



BLACKBURN
with
DARWEN
BOROUGH COUNCIL

Street Naming and Numbering Policy and Procedures

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Blackburn with Darwen Borough Council
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Introduction

Blackburn with Darwen Borough Council uses the provisions of Sections 64 and 65 of the Towns Improvement Clauses Act 1847 together with Section 21 of the Public Health Act Amendment Act 1907 for the purpose of naming streets and numbering properties.

Decisions relating to street naming and numbering are controlled by the Council. The purpose of this control is to make sure that any new street names and numbers are allocated logically to ensure amongst other things, the effective delivery of mail and the location of addresses by the emergency services. Clear, unambiguous property addresses are therefore essential.

Anyone seeking an address change, or the creation of an address for a new property, must apply to the Council following the procedures outlined in this policy.

Private and housing developers are welcome to submit street names for consideration. It is recommended however that more than one suggestion is put forward just in case the suggestion fails to meet the Council's criteria outlined in this policy. It is desirable that any suggestions for street and building names reflect the local history or geography of the area or have some relevant connection with the area and the names avoid duplication.

Suggestions that comply with the Council's policy on street naming and numbering will be formally allocated and all relevant bodies will be notified by the Council. The Council reserves the right to make changes as deemed necessary. See Appendix A for a list of bodies / organisations informed by the Council.

Where street names or previous numbers have been established without reference to the Council, then the council have the authority to issue Renaming or Renumbering Orders, under Section 64 of the Towns Improvement Clauses Act 1847.

The Council will endeavour to ensure that where appropriate, if a street has a name and has street signs relating to that name, all properties accessed from that street will be officially addressed to include that street name and also where appropriate, new properties are numbered.

For the avoidance of doubt, it should be noted that the Council has the legal responsibility to ensure that streets are named and properties numbered. The Council therefore has the power to approve or reject property and street names that are submitted by developers. This power extends to commercial property as well as domestic properties. Legislation to support this statutory power is outlined in Appendix B.

In addition to complying with the appropriate legislation, this policy at the time of implementation follows best practice prescribed by the National Land and Property Gazetteer custodians. A link can also be found in Appendix B.

The Street Naming and Numbering service contact details are:

Telephone: (01254) 585698

E-mail: addressmanagement@blackburn.gov.uk

Website: <https://www.blackburn.gov.uk/planning/street-naming-and-numbering>

Naming Streets and Numbering Properties

Blackburn with Darwen Borough Council adheres to Section 64 of The Towns Improvement Act 1847, which implies a requirement to ensure properties are numbered or named and marked as such. Additionally, it is Blackburn with Darwen Borough Council's responsibility to ensure that the street nameplates are displayed. If any person should destroy or deface a street nameplate, or display an unofficial name or number upon their property, then that person may be liable to a fine.

The Council will name and number streets and dwellings in accordance with the national data entry conventions for the National Land and Property Gazetteer (NLPG). Following these conventions ensures the Council's practices are compliant with British Standard BS7666:2006 confirming the precise identification of a property or plot of land.

Ensuring the Council has a comprehensive Street Naming and Numbering Policy is important in order that:

- Emergency Services can find a property quickly – delays can cost lives and money
- Mail is delivered efficiently
- Visitors can easily find where they wish to go
- There is a reliable delivery of services and products
- Service providers have up to date and accurate records. Poor record keeping is only a disadvantage to the customer

The street naming process can take several months for a large residential or commercial development and it is therefore advisable to contact the Street Naming and Numbering Officer at the earliest possible stage of the development. It is preferable for developers to consult with the Council before the developer assigns an unofficial "marketing name" to the development, so as to avoid confusion.

Problems can arise if purchasers have bought properties which have been marketed under an unofficial name and legal documentation has already been drafted. The Council will accept no responsibility for costs incurred by individuals or property developers for failure to follow this policy.

Property developers and residents may suggest names for new streets. These should be submitted to the Council's Street Naming and Numbering Officer for consideration against the criteria. The Street Naming and Numbering Officer may consult with the Executive Member for Growth & Development, who may either accept the suggestion or object to it and offer their own alternatives. Once a suitable suggestion which accords with the Council's criteria has been selected, the Street Naming and Numbering Officer will seek agreement with the developer. In cases where agreement is not forthcoming on a street name, the decision will be made under delegated authority by the Council's Growth & Development Director and there will be no right of appeal.

