

## Street Naming and Numbering, New House Naming and Changing Your House Name

### Frequently Asked Questions

If you are unsure if you require the use of the Street Naming and Numbering team then please read through our frequently asked questions below.

#### **Who can make an application to name or number a property or re-name a property**

Only the property owner or appointed representative can make the application

#### **Why do I need an email address?**

The Street Naming Team are paperless and all correspondence is electronic to speed up the process and reduce cost to the public

#### **Why do I need to include my phone number?**

You may be contacted as part of the process to resolve any issues quickly and ensure your application is not delayed.

#### **Can I 'name' my house without contacting the council?**

If your property is already numbered, you can give your property an additional name without contacting the Council, as long as it does not conflict with an existing property name in your area. The property name in this case will not officially form part of the property address, and the property number must still be displayed and referred to in any correspondence. For example:

'My House' (not part of official address)

1 My Road (official address)

Town

County

Postcode

#### **How do I name my house when I have no house number?**

In the case of addresses where there is no number allocated, the allocated name does form part of the official address. In this instance property owners wishing to change the property name need to submit a Single House Name Form, stating their name, the present full address of the property and state clearly their new preferred name.

We will contact Royal Mail to see if they have knowledge of a similar named property in the locality. We check our information systems and if the name is satisfactory, then the new address is registered and you will be informed accordingly. If there is an issue with your preferred name, we will request alternatives. The property name change information is then sent to Royal Mail, Emergency and Essential Services and other relevant Council Services. It is the responsibility of property owners to inform their own personal contacts etc.

### **Developing a large estate - how do I name new streets and number properties?**

If you are a developer of a large estate, you should contact us as soon as you commence work on site. This will enable us to process the naming of any new streets and the numbering of your new properties without delay. We will check your suggested street names for duplication in the local area and forward them to Royal Mail for consultation.

When we have an agreed name, we will then register the street name/s with postcodes and prepare a numbering schedule. The information is then sent to public utilities, emergency services, Land Registry, Ordnance Survey and relevant Council services. You will also be sent a copy of the naming and numbering schedule from which we would ask you to inform all your prospective purchasers of their new property address.

### **What happens if a street needs renaming/renumbering?**

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
- a group of 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, the delivery or emergency services

Existing residents will be contacted and their views taken into account. We will then consult the Royal Mail for their position on the issue. To change a street name we will ballot the local residents on the issue. We will require 100% consent from all residents/businesses using the street within their address. This is a very time consuming process and we are only able to progress one of these issues at any time.

### **How are new street names chosen?**

Where new roads are to be constructed, developers can suggest suitable names to the council based upon the following rules.

Where possible names should reflect the history of the site or acknowledge the geography of the area.

Names cannot be duplicated in the borough.

- Names of living people are not allowed.
- Names that could be seen as advertising are not acceptable.
- Suggested names need to be sufficiently unique to avoid confusion or misunderstanding.
- Names that could be considered offensive will not be accepted.

A list of suffixes and the appropriate use can be found in our policy guide. You do not need to supply us with these as our Street naming and numbering team will carry out this section.

### **How can I check a postcode?**

By using the postcode/address finder service on the [Royal Mail website](#). Addresses in the Not Yet Built (NYB) file are not displayed on the postcode/address finder service.

### **Can I change my named property?**

If your property is named and not numbered and you would like to change it, then you can use our Single house name change form, this can be located on the website. Once you have completed the form and sent it in to us we will run a consultation on your proposed name change provided there are no issues with the new name then we can update the records and send out a final notification to all relevant parties stating that the name has been changed. There is a charge for this service which is stated on the application form.

### **When does a new property have a name or a number?**

If you have one single new property that is not on a numbered street, then you can use a name for the house. If you have more than one property then it is a development no matter what size and will need to be numbered accordingly.

### **If I have a development of two houses can I name them individually?**

Any development that you have, that is more than one house will need to be numbered together, for example if you had a new development of two houses it would have to be called 1 & 2 Apple Tree Cottages as opposed to Apple Tree Cottage and Cherry Tree Cottage

### **How do I contact Street Naming and Numbering?**

The email address for street naming and numbering is [snn@herefordshire.gov.uk](mailto:snn@herefordshire.gov.uk)