

CABINET

Agenda Item: 6

Ward: ALL

Portfolio: Governance, Finance and Corporate Services

Report Author(s): Adam Rhymer

Meeting Date: 5 December 2016

SUBJECT: Street Naming and Numbering Policy Review

Internal Use Only: Please complete sign off boxes below prior to submission to Democratic Services			
	Seen by:	Name	Date
Report Sign off	Chief Executive/ Deputy Chief Executive(s)	Donna Nolan	03/11/2016
	Legal	Alex Kershaw-Moore	04/07/2016
	Finance	Duncan Moss	02/11/2016
	Group Manager	Sara Skirton	03/11/2016
	Portfolio Holder	Cllr John Parham	01/11/2016
	Ward Member(s)	NA	NA
	Summary:	<p>The purpose of this report is to show how a revision of the current Street Naming & Numbering (SNN) Policy will be of benefit to the Council, stakeholders and customers.</p> <p>The existing Street Naming and Numbering Policy has been in place since December 2009 and is now in need of review and update. This report summarises the need for change and clarification in the Street Naming and Numbering Policy and seeks approval for the introduction of charging for historic research and provision of Notices confirming the official address for existing properties in the District.</p> <p>The Policy details the powers under which the Council allocates official addresses to properties in the districts, the related appeal processes and the procedures and best practice it follows in delivering the service.</p> <p>There have been no revisions to legislation covered under the review of the policy</p>	
Recommendation:	<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1) Adoption of the revised Street Naming and Numbering Policy 2) Introduce a charging regime for provision of historic 		

	research and provision of Notices confirming existing addresses
Direct and/or indirect impact on service delivery to our customers and communities:	<p>The recommended revisions to the policy clarify the processes, legislative framework and appeal processes for all users of the service.</p> <p>The introduction of charging for historic research and provision of official notices confirming existing addresses should enable cost recovery for the provision of this discretionary service</p>
Contribution to Corporate Priorities:	Street naming and numbering indirectly supports Health and Wellbeing through ensuring that properties are clearly addressed so that emergency and other services can easily locate them.
Legal Implications:	<p>The formal adoption of the revised policy by the Council will assist in clarification of the legislative framework adopted and should reduce the calls on legal time for advice on Street Naming and Numbering issues.</p> <p>Legal have input to the revisions of the Policy to ensure they are in line with the legislative framework.</p> <p>S.93 of the Local Government Act 2003 allows the Council to charge for services it may provide but not for ones that it has to provide. Sub-section (3) states that this power to charge is subject to a duty to secure that the income from charges does not exceed the costs of provision in one financial year. Historic research and provision of Notices confirming the official address for existing properties in the District are discretionary services, therefore the council is able to charge for them on a cost recovery basis.</p>
Financial Implications:	The Street Naming & Numbering service is run on a cost recovery basis based on a return of £16,000 per financial year. Since 2008 this has been achieved year on year with an average return of £16,230 per financial year based on the last 5 years.
Impact on Service Plans:	The Street Naming and Numbering Service is one of the services provided by Corporate Services and feeds directly into the Business Information Systems Operational Plan. The update of the SNN Policy was an action identified for the 2015-2016 BIS Operational Plan, delayed due to other priorities to 16-17.
Value for Money:	An up to date policy underpins an efficient service and a customer focussed approach to Street Naming and Numbering.
Equalities Implications:	None
Risk Assessment and Adverse Impact on Corporate Actions:	<p>The review of this policy ensures that the Council continues to be transparent in its process for Street Naming and Numbering.</p> <p>The recommendation for the addition of a fee to cover the costs of the non-statutory service of confirming official addresses has been</p>

	<p>reached with the aim of covering the costs associated with this work.</p> <p>The lack of formal Street Naming and Numbering applications causes:-</p> <ul style="list-style-type: none"> a) increased officer time investigating use of unofficial addresses b) inability to add new property records with official addresses to council systems (including Council Tax and Electoral Register) and c) increased cost of service
<p>Scrutiny Recommendation (if any)</p>	<p>Scrutiny Board will consider the report on 28 November. A verbal update will be provided to Cabinet at the meeting on 5 December.</p>

INTRODUCTION

Mendip District Council is the body responsible for the administration of the Street Naming and Numbering process, to ensure that all properties in the district are officially addressed. This enables proper response by Emergency Services and Utilities and ensures that all Council customers have a verifiable address for postal, service and goods deliveries.

The Street Naming and Numbering policy provides a framework for Mendip District Council to operate the service effectively and efficiently for the benefit of Mendip residents, businesses and visitors.

The Policy defines:-

Legal framework for operation of the Street Naming and Numbering service

Operational framework for the delivery of the service

The review of the Street Naming and Numbering policy along with the addition of a fee to cover the costs of the non-statutory service of confirming official addresses is intended to ensure the Council is able to recover costs of discretionary elements of the service and providing the best service available to its customers.

The review of the fee levels for Street Naming and Numbering is intended to ensure the Council is achieving value for money in this service area and is benchmarked against

BACKGROUND

Street Naming and Numbering Policy

In March 2006 The Council decided to formally adopt:-

- Sections 64 and 65 of the Town Improvement Clauses Act 1847
- Sections 17-19 of the Public Health Act 1925

In December 2009 the Street Naming and Numbering Policy was reviewed by the Council in line with its aim to formally document the procedures the Council follows in order to inform and explain the legal framework to all Street Naming and Numbering customers. It formalises the process the Council will follow in the absence of appropriate applications being submitted for the completion of official addressing for new developments.

