

Street Naming & Numbering



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**Street Naming &
Numbering Policy and
Guidance Notes**

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1. Introduction

1.1 Policy Statement

- 1.1.1 The aim of this document is to provide advice and guidance to developers, property occupiers, internal departments and County Councillors regarding the Street Naming & Numbering policy of Monmouthshire County Council.
- 1.1.2 The Naming & Numbering of streets and properties in Monmouthshire is controlled by Monmouthshire County Council under the Public Health Act 1925 – Sections 17 to 19 (Naming of Streets and Alteration and Indication of Street Names). Note – under this Act, Monmouthshire County Council has a duty to name, and maintain street nameplates irrespective of whether they are private or publically maintained streets.
- 1.1.3 The purpose of this control is to ensure that any new or amended street and property names and/or numbers are allocated logically and in a consistent manner. This facilitates effective service delivery from both Public Sector and Private Sector bodies and in particular ensures that Emergency Services are able to locate any address to which they may be summoned.
- 1.1.4 This policy and the Street Naming & Numbering procedure will be reviewed once the full implications of the privatisation of PAF are confirmed.

1.2 Welsh Language/Bilingual Policy

- 1.2.1 As a Welsh Unitary Authority, Monmouthshire County Council is subject to the provisions contained in the Welsh Language (Wales) Measure 2011.
- 1.2.2 The Welsh Language Commissioner is responsible for all aspects of monitoring compliance with the Welsh Language Standards as applicable to the Council under the above legislation. Also, it monitors that the council both develop and promote the use of the language in the provision of its services.
- 1.2.3 Through its Welsh Language Scheme, Monmouthshire County Council firmly believes that its image and public face should reflect the fact that it uses two languages in the community within which it delivers services.
- 1.2.4 Since the Council has the right to decide on the names of new streets, it recognises the importance of giving consideration to local opinion. The policy in relation to

new street names will therefore be to adopt a bilingual name that is consistent with the heritage and history of the area.

- 1.2.5 Approved Official Street names in English will be in English and Welsh with each having equal status and neither having preference over the other. Welsh Street Names will be in Welsh only due to the impracticality of some translations from Welsh to English.
- 1.2.6 The names of existing, monolingual streets which require additional or replacement street nameplates will not be translated.
- 1.2.7 With regards to historical street names e.g Coed-Chambers Road (Chambers being the owner of the land) these will be translated as follows: Heol Coed-Chambers. Any historical reference in the street name will not be translated into Welsh unless there is a Welsh version.
- 1.2.8 Monmouthshire County Council has a statutory duty to maintain accurate and updated lists of the names of towns, villages, communities and wards as well as new developments. In each case the Council will ensure that its lists are of a high standard and will in collaboration with the Welsh Language Commissioner, conduct an audit of the lists that it maintains and will standardise them where necessary.

1.3 What is Street Naming & Numbering?

- 1.3.1 Street Naming & Numbering allows a unique identity to be assigned to a street and any associated property which may be accessed via a street.

1.4 Why is Street Naming & Numbering Important?

- 1.4.1 The registration of a property is becoming an increasingly important issue.

Maintaining a comprehensive, consistent and high standard for naming streets and numbering or naming properties is essential as it allows:

- Emergency Services to find a property quickly – delays can cost lives and money
- Mail to be delivered efficiently
- Visitors to locate their destination
- Reliable delivery of services and products
- Records of service providers to be kept in an effective manner
- Companies to accept an address for official purposes e.g.: insurance, credit rating, contract acceptance.

1.5 Who is responsible for Street Naming & Numbering?

- 1.5.1 Monmouthshire County Council has a statutory responsibility, within the context of adoptive legislation, to ensure that streets are named along with additional discretionary powers to provide a name or number to a property.
- 1.5.2 It should be noted that Royal Mail has no statutory power to either name a street or to name, number, rename or renumber a property.
- 1.5.3 Royal Mail has sole responsibility for assigning Postcodes following notification of new or amended address details by Monmouthshire County Council.
- 1.5.4 Monmouthshire County Council undertakes full and extensive consultation and liaison process with Royal Mail to ensure compliance, consistency and removal of possible ambiguity, duplication and confusion. *(May change in near future due to the privatisation of PAF)*

