



Street Naming & Numbering  
Guidance  
for  
Town / Parish Councils  
and Developers.

Version 4

June 2017

## **INTRODUCTION**

### **Background**

The purpose of this document is to give guidance to Town/Parish Councils and Developers on the process of naming new streets in the Breckland District together with some of the main rules when choosing a street name.

Within this document the term “SNN” refers to the Breckland Council Street Naming & Numbering team and the term “Preferred List” refers to the Preferred Street Name List. The term “TP Council” refers to Town or Parish Council.

Breckland Council has revised its Street Naming & Numbering policy to remove the “Parish Proforma” consultation process and re-instate a Developer/Parish consultation together with the new alternative “Preferred Street Name List” method of choosing a street name. The “Parish Proforma” was originally used to send the TP Council the developer’s street name choice for the TP Council to comment upon. The problem with this process was that the SNN team would not send through an invalid street name for TP Council comments and therefore if the TP Council did not agree with the name it would be very difficult for Breckland Council to object to the submitted name as it was valid. This would be especially true if the developer then decided to appeal to the courts.

Breckland Council remains impartial as far as possible when agreeing/approving any Street Name. It is a legal requirement that Breckland Council must either object or approve the street name submitted within the one month from the initial street name request, otherwise the initial name request is approved by default.

If the Breckland Council decision is to object to the submitted street name then the requestor has 21 days in which to appeal to the courts.

## **GENERAL PROCESS**

### **Notes for Developers**

In the first instance the developer must contact the SNN team to determine how many streets are required for their site. If a Preferred Street Name List exists for that TP Council then it is recommended that the developer use this fast track method of getting street names approved. Developers would choose the street names from the Preferred List paying attention to any historical link. The selected street names would then be approved straight away and all parties notified. If however a list does not exist then the Developer should seek opinion from the TP Council about street names and the developer must then submit three different suggested street names per street to the SNN team. It is incumbent on the TP Council and developer to jointly decide which street names to submit to SNN for validation and a final decision at the earliest convenience to avoid unnecessary delay. Should a developer wish to present their own street names, then three different suggested street names per street must be submitted to the SNN team for validation and a final decision. For any single street if all three name suggestions are invalid then the developer will be informed and they will need to submit another three names for that street preferably seeking TP Council opinion.

### **Notes for Town/Parish Councils**

It is recommended that a TP Council should adopt the fast track method of street naming by agreeing with the Spatial Information team a “Preferred Street Name List”. These preferred lists allow the Spatial Information team and TP Council to agree in advance a list of acceptable preferred street names that the TP Council

are happy with. If valid, “Historical Links” to specific sites would be added into the Preferred List at the point when the TP Council are consulted on planning applications. The TP Council would email the SNN team the suggested street names together with the appropriate planning application reference number.

Later when a developer approaches the SNN team to get addresses for their development site they will be recommended to select from the Preferred List if one exists for that Parish. If a Preferred List does not exist for that parish then the developer will be advised to seek TP Council opinion and jointly decide upon which street names (3 different street names per street) to submit to SNN for validation and a final decision. If the developer and the TP Council cannot agree the name’s then the developer has the right to submit their own choice of names (3 different street names per street), direct to Breckland Council for validation checks and a final decision.

## **GENERAL RULES**

Any street name must:-

- Not encourage defacing.
- Not be offensive, not have hidden meaning, not be misconstrued, not be difficult to say/spell, not create an inappropriate address, not have any punctuation.
- Not sound/look similar or be the same as an existing street in the same postal town or any existing street in any surrounding Parish to the new street.
- Not be a Full Persons name, only first name or surname, not both.
- Not allow Multiple Person names on one street.
- Not be same or similar to any property name on or adjacent to new street.
- Not repeat name of any Parish, Town, Village or Locality in the Breckland District.
- Not start with a number (either numeral or text).

### **Street Names Suffix and the “S” Rule**

New names for streets that are in close proximity to each other but end with different suffix (ie; Birch Close, Birch Road, Birch Avenue etc..) will not be allowed. Although the TP Council and Developers can suggest a street name the suffix to the street name (ie; close, way, road, drive, walk etc) will be determined by the SNN team.

Streets will not end in “S” where it can be construed as either a possessive or plural. The only exception to this rule is where a persons name is being proposed for the street, subject to the “S” being the official part of that person’s name (ie: Nicholls, Morris etc). Breckland Council recommends that the use of peoples names for streets should be avoided (see note below).

### **Use of Person Names for Streets**

Although permitted, the Council would recommend that the use of names of local people to name streets is to be generally avoided. It is felt that a better and more fitting tribute to the local person would be to have a plaque placed in an appropriate position that can give some details about that person and their good deeds, rather than a road name plate that purely states part of the name and says nothing more about the person.

If a persons name is to be used then we will only use either the first name or the surname and not both for the following reasons;

- This negates the need for the Council to have written permission from the majority of relatives.
- It allows the Council to use generic names of living and deceased people without being specific to one individual.
- It also avoids the possible rare occurrence of future information coming to light that may then taint that particular road name and give rise to costly street rename procedures.

However it is still recommended that where a name is put forward by the TP Council then the TP Council should still seek approval/permission from the majority of living relatives and local residents to avoid causing any ill feeling. The permission/information would be copied to the SNN team for possible verification together with evidence of how that person has benefitted or contributed to the local village/area. When using person names the “S” rule above still applies.

### **Spelling and Inappropriate Addresses**

Most Emergency Services operate a central call centre type arrangement and they may not be familiar with the local area and local names therefore street names that would give rise to spelling difficulties are unacceptable. (ie Norfolk Police may send an officer from Kings Lynn or Great Yarmouth to attend an incident in Shipdham and not necessarily a more local police officer that knows the local area).

Any suggested street name should not give rise to an inappropriate address ie; one which could be deemed as offensive or sound offensive if said quickly over the phone.

### **THE PREFERRED STREET NAME LIST**

The “Preferred Street Name List” would be updated and added to, as and when necessary by the Town/Parish Councils in consultation with the SNN team and this includes any Historical Links. Ideally the Preferred List should contain between 10 - 30 suggested street names with a maximum of half that list being people names (surname or first name only not both). All suggested street names on the list will need to comply with the general rules above, checked against existing official street names and be subject to validation checks by the SNN team. Should you need assistance in coming up with suggested street names, an ideas sheet is available from the SNN team.

It should be noted that many Town/Parish Councils may have the same/similar street name on their Preferred List. As to which Parish gets to use that name from the list is purely on a “first come first served” basis and dependant on when development takes place and this has always been the case. When a developer selects a name from the Preferred List all other versions of that name from other appropriate Preferred Lists would be removed. Again this is no different to previous processes in that once a road name is used/approved any future same/similar names would not be allowed subject to validation checks.

Once planning permission is obtained and building construction work has commenced on site the selected name from the Preferred List would be approved & confirmed.

For further help or advice please contact us via email [2605snn@breckland.gov.uk](mailto:2605snn@breckland.gov.uk)