



Chichester City Council

Street Naming, Numbering and Street Name Plate Policy

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1. Introduction.

- 1.1 The naming of streets within the City of Chichester is a statutory Function of Chichester City Council (hereafter known as “the Council”) under delegated powers from Chichester District Council, and is covered by Sections 17-19 of the Public Health Act 1925.

Maintaining a comprehensive and high standard for street naming, numbering (or naming properties), specification and installation of street name plates is important as it allows:

- Emergency services to find a property quickly – delays can cost lives and money
 - Post to be delivered efficiently
 - Visitors to locate their destination
 - Reliable delivery of goods and services
 - Records of service providers to be kept in an efficient manner
 - Council’s departments able to work from one official address data base, the National Land and Property Gazetteer.
- 1.2 Many legal transactions associated with properties are withheld until they can be identified by street name and numbers, for instance, statutory utilities will not normally connect their services until such time as the premises have been given a formal postal address.
- 1.3 Royal Mail will not assign a postcode until the Local Authority has notified them of the official address as the Street Naming and Numbering Authority.
- 1.4 It must be noted that this policy does not apply outside the boundaries of the City of Chichester where Chichester District Council is the statutory authority for street naming.

2. When to apply – guidance for applicants.

- 2.1 Since it is a key element of emergency services provisions and accuracy is essential, the street naming and numbering procedure can be lengthy. It is therefore advisable to consult the Council at the earliest possible stage of a proposal, preferably before building work commences, and ideally before an unofficial name has been marketed or legal documentation drafted.
- 2.2 If an application is submitted at a late stage and is subsequently rejected, numerous problems can arise, especially if purchasers have bought properties marketed under an unapproved name.

It is therefore advisable to be cautious in the use of the names for marketing purposes if the name has not been authorised by the Council. It should be pointed out in the literature distributed to prospective purchasers, for example, that marketing names are subject to approval and thus likely to change.

For full guidance on applying for street naming and numbering, please see appendix A.

3. Statutory context

3.1 The Council is the street naming and numbering authority for all properties within the City of Chichester only, not the wider Chichester District area. All proposals for new street names/changes of name in this area must be by law sent to the Council for approval prior to being brought into use. There are currently two sets of legislation that apply to the Naming and Numbering of Streets and Buildings.

- Street naming, alteration of street names and re-naming roads (Sections 17-19 Public Health Act 1925.)
- House numbering and re-numbering (Sections 64-65 Towns Improvement Clauses Act 1847.)

3.2 Chichester City Council operates these functions under the Public Health Act 1925 and under the delegated powers from Chichester District Council the Council's Planning & Conservation Committee has power to approve the following:

- street naming – providing a street name to a new street or an existing street with no name;
- property numbering – providing numbers to plots, in-fills (properties built between existing houses or in the grounds of), property conversions and commercial premises.

The Property Manager, who administers this policy, will consult with the Royal Mail Address Development Department and Chichester District Council. Consultation will be sought only as to whether the relevant authority has any objections or comments as to the naming and if so on what basis.

For the full wording of the Sections of the relevant Acts please see Appendix B

4. Decision making by the Council

4.1 The Council will seek the views, as appropriate, of the Royal Mail, Electoral Registration, Council Tax, Local Land and Property Gazetteer (LLPG), and other Council or external address databases before proceeding with the allocation of street names, property numbering or amendments to addresses. The LLPG custodian is consulted to avoid duplication of street names, to ensure the correct spelling of street names from the definitive LLPG and to ensure compliance with BS7666:2006.

4.2 The Royal Mail may also be advised as to new names which the Council is considering and where similarly spelt or similar sounding names already exist in the area they will not be accepted (Circular 3/33). It advises against the practice of using multiple street name suffixes so that names can be used more than once (e.g. Orchard Drive, Orchard Close) as this gives rise to a lot of incorrectly addressed mail.

- 4.3 As a matter of course the City Council will consult with the District Council Street Naming & Numbering Department regarding new street names as to whether they have any concerns they wish to raise for the City Council to consider.
- 4.4 Notification letters will be sent to occupiers if there is a change of street name, re-numbering or a numbering allocation to properties with just house names. In making such changes the Council is exercising statutory powers and its decision is final.
- 4.5 The City Council will notify the District Council and Ward Members of this Council's final decisions as to change of street name, re-numbering or a numbering allocation to properties with just house names.