1.6 When to Apply – Guidance for Applicants

- 1.6.1 Applications for Street Naming & Numbering services should be made by:
- Individuals or organisations wishing to add a name to an existing numbered only property
 - Individuals or organisations wishing to rename an existing named property
 - Individuals or developers building new properties i.e. new houses, commercial premises, industrial units etc
 - Individuals or developers wishing to amend layouts of new developments that have already gone through the naming and numbering process
 - Individuals or developers undertaking conversions of existing properties which will result in the creation of new properties or premises (i.e. existing buildings divided into flats or offices, barns converted into residences, commercial units split etc)
 - Residents wishing to rename a street
 - Solicitors, Conveyancers, Personal Search Companies, Developers or Individual residential or commercial property occupiers etc seeking confirmation of an address.
- 1.6.2 The process of Street Naming & Numbering can be a lengthy one from receipt of an application, through to the consultation process to preparation and completion of approved schedule and location plans.

- 1.6.3 Applicants should consult with Monmouthshire County Council at the earliest opportunity for new addresses and requests. Applications should be submitted as soon as possible after Planning Consent and Building Regulation Approval for the proposal has been granted, and work commences on site to avoid possible delays.
- 1.6.4 It is therefore advisable to be cautious in the use of development names for marketing purposes as the name is not authorised as an official street name or address.
- 1.6.5 It should be pointed out in literature distributed to prospective purchasers that marketing names are subject to approval and therefore likely change.

1.7 How to Apply – Guidance for Applicants

- 1.7.1 All requests for Street Naming & Numbering services must include:
- A completed Monmouthshire County Council – Street Naming & Numbering Application Form
 - An appropriately scaled location plan to a scale no less than 1:1250. In the case of a new development – a layout plan, indicating the position of properties in relation to geographical surrounding (Refer to Section – Useful Contacts).
 - The appropriate fee for the specific Street Naming & Numbering service required.
- 1.7.2 A Street Naming & Numbering application form can be obtained by:
- Visiting our website at www.monmouthshire.gov.uk
 - Email to contact@monmouthshire.gov.uk
 - Contacting the switchboard on 01633 644644
 - Visiting your local One Stop Shop
- 1.7.3 Completed applications should be sent to:
- Street Naming & Numbering
Monmouthshire County Council
PO BOX 106
Caldicot
NP26 9AN**
- Or
- highways@monmouthshire.gov.uk

2. Naming & Numbering New Developments

2.1 General Principle

- 2.1.1 The Naming of new streets in Monmouthshire is carried out under the 'Public Health Act 1925, Section 17 ~ Notice to urban Local Authority before street is named'.
- 2.1.2 Monmouthshire County Council are happy to receive, and would encourage, suggestions of themes and/or street names from new property developers submitting a request for Street Naming & Numbering services. Care should be taken to ensure that the names suggested meet the protocols contained in this document.
- 2.1.3 New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.
- 2.1.4 As a county, Monmouthshire has a significant historical background and therefore to ensure preservation of this heritage, preference will be given to naming schemes with a historical or local context.
- 2.1.5 If no historical link can be established directly to the land under development then adjacent areas may be explored for ideas.
- 2.1.6 In the event that no historical and local context is determined, and the proposed development consists of a network of streets, a theme may be suggested. Again care should be taken to ensure that any proposed theme meets the protocols contained in this document.
- 2.1.7 All suggestions of themes and/or street names from new property developers submitting a request for Street Naming & Numbering services, once the Street Naming & Numbering Officer is satisfied that those themes and/or street names meet the protocols contained in this document, will be submitted to the area's Community Council and County Councillor for their approval. The proposed names will be checked against existing NLPG entries. This will ensure that the name(s) is/are not duplicated within the area, in the Authority or adjoining Authorities or that it is not so similar to an existing street name that it is likely to cause confusion.