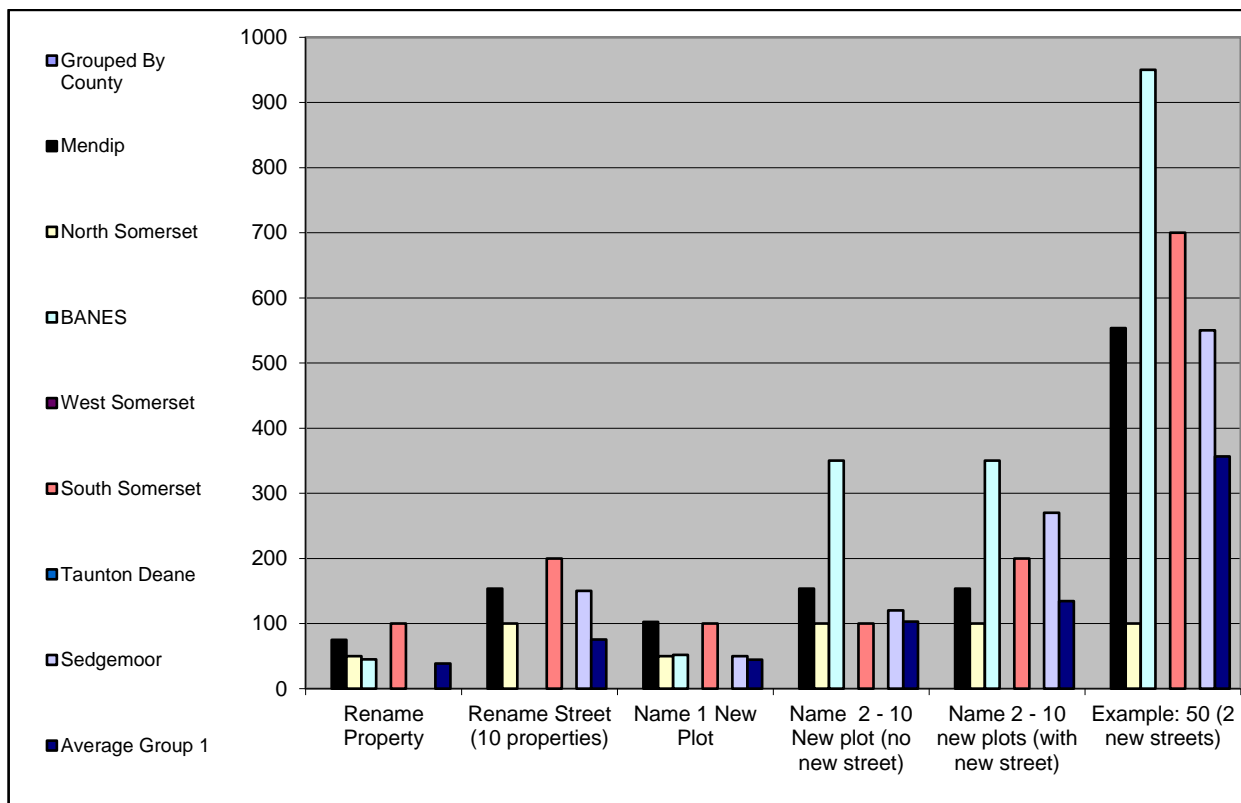
The revision of this Policy will continue this aim and improve the level of service from the Council to its customers.

Fees and Charges

All current fees will remain the same with the addition of a new fee for the non-statutory service of confirming official addresses.

The recommended fee has been established by completing a time and motion study for completion of research and confirmation of existing addresses and is based on a cost-recovery basis.

S.93 of the Local Government Act 2003 allows the Council to charge for services it may provide but not for ones that it has to provide. Sub-section (3) states that this power to charge is subject to a duty to secure that the income from charges does not exceed the costs of provision in one financial year. Historic research and provision of Notices confirming the official address for existing properties in the District are discretionary services, therefore the council is able to charge for them on a cost recovery basis. Benchmarking has shown that the other fees charged for Street Naming and Numbering are comparative to those charged by Mendip as shown below.



Including the addition of this fee, the adoption of the revised policy will mean the current fees would be:-

Application Type	Fee
New address for a single new property	£102.50
Change of individual property name	£75.00
Confirmation of official addresses	£75.00
New addresses for a development site of 10 plots or less	£153.80
New addresses for development of more than 10 plots	£153.80 plus an additional £10 per plot over 10

Change of existing street name at residents' request	£153.80 plus an additional £10 per property
--	---

OPTIONS CONSIDERED

The option to charge for this service on a non-cost recovery basis was considered and investigated thoroughly with Legal, Finance and external bodies but the evidence gathered has confirmed that this service can only be provided on a cost recovery basis.

RECOMMENDATIONS

It is recommended that Cabinet

- 1) Adopt the revised Street Naming and Numbering Policy
- 2) Introduce a charging regime for provision of historic research and provision of Notices confirming existing addresses

REASONS FOR RECOMMENDATIONS

Contact Officer: Adam Rhymer
Extension: 527
e-mail: adam.rhymer@mendip.gov.uk

List of background Papers:

Revised Street Naming and Numbering Policy Final Draft