



**Lisburn &  
Castlereagh  
City Council**

**Building Control Services**

# **Street Naming & Postal Numbering Policy**

# **LISBURN & CASTLEREAGH CITY COUNCIL**

## **BUILDING CONTROL SERVICES**

### **STREET NAMING AND POSTAL NUMBERING POLICY**

#### **Introduction**

Street names impact on the everyday life of the City Council area. Statutory addresses provide a logical method to locate and identify places for inhabitants and visitors. They facilitate the delivery of goods and services and assist the emergency services. Street names also strengthen the individuality of a place or define local history.

#### **Revision/ Review History**

<b>Version</b>	<b>Date</b>	<b>Responsible</b>	<b>Summary of Changes</b>
1.1	April 2015	HoS – Blg Control	Policy adoption by LCCC 2015
1.2	February 2018	HoS – Blg Control	Policy reviewed and minor changes agreed by Committee/ Council
1.2	February 2018	HoS – Blg Control	Equality Impact & Rural Needs Screening completed (as part of Policy review)
1.2	May 2022	HoS – Blg Control	Officer Policy Review (no changes)
1.2	May 2022	HoS – Blg Control	Officer and Equality Officer Equality Screening review (no changes)

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**BUILDING CONTROL SERVICES**

**STREET NAMING AND POSTAL NUMBERING POLICY**

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**LISBURN & CASTLEREAGH CITY COUNCIL**  
**BUILDING CONTROL SERVICES**

**PROPOSED STREET NAMING AND POSTAL NUMBERING POLICY**

**1.0 Aims and Objectives of the Policy**

- 1.1 The primary purpose of this local authority function is to facilitate easy identification of premises by postal services, emergency services, delivery services, utility providers and the general public. Responsibility for delivery of the function is within the Building Control Service where there is daily contact with developers and other persons carrying out new developments.
- 1.2 Signage and street naming provision is to be delivered in a fair and equitable manner to the reasonable satisfaction of all stakeholders and taking into account the needs and request of all members of the community regardless of, their background, thus ensuring the Council fulfils all its statutory duties including those pertaining to Section 75 of the Northern Ireland Act 1998.
- 1.3 All matters relating to this Policy will be reported through the relevant Committee of the Council.

**2.0 Legislation**

- 2.1 The statutory basis for this function is contained within: Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995. This Order commenced on the 15<sup>th</sup> March 1995 and repealed all previous statutes.
- 2.2 It provides for Street Naming, Street Numbering and the provision of Street signs, it also gives the council powers to erect dual language street signs or secondary nameplates in a language other than English.
- 2.3 A copy of the relevant statute is included in **Appendix 1**, to this policy.

### 3.0 New Property Procedure

- 3.1 On making an application for Building Regulations approval, the Service will advise applicants or agents acting upon their behalf whenever their application or development also requires an application to approve a name and numbering schedule. This is particularly relevant for large multi-unit developments (Domestic or Non-Domestic) to avoid the preparation and distribution of promotional literature which includes names that may not have been approved and may not be acceptable. Consultation for the naming and numbering of new developments will only be necessary with the applicant or their agent, as there will be no other person(s) with a legal responsibility for the dwelling(s) at the time when the street naming application is made.
- 3.2 The applicant or agent acting on their behalf is asked to provide a number of alternative name proposals for a new development which should not duplicate or give rise to confusion with any other names in the locality. Considerable favour will be given by Elected Members to proposed names which reflect our Heritage or can provide a social, historical, geographical or topographical link to the characteristics of the area.
- 3.3 The Council wishes to discourage the use of names which bear no relation to the area and which are suggested simply on the basis of imagined social distinction. While there may sometimes be a reason to introduce unusual or exotic names, the presumption will be against such use unless the developer can make a valid case for so doing.  
  
The Family name or names of owners or former owners of land should not be considered in inclusion in the development name.  
  
Use of Townland names is to be welcomed in the naming proposal.
- 3.4 It is suggested that 3 alternative name proposals are made by the applicant or agent for consideration. Each proposed name should have a brief description of why this name was chosen.
- 3.5 The application for a development name is to be made in writing upon the appropriate application form; a copy of the form is included in **Appendix 2** and is to be accompanied by 2 copies of a location plan indicating the site locality and 2 copies indicating the development site layout.
- 3.6 Following receipt of a written request the service will consult with the Royal Mail Address Development Department to check for duplication of any name proposals with existing names within that postal area. If the Royal Mail confirm duplication or has concerns about the name proposed, that name will NOT be considered for approval.
- 3.7 Building Control will then check its own records and also the Pointer website to check for and duplication of names within the locality that may give rise to confusion.