- 2.1.8 The Community Council and County Councillor for the area can use their local and historical knowledge of the area to determine any suggested themes/and or street names' suitability for the area. The Community Council and County Councillor can suggest alternative themes/ and or Street Names which may have a more relevant historical and local context. Again these suggestions will need to meet protocols contained in this document and the consultation process will start again.
- 2.1.9 Community Councils meet once a month so please bear in mind that the process of naming new streets can be a lengthy one. As the Community Council and County Councillor have an important role within the process Monmouthshire County Council advises new property developers submitting a request for Street Naming & Numbering services to communicate with the Community Council and County Councillor before submitting a request. This could reduce the time of naming new streets.
- 2.1.10 The new property developers submitting a request for Street Naming & Numbering services can request that the Community Council and County Council can suggest any themes and/or street names for a new development.
- 2.1.11 Although every opportunity is afforded to individuals or organisations in suggesting new development themes and/or street names, ultimately the Council's decision is final for the naming of roads, renaming of roads, numbering or renumbering of properties and naming or renaming properties.

2.2 Use of Unofficial Marketing Titles

- 2.2.1 Monmouthshire County Council will not adopt unofficial 'marketing' titles or themes used by the developers for the sale of new properties unless a historical or local context has been agreed in advance and on the clear understanding that the theme will form the basis of the approved street naming scheme only.
- 2.2.2 In particular, the adoption of 'marketing' titles will not be permitted in creating attractive 'unofficial' locality or village names.
- 2.2.3 It is therefore advisable to be cautious in the use of development names for marketing purposes if the name has not been authorised.
- 2.2.4 It should be pointed out in literature distributed to prospective purchasers that marketing names are not the official street name, are subject to approval and therefore possible change.

2.3 Proposed Themes

2.3.1 A developer/County Councillor/The Community Council proposing a theme for street naming & numbering for a new development scheme should consider the following:

- The suggested street names should have proven historical or local context and a link directly to the development site or adjacent areas.
- The suggested street name will not be a name of a person within living memory. The naming of streets after individuals can be somewhat contentious and in many respects subjective, therefore not street or property will be named after a person either present or recent past. Consideration will be given to names of individuals with a direct historical connection to the development site. See point 2.3.2 below.
- The suggested street or property naming scheme will not be the same or similar to any existing names in Monmouthshire to avoid possible confusion and duplication. Neither will they be the same or similar to any now demolished or redundant streets or buildings in the area.
- Distinctions by suffix within the same or adjoining area are to be avoided, e.g. Apple Avenue and Apple Road.
- All punctuation, including apostrophes, shall be permitted.
- Where no historical or local context can be established, with the land intended for development and a network of streets will be created the developer/County Councillor/Community Council may submit a suggested theme, with appropriate reasons, for consideration.
- Suggested street or property names should not be difficult to pronounce or awkward to spell. Such street names are unacceptable as these may lead to confusion in an emergency situation or result in demands for a change of address from occupiers.
- Suggested street or property names which are aesthetically unsuitable should be avoided i.e. Gaswork Road, Tip House etc
- Suggested street or property names which are capable of deliberate misinterpretation should be avoided i.e. Hoare Road, Typple Avenue, Quare Street etc
- Suggested street or property names that could be considered or construed as obscene, racist or which could contravene any aspect of the Monmouthshire County Council equal opportunities policies will not be acceptable.
- Subsidiary names i.e. a row of buildings within an already named road being called ‘...Terrace’ should be avoided if possible.

2.3.2 Advice or guidance regarding historic or local context can be obtained by:

- Communicating with the Community Council/County Councillor
- Visiting our website at www.monmouthshire.gov.uk
- Visiting our Libraries and Information Service website at <http://libraries.monmouthshire.gov.uk/>

3. Approving Naming & Numbering Schemes

3.1 Street Names

3.1.1 The Naming of new streets in Monmouthshire is carried out under the 'Public Health Act 1925, Section 17 ~ Notice to urban Local Authority before street is named'.

