

## **Report to the Cabinet**

**Report reference:** C-020-2011/12  
**Date of meeting:** 12 September 2011



**Epping Forest  
District Council**

**Portfolio:** Safer, Cleaner and Highways  
**Subject:** Street Numbering and Naming Charges  
**Responsible Officer:** Julie Barnard (01992 564033)  
**Democratic Services Officer:** Gary Woodhall (01992 564470)

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### **Recommendations/Decisions Required:**

**(1) To introduce charges for Street Numbering and Naming services (SNN) from the 1 October 2011 as set out in Appendix 2.**

### **Executive Summary:**

The street numbering and naming service is currently provided free of charge, with the exception of where a housing development changes after the initial consultation has been carried out. The process can involve a significant amount of resource both in staff time and associated costs, and at present the costs for this service are met by the Council tax payer rather than the developer or the new resident to the District.

The relevant legislation enables the Council to levy charges to cover costs incurred. The charge recommended is £49.00 for an individual property, plus £16.00 for each additional property thereafter. This has been based on the actual time taken to undertake the task and the costs of the required new computer software. It is anticipated that this will generate a net income of around £8,000 per year.

### **Reasons for Proposed Decision:**

To recover the costs of the service from the developer or new resident in the district rather than being a cost to the council

### **Other Options for Action:**

Take no action at this time and leave the current system of charging for amended schemes only but this does not cover the true costs of the total service

### **Report:**

1. The provision of numbering and naming of streets and buildings is a statutory function and the Council is the only organisation with the authority to name and number new streets within the District.
2. The Council may charge for the provision of such a service, provided the person to whom the service is given has agreed to its provision. This excludes the statutory elements of the Street Numbering and Naming (SNN) function for which there should be no charge, but

allows for charges to be made for the discretionary elements on a “not for profit” basis therefore allowing the Council to recover costs incurred. The discretionary services are those that an authority has the power but not a duty to provide, and for SNN purposes these services include:

- (i) consultation and liaising with other external organisations such as the Royal Mail, Parish and Town Councils and Emergency services;
- (ii) the naming and numbering of new properties;
- (iii) alterations to either a name or numbers for new developments after initial naming and numbering has been undertaken;
- (iv) notifications to relevant organisations;
- (v) confirmation of addresses;
- (vi) challenges to existing official naming/numbering schemes/addresses held within the street naming and numbering records; and
- (vii) obtaining a postcode from the Royal mail.

3. The Council is currently undertaking the above free of charge, including the full postal address and post code. Whilst these are essential items of information for any developer to obtain connection of utility services to its properties, as a discretionary element they could be charged for. Although a developer could approach the Royal mail direct for a postcode, they would not provide one unless the remainder of the SNN process had been completed.

4. There are five types of SNN applications:

- (i) the addition of a house name or renaming of an existing property;
- (ii) a new development on an existing street;
- (iii) a new development to include naming of new streets;
- (iv) changes to a development after initial notification has been carried out; and
- (v) renaming of a street at residents’ request.

5. For developments of five or more properties, the developer is required to submit a letter with suggested names for roads within the development, a site location and layout plan, and where applicable floor layouts for any flats involved. The Parish or Town council will be advised as a matter of courtesy of the names requested by the developer. The Council has a policy of not naming a street after a person, but will allow historical references or location references e.g. Pimlico Way, Marylebone Road – referenced to the Central Line for a development in Ongar.

6. The Royal Mail will provide post codes for properties once they are in receipt of the official naming and numbering scheme from the Council, but the post code is held in “reserve” until they are notified by either the developer or owner that it is occupied or has been built, and only then will they publish the address on their website for access by organisations. Once postcodes have been provided by the Royal Mail, the legal certificates are issued with a covering letter to the developer and other relevant organisations are advised of the postal address.

7. For developments of less than five properties, the same process as described above is used, except that parish and town councils are not consulted.

8. For individual properties the provision of a name or number or the amendment of either, the resident will be required to submit a location plan clearly identifying the property, a letter confirming that they are the owner and where applicable a list of three names to be used. The same process as described for developments is then followed.

9. This process is resource intensive and is undertaken by an Environment & Street Scene Customer Services officer alongside other higher priority activity such as answering telephone enquiries from the public. The provision of a correct postal address is an extremely important issue, with organisations such as the Royal Mail, emergency services, utility companies and the general public all requiring an efficient and accurate means of locating and referencing properties.

