

ARMAGH CITY, BANBRIDGE CRAIGAVON BOROUGH COUNCIL		
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AMENDMENT RECORD SHEET

Remove and destroy old pages. Insert new pages as indicated.

Revision Number	Page Number	Date Revised	Description of Revision
2.0	10	5th May 2015	Addition of townlands
3.1	3, 8 & 9	14th November 2018	Addition for procedure for considerations of supplementary signage and dual language applications
3.2	Appendix C	4th March 2019	Review undertaken of Policy Screening Form & further clarification added
3.3	9	28th May 2019	Addition to clause 7.5 (11)

STREET NAMING AND NUMBERING POLICY

**ARMAGH CITY, BANBRIDGE & CRAIGAVON BOROUGH
COUNCIL**

BUILDING CONTROL DEPARTMENT

STREET NAMING AND NUMBERING POLICY

1.0 Introduction

- 1.1 The aim of this policy is to provide guidelines as to how Armagh City, Banbridge & Craigavon Borough Council will provide the Borough with adequate street naming and numbering of buildings.
- 1.2 The purpose is to ensure that the residents, visitors and people who work within the Council boundary are provided with clear street naming and numbering of buildings to assist with the way-finding and to help in the easy identification of premises by emergency services, postal services and utility providers.
- 1.3 Signage and street naming provision is to be delivered in an equitable and fair manner in accordance with the duties contained within the;
 - Armagh City, Banbridge and Craigavon Borough Council's Equality Scheme, as outlined under Section 75 of the Northern Ireland Act 1998
- 1.4 Supplementary signage will not normally be considered by the Council. However, where roads or site layouts are particularly complex and Council has received correspondence from any of the Emergency Services in relation to difficulties in locating premises, Council may at its discretion, consider providing additional supplementary signage as it deems appropriate to do so.

2.0 Legislative Background

- 2.1 The street naming and numbering policy will ensure that the Council fulfils its statutory responsibility under Article 11 of the Local Government (Miscellaneous Provisions)(Northern Ireland) Order 1995. (Appendix 1) This Order commenced on the 15 May 1995 and repealed all previous related statutes.

3.0 Procedure

- 3.1 Prior to or when making a Building Regulations application, developers should submit an application for street naming to the Council's Building Control Department.

Developers should obtain approval of a street name prior to producing any promotional literature, as any name that has not been approved may be unacceptable.

- 3.2 Developers/Agents will be asked to submit a minimum of 3 alternative names, listed in order of preference, for consideration. Each suggested name must meet the following criteria –
- reflect the local townland name, or
 - a local geographical feature, or
 - an historical feature, and
 - it should not, under normal circumstances, incorporate a person's name
 - to avoid confusion over addresses the name should not sound similar to an existing street or road name within the locality.
- 3.3 If the Building Control Department considers the names do not conform to the criteria, the applicant will be informed of our evaluation against the criteria and asked to submit alternative names.
- 3.4 The Building Control Department will consider the names, check its own records and consult where necessary, then provide a report and recommendation to the next available Council committee meeting. Following approval at this committee meeting it shall be taken to the next full Council monthly meeting for ratification.
- 3.5 If the Council does not accept any of the proposed names at either of the stages the applicant will be informed of the Councils decision and requested to submit alternative names.
- 3.6 Upon ratification by the full Council, a notification shall be drawn up and issued to the applicant/agent advising of the approved name. At this point other relevant bodies will be notified, ie Royal Mail, Land and Property Services, Ordnance Survey, etc
- 3.7 Following approval, Building Regulation applications for housing developments shall be issued with a postal numbering schedule by the relevant officer of the Council. Any future changes to this numbering schedule will require agreement with the Building Control Department.

