

Street Naming and Numbering



Street Naming and Numbering Policy and Guidance Notes

Title	Monmouthshire County Council Street Naming & Numbering Policy and Guidance Notes
Purpose	Legal document required under the Public Health Act 1925
Owner	Monmouthshire County Council
Approved by	Cabinet Member for Climate Change & Environment
Date	January 2024
Version Number	Three (December 2023)
Status	Version for Approval
Review Frequency	Five Yearly
Next review date	December 2028
Consultation	

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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 Council departments and County Councillors regarding the Street Naming and Numbering policy of Monmouthshire County Council.
- 1.1.2 The Naming and 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). Under this Act, Monmouthshire County Council has a duty to name streets.
- 1.1.3 This 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.

1.2 What is Street Naming and Numbering?

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

1.3 Why is Street Naming and Numbering important?

- 1.3.1 The registration of a property address is becoming an increasingly important issue.
- 1.3.2 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.

1.4 Who is responsible for Street Naming and Numbering?

- 1.4.1 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.
- 1.4.2 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.
- 1.4.3 Royal Mail has sole responsibility for assigning postcodes following notification of new or amended address details by Monmouthshire County Council.
- 1.4.4 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.

2 Guidance for Applicants

2.1 When to apply

- 2.1.1 Applications for Street Naming and 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).
 - Solicitors, Conveyancers, Personal Search Companies, Developers or Individual residential or commercial property occupiers etc seeking confirmation of an address.
 - Residents wishing to rename a street or to name an unnamed street.
- 2.1.2 The process of Street Naming and Numbering can be a lengthy one from receipt of an application, through to the consultation process and preparation and completion of approved schedule and location plans.
- 2.1.3 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 have been granted, and work commences on site, to avoid possible delays.
- 2.1.4 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 and such names are extremely unlikely to be approved as official street names.

2.2 How to apply

- 2.2.1 All requests for Street Naming and Numbering services must include:
- A completed Monmouthshire County Council Street Naming and Numbering application form;
 - A location plan to a scale of no less than 1:1250 indicating the position of the property / properties in relation to geographical surroundings;
 - Applications for new developments should also include a layout plan showing access arrangements for the new property / properties. The front doors of the new properties must be clearly shown;
 - The appropriate fee for the relevant Street Naming and Numbering service required.
- 2.2.2 A Street Naming and Numbering application form can be obtained by:
- Visiting our website at <https://www.monmouthshire.gov.uk/street-naming-and-numbering/>
 - Email contact@monmouthshire.gov.uk or developmentcontrol@monmouthshire.gov.uk
 - Contacting the switchboard on 01633 644644
 - Visiting your local One Stop Shop.
- 2.2.3 Completed applications should be sent to developmentcontrol@monmouthshire.gov.uk or:
- Street Naming and Numbering
Monmouthshire County Council
County Hall
The Rhadyr
Usk
NP15 1GA

3 Welsh Language Policy

3.1 Welsh Language/Bilingual Policy

- 3.1.1 As a Welsh Unitary Authority, Monmouthshire County Council is subject to the provisions contained in the Welsh Language (Wales) Measure and to supporting the growth of the language in line with Welsh Government's commitment for a million Welsh speakers by 2050.
- 3.1.2 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 develops and promotes the use of the Welsh language in the provision of its services.
- 3.1.3 In conjunction with its Welsh Language Scheme, Monmouthshire County Council believes that the creation of new street names offers a unique opportunity to promote the use of the Welsh Language.
- 3.1.4 Newly Approved Official Street names will be either monolingual in Welsh, displayed in Welsh only, or bilingual, displayed bilingually in Welsh then English.
- 3.1.5 When an existing street with an English language name requires additional or replacement street nameplates, for example due to damage, the new nameplates will have the Welsh translation of the street name added to the nameplate, in order to comply with Monmouthshire County Council's Welsh Language Scheme. The new nameplates will display the street name bilingually, in Welsh and English.
- 3.1.6 When an existing street with a bilingual or Welsh language name requires additional or replacement street nameplates, for example due to damage, the new nameplates will replicate the existing bilingual or Welsh only content.
- 3.1.7 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.

