

Street naming and property numbering policy 2021

Contents

1.	Introduction	2
2.	Postcodes	3
3.	Purpose of Policy	3
4.	Legal Framework	4
5.	Street Naming and Numbering Charges	4
6.	New Developments	5
7.	New Properties	5
8.	Changes to existing properties (i.e. conversions, divisions, replacements)	7
9.	New Streets	8
10.	The Procedure for Naming a New Street	10
11.	Renaming existing properties	11
12.	Renumbering existing properties.....	12
13.	Renaming an Existing Street	13
14.	Discrepancies in street names.....	14
15.	Notification	15
16.	Decision and Discretion.....	15
17.	Claims for Compensation	15
18.	Council Responsibility	16
19.	The National Land and Property Gazetteer (NLPG).....	16
20.	Street Nameplates.....	17
	APPENDIX A: Distribution List for Notifications	18
	Appendix B: Nameplate Specification.....	19
	APPENDIX C: Legislation.....	20

1. Introduction

1.1. The address of a property is an important issue; it is vital that the emergency services can locate a property quickly and efficiently. With the rise of on-line business all aspects of daily life are becoming increasingly dependent on accurate and logical address records. If an address is not registered, the owner or occupant can experience difficulty in being connected to utilities and in obtaining goods and services, such as applying for credit. If an address is similar to others in the area there may be problems with missed deliveries, or with deliveries being made to the wrong property.

1.2. Sevenoaks District Council, under the Towns Improvement Clauses Act 1847, the Public Health Acts Amendment Act 1907, and the County of Kent Act 1981, controls the naming of streets and numbering of buildings, both residential and commercial, in the district of Sevenoaks. The purpose of this control is to make sure that any new street names and building names and numbers are allocated logically with a view to ensuring that the emergency services are able to speedily locate any address, to enable the effective delivery of mail, and to minimize problems in obtaining goods and services such as utilities.

1.3. Anyone seeking an address for a new property (including divisions and conversions), or wishing to change the address of an existing property, should apply in writing to the council. This includes commercial properties as well as residential ones.

1.4. The guidance is set out in this policy to inform developers and applicants, not for applicants to use themselves to create addresses. Sevenoaks District Council is the sole organisation responsible for deciding the official address of any property in the district.

1.5. If a new property requires planning permission, we shall be unable to process any street naming and numbering application until relevant planning permission has been granted.

1.6. Requests for changes to existing addresses can only be accepted from the owners of properties and not tenants. Tenants wishing to change the address of the property should provide written evidence of consent from the owner or make their request to the property's owner who, if they agree, will then apply to the council to change the address.

1.7. The Council is unable to issue official addresses for mobile homes unless they are registered for council tax and have planning permission as permanent dwellings. For information on addressing annexes refer to Section 7.19.

1.8. It is unlawful to use a street name, or erect a street nameplate, until the name has been confirmed in writing by Sevenoaks District Council.

1.9. The owner must mark a property with the number (or name if there is no number) of the property in such a manner that is clearly visible from the highway and can be read by road users. This sign must be erected within 28 days of the receipt of the official notification of the new address, or within 7 days of practical completion of construction for new developments. If the owner fails to mark the property as required, they will be liable to a fine not exceeding level 1 on the standard scale, and the Council will cause the number (or name) to be marked on the property; the expense will be repayable by the owner to the council and will be recoverable as damages.

2. Postcodes

2.1. Sevenoaks District Council is not responsible for issuing postcodes; this is the responsibility of Royal Mail. However, Royal Mail will not issue a postcode for a new street or property until requested to do so by the Council.

2.2. Royal Mail's criteria for issuing, or refusing, postcodes is set out in the PAF Code of Practice, available on the Royal Mail website. Please be aware of the main criteria requirement:-

“A building has to be either a residential dwelling or a bone fide business address that has clear signage displaying the business name. The building should be occupied during business hours and the delivery point should be secure and easily accessible for the delivery of mail. A letterbox on an uninhabited building, fence or gate does NOT meet the criteria to be added to PAF”.