### 3.8 Language to be used.

For the purposes of street naming procedures, the street name shall be expressed in English and may also be expressed in any other language in accordance with Article 11 (1) & (2) of the legislation. Any other language must be a direct translation of the name expressed in English. For new developments the procedure for new properties shall be applied. For existing streets, the renaming consultation procedure shall be applied prior to the erection of any additional nameplate in order to comply with Article 11(4) of the legislation.

3.9 The non-English name of a street will not form part of the description of land or address of any person in accordance with the 1995 order.

3.10 If a request to have a new development name in English and any other language is accepted by Council, the nameplate erected will express the name in English with a direct translation of the English name on a secondary line. The Building Control Service will consult with the Queens University Belfast, Language Department to confirm the translation of a name proposal into any other language. The translation service cost is to be passed on to the applicant.

3.11 Following receipt of confirmation from Royal Mail that they have no objection to the name proposals, the proposal will be put to the relevant Council Committee, to make their comments and considerations upon the name proposals. It should be noted that the Members do not have to accept any name proposals put forward by the applicant and may propose an alternative name of their choosing. The recommendation of the relevant Council Committee will go to Council for ratification.

3.12 Following the relevant Council Committee recommendation and after full Council ratification, applicants or agents acting on their behalf will be notified.

3.13 If the relevant Council Committee does not give approval for particular street names then the Committee may decide on a name for the development or might refer the matter back to the applicant or agent acting on their behalf for alternative suggestions. Any alternative suggestions are then taken back to the relevant Council Committee for further consideration.

3.14 Following Councils ratification of a development name, the applicant will be notified in writing. The Building Control Service will then discuss the Numbering Schedule with the applicants or agents acting on their behalf.

3.15 The Royal Mail and other relevant agencies such as the Pointer Group will be notified by the Service, of the official Postal Name and Number for a new development. Further to confirmation and receipt of the Postal Area and Code attachment for any new development from Royal Mail, the Service will issue written confirmation of the official postal address to premises when they reach a stage of completion at which they could be deemed occupiable.

- 3.16 The provision of new street names and numbering properties will be carried out in-line with relevant Council policy, and with the continual updating of the Land and Property Gazetteer (LPG) and Pointer NI Database, ensuring that each property in the Council Area will be correctly addressed and have a unique property reference number (UPRN).

## **4.0 Renaming or Re-Numbering Procedure**

- 4.1 In exercising the power under Paragraph 1(b) or 2 of the legislation the Council may consider any view expressed by the occupiers of the premises in that street to rename, renumber or remove a sign expressing a street name in a language other than English. If an application to rename, renumber or remove a sign expressing a street name in a language other than English is received, it should be accompanied by an initial petition of not less than one third of the residents of the street, who are aged not less than 18 years of age, indicating a positive interest in changing the street name or numbering or the removal of a sign in a language other than English. A request from an individual without the support of a survey or signed petition will not be considered.
- 4.2 Where the Council receives an application to rename, renumber or have an existing street name expressed in a language other than English, or remove a street sign expressing a street name in a language other than English, the opinions of all persons affected by the application will be sought by writing to the existing occupiers. The Building Control Service will write to the occupiers of premises in the street who are aged not less than 18 years of age (one per household) to inform them of the proposed renaming, renumbering, proposed second language proposals or the removal of a sign expressing a street name in a language other than English. In the case of commercial premises, the written notification will be issued to the person or persons in actual possession or in occupation of the premises. Members of the relevant Council Committee will also be notified of any such proposal to street names in their elected ward.
- 4.3 Building Control Service will write to the occupiers of the premises in the street advising them of the application and inviting comment from the occupiers over the age of 18 years of age who are identified on the electoral register for that street by completion and return of a pro-forma letter within 28 days. The results returned to the Building Control Service will be tabled to the relevant Council Committee for their consideration, taking into account any objections and other observations received.
- 4.4 If the result of the survey shows at least two thirds of the occupiers are in agreement with the proposals, then this will be put forward for the consideration of the relevant Council Committee. The Elected Members may then consider this request.
- 4.5 The recommendation of the relevant Council Committee will be considered at Full Council for ratification.

- 4.6 If a request to have an existing street name changed to express it in English and any other language is accepted by Council, the nameplate erected will express the street name in English with a direct translation of the English on a secondary line. The Building Control Service will consult with the Queens University Belfast Language Department to confirm the translation of any street name into any other language.
- 4.7 The non-English name of a street will not form part of the description of land or the address of any person in accordance with the 1995 order.
- 4.8 Where a renaming, renumbering application to have an existing street name expressed in a language other than English or application for the removal of a sign expressing a street name in a language other than English, is not approved by the Elected Members, then the residents will be notified. A further application or request for naming, renumbering or naming in a language other than English for the street in question will not be considered until the expiry of a 12 month period from the date of refusal.
- 4.9 Where the recommendation of the Council is to approve a renaming or renumbering request, the Building Control Service shall notify the Royal Mail and other relevant agencies of the change.

