



Wirral Council

# Street Naming and Numbering Policy and Guidance

Version 1.0

[www.wirral.gov.uk](http://www.wirral.gov.uk)

<b>SNN Policy and Guidance</b>	
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## Section 1: Introduction

- 1.1** The purpose of this document is to set the policy of Wirral Council (hereafter known as “the Council”) for the allocation, management and use of street names and property addresses within the borough of Wirral. The policy provides a framework for the efficient and effective operation of the Street Naming and Numbering service, and should act as guidance for developers and property owners when considering the submission of a Street Naming and Numbering application.

Applications for Street Naming & Numbering services can be made by:

- Individuals or organisations wishing to add a name to an existing numbered only property
  - Individuals or organisations wishing to rename an existing named property
  - Individuals or developers building new properties i.e. new houses, commercial premises, industrial units etc
  - Individuals or developers wishing to amend layouts of new developments that have already gone through the naming and numbering process
  - Individuals or developers undertaking conversions of existing properties which will result in the creation of new properties or premises (i.e. existing buildings divided into flats or offices, barns converted into residences, commercial units split etc)
  - Residents wishing to rename a street
  - Solicitors, Conveyancers, Personal Search Companies, Developers or Individual residential or commercial property occupiers, etc seeking confirmation of an address.
- 1.2** Wirral Council has statutory responsibilities and powers, within the context of adoptive legislation, for the naming of streets, alteration of street names and indication of street names. The Council also has additional discretionary powers to provide a number or name to a property.

The legislation under which the function is carried out is Sections 17-19 of the Public Health Act 1925 (see Appendix C) and Sections 64 & 65 of the Town Improvement Clauses Act 1847 (see Appendix D).

- 1.3** It should be noted that Royal Mail has no statutory responsibilities or powers to either name a street or to name, number, rename or renumber a property. Royal Mail has sole responsibility for assigning a postcode following notification of new or amended address details by Wirral Council.
- 1.4** The address of a property is an issue of significant importance. All public and private organisations require effective and accurate means of referencing and

locating properties. The maintenance of a consistent and high standard for the naming and numbering of streets and properties allows:

- Emergency Services to locate a property quickly, viably reducing response times, saving lives and money.
- Mail, packages and services to be delivered efficiently and reliably.
- Records of organisations to be kept in an effective manner, enabling for the provision of services such as utility connections, telephone and broadband, insurance, banking, credit ratings, and Council services etc.
- Visitors able to locate their destination.

**1.5** Any person/s or organisation seeking the allocation of an official address to new properties or an amendment to existing address/es, must apply to the Council in writing and adhere to the procedures outlined in this policy.

**1.6** Applications can be made by post, telephone or via email from the contact points below. Furthermore further guidance can also be found on our website:

Post                    Street Naming and Numbering Officer  
                             Economic and Housing Growth Directorate  
                             Wirral Council  
                             PO Box 290  
                             Brighton Street  
                             Wallasey  
                             CH27 9FQ

Telephone    0151 691 8454

Email            [buildingcontrol@wirral.gov.uk](mailto:buildingcontrol@wirral.gov.uk)

Website        [www.wirral.gov.uk/planning-and-building/street-naming-and-numbering](http://www.wirral.gov.uk/planning-and-building/street-naming-and-numbering).

**1.7** The Street Naming and Numbering process often involves a consultation procedure with local Councillors, local communities and external organisations. It is strongly advised that applications are submitted at the earliest opportunity to avoid potential delays with regards to establishing utility connections, or the delivery of other commercial services.

Applications for new streets and addresses should be submitted as soon as possible after permission for the proposal has been granted. This is important as:

- A proposed new street must be approved by the Council before any addresses can be allocated to it, and;
- Most utility companies are reluctant to install services where an official postal address has not been allocated.

- 1.8** It is advisable for developers to consult with the Council before assigning an unofficial “marketing name” to the development, so as to avoid confusion. Problems can arise if purchasers have bought properties which have been marketed under an unofficial name and legal documentation has already been drafted. The Council shall accept no responsibility for costs incurred by individuals or property developers for failure to follow this policy.
- 1.9** Where street names and property names and/or numbers have been established without reference to the Council’s Street Naming and Numbering process, then the Council retains the authority to issue renaming or renumbering orders, under Section 64 of the Town Improvement Clauses Act 1847.
- 1.10** The Council will endeavour to ensure that, where appropriate, if a street has a name and has adequate street signage relating to that name, all properties accessed from that street will be officially addressed to include that street name and also, where appropriate, new properties numbered.
- 1.11** Responsibility for the delivery of the Street Naming and Numbering service is administered by the Council’s Economic and Housing Growth Directorate under delegated powers given to the Assistant Director, Major Growth Projects and Housing Delivery.

## Section 2: Charges

- 2.1** The Council cannot charge for the initial street naming function of the service but it can charge for elements of the naming and numbering function and subsequent renaming of streets/buildings as discretionary services by virtue of Section 64 and 65 of the 1847 Act coupled with Section 93 of the 2003 Act.

The power to charge for these discretionary services falls under Section 93 of the Local Government Act 2003 (see Appendix E). Discretionary services are those services that an authority has the power but not a duty to provide. An authority may charge where the person who receives the service has agreed to its provision and the charge must not exceed the cost of providing the service.