An address will only appear on Royal Mail's website if it is in the PAF database.

2.3. Enquiries about postcodes are dealt with by the Royal Mail Address Management Centre; contact details on the Royal Mail website.

2.4. For any complaints relating to the delivery of mail, or the records held on Royal Mail's database, contact Royal Mail Customer Services.

3. Purpose of Policy

3.1. This policy provides a framework for Sevenoaks District Council to administer its Street Naming and Numbering (SNN) function effectively and efficiently for the benefit of residents, businesses and visitors. It will also act as a guide for developers when considering new names for streets and give assistance to Town and Parish Councils.

3.2. The Policy defines:

(i) Legal framework for administrating the SNN service.

- (ii) Protocols for determining official street names and numbers.
- (iii) Recommendations to prevent confusion in addresses.

3.3. The policy has been developed to meet national standards and reflects lessons learned from resolving problems previously encountered by the residents and businesses of the district. Some addresses that were without problem in the days when deliveries were made by local people who knew the area well, and any extra seconds taken to respond to an emergency call were not critical, may today find that they have difficulties.

4. Legal Framework

4.1. The Legislation adopted by Sevenoaks District Council for carrying out naming and numbering is:

Sections 64 of the Town Improvement Clauses Act 1847 (street naming provisions)

Section 21 of the Public Health Acts Amendment Act 1907 (alteration of street name)

Section 10 The County of Kent Act 1981 (street numbers)

4.2. The Council has the responsibility to maintain a Local Land and Property Gazetteer (LLPG), which is a database of property addresses within the district of Sevenoaks. This information also feeds into the National Land and Property Gazetteer (NLPG). Within the LLPG addresses are held under the BS7666 addressing standard of

- Property number, name, or both
- Name of street by which the property is accessed
- Town
- Postcode

4.3. The purpose of this standard is to ensure that any new addresses are allocated logically. It should also be noted that the LLPG provides geographic location information for all properties in the district.

5. Street Naming and Numbering Charges

5.1. Sevenoaks District Council charges for its street naming and numbering service. These charges are to be paid prior to any changes of address being made to a property. Changes made without contacting the council will not be officially

recognised and will not be registered with services and organisations listed in Appendix A.

5.2. Applications will be verified to ensure that an address is acceptable before payment is taken. Refunds will not be made for the street naming and numbering service if the applicant's proposed address is not agreed by Royal Mail; in these circumstances we will endeavour to find an acceptable alternative address.

5.3. If an application and payment of fees is not received, new properties may be allocated addresses, without postcodes, for the purpose of the emergency services. In this case external notifications, with the exception of the emergency services, will not be issued and properties may experience problems with services.

5.4. Fees and charges applicable for the street naming and numbering service may be reviewed during the Council's budget setting process and publicised through the Council's agreed communication channels, including the website.

6. New Developments

6.1. A developer should not give any postal addresses, or postcodes, to potential occupiers (for example via solicitors or estate agents) before formal approval of new addresses has been issued by the Council, as it is likely that any plot or unit numbering system used will not meet the requirements of the council. The council will not be liable for any costs or damages caused by failure to comply with this.

6.2. The informal adoption of unofficial 'marketing' titles, used by developers in the sale of new properties, as addresses is not acceptable. Developers are reminded that under S.1 of the Property Descriptions Act 1991 that it is an offence to make a misleading statement about the location or address of a property.

7. New Properties

7.1. On all new streets the properties will be numbered. Names can be allocated in addition to a number but not as an alternative.

7.2. On an existing street any new properties will be numbered within the existing sequence. If the existing scheme cannot be continued the new property will be given the same property number as that before the infill followed by a suffix of A, B, C etc. in accordance with national address standards.

7.3. In circumstances where an existing street is extended the same street naming and numbering sequence will be continued, subject to the limitations of the existing numbering scheme.

7.4. If the existing properties on the street are not numbered a new property will be named: it is essential that the names are officially allocated so that they can be registered with the emergency services.

