

## **APPENDIX 1 - Proposed Numbering Policy**

### **What we aim to do:**

Provide new numbers and in some instances renumber existing properties in the West Dunbartonshire Council area. In doing so we will meet where possible the following criteria:

- Follow the current numbering system within an existing area wherever possible,
- If it is not possible to use an existing number a new number will be allocated,

### **How we number properties**

Streets normally begin closest to the town centre and the numbering begins at that point. In adjoining streets, numbering begins at the point where it joins the main street. The general rule is to have odd numbers on the left and even numbers on the right. However, consecutive house numbers are sometimes possible: in other words, the first house on the left is Number 1 the second is Number 2 and so on, in a clockwise direction. Some numbers may be left out of a sequence as they may be needed if there is to be a new development in the area at a later date. We do not avoid the number 13.

### **Numbering residential properties**

Numbers are allocated to residential properties after:-

- building warrant has been approved
- reviewed site layout plans
- assign to new properties

The number allocated at this stage must be used as part of the statutory address (BS7666) eg number, street name and postcode. However, in many rural areas properties are not numbered and in this case a house name will form part of the statutory address.

### **Renumbering existing residential properties**

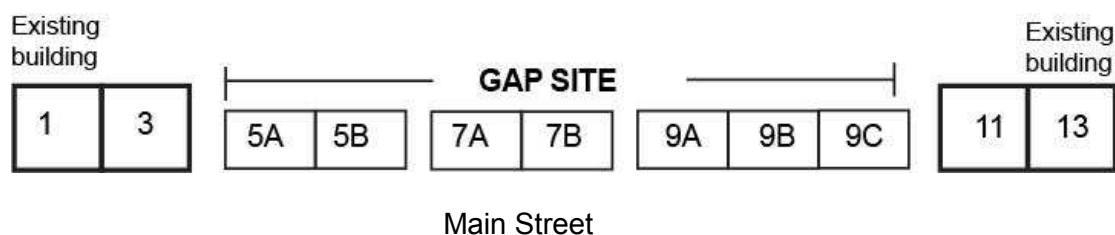
In some situations we may have to renumber whole streets or part of a street. For example, if new properties are built or if we become aware of an issue affecting existing addresses. The existing properties' addresses will be changed to reflect the new numbers and postcodes. We always aim to provide clear, unambiguous addresses and will try to find alternatives to renumbering.

### **Sub-dividing a residential building**

Each sub-division should have its own number. If this is not possible it should have an appropriate suffix. For example, if the property at Number 10 is divided into two we would allocate the numbers 10A and 10B.

### Creating addresses within gap sites

Where a vacant site is developed between properties – we prefer properties to have individual numbers. Where this is not possible we would use numbers with suffix as per example below



### Numbering flatted properties (new build)

Flatted properties should be allocated an individual number. Numbers may relate to the street or to the block itself. If the latter, the block should be numbered. A typical flatted property address would be Flat 0/1, 26 Smith Crescent.

### Proposed policy on house names

All new addresses or changes to existing addresses are created or changed by West Dunbartonshire Council. Any addresses supplied are called “statutory” addresses. A property can hold both name and a number in its statutory address. However, if we have not allocated a number to a house eg in rural areas, the name will form part of its statutory address. We have the right not to use a house name that could be considered offensive or alarming.

For a fee of £75 we can formally make a change to an existing house name where the property does not have a house number. We will update our Corporate Address Gazetteer; inform Royal Mail and other interested bodies – such as the emergency services, gas, water, electricity providers and Dunbartonshire and Argyll & Bute Joint Valuation Board (Assessors). In addition our officers are happy to advise people on suitable house names, to help avoid duplication or confusion.

### Numbering non domestics properties (new build)

The layout of the development would determine the numbering sequence, but the principle should remain that unit numbers are in sequence where possible, for example Unit 2, Unit 4, Unit 6 etc. along with the street name.

### Dividing non domestic properties into two or more

We use existing numbers where ever possible. For example, if number 18 is divided into two units, these will become Number 18A and 18B.

### If changes to addresses are required

We will always seek to have people’s agreement and to minimise inconvenience. A consultation period of 21 days allows everyone affected by a proposed change to give their views. A decision will be made after the consultation period and notification will be sent to all owner/occupiers. At this point we would inform all statutory bodies and update our corporate address gazetteer to reflect the change.

