



## **Woking Borough Council Street Naming and Numbering Policy** 25<sup>th</sup> July 2019

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### Key Points:

- Street naming and numbering is a statutory function of the Council.
- A map showing the areas the policy covers can be seen [here](#).
- Application forms are available on the Council's website [www.woking.gov.uk](http://www.woking.gov.uk)
- For most applications the aim is to confirm official addresses within 6 weeks, however for large scale developments it may take longer.
- The policy clarifies how proposed property and street names are checked for suitability and explains why this is necessary.
- Following street naming and numbering, new addresses are added to the Council's address gazetteer and used in the Council's service delivery.
- Official addressing through street naming and numbering ensures properties and buildings are also registered with emergency services, utility companies and Royal Mail.
- Further information is available from the Council's street naming and numbering officer, telephone 01483 743873, email [addressing@woking.gov.uk](mailto:addressing@woking.gov.uk)
- Information regarding new streets can be found in [section 3](#) of the policy.
- Information regarding naming and numbering new properties on existing streets, infill and conversions can be found in [section 4](#) of the policy.
- Information regarding naming or renaming properties in an existing street can be found in [section 4.3](#).

Author: Street Naming and Numbering Officer, Green Infrastructure, Woking Borough Council

Dated 25<sup>th</sup> July 2019

Contact details: [addressing@woking.gov.uk](mailto:addressing@woking.gov.uk) Telephone 01483 743873.

## **1. Introduction**

1.1. Street naming and numbering (SNN) is a statutory function of local authorities (councils). As such, Woking Borough Council (the “**Council**”) has a legal responsibility to name and number streets and to approve and register official property addresses. Anyone wishing to change the name of their property or seeking to address a new property or name a new street should apply to the Council in writing.

### **1.2. Purpose and Scope**

1.2.1. The purpose of the SNN Policy is to establish the correct process and rules for the following activities:

- Naming new streets and numbering properties on those streets.
- Naming and numbering new properties or sub-division of existing properties.
- Naming, renaming or renumbering existing properties.
- Renaming or renumbering existing streets.
- Amending addresses due to internal or external development work resulting in a change of access.

1.2.2. The SNN Policy provides developers and members of the public with a guide to the Council’s approach to the SNN function and its procedures. It also outlines the legal framework for operating the SNN function and the process undertaken for determining official street names, property names or numbers.

### **1.3. Legal Background**

1.3.1 For street naming and numbering purposes, the Council has adopted Sections 64 and 65 of the Town Improvement Clauses Act 1847 and Sections 17 to 19 of the Public Health Act 1925. See [Appendix A](#).

1.3.2 Under the Acts, the Council controls the naming of streets and numbering of buildings within the Borough of Woking. The purpose of this control is to make sure that any new street names, building numbers and names are allocated logically to ensure that emergency service vehicles are able to speedily locate any address to which they may be summoned, in addition to the effective delivery of post services.

1.3.3 Any street naming and numbering related matter can only be undertaken by the legal owner of the property/dwelling/site development. In instances where the owner is unable to act or wishes to liaise someone else, a letter of authority is mandatory.

### **1.4. Delegation of SNN Function**

1.4.1. The Officer appointed has the delegated authority for the street naming and numbering function within Woking Borough Council. This means that he or she can determine all applications

### **1.5. Postcodes**

1.5.1. The Council is not responsible for allocating or maintaining postcodes, this is dealt with by Royal Mail.

1.5.2 Royal Mail will not assign a postcode to a new building without an instruction from the Council, this forms part of the SNN process. Postcodes are assigned to new or existing properties at the request of the local authority. For a building to be eligible for a postcode it has to be either:

- a residential property that is occupied, and meets the requirements of a secure mail delivery point so that it can be accessed safely for the delivery of post; or
- a bona fide business address that has clear signage displaying the business name, that is occupied during business hours and have a delivery point that is both secure and easily accessible for the delivery of post.

**Please note** that a letterbox on an uninhabited building/barn, fence or gate does NOT meet the criteria to be assigned a valid address/postcode and cannot be delivered post.

1.5.3. All queries relating to postcodes, postal sectors and postal districts should be made to Royal Mail Address Development Team:

Telephone: 08456 045060

Fax: 08456 054433

Email: [addressdevelopment@royalmail.com](mailto:addressdevelopment@royalmail.com)

## 1.6. Definition of terms

The following terms are used in the remainder of this policy.