7.5. Properties in a new street will be numbered with even numbers on the right and odd numbers on the left from the start of the street.

7.6. For cul-de-sacs, which are not likely to be extended in future, consecutive numbering in a clockwise direction will be applied, starting with number one on the left hand side of the entrance to the cul-de-sac.

7.7. A proper sequence shall be maintained including the number 13. Numbers will not be omitted for superstitious or religious reasons.

7.8. Buildings (including those on corner sites) are numbered according to the street which the main entrance faces.

7.9. All new addresses will include the name of the nearest (officially named) street from which they are accessed, to enable the emergency services to find them quickly.

7.10. Only in exceptional circumstances, and at the discretion of the SNN Officer, will the new properties be separately numbered with the name of a terrace, row, or mews added within the existing street address.

7.11. On a street where the properties are named, the name of the new property should not repeat the name of the street, or that of any other property in the area, in a way that could lead to confusion with a pre-existing address. Names that imply a historic status or use, ie Manor, Hall, Grange, Farm (in a built-up area) will not be accepted for new properties unless they replace a property of the same name.

7.12. Suggested names will not be accepted if they are likely to cause offence, or breach rules of common decency.

7.13. For a block of flats, it is usual to give a street number to the block. Where there are not sufficient numbers available because of existing development, or the block exceeds 10 dwellings, the block should be given a name. The following is a list of approved suffixes for block names:

- Residential or commercial:
 - Court
 - House
- Residential:
 - Apartments (at least four storeys with more than 10 units)
- High block residential or commercial:
 - Point
 - Tower
 - Heights

7.14. Each flat will be separately numbered within the block. New blocks of flats should be sequentially numbered from the lowest floor upwards with numbers ascending from the nearest flat to the entry point in a clockwise direction.

7.15. Descriptive addresses for flats e.g. Flat Above or Garden Flat will not be approved.

7.16. Where flats are created above existing commercial premises which have an address in the street, the same naming and numbering rules as with a new block of flats will be applied. Letters will not normally be approved, however there may be circumstances where the flats are given a number and a suffix a, b, c etc. This will be reviewed on a case by case basis at the discretion of the SNN Officer.

7.17. Business properties will be allocated an address with a number within a street, or as a Unit number within a business park or industrial estate.

7.18. Where commercial premises or units have not previously been allocated a number or name (other than the trading name of the occupant), the Council will apply a number or name to provide a consistent primary identifier. This will enable the emergency services to locate the property and will avoid the need for a new address application each time the unit/building changes occupants.

7.19. Annexes will not be issued with independent official postal addresses. If the planning permission requires them to be used as ancillary to the main dwelling, then the main dwelling will be used for addressing purposes; ie "Annexe at...".

7.20. Sevenoaks District Council will not issue a postal address to holiday chalets or temporary mobile homes, or to plots of land, whether for the receipt of post or services.

8. Changes to existing properties (i.e. conversions, divisions, replacements)

8.1. The Council will assume that a single replacement dwelling or unit will retain the number or name of the original property.

8.2. If the replacement dwelling requires a name change, a new application will be needed.

8.3. Where more than one property is demolished and rebuilt it is likely that new addresses will be required, to avoid the risk of confusion with previous properties.

8.4. The merging of two or more existing properties will also require re-addressing.

8.5. When commercial properties or residential properties are converted and/or subdivided an application should be made to the council for the new units to be given addresses.

8.6. Where a building is divided into bedsits the individual units within the building will not be given individual postal addresses, unless they each have a dedicated letter box or delivery point. Otherwise one main address will be given where post is delivered to one communal delivery point.

9. New Streets

9.1. This section of the policy applies to new streets being created, not to existing streets, which may not meet the current criteria. The current criteria have been informed by problems encountered by the emergency services, and by residents and businesses on existing streets.

9.2. A new street name will only be considered for an access that serves 10 or more properties. Where a small development comprises fewer than 10 properties with a common access drive there may be a name for the development, but the address will incorporate the name of the street from which the development is accessed (for instance 1-4 Smith Mews High Street).