3.1.2 All new street names should ideally end with one of the following suffixes with their Welsh equivalents preferably applied in the following context:

Road/Heol	–	For any major road or thoroughfare
Avenue/Rhodfa	–	for any road or thoroughfare
Drive/Rhodfa	–	for any road or thoroughfare
Street/Stryd	–	for any road or thoroughfare
Way/Ffordd	–	for any road or thoroughfare
Grove/Gelli	–	for residential roads
Mews/Stablau	–	for residential roads
Place/Maes	–	for residential roads
Gardens/Gerddi	–	for residential roads (provided there is no confusion with local open space)
Close/Clôs	–	for cul-de-sac only
Court/Cwrt or Llys	–	for cul-de-sac and residential blocks only
End/Pen	–	for cul-de-sac only
Circle/Cylch	–	for roads with the same start and end point
Crescent/Cilgant	–	for a crescent shaped road
Square/Sgwâr	–	for a square only
Terrace/Teras	–	for a terrace of houses but NOT as a subsidiary name within another officially named street
Hill/Rhiw	–	for a hillside road only
Ridge/Crib	–	for a hillside road only
Rise/Bryn	–	for a hillside road only
Row/Rhes	–	for residential roads in appropriate circumstances
View/Gwel y	–	for residential roads in appropriate circumstances
Common/Comin	–	for roads in appropriate circumstances
Parade/Parêd	–	for roads in appropriate circumstances
Park/Parc	–	for roads in appropriate circumstances
Reach/Dyfroedd	–	for roads in appropriate circumstances
Lane/Lôn	–	for any road or thoroughfare in a rural area or in appropriate circumstances
Meadow/Dol	–	for any road or thoroughfare in a rural area

Mead/Dol	–	as an alternative to above
Dene/Tywyn	–	for roads with an historic link to wooded valley
Wharf/Glanfa	–	for roads parallel or adjacent to navigable waterways
Walk/Rhodfa	–	for pedestrian ways
Path/Llwybr	–	for pedestrian ways

- Many of the Welsh versions above will mutate/change when the name of a road is added and will therefore need to be sent by the Street Naming & Numbering Officer for professional translation to ensure accuracy

3.1.3 Single or dual names without suffixes are acceptable in appropriate circumstances i.e. The Hawthornes, The Causeway

3.1.4 The use of North, South, East or West as a suffix is generally not acceptable. However it is acknowledged that in exceptional circumstances it may be appropriate to do to facilitate identification.

3.2 Property Numbering Sequence

3.2.1 The following protocols will be applied to new development schemes and should include:

- Odd property numbers allocated to the left of the proposed new street running from start to end of the street. Even property numbers allocated to the right of the proposed new street running from start to end, or vice versa if there is an issue with neighbouring properties on adjoining streets and duplication of numbers.
- Short cul-de-sac and small scale development will be numbered consecutively in a clockwise direction. Longer cul-de-sac development will again be numbered as stated above.
- The property number 13 will not be omitted from property numbering schemes unless requested in the street naming & numbering application.
- New properties cannot adopt the number of a demolished property on the same street.
- It should be pointed out in literature distributed to prospective purchasers that the provisional numbering schemes are subject to change if the developer adds plots

that require addressing after the original Street Naming & Numbering has been allocated to the development. Please see Section 5 for the applicable charges.

- Where a street numbering sequence may not exist, predominantly in rural areas, it will be appropriate to allocate agreed property names, however all approved property names will be addressed directly to the nearest official designated street name, to enable emergency services to locate a property quickly.
- A piece of land, e.g. a farmer's field, cannot be given an official address, only property on that piece of land can have a conventional address for the purposes of delivering mail and services.
- Infill development (new properties built between existing properties or in grounds of an existing property) on a numbered street will be given the same number as the property preceding the infill or following in appropriate circumstances (i.e. when the infill property precedes No.1 on a numbered street) followed by a suffix of 'A', 'B' etc e.g. 24A, 24B.
- Once a number has been issued to any property in Monmouthshire then it can never be removed. This is applicable to all properties in Monmouthshire included properties that have numbers but are not on a numbered street. Names may be added but can never replace the number.
- All addresses will have a welsh version and this includes units within and industrial estate for example. The prefix will be translated as well as the suffix letters. The letters will be translated but not used in sequence; therefore Unit 1D will be translated to Uned 1D rather than following the sequence of the Welsh Alphabet and using 1CH.

English	Welsh
▪ Unit 1A	▪ Uned 1A
▪ Unit 1B	▪ Uned 1B
▪ Unit 1C	▪ Uned 1C
▪ Unit 1D	▪ Uned 1D

- Properties, in particular those occupying corner sites, will be numbered or named according to the street in which the main entrance is located. The manipulations of property names or numbers in order to secure a more prestigious or desired address,

or to avoid an address, which is thought to have undesired associations, will not be permitted.