1.6.1. The term **Development** is defined as the construction, modification, or subdivision of any building which requires planning permission and results in the creation of a new addressable object. This does not include replacement properties.

1.6.2. A **Plot** is defined as an area of land, property or structure of fixed location having occupation, ownership or function.

1.6.3. A **Postal Address** is the official designation of the property. It indicates that the property has its own post box or letter box. The postal address is allocated a postcode and post town to assist with the delivery of mail and services such as utilities.

1.6.4. A **Site Plan** (also known as a **Block Plan**) is required for developments which will result in a new building or buildings and/or a new street. It should be drawn at an identified standard metric scale (typically 1:100, 1:200 or 1:500). It should show the proposed development in relation to the site boundaries and other existing buildings on site, with the dimensions specified including those to the boundaries. It should show the direction north.

A site plan should also include the following:

- All buildings, streets and footpaths on adjoining land including access arrangements.
- Building outlines clearly labelled with plot numbers.
- The pedestrian entrance to the building(s) being clearly marked; which will be used for the correct assignment of street to the address.

1.6.5. **Infill** is defined as a development site which occurs either between two existing properties, at the end of a row of existing properties, or in the grounds of an existing property.

1.6.6. A **Conversion** is defined as a development which involves the internal and/or external modification of an existing building to create new properties.

1.6.7. The following terms will be used hereafter:

- **Applicant** – the person or people who submitted the SNN application and accept responsibility for the naming and/or numbering of properties and/or streets.
- **Agent** – a person or people acting on behalf of the applicant.
- **Council** – Woking Borough Council.
- **Borough** – the administrative area designated as the Borough of Woking.
- **SNN** – Street Naming and Numbering.
- **LLPG** – Local Land and Property Gazetteer. An address database maintained by the Council; also known as Address Gazetteer.
- **PAF** – Postal Address File. The address database owned and maintained by Royal Mail.
- **Property** – residential or commercial building.

## 1.7. Third Party Databases

1.7.1. Woking Borough Council has no responsibility for, or control over, the way that third parties manage their own address lists. After the Council and Royal Mail have updated their databases significant time can pass before third party address databases reflect these changes.

1.7.2. If you are receiving unwanted post, an option is to sign up to the Mail Preference Service. [www.mpsonline.org.uk/consumer/register](http://www.mpsonline.org.uk/consumer/register)

## 2. How to apply for Street Naming and Numbering

2.1. All applicants are required to submit a completed e-form application to formally commence the SNN process. If this is not possible then a written/email application will be accepted. Where applicable, a site plan showing the extent of the new street and/or the position of all new properties must be submitted.

2.2. As per 1.3.3., the applicant must be the legal owner of the property or a letter of authority is mandatory.

2.3. Where applicable, an approved Building Regulation approval and/or planning permission must be recorded by the Council before a SNN application can be made. Applications can be made as soon as planning or building permission is received and early application is encouraged in order for addresses to be allocated as soon as possible.

2.4. E- form applications are on the Council's website [www.woking.gov.uk/transport/streets/streetnaming](http://www.woking.gov.uk/transport/streets/streetnaming)

The application forms cover the scenarios below:

- Apply to name a new street and address the new properties within the new street.

### [Naming and numbering a new street](#)

- Apply to change a house name or number on an existing address.  
[Change a house name or number on an existing address](#)
- Apply to add a house name to an existing numbered address.  
[Add a house name to an existing address](#)
- Apply for an address for a new property on an existing street.  
[Apply for an address for a new infill property on an existing street](#)

## **3. Naming and numbering new streets**

### **3.1. Street naming introduction**

3.1.1 New streets will only be considered where five or more new properties form the development.

3.1.2. When naming and numbering new streets, the applicant or agent must complete an application form. [Naming and numbering a new street](#)

This requires the submission of a minimum of three street names in order of preference per new street. This will increase the chances of one of your preferred street names being approved. Following opportunities to offer further name proposals, if there are no acceptable proposed street names the Council will allocate a name and inform the applicant or Agent accordingly.

### **3.2. Street name consultation**

3.2.1. Street names are checked against the LLPG to ensure that they are unique and distinctive within the Borough. Royal Mail's Address Development team is consulted to ensure they are original within the relevant postal areas.

3.2.2. Street names are referred to the local Ward councillors for approval or objection.  
[List of local Ward councillors](#)

Once the SNN officer, Royal Mail, and the relevant local Ward councillors agree on the most suitable street name, the applicant will be informed.