9.3. Regardless of the size of a development the decision as to whether a new street name will, or will not, be issued is solely a matter for Sevenoaks District Council.

9.4. As part of the SNN application the developer will be requested to supply up to three preferred names for consideration for each new street being constructed. Wherever possible Sevenoaks District Council encourages the use of names that reflect the local history, geography, or character of the area. All suggestions must conform to the guidelines set out below. When deciding, preference will be given to local community suggestions.

9.5. Where an area, site, or previous building has names, activities, features, wildlife etc historically associated with it, it is usual to preserve these in street names. Where there is no information to suggest a street name from the immediate area other local aspects should be considered, and the source area should be widened, up to County level.

9.6. If a suitable 'local' name cannot be identified, then any name can be suggested, subject to the guidelines below.

9.7. Where several streets are included in a development a theme linking the names can be used to identify the area.

9.8. To reduce potential confusion, especially for the emergency services, new street names must avoid replicating a similar name already in use in an area. This includes phonetically similar names e.g. Churchill Road and Birch Hill Road. A variation in the suffix, for example 'street', 'road', 'avenue' will not be accepted as sufficient reason to duplicate a name (i.e. Holly Road and Holly Drive).

9.9. Suggested names will not be accepted if they are likely to cause offence, or breach rules of common decency.

9.10. Naming after a person still living will not be approved; this avoids the potential impact of any future negative publicity, which may instigate requests to change the name. Naming a road after members of the developer's family will also be unacceptable.

9.11. Street names that promote (or could be confused with) an active organization, individual or advertisement will not be permitted.

9.12. Names that are capable of deliberate misinterpretation e.g. Hoare Road, Typple Avenue should also be avoided.

9.13. Use of names with Royal connotations or any reference to the Royal family or their residences will not be permitted without written consent of the Lord Chamberlain's Office.

9.14. Street names should not be difficult to pronounce or awkward to spell. To reduce delay for an emergency call they should not start with 'The', or end with 's' (if the 's' suggests either possession or a plural, such as 'Lanes').

9.15. Street names must only contain letters found in the English alphabet. Numbers, characters, punctuation or symbols will not be permitted under BS7666 addressing standards.

9.16. The use of 'North', 'East', 'South' or 'West' (as in Old Road East and Old Road West) is also discouraged, and is only acceptable where the street is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicle access between the two. The same restriction applies to the use of 'Upper' and 'Lower'.

9.17. The following is a list of approved suffixes for new streets:

Suffix	Context for use
Avenue Drive Grove Lane Rise Vale View	For residential roads
Mead	Only for exceptional circumstances. Preferably near a water course.
Row Dene	For residential roads. Only for exceptional circumstances.
Court Mews Yard Place	For small enclosed developments, provided it does not repeat the name of the street from which access is gained.
Road Street	For any thoroughfare
Close	Only for a cul-de-sac
Crescent	Only for a crescent shaped road, usually accessible from both ends
Hill	Only for a road going up / down a hill
Gardens Place	Subject to there being no confusion with any local open space, and provided it does not repeat the name of the street from which access is gained
Square	Only for properties arranged in a square around a central road / access
Terrace	For a terrace of houses but NOT as a subsidiary name within another name
Way	For a major road

9.18. Single or dual names without suffixes may be acceptable in appropriate places (e.g. Broadway), subject to the decision of the SNN Officer.

9.19. All new pedestrian ways should end with 'Walk', 'Path', or 'Alley'.

10. The Procedure for Naming a New Street

10.1. The SNN Officer will confirm the acceptability of the developer's proposal in terms of address standards, then the appropriate Parish / Town Council will be consulted on the acceptable names. The period allowed for consultation shall be 28 working days from the date of the covering letter to the Parish/ Town Councils. The consultation period may be extended, if requested, to enable local council meetings to take place.

