaise with the Council to determine whether any new street names and/or property numbering or naming schemes are required. Contact should be made as soon as appropriate planning and building regulation approvals have been obtained and prior to any marketing name allocated to the development. Any property owners who require SNN changes for splits/mergers of their properties or for any other reason should also contact the Council.

Applicants for SNN must complete an online Street Naming and Numbering form from the Council website (www.cravencdc.gov.uk/snn) and supply a location plan identifying the existing property or new proposed scheme in relation to any existing streets/means of access. For new developments, a detailed plan should be provided showing plot numbers for the proposed scheme. An internal layout plan for developments which are subdivided at unit or floor level - so this would cover a block of flats or commercial industrial units. The main entrance to each block must be clearly marked along with the post box location. All documentation must be accompanied by the appropriate administration/processing fee (see Section 14).

The property developer should not give any postal addresses, including the postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before formal approval has been issued by the Council. The Council will not be liable for any costs or damages caused by failure to comply with this.

8. Choosing a Street Name

Developers may make suggestions for Street names which fit the criteria set out in Schedule 4 to this Policy. It is usual to make more than one suggestion.

The SNN Team shall consult or notify the appropriate Parish/Town Council together with the Ward Member if the applicant has not already done so. Proposed Street Names shall only be rejected if they do not comply with the criteria set out in Schedule 4 to this Policy.

If following consultation with the Parish/Town Council and the Ward Member, the Council is of the view that a proposal does not meet the criteria, it shall issue a notice of refusal. A refusal can only be based on the street name not meeting the criteria, not that the name itself is not desired. Refusals may be appealed to the Magistrates Court within 21 days. If no such appeal is received, the alternative proposed name (assuming it meets the criteria) shall be adopted.

9. Renaming of Streets

The Council shall consider applications to rename any street or part thereof provided it meets the criteria of having support of two thirds of ratepayers within the street in accordance with Section 21 of the Public Health Acts (Amendment) Act 1907.

10. Naming of Individual Properties

Names may be added to numbered properties and this does not require the permission of the Council. But even if a name is added to the property it MUST continue to display a number.

A SNN application should be submitted so consultation with Royal Mail can take place, so the "alias" name proposed is permitted and not duplicated causing potential issues for location identification. The SNN process will ensure the details are held in the Local Land and Property Gazetteer for further distribution to internal services as well as the National Land and Property Gazetteer.

11. Property Numbering

New streets will be numbered with even numbers on the right hand side of the road when entering the street and odd numbers on the left.

A cul-de-sac is developed with no scope for further development, numbering shall be consecutive.

Council Policy on the use of number 13 or on any "superstitious or meaningful numbers" is that it will be up to the developer if he chooses to include the numbers. Any historic properties will be decided upon during the SNN application with a view to consider infill numbers if requested.

If a new development forms part of an existing street, it shall be numbered sequentially into an existing Numbering system. If the development is an infill site with no spare numbers, then letters will be used as part of the address (i.e. 12A, 12B). Naming infill properties RATHER THAN (as opposed to in addition to) Numbering shall not be approved.

If a street exists without numbers (on the whole or the majority of the street) and all the properties are simply names, then it shall be for the developers/new occupiers to suggest appropriate names. Any suggestions must conform to the requirements of Council policies and not contravene conventions of equality, decency and good taste.

12. Decision on Application

Any decision on a SNN Application will be made on the basis of the principles set out therein and unless there are exceptional circumstances within the Timescales set out in Schedule 6 of this policy.

13. Signage

The developer is responsible for all new street signage and for displaying the number on the property within that street. Details of the design of street name plates and the required location may be obtained on our web site (www.cravenc.gov.uk/snn). It is recommended that street name plates (as approved) be in place early on during the construction process, to aid clarity with respect to site location.

It is not lawful to set up in any street, an inscription of the name until the expiry of a period of one month from when notice to use a particular street name has been served on the Council. In instances where the Council has objected, such an inscription should not be set up unless an appeal (with the Magistrates Court) has been lodged and determined in favour of setting up such a street name inscription.

The Council shall be responsible for the maintenance and replacement of street name plates once installed.

The Council shall use statutory powers under the Town Improvements Clauses Act 1847 to enforce the requirement for properties to be clearly marked with their numbers (or official name).