3.2.3. To avoid a protracted consultation period it is recommended that the process is initiated as soon as possible after planning permission is granted and before the need for a name becomes urgent.

### **3.3. Street name guidelines**

3.3.1. The Council, as the SNN Authority, has responsibility for the final approval of any street/property naming and numbering in the Borough.  
Please consider the following guidance when suggesting a name for a street/property.

3.3.2. Names need to be unique in order to avoid confusion when searching for your street/property, for example: “20 Seven Foot Lane” sounds the same as “27 Foot Lane”

3.3.3. The Council generally prefer names with some connection to the site or area, either historical or geographical.

3.3.4. Royal Mail and the emergency services prefer original names and not ones where only the suffix has been changed. For example, if it is found that there is a Gresham Close within the Borough then Gresham Way may not be acceptable. Similar consideration will be given to streets in adjoining boroughs.

3.3.5. There is an abundance of street names which contain common tree species, i.e. Oak, Pine, Ash, etc. While we try not to discourage street names which comply with paragraph 3.3.1, please be aware that in this scenario it is possible that the name will not be accepted.

3.3.6. Street names which can be misinterpreted as offensive or aesthetically unsuitable must be avoided. Examples include Gasworks Street, Hoare Lane or Tip Lane.

3.3.7. Street names should be easy and straightforward to spell. This would help ensure that services are delivered quickly and efficiently.

3.3.8. Name with Royal connotations must obtain the consent of the Lord Chamberlain’s office; for example, if a name with any reference to the Royal Family or the use of the word ‘Royal’ is suggested.

3.3.9. The name of a living person must not be used. With the exception of names relating to the Royal Family, a person’s full name, whether they are living or deceased, can not be used to name a street. Surnames of deceased persons with a worthy local or historical connection to the area may be proposed for consideration.

3.3.10 The Council will only name a street or premises as a memorial to a person who has been deceased for more than 40 years. The individual must also have a significant and demonstrable connection to the area in question.

3.3.11. Where such a name is proposed and there are living descendants, the applicant must obtain the person’s family’s permission for the use of the name. A copy of the permission and a justification for using the name should accompany the application. Where the person is of exceptional prominence, for example holders of an Olympic gold medal, Nobel Prize or Victoria Cross, permission does not have to be given, although it is still desirable to make contact with the family.

3.3.12. Names proposed to commemorate a deceased person, who has no surviving relatives who knew them personally, do not need written permission sought from their descendants; the applicant should simply provide a justification of their suitability as a name.

3.3.13. Names taken from fictional people or places under copyright law, are not permitted to be used, unless written authorisation has been given by the author or their estate.

3.3.14. Names proposed must not lead to any political involvement or be open to accusations of political partiality. For example, naming a street after an active political figure, past or present, is not allowed.

3.3.15. The choice of names should give due regard to equalities legislation, and in particular to the Council's responsibilities under the Public Sector Equality Duty, created by the Equality Act 2010, section 149. The Council will not accept names which could be construed as being racist, sexist, homophobic or otherwise derogatory to any particular group.

3.3.16 It is important to avoid having two phonetically similar names within a postal area, and if possible, within a borough. For example, Churchill Street and Birch Hill Street could cause confusion when telling others the street name, especially in an emergency.

3.3.17 The Council will not adopt unofficial 'marketing' titles used by the applicant in the sale of new properties. These often do not comply with our policy on a number of counts and occupiers of such premises unfortunately can feel aggrieved by the 'loss' of a supposedly prestigious address and its replacement with something less desirable.

3.3.20. If you wish to make us aware of a marketing name, it will be recorded but used only for reference. Once the street name is adopted, the marketing name will be made redundant. It is strongly advised that the prospective buyers are made aware of the numbering schedule issued under SNN which will list their official address. See [Appendix B](#) for recommended street name suffixes.

3.3.21. No street name should be prefixed with "The".

3.3.22. The use of North, East, South or West (as in Alfred Street North) and Upper or Lower (as in Upper Charles Street) is only acceptable where the street is continuous and passes over a major junction and is accurate in its description of the street's location. It is not acceptable when the street is in two separate parts with no vehicular access between the two. In such a case, the street will be renamed.

3.3.23. All new streets must have appropriate street name plates erected. It is the responsibility of developer to cover the costs and arrange for the street name plates for the development site. Please see [Appendix C](#) for the name plate specification.

