

| 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 | 27th April 2015 | Addition of townlands |
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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.

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. This Order commenced on the 15 May 1995 and repealed all previous related statutes.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 6.4 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” 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 **Enforcement**

- 7.1 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”.
- 7.2 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.
- 7.3 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.

- 7.4 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.

8.0 Guidelines

- 8.1 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 and will be completed by the letters TD.

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

| | |
|---------------------------|--------------------------------------------------------------------------------------|
| Language (English) to be: | Min of 75mm in height for main text of name. (upper case, Black on white background) |
| 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)

Policy Screening Form

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.

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.

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.

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

This policy will not have any specific impact on the section 75 categories.

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

| | |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Who initiated or wrote policy? Building Control LRG Group | Who is responsible for implementation? All relevant service area Directors, 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 | N/A |
| Political opinion | N/A |
| Racial group | N/A |

| | |
|-------------------------|-----|
| Age | N/A |
| Marital status | N/A |
| Sexual orientation | N/A |
| Men and women generally | N/A |
| Disability | N/A |
| Dependants | N/A |

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 | N/A |
| Political opinion | N/A |
| Racial group | N/A |
| Age | N/A |
| Marital status | N/A |
| Sexual orientation | N/A |
| Men and women generally | N/A |
| Disability | N/A |
| Dependants | N/A |

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 | |
| Political opinion | None | |
| Racial group | None | |
| Age | None | |
| Marital status | None | |
| Sexual orientation | None | |
| Men and women generally | None | |
| Disability | None | |
| Dependents | 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.

N/A

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

This policy provides guidelines as to how Armagh City, Banbridge and Craigavon Borough Council will provide the Borough with adequate street naming and numbering of buildings. This is a technical policy which sets out the principles of Street Naming and Numbering. It has no bearing in terms of its likely impact on equality of opportunity or good relations for people within the Equality and Good Relations Categories.

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, 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.

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

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

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

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 |
|------------------|--------------------------------------|------------|
| Jonathan Hayes | Head of Building Control and Estates | April 2015 |
| Kevin Fitzsimons | Head of Building Control | |
| Richard Dale | Principle Building Control Officer | |
| Approved by | Position/Job Title | Date |
| Roger Wilson | Chief Executive | April 2015 |

Please forward a copy of the completed form with policy attached to XXX Officer who will ensure that screening forms and policies are available on the Council website.

This 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.