4.0 Numbering of Buildings

- 4.1 The Council should number sites and premises as soon as they are aware that it is required. Notification of the correct postal numbering for the scheme shall be sent to the applicant and all other relevant agencies.
- 4.2 A new street should be numbered with even numbers on one side (right) and odd numbers on the other (left), depending on layout.
- 4.3 Private garages and similar buildings used only for housing vehicles, tools, etc will normally not be numbered.
- 4.4 The number 13 is normally included in developments unless specifically requested or circumstances dictate otherwise.
- 4.5 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 to avoid an address which is thought to have undesired associations shall not be sanctioned.
- 4.6 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 onto the appropriate road, exceptions may be made, depending on circumstances, for a house divided into two flats.
- 4.7 A “named” building is not under the control of legislation and will be numbered onto the existing street.
- 4.8 Postcodes are the responsibility of Royal Mail Address Management.
- 4.9 In residential buildings (eg, block of flats) it is usual to give a street number to each communal entrance
- 4.10 The numbering of flats with a named or numbered building to be in line with Pointer specification.
- 4.11 On each floor the numbering should be in a clockwise direction where this is possible and they should be numbered and not lettered, eg Flat 2, 40 Main Street and not Flat A, 40 Main Street.
- 4.12 When a single dwelling in a road is demolished and replaced by a greater number or in rural situations where all available numbers are taken up, it will be necessary to include alpha-numbered references, eg 34A, 34B, 34C, 34D, etc.

5.0 Renaming a Street

- 5.1 The ability to rename streets is one which is allowed for in legislation governing the naming of streets and persons can make applications as such. The Council will carefully consider any application for renaming within its boundaries, as it is conscious that renaming of streets has profound implications on address management for the Borough, emergency services and the general public.
- 5.2 Therefore any application received by the Service for the renaming of a street which has the requisite support (*see 5.4 below*) a report will be presented to the Council committee advising that a signed petition has been received.
- 5.3 For the purposes of this section “occupiers” or “occupants” shall be taken as persons over 18 years of age shown as dwelling in a property whose name appears in the current Electoral Register **plus** the owner or tenant in actual possession of commercial premises, but not employees in such premises.
- 5.4 All applications/ requests for re-naming of a street should be accompanied by a signed petition representing not less than one third of all occupants showing a positive interest in changing the street name. A request from an individual without support of signed petition will not be considered and the individual will be informed accordingly.
- 5.5 The opinions of all persons affected by a renaming proposal may then be sought. This shall be through survey of all occupants, plus the owner or tenant in actual possession of commercial premises, but not employees in such premises will be written to requesting an indication of their support for or opposition to the proposed name change
- 5.6 Only where the support of at least two thirds of occupiers and where applicable the owner or tenant in actual possession of commercial premises has been demonstrated in any street, will the Council consider a request for renaming. Royal Mail will always be consulted and if the renaming involves a duplicate street name then relevant emergency services will also be consulted as to their views on the proposed street name.
- 5.7 If the result of the survey shows that at least two thirds of the residents are in agreement with the proposed name change then a recommendation will be placed before the Council Committee for agreement of the change of name.
- 5.8 If approval is granted a notification of the change of street name will be sent to the applicant and other stakeholders for information. The applicant will also be notified if the application for a change of street name is not approved.

- 5.9 Another request or re-application to change a street name which has been refused will not be accepted until a minimum period of 2 years has elapsed from the previous application date for change of the street name.
- 5.10 The Council will not be held liable for any costs incurred by any owner/occupier for any such name change, ie cost of changing personal documentation, etc.

6.0 Re-numbering

- 6.1 If an application is received to re-number a property or street, a site visit is made to determine whether it is possible or necessary to comply with the request. If the re-numbering only affects the applicant's property then it shall normally be granted, provided that it adheres to the numbering sequence. If the request conflicts with existing numbering, then the request shall be refused and the applicant shall be notified of the decision and the reason for the decision.
- 6.2 If an application/ request is received to re-number multiple buildings, ie a street, it should be accompanied by a signed petition of the total number of owners/occupiers of the buildings showing that 100% have a positive interest in changing the numbers. A request from an individual without the support of signed petition will not be considered.
- 6.3 On receipt of a valid application the Council shall have regard to any views on the matter expressed by the total number of owners/occupiers of premises in those buildings.
- 6.4 If it is felt necessary to re-number, then approval is sought at the next available committee meeting and if approved, notification of the new postal numbers shall be sent to all owners/occupiers and relevant agencies.
- 6.5 The Council will not be held liable for any costs incurred by an owner/occupier for any such re-numbering, ie costs of changing personal documentation, etc.
- 6.6 Another request or re-application to change the same building numbering shall not be accepted until a minimum period of 2 years has elapsed from the previous application date. (A time considered reasonable for some demographic change to occur).