There are a large number of interested parties, statutory undertakers etc, as highlighted in clause 7.8 below, who wish to be made aware of the existence of new addresses. The Council charges for this aspect of the service. If you do not pay the Council for this discretionary service then we will not notify the interested parties and therefore it will be your responsibility to notify those parties, if you wish to do so.

- 2.2** Charges made cover the administrative costs of:
- Naming and numbering of properties, including conversions.

- Renaming and renumbering of streets and properties, after initial naming and numbering has been undertaken.
- Confirmation of official addresses.
- Challenges to existing official addresses held within the Street Naming and Numbering records.
- Consultations with interested bodies during the Street Naming and Numbering process.
- Notifications of new addresses to organisations on our standard list once the Street Naming and Numbering process has completed. These will include the following;
  - The relevant ward Councillors.
  - Wirral Council internal services.
    - *Local Land and Property Gazetteer Custodian (LLPG)*
    - *Electoral Registration*
    - *Council Tax and Benefits*
    - *Recycling and Waste*
    - *Education Services*
    - *Traffic Management*
    - *Land Charges*
    - *Building Control (Technical Support Unit)*
  - The Local Historic Society
  - North West Ambulance Service.
  - Merseyside Fire and Rescue Service.
  - Merseyside Police.
  - Royal Mail.
  - The Local Sorting Office
  - United Utilities.
  - BT Openreach
  - SP Energy Networks.
  - Cadent Gas.
  - Land Registry.
  - Ordnance Survey.
  - The Valuation Office

**2.3** In the instance of assigning official address/es to new property or properties, whether a new build or conversion, the developer will be liable to pay the administrative charges.

**2.4** In the instance of changing an address or re-addressing any element of a development that has already been assigned official address/es through the Street Naming and Numbering process, the owner / developer will be liable to pay the administrative charges.

**2.5** All charges must be paid in full prior to your application being considered as valid and for the Street Naming and Numbering process to commence.

- 2.6** Property owners will be exempt from charges for a change to their property number or name that is required to assist the Emergency Services to identify and locate the property.
- 2.7** The charging schedule for the Street Naming and Numbering service can be found on the Council's website, and within [Appendix F](#) of this document.
- 2.8** Fees and charges applicable to the Street Naming and Numbering service shall be reviewed annually during the Council's budget setting process and publicised through the Council's agreed communications channels.

### **Section 3: Naming streets**

- 3.1** The naming of new streets in Wirral is undertaken by the Council within the provision of Sections 17-19 of the Public Health Act 1925.
- 3.2** The Council shall name streets in adherence with British Standard 7666 and consistent with Local Land and Property Gazetteer (LLPG) and Street Naming and Numbering (SNN) data entry conventions and national best practice guidelines.
- 3.3** Property developers, local Councillors and residents may suggest street names. These must be submitted in writing to the Council's Street Naming and Numbering Officer. Suggestions are advised to preserve historic links to the area and local community. The Street Naming and Numbering Officer may either accept a suggestion/s or object and offer alternatives. Once a suitable suggestion which accords with the Council's criteria has been selected, the Street Naming and Numbering officer will seek agreement with the developer.
- 3.4** In cases where an agreement on a street name is not forthcoming, the decision will be made under delegated authority by the Assistant Director, Major Growth Projects and Housing Delivery, and there shall be no right of appeal.
- 3.5** A detailed plan clearly showing the proposed street(s) and plot numbers should be forwarded to the Street Naming and Numbering Officer as part of the application.
- 3.6** New street names must not duplicate any similar name already in use within the same postal town. A variation in the terminal words (i.e. Street, Road, Avenue, etc) will not be accepted as sufficient reasoning to duplicate a street name.
- 3.7** Any proposal to name a street after a living person(s) will not be approved.
- 3.8** Any proposal to name a street after a deceased person, within 50 years of their passing, will be subject to written permission of the family of the

deceased and will be considered on the historical connotation and appropriateness.

- 3.9** Any proposal to name a street after a deceased person, whereby their passing was over 50 years prior to the present day, will be considered based on the historical connotation and appropriateness.
- 3.10** Any street name that promotes a company, service or product will not be permitted. Names based on developers trading name are seen as advertising and are not acceptable.
- 3.11** Whilst not an exhaustive list, new street names should ideally end with one of the suffixes below:

Street	For any road
Road	For major roads / thoroughfare
Way	For residential roads or a pedestrian way
Avenue	For residential roads
Drive	For residential roads
Grove	For residential roads
Lane	For residential roads
Gardens	For residential roads (subject to there being no confusion with any local open space)
Place	For residential roads
View	For residential roads
Green	For residential roads (usually near open space area)
Rise	For residential roads (usually upward rising hillside)
Vale	For residential roads (usually near water / stream)
Wharf	For residential roads (usually near sea water)
Wood	For residential roads (usually near woodland)
Meadow	For residential roads (usually near lowland meadow)
Court	For a cul-de-sac
Close	For a cul-de-sac
Crescent	For a crescent shaped road
Hill	For a hillside road
Square	For a square only

- 3.12** Street names that can be deemed as aesthetically unsuitable, or capable of misinterpretation, will be avoided.
- 3.13** Street names should not be difficult to pronounce or spell.
- 3.14** Phonetically similar street names will not be allowed within the same township and/or postal area. (e.g. Churchill Road and Birch Hill Road)

