

West Dunbartonshire Council Street Naming and Numbering Policy



March 2024

Contents

- 1 Introduction
- 2 Purpose and Aim
- 3 Street Naming and Numbering
- 4 Street Name Bank
- 5 Process and Timescales
- 6 Complaint
- 7 Contacts

Street Naming and Numbering Policy

1 Introduction

When travelling through West Dunbartonshire Council area take a glance at a street sign, and you get an instant impression of the history and character of an area. This link to the past is most profound where our historic settlements and industries, and examples of local flora and fauna and themes are commemorated in the street names.

Naming our streets connects us with our environment and our past while building for the future. The Council is responsible for the naming of streets and the numbering of properties.



Policy guidelines explains how the street naming and numbering service works and what you can expect of the service. The policy should be read in conjunction with the street naming & numbering guidance which can be found on our website of by using the link [here](#)

2 Purpose and Aim

The purpose of the Street Naming and Numbering Policy is to process all requests for naming new streets and/or properties being created, either by new development, redevelopment, sub-division or merging properties to ensure that all properties in West Dunbartonshire Council are assigned an official address that is clear and unambiguous.

The aim is to encourage property developers and owners to apply for new or changed official addresses as early as possible to ensure the delivery of necessary Council and external services to be carried out without delay.

When undertaking this function, the primary consideration is public safety, ensuring that street names are not duplicated, and that new streets and properties are named and numbered in a logical manner to facilitate easy identification in the event of an emergency.

We will:

- rename/renumber existing streets/ properties on a case-by-case basis in accordance with the appropriate legislation.
- treat everyone in a fair and equal manner.
- deliver best value and place the customer first.

This policy outlines the procedures and standards of service that can be expected from the Council in undertaking its statutory duties. Some of the procedures may be complex and require additional time to deliver. The aim of this policy is to ensure that the adopted procedures are easily understood, are fair, reasonable, and that interested parties are kept informed.

The allocation of statutory addresses and is governed by Section 97 of the Civic Government (Scotland) Act 1982 which empowers the Council to allocate statutory addresses.

3 Street Naming and Numbering

In general, new streets should be named after places, people and events associated with West Dunbartonshire. New street names will preserve history for future generations, reinforcing the sense of place. Names should meet at least one of the following:

- commemorate local history, places, people, events, or culture, and in particular any that pertain to the site, if it is not possible to use an existing theme for the development multiple new street names and/or new themes will be considered.
- recognise native wildlife, flora, fauna, or natural features related to the area or West Dunbartonshire
- be easily pronounced and spelt so as not to cause confusion, particularly in the case of an emergency.

Streets are not named after living people. This is to ensure that there is a sufficient time gap to assess, an individual's impact and contributions before immortalizing them in a street name.

The following will be considered in relation to departed individuals.

- to honour local figures or community leaders
- to commemorate historical figures or events
- to recognize the contributions of individuals to the development of an area
- to pay tribute to influential individuals

The numbering of properties where a new street is not necessary does not require consultation.

4 Street Name Bank

West Dunbartonshire Council maintains a Street Name Bank which will be consulted when naming a new street. All names are checked to ensure that they comply with street naming conventions and have been approved at Committee.

5 Process and Timescales

The process of allocating statutory street names and numbers is time sensitive. Developers require an official address before utilities companies will provide services. Royal Mail also need notification of the official address before they can provide a postcode and post town.

To allocate statutory addresses including street names the Council must receive a street naming and/or numbering online application form and fee from the developer/customer. Developers are contacted as part of the Building Warrant process and invited to apply for statutory addresses for their development.

There is a cost for the service which is reviewed annually. List of charges are published on the Council's website. The table below sets out the average timescales for each application type, consultation, depending on whether the application required Planning Committee approval.

In line with Scottish Standards and defined by the One Scotland Gazetteer all addresses are managed and maintained by West Dunbartonshire Council Corporate Address Gazetteer custodian. Key customers are informed of new /amended addresses daily.

Procedure	Average Timescale
Numbering properties	4 weeks
Naming new streets and numbering properties	4 weeks
Renumbering properties	4 weeks
Renaming existing street and numbering/renumbering properties	12 weeks

6 Complaints

Any complaints about the content of this policy and/or the implementation should be directed in the first instance to: [Complaints Procedure | West Dunbartonshire Council \(west-dunbarton.gov.uk\)](#)

7 Contact

Office Hours Monday to Thursday 9am to 4.30 pm Friday 9 am to 4 pm
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