7.0 Dual Language Street Signs

- 7.1 The statutory basis for this function is contained within Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995 ("the Order"), which came into force on 15 March 1995. The Order provides for street naming, street numbering and the provision of street signs. It also gives Councils the discretionary power to erect dual language street signs or secondary nameplates in a language other than English. *Note:* The Council will consider applications or requests in respect of all languages.
- 7.2 The Order requires the Council, in deciding whether and how to exercise its discretion to erect a street name in a language other than English, to take account of the views of the occupiers of premises in that street.
- 7.3 For the purposes of this section "*occupiers of premises in that street*" shall be taken to be any person over 18 years of age whose name appears in the current Electoral Register plus the owner or tenant in actual possession of commercial premises, but not employees in such premises.
- 7.4 These policy proposals are designed to promote consistent and reasonable responses. However, the policy should not be applied in such a way as to prevent due consideration being given to the particular circumstances of each application. Having regard to the significant resource consequences of administering the implications of the policy, the policy should be reactive in nature.
- 7.5 The procedures for seeking and assessing the views of occupiers and the criteria to be applied in deciding whether to erect a street sign in a language other than English are as follows:
- (1) Only applications supported by a signed petition representing not less than one third of all occupiers of premises in the street for which the application is made will be progressed. An application from an individual without support of a signed petition will not be considered and the individual will be informed accordingly.
- (2) A report will be presented to the Council committee advising that a valid application (i.e. one accompanied by a signed petition representing not less than one third of all occupiers of premises in the street for which the application is made) has been received.
- (3) Where the foregoing requirements have been met the Council will canvass by post all occupiers of premises on that street and seek their views on the application to erect a street sign in a second specified language. This letter is designed so as to make the expression of views as simple as possible. For all commercial premises on that street a single letter addressed to the owner or tenant will also be posted. Reply will be by way of a pre-paid envelope and

should be returned within one month of receipt. Those occupiers of premises on that street who are canvassed but who do not return a reply will be deemed not to be in favour of the application.

(4) Consideration will be given to "long streets" where majority opinion on whether to have a second language street sign may differ between readily identifiable, substantial lengths of the street. In these circumstances consideration will be given to the erection of dual language nameplates in those substantial portions of the street where the required majority of occupiers of premises in that street have expressed a wish for such a nameplate.

(5) If the result of the survey shows that at least two thirds of the occupiers of premises in that street are in agreement with the erection of a second language street sign then a recommendation will be placed before the Council Committee. *Note:* a report will be drafted in all cases once the Council survey has been completed.

(6) If approval is granted notification will be sent to the applicant and other stakeholders for information. The applicant will also be notified if the request or application has not been approved.

(7) Where a decision has been taken to erect a street sign in a second language, the translation from English to that second language will be carried out by an independent, competent body such as the appropriate Language Department at Queen's University.

(8) Another application for a dual language street sign which has been refused will not be accepted until a minimum period of 2 years has elapsed from the previous application date for change of the street name.

(9) With regard to the design and placing of the street signs the second language sign shall be located immediately below the English sign and the size of lettering shall be smaller than the English version to avoid any risk of confusion to the emergency services.

(10) Where/if a request for dual language street signage is approved by Council, the non-English name of a street will not form part of the description of land or address of any person for any statutory purposes as per Article 11 (3) of the Legislation (see Appendix 1)

(11) For new developments, applications for dual language street naming will normally not be considered by Council until all dwellings/units etc. are occupied. The Council will however, give due consideration to the particular circumstances of each application.