#### **3.4. Numbering properties in a new street**

3.4.1. The Council is responsible for assigning postal numbers to all new properties within the Borough. We will not consider having name-only properties on new streets. This is to ensure that services are delivered efficiently to the new properties.

3.4.2. If the development forms an entirely new street then numbering will be allocated with odd numbers on one side of the street (normally the left when entering from the principal street) and even numbers on the other.

3.4.3. Plot numbers are required for the allocation of postal numbers during the SNN process. It is strongly advised that the prospective buyers are told that plot numbers will not necessarily correspond to the final postal numbers.

3.4.4. Where a cul-de-sac is developed, the numbering shall be consecutive and in a clockwise direction.

3.4.5. Numbers which have superstitious connotations such as 4, 7 and 13, will not be omitted when numbering a new street or block of flats.

3.4.6. In circumstances where an existing street or similar is extended, it would be appropriate to continue to use the same street name. This would be subject to the limitations of the existing numbering scheme.

3.4.7. The manipulation of numbering in order to secure a "prestige" address or to avoid an address, which is thought to have undesired associations will not be sanctioned.

3.4.8. If a building has pedestrian/vehicular entrances in more than one street, then each entrance will be numbered in the appropriate road. Exceptions may be made, depending on the circumstances, for a house or building which has been divided.

3.4.9. In residential buildings (for example, blocks of flats) it is usual to give a street number to each building; each dwelling is then numbered internally. For example: Flats 1 – 25, 12 High Street, Horsell, Woking.

3.4.10. Legislation permits the use of numbers followed by letters. These are needed for instance, when one large house in a road is demolished and replaced by a number of smaller houses. To include the new houses in the numbered road sequence would involve renumbering all the higher numbered houses on that side of the road, which is considered unacceptable. To avoid this each new house will be given the number of the old house with a suffix of either A, B, C or D etc. depending on the number of new builds.

3.4.11. For new houses in existing named only roads, it is essential that the house names are allocated using the street naming and numbering process described in this policy so that these are registered with the emergency services.

3.4.12. Where a new property has a number, it must be used and displayed. Where a name has been chosen in addition to a number, the number must always be included. The name cannot be regarded as an alternative to the number.

3.4.13. Where a named only house is addressed, the name should not repeat the name of that road or that of any other house or building in the area. House names should not be prefixed with 'The'.

## **4. Naming and numbering new properties**

### **4.1. Numbering infill properties**

4.1.1. When numbering new build properties formed from an infill development, the applicant is required to complete an e-form application. A link to the form can be found below. This should include a site plan indicating the position of all new properties. In the case of flats, floor plans must also be included with the application. All plans should indicate plot numbers.

4.1.2. As per 1.3.3., the applicant must be the legal owner of the property.

4.1.3. Postal numbers will be assigned based on the supplied site plan. The applicant will be sent a numbering schedule outlining the plot number and the corresponding

postal number. It is important to notify the SNN Officer of any changes or objections to the proposed numbering as early as possible and certainly prior to construction.

4.1.4. No infill property will be allocated a number with a suffix where the number relates to a property unrelated to the development.

4.1.5. The addresses will be added to the LLPG as 'under construction' and on the Postal Address File (PAF) as Not Yet Built (NYB). This ensures that the Council and Royal Mail are aware of the new addresses but that they are not ready to receive post or services. Once occupation is possible, the applicant should notify the Council which will then request Royal Mail to move the addresses to the live PAF; where addresses are available to persons and businesses.

4.1.6. Private garages and outbuildings will not be addressed

4.1.7. Completion of these applications is expected to be 4-6 weeks.

[Apply for an address for a new infill property on an existing street](#)

## **4.2. Numbering conversions**

4.2.1. When converting a property into different units or plots, the applicant is required to complete an e-form application. A link to the form can be found below. If the new properties have communal access to the street such as flats or offices, they will be numbered, not lettered e.g. Flat 1, 55 or office 1, 55, not Flat A, 55 nor 55A. This indicates that the property is a flat or office and that it is accessed from within the building.

4.2.2. As per 1.3.3., the applicant must be the legal owner of the property.

4.2.3. If each new property within the conversion has its own access to the street then it will be numbered in line with sections 3.4.8 / 3.4.9 of the policy.

4.2.4. If the applicant or agent wishes to name a block of flats or add a name to a property converted into flats or offices then they must supply suitable names. The name will go through the process outlined in Section 4.3.

