

West Dunbartonshire Council  
Planning and Building Standards

# Street Naming and Numbering Policy



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West  
Dunbartonshire  
COUNCIL

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## **1. West Dunbartonshire Council Street Naming Policy**

### **1.1. What we aim to do**

Generally new street names in the West Dunbartonshire Council area will meet the following criteria:

- Follow the current theme within an existing area wherever possible,
- If it is not possible to use an existing theme or the development involves multiple new street names, a new theme will be considered,
- Where a new theme is proposed, the street name(s) should have a local significance and/or a historical link to the local area, places, events or culture, particularity if they have a direct connection to the site,
- Recognise native wildlife, flora, fauna or natural features related to the area or West Dunbartonshire.
- Street names should be easily pronounced and spelt so as not to cause confusion, particularly in the case of an emergency.

### **1.2. Issues that we aim to address**

- Names of people who are living; this is due to the risk that public perception of that person may change as a result of events occurring over the remainder of their lifetime. In appropriate circumstances names of deceased people will be given consideration,
- Street names duplicating or conflicting with an existing street name within the town concerned,
- Variations in the suffix of a street name in separate locations; alternative suffixes may be used with discretion and only be considered if the streets lead off each other;
- Punctuation, including commas, apostrophes, full stops, hyphens and slashes within a street name unless they are absolutely necessary.
- Those names which are capable of deliberate misinterpretation or with adverse connotations.
- We will not use developers marketing titles as part of the new postal address.

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### 1.3. Other

- Consideration will be given to suffixes for street names:
- New street names should end with an appropriate suffix for the road layout, e.g. Street & Road used for thoroughfares; Lane & Drive for side streets; Close & Place for cul-de-sacs; and Crescent & Square, etc to suit geometry of the layout.
- We will use the number 13 when numbering properties.
- Prior to the submission of a report to the Planning Committee for approval of street naming where the proposals are to create a 'new street name' for the development, consultation with the appropriate Community Councils and the relevant elected members for the ward will be undertaken.  
Additionally where the development proposals are for the provision of social housing or are to include the provision of social housing within the development, the Registered Tenants Organisation (RTO) will also be consulted prior to the submission of the report to Committee.

### 1.4. Charges for Street Naming

- There is a fee for carrying out this service.

*Policy updated by Planning Committee 27 May 2015*

## **2. West Dunbartonshire Council Street Numbering Policy**

### **2.1. 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; and
- If it is not possible to use an existing number a new number will be allocated.

### **2.2. 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.

### **2.3. Numbering residential properties**

Numbers are allocated to residential properties after:-

- the building warrant has been approved; and
- site layout plans have been reviewed

The number allocated at this stage must be used as part of the statutory address (BS7666) e.g. 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.

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### 2.4. Re-numbering existing residential properties

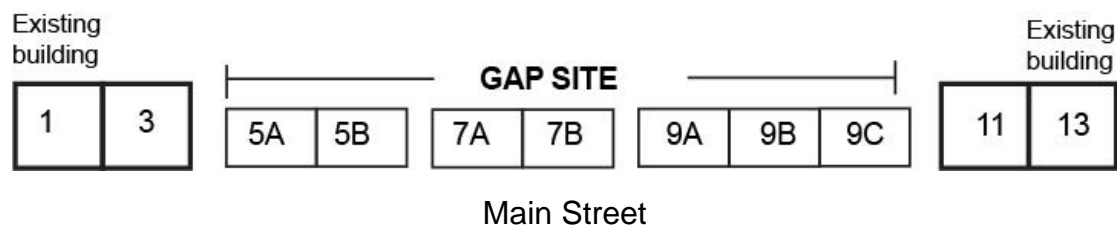
In some situations we may have to renumber whole streets or part of a street. For example, if new properties are built or if we become aware of an issue affecting existing addresses. The existing properties' addresses will be changed to reflect the new numbers and postcodes. We always aim to provide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

### 2.5. 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.

### 2.6. 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:



### 2.7. 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.

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### **2.8. 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 e.g. 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.

A fee will be charged to 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.

### **2.9. Numbering non-domestic 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.

### **2.10. 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.

### **2.11. 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.

### **2.12. Charges for Street Numbering**

A fee will now be payable for carrying out this service.

*Policy Approved by Planning Committee 29 January 2014*

*Policy updated by Planning Committee 17 December 2014*