

## **Street Naming and Numbering – Policy and Procedure**

### **Report by John Blair, Director, Resources**

#### **1 Purpose of Report**

Approve a Council policy for street naming and numbering in Midlothian.

#### **2 Background**

- 2.1** In terms of Section 97 of the Civic Government (Scotland) Act 1982, the Council is the responsible authority for the naming of streets and the numbering of properties. In terms of the Scheme of Administration, these functions are remitted to the Director, Resources and carried out by the Democratic Services Team at no cost to the developers and/or the property owners.
- 2.2** The majority of applications received relate to new developments, such as larger developments by national house-builders or single houses, proposed by individuals. Occasionally, a street renaming or renumbering exercise may also be required to avoid or ease confusion and/or duplication.
- 2.3** Presently there is no approved policy and procedure for undertaking this service. The proposed Policy for street naming and numbering (Appendix I) aims to set out a framework for street naming in Midlothian.
- 2.4** The Council does not currently charge for this service. A review of the service provided by other Councils in Scotland has identified that a number of them charge for this service. This takes the form of an administrative charge associated with the provision of the service. Any income generated by the service contributes towards the Council's responsibility to, where possible, maximise its income thus ensuring best value for the public purse whereby tasks undertaken in this regard are met from money generated by applications.

### **3 Report Implications**

#### **3.1 Resource**

The Council aims to provide an efficient street naming and property numbering service, minimising delays in connecting new properties to the main utility providers via electronic means.

#### **3.2 Risk**

There are no additional risk implications arising from the proposals within this Report.

#### **3.3 Single Midlothian Plan and Business Transformation**

Themes addressed in this report:

- Community safety
- Adult health, care and housing
- Getting it right for every Midlothian child
- Improving opportunities in Midlothian
- Sustainable growth
- Business transformation and Best Value
- None of the above

#### **3.4 Key Priorities within the Single Midlothian Plan**

Not applicable

#### **3.5 Impact on Performance and Outcomes**

The approval of a procedure for the naming and numbering of streets involving all stakeholders will enhance performance in respect of the processing and final outcome.

#### **3.6 Adopting a Preventative Approach**

The approval of a procedure for naming and numbering of streets should prevent delays occurring in the processing of requests whereby officers within the Council are aware of the adopted procedure and their role in it.

#### **3.7 Involving Communities and Other Stakeholders**

This report has been prepared in conjunction with colleagues with responsibility for roads, the Corporate Address Gazetteer and planning.

#### **3.8 Ensuring Equalities**

Not applicable

#### **3.9 Supporting Sustainable Development**

Not applicable

### **3.10 IT Issues**

Not applicable

## **4 Recommendations**

- 4.1 The Committee is requested to approve the Policy and Procedure for Street Naming and Numbering contained in Appendix I hereto including the level of charges for carrying out the function, with effect from 1 April 2017.
- 4.2 The proposed charges levied be included in the annual review of charges made by the Council for services provided undertaken by the Director, Resources as part of the annual budget setting process.

**Date 30 September 2016**

### **Report Contact:**

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### **Background Papers:**

**Appendix I – Policy and Procedure for Street Naming**  
**Appendix II – Application Form**  
**Appendix III – Proposed Fees**