



## Street Naming & Property Numbering Policy

### Introduction

Bristol City Council is the local Street Naming and Numbering Authority for all streets and properties within the city and county of Bristol. The relevant duties/powers are provided for under the Town Improvement Clauses Act 1847 (Section 64 & 65) and the Public Health Act 1925 (Section 17, 18 & 19).

Street Naming and Numbering is an important function of Bristol City Council which ensures that the Council maintains a comprehensive definitive address gazetteer and enables:

- Emergency Services to locate a property address speedily
- Efficient delivery for postal services and other deliveries or services
- Visitors to find the location of a property
- Service providers to keep up to date address database records
- Government departments, including Gloucester Land Registry, as well as council departments, to maintain accurate records

The purpose of the street naming and numbering policy is to establish that the correct process and procedures are adhered to for the:

- Naming of a new street
- Numbering of properties on a newly named street
- Numbering a new property in an existing street
- Naming and numbering new blocks of flats
- Registering addresses for houses converted into flats
- Renaming an existing street or renumbering properties on a street
- Assigning a name to any street, or part of a street, to which a name has not been given
- Amendment to registered address

### Street naming guidelines

The Council is responsible for the naming of all streets within Bristol, but the developer of any sites encompassing new streets has the privilege to propose the new street name.

Any street name proposals should be distinct and reflect the local history or geography of the site surroundings, and have no current commercial connections.

Bristol City Council welcomes proposals to name streets after people connected with the locality, however the proposal will only be considered if the person to be commemorated is deceased.

The Council wishes to avoid any repeated street names within the city or the excessive use of a base name, e.g. School Road/Close/Walk/Gardens

The Street Naming and Numbering Officer will research the area and offer suitable proposals, if developers wish.

Local Ward Councillors will be advised of a short list of proposed names for the development and observations on behalf of their constituents sought.

The City Council has a legal right to object to any proposal within one month and propose an alternate name.

## **Street nameplates**

The developer is liable for the erection and costs of the new street nameplates. Bristol City Council Highways will maintain the street nameplates thereafter.

The specifications for street nameplates are as follows:

- Plates shall be located at the most appropriate place as near as possible to street corners.
- The lower edge of the plates shall not be less than 0.8m and 3.6m above the ground for post-mounted and wall-mounted plates respectively.
- Plates shall be alachromed sheet aluminium with inherent stiffening in a non-reflective grey to BS381C: No.693 – Aircraft Grey.
- The maximum length of the plates shall be 1680mm.
- The width of the plates shall be 150mm and 300mm for single line and double line names respectively.
- Plate reinforcement shall be 2 no. and 3 no. 25mm x 15mm aluminium channel sections across the full width of the rear face of the sign for 150mm and 300mm width plates respectively.
- The corners of the plates shall have 25mm radii and free from any rough edges.
- The plates shall be fixed to the channels with 4mm diameter rivets. Rivets shall be at 200mm centres or less and the end rivet shall be within 25mm from the end of the channel.
- Each plate shall be fixed to 2 no. posts by 4 no. and 6 no. stainless steel nuts and bolts 8mm diameter and 35mm long for 150mm and 300mm plates respectively.
- The nuts and bolts shall be stainless steel 18/8 austenitic to BS 970. The head of the bolts shall be located in the channel at the rear of the plate and the nut within the post. There shall be a 20mm diameter hole on the far side of the post for access by a box spanner.
- Wall-mounted plates shall be fixed by zinc plated steel roundhead screws size no.8 40mm to 75mm long, depending on the type of wall, with matching washers to provide a secure fixing. The wall shall be drilled and plugged for screw fixing at 500mm or less and the end screw shall be within 25mm of each corner.
- The sign face shall be pre-coated with an adhesive, suitably protected by a liner and shall be heat activated. The sign face material shall be applied using a vacuum applicator.
- The background shall be non-reflective white (BS 873 Pt.1 Cl.1.3.2). The street name shall be non-reflective black (BS 873 Pt.1 Cl.1.3.3) 100mm high letters 20mm wide lines M.O.T. style. The postal district shall be non-reflective red (BS 381C No.537) 55mm high. The border shall be non-reflective black (BS 873 Pt.1 Cl.1.3.3) 15mm wide.

- The background, letters, numerals, symbols and borders shall be firmly fixed to the sign plate, free from twists, folds, blemishes, air bubbles, cracks etc. The background, letters, numerals and symbols shall be made from whole pieces of material. Joints in the border material shall have a minimum overlap of 6mm. The sign face and edge shall be thoroughly sealed and the completed sign face shall not peel or shrink under normal conditions.
- Mounting posts shall be square hollow section grade 43c steel to BS 4360, 50mm x 3.2mm thick.
- The post shall be free from rust and shall be dry and clean prior to painting with one coat of zinc chromate paint and two coats of micaceous oxide of iron paint (colour 18b29 to BS 4800). Any damage to the paint sustained during transit or handling shall be made good. The protective finish when completed shall comply with BS 5493 “Code of Practice for Protective Coating of Iron and Steel Structures against Corrosion” in an Inland ‘A’ (Mild) environment.
- Each post shall have either a base plate of galvanised mild steel 3mm thick, 150mm square fillet welded centrally to the base of the post or 2 no. mild steel rods 15mm diameter 150mm long at right angles through the post, within 100mm of the end and centrally welded in position. A steel cap of 3mm thick mild steel shall be welded continuously to the top of each post to prevent the ingress of water and shall have no overlap or rough edges.
- All posts shall be erected plumb with a minimum length of 450 mm set in the ground with 150mm thick surround and 75mm bed concrete Grade C30 using rapid-hardening Portland cement. The posts shall be spaced 150mm from the ends of the plate. The footway surface shall be reinstated to match the existing surface and the site left neat and tidy. All surplus material shall be disposed of to the Contractor’s tip and the complete assembly cleansed of any smears.