10. The National Land and property Gazetteer (NLPG) is the definitive address list that provides unique identification for over 30 million residential and business premises and is now marketed commercially. The NLPG is a continually updated comprehensive database that is created by officers with local knowledge within each local authority, as they have the legal responsibility for street naming and numbering of property. As Local Authorities have the responsibility for addressing information, they are best placed for providing the most up to date information on the NLPG. The SNN process plays a vital role in the ongoing maintenance of both the Local Land and Property Gazetteer (LLPG) and the NLPG. Local Authorities have increasingly invested in creating the NLPG through their own LLPG and are committed to using it for all addressing requirements and services.

### Options

11. The Council could consider continuing with a free service for this procedure as it is not intended to deter applicants from applying for address information. However, other Local Authorities who levy a charge have informed us that no significant drop in the level of applications were observed when charges were introduced. Those developers sought to obtain a postcode directly from the Royal Mail were told that no postcode would be allocated until they were in receipt of the official numbering and naming scheme from the Local Authority. As statutory utility companies also now require a post code before services can be connected, this would mean that developers would have to approach the Local Authority for this service

12. Given that it is unreasonable for the local tax payers to meet costs which should be met by developers and/or individual householders, it is suggested that a charging regime be introduced. Any such regime can only recover the actual costs of providing the service; a Council cannot set out to make a profit. An analysis of the time spent on officers dealing with these issues has resulted in the following proposals:

- (a) single property application: £44.00; and
- (b) multiple property application: £44.00 for the first property plus £15.00 per each additional property

13. In order for such a system to be efficiently delivered, the Council would need to acquire updated computer software. It is considered appropriate that the costs of this should be recovered, over a five year period, by those using it, resulting in addition to the above fees of £5.00 and £1.00 increasing them to £45.00 and £16.00 respectively (see appendix 2).

14. The charges for other eastern Local Authorities are shown at appendix 1. These charges would not be subject to VAT as this service is classed as non profit making and non business as there is no competitor available that can provide the service. It is also proposed to simplify the charging regime with just two categories, namely a single property or more than one property.

15. There are some other related activities the suggested charges for which are set out in appendix 2. These all use the same hourly rate and principles as set out earlier.

#### **Resource Implications:**

If the recommended fees are implemented, it is estimated that an income in the region of £8,000 per annum will be generated.

#### **Legal and Governance Implications:**

The Council carries out this function under the provisions of Sections 17-19 Public Health Act 1925 (naming of streets and alteration and indication of street names) and Sections 64 and 65 of the Town Improvements Clauses Act 1847.

The Local Government Act 2003 allows the Council to levy a fee for the discretionary elements of this service.

#### **Safer, Cleaner and Greener Implications:**

The service enables all streets, houses and buildings to be named and numbered correctly for identification purposes, allowing emergency services and postal deliveries to accurately locate properties.

#### **Consultation Undertaken:**

Other Local Authorities – see appendix for comparative charges.

#### **Background Papers:**

Local Government Acts  
Spreadsheet of charges  
Internal budgets  
List of relevant other organisations

#### **Impact Assessments:**

##### Risk Management

There are no inherent risks associated with introducing these charges. Many local authorities have such regimes in place without adverse reaction and the charge levied seeks only to recover the actual costs of the service being provided.

##### Equality and Diversity:

*Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications?*

No

*Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken?* No

*What equality implications were identified through the Equality Impact Assessment process?*  
N/A

*How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?*  
N/A.