- 3.15** Street names will be verified by the Street Naming and Numbering Officer to ensure that they do not cause offence, having particular regard to race, disability, gender, age, faith & belief and sexual orientation.
- 3.16** The use of the wording 'North', 'East', 'South' or 'West' should be avoided where possible.
- 3.17** New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.
- 3.18** Street names will not be created in order to secure a "prestige" address or to avoid an address which is thought to be undesirable.
- 3.19** All punctuation, including apostrophes shall be avoided. For example, "St. Mary's Way will be officially recorded as "St Marys Way".
- 3.20** Street names must not contain numeric characters.
- 3.21** Street names referencing development marketing names, or similar to marketing names, will not be allowed.
- 3.22** As the statutory authority, the Council maintains the responsibility for the final approval of street names.
- 3.23** The Council reserves the right to object to any suggested name deemed to be inappropriate.

## **Section 4: Street name plates**

- 4.1** It is the responsibility of the Council to display street name plates on roads that are maintainable by the Council (adopted highways). In this instance, costs shall be borne by the Council.
- 4.2** It is the responsibility of developers for newly created streets to erect street name plates, for each new street, in accordance with the official street name assigned via the Street Naming and Numbering process. In this instance, costs shall be borne by the developer.
- 4.3** It is the responsibility of liable parties for private roads to erect and maintain street name plates. In this instance, costs shall be borne by the liable party or parties.
- 4.4** If the Council discovers a street name plate is not displayed for a private street, the Council shall give 28 days' notice to the liable party or parties to display the correct name. Where such notice is not complied with the Council shall provide 21 days' notice to the liable party or parties that it shall cause street name plates to be displayed on the private road, in default. The

expenses for the production and erection of the street name plates shall be recovered from the liable party or parties, in accordance with Sections 17-19 of the Public Health Act 1925. The Council may also issue proceedings for the recovery of a fine.

- 4.5** The Council's street name plate specification can be found in [Appendix A](#).

## Section 5: Naming and numbering properties

- 5.1** When making an application for a plot or development to be assigned an official address, the developer must provide the council with the following information:
- Planning application number relevant to the plot or development. An official address can only be assigned to a property with planning approval.
  - Building regulations number relevant to the plot or development. An official address can only be assigned to a property with building regulations approval.
  - Plans clearly showing the location of the site and plot numbers in relation to existing land and the placement of front doors or primary access to each plot.
  - Internal layout plans, if appropriate, for a development that is subdivided at unit or floor level (e.g. block of apartments/flats).
- 5.2** The Council shall number properties in the most logical manner, with consideration to potential future development, and in adherence with British Standard 7666 and consistent with Local Land and Property Gazetteer (LLPG) and Street Naming and Numbering (SNN) data entry conventions and national best practice guidelines.
- 5.3** All new properties shall be assigned numbers rather than names. Exceptions may apply in the instance of properties accessed from an existing unnumbered street. In this instance it will be appropriate to allocate agreed property names.
- 5.4** Where a property name is required, the name must not repeat the name of the road or that of any building in the area. It should also be sufficiently different to other property names used locally and where possible should reflect the history of the area or acknowledge the local geography.
- 5.5** Properties on new streets shall be numbered with odd numbers on the left hand side of the street and even numbers on the right, commencing from the primary entrance of the street. Where the street is a thoroughfare between two other streets, the numbering shall commence at the end of the street nearest to the centre of the town or village.

- 5.6** Short cul-de-sac and small scale development, where there is no scope for further development, will be numbered consecutively in a clockwise direction. Longer cul-de-sac development will be numbered with odd numbers on the left hand side of the road and even numbers on the right.
- 5.7** Properties shall be allocated numbers to the street onto which the front door faces.
- 5.8** All numbering should be used in the proper sequence. The number 13 shall be excluded from the numbering scheme unless it is advantageous for the Street Naming and Numbering Officer to include it.
- 5.9** Where a property has a number, it must be used and displayed. Where a name is given to a property together with its official number, the number must always be included. The name cannot be regarded as an alternative to the number. It is also noted that where a property has a number and a name, Royal Mail will hold the name as an 'alias' only. The name will not be displayed on the Royal Mail website.
- 5.10** The owner of a property may request the addition of a property name provided there is no conflict with existing property or street names in the postal area, that the property name does not relate to specific individuals (living or deceased), and the property name must not include offensive or inappropriate language.
- 5.11** Where an existing street is extended, it would be appropriate to continue to use the same street name. This will include the continuation of the property numbering.
- 5.12** Infill development (new properties built between existing properties or in the grounds of an existing property) on a numbered street will be given the same number as the property preceding the infill followed by a suffix of 'A', 'B'. (e.g. 10A High Street). New street names shall not be provided for the sole purpose of avoiding numbers with a suffix.
- 5.13** At locations where a property has been demolished to be replaced by a single property, the new property shall be given the same number as the old property.
- 5.14** At locations where a large property has been demolished to be replaced by more than one property, the new properties should be given the number of the old property with a sequential suffix added (e.g. 12A, 12B, 12C, 12D). This avoids the renumbering of all higher numbered properties on the side of the road affected by the proposal.
- 5.15** Where two or more properties on a numbered street are merged, one of the numbers of the original properties should normally be retained. There may however be instances where it is considered appropriate to use both the

numbers (e.g. 5-7 High Street). Such cases will be determined on their own merit.