8.0 **Enforcement**

- 8.1 On occasion it is necessary to consider enforcement action to ensure the display of official street names and postal numbers. Informal action shall in all cases, be pursued in an attempt to resolve the matter. If, however, persuasion fails to achieve results, action should be taken under Article 11 of the Local Government (Miscellaneous Provisions) (NI) Order 1995 – “Powers of Councils in relation to Street Names and Numbering of Buildings”.
- 8.2 Under Article 11, Paragraph 5, any person who obscures, pulls down, or defaces any official nameplate or erects in any street a nameplate showing as to the name of the street a name different from the official street name or erects in any street any nameplate purporting to show the name of the street, without authorisation of the Council, shall be guilty of an offence and liable on summary conviction to a fine not exceeding Level 2 on the Standard Scale.
- 8.3 Under Article 11, Paragraphs 6 – 9, where the occupier of a building fails to ensure that it is marked with the number approved by the Council, the Council may serve on him/her a notice requiring him/her to comply within 7 days from the date of the service of the notice.
- 8.4 A person who fails to comply with the notice shall be guilty of an offence and liable on summary conviction to a fine not exceeding Level 2 on the Standard Scale. The Council may do anything he/she has failed to do and may recover from that person summarily as a civil debt any expenses thereby reasonable incurred.

9.0 **Guidelines**

- 9.1 The following policy guidelines have been established.

Naming Streets

(i) New street names should not duplicate any similar name already in use in the Council area or in areas of neighbouring Councils close to the boundaries. A variation of the terminal word, ie ‘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.

(ii) Subsidiary names (eg. a row of buildings within an already named road being .
called ‘..... Terrace’) should not be used

(iii) All new street names should end with a suffix such as:-

Street		for any road
Road	}	for major roads
Way	}	
Road	}	for residential roads
Avenue	}	
Drive	}	
Grove	}	
Lane	}	
Park	}	
Gardens	}	
Mews	-	for houses around an 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
Terrace	-	for a terrace of houses (provided is not a subsidiary name)
Court	-	for apartments or houses around an open yard
Manor		
Lodge		
Meadows		
Way		
Grange		
Heights		
View		
Downs		
Glen		

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

(iv) Avoid aesthetically unsuitable names such as Abattoir Road, Tip Lane, or names capable of deliberate misinterpretation.

(v) The use of North, East, South or 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.

(vi) Avoid having two phonetically similar names within a postal area and, if possible, within the District, e.g. Euston Road and Houston Road.

(vii) The inclusion of secondary names or direction on street name signage is not permitted.

(ix) Where replacement or new nameplates are erected within the boundary of the national speed limit of towns, villages and hamlets the name of the townland will not be included. In all other cases the Townland will be indicated on a secondary line in Red.

(x) Signage will be erected where requested and approved by Committee/ Council using standard lettering forms as illustrated.

Language to be:	Min of 75mm in height (upper case) for main text of name.
Townland Names	Min of 40mm in height (upper and lower case, Red on white background)

e.g.

WHITE GLEN
(min of 75mm)

Aghantaraghan
(min of 40mm)

The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995

Powers of councils in relation to street names and numbering of buildings

11.—(1) A council may erect at or near each end, corner or entrance of any street in its district a nameplate showing the name of the street; and a nameplate erected under this paragraph—

- (a) shall express the name of the street in English; and
- (b) may express that name in any other language.

(2) A council may, immediately adjacent to a nameplate erected under paragraph (1) which expresses the name of a street in English only, erect a second nameplate expressing the name of the street in a language other than English.

(3) Neither this Article nor anything done by a council thereunder authorises or requires the use of the name of a street expressed in a language other than English as, or as part of—

- (a) the address of any person; or
- (b) the description of any land;

for the purposes of any statutory provision.

(4) In deciding whether and, if so, how to exercise its powers under paragraph (1)(b) or (2) in relation to any street, a council shall have regard to any views on the matter expressed by the occupiers of premises in that street.

(5) Any person who—

- (a) obscures, pulls down or defaces any nameplate erected under paragraph (1) or (2);
- (b) erects in any street any nameplate showing as the name of the street a name different from that in any nameplate erected in the street under paragraph (1) or (2); or
- (c) erects in any street any nameplate purporting to show the name of the street, without the authorisation of the council for the district in which the street is situated,

shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

(6) Where a council has exercised its powers under paragraph (1) in relation to any street, the occupier of each house or other building in that street shall ensure that that house or

building is at all times marked with such number as the council may approve for the purposes of this Article.