## **Specifications for Recycled Materials**

- Recycled block plastic assemblies will have a 3mm ultra-violet stabilized, impact resistant, clear polycarbonate plate 150mm deep with letters applied to the rear face. The plate is to be bonded to a 25mm thick black recycled plastic backboard and capped top and bottom with aluminium channel coated with black polyester powder and secured with 6 no. vandal resistant screws. This is to be recess mounted into 75mm x 75mm recycled black plastic posts using 4 no. vandal resistant stainless steel screws. 100mm from the foot of each post there is to be a 15mm diameter 200mm long mild steel rod at right angles through the post. All other details to be as set out for other assemblies (or similar equivalent approved by the Engineer).

There are three manufacturers in the Bristol area producing signs to these specifications. These are:

1. Wards Signs of Bristol
  - Maze House, 18 Maze St, Bristol BS5 9TE
  - [www.ward-signs.co.uk](http://www.ward-signs.co.uk)
2. The Street Nameplate Company
  - Unit A16 Backfield Farm, Iron Acton, Bristol BS37 9XD
  - Tel. 01454 631409
3. Bribex Ltd
  - 10 North Rd, Yate, Bristol BS37 7PA
  - Tel: 01454 294382
  - [www.bribex.com](http://www.bribex.com)

Bristol City Council encourages the use of recycled materials where appropriate.

## **Property numbering on new street**

The numbering of the properties within the newly named street is the responsibility of the Street Naming and Numbering Officer.

The developer must supply 2 plans of the site showing plot numbers, highlight the access points to each property, and include a schedule of plot numbers, property numbers and type of property (flat, house).

Properties on new streets will be numbered with odd numbers on the left hand side and even numbers on the right hand side.

A cul-de-sac will generally be numbered consecutively in a clockwise direction.

In a street where there is no scope for further development the numbering will be consecutive.

All plots must be numbered from the main street of access, ie the street from which the front door faces.

All plots will be numbered rather than named but an alias name can be used in addition to the number.

The Council's decision is final for the numbering of properties and renumbering of properties.

## **Property numbering on an existing street**

Properties will be numbered within the existing numbering sequence.

If a number is not available for an infill property, then a letter will be suffixed to the property number keeping the numbering in sequence eg 7, 7A, 9 (odds).

If a property has been demolished and is replaced by more than one property, then a letter will be suffixed to the original property number for each new build eg number 5 demolished, 3 properties built upon the site will be numbered 5A, 5B and 5C.

Commercial properties can have a building name as well as a registered property number.

Occupiers are responsible for displaying the property number and building name (if relevant) at the main entrance to the property. If the occupier fails to comply with this, they may be liable to pay a penalty fine.

## **Flat numbering**

A block of flats must be numbered in a logical sequence from the ground or basement floor level upwards. The building can be named as well as having a street number.

A street number will be assigned to front doors, the primary external entrance to the building. Flats that share a communal front door will be numbered internally using a single street number and flats that have their own front doors will be assigned their own street numbers, as illustrated in the example below:

*A house converted into flats and still sharing one main front door must be numbered in a logical sequence and retain the original house number. For example, 7 Church Road converted into three flats will be*

*numbered Flats 1–3, 7 Church Road. A house converted into flats where each flat has its own front door will require each flat to be individually numbered, e.g., 7A, 7B, and 7C Church Road.*

Occupiers are responsible for displaying the property number and building name (if relevant) at the main entrance to the property. If the occupier fails to comply with this, they may be liable to pay a penalty fine.

## **Renaming of streets and renumbering of properties**

Streets will only be renamed at the discretion of the Council and is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services.

However if a request is received from residents/owners of properties in a street there must be the full backing of every resident/owner (not tenant) affected on the street and a signed letter or petition received from each to support the request.

It may be necessary to renumber properties, occasionally, due to new development but in most cases infill numbering suffixed with a letter will be implemented.

Renumbering or renaming of new development sites after the allocated addresses have been registered by Street Naming and Numbering, will incur further charges.

Bristol City Council is not liable for any claims for compensation, arising directly or indirectly, for any costs incurred as a result of renumbering properties or the renaming of streets.

## **Official registered addresses**

The Street Naming and Numbering section is responsible for naming all streets and numbering all properties within Bristol City Council's jurisdiction.

The address format must conform to BS7666, the British Standard for addresses, as prescribed by the government for statutory purposes. All addresses have to meet Street Naming and Numbering Data Entry Conventions for inclusion in the Local Land and Property Gazetteer, the definitive database of addresses for the Council, and this forms the basis of the National Land and Property Gazetteer (National Address Gazetteer).

The Street Naming and Numbering section will register all new or amended addresses with Royal Mail, whose responsibility lies with the issue of the postcode.

Royal Mail will not allocate a postcode to any address in Bristol which has not been authorised by Bristol City Council.

Any address not registered through Bristol City Council Street Naming and Numbering section may be rejected and reissued by this section to comply with the British Standard BS7666. A retrospective fee for administration may be charged