- Blocks of flats and apartments may be given a name but each individual flat or apartment will be numbered consecutively.
- All newly proposed development block names should preferably end with one of the following suffixes:

<ul style="list-style-type: none"> ▪ Court/Cwrt or Llys ▪ House/Tŷ ▪ Point/Penrhyn or Pwynt ▪ Tower/Tŵr 	<ul style="list-style-type: none"> ▪ Lodge/Porthdy ▪ Apartments/Fflatiau ▪ Mansions/Plastai ▪ Heights/ Bannau
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- Many of the Welsh versions above will mutate/change when the name of a building is added and will therefore need to be sent by the Street Naming & Numbering Officer for professional translation to ensure accuracy
- Commercial properties which contain multiple offices, office suites or units should ensure each office, suite or unit is uniquely identified preferably by a numbering schedule (e.g. Suite 1, Suite 2 etc) or where suitable, by its location within the building (e.g. Ground Floor, First Floor etc).
- All commercial properties should be individually numbered or named.

3.3 Shopping Centres, Retail Parks and Industrial Estates

- 3.3.1 In order to minimize disruption and confusion, the address of each commercial property should be a sustainable address that can be re-used by whatever business or organisation occupies the property. Unit numbers should be allocated which will remain constant whichever company occupies the premises. The unit number should be displayed prominently on each building.
- 3.3.2 Shopping Centres (Arcades or Malls): A name will be given to the building which houses an indoor shopping centre. Each shop or unit within the building will require its own unique number and the street from which the building is deemed to have its main access will be the street used in the address E.g.
- Unit 1 Monmouth Shopping Arcade, High Street, Monmouth
 - Unit 2 Monmouth Shopping Arcade, High Street, Monmouth

3.3.3 Retail Parks (Open Air Shopping Precincts): A name will be given to the park or precinct. Each shop or unit within will require its own unique number. The Street from which the park or precinct is deemed to have its main access will be the street used in the address; however, it is possible that some shops or units may be accessed from a different street and this street will be used in the addresses for those particular shops or units. The numbering scheme will be applied to the park or precinct as a single entity regardless of which street the units are accessed from. E.g.

- Unit 1, Monmouth Shopping Precinct, High Street, Monmouth
- Unit 2, Monmouth Shopping Precinct, Church Lane, Monmouth

3.3.4 Industrial Estates: Where appropriate a name may be given to an industrial estate. Each unit or yard will require its own unique number. If all the units are directly accessed from the same street the numbering scheme will be based on the industrial estate as a single entity with the street from which access is gained being the street used in the address. E.g.

- Unit 1 Monmouth Industrial Estate, High Road, Monmouth
- Unit 2 Monmouth industrial Estate, High Road, Monmouth

3.3.5 If, however, the estate comprises of more than one street, and these streets are deemed to require naming, the units or yards will be numbered to the street from which they are accessed. If it is still deemed appropriate to give the industrial estate its own name the name will now be treated as a locality E.g.

- Unit 1, High Road, Monmouth Industrial Estate, Monmouth
- Unit 2, High Road, Monmouth Industrial Estate, Monmouth

- Unit 1, Lower Road, Monmouth Industrial Estate, Monmouth
- Unit 2, Lower Road, Monmouth Industrial Estate, Monmouth

3.3.6 It should be noted that names for Shopping Centres, Retail Parks and Industrial Estates are subject to the same principles as street names which are set out in sections 2 and 3 above. It is recommended that contact is made with the Street Naming & Numbering Officer at an early stage of development so that naming and numbering schemes can be agreed before marketing commences.

3.4 Activation of New Addresses

3.4.1 When a new development has been named and numbered the addresses created are considered to be 'provisional'. The details are shared with the Royal Mail's 'Not Yet Built' (NYB) database. To avoid the problem of post being sent to non-existing

properties on a building site, the addresses are not made available for use until the properties are near completion and able to receive mail.

- 3.4.2 As each property reaches this point, the developer should contact the Street Naming & Numbering Officer and request that the address is activated for use. Notification that the address is now active will be sent to Monmouthshire County Council's internal and external partners (including the emergency services). The Royal Mail will be contacted to move the address from their NYB database onto their 'Postal Address File' (PAF) database making it available for general use.