5. Street naming

- 5.1 A person who creates a new street has the right to suggest the name of the street (Section 17 of the Public Health Act 1925). They are required to give notice to the Local Authority of the proposed name and the Local Authority has 21 days in which to accept or reject that suggestion.
- 5.2 This Council recommends that three street names are suggested by the applicant to improve the likelihood of names being found to be acceptable by the District Council, Royal Mail and the City Council itself. It may also be good practice to liaise with these local Councils and/or other local historical societies before any street name(s) are suggested.
- 5.3 In practice most developers are happy to leave the choice of street name with the Local Authority or enter into amicable discussion. The City Council, if it so wishes, will put forward suggested names to the developer.
- 5.4 If the City Council wishes to suggest a list of suitable street names (Section 17 of the Public Health Act 1925) to developers, it should do so as soon as it is aware development has commenced. Communication should be through the Property Manager in order to prevent conflict with the Council's Policy.
- 5.5 If the developer suggests the street names (Section 17 of the Public Health Act 1925), the Property Manager and Planning & Conservation Committee will consider the comments of all interested parties before the City Council comes to its final decision.
- 5.6 If the City Council objects to the developer's proposed street name, the Council must notify the developer with an alternative name within one month of receipt. The Council will send the developer the 'notice of objection'. The developer may appeal to the Magistrate Court within 21 days after the service of the notice.
- 5.7 Names will not be considered acceptable if they are construed by the Council as obscene, racist or contravene any aspect of the Council's Equality and Diversity Policy.

For full policy guidance on the choice of street names and street naming conventions please see Appendix C.

For Street Naming and Numbering Fees please see Appendix E.

6. Renaming a street

- 6.1 Re-naming streets may cause costs and or disruption to individual occupiers and wherever possible should be avoided. This is usually only done as a last resort i.e. re-naming a street is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services.
- 6.2 Any request from residents/owners of properties for re-naming of a street must be made via the City Council. The proposed change must have the full backing of every resident/owner (not tenant) affected on the street and a signed letter from each to support this.
- 6.3 An Order of the Council must be made for re-naming. Where a street is to be re-named, notices will be displayed on that street under Section 18 Public Health Act 1925 and will remain in place for a least 1 month before an Order changing the name will be made. A copy of the order will be sent to the Magistrate Court informing them of the proposed change. Any person aggrieved by the intended order may, within 21 days after the posting of the notice, appeal to a petty sessional court. If an appeal is made to a magistrate the Local Authority must wait until that appeal is heard.
- 6.4 Where re-naming a street is involved, as much warning as is practicable will be given to the residents. A notification letter will be sent to the occupiers 7 – 10 working days before the notice is erected on site. Once the new name is finalised, occupiers will be informed a week before the new name comes into effect, (this will be at least 6 weeks from the date of the Notice) to allow residents time to re-organise their personal correspondence etc. and also take into account the need to seek advice from a Solicitor regarding any change to their property's deeds.
- 6.5 A signed and sealed Street Naming and Numbering Order will be sent to the occupiers together with a list of notified interested parties.
- 6.6 Residents within the street that requests the street name change will be required to pay the total fee of £250.00 + £25.00 (no VAT) per property.

For full policy guidance on the property numbering/naming conventions please see Appendix D.

For Street Naming and Numbering Fees please see Appendix E.

7. Renumbering/naming existing properties

- 7.1 Re-numbering/naming existing properties may cause costs and/or disruption to individual occupiers and wherever possible should be avoided. Re-numbering existing properties and buildings is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the Emergency Services and the inclusion of additional development.
- 7.2 For new development within an existing street the use of suffixes of “A”, “B” etc, or re-numbering where just a few properties are affected, is preferable to wholesale re-numbering of a large street. However, this is not always possible and the re-numbering/renaming of properties will be at the discretion of the City Council Planning & Conservation Committee.

7.3 There is no right of appeal or requirement for formal consultation, however, if there is a re-numbering of properties the Council will send notification letters to occupiers. The notification to occupiers should give a specific date on which the re-numbering comes into effect. The time for compliance in terms of the legislation is one week, however the Council will normally allow eight weeks for the new number to be displayed.

7.4 The Council will not formally change a property name/number where the property is in the process of being purchased, that is until the exchange of contracts, although we can give guidance on the acceptability of a chosen name before this.

7.5 There is a fee of £40.00 (no VAT) to change a property name. Please see Appendix E for Street Naming and Numbering Fees.

7.6 Allocation of houses numbers to properties with names only:

- Numbering is carried out on receipt of such a representation for public safety reasons and where the representation is made by or has the full support of the emergency services.
- Consultation is carried out with the District Council and Ward Members as to whether they are concerned by any such change to a numbered system. A notification letter will be sent to occupiers notifying them that house numbers will be assigned.
- After the numbering has been finalised, occupiers will be sent a Formal Notice and Certificate 'Numbers of houses and buildings' together with a list of notified interested parties informed of the numbering sequence. The time for compliance in terms of the legislation is one week, however the Council will normally allow eight weeks for the number to be displayed. A house name may continue to be used in conjunction with the designated house number.

