

WOKING BOROUGH COUNCIL STREET NAMING AND NUMBERING POLICY

Executive Summary

Officers have produced the first Street Naming and Numbering (SNN) Policy for Woking Borough Council.

The Town Improvement Clauses Act 1847 and the Public Health Act 1925 provide the statutory function to local authorities for the assignment of addresses to any property in the Borough. The guidelines set out in the SNN policy will benefit all residents and businesses when applying to register their property with the Council. It will also strengthen the Council's position in case of challenge.

The SNN policy aims to provide a clear and transparent approach to the address management and its decision making, whilst meeting requirements of the Equality Act 2010 section 149.

Recommendations

The Executive is requested to:

RECOMMEND TO COUNCIL That

- (i) **the Street Naming and Numbering Policy, attached at Appendix 1 to the report, be approved;**
- (ii) **the Street Naming and Numbering Policy be published on the Council's website; and**
- (iii) **the Green Infrastructure Manager, in consultation with the Portfolio Holder for Environment and Sustainability, be given delegated authority to approve future updates to the Street Naming and Numbering Policies to reflect new information.**

Reasons for Decision

Reason: To explain local Addressing requirements in compliance with national guidelines and, with delegated authority, to keep the SNN Policy up to date in the future.

The item(s) above will need to be dealt with by way of a recommendation to Council.

Background Papers: None.

Reporting Person: Douglas Spinks, Deputy Chief Executive
Email: douglas.spinks@woking.gov.uk, Extn: 3440

Woking Borough Council Street Naming and Numbering Policy

Contact Person: Andrea Bollella, LLPG Officer
Email: andrea.bollella@woking.gov.uk, Extn: 3488

Portfolio Holder: Councillor Kevin Davis
Email: cllrkevin.davis@woking.gov.uk

Shadow Portfolio Holder: Councillor Ken Howard
Email: cllrken.howard@woking.gov.uk

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Woking Borough Council Street Naming and Numbering Policy

1.0 Introduction

- 1.1 The Town Improvement Clauses Act 1847 and the Public Health Act 1925 provide local authorities with the statutory responsibility of naming and numbering any property in the Borough and updating the Local Land and Property Gazetteer (LLPG). This policy aims to supply specific guidelines on how to assign an address and give explanation when accepting or refusing a name proposed by either a developer or a member of the public.
- 1.2 The Street Naming and Numbering Policy has been created to provide clear guidelines for both residents and the Council. Having a policy in place will strengthen the Council's position in case of challenge.

2.0 Draft policy and its management

- 2.1 The SNN Policy, attached at Appendix 1, sets out how the Council will work with its partners to ensure a high quality approach to address management. It reflects the Council's aims and objectives to promote a fair and local distribution of naming and numbering. It also discusses the importance of location and a clear structure for addressing to ensure that future developments take good care when naming or/and numbering new dwellings, commercial and other property.
- 2.2 The SNN Policy document has been produced as a best practice guide, which will provide a concise and consistent approach to address management. It details how we deal with addressing related enquiries and it gives our stakeholders an understanding of how we manage the Woking Borough address data.
- 2.3 The document highlights questions that the Council faces on a daily basis to ensure our management processes are unified and our decisions are appropriately considered. It delivers an overview of our current procedures for every type of specific situation: renaming or renumbering properties in a new or existing street, numbering new properties, numbering conversions and other address regulations.
- 2.4 The document seeks to secure positive outcomes for the relationship between developers, residents and the Council. This is achieved by increasing awareness of the Council's management decision making amongst its stakeholders; highlighting the importance of correct addressing for the Emergency Services, and other external organisations, to locate a property as fast as possible in times of need; and creating opportunities to educate members of the public on the correct procedures to follow.

3.0 Next steps

- 3.1 Subject to the agreement of the Executive and Council, the adopted SNN policy will be published on the website. There is the potential to then promote the final document through the Council's various communications channels.

4.0 Implications

Financial

- 4.1 There are no financial implications associated with the proposed SNN Policy.

Human Resource/Training and Development

- 4.2 No additional training requirements arise from this document.

Woking Borough Council Street Naming and Numbering Policy

Community Safety

- 4.3 There are no Community Safety implications associated with the proposed Street Naming and Numbering Policy.

Risk Management

- 4.4 There are no risks associated with the proposed document.

Sustainability

- 4.5 There is no involvement with sustainability for the proposed document.

Equalities

- 4.6 There are no inequalities concerns associated with the proposal, a positive impact is anticipated as the policy intends to provide fairness and equality in naming/numbering decisions according to Equality Act 2010 section 149.

Safeguarding

- 4.7 There are no safeguarding implications.

5.0 Consultations

- 5.1 This is a technical policy for which public or stakeholder consultation is not appropriate, however the policy is in full accordance with the national guidelines (Data Entry Convention set by the national addressing authority, GeoPlace).
- 5.2 The Portfolio Holder has been consulted on the preparation of this report.

REPORT ENDS