



## Street Naming and Numbering Guidelines

### 1. The Naming of new streets and buildings

The following policy guidelines have been established and followed over many years:-

- 1) New street or building names should not duplicate any similar name already in use in a borough or neighbouring boroughs. A variation in the suffix, e.g., 'street', 'road', 'avenue', etc., cannot not be accepted as sufficient reason to duplicate a name.
- 2) Names of more than three syllables should be avoided and this precludes the use of two words except in special cases.
- 3) Subsidiary names, such as a row of buildings within an already named road being called '.....Terrace/Parade', should only be used in roads of short length.
- 4) All new street names should end with one of the following suffixes (in alphabetical order):

Avenue, Boulevard, Broadway, Circus, Close, Crescent, Dene, Drive, Gardens, Grove, Hill, Lane, Mead, Mews, Place, Reach, Rise, Road, Row, Square, Street, Vale, View, Way, Wharf, Yard

#### Not acceptable suffixes:

Common, Court, Cross, End, Gate, Meadow, Park, Path, Side or Walk

- 5) All new pedestrian walkways should end with one of the following suffixes:

Path  
Walk

- 6) No street or building name to start with, 'The'.

- 7) All new building names should end with one of the following suffixes:

Apartments  
Building(s)  
Centre  
Court  
Heights  
House  
Lodge  
Mansions  
Point  
Studio(s)  
Tower  
Villas

- 8) For private houses the name should not repeat the name of any other road or any other house or building in the surrounding area.
- 9) The use of North, East, South or West (as in Alfred Road North and Alfred Road South, or East or West) is only acceptable where the road is continuous and passes over a major junction.
- 10) Avoid having two phonetically similar sounding names within a postal area or within a borough, e.g. Churchill Road and Birch Hill Road.
- 11) Avoid misleading or unsuitable names such as Tip House, Access Way, or names open to misinterpretation like Tennis Court, Dead End Road etc.

## **2. The Numbering of Streets and Buildings**

- 1) A new street should be numbered with even numbers on one side and odd numbers on the other, with the exception that for a cul-de-sac consecutive numbering in a clockwise direction is preferred.
- 2) Private garages and similar buildings used for housing cars, etc., should not be numbered.
- 3) There should be no sanction given to the avoidance of any numbers e.g. 13, 4 etc and a proper sequence should be maintained.
- 4) Buildings (including those on corner sites) are to be 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.
- 5) If a commercial building has entrances in more than one street but is a multiple occupancy 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.
- 6) A newly named building may not have more than one number allocated within the same road.
- 7) New residential buildings will be allocated one sequential number within the road. Our preferred option is for flats to be numbered internally from number 1 upwards using all numbers. (e.g., Flat 2,13 Smith Street, not Flat A, 13 Smith Street and not 13A Smith Street which might already be used by an adjoining infill building).

## **3. Renaming or Renumbering of Streets and Buildings**

Renaming / renumbering existing streets and buildings is normally only considered in exceptional circumstances when changes occur which give rise (or are likely to give rise) to problems for the occupiers, Emergency Services, and Royal Mail etc. Please be aware that the Royal Mail does not record a house name if the house has a street number.