All costs for the erection of new street nameplates will be borne by the property developer. There are Street Nameplate Specifications and Installation Guidelines later in this policy which must be followed and the Council should be contacted for advice. The Council will not accept future maintenance liability for bespoke nameplates affixed to stone plinths or entrance pillars unless agreement is reached for a commuted sum. No street nameplate shall be erected until the street name has been confirmed by Blackburn with Darwen Borough Council.

The maintenance of street nameplates becomes the responsibility of Blackburn with Darwen Borough Council at a time when the developer has successfully applied to have the street formally adopted.

Renaming Streets

The Council is empowered under legislation governing Street Naming and Numbering, to forcibly rename streets and consider an application to rename a street. The changing of a street name or sequence of property numbering shall be avoided, unless there is specific and sufficient reason to do so. This may come in the form of a new development in the street, or a request from the emergency services.

The Council will pursue alternative solutions and only change the name or numbering sequence as a last resort. In the event that the street name or numbering needs to be changed the following steps shall be taken:

- Consultation will take place with all affected property owners. Two thirds of the property owners must be in favour of the proposed change to proceed.
- A report with evidence of the owner's approval shall be made to the Council's Growth & Development Director seeking their endorsement to instigate the change.
- All costs associated with a change to a street name or numbering sequence instigated by the property owners shall be met by the individual property owners affected by the changes.

However, these changes may require wider community involvement and consultation and will be dealt with on an individual case basis.

Addressing Property

When making an application for a plot or development to be numbered, the developer must provide the Council with the following information:

- Planning Application Number – street naming and numbering can only be administered subject to detailed or reserved matters planning approval, without this an address will not be allocated.
- Plans clearly showing plot numbers, location in relation to existing land and property and the placement of front doors or primary access to each plot.
- Internal layout plans, if appropriate, for a development that is subdivided at unit or floor level.
- Building Regulation Number, once available to indicate that work has commenced.

New properties in an existing unnumbered street will require a property name. For an infill development of two or more properties accessed from a private drive, the Street Naming and Numbering Officer may deem it appropriate to give the development a property group name e.g. 1-4 Newfields, High Street.

Properties with a premises number must always use and display that number. Where a property has a name and an official number, the number must always be included in the address and displayed on the property. The house name cannot be regarded as an alternative. This is enforceable under Section 65 of the Towns Improvements Act 1847.

Creation of Postal Addresses

For clarification, official postal addresses always take the following format based upon British Standard 7666:

Company Ltd Company or Organisation Name (if applicable)
123 Street Name Postal Number / Name of Street
Anywhere Locality or sub-town (if applicable)
ANYTOWN POSTAL TOWN
County County
BB00 0AA Post Code

The allocation of post codes is managed by Royal Mail alone, and must be confirmed by them. Blackburn with Darwen Borough Council will undertake this process on the applicant's behalf and inform the applicant and other interested parties. When an approved address is agreed by all parties, Royal Mail will confirm a post code. The maintenance and any future changes to this post code is the responsibility of Royal Mail.

"Localities" within an official postal address are the responsibility of Royal Mail. Where applicants object to a locality name in their address, the Street Naming and Numbering Officer will advise them to consult Royal Mail, who has a procedure laid down in their code of practice by the Postal Services Commission for adding or amending locality details.

Applicants are reminded that postal addresses are not geographically accurate descriptions, but routing instructions for Royal Mail staff and they can and do contain names for villages, towns and even counties that may be several miles away from the actual location of their property.

Blackburn with Darwen Borough Council accepts no responsibility or liability for omission of post code or post town information, nor for any failure of services arising from this omission.

Any property developer or builder should not give any postal addresses, or postcodes, to potential occupiers (for example via solicitors or estate agents) before formal approval has been issued by the Council, because 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.

