

# **Merthyr Tydfil County Borough Council**



**MERTHYR TYDFIL**

**County Borough Council**

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Cyngor Bwrdeistref Sirol

**MERTHYR TUDFUL**

## **Street & Property Naming and Numbering Policy**

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## **1. Introduction**

- 1.1 The naming and numbering of streets and buildings within Merthyr Tydfil is a Statutory function of Merthyr Tydfil County Borough Council (hereafter known as “the Council”), and is covered by Sections 64 & 65 of the Towns Improvement Clauses Act 1847 and Sections 17-19 of the Public Health Acts 1925.
- 1.2 The address of a property is becoming a very important issue. Organisations such as the Post Office, emergency services and the general public need an efficient and accurate means of locating and referencing properties.
- 1.3 The purpose of this guidance note is to provide advice to developers and building occupiers on the naming and numbering policy of Merthyr Tydfil County Borough Council.
- 1.4 The Council is happy for developers or occupiers to propose names for consideration. It is suggested that more than one new name is suggested, and that the names proposed meet the criteria set out in Sections 4 – 6 below.

## **2. Applying for a new postal address**

- 2.1 Applications should be made by :  
  
individuals or developers building new houses, commercial or industrial premises, or:  
  
Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.
- 2.2 Applications for new addresses should be submitted as soon as possible after permission for the proposal has been granted. This is important, as utility companies are often reluctant to install services where an official postal address has not been allocated.
- 2.3 Applications can be made by completing the relevant application form or by submitting a request in writing. A location plan and site plan both to scale (preferably 1:1250) should be attached. The completed form or letter and the appropriate fee should be sent to the Estates Department, Merthyr Tydfil Borough Council, Unit 5 Triangle Business Park, Pentrebach, Merthyr Tydfil CF48 4TQ.
- 2.4 If an application is submitted at a late stage of the development, problems could arise, especially if the application is rejected and purchasers have bought properties marketed under an unofficial marketing title. It should be made clear in any marketing literature distributed to prospective purchasers that marketing names for developments are subject to approval, and therefore liable to change. Some occupiers could feel aggrieved by the loss of a supposedly prestigious address and its replacement with an address that falls within the Council’s guidelines as set out in this document.

## **3. Procedure**

- 3.1 Once an application has been received, the Council will check that there is no duplication of existing street names within the Borough.
- 3.2 The Council will check that the proposed street names accord with the General Naming Conventions, Street Naming Conventions and Building Naming and Numbering Conventions as outlined in Sections 4 – 6 of this document.
- 3.3 The Council will consult with its own internal Departments and Royal Mail. We aim to have a reply from these persons within 21 days.

## 4. General Naming Conventions

- 4.1 Street names cannot be duplicated within Merthyr Tydfil County Borough
- 4.2 Street names should not be difficult to pronounce or awkward to spell
- 4.3 Names of living persons will not be allowed.
- 4.4 The street names should, where possible, reflect the history or geography of the site or area.
- 4.5 Street names that could be construed as advertising will not be allowed.
- 4.6 Street names that could be considered offensive will not be allowed.
- 4.7 Subsidiary names (i.e. a row of buildings within an already named road being called .....Terrace) should not be used.

## 5. Street Naming Conventions

When naming new streets, the following conventions should be considered:

- 5.1 All new street names should end with one of the following suffixes:
  - Street (for any thoroughfare)
  - Road (for any thoroughfare)
  - Way (for major roads)
  - Avenue (for residential roads)
  - Drive (for residential roads)
  - Place (for residential roads)
  - Lane (for residential roads)
  - Grove (for residential roads)
  - Mews (for residential roads)
  - Gardens (for residential roads – subject to there being no confusion with local open space)
  - Crescent (for a crescent shaped road)
  - Close (for a cul-de-sac only)
  - Court (for a cul-de-sac only)
  - Square (for a square only)
  - Hill (for a hillside road only)
  - Terrace (for a terrace of houses, but not as a subsidiary name within another road (see Section 4.7))
  - Lane
  - Walk (for residential roads)
  - Rise (for residential roads)
  - Row (for residential roads)
  - Mead (for residential roads)

The only exception to the above is where the street name starts with 'The' in which case no suffix would be used eg. The Hawthorns.

5.2 Non-acceptable suffixes are as follows:

- End, Cross, Side, Meadow

All the above can be incorporated in a street name provided it ends with an appropriate suffix (e.g. Tramroadside North, Cross Francis Street).

5.3 Exceptions or single or dual names without suffixes should only be used in appropriate place (ie. Broadway – for major roads only).

5.4 All pedestrian ways should have the following suffixes:

- Walk
- Path
- Way

5.5 The use of North, South, East or West is not acceptable when the road is in two separate parts. In such a case, one half should be completely renamed.

5.6 Phonetically similar names within an area should be avoided (i.e. Penyard Road and Penyard Close, or Church Street and Birch Street).