# Appendix 1 - Charges made by other Authorities:

## Charging for Street Naming and Numbering:

Types of charges Name of council	House name added/changed	Naming of a New Street	Development of 1-5 Props	Development of 6-10 plots	Development of 11 - 50 plots	Development of 50+ plots	changes in development after initial notification	Renaming of street at residents request	confirmation of address details
<b>Chorley BC</b>	<b>£25</b>	<b>£100</b>	<b>£25 per plot</b>	<b>£20 per plot</b>	<b>£15 per plot</b>	<b>£10 per plot</b>	<b>£25 per plot</b>	<b>£100 + £25 per house</b>	Not mentioned
<b>Luton Borough Council</b>	<b>Free if primary residence or £36.75 + £6.30 for each add adj Prop</b>  (add charge for naming a building ie block of flats <b>£12.60</b> )	<b>£115.50</b>	all developments are charged at	all developments are charged at	all developments are charged at	all developments are charged at		<b>£89.25 + £6.30 per house</b>	not mentioned
			<b>£36.75 + £10.50</b>	<b>£36.75 + £10.50</b>	<b>£36.75 + £10.50</b>	<b>£36.75 + £10.50</b>			
			for each additional adjoining premises	for each additional adjoining premises	for each additional adjoining premises	for each additional adjoining premises			
<b>South Cambs</b>	<b>£25 per house</b>		for 1 Plot <b>£25</b> 2-5 plots <b>£50</b>	6-10 plots <b>£100</b>	11-25 plots <b>£175</b> 26-50 plots <b>£250</b>	51 -100 plots <b>£400</b> 101+ plots <b>£500 + £5 per plot</b>	<b>£100 + £5 per property affected</b>	<b>£250 + £5 per property affected</b>	<b>£25 per property</b>
<b>Great Yarmouth</b>	<b>£40 standard charge</b>	not mentioned	<b>Free</b>	<b>Free</b>	<b>Free</b>	<b>Free</b>	not mentioned	not mentioned	not mentioned
<b>Uttlesford DC</b>	<b>£27</b>		1 plot <b>£37</b> on existing road  1-10 plots on new road <b>£105</b>	2-10 plots <b>£73.00</b> on existing road	over 10 plots <b>£73 + £5 per plot</b> on exist road over 10 plots on new road <b>£105</b>			where a Parish/town council initiates a scheme to name and number an existing un named road a charge is levied to the council of <b>£25 + £5.5 per property affected</b>	
<b>St Albans</b>	<b>£50 for adding/changing a name</b>  <b>£200 for renumbering a house or building including sub dividing into flats</b>	<b>£130</b>	<b>£140 + street name charge if applicable</b>	<b>5-25 plots £280</b> includes street name charge if applicable	<b>25 + plots £460</b>			<b>£450</b>	<b>Free</b>
<b>Eden DC (proposed charges)</b>	Change of house name <b>£25</b> Adding an alias to a numbered property <b>£35</b> Change of building name (ie block of flats) <b>£35 + £10 per unit</b> Sub div of property or merge of a property <b>£35 + £10 per property</b>	<b>New Street No Charge</b>	<b>New Individual Property No Charge</b>	<b>Redevelop of exist prop £35</b>			<b>£100 + £10 per property</b>	<b>Change of name £200 + £35 per property</b> <b>Street numbering where no numbering exists £200 + £35 per property</b>	<b>£25</b>
<b>North Hants DC</b>	<b>£105 per property</b>	not mentioned	<b>£105 per property</b>	<b>£105 per property</b>	<b>£105 per property</b>	<b>£105 per property</b>	not mentioned	<b>£525 per property</b>	Not mentioned
<b>Chelmsford</b>	<b>£20</b>	No other charges							
<b>East Cambs DC</b>	(address issued/conf when replacement prop built as address may be diff after demolition of original Property <b>£50 per property</b> )	<b>£150.00</b>	<b>£50 = 1 prop</b> <b>££75 = 2 - 5</b> Div of Properties same as numbering of Props - based on No. of props created	<b>£100</b>	<b>£150 = 11-25</b> <b>£200 = 26 - 50</b>	<b>£400 = 51-100</b> <b>£750 = 101+</b>	<b>£100 + £10 per property</b>	<b>£28.00 per hour</b> challenges/requests/revisions to existing street naming and numbering schemes	<b>£25</b>
		<b>£225</b> if one name plate required							
		<b>£325.00</b> two name plates required							
		<b>£100</b> per additional name plate required							
<b>Breckland Council</b>	<b>£25</b>	No other charges							

**APPENDIX 2: Proposed Charges to be used by Epping Forest District Council**

<b>House Name Change/Addition</b>	<b>Development of 1-5 Properties</b>	<b>Changes in initial development after initial notification</b>	<b>Renaming of street at residents request</b>	<b>Confirmation of postal address details</b>
£49 per property	£49 for first property  + £16 per additional property	£49 for first property affected  + £16 per additional property affected	£49 for first property  + £16 per additional property involved to be split evenly with all residents affected	£2.60 per certificate issued  + £16 per property involved (admin charge)