For general information about addresses and post codes, Royal Mail's general guidance can be found on their website <https://www.royalmail.com/>

Information about new build properties:

<https://www.poweredbypaf.com/product/not-yet-built/>

Royal Mail's 'find a postcode' search facility:

<https://www.royalmail.com/business/find-a-postcode>

Royal Mail PAF Code of Practice:

<https://www.royalmail.com/sites/default/files/PAF-Code-of-Practice-211118.pdf>

Tel: 0345 606 6854

Email: address.management@royalmail.com

Guidelines for Street Naming

The Street Naming and Numbering Officer will use the guidelines below when agreeing a new number or address. Property developers should follow these guidelines for any names they wish to suggest.

- New street names should try to avoid duplicating any similar name already in use in a town / village or in the same post code area. A variation in the terminal words for example 'Street', 'Road', 'Avenue' will not be accepted as sufficient reason to duplicate a street name. A popular request is to repeat existing names in a new road or building titles. This will not be permitted as it may have a detrimental effect due to emergency services being unable to clearly identify the correct property.
- The Council will endeavour to promote street names that reflect local, geographic or historic significance in the area.
- Names with a common theme are to be encouraged on large developments, preferably with a local geographic or historic connection.
- Street names should not be difficult to pronounce or awkward to spell.
- Phonetically similar names within a post code area should be avoided e.g. Churchill Road and Birch Hill Road.
- Street names must not cause offence and will be verified to ensure that they do not cause offence, having particular regard to race, disability, gender, age, faith and sexual orientation.
- Street names that may be open to re-interpretation by graffiti or shortening of the name shall be avoided.
- Any street name that promotes a company, service or product will not be permitted. Names based on a developer's trading name are seen as advertising and are not acceptable.
- The use of the wording 'North', 'East', 'South' or 'West' should be avoided where possible.
- New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.
- New street names shall exclude "s" where it can be construed as either a possessive or plural.
- Street names must not contain numeric characters.
- Words of more than three syllables and the use of more than two words shall be avoided.
- The creation of an address in order to secure a "prestige" address or to avoid an address which is thought undesirable will not be allowed.
- Whilst not an exhaustive list, new street names should ideally end with one of the suffixes included in Appendix D.

Guidelines for Property Addressing

When numbering properties on new streets, the Council will seek to do so in the most logical manner with consideration given to potential future development. This will adhere to the following conventions:

- All new property development shall be numbered rather than named. Exceptions may apply in existing streets where no numbering scheme exists.
- New streets shall be numbered with odd numbers on the left hand side and even numbers on the right, commencing from the primary entrance to the street. Where the street is a thoroughfare between two other streets, the numbering shall commence at the end of the street nearest the town or village centre.
- Consecutive numbering in a clockwise direction may be used in a cul-de-sac / infill or in a situation where there is no scope for future development in the street.
- The number of a property will be allocated to the street onto which the front door faces.
- All numbers should be used in the proper sequence. The number 13 may be excluded from the numbering scheme on request unless it is advantageous for the Street Naming and Numbering Officer to include it.
- Once numbered, the Council will not normally re-number properties. The Council will only renumber properties where it is evidenced that the current system causes major issues for the emergency services, internal service delivery or Royal Mail.
- Where an existing street is to be extended, it would be appropriate to continue to use the same street name. This will include the continuation of the street numbering.
- Flats and units shall be given individual numbers where possible; the sequence of the numbering depends on access to front doors of individual premises. The word 'flat' in any form should be avoided if possible in the principal property name or as part of the property name.
- If a building has entrances in more than one street, is multi-occupied 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.
- When a numbered property is converted into flats, the flats should be allocated suffixes A, B etc. e.g. first floor flat at 20 High Street will be 20A High Street. A numbering scheme such as Flat A / Flat B or Suite 1 / Suite 2 or descriptive names such as 'First Floor Flat' shall be avoided if possible. The same shall apply for units, apartments and other forms of property subdivision.
- If a block of flats is built in the middle of a numbered street and cannot be integrated into the current numbering of that street, a name will be given to the block and the flats numbered internally.
- At locations where, for example a large house within a road is demolished to be replaced by (e.g.) 4 new smaller houses, the new houses should be given the number of the old house with A, B, C or D added (i.e. 12A, 12B, 12C, 12D), this would avoid renumbering all higher numbered houses on the side of the road affected by the proposal.