14. Fees & Charges

The Council has a statutory duty to undertake street naming and as such the act of performing this task is not charged, however an administrative charge is levied to cover officer time for the supporting elements related to processing and validating the application and the necessary consultation with other stakeholders. Administrative charges are also levied for discretionary services such as naming and numbering new properties, renaming existing properties, alterations to names/numbers of existing properties (once the initial scheme has been undertaken), clarifications of postal addresses and notifications to external bodies. Administration fees are determined for those elements of service delivery in line with section 93 of the Local Government Act 2003 and are published separately subject to an annual review.

15. Document Retention

Any documents that are used in connection with the SNN function that are retained shall be held in accordance with the corporate policy of the Council. If there is any doubt as to whether a document should be retained in any particular case, appropriate advice shall be sought from the Council Solicitor and/or the Information Governance Manager.

16. Further Information

If you have any queries on the matters raised herein, please contact the Street Naming and Numbering Officer at 1 Belle Vue Square, Broughton Road, Skipton BD23 1FJ, or via email addresses@cravenc.gov.uk, or telephone 01756 700600

Schedule 1 – Legal Framework

- **Section 17-19 Public Health Act 1925**

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 local authority by the person proposing to name the street.*
- 2. The local 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 local authority under this section; and
(b) Where the local authority have objected to the proposed name, unless and until such objection has been withdrawn by the local authority or overruled on appeal;
and any person acting in contravention of this provision shall be liable to a penalty not exceeding £200 and to a daily penalty not exceeding £1.*
- 4. Where the local 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 court,*

Section 18: Public Health Act 1925 – Alteration of name of street:

- 1. The local authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.*
- 2. Not less than one month before making an order under this section, the local authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.*
- 3. Every such notice shall contain a statement that the intended order may be made by the local authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to court against the intended order at the instance of any person aggrieved.*
- 4. Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, to court*

Section 19: Public Health Act 1925 – Indication of name of street:

- 1. The local authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from*

time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription become illegible.

2. If any person, pulls down any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of street marked on a house, building, or erection in pursuance of this section, he shall be liable to a penalty not exceeding £200 and to a daily penalty not exceeding £1.

- Section 64-65 Town Improvement Clauses Act 1847

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 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

“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.

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.”

- Section 93 Local Government Act 2003

Regarding charging

“(1) Subject to the following provisions, a relevant authority may charge a person for providing a service to him if—

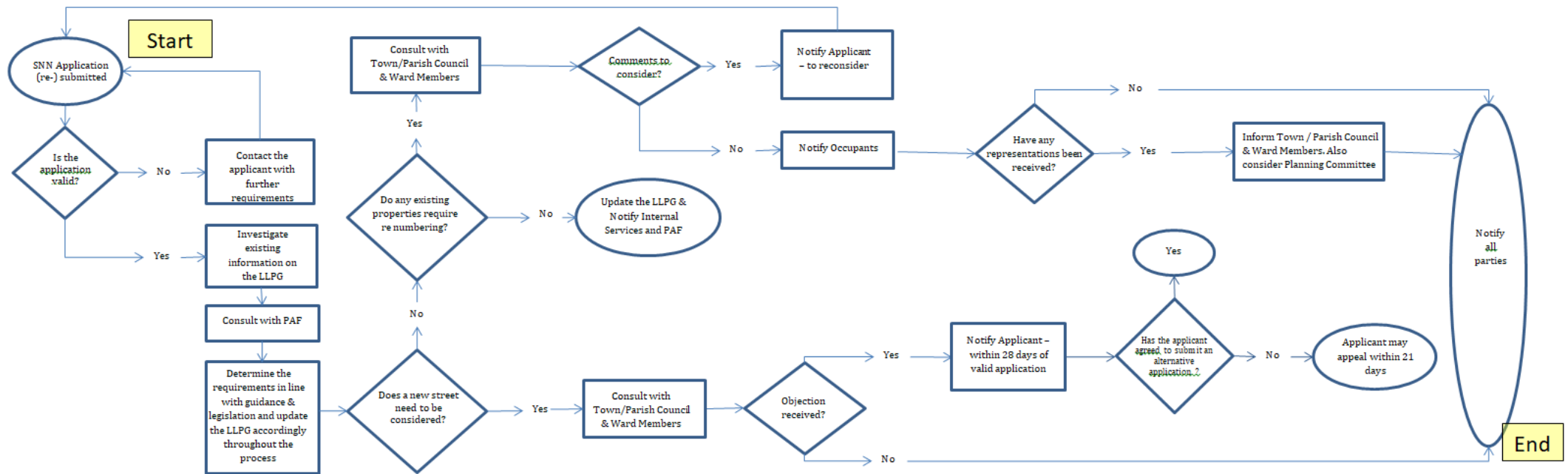
(a) the authority is authorised, but not required, by an enactment to provide the service to him, and

(b) he has agreed to its provision.