4.2.5. For recommended block names, please see [Appendix B](#).

4.2.6. Completion of these applications is expected to be 4-6 weeks.

[Apply for an address for a new infill property on an existing street](#)

## **4.3 Naming or renaming a property on an existing street**

4.3.1. To name or rename an existing property, the applicant must complete an e-form application and be the legal owner of the property. A link to the form can be found below. New properties will only be given names instead of numbers when they are built on streets with existing name-only properties.

4.3.2 Anyone wishing to change the name of their named only house must apply to the Council.

4.3.3. The applicant is required to supply a minimum of three property names in order of preference. The names will first be checked against the LLPG. If it is found that an existing property already uses a proposed name in the same nearby area, it will be rejected.

4.3.4. The Council will consult with Royal Mail's Address Development Team on all property names. The applicant will be informed of the viable names before being asked to commit. If all names are rejected, the applicant will be asked to submit additional names.

4.3.5. Once the name has been accepted, the Council will notify Royal Mail of the change but it is the responsibility of the person requesting the change to notify Land Registry and all their personal contacts.

4.3.6. House names should not repeat the name of the street.

4.3.7. There are some streets within the Borough that consist solely of name-only properties. If you are building new properties or wish to change the name of your existing property on one of these streets it is important that it is officially registered by the Council in order that emergency services are notified.

4.3.8. Woking Borough Council will not remove the number from an existing numbered property. If a name is added to a property it will be held in addition to the number.

4.3.9. The name must be displayed in addition to the number but not instead. Both name and number must be clearly displayed and visible from the pedestrian approach and street. This includes commercial buildings and shopfronts.

4.3.10. Completion of these applications is expected to be 4-6 weeks.

[Apply to make a change to an existing address](#)

#### **4.4. Renaming or renumbering existing streets**

4.4.1. Renaming an existing street or renumbering properties within an existing street is to be avoided unless, in the Council's view, the benefits clearly outweigh the disadvantages.

4.4.2. Renaming or renumbering an existing street will only be considered when:

- There is confusion over a street's name and/or property numbering.
- The number of named-only properties in a street is deemed to be causing confusion for emergency services, visitors or deliveries.

4.4.3. Where renaming or renumbering of an existing street is requested, the Applicant needs to canvass existing residents to ascertain the level of support for the proposal. The Council requires support from a majority (51%) of the owners of the properties in question. The Council will consult the local ward councillors and independently canvass views from owners. Further consideration will then be made for the request.

4.4.4. The consultation process outlined in [Section 3.2](#) will be implemented before any agreement is given.

4.4.5. Due to the complexity and individual circumstances of each application, in this situation it is not possible to predict how long the process will take. Part of the process also involves a legal notice to be displayed for 21 days at the street start and end points to allow objections to be made to the Magistrates Court.

4.4.6. Applications should include full details of the reasons for the request and made:  
by email to [addressing@woking.gov.uk](mailto:addressing@woking.gov.uk)  
or by post to:  
Street Naming and Numbering, Green Infrastructure,  
Woking Borough Council, Civic Offices, Gloucester Square, Woking, GU21 6YL.

All requests will be considered individually based on their own merits.

## **5.0 Further information**

5.1. If you require further information on street naming and numbering please contact Woking Borough Council's SNN officer:  
By email [addressing@woking.gov.uk](mailto:addressing@woking.gov.uk)

Telephone 01483 743873

By post to:

Street Naming and Numbering, Green Infrastructure, Woking Borough Council, Civic Offices, Gloucester Square, Woking, GU21 6YL

## Appendix A

Legislation under which the Street Naming and Numbering function is undertaken.

The full Acts can be viewed using the links below. Please use the links to ensure you are viewing the most up to date versions. These extracts were taken in January 2018.

### [Towns Improvement Act 1847](#)

#### **Towns Improvement Clauses Act 1847 – Sections 64 and 65**

##### *Naming streets*

And with respect to naming the streets and numbering the houses, be it enacted as follows:

##### **64 Houses to be numbered and streets named.**

The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding [F20[F21£25]][F20level 1 on the standard scale] for every such offence.

##### **65 Numbers of houses to be renewed by occupiers.**

The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding [F22[F23£20]][F22level 1 on the standard scale], and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expence thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

### [Public Health Act 1925](#)

#### **Public Health Act 1925 – Sections 17 to 19**

##### *Naming of Streets*

##### **17 Notice to urban authority before street is named.**

(1)Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.