- When new properties are built on an existing street, typically as infill development, and there are no available numbers to use whilst retaining the current sequence, a letter shall be used as a suffix, e.g. 12A. Where building takes place on the site of a demolished property, the new building will inherit the existing building number.
- Where two or more properties on a numbered street are merged, one of the numbers of the original properties should normally be retained. For example, 3 and 5 Front Street being combined would become 3 or 5 Front Street. There may however be instances where it is considered appropriate to use 3-5, and in such cases this will be determined on its own merits.
- New street names shall not be provided for the sole purpose of avoiding numbers with a suffix.
- A business name shall not take the place of a number or a building name.
- Private garages and buildings used for the storage of vehicles and similar purposes will not be numbered.
- A piece of land, such as a farmer's field, cannot be given an official address. Only property on a particular piece of land can have a conventional address enabling mail delivery and services.
- On a street without numbers, a name will be allocated to a new property. The name of the property will not repeat the name of the road or that of any house or building in the area. It should also be sufficiently different to other property names used locally and where possible should reflect the history of the area or acknowledge the local geography whilst being BS7666 compliant.
- Royal Mail will only register properties that have their own entrance and / or their own secure letterbox. Sometimes this can cause problems as residents think their address / flat should be registered. If mail for a building is delivered to a single letter box, and occupants then collect their own mail, Royal Mail class this as a 'building in multiple occupancy' and will only register the parent building and not individual flat numbering schemes within the building.
- When new developments have been allocated street names and a numbering sequence but the developer has subsequently revised the site layout to either include or delete plots from the original layout, then a revised numbering scheme will be carried out to ensure a sequenced numbering system without the use of numbering suffixes. Exception to this will be if potentially affected plots are already owned or occupied. In this situation, to avoid 'Change of Address Notices' being issued to those occupied plots, the suffixes of A,B,C etc. will be added to adjacent numbers for the additional plots. Similarly, where plots are deleted from an already numbered development with owned or occupied plots affected, then numbers will be deleted from the numbering scheme. Developers may be charged for this service.
- The Council is not responsible for the erection or maintenance of nameplates on properties or for directional signs to individual properties or groups of houses. This responsibility rests with the developer or property owner(s).
- Property names must be clearly displayed at the entrance/drive to the property.

Procedure for Naming & Numbering New Developments

The property developer should not give any postal addresses, including post codes, to potential occupiers, directly or indirectly via Solicitors / Estate Agents etc. before the Council has issued formal approval. The Council will not be liable for any costs or damages caused by the failure to comply with this.

Property developers should always apply directly to the Council at the earliest opportunity for new postal addresses. This is generally after any planning application has been accepted.

To register new addresses, developers should contact the Street Naming & Numbering officer via the details provided in the introduction to this document.

All proposals must also be accompanied by a site location plan which should preferably be at a scale of 1:1250 or at a minimum scale of 1:2500, and should contain sufficient detail to accurately locate properties and frontages. The confirmed layout drawing showing the road layout and plot numbers is necessary. For developments that include flats, internal layout plans are also required.

The applicant or developer may suggest a possible name or names for any new street(s). Several suggestions for names should be made in case the Council, the emergency services or Royal Mail object to the suggestions.

The Street Naming and Numbering Officer confirms or otherwise the name of the street(s) with the developer. Where agreement cannot be reached, the final approval of street names will be made under delegated authority by the Council's Growth & Development Director.

The developer will cover the initial costs of street nameplates and ensure they adhere to the Council's specification and installation guidelines. Normal street sign practice is to erect one sign at the entrance to a street; however, two signs may be more appropriate where there is access to a busy street, or where visibility is restricted. Where appropriate, additional information regarding access to other streets may also be added e.g. 'Leading to....' or cul-de-sac symbols added. Each case will be considered on its merits and road safety will be the primary consideration.

The Council will cover maintenance costs after the development has been formally adopted and the street nameplate has been erected in accordance with the Council's installation guidelines and appropriate specification.

Numbering of the new street(s) will be carried out following the guidelines within this policy. All properties on newly named streets will be allocated numbers. All new properties on existing streets will be numbered if possible unless existing properties on that street all have official dwelling names and no numbers, or it is an infill development.