## **5.0 Enforcement**

- 5.1 On occasion it is necessary to consider enforcement action to ensure the display of correct names and numbers. Informal action will in all cases be pursued in an attempt to resolve the matter. If however, persuasion fails to achieve results, action will normally be taken under Article 11 of the Local Government (Miscellaneous Provisions) (NI) Order 1995.

## **6.0 Cost Recovery**

- 6.1 As the erection of street signs and registration of postal numbering are statutory functions the Council will not levy a charge in administering these functions. However, charges for any subsequent written confirmation of Street Names and Postal Numbering Certificates will be levied at the rate approved by the Council.

## **7.0 Townlands**

- 7.1 Where replacement or new street nameplates are erected beyond the boundary of the 30mph speed limit demarcation around the urban areas, these will be endorsed with the name of the relevant Townland. The Townland will be indicated on a secondary line in Red and will be completed by the letters TD.

## 8.0 Budget

A budget for the administration, purchase and provision of street naming shall be agreed by the Council and applied in accordance with this policy with the primary purpose of delivering a high availability of signage for emergency and postal delivery services.

8.1 Priority of application will be phased as follows. The erection of signage on:

- Special requests by emergency or postal services.
- First Time New Street Developments within the Council area.
- Erection of replacement signage allocated across electoral areas.

8.2 The Principle budget with regards to the erection of replacement signage in any electoral area may be redistributed on a basis of prioritisation in line with the policy, if the monetary ceiling level in any electoral area is not fully utilised in any year.

## 9.0 Maintenance

9.1 The existence and condition of street nameplates will be monitored by officers on a regular basis and repair or replacement carried out within a programme agreed with the Building Maintenance section, or other service provider subject to availability of funding. Where signage has been subject to vandalism, repair or replacement, signage will be erected in accordance with the maintenance procedure.

## 10.0 Level of Service

10.1 Building Control will endeavour to process all applications for:

Street Names processed to Councils relevant Committee	Normally 30 days from receipt of Application depending when next meeting falls.
Erection of Street Name Plates	60 Days from order date.
Confirmation of Approved Street Name	14 Days from confirmation at Full Council Meeting.

Levels of service may be adversely affected during busy periods for the local Council, such as Easter, Halloween, Christmas, etc., or when there are major events being held in the Council area. Adverse weather may also affect service levels.

## 11.0 Notification of Address

- 11.1 After receipt of the Post Code from the Royal Mail, The Applicant/Developer and the agent acting on their behalf, will be notified of the official addresses.
- 11.2 An official letter and map for each new dwelling within the development will be sent out to the developer which is to be forwarded onto the owner/occupier upon occupying the property.
- 11.3 Occupants are notified of their official address by Building Control Services via the Royal Mail. The process commences following confirmation of occupation or notification of the same, the Service then issue a letter confirming the postal address which is given to the Royal Mail Address Management to endorse with a Post Code.
- 11.4 The Statutory Authorities (and others), who receive notification of new or altered address are listed in Appendix 3.

## 12.0 Complaints Handling

- 12.1 Complaints or queries regarding street signs and numbering shall be actioned within the Councils Complaints Handling Procedure.

## 13.0 Style of Signage

- 13.1 Dual Language signage will be erected where requested and approved by Committee using standard lettering forms as illustrated.

First Language (English) to be:	100mm in height for main text of name. Supplementary lettering may be as small as 12.5 mm. (capital letters black on white background)
Second Language to be:	100mm in height for main text of name. Supplementary lettering may be as small as 12.5mm. (as agreed by translator, black on white background)
Townland Names	50mm in height (upper and lower case, red on white background)

## 14.0 Street Naming & Numbering

### Policy Guidelines

In the Lisburn & Castlereagh City Council Area, the following policy guidelines have been established and followed over many years:

#### 14.1 Naming Streets and Buildings

New street names should not be duplicated with any similar name already in use in the Council or surrounding areas. A variation in the terminal word, i.e. 'street', 'road' 'avenue', etc., may not be accepted as sufficient reason to duplicate a name, other than where streets are adjacent or within one development.

Subsidiary names (e.g. a row of buildings within an already named road being called ' ..... Terrace') should not be used.