(2)The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.

(3) It shall not be lawful to set up in any street an inscription of the name thereof—

(a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and

(b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal;

and any person acting in contravention of this provision shall be liable to a penalty not exceeding [F1 level 1 on the standard scale] and to a daily penalty not exceeding [F2 £1].

(4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court.

### 18 Alteration of name of street.

(1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.

(2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.

(3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.

(4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a petty sessional court.

(5) . . . . . F3

### 19 Indication of name of street.

(1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription becomes illegible.

(2) If any person . . . F4, pulls down . . . F4 any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of a street marked on a house, building, or erection in pursuance of this section, he shall be liable to a penalty not exceeding [F5 level 1 on the standard scale] and to a daily penalty not exceeding [F6 £1].

## Appendix B – Recommended suffixes

The following street suffixes have been compiled to be in line other Street naming and numbering policies both within Surrey and nationwide. They should only be used where indicated.

- Street (for any thoroughfare)
- Road (for any thoroughfare)
- Way (for major roads)
- Avenue (for residential roads)
- Drive (for residential roads)
- Grove (for residential roads)
- Lane (for residential roads)
- Mead (for residential roads)
- Place (for residential roads)
- Rise (for residential roads)
- Row (for residential roads)
- Crescent (for a crescent shaped street only)
- Close (for a cul-de-sac only)
- Court (for a cul-de-sac only)
- Square (for a square only)
- Hill (for a hillside road only)
- Terrace (for a terrace of houses but not a subsidiary name within another street)
- Mews (officially a term for converted stables in a courtyard or lane but would be considered for most small developments)
- Gardens (for residential roads – subject to there being no confusion with local open space)
- Circus (for a large roundabout only)

All new pedestrian ways should be named as follows, either:

- Walk
- Path
- Way

The following suffixes should be avoided:

- End
- Cross
- Side
- View
- Park
- Meadow
- Wharf

Named blocks should end with one of the following:

- Mansions -other residential buildings
- House -residential blocks or offices
- Point -high residential blocks only
- Tower -high residential or office block

## Appendix C– Street Name Plate Specification

### Woking Borough Council Street Name Plate Specification.

	Woking Borough Council	
Local Authority:	(to include the Council's crest)	
Plates:	11 gauge aluminium. Plate only – no channels.	
Plate depth:	145mm, increased where required.	
Lettering height:	89mm Kindersley - Primary text 50mm Kindersley - 'LEADING TO' 75mm Kindersley - Secondary text* *Secondary text: Where two or more lines (multiple street names) letter height reduced to 50mm Kindersley	
Lettering colour:	Black	
Border size:	12.5mm	<b>Border colour:</b> Black
Background colour:	White	<b>Reverse colour:</b> Black
Symbols:	No through road symbol diag. 816.1. Pedestrian symbol, arrows may be added if required.	
Crest:	Yes – top left corner.	
Finish:	Class RA1 (Eng. Grade) PRINTED – G.R.F. to face.	
Drilling:	Drilling every 150mm for supports or 6 holes for wall fix.	
Strengthening:	Plates secured to 150mm x 30mm recycled plastic backboards with screws every 150mm. Screw heads capped with coloured PVC caps.	
Clips:	2 No M8 s/s bolts per post to attach backboard to support. Bolt head and nut recessed into plastic, nut head to be capped.	
Supports:	2 No. per assembly, 1350mm x 80mm x 80mm recycled plastic. Square ends, slanted tops. BACK MOUNTED.	
Support finish:	N/A	<b>Support colour:</b> Black

Additional guidance on siting, positioning and mounting is available on request. Contact [addressing@woking.gov.uk](mailto:addressing@woking.gov.uk) or telephone 01483 743873.

## **Appendix D – Distribution List for Street Naming and Numbering Notifications.**

The following organizations are notified by the SNN Officer on behalf of the Council:

### Internal

Development Management (Planning)  
Building Control  
Environmental Health  
Landcharges  
Housing  
Council Tax and Non Domestic Rates  
Electoral Services

### External

Royal Mail  
Land Registry  
Surrey Fire and Rescue  
South East Coast Ambulance Service  
Surrey Police  
Affinity Water  
BT Openreach  
British Gas  
Ordnance Survey  
Valuation Office  
GeoPlace National Address Gazetteer

Street Naming and Numbering  
Process Flow Chart

Appendix E