Where the development is an infill development on an existing street, the Council will number the properties wherever possible and suffix the number with a letter as appropriate in order to accurately define the location of the property on the street.

Where the street does not have an existing numbering scheme the developer can suggest property names. The property name must comply with the guidelines set out in this policy.

When naming and numbering is complete, the Council will contact Royal Mail who will allocate the post code to the address, and add the property to their 'not yet built' file. Once Royal Mail have allocated the post code, the Council will write to the developer with official confirmation of the full postal address, and where applicable, any instructions for the erection of street nameplates.

The Council will notify all statutory bodies / agencies that have requested address change information, and supply a plan indicating the location of all the properties. A list of agencies notified by the Council is shown in Appendix A

Where developers have not followed the Council's policy and occupation of the property has taken place, the Council will endeavour to contact the owner or developer and ask for an official application to be submitted to the Council. If an application is not received within four weeks of contact having been made, then the Council will allocate an address and charge the owner or developer retrospectively for all street naming and numbering costs incurred. If at a later stage, the owner wishes to change the property name, they will have to follow the official procedure to make the change and a charge will be made.

Procedure for Changing or Adding a Property Name

If you wish to change the name of your property, or add an official 'alias name' to your property you must follow this procedure. Royal Mail does not accept name changes from anyone other than the Council.

Requests can only be accepted from the owner(s) of a property and not tenants. Proof of ownership is required.

The Council cannot formally change a property name where the property is in the process of being purchased, that is, until exchange of contracts has been completed; although the Council can give guidance on the acceptability of a chosen name change, in principle, before exchange of contracts.

A check is made by the Council to ensure there are no other properties in the locality with the same name. In no circumstances will the Council allow a replicated house name in the same postal area. The Council also strongly recommends against using similar sounding names. Royal Mail cannot guarantee mail delivery if the Council's advice is ignored.

Under no circumstances will the Council allow a name that is offensive or can be construed as offensive.

If the property already has a house number, it is not permitted to replace the number with a name. However, the Council will allow the addition of an 'alias name' to the address. The name will be held by Royal Mail on their 'alias file' and will not form part of the official address. The alias name can only be used with the property number, not as a replacement of it.

The Street Naming and Numbering Officer can refuse to change a property name where the name is the sole method of locating the property and the name of the property is well known or has historic links to the surrounding area.

Once all the checks have been satisfactorily completed, the Council will change the name of the property and advise the relevant parties detailed on Appendix A.

The Council will then issue a 'change of address memo' confirming the new official address to the owner of the property. Copies of these memos are retained on the BwD website:

<https://www.blackburn.gov.uk/planning/street-naming-and-numbering>

Procedure to Rename an Existing Street, Renumber Properties or Name a Street that was Previously Unnamed

Renaming will only be considered necessary as a last resort by the Street Naming and Numbering Officer and will require that at least two thirds of property owners are in agreement to the change.

If the proposal is approved, a notice will be erected on site for one month whereby anybody aggrieved by the proposal can object. After consideration a decision will be made on whether to approve the proposal using delegated authority powers by the Council's Growth & Development Director.

Once approved, the Council will confirm that the new street name is acceptable with Royal Mail. Royal Mail may issue a new post code for the street.

The Council will advise the residents / owners of their new official address as well as the agencies / organisations detailed in Appendix A

All costs associated with a change of address will be met by the owners / residents themselves.

All costs associated with providing and erecting street nameplates, except in exceptional circumstances, will be met by the residents / owners of the street. Once erected, the Council will maintain the street nameplates.

The old street nameplates will remain in place, with a line struck through the lettering, and the new street nameplates will be erected alongside to clearly indicate the change. The old nameplate will be removed six months after implementation.

Sometimes the Council may decide that in order to improve the delivery of mail and the routing of emergency services, a street needs to be renamed or renumbered. The Council will only do this after consultation with the owners of the affected properties and will always give one-month notice in writing as detailed above. In these circumstances all costs associated with providing and erecting street nameplates will be met by the Council.

Any appeals should in the first instance be made to the Street Naming and Numbering Officer. If this is not satisfactorily dealt with, appeals should be directed through the Council's Growth & Development Director.

