

## **APPENDIX I**



### **Resources Directorate**

### **Civic Government (Scotland) Act 1982 - Section 97 Street Naming and Numbering Policy and Guidelines**

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## 1 Introduction

- 1.1 This document sets out Guidelines for Street Naming and Numbering in Midlothian to which the Council in terms of Section 97 of the Civic Government (Scotland) Act 1982 has responsibility for.
- 1.2 The naming of streets contributes to a sense of place and belonging. Naming and numbering is very important to enable residential and commercial properties to be easily identified by family, friends and customers; for mail deliveries and by medical and emergency services.
- 1.3 In relation to new build properties, addresses can be requested very early to enable the processes associated with the marketing and sale to be undertaken and the setting-up of connections to various utilities to be complete. Some utility companies will not connect their services until a formal postal address is provided. It is therefore imperative that developers submit applications for new addresses as early as possible in the process to avoid delays.
- 1.4 When submitting an application a developer must confirm that the plans submitted show the development in its final layout thus ensuring that the Council is able, in the first instance, to allocate a street name and individual number to each proposed property therein. If a developer is unable to confirm this or provides advice that the final layout may differ from what has been lodged, the Council, shall in the first instance, allocate a street name which will not change but use the plot numbers assigned by the developer in place of allocating street numbers. Upon final completion of the street, the developer shall lodge a second application with plans showing the final layout and request the Council to allocate numbers to the properties. It is thereafter the responsibility of the developer and any subsequent purchaser of the properties to ensure that utility companies are advised of the change from plot to street number.
- 1.5 In terms of the Scheme of Administration the street naming process is delegated to the Director, Resources in consultation with the Provost.
- 1.6 All applications should be lodged on the form approved by the Council for this purpose. Only fully completed forms with the necessary accompanying documents will be accepted for processing
- 1.7 Street naming and numbering is managed by the Resources Directorate – Democratic Services Team, Midlothian House, Buccleuch Street, Dalkeith (Tele: 0131 270 7500; Email [democratic.services@midlothian.gov.uk](mailto:democratic.services@midlothian.gov.uk))

1.8 Once a street name has been approved, details will be issued to the following and the street name/address will be entered in the Corporate Address Gazetteer maintained by the Council –

- The Applicant
- The Royal Mail
- Scottish Ambulance Service
- Scottish Fire and Rescue Service
- Police Scotland
- Lothian Valuation Joint Board
- Scottish Gas Network
- Relevant internal Council services

## **2 Procedure**

2.1 Application received from developer.

2.2 Acknowledge application

2.3 Where a development consists of flatted accommodation, if access is not clearly detailed consult with developer over accesses to these properties to ensure that addresses are allocated to the correct street and that numbering/lettering is applied consistently in each block of flats.

2.4 From the list of approved names for the area and in consultation with the Provost a street name is identified.

2.5 Apply the street name by marking on a copy of the plan. If the developer has confirmed that no alterations will be made to the development in terms of changes to the total number of houses or the location of the houses within the development, numbers will also be allocated. Should any changes be proposed or envisaged the street will be named and the plot numbers will remain in place until the development is complete. Where a street is totally self contained this may be suitable for consecutive numbering. Other streets will have odd numbers on the left-hand-side and even numbers on the right-hand-side. The allocation of numbers must be such that 2 adjacent buildings cannot have the same property number albeit in different streets.

2.6 Notification of the street name and numbers is sent to the Royal Mail for allocation of a postcode.

2.7 Upon receipt of the allocated postcode from Royal Mail, notification is sent to all interested parties (as detailed in 1.8) and to the applicant.

### 3 Street Name Principles

3.1 An identified street name should meet at least one or more of the following categories:

- Aimed at preserving a historical name associated with the area, field or a previous building on the site
- Commemorate local history, places, events or culture;
- Honour and/or commemorate noteworthy persons associated with the local area or the wider Midlothian district by use of their surname and only in exceptional circumstances will consideration be given to also using a first name. Consideration should be given as to the likelihood of the name being recognised in the area and applied only where it is decided that the local community will appreciate why the street was named after the individual;
- Commemorate national and international noteworthy persons or events;
- Recognise native wildlife, flora or natural features related to the community or wider Midlothian area;

3.2 An identified street name should not:

- Duplicate a street name except in the circumstances of a street encompassing a flatted development which is attached to the existing street, whereby the flatted development may be given the same name with its uniqueness being identified by using a different suffix such as Place, Court or Way. For example Midlothian Road encompasses a flatted development named Midlothian Place
- Be used with different suffixes in the circumstances where confusion may occur in a large development and under such circumstances different street names and suffixes should be considered.
- Be the surname of a living or very recently deceased person
- Be similar in sounding or closely resemble an existing street name ie Beach Avenue or Beech Avenue
- Be cumbersome, corrupted or modified, discriminatory or derogatory from the point of view of race, sex, colour, creed, political affiliation or other social factors;
- Encourage defacing of the street name plate;
- Contain an abbreviation or punctuation with the exception of "St" for Saint

3.3 Street name suffixes – a street suffix is the word that follows the name of a street to further describe that street. The following principles will apply:

- Drive, Road, Street – for distributor and access routes
- Brae, Heights, Hill, Lea, View – for streets on a gradient or at the top of a hill
- Crescent – crescent shaped roads
- Avenue – tree lined roads
- Square – for a street forming a square
- Path, Lane, Walk, Way, Wynd – for small streets or paths that are not straight
- Gardens, Park – for streets dominated by an area of grass or park
- Close, Court, Grove, Place – for small streets and cul-de-sacs
- Terrace – for a street that is predominantly consisting of a terrace of houses

#### **4 House Names**

4.1 The naming of a house is not covered by the Civic Government (Scotland) Act 1982 and responsibility for the name lies with the owner of the property. Where a house number has been allocated, a name can be added to the address held.

4.2 Following a request from an owner of a property, in the form of an application, Democratic Services will arrange for the Royal Mail address list and the Council's Address Gazetteer to be amended and inform all services as listed in 1.8 above.

4.3 Democratic Services can assist by providing advice on suitable house names to help avoid duplication or confusion. Any request for a house name that could be construed as offensive or alarming will be rejected

#### **5 Postal Addresses**

5.1 The Royal Mail does not assign a postcode until Midlothian Council has notified them with a property address.

5.2 Details of postcodes or full postal addresses can be obtained by contacting Royal Mail or on their website [www.royalmail.co.uk](http://www.royalmail.co.uk).

5.3 For any complaints relating to the delivery of mail the occupier of a property should contact Royal Mail Customer Services.

5.4 Royal Mail allocates a postcode and post town to any property that they deem to receive mail.

## **6 Street Name Plates**

- 6.1 In the case of new developments, a developer will arrange for name plates which must comply with the Council's standard specification to be erected, the cost of which will be borne by the developer. The approved standard specification is annexed hereto.
- 6.2 Each street must be clearly signposted with nameplates being positioned at principal junctions so as to be easily readable by both pedestrians and drivers. If considered necessary by the Council, a developer shall add to the nameplates an indication as to the applicable numbering within the road or reference to a leading street (this is applicable where a street may be split by another).

## **7 Application Forms and Associated Documents**

- 7.1 Application form for requesting a street name
- 7.2 List of fees
- 7.3 Standard specification for street name plates in Midlothian