

Street Naming and Numbering

Frequently asked questions

Q Who can request a new or change of address

A property owner or their appointed representative may submit a written request for a change of an address. Mendip District Council can not accept requests from the tenants of a property

Q Why do they need to supply an Email address?

An email address allows a quicker response to any questions or queries, we all send out the official notice by email where possible

Q Why do they need to supply a phone number?

A contact number that may be used during office hours can resolve any issues quickly without resulting in a delay if we have to write to the applicant for information.

Q What application site details are required?

We require a detailed description or address for the location of the plot/site

Q Do we need to know the property type

We need details of all plots requiring an address including plot numbers and the type of development, Flat, House, Commercial or mixed.

Q What reference details do we need?

The following details are required to expedite the application;

- Related Street Naming & Numbering Application No's
- Related Building Regulations Application No's
- Related Planning Application Reference No's

Q Can the public add a name to an existing numbered address?

Provided your home already has a number, if you own the property you can add a name to it without contacting the council, but advise that owners should not choose one similar or the same to any other house nearby. The property name in this case will not officially form part of the property address - and the property number must still be displayed and used in any correspondence.

If a request is received to add a property name to the official address this may be agreed by the SNN Officer, if the following conditions are met;

- There is no conflict with the locality as to the same Building Name
- The property number must be retained
- The request adheres to the "PAF® Code of Practice, Changing Postal Addresses and Postcodes"

The SNN Officer will then consult with the Royal Mail and have the chosen name added to the postal address.

Q Can the public remove an existing number from an address?

If a property is already named and numbered and a request is made to remove the number from the Address this will be refused by Mendip District Council

Q Can the public request a change to an existing street name

A minimum of 75% of property owners accessed from the affected street must be in agreement with the proposal in order for the street to be named or renamed where that rename is needed for resolution of delivery difficulties. Where the rename is requested for cosmetic purposes, a minimum of 95% of property owners accessed from the affected street must be in agreement with the proposal in order for the street to be renamed.

If the proposed street name meets the required criteria, the Local Authority will consult with owners/occupiers of all properties on the street, and the local City, Town or Parish Council, allowing 30 days to respond. If no response is received the assumption will be made that the consultee has no objection to the proposal.

If the change or allocation of a street name is acceptable, the Local Authority will change or allocate the new official street name and notify Royal Mail advising them of the change in street name.

Q What building names are not acceptable?

Mendip District Council can not allow the use of names and their combination with numbers that could be considered rude, obscene, and racist or which would contravene any aspect of the council's equal opportunities policies

Mendip District Council can not allow the use of names which would lead to variations in the use of punctuation as these can cause confusion or result in early demands for a change of address from occupiers

Mendip District Council can not allow the use of names that can cause spelling or pronunciation problems

Q Can we issue a building name without a building number?

Mendip District Council will only allow the use of building names without numbers under the following circumstances

- Where historical the street has had no numbers issued previously
- Where the use of a number could lead to confusion

Q Can a street name or building name proposed be refused?

Mendip District Council will ensure the proposed names will be checked against existing entries. (To ensure that the name is not duplicated within the area, in the Authority or adjoining Authorities or that it is not so similar to an existing street name that it is likely to cause confusion.)

If Parish Councils' have any suggestions or an objection to the name provided, then another name will be chosen and the consultation process repeated. Once a name has been agreed upon, the developer will be informed in writing

Q How should we name complexes or flats?

If the application is for a large development, e.g. trading estate or block of flats, the complex name should refer to the proposed name for the estate or block name – within which each unit will have an individual name or number

If the developer wishes to name a block of flats or buildings then they must supply a suitable name, which will be put through the same consultation process as a house name request

All named blocks should end with one of the following

- Court - for flats and other residential buildings
- Mansions - other residential buildings
- House - residential blocks or offices
- Point - high residential blocks only
- Tower - high residential or office blocks

Q Can we address farms or agricultural land?

The advice from the Royal Mail has been updated in 2011, their current guidelines clearly state that they are unprepared to issue a postal address to land parcels and they have advised us that, "If a field/barn is part of a larger site that has an existing postal address, then under Royal Mail's Universal Service Obligation Royal Mail will deliver mail to the delivery point for that main address only..."

If the Field/Barn is not part of a larger site that has a postal address then it is not an address and does not qualify for any form of mail delivery. Royal Mail would not allocate a postal address/postcode to a piece of land, allotment or uninhabited barn..."

Q Who will Mendip District Council consult with over a new street name?