(7) Where a person fails to comply with paragraph (6) the council may serve on him a notice requiring him to comply with that paragraph within 7 days from the date of service of the notice.

(8) A person who fails to comply with a notice served on him under paragraph (7) shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

(9) Where a person fails to comply with a notice served on him under paragraph (7) in respect of any house or other building, the council may itself do anything which he has failed to do and may recover from that person summarily as a civil debt any expenses thereby reasonably incurred by it.

(10) In this Article—

- “nameplate” includes any means of signifying a name in writing;
- “street” includes any road, square, court, alley, passage or lane.

(11) The power of a council to erect a nameplate under paragraph (1) or (2) includes power—

(a) to erect it on any building or in such other manner as the council thinks fit; and

(b) to cause it to be erected by any person authorised in that behalf by the council.

(12) The following statutory provisions shall cease to have effect, namely—

(a) sections 64 and 65 of the Towns Improvement Clauses Act 1847**F1**;

(b) in section 38 of the Towns Improvement (Ireland) Act 1854**F2** the words “naming the streets and numbering the houses and also so much thereof as relates to”;

(c) section 21 of the Public Health Acts Amendment Act 1907**F3**;

(d) section 19 of the Public Health and Local Government (Miscellaneous Provisions) Act (Northern Ireland) 1949**F4**; and

(e) so much of any local Act as relates to the naming of streets or the numbering of houses or buildings;

and any nameplate erected under any such provision shall be taken for the purposes of this Article to have been erected under paragraph (1).

Policy Scoping**Policy Title Street Naming and Numbering Policy**

Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.

Amendments to existing policy;

This policy provides guidelines as to how Armagh City, Banbridge & Craigavon Borough Council will provide the District with adequate street naming and numbering of buildings. The Policy has been amended to outline the process for Council consideration in dealing with requests for dual language street names as well as the processes for renaming and re-numbering a street.

Intended aims/outcomes. What is the policy trying to achieve?

The purpose is to ensure that the residents, visitors and people who work within the Council boundary are provided with clear street naming and numbering of buildings to assist with the way-finding and to help in the easy identification of premises by emergency services, postal services and utility providers.

Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to Council to amend the policy?

The street naming and numbering policy will ensure that the Council fulfils its statutory responsibility under Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995. This Order commenced on the 15 May 1995 and repealed all previous related statutes. Article 11 of this Order also gives the Council discretionary power to erect dual language street signs or secondary signs in a language other than English. The policy also states that the signage and street naming provision will be delivered in an equitable and fair manner in accordance with the duties contained within the Council's Equality Scheme.

The Equality Commission advises on equality and anti-discrimination legislation, which presently does not cover the grounds of language. In relation to the use of minority languages the Equality Commission guidance on harmonious workplace states:

The use of languages other than English, for example in corporate logos and communications, will not, in general, constitute an infringement of a good and harmonious working environment.

The Committee of Experts or (COMEX) which monitors compliance with the European Charter for Regional or Minority Languages, emphasises that the adoption of special measures in favour of regional or minority languages aimed at promoting equality between the users of these languages and the rest of the population or which take due account of their specific conditions is not to be considered an act of discrimination against the users of more widely used languages

Are there any Section 75 categories which might be expected to benefit from the policy? If so, please outline.

The procedure for dealing with requests for Council consideration of dual language street signs ensures that anyone regardless of section 75 category can avail of the process. This procedure reflects the one used in a neighbouring Council which, following a legal challenge was proven to be lawful.

Who initiated or wrote the policy (if Council decision, please state). Who is responsible for implementing the policy?

Who initiated or wrote policy	Who is responsible for implementation?
Tom Lavery – Head of Building Control	All relevant service area Directors, HoDs, Managers and Officers

Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?

No

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. staff, service users, other statutory bodies, community or voluntary sector, private sector)

The business community, other statutory bodies, community and voluntary sector, private sector, and the general public.

Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.