Street Nameplate Specification & Installation Guidelines

The Council requires all street nameplates within Blackburn with Darwen to conform to the following specification:

- Generally, the street nameplate will display a single street name only. However, were it is deemed appropriate, cul-de-sac symbols will be added
- The wording “leading to.....” will only be considered at the main access points to a development or series of roads where there is no recognised through route for traffic. Each subsequent street will have a nameplate to only indicate the name of the street.
- The text font to be used on all street nameplates is “Kindersley Alphabet”. All text shall be in upper case lettering only.
- The font size of the principal street name shall be 75mm in height. Any subsequent wording such as “leading to.....” will be a maximum of in 30mm in height but may be reduced if necessary in order to fit the sign.
- Where the street nameplate includes property numbers, these shall be displayed in one of the following ways:
 - NOS n – nnn e.g. NOS 1 – 5
 - or
 - NOS n, n, n, n,e.g. NOS 2,3,5
 - or
 - NOS n – nnn ODDe.g. NOS 1 – 9 ODD
- Only well-known abbreviations should be used e.g. Ave. Cres., St., Tce, etc.
- All letters shall be black on a reflective, white background.
- The length of a nameplate should not exceed 1500mm.
- The height of a standard nameplate should be no more than 200mm high for single line text and 400mm high for double line text.
- A ‘leading to’ nameplate or similar should not be more than 200mm in height, however more complicated nameplates may be taller to allow the placement of the required text.
- The steel frame around the nameplate shall be black in colour.
- Street nameplates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The nameplate 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 nameplates should be mounted so that the lower edge of the plate is approximately 800mm 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.
- Preference should be given to fixing nameplates to posts in the confines of the public highway rather than affixed to walls or similar permanent structures.

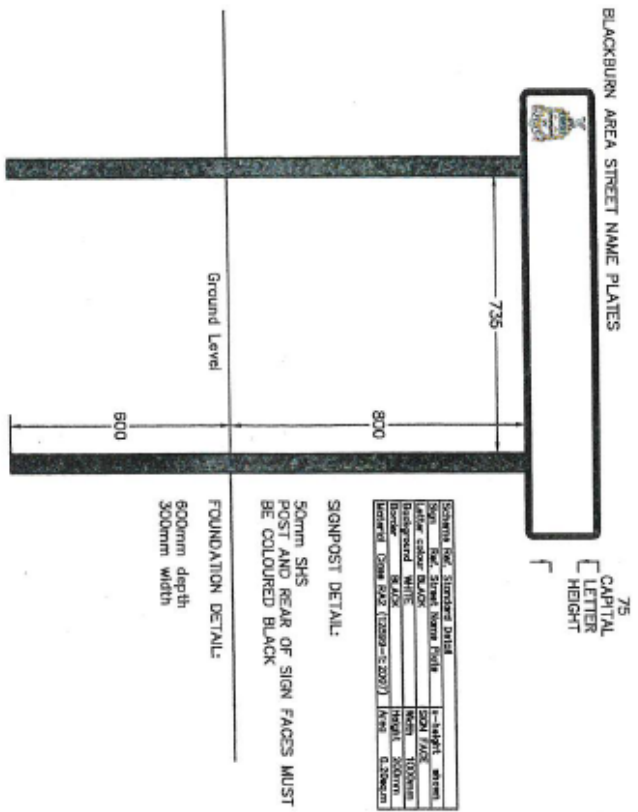
- Nameplates should normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes. At major junctions, name plates may 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-road both names should be displayed at the point of change and it may be 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 stations and opposite entrances to well frequented sites such as car parks.
- Where it might reasonably be expected, for example, at intervals on long straight lengths of road, or at intersections or T-junctions, it may be useful to incorporate on the name plate information indicating the street numbers on either side of the intersection.
- The Council will not accept liability for bespoke street nameplates typically attached to stone plinths or entrance pillars unless agreement is reached for commuted sums. These nameplates and the supporting structures remain the liability of the housing developer or residents of the development. The Council reserves the right to erect a standard street nameplate as necessary within the highway where problems are arising.

The Council is able to supply street name plates at a competitive rate that adhere to all of the specifications above.