4 Naming & Numbering New Developments

4.1 General Principle

- 4.1.1 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'.
- 4.1.2 Monmouthshire County Council welcomes receipt of suggestions of themes and/or street names from property developers submitting a request for Street Naming and Numbering services. Care should be taken to ensure that the names suggested meet the protocols contained in this document.
- 4.1.3 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.
- 4.1.4 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 an historical or local context.
- 4.1.5 If no historical link can be established directly to the land under development, then adjacent areas may be explored for ideas.
- 4.1.6 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.
- 4.1.7 On receipt of a Street Naming and Numbering application for a new development, the Street Naming and Numbering Officer will:
- Review street name suggestions;
 - Consult with colleagues who manage the Local Land and Property Gazetteer (LLPG);
 - Consult with Royal Mail;
- To ensure that the suggested names meet with the protocols contained within this document. It is of critical importance that new names are not duplicated within the Authority or adjoining authorities to avoid confusion with existing addresses.
- 4.1.8 Once it is established that the proposed street names meet these protocols, they will be submitted to the area's Community / Town Council and County Councillor for their consideration.
- 4.1.9 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. Any suggestions will be assessed against the protocols contained in this document.
- 4.1.10 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 a role within the process, Monmouthshire County Council advises new property developers submitting a request for Street Naming and Numbering services to communicate with the Community Council and County Councillor before submitting a request.
- 4.1.11 Although every opportunity is afforded for individuals or organisations to suggest 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.

4.2 Use of unofficial marketing titles

- 4.2.1 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.
- 4.2.2 In particular, the adoption of 'marketing' titles will not be permitted in creating attractive 'unofficial' locality or village names.
- 4.2.3 It is therefore advisable to be cautious in the use of development names for marketing purposes if the name has not been authorised.

4.3 Proposed themes

- 4.3.1 A developer/County Councillor/Town or Community Council proposing a theme for Street Naming and 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 naming of streets after individuals can be somewhat contentious, therefore the suggested street name shall not be the name of a person either living or recently deceased. Consideration will be given to names of individuals with a direct historical connection to the development site. See point 4.3.2 below.
 - The suggested street or property naming scheme will not be the same or similar to any existing names (in Welsh or English) in Monmouthshire to avoid possible confusion and duplication.
 - Distinctions by suffix within the same or adjoining area are to be avoided, e.g. Apple Avenue and Apple Road.
 - All necessary punctuation, including apostrophes, shall be permitted.
 - Where a development will create a network of street and no historical or local context can be established with the land intended for development, the developer/County Councillor/Town or 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.
- 4.3.2 Advice or guidance regarding historic or local context can be obtained by:
 - Communicating with the Community Council/County Councillor
 - Visiting our website at <https://www.monmouthshire.gov.uk/street-naming-and-numbering/>
 - Visiting our Libraries and Information Service website at <http://libraries.monmouthshire.gov.uk/>

5 Approving Naming & Numbering Schemes

5.1 Street names

- 5.1.1 The Naming of new streets in Monmouthshire is carried out under the 'Public Health Act 1925, Section 17 to 19 ~ Notice to urban Local Authority before street is named'.

The following prefixes and suffixes should be applied according to the 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/Clos	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/Gwêl 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/ Dôl	for any road or thoroughfare in a rural area
Mead/ Dôl	as an alternative to above
Dene/Tywyn	for roads with an historic link to a wooded valley
Wharf/Glanfa	for roads parallel or adjacent to navigable waterways
Walk/Rhodfa	for pedestrian ways
Path/Llwybr	for pedestrian ways

- 5.1.2 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 and Numbering Officer for professional translation to ensure accuracy.

- 5.1.3 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.

5.2 Property numbering sequence

5.2.1 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.
- Longer cul-de-sac development will again be numbered as stated above. Short cul-de-sac and small scale development will be numbered consecutively in a clockwise direction.
- The property number 13 will **not** be omitted from property numbering schemes unless requested in the Street Naming and Numbering application.
- 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 and Numbering has been allocated to the development. Please see Section 8 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. 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.
- Infill development (new properties built between existing properties or in the 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. on a numbered street) followed by a suffix of 'A', 'B' etc.
- 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 including 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 an 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 D will be translated to Uned D rather than following the sequence of the Welsh Alphabet and using CH.

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

- 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:

Court/Cwrt or Llys	Lodge/Porthdy
House/Tŷ	Apartments/Fflatiau
Point/Penrhyn or Pwynt	Mansions/Plastai
Tower/Tŵr	Heights/ Bannau
- 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 and 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.

5.3 Shopping centres, retail parks and industrial estates

- 5.3.1 In order to minimise 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.
- 5.3.2 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
- 5.3.3 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
- 5.3.4 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
- 5.3.5 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

- 5.3.6 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 and Numbering Officer at an early stage of development so that naming and numbering schemes can be agreed before marketing commences.

5.4 Activation of new addresses

- 5.4.1 When a new development has been named and numbered the addresses created are considered to be 'provisional'. The addresses are added to Royal Mail's 'Not Yet Built' (NYB) database to avoid the problem of post being sent to non-existent properties on a building site. Once properties are completed and able to receive mail, the addresses can be moved from NYB to Royal Mail's Postcode Address File (PAF).
- 5.4.2 At this point, once ready for occupation, the developer should either:
- Use Royal Mail's [online contact form](#) to inform them that the properties are ready to receive mail;
- Or
- Contact the Street Naming and Numbering department via developmentcontrol@monmouthshire.gov.uk who will contact Royal Mail on behalf of the developer.