None

Available Evidence

Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Evidence
Religious belief	<p>The procedure for dealing with requests for Council consideration of dual language street signs ensures that anyone regardless of section 75 category can avail of the process. This procedure reflects the one used in a neighbouring Council which, following a legal challenge was proven to be lawful.</p> <p>The Equality Commission advises on equality and anti-discrimination legislation, which presently does not cover the grounds of language. In relation to the use of minority languages the Equality Commission guidance on harmonious workplace states:</p> <p>The use of languages other than English, for example in corporate logos and communications, will not, in general, constitute an infringement of a good and harmonious working environment.</p> <p><i>'Promoting a Good and Harmonious Working Environment, A Guide for Employers and Employees', Equality Commission, October 2009, page 9.</i></p> <p>The Committee of Experts or (COMEX) which monitors compliance with the European Charter for Regional or Minority Languages, emphasises that the adoption of special measures in favour of regional or minority languages aimed at promoting equality between the users of these languages and the rest of the population or which take due account of their specific conditions is not to be considered an act of discrimination against the users of more widely used languages.</p>
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	
Men and women generally	
Disability	
Dependants	

	<p><i>Council of Europe (2010) Report of the Committee of Experts on the Charter (UK 3rd Monitoring Cycle) ECRML (21 April 2010), para 123</i></p>
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Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
Religious belief	<p>The procedure for dealing with requests for consideration of dual language street signs ensures that anyone regardless of section 75 category can avail of the process. The policy permits Council consideration of any secondary sign in a language other than English, which is in keeping with the requirements of paragraph (4) of the Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995</p>
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	
Men and women generally	
Disability	
Dependants	

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief	None	None
Political opinion	None	None
Racial group	None	None
Age	None	None
Marital status	None	None
Sexual orientation	None	None
Men and women generally	None	None
Disability	None	None
Dependents	None	None

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

Category	If yes, provide details	If no, provide reasons
Religious belief		No
Political opinion		No
Racial group		No
Age		No
Marital status		No
Sexual orientation		No
Men and women generally		No
Disability		No
Dependents		No

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief		None
Political opinion		None
Racial group		None

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Category	If yes, provide details	If no, provide reasons
Religious belief	No	
Political opinion	No	
Racial group	No	

Multiple Identity

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

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Disability Discrimination (NI) Order 2006

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

N/A

Is there an opportunity for the policy to encourage participation by disabled people in public life?

N/A

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

The policy provides guidelines as to how Armagh City, Banbridge & Craigavon Borough Council will provide the District with adequate street naming and numbering of buildings. The policy also outlines the process for establishing Council consideration in dealing with requests for dual language street names as well as the processes for re-naming and renumbering a street. The procedure for dealing with requests for dual language street signs ensures that anyone regardless of section 75 category can avail of the process. The policy permits Council consideration of any secondary sign in a language other than English.

The Equality Commission advises on equality and anti-discrimination legislation, which presently does not cover the grounds of language. In relation to the use of minority languages the Equality Commission guidance on harmonious workplace states:

The use of languages other than English, for example in corporate logos and communications, will not, in general, constitute an infringement of a good and harmonious working environment.

The Committee of Experts or (COMEX) which monitors compliance with the European Charter for Regional or Minority Languages, emphasises that the adoption of special measures in favour of regional or minority languages aimed at promoting equality between the users of these languages and the rest of the population or which take due account of their specific conditions is not to be considered an act of discrimination against the users of more widely used languages.

B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED

Where the impact is likely to be minor, you should consider if the policy can be mitigated or an alternative policy introduced. If so, an EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

N/A

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

N/A

Timetabling and Prioritising

If the policy has been screened in for equality impact assessment, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people’s daily lives	

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

Monitoring

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring (www.equalityni.org).

Identify how the impact of the policy is to be monitored

The policy will be reviewed by the Head of Building Control on an annual basis.

Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Tom lavery	Head of Building Control	4 th March 2019
Approved by	Position/Job Title	Date
Sharon O’Gorman	Strategic Director (Position)	4 th March 2019

Please forward a copy of the completed policy and form to:

mary.hanna@armaghbanbridgescraigavon.gov.uk

who will ensure these are made available on the Council’s website.