Where a new development creates a new street, consultation must take place in order to allocate a new street. The relevant Parish Councils will be consulted and asked for their comments on the name suggestion as will the Royal Mail

Q Are there any names deemed not suitable for a street name

Mendip District Council can not allow the use of names and their combination with numbers that could be considered rude, obscene, and racist or which would contravene any aspect of the council's equal opportunities policies

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Mendip District Council actively discourages the use of the name of a living person as a Street Name

Streets in close proximity should not be assigned the same name with a different suffix, for example Birch Road, Birch Avenue, Birch Park and Birch Crescent

An SNN Authority can not create a Street Name similar to or the same as one which already exists if any of the following conditions apply to the Street Name:

- It is in use in the same locality
- It is in use in the same town
- It is in use in the same post town
- It is in use within at least a 10km radius of a neighbouring SNN Authority's administrative area

The purpose of this is to avoid confusion, for example, resultant Street Names could be identical in every way including post town

Mendip District Council can not allow the use of Street Names which include numbers which can cause confusion, for example, 20 Seven Foot Lane sounds the same as 27 Foot Lane

Q Can developers use the names of deceased people as a street name?

Acceptance from the person's family or estate administrators must be obtained prior to adoption or approval. A name may be chosen, for example:

- Of a fallen soldier
- Of a former Councillor
- Of a person who has made a contribution to local communities

Q What names can be used as street names

The developer will be expected to provide name suggestions for consideration. Preference will be given to street names that refer to the history and heritage of the local area. If the developers wish to adopt Street Names based on historic connotations (including local historic figures or events) this should be done through close liaison with local historic societies and Parish Councils to ensure its appropriateness with in a local context

Q Can a developer use of a name with Royal connotations

The consent of the Lord Chamberlain's office must be obtained if a name with any reference to the Royal family or the use of the word 'Royal' is suggested

Q What happens if no name is proposed?

If the developer fails to provide a name, Mendip District Council will research the site and provide suitable suggestions

Q Can developers request more than one name at a time?

For large developments a list of road names can be approved, to be allocated as the development progresses

Q What terminal words can be used

All new street names will end with a terminal word such as:

- Road
- Street
- Avenue
- Drive
- Lane
- Place
- Gardens
- Way

The following names will be used only as indicated:

- Crescent - for a crescent shaped road only
- Close - for a cul-de-sac only
- Square - for a square only
- Hill - for a hill only
- Terrace - for a terrace of houses but not a subsidiary name within another road
- Mews - officially a term for converted stables in a courtyard or lane but would be considered acceptable for most small terraced developments

All new pedestrian ways will be named as follows. Either:

- Walk
- Path
- Way

Q Do all properties get numbered

Mendip District Council as the SNN Authority will number all new property development regardless of development type

The exception to this rule is if new properties require names or numbers on an existing Street Name where no numbering exists

Mendip District Council will consider creating a numbering scheme if it causes no problems for existing property owners

Q Do they have to use the number issued?

If a property has been numbered, then both the name and number must be displayed in a prominent position, visible from the road. A name cannot be regarded as an alternative to a number

Mendip District Council as the SNN Authority will use its statutory powers to enforce the display and use of a property number as provided for within the relevant Act

All numbers, including the number 13, must be used in the proper sequence. Applications to omit any number from a numbering sequence, for whatever reason, will be refused. Mendip District Council does not accept the exclusion or inclusion of certain numbers for cultural or religious reasons

Q How are properties numbered?

Street Names should be numbered so that when travelling away from the centre of a town odd numbers are on the left hand side and even numbers on the right unless an established local convention is different. In certain cases it is more appropriate to number properties sequentially, for example cul-de-sacs

Infill development on an existing numbered Street Name should include any required suffix to property numbers if no consecutive number is available in the current numbering scheme or if more numbers are required than numbers are available

Merged properties must adopt a previous Addressable Object as their identifier if property numbers are used. Therefore, the merging of two properties at 4 High Street and 6 High Street results in a new Record which includes the number 4 or 6. For example the new Addressable Object Record is 4 High Street, 6 High Street or 4 to 6 High Street

Sub-divisions of property should always be numbered rather than described or lettered therefore Flat 1 should be used rather than First Floor Flat or Flat A

Conversion of a house to flats with a common entrance should result in the creation of Child Records referenced to a Parent property rather than the creation of suffixed numbers, for example, Flat 1 at 36 not 36A

All properties must be numbered and / or named onto the Street Name which provides direct access to the property, which is generally the Street that the front door of the property faces

Q Do you have to submit a Site Plans

We require site plans from developers and owners in regard to all applications. The drawings should show only the site layout (and floor plans for sub-divided or flatted properties) together with roads and footways. The drawings should clearly identify

individual properties. If you send drawings with additional layers or elements, please include a clear statement showing which layers or elements provide this information. This will make it easier for us to identify the relevant information

Mendip District Council requires all;

- Plot numbers to be clearly visible
- The names of any existing adjacent roads
- The extents of and proposed names for any new streets
- The exact boundaries of relevant property/properties
- The principle point of access / entrance doors (where deliveries will be made) for each unit
- In the case of multiple occupancy buildings, please provide floor layout plans, showing the principle means of access to each unit
- All site plans need to show the plot location in relation to surrounding properties