

## POSTAL NAMING & NUMBERING

### Guidance Note to developers

#### INTRODUCTION

It is widely recognised there exists a need for accurate and up to date address information, as it is vital to many organisations and individuals for a variety of purposes. The Council's have statutory powers and responsibilities in respect of the naming of new streets; these are contained within **Article 11 of The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995**.

To enable the council to fulfill these duties, it invites developers of new schemes (residential and commercial) to submit their choice of names for Council approval and include an explanation of why the names have been chosen. To assist we have clearly set down the principles which will enable the Council to provide an effective, efficient and equitable service to its customers. It is preferable that developers have early consultation with the Building Control department, before finally choosing or submitting proposals for new names and certainly prior to the preparation of any advertising material or displays.

#### PRINCIPLES OF STREET NAMING

All street names should comprise two parts.

The first part of a new street name must:

- Be appropriate to the area reflecting local history or heritage, names of a townland in which a site is located (accuracy of townland spelling can be checked on <http://www.placenamesni.org/>), well known landmarks, and commonly used place names in the local area would also be considered appropriate. The aim is to preserve the unique local colour, tradition and character and to maintain empathy with the environment.
- Contemporary or trendy names should be avoided although this should not be taken as an attempt to curtail acceptable originality.
- Not be the surname of any living person, or a name which can be clearly attributed to any living person.
- Not be considered offensive to any group or individual within the Borough.
- Not be confusing, in respect of existing names in the same town, village or locality. For a name not to be considered confusing, it must not have a similar spelling or pronunciation to an existing street name in the area.

The second part of new street names should be appropriate to the type and size of the street being constructed, and typically would include the following;

- Street - for any road
- Road, Way - for major roads
- Road, Avenue, Drive, Grove, Lane, Gardens, Parks etc - for residential roads
- Mews - for houses around an open yard or along a laneway
- Place - for a square with houses
- Link - for a road linking two roads
- Crescent - for a crescent shaped road
- Close - for a cul-de-sac only
- Square - for a square only
- Hill - for a hillside road only
- Terrace - for a terrace of houses
- Court - for apartments or houses around an open yard

In order to maximise the use of place names, it is preferred that in a development consisting of a number of new streets or cul-de-sacs, that the same first name be used for all the streets, i.e. Mill House – Mill House Road, Mill House Meadows, Mill House Green, Mill House Glen, Mill House Lane etc.

**PRINCIPLES OF STREET NUMBERING**

If appropriate the numbering of a development may mirror the site numbers as this minimises further confusion. If this is not appropriate then there are two basic methods of numbering:

- Consecutive (1,2,3,4 etc), most suitable in cul-de-sacs (clockwise preferred)
- Odds and evens (even numbers to the left and odd numbers to the right, although this may be altered to coincide with site numbers as previously stated)
- Cul-de-sacs branching off a main artery within a development to have their own numbering system where they are individually named
- Number 13 is not used, since some people suffer from Triaxidekaphobia
- Where an existing premises has been demolished and/ or redeveloped into multiple units the sub building name will be 'apartment' for domestic properties and 'unit' for non-domestic (see example)

Example - A Building at 8 Main Street is divided into 5 units with a retail shop at ground floor, an office and apartment at first floor and 2 apartments at second floor.

The numbering sequence would be as follows:

Second Floor	Apartment 4 8 Main Street	Apartment 5 8 Main Street
First Floor	Office Name Unit 2 8 Main Street	Apartment 3 8 Main Street
Ground Floor	Shop Name Unit 1 8 Main Street	

## **PRINCIPLES OF NUMBERING IN RURAL AREAS**

An assessment to be made of the road where the new building is proposed and the next appropriate consecutive number to be given, which in areas where there is considerable development may mean using letter A, B, C etc. after a number (i.e. where a new dwelling is proposed between numbers 12 and 14 the number given will be dependent on the entrance to the property, if between 12 and 14 then it must be numbered 12A, if after 14 and there already exists a number 16 then it should be numbered 14A and so on where there are further dwellings).

## **PROCEDURE**

Applicants or their agents will be required to submit proposals in writing for new street names, including justification, within four weeks of making their Building Control application. The proposal should include one copy of the site layout and one copy of the location map. It should also include three possible names for the development, ranked in order of the developer's preference, with details of why the proposed names have been suggested.

In the absence of proposals from the applicants or their agent within the four-week period, appropriate names will be presented to the Council by the Building Control department for approval.

Once the proposal has been vetted for suitability and to ensure that there is no duplication, the proposal will be placed on the agenda for the Community Planning and Regeneration Committee for their approval and ratified at the next council meeting.

The applicant/developers will be informed of the decision and if accepted, the names will be added to the council's records and all the appropriate bodies informed.