10.2. If the consultees accept one of the offered names, then that name will be forwarded to Royal Mail for comment. If Royal Mail agree to the name then it will be

adopted, the properties within the new street will be numbered and an official plan produced. The plan will be distributed to the developer and other relevant bodies.

10.3. If no response is received from the consultees, then the SNN Officer will select one of the three offered names, the properties within the new street will be numbered, an official plan produced and distributed.

10.4. If none of the offered names are considered acceptable by the SNN Officer then the Parish/Town Council will be asked to suggest a name, if considered acceptable then the developer will be informed, the new street will be numbered, an official plan produced and distributed.

10.5. It is the responsibility of the SNN Officer to make the final decision on street names. If there is an objection or dispute about a proposed road name, the final decision will rest with the SNN Officer.

10.6. The developer will provide and install nameplates for all new streets in accordance with the Sevenoaks District Council specification (Appendix B).

11. Renaming existing properties

11.1. In streets where existing properties are not numbered it is essential that the properties are officially allocated names.

11.2. Applicants are advised to make at least two, preferably three, suggestions for property names, stating the order of preference. It is recommended that the names should be different, rather than variations on a theme, to avoid the problem of similarity to an existing address; ie do not suggest Rose Cottage and Rose House as the problem is likely to be with 'Rose'.

11.3. Names that breach rules of common decency, or promote an active organisation or individual (or appear to) will not be approved. Names deemed offensive in terms of race, faith/religion, gender, disability, age, sexual orientation or inappropriate language will not be permitted.

11.4. Suggested names will not be accepted if they are difficult to pronounce, or if they are similar to the name of another property, building or street name in the surrounding area, which would cause confusion. For example, duplicated house names on the same road, or within the same postcode sector, will not be permitted. A postcode sector is identified by the first five characters of a postcode e.g. TN13 3**.

11.5. Naming residential properties after a person still living, or organisations, companies etc is unlikely to be approved. This avoids the potential impact of any future negative publicity which may result in a request for another change.

11.6. Use of names with Royal connotations or any reference to the Royal family or their residences will not be permitted without written consent from the Lord Chamberlain's Office.

11.7. Building names should only contain letters found in the English alphabet. Numbers, characters, punctuation or symbols will not be permitted under the BS7666 addressing standards.

11.8. It is the responsibility of the SNN Officer to make the final decision on property names. This is based on a case by case basis, and factors such as locality and duplicate addresses, or addresses that could cause confusion for the emergency services, will be taken into account. For more information on the decision process see Section 16.

11.9. When an existing property address is changed the Council will notify Royal Mail and the statutory bodies of the change, but it is the responsibility of the person requesting the changes to notify all their personal contacts. Please also note that Land Registry are informed, but will not alter the address on the registered title or on the deeds: the applicant will need to arrange for this personally.

12. Renumbering existing properties

12.1. Renumbering of existing properties by developers or owners is not acceptable. Once a property has been officially allocated a number it cannot be changed or removed from the address and must be clearly displayed on the property. The owner is obliged to use this number under Section 64 of The Town Improvement Clauses Act 1847, and Section 10 of the County of Kent Act 1981.

12.2. Where a name has been added to a property with a number, the number must always be included; the name cannot be regarded as an alternative. The property name and number must be clearly displayed on the property by the owner and be visible from the highway. This is enforceable under Section 64 of The Towns Improvement Clauses Act 1847, and under Section 10 of the County of Kent Act 1981, where such person shall be liable to a penalty under the provisions of the Criminal Justice Act 1982 (Section 37 (2) Standard Scale Level 1 offences).

12.3. The purpose for the insistence on the use of the number is to aid the emergency services; it is much quicker and easier to locate a number in a sequence of numbers than a name in a random group of names.

12.4. In the case of an inconsistency in an address, the version of the address that is most commonly used on several databases including Royal Mail and Land Registry will be accepted. For example, a flat that is referred to as both Flat A and Flat 1 by multiple organisations: cases like this are often revealed when a customer is applying for a mortgage but has a non-registered address. In these circumstances other

databases will be checked and the final decision on the official address will lay with the Council.