- 5.16** A business name shall not take the place of a number or a building name.
- 5.17** Annexes to buildings (e.g. granny flats or ancillary accommodation) will be given the prefix of “Annexe”. The rest of the address shall remain the same as the parent property (e.g. Annexe, 1 High Street)
- 5.18** Private garages and buildings used for the storage of vehicles and similar purposes will not be assigned an official address through the Street Naming and Numbering process.
- 5.19** For any dwelling accessed through a commercial premise, the accommodation shall be given a prefix to match the accommodation type (e.g. Flat). The rest of the address shall remain the same as the parent property. (e.g. where a flat above a public house is only accessed internally, the address will be ‘Flat, *Name of Public House, Property Number, Street Name*).
- 5.20** Blocks of flats and apartments may be given a name, but each individual flat shall be sequentially numbered from the main access door to the block.
- 5.21** All newly proposed block names should preferably end with one of the following suffixes:
- Court
  - House
  - Point
  - Tower (for blocks over six storeys in height)
  - Lodge
- 5.22** Use of the word “Flat” will apply to those properties where accommodation is on one floor only of a building. Where residential accommodation covers two or more floors, and has its own internal staircase, the term “Apartment” shall be used.
- 5.23** All flats or apartments created, with access through a single point of entry, will be given a number rather than a letter or description (e.g. ‘Flat 1’ rather than ‘Flat A’ or ‘First Floor Flat’).
- 5.24** The conversion or sub-division of a property resulting in multiple points of entry, with each flat having its own separate front door from the designated street, will include a suffix to the primary parent address (e.g. 22A New Street)
- 5.25** Names for Shopping Centres, Retail Parks, and Industrial Estates etc are subject to the same principles as those outlined in this document.

- 5.26** All property numbers and names must be displayed and visible from the highway. This may mean numbers or names being displayed at the door, posts, gates or fences to aid the easy identification of the property, particularly in the event of an emergency.
- 5.27** The Council is not responsible for the erection or maintenance of property number or name signage or for directional signage to individual properties or groups of houses. This responsibility rests with the developer or owner(s).

## Section 6: Postal addresses

- 6.1** The allocation of postal addresses does not serve as confirmation that any building or structure has been authorised under Planning, Building Regulations or any other legislation. Owners / Occupiers may be at risk of enforcement action if necessary approvals have not been obtained.
- 6.2** Applicants are reminded that postal addresses are not geographically accurate descriptions, but routing instructions for Royal Mail staff. It is possible that postal addresses can contain names for villages and towns that may be several miles away from the actual location of their property. Where applicants object to a locality name in their postal address, they are advised to contact the Royal Mail who has a procedure in their code of practice by the Postal Services Commission for adding or amending these details.
- 6.3** Since 1996 the county has not formed part of a postal address and changes to it are not covered by Royal Mail's Postcode Address File Code of Practice. County names were removed from the Postal Address File database in 2000.
- 6.4** The Council is not liable or responsible for third parties, including Royal Mail, updating their databases with address information.
- 6.5** A piece of land cannot be given a postal address, only property capable of receiving mail can be allocated a postal address for the purposes of delivering mail and services.
- 6.6** Royal Mail will only register properties which have their own entrance and/or their own secure letter box. This can occasionally cause confusion as residents believe their address, particularly in the case of flats / apartments, should be registered. If mail is delivered to a single letter box or mail delivery point, and occupants collect their own mail, Royal Mail class this as a 'building in multiple occupancy' and will only register the parent building and not individual flat / apartment numbering schemes within the building.
- 6.7** Allocation of postcodes and postal towns is managed by Royal Mail and must be confirmed by them. The Council has no authority over the allocation of a postcode and postal town. As part of the Street Naming and Numbering procedure the Council will undertake the process of arranging for the allocation of a postcode and postal town on the applicants behalf and inform

the applicant and other interested parties. All other elements of an address (e.g. property numbers, names, street names) are defined by the Council.

- 6.8** The maintenance of any future changes to postcodes and postal towns is the responsibility of Royal Mail.
- 6.9** Royal Mail does not publish addresses on its website where the construction is not complete. This means that in some instances addresses that have been officially allocated and issued by the Council may not, for a while, be visible on the Royal Mail website. This may also mean that other organisations using the Royal Mail address database (Postal Address File) will also be unable to validate an address. These addresses will be listed on the 'Not Yet Built' list. Upon completion of the build owners / occupiers are advised to contact Royal Mail directly to update their database and make the address 'Live'.
- 6.10** Information about postal addresses, postcodes, and the Postal Address File Code of Practice can be found on Royal Mail's website.

