Introduction

Street naming and numbering is a legal function of the council to allocate house numbers and road names logically to any new developments and property conversions, so that emergency service vehicles (ambulances, fire appliances and police) are able to speedily locate any address to which they may be summoned; and to enable effective delivery of mail.

Please note that the authority does not determine postcodes, but where necessary, obtains new postcodes from the Royal Mail after new street names and numbers have been agreed. Royal Mail will not allocate postcodes without this formal notification from the local authority unless it is a large company or business applying to Royal Mail for its own code – known as a large user code. Application for a large user code is the responsibility of the user, since they can assess the volume of mail they expect to receive.

Owners/developers will encounter difficulties in obtaining mail, goods and services from a variety of sources if they do not have an official postal address; for example, when applying for a credit card, obtaining goods by mail order or registering with utility services. Therefore, it is very important that you commence the street naming and numbering process as soon as possible after receiving approval for a planning application and at the latest before any new build or conversion is completed.

Guidance on applying for new postal addresses

Who should apply?

- Owners or developers building new residential, commercial or industrial premises.
- Owners or developers undertaking conversions of residential, commercial or industrial premises, which will result in the creation of new properties

How?

Complete and return the Street Naming & Numbering Application Form to GIS, Resources Directorate, Erewash Borough Council, Long Eaton Town Hall, Derby Road, Long Eaton, Derbyshire NG10 1HU.
Please note that, unless you have done so previously, you will also need to submit approved plans showing the new road layouts, plot layouts and numbers and access points into individual properties.

**Guidance on Street Names**

(i) The authority has a list of street names that have already been approved for **certain** parishes and agreed with the Council Committee members. Owners or developers can request the list and select from this list the name they wish the new access road to be called. Selecting from this list will reduce the time needed in completing the Street Name and Numbering process.

(ii) Alternatively owners or developers can submit their own preferred street name for consideration; however, it is recommended that more than one suggestion for a new name should be put forward in case one fails to meet the criteria outlined in these notes. Please note that it can take several months for a new street name to be approved by all necessary bodies.

(iii) The following guidelines should be considered when seeking a new street name:

(a) Try to avoid duplicating any similar name already in use within the authority (both the Street Naming & Numbering team and Royal Mail will check that no similar street names are already in use in the area). A variation in the terminal word, example “street”, “road”, “avenue”, will not be accepted as sufficient reason to duplicate a name.

(b) Street names should not be difficult to pronounce or awkward to spell.

(c) Street names should end with one of the following terminal words and will ultimately be allocated by the Street Naming & Numbering Officer at the local authority:

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Street
Road
Way
Avenue
Drive
Grove
Lane
Gardens
Place
View
Walk
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These titles are acceptable for any type of new street within the Borough.

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Crescent - for a crescent shaped road only
Court/Close - for a cul-de-sac only
Square - for a square only
Hill - for a hill only
Circus - for a roundabout only
Terrace - for a terrace of house but not as a subsidiary name within another road
Lea - for exceptional use
Circle - for circle shaped roads
Leys - for exceptional use
Croft - for exceptional use
Hollow - for exceptional use
Top - for exceptional use
End - for exceptional use
Bank - for exceptional use
Cottages - for exceptional use
Gate - for exceptional use
Vale - for exceptional use
Rise - for exceptional use
Row - for exceptional use
Wharf - for exceptional use
Mews - for exceptional use

(d) All new pedestrian ways should end with one of the following suffixes:
   Walk
   Path
   Way

(e) Try to avoid street names that start with "The" as this is protocol in the data standard conventions for British Standard 7666.

(f) Suggested road names should have some connection with the area as it will create a continuing link with the geographical and historical heritage. Information on local history can be found at the local library or the Erewash Museum in Ilkeston.

(iv) Names of living people are not normally permitted.

(v) Names that could be considered offensive will not be accepted.

(vi) If your proposal complies with the council’s convention on Street Naming and does not meet with any objection from the consultation process, the new name will be formerly allocated and all relevant bodies will be notified, including the Ordnance Survey.
Numbering conventions

(i) All new numbering of buildings are allocated in line with British Standard 7666 and the council’s numbering conventions:

(a) The centre of the town or village is taken as the starting point (origin) for all numbering. Numbers increase in a direction away from the origin. The general rule states that odd numbers should be on the left hand side of the street and even numbers on the right hand side.

(b) For subsequent streets, numbers increase in a direction away from the adjoining main street nearest the origin. This process continues until all streets are covered, e.g.:

(c) In exceptional circumstances, for example in a cul-de-sac or where it is unlikely a street will ever be extended or made a through road, consecutive numbers should be allocated commencing with No.1 on the left and numbering clockwise.

(d) Where a gap site is being developed (see diagram below), individual numbers will be allocated wherever possible. However, where this is not possible, (for example the demolition of tenement blocks being replaced by main door dwellings) a suitable suffix will be allocated e.g. 6a, 6b etc.
(e) Where new houses etc are built in an established residential area where the houses either side have already been numbered they will be given the number of the lower numbered existing house plus A, B, C etc going towards the higher numbered existing house.

(f) All flats with a common entrance should, wherever possible, be numbered in a clockwise direction with the first flat number being the first from the left on each landing:

```
          UP
          |
  0/2     0/3
          |
  0/1     0/4
          |
          |
        1/4     1/1
          |
          |
  1/3     1/2
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Ground Floor               First Floor

(g) Where there is only one flat on each floor it should be numbered as first from left. i.e. 0/1, 1/1 etc. There may be some exceptions to this rule, for example where there are mezzanine levels. House numbers in these cases may be used but only as a last resort.

(ii) Further information on the council’s numbering conventions can be obtained from the GIS Section at Erewash Borough Council (lpg@erewash.gov.uk).

**General Guidance**

(i) Renaming/renumbering of existing streets and buildings is to be avoided wherever possible because of the disruption it can cause. It is normally only considered when changes occur that give rise (or are likely to give rise) to serious problems for Emergency Services, Royal Mail etc.

(ii) All new addresses are allocated in line with British Standard 7666 and address data standard conventions.