12.5. Renumbering the properties in whole or part of an existing street is to be avoided unless the benefits clearly outweigh the obvious disadvantages. On rare occasions where this becomes necessary it is usually only done as a last resort when:

- There is confusion over numbering in the street
- New properties are built in an existing street and there is a need for other properties to be renumbered to accommodate the new properties. This is a very rare occurrence, usually caused by large-scale redevelopment.
- The quantity of named-only properties in a street are deemed to be causing confusion for the emergency services, deliveries or visitors.

12.6. Properties will not be renumbered in circumstances whereby delivery companies fail to correctly deliver goods. This is the full responsibility of the delivery company.

12.7. Existing residents and business owners will be consulted using the same procedure as that for renaming a street (Section 13). Royal Mail and the emergency services will also be consulted.

13. Renaming an Existing Street

13.1. To change a street name the Council will require a minimum of two thirds support from the persons responsible for paying the local council tax or business rates in the affected street, as any change can be very disruptive and cause individuals to have to change all their personal address details. The consultation process referred to in this document will be implemented before any agreement is given. This is a very time consuming process and can be very emotive for those involved and will, therefore, only be contemplated as a last resort.

13.2. On rare occasions where this becomes necessary it is usually only done when:

- A street name is regularly confused with another street in the area.
- There is confusion over a street's name and/or property numbering.
- The residents are unhappy with their street name.

13.3. Anyone proposing to change a street name must consult all the affected occupants and obtain the written approval of two thirds of the occupants for the proposed name change. The Council will supply a form for this purpose. Only when the form is returned to prove sufficient support for the name change will the Council then start any renaming process.

13.4. The Council will issue official letters to all occupiers, and to the landlords of any tenanted properties (where Sevenoaks District Council has contact details for them), seeking formal approval to the name change. In addition, the Council will consult Royal Mail, local Parish/Town Councils and relevant Sevenoaks District Council ward member(s) on the issue.

13.5. The consultation process will run for 28 calendar days from when the consultation letters are sent and will be implemented before any agreement is given.

13.6. Where a street is renamed, the naming rules in Section 9 of this policy still apply when suggesting a replacement street name.

14. Discrepancies in street names

14.1. There may be instances where a road has been formally named by the council but does not appear on Royal Mail's database (known as PAF). This is most likely in rural areas where PAF addresses may reflect historic delivery routes, or in streets which do not have any properties that receive post. We will try to resolve any discrepancies wherever possible by consulting with Royal Mail. However, Sevenoaks District Council are not responsible for Royal Mail's database.

14.2. Where the council is made aware that a street name has possibly been recorded incorrectly or inaccurately it will:

- Check any deeds and documents that the council has for any evidence of the street name used historically.
- Check any historical maps, department records and any other records the council hold that may provide supporting evidence, for consideration prior to making a decision
- Check existing street nameplates. Generally, these are deemed to be correct unless proved otherwise
- Check Kent County Council Highways records
- Consult with the relevant Town or Parish Council when there is a need for local knowledge, i.e. regarding pre-existing unofficial street names, or where specified streets start and finish.

14.3. If evidence comes to light that the street name currently recorded and/or on display is not correct, the Council will consider two courses of action:

- Where the error is inconsistency in spelling or composition the Council will make a decision based on the most frequent use, and earliest recorded form, of the street name.

- Where the error is more significant, the Council will consult with, and ballot, the owners of the properties in the street. After the owners have been consulted, and taking into consideration the factors listed above, we will consider making an order to change the street name following the same procedure detailed in Section 13 of this policy.

14.4. In both circumstances the Council will write to each property confirming the address of the property (whether we change the existing name or not). We will also circulate the official address to other council departments and interested parties such as the emergency services, Royal Mail, etc. to ensure address consistency.

14.5. Where the Council considers there is not sufficient evidence to justify a change the existing name will remain unaltered, unless an application and subsequent fee is made to rename the street following the guidance for requested changes.