- (2) Subsection (1) does not apply if the authority—
- (a) has power apart from this section to charge for the provision of the service, or
 - (b) is expressly prohibited from charging for the provision of the service.
- (3) The power under subsection (1) is subject to a duty to secure that, taking one financial year with another, the income from charges under that subsection does not exceed the costs of provision.
- (4) The duty under subsection (3) shall apply separately in relation to each kind of service.
- (5) Within the framework set by subsections (3) and (4), a relevant authority may set charges as it thinks fit and may, in particular—
- (a) charge only some persons for providing a service;
 - (b) charge different persons different amounts for the provision of a service.
- (6) In carrying out functions under this section, a relevant authority shall have regard to such guidance as the appropriate person may issue.
- (7) The following shall be disregarded for the purposes of subsection (2)(b)—
- (a) section 111(3) of the Local Government Act 1972 (c.70) (subsidiary powers of local authorities not to include power to raise money),
 - (b) section 34(2) of the Greater London Authority Act 1999 (c. 29) (corresponding provision for Greater London Authority), [...]
 - (c) section 3(2) of the Local Government Act 2000 (c. 22) (well-being powers not to include power to raise money).
 - (d) section 100(2) of the Local Transport Act 2008 (well-being powers of Integrated Transport Authorities and combined authorities),
 - (e) section 102C(4) of that Act (Integrated Transport Authorities),
 - (f) section 10B(4) of the Transport Act 1968 (Passenger Transport Executives), and
 - (g) section 113B(4) of the Local Democracy, Economic Development and Construction Act 2009 (economic prosperity boards and combined authorities).
- (8) In subsection (1), “enactment” includes an enactment comprised in subordinate legislation (within the meaning of the Interpretation Act 1978 (c. 30)).
- (9) In this section, “relevant authority” means—
- (a) a best value authority;
 - (aa) a Welsh improvement authority;
 - (ab) the Passenger Transport Executive of an integrated transport area in England;
 - (b) a parish council;
 - (c) a parish meeting of a parish which does not have a separate parish council; or
 - (d) a community council.”

- The First Scheme 1847 Act, 1925 Section 19 and 1907 Act
Street Name plates are to be erected on every street, and should be legible, painted, amended and marked to that of the Street Name. The developer will erect SNP during development at his cost, the Local Authority will maintain the SNP thereafter.
- The Department of Transport Circular Roads 3/93.
“Street Nameplates and The Numbering of Premises” 15th December 1993. – see schedule 5

Schedule 2 – Application Flowchart



Schedule 3 – Application Documents

SNN Application Form - if not completed online. Guidance notes are available to assist with the completion of the application.

Site Location Plan – showing the location of the property or development

Plot Plan – indicating where applicable; the plot numbers, new street layout, pending post box location, access points, building names or intended use.

Internal Layout Plan - for subdivision at unit or floor level.

Fee Details - Payment receipt if obtained

Planning or Building Control reference number – if applicable

Expected completion date – if applicable

Parish / Ward Confirmation – email or letter for any agreed or suggested Street Name (or other) to be submitted as part of the application. Mainly a requirement for developers.

Owner Approval - email or letter for any agreed renaming/ renumbering of any rented property.

SNN Policy – this is available online and gives detailed information regarding the procedures and legislation for the SNN process.

Schedule 4 – Street Name Criteria

Best practice Guidance from Geo-Place	Dec ref
<p>Not to suggest a Street Name similar to or the same as one which already exists if any of the following conditions apply to the Street Name:</p> <ul style="list-style-type: none"> • It is in use in the same locality. • It is in use in the same town. • It is in use in the same post town. • It is in use in the same town or post town within a neighbouring SNN Authority’s administrative area. 	4.3.1.1
<p>Streets in close proximity should not be assigned the same name with a different suffix, for example “Birch Road”, “Birch Avenue”, “Birch Park” and “Birch Crescent”.</p>	4.3.1.3
<p>Infill development on an existing numbered Street Name should include any required suffix to property numbers if no consecutive number is available in the current numbering scheme or if more numbers are required than numbers are available. The SNN Authority should also consider creating an additional Street Name.</p>	4.3.2.4
<p>All properties must be numbered and / or named onto the Street Name which provides direct access to the property, which is generally the Street that the front door of the property faces.</p>	4.3.2.9
<p>Punctuation must only be included within the Street Name if the punctuation is part of the official approved SNN Authority Street Name, for example “Forget-Me-Not Way”.</p> <p>Full stops must only be used as part of the official approved SNN Authority Street Name if the full stop is part of the Official Address. They should not be entered to make text grammatically correct. For example, “St. Stephens Road” should only be recorded as “St.” if the full stop is part of the Official Address.</p> <p>Abbreviations must only be used where they form part of the official approved SNN Authority Street Name. The only exception is “St” for “Saint”.</p> <p>Ampersands must be replaced with the word “and”.</p> <p>New official approved SNN Authority Street Names should not end in “s” if this can be construed as either a possessive or plural Street Name.</p>	5.3.8.2