## **Section 7: Renaming streets and renumbering properties**

- 7.1** The renaming of a street and renumbering of properties is a time consuming process and may incur costs and disruption to owners and residents. Renaming and numbering is usually a last resort and is normally only considered if consistent problems occur for the Emergency Services, and/or when infill development is so great that numbers for new properties cannot be allocated.
- 7.2** When new developments have been allocated street names and a numbering sequence, and the developer has subsequently revised the site layout to either include or remove plots from the original layout, then a revised numbering scheme will be carried out to ensure a sequenced numbering scheme without the use of numbering suffixes. The exception to this is when potentially affected plots are already owned or occupied. In this situation, to avoid 'change of address notices' being issued to those occupied plots, the suffixes of 'A', 'B', 'C' etc will be added to adjacent numbers for the additional plots. Similarly where plots are deleted from an already numbered development with owned or occupied plots affected, then numbers will be deleted from the numbering scheme. Large scale revisions to layouts involving owned plots will be dealt with on an individual basis with address changes at the discretion of the Council. Revisions to site layouts, and the subsequent address revisions, will be subject to an administration fee listed on the charging schedule.
- 7.3** The renaming of a street may be proposed by an individual resident in an affected street, provided they can present a proposal letter with signatures of two thirds of owners on the street, or by the Emergency Services.

- 7.4** The cost of renaming streets including new street signage at the request of the Emergency Services shall be met by the Council.
- 7.5** Where renaming a street is at the request of a resident, or group of residents, the costs shall be borne by the residents or sponsor. The residents and/or sponsor will be asked to meet the following costs:
- Administration charges to pay for the consultation on the proposed change.
  - The costs of re-signing the street

On-going signage maintenance costs thereafter will be met by the Council.

- 7.6** Occasionally the Council may decide that in order to improve the delivery of mail, and the routing of the Emergency Services, a street needs to be renamed and/or numbered. The Council will only do this after a full 28 day consultation with the owners of the affected properties (details about the consultation process are found in section 7.8 onwards). In these circumstances, all costs associated with renaming and numbering the street, including the erection of new street name plates, will be met by the Council.
- 7.7** Royal Mail may also approach the Council where they believe there is an operational necessity to make changes to addresses. The Council will only make such changes where we believe there is a need, and after consultation with residents / owners of the properties affected.
- 7.8** Prior to any renaming and numbering of a street, the Street Naming and Numbering Officer shall conduct a full consultation with residents on the affected street, and with a number of other consultees, as deemed appropriate for the application.

A letter and form will be sent to all residents on the street and chosen consultees, outlining the reasons for and consequences of the proposed change. The consultation period will be 28 days.

All consulted parties are advised that Royal Mail may issue a new postcode for the street.

- 7.9** A report detailing the results of the consultation will be submitted to the officer with delegated powers who will determine whether or not to proceed with the change.
- 7.10** If the officer with delegated powers decides to proceed with a renaming and numbering proposal, the Council will issue a notice of intention to make an order for renaming of an existing street. This notice will be displayed at each end of the street or in a conspicuous position of the street, or part of street affected under Section 18 of the Public Health Act 1925. Notices must remain in place for one month before an order changing the name can be made. Any person(s) aggrieved by the intended order may make an appeal to the

Magistrates Court, within 21 days after the posting of the notice. If an appeal is made to the Magistrates Court, the Council must wait until the appeal is heard before approving any street name.

**7.11** Reasons for not proceeding with a proposed change will be detailed in a letter to the residents and consultation list and may include, but are not restricted to:

- Insufficient support from residents
- Prohibitive costs
- A genuine and serious objection from a stakeholder that cannot be easily remedied.

**7.12** The Council will advise the residents / owners of their new official address, and inform any interested parties.

## Section 8: Policy review

**8.1** The Street Naming and Numbering policy will be reviewed every three years or sooner if a major change in the process is required through the introduction of new legislation. The review date is currently set at 01/01/2022

**8.2** The charging schedule for the service will be reviewed on an annual basis during the Council's budget setting process and publicised through the Council's normal communication channels, including the website

## Section 9: Privacy Notice and Retention Policy

**9.1** The Council is the Data Controller of the information you provide and has a statutory duty to collect and process this information under the Compliance with the Public Health Act 1925 as part of its public task obligations as a Local Authority to ensure the provision of street names and numbers.

**9.2** We may also share information with other third parties where required by law for the detection and prevention of crime.