15. Notification

15.1. The Council will notify the organisations in Appendix A of any numbering, naming or renaming. It is the responsibility of the applicant to notify all their personal contacts, suppliers etc.

15.2. A confirmation letter and schedule (if applicable) will be sent to the applicant when the application is completed. It is advisable to keep this in a safe place with the deeds to the property, as an administration fee will be applicable for a replacement copy.

16. Decision and Discretion

16.1. The Council's decision is final for the naming of roads, re-naming of roads, numbering or re-numbering of properties, and is at the discretion of the Head of Service Delivery in consultation with the Portfolio Holder/Ward Councillor, delegated to the responsibility of the Street Naming and Numbering Officer.

16.2. If any resident/owner or interested party wishes to appeal against a decision of the council, they should in the first instance seek to do so through the council's complaints procedure. If this fails to resolve the issue, they have the right to seek redress through the Local Government and Social Care Ombudsman.

17. Claims for Compensation

17.1. Mis-delivered mail or goods is the responsibility of the delivery company. Sevenoaks District Council is not liable for any claims for compensation arising directly or indirectly from the official naming of roads, numbering or re-numbering of properties.

17.2. No refunds will be made for the Street Naming and Numbering process as per Section 5.2 of this policy.

18. Council Responsibility

Sevenoaks District Council is not responsible for the following:

18.1. Marking the address on the property. It is the responsibility of the developer / owner / occupier to ensure that the property address is marked in such a way that it can be clearly seen from the road.

18.2. Correspondence and deliveries not being delivered to the correct address. Any complaints should be directed to Royal Mail Customer Services, or the delivery company concerned.

18.3. The address being unavailable on databases used by third parties, such as retail outlets (including internet based businesses).

18.4. Ordnance Survey, or other provider's, maps or plans not featuring any new properties or roads.

18.5. Issuing postcodes. Royal Mail will not issue postcodes to addresses such as land that are not capable of meeting their requirements for receiving post. If a property requesting a postcode does not meet Royal Mail's criteria for a postal address and a postcode is refused, we do not have the power to change this decision. Refer to Section 2.2 for further information.

18.6. Changing the address on deeds or the registered title to match the official / postal address. This can only be done by the owner, either via a solicitor or by using a form 'to change the register', available on the Land Registry website.

18.7. Whilst we will endeavour to do so, it is not the council's duty to inform Royal Mail of the occupation status of the new development. Unless the SNN Officer is advised by the applicant that the property to be registered is already occupied then the postal address for a new build will be registered on Royal Mail's reserved postal address 'Not Yet Built' database and will not appear on their website.

19. The National Land and Property Gazetteer (NLPG)

19.1. The NLPG is the definitive address list that provides unique identification of properties (UPRN) and conforms to the British Standard, BS7666:2006. The NLPG covers the whole of England and Wales and contains more than 30 million residential, business and non-mailing addresses and is now marketed commercially.

19.2. The NLPG is a comprehensive and continually updated database, created by those with local knowledge in each local authority, the body with legal responsibility for street naming and numbering of property. As local authorities are the originators of addressing information an address dataset, developed and maintained at source by users of the data, will inevitably have the highest level of currency and completeness.

19.3. The Council is committed to this initiative through its own Local Land and Property Gazetteer (LLPG) which, together with the other local authorities in England and Wales, makes up the NLPG. Street naming and numbering is the single most important source of address change intelligence for the council's LLPG and therefore NLPG.

20. Street Nameplates

20.1. Developers are responsible for the supply and installation of street nameplates for new streets, to the Council's specification (Appendix B)

20.2. The Council is responsible for the replacement and repair of street nameplates in its own administrative area. Nameplates will be erected and replaced whenever required, taking into account both financial restraints and requirement.

20.3. The Council has powers under the Public Health Acts Amendment Act 1907 to place or replace street nameplates on private property, if required.

20.4. Where a street is approached only from one direction, only one nameplate will be erected and this will face the direction of approaching traffic. Where a road can be approached from both directions, nameplates on either side of the junction will be erected. Nameplate(s) will also be erected at any junction or entrance onto the street.