4. Changes to Existing Street Naming & Numbering

4.1 Adding a Name to an Existing Numbered Property

4.1.1 The allocation of a property name will be permitted but where an existing numbering scheme is in place, the name will be an addition to that number and not a replacement. The name must not already be in use by any other property, nor sound too similar to any other property in the area (postal town e.g. Abergavenny - NP7). A check will be undertaken on application. Names that sound racist, obscene or are open to misinterpretation will not be accepted.

4.2 Renaming an Existing Named Property

4.2.1 The name of an existing property may be changed. The new names must not already be in use, nor sound too similar to any other property in the area (postal town e.g. Abergavenny - NP7). A check will be undertaken on application. Names that sound racist, obscene or are open to misinterpretation will not be accepted.

4.3 Converting an Existing Building

4.3.1 Conversion or sub-division of a residential property resulting in a single point of entry from which all the flats are accessed will be numbered rather than described or lettered i.e. Flat 1 rather than First Floor Flat or Flat A.

4.3.2 Conversion or sub-division of a residential property resulting in multiple points of entry with each flat having its own separate front door, off the street, will include a suffix to the primary shell address i.e. 'A', 'B', 'C' etc (24A, 24B, 24C etc).

4.3.3 A merged property will utilise the numbers of the original properties where premise numbers are used. For instance, the merging of two properties at 4 High Street and 6 High Street or Unit 1 Trading Estate and Unit 2 Trading Estate will result in new addresses of 4-6 High Street and Unit 1-2 Trading Estate respectively.

4.4 Converting a Barn/Outbuilding or Derelict Building

4.4.1 The allocation of a property name to a barn/outbuilding conversion will be permitted but the name must not already be in use by any other property, nor sound too similar to any other property in the area (postal town e.g. Abergavenny - NP7). A check will be undertaken on application. Names that sound racist, obscene or are open to misinterpretation will not be accepted. A numbering scheme can be

developed if more than one barn/outbuilding at a farm/property is being developed.

- 4.4.2 The allocation of a property name to a developed derelict building will be permitted if the street from which it is accessed is not numbered. If the street from which it is accessed has a numbering scheme then the developed property will slot into that numbering scheme where appropriate.
- 4.4.3 The name of the farm/property where the barn/outbuilding conversion is located will be included in the barn's address due to the shared access. Only if the barn/outbuilding conversion has its own access, separate to the farm/property, will the farm/property name be omitted from the address.

4.5 Street Renaming at Residents' Request

- 4.5.1 If two thirds of residents are in agreement, a written request is required to change the name of a street. Reasons will need to be given for the desire for change and for the choice of the new name. The new name must adhere to the principles set out in sections 2 and 3 above.
- 4.5.2 The National Street Gazetteer (NSG) is the definitive source of official street names or descriptions. This single definitive source ensures consistency in different databases and is used by the Emergency Services and Internal Services and has been populated using Monmouthshire County Council's Highways Register and Street Naming & Numbering Records.
- 4.5.3 Unless substantial evidence is given to prove an official name of a street differs from what is held on the NSG, then requests to alter the NSG record will be treated as an application to change the name of a street and must adhere to the principles mentioned above.
- 4.5.4 Charges are proposed for this function as it is a very time consuming exercise and to cover the cost of replacement nameplates. Please see Section 5 for charges.

4.6 Re-numbering Existing Properties/Buildings or Re-naming a Street

- 4.6.1 Re-numbering is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services, or, new development takes place which cannot be accommodated within the existing numbering sequence. As this is a very time-consuming process and can cause cost and disruption to individual occupiers, it will be avoided wherever possible. For new

development within an existing street the use of suffixes, or re-numbering where just a few properties are affected, is preferable to wholesale re-numbering of a street, however, this is not always possible and the re-naming of streets and re-numbering of properties will be at the discretion of Monmouthshire County Council.