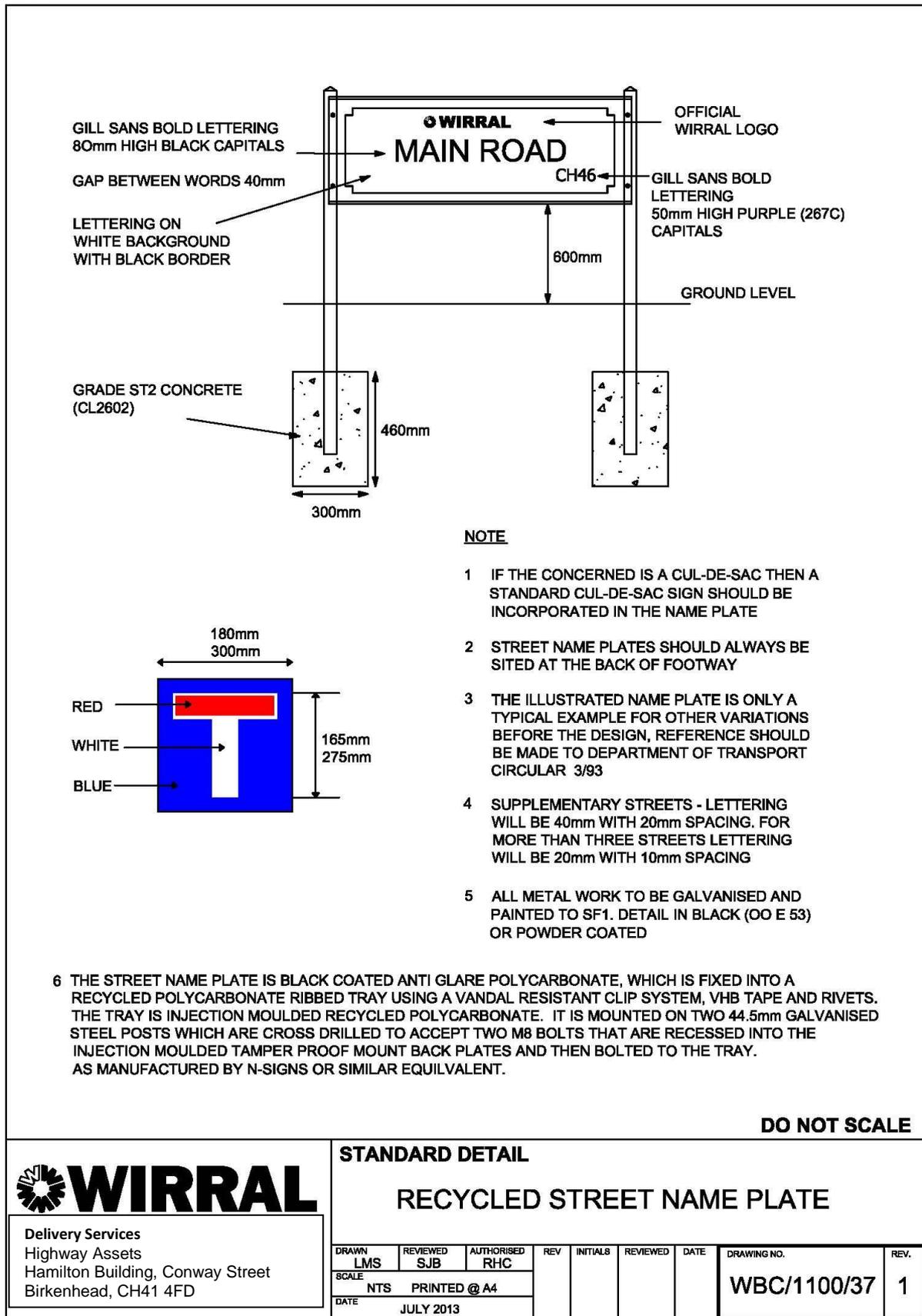
**9.3** The personal information you provide will be held in accordance with the retention policy shown below, after which it will be securely destroyed. Please be aware that official decision documents are to be retained permanently.

**9.4** The Council's corporate privacy notice, which includes details of the authority's Data Protection Officer and your information rights is available at: <https://www.wirral.gov.uk/about-council/freedom-information-and-data-protection/privacy-notice>.

Function	Retention Action
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Application for a new street name and to rename an existing street.	Destroy 6 years after last action.
Application for new property number or name and to renumber or rename an existing property.	Destroy 6 years after last action.
Official decision document and plan approving a new street name or approving a rename to an existing street.	Permanent.
Official decision document and plan approving a new property number or name and approving a renumber or rename to an existing property.	Permanent.
Request to Royal Mail for postcode allocation.	Destroy 6 years after last action.
Confirmation from Royal Mail of postcode allocation.	Destroy 6 years after last action.
New street name and renamed street allocation or distribution document.	Destroy 6 years after last action.
New property number or name and renumber or rename to an existing property allocation or distribution document.	Destroy 6 years after last action.
Working files relating to Street Naming and Numbering	Destroy 4 years after last action

## Appendix A – Street name plate specification



## Appendix B – Application form

# **WIRRAL** Street Naming and Numbering

Street Naming and Numbering Officer

Economic and Housing Growth Directorate

PO Box 290, Brighton Street, Wallasey, CH27 9FQ

web: [www.wirral.gov.uk/planning-and-building/street-naming-and-numbering](http://www.wirral.gov.uk/planning-and-building/street-naming-and-numbering).

1. Details		Applicant contact details	
Full Name			
Company Name			
Postal Address			
Contact Number			
Email Address			
2. Details of enquiry			
Please indicate type of application required.	<input type="checkbox"/> Addressing of a new development/conversion. (SNN1) <i>(Proceed to section 3)</i> <input type="checkbox"/> Change to a development after initial notification given (SNN2) <i>(Proceed to section 4)</i> <input type="checkbox"/> Renaming/renumbering existing individual property (SNN3) <i>(Proceed to section 4)</i> <input type="checkbox"/> Renaming/renumbering whole of existing street (SNN4) <i>(Proceed to section 4)</i> <input type="checkbox"/> Confirmation in writing of an individual property address (SNN5) <i>(Proceed to section 4)</i>		
3. About the new development/conversions			
Location of development			
Description of the development			
Planning Permission Reference Number			
Building Control Reference Number			
What type of development is being undertaken?	<input type="checkbox"/> New Build <input type="checkbox"/> Conversion		
Number of	Units <i>(Houses/Flats/Commercial units)</i>		
	New Streets		
Proposed Street Names <i>(if applicable as a new street)</i> <i>Suggestions are advised to preserve historic links to the area and local community.</i>	Proposed name (s) 1. 2. 3. 4. 5.		