The above officer is also responsible for issuing reports on a quarterly basis on those policies “screened out for EQIA”. This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.

Appendix I - Rural Needs Impact Assessment (RNIA) Template

SECTION 1 - Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority.

Armagh City, Banbridge and Craigavon Borough Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

Council's authority for street naming and numbering of buildings in accordance with Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995.

1C. Please indicate which category the activity specified in Section 1B above relates to.

Developing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Adopting a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Implementing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Revising a	Policy <input checked="" type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Designing a Public Service	<input type="checkbox"/>		
Delivering a Public Service	<input type="checkbox"/>		

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above.

Street Naming and Numbering of Buildings Policy

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service.

This policy provides guidelines as to how Armagh City, Banbridge and Craigavon Borough Council will provide the District with adequate street naming and numbering of buildings. The Policy also outlines the process for Council consideration of establishing dual language street names as well as the processes for renaming and re-numbering a street.

1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

Population Settlements of less than 5,000 (Default definition).

Other Definition (Provide details and the rationale below).

A definition of 'rural' is not applicable.

Details of alternative definition of 'rural' used.

Rationale for using alternative definition of 'rural'.

Reasons why a definition of 'rural' is not applicable.

SECTION 2 - Understanding the impact of the Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes No If the response is **NO** GO TO Section **2E**.

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas *differently* from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

Rural Businesses	<input type="checkbox"/>
Rural Tourism	<input type="checkbox"/>
Rural Housing	<input type="checkbox"/>
Jobs or Employment in Rural Areas	<input type="checkbox"/>
Education or Training in Rural Areas	<input type="checkbox"/>
Broadband or Mobile Communications in Rural Areas	<input type="checkbox"/>
Transport Services or Infrastructure in Rural Areas	<input type="checkbox"/>
Health or Social Care Services in Rural Areas	<input type="checkbox"/>
Poverty in Rural Areas	<input type="checkbox"/>
Deprivation in Rural Areas	<input type="checkbox"/>
Rural Crime or Community Safety	<input type="checkbox"/>
Rural Development	<input type="checkbox"/>
Agri-Environment	<input type="checkbox"/>
Other (Please state)	<input type="text"/>

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

Council's authority for street naming and numbering of buildings is set in Statute Law under Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995.

This legislation does not make any differentiations between rural and urban communities and therefore its impact will not differ between these communities.

SECTION 3 - Identifying the Social and Economic Needs of Persons in Rural Areas

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes No If the response is **NO** GO TO Section **3E**.

3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

Consultation with Rural Stakeholders	<input type="checkbox"/>	Published Statistics	<input type="checkbox"/>
Consultation with Other Organisations	<input type="checkbox"/>	Research Papers	<input type="checkbox"/>
Surveys or Questionnaires	<input type="checkbox"/>	Other Publications	<input type="checkbox"/>
Other Methods or Information Sources (include details in Question 3C below).			<input type="checkbox"/>

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

If the response to Section 3A was YES GO TO Section 4A.

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

Council's authority for street naming and numbering of buildings is set in Statute Law under Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995.

This legislation does not make any differentiations between rural and urban communities and therefore its impact will not differ between these communities.

SECTION 4 - Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

[Empty response box for providing details of social and economic needs in rural areas.]

SECTION 5 - Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes No If the response is **NO** GO TO Section **5C**.

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

Council's authority for street naming and numbering of buildings is set in Statute Law under Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995.

This legislation does not make any differentiations between rural and urban communities and therefore its impact will not differ between these communities.

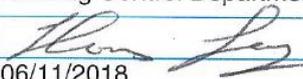
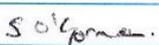
If the response to Section 5A was **YES** GO TO Section **6A**.

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

SECTION 6 - Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained and relevant information compiled.

Rural Needs Impact Assessment undertaken by:	Tom Lavery
Position/Grade:	Head of Department
Division/Branch	Building Control Department
Signature:	
Date:	06/11/2018
Rural Needs Impact Assessment approved by:	Sharon O'Gorman
Position/Grade:	Strategic Director
Division/Branch:	Position Directorate
Signature:	
Date:	6/11/2018