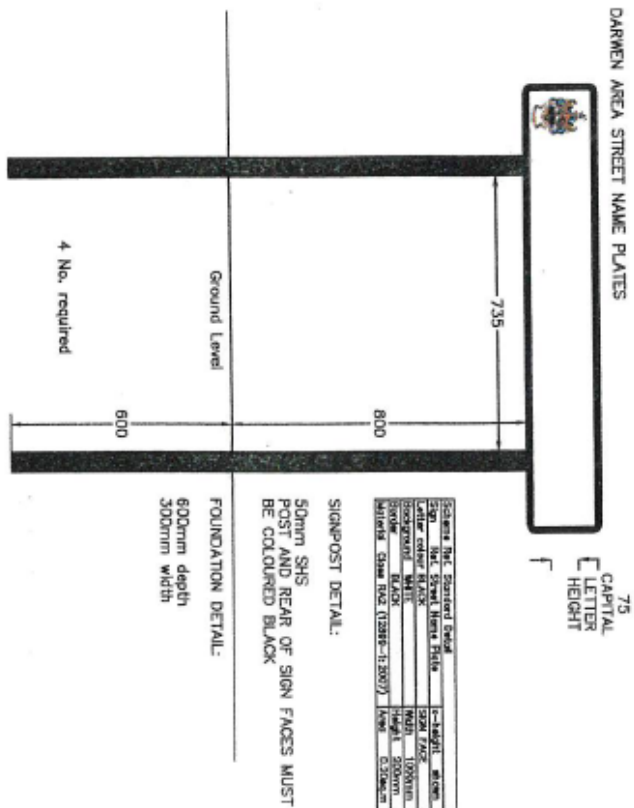
If you wish to obtain a quotation, please contact david.broadbent@blackburn.gov.uk

STANDARD DETAIL FOR STREET NAME PLATES

BLACKBURN AREA STREET NAME PLATES



DARWEN AREA STREET NAME PLATES



KINDERSLEY ALPHABET FOR STREET NAME PLATES

ABCDEFGHIJKLMNOPQRSTUVWXYZ

0123456789 75mm CAPITAL LETTER HEIGHT

ABCDEFGHIJKLMNOPQRSTUVWXYZ

0123456789 50mm CAPITAL LETTER HEIGHT

ABCDEFGHIJKLMNPOQRSTUVWXYZ

0123456789 40mm CAPITAL LETTER HEIGHT

ABCDEFGHIJKLMNPOQRSTUVWXYZ

LEADING TO 30mm CAPITAL LETTER HEIGHT
Use Transport ONLY for information such as
"Leading to" or house numbers



Sign	Std. Street Name Plate	Height	800mm
Letter colour	BLACK	Sign face	1000mm
Background	WHITE	Height	300mm
Letter	BLACK	Width	735mm
Material	Steel Plate (12289-1-2007)	Area	0.23sqm

Wider sign plate for use with longer street names.

Appendix – A

List of bodies informed regarding address alterations:

Internal

BwD Local Land & Property Gazetteer Custodian
BwD Local Street Gazetteer Custodian
BwD Building Control
BwD Property Team
BwD Planning Team
BwD Electoral Register
BwD Land Charges
BwD Council Tax
BwD Business Rates
BwD Highways Team
BwD Environmental Services
BwD Energy Team
BwD Street Lighting Team
BwD Schools Admissions Team
BwD Parking Services
BwD Community Safety Team
BwD Children's Services
BwD Education Team
BwD Cleansing Team

External

Developer/Applicant/Householder
Royal Mail Address Development Team
Lancashire Constabulary
Lancashire Fire and Rescue Service
NW Ambulance Service NHS Trust & Ambulance Control
Valuation Office
Land Registry

Appendix – B

Statutory Legislation

Towns Improvement Clauses Act 1847

Section 64: 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: 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.

Public Health Act Amendment Act 1925

Section 18: Power to alter names of streets

The urban 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.

Not less than one month before making an order under this section, the urban 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.

Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.

Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a petty sessional court.