	Reason(s) for choice 1. 2. 3. 4. 5.
Proposed Property/Block Names <i>Property and/or block names can be issued to blocks of flats or apartments, or a set of houses built within an existing street where there is no logical numbering scheme in place and suffix letters are not appropriate.</i>	Proposed name (s) 1. 2. 3.
	Reason(s) for choice 1. 2. 3.
Proposed Business Name <i>(Please note the plot number clearly)</i>	
<b>4. Change of an existing address(es)</b>	
Current full details of property(ies) name/address	
Any previous SNN Ref No issued	
Proposed name changes (in order of preference)	Proposed name (s) 1. 2. 3.
	Reason(s) for choice 1. 2. 3.
Proposed number changes	
<b>5. Checklist</b>	
<p>Before returning the completed form, please check that you have enclosed the following items. <i>(Please note: all 3 items are required for every application.)</i></p> <p><input type="checkbox"/> Completed application form, signed and dated</p> <p><input type="checkbox"/> Appropriately scaled location plan (to a scale not less than 1:1250) and in the case of a new development, a layout plan, indicating the position of properties in relation to the geographical surroundings</p> <p><input type="checkbox"/> The appropriate charge (see our standard charges sheet) – Payment can be made by cheque payable to 'Wirral Council' or via telephone on 0151 691 8454 with a credit/debit card</p> <p><input type="checkbox"/> If the applicant is not the freeholder of the property, please attach a letter confirming that the applicant is acting on the freeholder's behalf and has explicit permission to do so.</p> <p><b>Ways to submit your application.</b>          APPLY BY EMAIL: <a href="mailto:buildingcontrol@wirral.gov.uk">buildingcontrol@wirral.gov.uk</a>          BY TELEPHONE: 0151 691 8454          BY POST or IN PERSON TO: Street Naming &amp; Numbering Officer, Economic and Housing Growth Directorate, PO Box 290, Brighton Street, Wallasey, CH27 9FQ</p>	
<b>6. Declaration</b>	

*I confirm that I am the legal registered owner of the property/ies and I hereby request Wirral Council to undertake the Street Naming and Numbering process to assign/change official registered address(es) to the property/ies described, in accordance with Sections 17-19 of the Public Health Act 1925 and/or Sections 64 & 65 of the Town Improvement Clauses Act 1847 (as applicable).*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Block Capitals: \_\_\_\_\_

## Appendix C – Public Health Act (1925) [Sections 17-19]

### *Naming of Streets*

#### **17. Notice to urban authority before street is named.**

- 1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.
- 2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.
- 3) It shall not be lawful to set up in any street an inscription of the name thereof—
  - A) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and
  - B) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal; and any person acting in contravention of this provision shall be liable to a penalty not exceeding **[F6 level 1 on the standard scale]** and to a daily penalty not exceeding **[F7 £1]**.
- 4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court.

#### **Annotations:**

##### **Amendments (Textual)**

**F6** Words substituted by virtue of [Criminal Justice Act 1982 \(c. 48, SIF 39:1\)](#), [s. 46](#)

**F7** Words substituted by virtue of [Decimal Currency Act 1969 \(c. 19\)](#), [s. 10\(1\)](#)

##### **Modifications etc. (not altering text)**

**C6** Power to extend or exclude section 17 conferred by [Local Government Act 1972 \(c. 70\)](#), [Sch. 14 Pt. II para. 25](#)

**C7** [S. 17](#) excluded (Greater London) by [Local Government Act 1972 \(c. 70\)](#) Sch. 14 Pt. II para. 26

**18. Alteration of name of street.**

- 1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
- 2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.
- 3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.
- 4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a petty sessional court.
- 5) ..... **F8**

**Annotations:**  
**Amendments (Textual)**  
**F8** [Ss. 16\(2\), 18\(5\), 19\(3\)](#) repealed by [Local Government Act 1972 \(c. 70\)](#), [Sch. 30](#)  
**Modifications etc. (not altering text)**  
**C8** Power to extend or exclude section 18 conferred by [Local Government Act 1972 \(c. 70\)](#), [Sch. 14 Pt. II para. 25](#)  
**C9** [S. 18](#) excluded (Greater London) by [Local Government Act 1972 \(c. 70\)](#) Sch. 14 Pt. II para. 26; modified by [S.I. 1973/686](#), [art. 3\(1\)](#), [Sch. 3](#)

**19. Indication of name of street.**

- 1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription becomes illegible.

