

PLYMOUTH CITY COUNCIL

Subject: Street Naming and Numbering Process
Committee: Growth & Prosperity Scrutiny
Date: 20th February 2013
Cabinet Member: Councillor Mark Coker
CMT Member: Adam Broome
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Ref: 9/SNN/G
Key Decision: No
Part: I

Purpose of the report:

To inform the scrutiny panel of the correct process and procedures for carrying out the Council's statutory Street Naming & Numbering function.

Corporate Plan 2012 – 2015:

Value for Communities

Implications for Medium Term Financial Plan and Resource Implications: Including finance, human, IT and land:

None

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:

None

Recommendations & Reasons for recommended action:

It is recommended to review the proposed Street Naming and Numbering Policy for Plymouth City Council to formalise the processes relating to this statutory function and to enable an overall objective of maintaining a comprehensive, unambiguous and accurate list of addresses covering all properties in Plymouth.

Alternative options considered and reasons for recommended action:

Do nothing and leave the process as it is which is not in the best interest of our customers and may not provide sufficient consultation with members or the flexibility needed in special circumstances.

Background papers:

None

Sign off:

Fin		Leg		HR		Corp Prop		IT		Strat Proc	
Originating SMT Member											
Have you consulted the Cabinet Member(s) named on the report? Yes											

1.0 Introduction

- 1.1 Plymouth City Council is the street naming and numbering authority for the administrative area of Plymouth. We are responsible for the naming and numbering of all streets within the city boundary and the maintenance of all street nameplates.
- 1.2 This statutory function is carried out in accordance with the Public Health Act 1925 (sections 17-19) and is critical in allowing Plymouth City Council to maintain a comprehensive address database which in turn enables:

- Emergency services to locate a property quickly, potentially saving lives
- Post to be delivered efficiently
- Visitors to locate their destination
- Reliable delivery of goods and services by courier companies
- Service providers to maintain their records, whether they are internal departments (for example, ensuring council tax and/or refuse collection) or external companies such as credit rating agencies or utility companies
- An immediate benefit of maintaining a corporately recognised reference address database, the Local Land and Property Gazetteer (LLPG), is that anyone within the organisation can gain value from using it.

- 1.3 The function consists of statutory obligations and a number of local and national drivers that make it necessary for the Council to define a Policy for address management:-

1.3.1 Statutory – the Council made a resolution to adopt the Public Health Act 1925, sections 17, 18 and 19. This came into operation on the 16th December 1925. This legislation applies to the statutory requirements for naming and renaming of streets and the provision of street nameplates.

Numbering / renumbering is also applied under the same Act by necessary implication (AGNEW v. STOCKTON UPON TEES CORPORATION (1968))

1.3.2 Local - a number of local protocols have been adopted over the years in line with industry best practice and/or national conventions incorporating our own local approach.

- The provision of correct address information is of critical importance to local emergency services, postal and delivery services.
- The creation of the Local Land and Property Gazetteer (LLPG) is a key building block in the Authority's Value for Money and efficiency saving programmes. By utilising a single address database, Customer Services will be able to accurately record actions against streets and properties which are then input directly into back end systems.

1.3.3 Delegation

The Council's scheme of delegation gives authority to the Cabinet member to:

- Name or rename roads and streets *on principal routes or the city centre*
- Renumber properties *when less than two-thirds of the residents agree*

This means that the naming or renaming of roads and streets that are either not on principal routes or not in the city centre, is an officer decision. In the same way, officers have authority to renumber properties where more than two-thirds of the residents agree.

1.3.4 National

- The Public Health Act 1925 places a statutory obligation on the Council to supply and maintain correct addressing for every property within the Authority.
- All address changes are required to be sent to the National Land and Property Gazetteer (NLPG) Hub at least once a month to be incorporated within the National Land and Property Gazetteer for onward use by adjoining and partner Authorities such as Police, Fire and Ambulance Services.
- To produce a gazetteer that adheres to the NLPG Data Entry Conventions

1.4 The policy sets out:

- The legal powers used by Plymouth City Council to exercise its duty in respect of Street Naming and Numbering
- The process to be followed by applicants and the consultation the Council will undertake with affected parties.
- Guidelines for naming and numbering streets and houses that are designed to enable us to meet the overall policy objective of maintaining a comprehensive, unambiguous and accurate database of all properties within the Plymouth administrative boundary.

1.5 The purpose of the policy is to establish the correct process and procedures for the following activities:-

- Naming of new streets, including Street Naming Criteria and Naming Protocols
- Allocation of postal numbers to new properties or sub-divisions of existing properties, including Numbering Protocols
- Renaming an existing street and allocating appropriate postal numbers accordingly
- Renumbering a property within an existing street

1.6 The policy also outlines information relating to the following:-

- Procedure and guidance for developers
- Postcodes
- Street Nameplates and Property Numbers

1.7 Street Naming and Numbering is an important function of Plymouth City Council as it allows the Council to maintain a comprehensive, unambiguous and accurate list of addresses covering all properties in Plymouth. We are also responsible for the maintenance of all street nameplates. Plymouth City Council, local residents, businesses, visitors and external organisations are all affected by the contents of the policy.

1.8 The National Land and Property Gazetteer (NLPG) and Local Land and Property Gazetteer (LLPG)

All Local Authorities are required to develop a Local Land and Property Gazetteer (LLPG) which is a definitive master list of all land and property addresses within the Authority. This forms part of the National Land and Property Gazetteer (NLPG). The Council is obliged under the Data Co-operation Agreement to create and maintain its own LLPG for transfer to the national hub for inclusion into the NLPG. This agreement is issued to all District, County and Unitary Authorities in England and Wales and provides a legally binding document underpinning the recognition by Government of the substantial social and economic benefit that core reference geography brings.

The LLPG is the definitive master address list for all services to use and has links to other major systems, namely Customer Relation Management (CRM), Electoral Registration, Planning and Local Land Charges.

There are obvious benefits from this, both in terms of efficiency savings and business delivery. By merging system gazetteers we can bring financial and other benefits by discovering properties known by one department but completely unknown to another. Establishing this single corporate address gazetteer avoids duplication of data, maintenance of multiple address gazetteers and enables a joined up response to customer enquiries.

1.9 The National Street Gazetteer (NSG)

The Council is obliged under the same Data Co-operation Agreement to maintain a list of all streets within the Authority area. As part of the street naming and numbering process the Authority creates new streets and makes changes to existing streets within its area.