20.5. The nameplates erected within the Sevenoaks District will be as per the nameplate specification. (See Appendix B)

APPENDIX A: Distribution List for Notifications

Sevenoaks District Council address data is uploaded to the National Land and Property Gazetteer (NLPG), which is the basis of the Ordnance Survey's AddressBase suite of products. As a result, it is disseminated to all subscribers to the products, on a timescale determined by the subscriber.

Sevenoaks District Council sends notifications of new addresses and address changes directly to the following organisations:

Internal:

- Electoral Register
- Land Charges
- Local Land and Property Gazetteer Custodian (LLPG)
- Council Tax
- Business Rates
- Direct Services
- Customer Solutions

External:

- Kent Fire & Rescue
- Kent Police
- Kent County Council Highways
- Valuation Office Agency
- Land Registry
- Ordnance Survey

Appendix B: Sevenoaks District Council Nameplate Specification

Rationale:

- 98% recycled plastic
- no delamination
- no scrap value
- polyethylene easy wipe
- UV resistant for 10 years

Plates:

- Composite complete with channels

Plate depth:

- 150mm plus (can be easily adjusted)

Lettering font and height:

- 89mm Kindersley – primary text
- 50mm Kindersley – secondary text

Border size and colour:

- 12.5mm (can be varied) Black

Background colour:

- White non-reflective

Reverse colour:

- Black

Symbols:

- 816.1 No Through Road symbol to be 140mm deep.
- Arrows may be added

Construction:

- 18mm thick 95% recycled plastic board with one-piece construction, screwed to posts with 50mm x M6 steel security screws

Finish:

- Non-reflective, anti-graffiti film. Vinyl cut. GRF to face

Fixings:

- 4 no. 76mm anti-rotational clips c/w sheer nuts

Supports:

- Solid 75mm dia. 1350mm long x 2

Support finish:

- Recycled plastic

Support colour:

- Black

APPENDIX C: Legislation

Section 64: Town Improvement Clauses Act 1847

Houses to be numbered and streets named

“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 [level 1 on the standard scale] for every such offence”.

Section 65: Town 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 [level 1 on the standard scale], 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 street names

“The local authority may, with the consent of two-thirds in number and value of the ratepayers 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 any part of any street to be painted or otherwise marked on a conspicuous part of any building or other erection.”

Section 10: County of Kent Act 1981

Street Numbers

- (1) A District Council may allocate to the buildings in a street in their district such numbers as they think fit.
- (2) Where a number has, or numbers have, been allocated to a building under this section or user section 64 of the Towns Improvement Clauses Act 1847, the District

Council may serve on the owner or occupier of the building a notice requiring him within such a period, not being less than three weeks, as may be specified in the notice, to mark the building with that number, or those numbers, in such a way as to make the mark legible from the street.

(3) The owner or occupier of a building shall –

(a) Maintain the mark in such a way that it remains legible from the street; and

(b) Keep the view of the mark from the street unobstructed to such an extent as is practicable.

(4) A District Council may alter the number or numbers allocated to a building, and where they do so subsections (2) and (3) above shall apply to the altered number or numbers.

(5) A District Council may, instead of requiring a building or premises within the curtilage of a building to be marked with a number or numbers under this section, require it to be marked with such other means of identification as they may, at the request of the owner or occupier, allow, and Subsections (2) and (3) above shall have effect accordingly.

(6) An owner or occupier of a building who without reasonable excuse –

(a) Fails to comply with a notice served on him under subsection (2) above; or

(b) Contravenes subsection (3) above;

shall be guilty of an offence and liable on summary conviction to a fine not exceeding £50.

(7) The following provisions of the Towns Improvement and Clauses Act 147 shall cease to have effect in the County –

(a) In the words introducing sections 64 and 65, the words “and numbering the houses”,

(b) In section 64 the words from “ shall from time to time” to “think fit, and” the words “number or “ wherever occurring’

(c) Section 75.