

## Street Naming and Numbering Procedure in Kirklees

We recognise that street naming and numbering is an extremely important process to residents and businesses in Kirklees. It is vital the street naming and numbering process is carried out accurately and diligently to ensure that goods and services can be delivered and emergency services are able to find the correct premises.

Once you have received planning permission or an appropriate building regulations decision you can then apply for street naming or numbering.

### New Developments (Multiple Plots)

If you are a developer of a large estate you should contact us as soon as you commence work on site. Naming new streets involves a consultation exercise where we engage with stakeholders including Royal Mail, local ward councillors, parish councils and members of the public. This can be a lengthy process and we would advise you to allow a minimum of three months for the procedure to be completed.

Suggestions for street names should be submitted and will be subject to the following criteria:

1. Names cannot be duplicated within the same locality.
2. Names for consideration need to be sufficiently unique so as to avoid confusion.
3. Names of persons (living or dead) are not generally permitted.
4. Preference is often given to names with local connotations, those that reflect the history of a site or acknowledge the geography of the area.
5. Names that endorse commercial marketing are not acceptable.
6. Names should not be capable of being misconstrued into inappropriate meanings.
7. We recommend that you discuss any suggested names with your **local ward councillors** *link to* <http://www.kirklees.gov.uk/councillors>

Once we have an agreed suggested name, we will place a legal public notice at the site allowing a period of one month for any objections to the suggested name to be submitted. We do not often receive objections at this stage but if we do we will contact you.

When the notice period ends we will register the street name(s), prepare a numbering schedule and inform stakeholders. Stakeholders include yourself as the developer, Royal Mail, Council Tax and the Electoral Service. We will send you a copy of the naming and numbering schedule and we would ask you to use this to inform all your prospective purchasers of their new property address.

Towards the end of the process we will order street nameplates. The number and cost of these will depend upon the layout of the site and the size of nameplate/s required. We will invoice you for the cost of making and erecting the nameplates. We have a standard nameplate which we use throughout the area and it will not be possible to erect your own street nameplates.

## **Principles of numbering new properties on a street**

- Numbering schemes will not be issued until plots have commenced on site.
- Buildings will be numbered according to the street in which the main entrance is located, which may not necessarily be the vehicular access.
- All numbers will be allocated in a logical sequence, number 13 will be excluded.
- For new streets, odd numbers will be allocated to properties on the left hand side of the road and even numbers to those on the right.
- Dependent upon the layout of the site, a small cul-de-sac may be numbered consecutively in a clockwise direction.
- A single or small development of three properties or less will usually be numbered into the existing street. If there are insufficient numbers available a sequence of alphabetical suffixes (a,b,c, etc) will be added to the number (for example 12a, 12b, 12c).

## **Flats and Multi-Storey Blocks**

If you are converting an existing building into flats or building new flats you should contact us as soon as you commence work on site. You will need to submit floor plans showing the plot number of each flat. We will discuss the numbering sequence of flats with you. We will need to know the arrangement for delivery of mail and access for postmen (eg each flat to have its own letterbox; pigeon holes in a communal area; key pad on main door).

## **Principles of numbering flats/apartments**

- Numbering schemes will not be issued until the plots have commenced on site.
- In most cases the whole block will be given a number/name onto the existing street and the individual dwellings within will be numbered in a logical sequence.
- If a multi-occupied building has entrances in more than one street, but each entrance leads to a separate occupier, then each entrance will be numbered in the appropriate street.
- A named building will not have more than one number in any one street.

## **Adding/Changing a House Name**

If a property is already numbered a property owner can add a name to the existing property address as long as it does not conflict with an existing property name in that locality. The name will not officially form part of the registered property address and the property number must still be displayed and referred to in any correspondence.

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For properties that have an official house number and an alias house name if you would like to change the house name please email Royal Mail at [address.management@royalmail.com](mailto:address.management@royalmail.com) requesting the change

For properties with only a house name and no house number if you would like to change the house name please email us [street.naming@kirklees.gov.uk](mailto:street.naming@kirklees.gov.uk)

## **Renaming or Renumbering Streets and Buildings**

Any changes to existing naming or numbering can only be authorised by the Council. The renaming or renumbering of existing streets and buildings is only normally considered when changes occur that cause, or are likely to cause, problems for the occupiers, the Emergency Services or Royal Mail.

On rare occasions it becomes necessary to rename or renumber a street. This is usually only done as a last resort when:

- there is confusion over a street's name and/or numbering;
- all residents are unhappy with their street name;
- new properties are built in a street and there is a need for other properties to be renumbered to accommodate the new properties;
- the number of named-only properties in a street is deemed to be causing confusion for visitors, delivery or emergency services.

Existing residents will be contacted and their views taken into account. We will consult with stakeholders including Royal Mail, local ward councillors and parish council.

## **Damaged Street Nameplates**

Members of the public requesting the replacement or maintenance of existing street nameplates should ring 01484 221550 to report.

## **Cost**

At the moment there is no charge for the street naming and numbering process but this position is under review. Developers are charged for street nameplates for new developments.

## **Contact Us**

Please send all requests by email to [street.naming@kirklees.gov.uk](mailto:street.naming@kirklees.gov.uk)

Alternatively, please write to:

**KIRKLEES BUILDING CONTROL  
STREET NAMING AND NUMBERING  
PO BOX 1720  
HUDDERSFIELD  
HD1 9EL**

Telephone enquiries: 01484 221550