5. Charges for Street Naming & Numbering Services

5.1 Scale of charges

Category	Charge (Incl.VAT)
Property Naming/Renaming/addition of name to number	£53
Confirmation of Address to Conveyancers etc	£46
Development 1 Plot	£137
Development 2 + Plots (Flats to be counted as plots)	£167.10 + £59.58 per plot
Changes to Development Layout after Notification	£59.58 per plot affected
Street Renaming at Residents Request	£225.23 + £59.58 per plot and cost of replacement nameplates

5.2 The budget for renewing/providing new street nameplates is only £8,000.00 (eight thousand pounds) and does not cover the amount of requests that we receive on an annual basis. Therefore, in order to benefit from economies of scale, we collate about 8-10 new signs together and then place an order then. Because the budget amount is so small, it only usually lasts for about 6 months, but a small amount is kept back to deal with emergencies etc. However, any new income received from charging will be used to clear the backlog of outstanding street nameplate requests received.

6. Monmouthshire County Council Land & Property Gazetteer

6.1 This section of the Street Naming & Numbering Policy is for information and guidance only. The LLPG is inter-related with Street Naming & Numbering and the following information is relevant in further understanding the use and recording of addresses. This is managed by the GIS Team.

6.1.1 There are two forms of address in common use:

6.1.2 The Postal Address is the form of the address held by the Royal Mail for the delivery of post. Royal Mail accepts no responsibility for the use of the postal address for any other purpose than delivery of mail by themselves.

6.1.3 The BS7666 address is the form of the address which conforms to the national standard for addressing. This form of address is prescribed by the government for various statutory purposes such as planning applications and electoral registration. It is used in the council's primary address register, the Local Land & Property Gazetteer (LLPG). It is also the basis of the National Address Gazetteer being introduced by the government during 2011 to provide a single address list across the whole public sector.

6.1.4 While the two forms of the address are often the same they can sometimes differ. The differences between the two forms are set out below. Other forms of an address may exist (such as those on title deeds or held by third party databases) but have no legal standing.

NB: Where a locality is recorded it may not always be the same in the two types of addresses.

Address Element	Postal Address	BS7666 Address
Flat number/name	Not always included	Always included
Property number	Always included	Always included
Property name	Only included if no number	May be included
Street name	Not always included in rural areas	Always included
Locality	Included where Royal Mail have operational need	Included where such a name exists
Town	Included where Royal Mail have operational need	Always included
Post Town	Always included	Recorded separately from actual town
Postcode	Always included where allocated	Always included where allocated

7. Notifications of Address Information to Internal and External Partners

- 7.1 On completion of an application for Street Naming & Numbering Monmouthshire County Council will notify the following organisations or departments of the new or amended address(es):
- The Royal Mail
 - The Local Sorting Office
 - Welsh Ambulance Service NHS Trust
 - The Valuation Office
 - Ordnance Survey
 - GIS Team (Monmouthshire County Council)
 - Electoral Registration (Monmouthshire County Council)
 - Council Tax & Benefits (Monmouthshire County Council)
 - Education Services (Monmouthshire County Council)
 - Recycling & Waste (Monmouthshire County Council)
 - Land Registry – New Developments/road name changes

8. Useful Contacts

8.1 The Street Naming & Numbering Officer at Monmouthshire County Council

- Tel: 01633 644644
- Email: developmentcontrol@monmouthshire.gov.uk
- Web: www.monmouthshire.gov.uk
- Post: Street Naming & Numbering Officer, PO BOX 106, Caldicot, NP26 9AN

The Street Naming & Numbering Officer is also responsible for Street Nameplates; please contact the above details for details on Street Nameplates.

8.2 GIS Team at Monmouthshire County Council

- Email: addressissues@monmouthshire.gov.uk
- Web: www.monmouthshire.gov.uk

8.3 The Royal Mail

- Tel: 03456 045060 (address management helpline)
- Web: www.royalmail.com

All issues regarding Postcodes must be directed to Royal Mail initially as Postcodes are owned by Royal Mail.

8.4 Ordnance Survey

- Tel: 0845 456 0420
- Web: www.ordnancesurvey.co.uk

8.5 Monmouthshire County Council Welsh Translation service

- Email: Cymraeg@monmouthshire.gov.uk

9. Appendices

9.1 PAF® Code of Practice, Changing Postal Addresses and Postcodes

9.2 Monmouthshire County Council's Street Naming & Numbering Charges