- 2) If any person . . . **F9**, pulls down . . . **F9** any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of a street marked on a house, building, or erection in pursuance of this section, he shall be liable to a penalty not exceeding [**F10**level 1 on the standard scale] and to a daily penalty not exceeding [**F11**£1].
- 3) ..... **F12**

**Annotations:**

**Amendments (Textual)**

**F9** Words repealed by [Criminal Damage Act 1971 \(c. 48\)](#), [Sch. Pt. I](#)

**F10** Words substituted by virtue of [Criminal Justice Act 1982 \(c. 48, SIF 39:1\)](#), [s. 46](#)

**F11** Words substituted by virtue of [Decimal Currency Act 1969 \(c. 19\)](#), [s. 10\(1\)](#)

**F12** [Ss. 16\(2\), 18\(5\), 19\(3\)](#) repealed by [Local Government Act 1972 \(c. 70\)](#), [Sch. 30](#)

**Modifications etc. (not altering text)**

**C10** Power to extend or exclude section 19 conferred by [Local Government Act 1972 \(c. 70\)](#), [Sch. 14 Pt. II para. 25](#)

**C11** [S. 19](#) excluded (Greater London) by *ibid*; [Sch. 14 Pt. II para. 26](#); modified by [S.I. 1973/686](#), [art. 3\(1\)](#), [Sch. 3](#)

## Appendix D – Town Improvement Clauses Act (1847) [Sections 64 & 65]

### *Naming Streets*

And with respect to naming the streets and numbering the houses, be it enacted as follows:

#### **64. Houses to be numbered and streets named.**

The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding **[F20[F21£25]][F20]level 1 on the standard scale** for every such offence.

#### **Annotations:**

#### **Amendments (Textual)**

**F20** “level 1 on the standard scale” substituted (E.W.) for “£25” by virtue of [Criminal Justice Act 1982 \(c. 48, SIF 39:1\)](#), [s. 46](#)

**F21** Words substituted by virtue of [Criminal Law Act 1977 \(c. 45\)](#), [s. 31\(5\)\(6\)\(9\)](#)

#### **65. Numbers of houses to be renewed by occupiers.**

The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding **[F22[F23£20]][F22]level 1 on the standard scale**, and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

**Annotations:**

**Amendments (Textual)**

**F22** “level 1 on the standard scale” substituted (E.W.) for “£20” by virtue of [Criminal Justice Act 1982 \(c. 48, SIF 39:1\)](#), [ss. 38, 46](#)

**F23** Words substituted by [Criminal Justice Act 1967 \(c. 80\)](#), [s. 92](#), [Sch. 3 Pt. I](#)

## Appendix E – Local Government Act (2003) [Section 93]

### 93. Power to charge for discretionary services

- 1) Subject to the following provisions, a best value authority may charge a person for providing a service to him if—
  - a) the authority is authorised, but not required, by an enactment to provide the service to him, and
  - b) he has agreed to its provision.
- 2) Subsection (1) does not apply if the authority—
  - a) has power apart from this section to charge for the provision of the service, or
  - b) is expressly prohibited from charging for the provision of the service.
- 3) The power under subsection (1) is subject to a duty to secure that, taking one financial year with another, the income from charges under that subsection does not exceed the costs of provision.
- 4) The duty under subsection (3) shall apply separately in relation to each kind of service.
- 5) Within the framework set by subsections (3) and (4), a best value authority may set charges as it thinks fit and may, in particular—
  - a) charge only some persons for providing a service;
  - b) charge different persons different amounts for the provision of a service.
- 6) In carrying out functions under this section, a best value authority shall have regard to such guidance as the appropriate person may issue.
- 7) The following shall be disregarded for the purposes of subsection (2)(b)—
  - a) section 111(3) of the Local Government Act 1972 (c. 70) (subsidiary powers of local authorities not to include power to raise money),
  - b) section 34(2) of the Greater London Authority Act 1999 (c. 29) (corresponding provision for Greater London Authority), and
  - c) section 3(2) of the Local Government Act 2000 (c. 22) (well-being powers not to include power to raise money).
- 8) In subsection (1), “enactment” includes an enactment comprised in subordinate legislation (within the meaning of the Interpretation Act 1978 (c. 30)).



Street Naming and Numbering Officer  
Regeneration and Place  
PO Box 290  
Brighton Street  
Wallasey, CH27 9FQ

tel: 0151 691 8454  
email: [buildingcontrol@wirral.gov.uk](mailto:buildingcontrol@wirral.gov.uk)  
web: [www.wirral.gov.uk/planning-and-building/street-naming-and-numbering](http://www.wirral.gov.uk/planning-and-building/street-naming-and-numbering)

**STANDARD CHARGES: Street Naming and Numbering**  
  
**With effect 1<sup>st</sup> October 2023**

Category of work		Charge	
<b>SNN1</b>	Addressing of a new development/conversion	1 unit	£150.00
		2-10 units	£150.00 for first unit plus £40.00 per additional unit
		11-50 units	£150.00 for first unit plus £30.00 per additional unit
		Over 50 units	£150.00 for first unit plus £20.00 per additional unit
<b>SNN2</b>	Development renumbering/renaming due to change to plot numbers or plot positions.	£45.00 per unit affected	
<b>SNN3</b>	Existing individual property naming/renaming or renumbering.	£60.00 per unit	
<b>SNN4</b>	Renaming or renumbering of an existing street when requested by residents.	£270.00 plus £30.00 per unit	
<b>SNN5</b>	Provide confirmation of an individual property address	£30.00 per unit	

Please Note:

- 1). VAT is not applicable to these charges.
- 2). Charges do not include cost of any amendments required to Traffic Orders, Advertisement etc.
- 3). Charges do not include for the creation and erection of street name plates.

Data Protection: - All information provided will be processed in accordance with relevant legislation, including the General Data Protection Regulations 2018. Information collected will only be used for purpose of administering your application. Your information will not be disclosed to a third party without your consent, unless we are required to do so by law.