Schedule 5 – Design Criteria – Street Name Plates

Criteria from: The Department of Transport Circular Roads 3/93

Location

- Street Name Plates on Listed Buildings MAY require Listed Building Consent discussions with the planning department will be carried out to seek advice prior to an order been placed.
- Street name plates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The name plate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable the distance may be varied up to a maximum of 6 metres.
- Street name plates should be mounted so that the lower edge of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
- Name plates should normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes or where it is thought that paragraph 8 would apply. At major crossroads, name plates will be necessary on both sides of each arm.
- At T-junctions a main street name plate should be placed directly opposite the traffic approaching from the side road.
- Where the street name changes at a point other than a cross-roads both names should be displayed at the point of change and many local authorities have found it useful to include arrows to indicate clearly to which parts of the street the names refer.
- On straight lengths of road without intersections name plates should be repeated at reasonable intervals with priority given to such places as bus and railway stations and opposite entrances to well frequented sites such as car parks.
- Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.
- Where it might reasonably be expected, for example at intervals on long straight lengths of road or at intersections or T-junctions, many local authorities have found it useful to incorporate on the name plate information indicating the street numbers on either side of the intersection.
- Whenever practical, street name plates should be mounted on walls, buildings or other boundary structures at the back edge of the footway. Post mounting or finger

mounting should only be used where normal mounting does not make the plate conspicuous (e.g. where an important side road has a narrow entrance or in the exceptional circumstances mentioned in para 7 above, or where it will frequently be obscured by pedestrian movement and cannot be mounted at the 2.5 metre height).

- The name plates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Where possible greater clearance should be provided. Nor should they be incorporated in other direction sign assemblies, but be kept distinct and mounted in as standardised a manner as possible. Care should be taken to keep the view of name plates free from obstruction by trees and other growth.
- Where possible, name plates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.

Design

- Every street to be painted, or otherwise marked
- The occupiers of houses and other buildings in the street shall mark their houses in such a way as to make the mark legible from the street with such numbers as the commissioners approve of and shall renew such numbers as often as they become obliterated or defaced.
- Need to be legible at night as well as by day
- Because street name plates are commonly viewed from an angle it is important that wide well-spaced lettering should be used.
- Capital lettering should be used to avoid confusion with traffic signs, which generally employ lowercase lettering.
- A 100mm actual capital letter height of lettering is the recommended standard for both the Standard Transport and Transport Heavy Alphabets. With other alphabets with broader letter forms, 90mm may be used to reduce the length of the plate. Where fixing space is very restricted the design, with either the Standard Transport or Transport Heavy Alphabets at 75mm capital letter height is preferable to using a 100mm alphabet with compressed letters and spacing. A 150mm letter height may be more appropriate on fast main roads.
- Normally street name plates should have black lettering on a white background with a black border, as this gives the best contrast. Where coloured legends or backgrounds are used, a contrast ratio of at least 7: 1 is required. The use of colour combinations with low contrast, for example bronze or brown lettering on green backgrounds, will result in poor legibility, especially under low pressure sodium street lighting. The white

background should be reflectorised wherever plates are likely to be viewed from vehicle headlamps.