## **6. Building Naming and Numbering Conventions**

When naming / numbering a new building, the following conventions should be considered:

- 6.1 A new street should be numbered with the odd numbers on the left and the even numbers on the right from the entrance of the street, except in the case of a cul-de-sac, where consecutive numbering in a clockwise direction is preferred.
- 6.2 Private garages and similar buildings used for housing cars, etc, should not be numbered.
- 6.3 All numbers should be used in the proper sequence (including 13). However, should a request be made by the developers, the exclusion of 13 may be allowed, after consultation with the relevant persons.
- 6.4 Where an existing street or similar is to be extended, it would normally be appropriate to continue to use the same street name. This would include the continuation of the street numbering.
- 6.5 Buildings (including those on corner plots) will be numbered according to the street in which the main entrance is to be found. The manipulation of numbering in order to secure a prestigious address, or to avoid an address with undesirable associations, will not be authorised.
- 6.6 If a building has entrances in more than one street, is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats.
- 6.7 Residential buildings (i.e. a block of flats, should be given a name and numbered separately internally.
- 6.8 Legislation permits the use of numbers followed by letters or fractions. These will be suitable, for example, when one large house in a road is demolished, to be replaced by (say) 4 new smaller houses. To include the new houses in the existing numbered sequence of the road would involve renumbering all the higher numbered houses on the side of the road affected by the proposal. This is something that we wouldn't normally do (see Section 7).

To avoid this situation, the new houses should be given the number of the old house with A, B, C or D added (i.e. 21A, 21B, 21C, 21D). Fractions are only used where it is not possible to use letters.

- 6.9 For buildings in existing unnumbered roads, it is essential that they are officially allocated names. The name should not repeat or be similar to the name of the road, or that of any house or building in the locality area.
- 6.10 Where a property has a number, it must be used and displayed. Where a name has been chosen to a property with a number, the number must always be included. The name cannot be regarded as an alternative.

## **7. Renaming and Renumbering of Streets and Buildings**

- 7.1 On rare occasions, it may be necessary to rename or renumber a street. This is usually only done as a last resort when:
- There is confusion over a street's name and/or numbering
  - A group of residents are unhappy with their street name
  - New properties are built and there is a need for other properties to be renumbered to accommodate the new properties
  - The number of named-only properties in a street is deemed to be causing confusion for visitors, delivery or emergency services.
- 7.2 Residents of the affected street will be consulted, and their views will be taken into account. We will also consult the Royal Mail.
- 7.3 Local residents will be balloted on the issue. At least a two-thirds majority will be required to make the change.

## **8. The NLPG and LLPG**

- 8.1 The Council is responsible for maintaining information relating to land and property in Merthyr Tydfil in the National Land and Property Gazetteer (NLPG). This is done by maintaining a Local Land and Property Gazetteer (LLPG).
- 8.2 The LLPG and NLPG will be updated to include all authorised new street names, building names and numbering. These will be made in accordance with British Standard BS7666 "Spatial Data-sets for geographical referencing".
- 8.3 The Council is not responsible for the assignment of postcodes to addresses. This is carried out by Royal Mail. Any queries about postcodes can be dealt with by the Royal Mail by calling 08456 011 110 (Postcode Enquiries) or via their website at [www.royalmail.com](http://www.royalmail.com).

## **9 Further information and Advice**

- 9.1 For further advice on any aspect of street naming and numbering, please contact the Local Land & Property / Street Naming & Numbering Officer in the Estates Department on 01685 725188 or email : [estates@Merthyr.gov.uk](mailto:estates@Merthyr.gov.uk).

## 10. Advice for developers regarding installation of street nameplates

### Specification

The Council has a Bilingual Policy and complies with the Welsh Language Standard 62 (Service Delivery). This means that where a street has an English name the street name plate is to have the Welsh translation at the top and the English name underneath.

Where the street has a Welsh name or any other language other than English, there is no translation.

Street name plates are to have 90mm high lettering, Kingsley Alphabet Type 88, Black lettering on white background with black surround, composite and galvanized.

A street name plate which is for a street which is a cul-de-sac is to have the cul-de-sac symbol (Traffic Sign Regulations and Directions Figure 816.1) incorporated at the side of the street name plate.



Free standing street name plates are to be framed using 37mm x 4.6mm mild steel frame complete with legs and galvanized.

### Positioning

Street nameplates should normally be free standing and positioned at the back of the footway usually as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The top is to be approximately, but no more than, 1 metre above the ground, unless permission is granted by the Highway Authority.

The nameplates should be fixed so that there is a clear space of at least 300mm in every direction between them and any other signage, notices, advertisements or other printed or written matter, Where possible greater clearance should be provided. Care should be taken to keep the view of nameplates free from obstruction by trees or other growth.

Where possible, nameplates 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.

At minor cross-roads, 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 T- junctions a main street nameplate should be placed directly opposite the traffic approaching from the side road, Where the street name changes at a point other than a crossroads, both names should be displayed at the point of change and it is sometimes of benefit to include arrows to indicate clearly to which parts of the street the name refers.

Where it might reasonably be expected, for example at intervals only on straight lengths of road or at intersections or T-junctions . it is sometimes useful to incorporate on the nameplate, information indicating street numbers on either side of the intersection.

The siting and content of street name plates must always be agreed and approved by the Highways Authority prior to erection on site.

## 11. Fees

Renaming or renumbering 1 <u>existing</u> property	-	£100
Naming or numbering 1 <u>new</u> property	-	£150
Naming or numbering 2-5 properties	-	£200
Naming or numbering 6-10 properties	-	£300
Naming or numbering 11-50 properties	-	£450
Naming or numbering 51-100 properties	-	£650
Naming or numbering 101 or more properties	-	£900
Confirmation of postal addresses (inc. copies of documentation) to solicitors and conveyancers and to property owners	-	£35.00