NLPG Data Entry Conventions & Best Practice for Addresses v3.4 2016

<https://www.geoplace.co.uk/documents/10181/38204/NLPG+Data+Entry+Conventions+and+Best+Practice/b7dc7d68-9600-43d1-a246-e999e9b8e103>

British Standard 7666:2006 Standards for Geographical Referencing

<https://www.geoplace.co.uk/documents/10181/92379/British+Standard+7666-2006/82ac24bb-0f86-4d9b-83ee-a29d25b83149?version=1.1>

Appendix – C

Charges

Charges for Street Naming and Numbering

From the 1st of April 2021, Blackburn with Darwen will introduce a scale of charges to some of the street naming and numbering functions. The full list of these can be found on page 19.

The power to charge falls under Section 93 of the Local Government Act 2003. This sets out that a Local Authority may charge for discretionary services (services that an authority has the power but not a duty to provide). An authority may charge where the person who receives the service has agreed to its provision and the charge must not exceed the cost of providing the service.

Therefore the Council cannot charge for street naming services (as the duty to provide this service is not discretionary), but it can charge for elements of the naming and numbering function (which is a discretionary service) by virtue of Section 17, 18 and 19 of the Public Health Act 1925 coupled with Section 93 of the Local Government Act 2003.”

For Street Naming and Numbering, these charges cover:

- Consultation and liaising with other external organizations such as Royal Mail, and Emergency Services (as a non-statutory element of naming of streets).
- The Naming and Numbering of new properties (including conversions).
- Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
- Notifications to those organizations listed in Appendix A
- Confirmation of addresses previously issued.
- Challenges to existing official names, numbers or addresses held within the street naming and numbering records.

These charges are to be paid prior to any changes of address being made to a property. Changes made without contacting Blackburn with Darwen Borough Council may be not be officially recognised and may not be registered with services and organizations listed in Appendix A.

Fees and charges applicable for the street naming and numbering service/s will be annually reviewed during the Council’s budget setting process and publicised through the Council’s agreed communication channels including the website.

The Scale of Charges for Street Naming and Numbering

New Developments	Fee
New individual property	£55
New development (more than one unit) or redevelopment of existing building	£55 = £10 per unit
Alterations in either street name or property numbers to new developments after initial street naming and numbering has been undertaken	£110 + £10
Existing Properties	Fee
Change of a house name/number	£55
Change of a building name (e.g. flats)	£110
Change of street name (residents request)	£220 + £20 per property. Plus the cost of any amendments required to Traffic Orders
The addition of a house name	£55
Confirmation of an existing registered postal address	£55 per property

Appendix – D

List of street suffixes

Street	For major roads / thoroughfare
Road	For major roads / thoroughfare
Way	For major roads / thoroughfare
Terrace	A group of attached properties not a thoroughfare
Row	A group of attached properties not a thoroughfare
Avenue	For residential roads (usually lined with trees)
Drive	For residential roads
Grove	For residential roads (usually area of trees)
Lane	For residential roads
Rise or Rising	For residential roads (usually upward rising hillside)
Place	For residential roads
Vale	For residential roads (usually near water/stream)
Wharf	For residential roads (usually near canal)
Gardens	For residential roads (avoid local open space area)
Green	For residential roads (near open space area)
Meadow	For residential roads (near lowland meadow)
Wood	For residential roads (near woodland)
Crescent	For a crescent shaped road
Court or Close	For a cul-de-sac only
Square	For a square only
Hill or Heights	For a hillside road or multi storey building (Heights)
Walk or Path or Way	For a pedestrian way
Mews	Farm/stables conversion or farm development

Street Naming options relating to road type

Street Naming and Cul-de-sac's

Roads types that suggest a Cul-de-sac or dead-end.	Roads types that suggest they go through to some where.	Roads types that are non-traditional and recognized by the Post office	
<p>Circle Court Cove Loop Mews Pass Path Place Plaza Point Row Run Square Terrace Trace Trail Turn Walk Way</p>	<p>Avenue Boulevard Drive Highway Lane Parkway Road Ridge Route Street Turnpike</p>	<p>Bluff Curve Crescent Crossing Estate Extension First Glen Green Harbor Hills Hollow Heights</p>	<p>Landing Mall Manor Park Springs</p>

Street Name	Street Type
Proctors	Road
Proctors Creek	Road
Proctors Creek Park	Road
Beach	Lane
Beachwood	Lane
Beachwood Forest	Lane
Millwood	Drive
Millwood Farm	Drive
Millwood Farm Commons	Drive