- Only well-known abbreviations should be used e.g. Ave., Cres., St., etc.
- When streets have been re-named, the old name crossed out but clearly legible should remain for at least 1-2 years and then removed.
- Only durable materials should be used for the construction of name plates and they should be maintained in a clean condition. Where a name plate is mounted on a specially provide post care should be taken to ensure that the appearance of the post and the back of the plate are as pleasing and as unobtrusive as possible. Aircraft grey No. 693 to BS 381c has been found an unobtrusive colour in most environments when erecting traffic signs and can be applied to street name posts. Black may also be used if preferred.
- Area colour coding by a background colour on the street name plate is not recommended. There is a loss of good contrast with many colour combinations. A coloured border may be a suitable alternative. Good contrast (a ratio of at least 7: 1) is necessary if this is to be effective.
- The chief aim of letter spacing is to give good legibility having regard to the letter form used. Spacing should be sufficient to prevent letters having a jumbled appearance when viewed from an oblique angle. The apparent area between successive letters should be as uniform as possible and this is affected by the shape of individual letters. Vertical strokes found in B, D, E, etc are those which need to be furthest apart; curves in B, C, D, G, etc permit a slight decrease in spacing; right angled letters E, F, L, etc and sloping ones, A, K, V, etc can be closer still; some combinations such as LT, LY and VA can almost overlap.
- The minimum spacing between words should be some 40% - 50% of the letter height, dependent on the form of the terminal letters. The end spaces to the border should not be less than would apply if the border were the vertical stroke of an adjacent word, except that some reduction in end spaces may be satisfactory if the line consists of a single word or is the longest line of several. Top and bottom borders should not be less than 50% of the letter height, and spacing between the lines not less than 40% of the letter height.
- All houses, offices, business establishments and other premises should be numbered, preferably with a minimum size of numerals of 62.5mm, and their numbers should be displayed so as to be in a clearly readable position facing the road. Mounting may be on gates, gate posts, doors or walls as appropriate, but ensuring that there is a good colour contrast between the numerals and the background to which they are fixed.

Unlawful

- Every person who destroys, defaces, pulls down any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, shall be liable to a penalty.
- Every person who places or affixes any notice or advertisement within twelve inches of any name of street marked on a house, building, or erection in pursuance of this section, he shall be liable to a penalty not exceeding £200 and to a daily penalty not exceeding £1 for every such offence
- 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 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.”
- Failure to comply, without reasonable excuse, with a notice served under section 64 of the Towns Improvement Act 1847 shall be guilty of an offence and liable on summary conviction to a fine not exceeding £50.

Exemptions

- If a building is destroyed, pulled down, defaced, obliterated or obscured in connection with the demolition, alteration or erection of a building, or any part thereof, if notice of the intention so to do is given to the local authority not less than three days immediately before the marking of the number or name or number and name, as the case may be, is destroyed, pulled down, defaced, obliterated or obscured.

Specification Examples – variations require prior approval

Sign Type: Screen Print

Size: 150mm & 300mm variable to each sign

Chars: 89mm Kindersley, Capital Letters

Letter Spaces: well-spaced lettering

Logos: not permitted

Colour: Black on White. Scuba Blue (A741) & Red (M7143) where appropriate.

Fixings: Black Recycled Plastic Backboard & 2no.80x80x1350mm Posts (Face Mounted) where appropriate.

Corners: Radius

Border: 12mm

Material: Polycarbonate, Black Recycled Plastic Frame, legible at night as well as by day



900mm x 150mm
x1 off



Schedule 6 - Timescales

Time	Task (Applications for Street Naming and Numbering)
1-2 Weeks	Any SNN application that does not require consultation with Town/Parish Council or Ward Members
14 Days	Town/Parish Council or Ward Member response time that must be allowed for SNN applications requiring consultation with Ward Members
1 Month	SNN applications requiring consultation (as above) should have a decision issued within 1 month of a valid application being received by the Council

Time	Task (Council Objection to proposed Street Name)
1 Month	Authority to give applicant “notice of objection” if suggest street name is refused
21 Days	Applicant can appeal to Magistrate Court after “notice of objection” is served

Time	Task (Renaming of Streets)
7 – 10 Days	Notification to occupiers of pending “Notice” regarding re-naming of a street
1 Month Minimum	“Order” applied for and “Notices” to re-naming a street to be visible before the changes be made
1 Month Minimum	Copy of the “Order” to re-name a street be sent to Magistrates Court before the changes are made
21 Days	Any person aggrieved by the re-naming of a street “Order” to appeal to the Magistrate Court
1 Week	Notification to occupiers of approved re-naming of a street (this will be at least 6 weeks from the date of the Notice)

Document Information

Policy Name: Street Naming & Property Numbering Policy 2019

Version: 1.3

Status: Release

Date: 03/03/2020

Purpose

The purpose of this document is to define Craven District Council's Policy for Street Naming and Property Numbering.

Document History

Version	Date of Production	Version Description
1.0	20/09/2019	Reviewed and Released
1.1	17/01/2020	Revised pre-approval
1.2	25/02/2020	Release – typo found
1.3	03/03/2020	Release – Section 6 Use of information, clarification