6 Changes to Existing Street Naming & Numbering

6.1 Adding a name to an existing numbered property

- 6.1.1 The allocation of a property name will be permitted but where an existing numbering scheme is in place, the name will be in 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 - NP). A check will be undertaken on application. 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.

6.2 Renaming an existing named property

- 6.2.1 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 - NP). A check will be undertaken on application. 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.

6.3 Converting an existing building

- 6.3.1 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.
- 6.3.2 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).
- 6.3.3 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.

6.4 Converting a barn / outbuilding or derelict building

- 6.4.1 The allocation of a property name to a barn/outbuilding conversion will be permitted but the name (in Welsh or English) 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 - NP). A check will be undertaken on application. 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. A numbering scheme can be developed if more than one barn/outbuilding at a farm/property is being developed.
- 6.4.2 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.
- 6.4.3 The name of the farm/property where the barn/outbuilding conversion is located will be included in the barn's address where the access is shared. Where the barn/outbuilding conversion has its own access, the farm/ original property name shall be omitted from the address.

6.5 Street renaming and the naming of unnamed, rural streets at residents' request

- 6.5.1 If two thirds of residents are in agreement, a written request can be submitted to request to change the name of a street. Reasons will need to be given for the desired change, a new bilingual name proposed and reasons given for the choice of the new name. The new name must adhere to the principles set out in sections and above.
- 6.5.2 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 and Numbering Records.
- 6.5.3 In circumstances where residents consider that a street has been incorrectly named, they should provide substantial evidence that the official name of the street differs from that stated in the NSG. If such evidence is provided, the Council will consider renaming the street. If substantial evidence cannot be provided, 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 and a charge will apply to cover the cost of street nameplates and officer time as it is a resource intensive exercise. Please see Section 8 for charges.

6.6 Re-numbering existing properties or re-naming a street to accommodate new development

- 6.6.1 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.

7 Monmouthshire County Council Land & Property Gazetteer

7.1 The Local Land and Property Gazetteer (LLPG)

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

7.1.2 There are two forms of address in common use:

- 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.
- The British Standard (BS) 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 introduced by the Government in 2011 to provide a single address list across the whole public sector.

7.1.3 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 those have no legal standing.

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

Address Element	Postal Address	BS Address
Flat number / name	Always included	Always included
Property number	Always included	Always included
Property name	Recorded as main identifier where there is no number; recorded as an alias where there is a number	Always 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

8 Notifications of Address Information to Internal and External Partners

8.1 On completion of an application for Street Naming and Numbering, Monmouthshire County Council will notify the following organisations or departments of the new or amended address(es):

- Royal Mail
- Welsh Ambulance Service NHS Trust
- The Valuation Office
- Ordnance Survey
- Openreach
- Wales & West Utilities
- Dŵr Cymru (Welsh Water)
- Land Registry
- 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)
- Environmental Health (Monmouthshire County Council)
- Land Charges (Monmouthshire County Council)

9 Useful Contacts

9.1 The Street Naming and Numbering officer at Monmouthshire County Council

Tel: 01633 644644

Email: developmentcontrol@monmouthshire.gov.uk

Web: <https://www.monmouthshire.gov.uk/street-naming-and-numbering/>

Post: Street Naming and Numbering, Monmouthshire County Council, County Hall, The Rhadyr, Usk, NP15 1GA

The Street Naming and Numbering Officer is also responsible for street nameplates; please use the contact details above for Street Nameplates enquiries.

9.2 GIS Team at Monmouthshire County Council

Email: mcc_gisteam@monmouthshire.gov.uk

Website: <https://maps.monmouthshire.gov.uk/localinfo.aspx>

9.3 Royal Mail

Tel: 03456 045060 (address management helpline)

Web: www.royalmail.com

Postcode Finder: <https://www.royalmail.com/find-a-postcode>

Royal Mail Postcode Address File (PAF) Code of Practice:

<https://www.royalmail.com/sites/default/files/PAF-Code-of-Practice-211118.pdf>

Postcodes are issued and owned by Royal Mail therefore all issues regarding postcodes must be directed to Royal Mail.

9.4 Ordnance Survey

Web: www.ordnancesurvey.co.uk

9.5 Monmouthshire County Council Welsh Translation service

Email: Cymraeg@monmouthshire.gov.uk

10 Appendices

10.1 Monmouthshire County Council's Street Naming and Numbering charges

Item	Fee (2023 to 2024)
Change of property name (or the addition of a name to a numbered property):	£58.00
Creation of a single, new address:	£150.00
Creation of two new addresses:	£250.00
Creation of three or more new addresses:	£184 + £65.59 per plot
Confirmation of an address for conveyancing purposes:	£51
Changes to development layout after issue of Street Naming and Numbering notification (per plot):	£65.59
Street renaming at residents' request (plus cost of replacement street nameplates):	£247.97 + £65.59 per plot