All new street names should end with one of the following suffixes:-

Street		for any road
Road	}	for major roads
Way	}	
Road	}	for residential roads
Avenue	}	
Drive	}	
Grove	}	
Lane	}	
Gardens	}	(subject to there being no confusion with any local open space)
Mews	-	for houses around open yard or along a laneway
Place	-	for a square with houses
Link	-	for a road linking two roads
Crescent	-	for a crescent shaped road
Close	-	for a cul-de-sac only
Square	-	for a square only
Hill	-	for a hillside road only
Circus	-	for a large roundabout
Terrace	-	for a terrace of houses (provided it is not a subsidiary name)
Court	-	for apartments or houses around an open yard

The above list is not exhaustive and all decisions or names remain within the authority of the Council.

Avoid aesthetically unsuitable names such as 'Abattoir Road', 'Tip; or names capable of deliberate misinterpretation.

The use of North, East, South or West (as in Monlough Road West and Enler Park West) is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicular access between the two. In such a case one half should be completely renamed.

Avoid having two phonetically similar names within a postal area and, if possible, within an area. E.g. Churchill Road and Birth Hill Road.

The inclusion of secondary names or signage is permitted whereby the secondary names provides useful reference to a place of non-commercial public use e.g. School, Church. The siting of secondary names shall only be by request with additional costs to be forwarded to the place of referral.

## 14.2 The Numbering of Buildings

A new street should be numbered with even numbers on one side and odd numbers on the other.

Small cul-de-sacs are numbered consecutively and larger cul-de-sacs are split for numbering purposes.

Private garages and similar buildings used only for housing vehicles, etc. should not be numbered.

The number 13 is discretionary in its use.

Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found and the manipulation of numbering in order to secure a 'prestige' address or to avoid an address, which is thought to have undesired associations should not be sanctioned.

If a building has entrances in more than one street, but 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 the circumstances, for a house divided into flats or apartments.

A named building is not under the control of the Legislation and may have more than one number in one street.

Postcodes are the responsibility of Royal Mail Address Management Centre.

In residential buildings (e.g. blocks of flats or apartments) it is usual to give a street number to each dwelling where the block is up to six storeys in height. When the block exceeds this height or there are not sufficient numbers available because of existing development, it should be given a name and number in the street. The numbering of flats within a name or numbered building is outside the scope of these powers, but developers may be advised that on each floor the numbering should be in a clockwise direction where this is possible, or alternatively to consult the local District Postmaster. When flats are numbered internally they should be numbered not lettered (e.g. Flat 2, 21 Any Road, not

Flat 1A 21 Any Road and not 21A Any Road which might already be used by an adjoining infill building).

When one large old house in a road is demolished and replaced by (say) four smaller houses or in rural situations where all available numbers are taken up it may be necessary to include alpha-numeric references, e.g. 34A, 35B 34C.

#### 14.3 Renaming or Renumbering Streets and Buildings

Renaming/renumbering existing streets and buildings is normally only considered when changes occur which gives rise (or is likely to give rise) to delivery or similar problems for the occupiers, Royal Mail, Emergency Services etc. There is no express provision for this under the legislation and thus any such proposal would be carried out in consultation with all parties affected by the changes.

### **15.0 Recommendations for the Installation of Street Name Plates**

- 15.1 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 3m of the intersection of the kerb lines, but where this is not practicable the distance may be varied up to a maximum of 6m.
- 15.2 Street names plates should be mounted so that the lower edge of the plate is approximately 1m above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5m where obscuration is a problem. They should never be lower than 600mm or higher than 3.6m.
- 15.3 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, or where it is thought that paragraph, 15.8 would apply.
- 15.4 At T-junctions, a main street nameplate should be placed directly opposite the traffic approaching from the side road.
- 15.5 Where the street name changes at a point other than a crossroad, both names should be displayed at the point of change and many Local Authorities have found it useful to include arrows to indicate clearly to which parts of the street the name refers to.
- 15.6 On straight lengths of road without intersection, 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.

- 15.7 Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic signs.
- 15.8 Where it might reasonably be expected, for example at intervals only on straight lengths of road or at intersections or T-Junctions, many Local Authorities have found it useful to incorporate, on the name plate, information indicating street numbers on either side of the intersection.
- 15.9 Whenever practical, street nameplates should be mounted on walls, buildings or other boundary structures at the back edge of the footpath. Post mounting or finger mounting should only be used where normal mounting does not make the plate conspicuous (e.g. where an important side road has a narrow entrance or in the exceptional circumstances where it will frequently be obscured by pedestrian movement and cannot be mounted at the 2.5m height).
- 15.10 The nameplates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Wherever possible, greater clearance should be provided. Care should be taken to keep the view of nameplates from obstruction by trees or other growth.
- 15.11 Where possible, name plates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.
- 15.12 If a nameplate is to be erected in any language other than English it shall be erected immediately adjacent to a nameplate, which expresses the name of the street in English in accordance with Article 11(2) of the legislation. The Council may also agree a form of nameplate bearing both forms of expression adjacent to each other.