7.7 Adding house names or changing an existing house name to properties with an existing house number:

- For public safety reasons the property number will have to be used in conjunction with the house name, the number must always be included and displayed; the name cannot be regarded as an alternative. This is enforceable under section 65 of the Town Improvement Clauses Act 1847.
- If the Council receives notification of a new house name, as a matter of public safety, courtesy and to help maintain the Local Land and Property Gazetteer, the Property Manager will notify the Royal Mail and the Gazetteer Custodian that a name has been added to the official address. It is the responsibility of the owner to contact and notify all other contacts that the house name has been added as part of their address.
- There is a fee of £40.00 (no VAT) to add or amend a name to an existing property. Please see Appendix E for Street Naming and Numbering Fees.

7.8 Removal of an existing house number and replaced by a name:

- The council will not accept the substitution of a current property number with a property name. A name may be used in conjunction with a number (see section 7.7 above) but the number must always be included and displayed.

8. Street name plates

- 8.1 Street name plates are the responsibility of the Council within the boundaries of the City of Chichester, restricted to the PO19 postcode area.
- 8.2 Street name plates are important for navigation by the Emergency Services, Postal Service, local businesses and residents.
- 8.3 Where there is a new development the developer will cover the initial costs of the street nameplates. The Council will cover maintenance costs once the street has been officially adopted.
- 8.4 Street name plates will be of standard size and specification as set out in appendix F – Street Name plate, Installation and supplier specification.
- 8.5 Street name plates will be replaced where they are worn, damaged, faulty or have been subject to unauthorized removal.
- 8.6 When a request is received for a new street name plate where none previously existed, appropriate checks will be made to ensure the street name is correct and the District Council will be consulted (21 days) as to whether they have any concerns that they wish the City Council to consider about the new name plate proposal.
- 8.7 The City Council Planning & Conservation Committee will make the final decision taking into consideration the consultation feedback.

9. Notifications

- 9.1 There are no statutory requirements for Local Authorities to provide details of changes to existing or new developments to any external organisations. However it is recognised that the provision and sharing of this information facilitates better service delivery to the citizen and business communities.
- 9.2 The Council will therefore notify the Royal Mail and emergency services, via the NLPG hub, and Council bodies, via internal email, of any numbering, naming; re-numbering or re-naming.
- 9.3 Other bodies may be notified in the future via the NLPG hub; details of these can be found in Appendix G.

10. Decision and discretion

- 10.1 The Council's decision is final for the naming of streets, re-naming of streets, numbering or re-numbering of properties, the installation of street name plates and all elements of the exercise of these powers are at the discretion of the City Council Planning & Conservation Committee.

11. Claims for compensation

- 11.1 The Council is not liable for any claims for compensation arising directly or indirectly from the naming of streets, nameplates, re-naming of streets, numbering or re-numbering of properties.
- 11.2 The property developer should not give any postal addresses, including the postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before formal approval has been issued by the Council. The Council will not be liable for any costs or damages caused by failure to comply with this.

12. Glossary

- **House naming** – Amending a name or adding a name to a property.
- **In-fill** – Property built between two existing properties or in the grounds of an existing property.
- **LLPG** – Local Land and Property Gazetteer.
- **NLPG** – The National Land and Property Gazetteer.
- **Numbering** – Allocating numbers and suffixes to properties e.g. houses, bungalows, flats, maisonettes, caravans (static), industrial units, retail outlets, etc.
- **Plot** – A new property that is being built.
- **Re-naming** – Changing the name of an existing street.
- **Re-numbering** – Changing the house number or suffix for another.
- **Street naming** – Allocating a name to a new street.
- **Suffix** – Letter following a number e.g. 24A, 24B, (in-fill).

13. References

- British Standard BS7666-0:2006. “Spatial datasets for geographical referencing – Part 0: General model for gazetteers and special referencing.” 3rd Edition, July 2006
- British Standard BS7666-1:2006. “Spatial datasets for geographical referencing – Part 1: Specification for a street gazetteer.” 3rd Edition, July 2006
- British Standard BS7666-2:2006. “Spatial datasets for geographical referencing – Part 2: Specification for a land and property gazetteer.” 3rd Edition, July 2006.
- LLPG and SN&N Data Entry Conventions and Best Practice for the NLPG. 2nd Edition, Improvement and Development Agency, November 2006.
- Public Health Act 1925, s. 17-19.
- The Department of Transport Circular Roads 3/93. “Street Nameplates and The Numbering of Premises” 15th December 1993.

Appendix A – Applying for Street Naming and Numbering.

(1) Who should apply?

- Individuals or developers building new houses, commercial or industrial premises, or:
- Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.
- Property owners wishing to amend their existing house name or add a house name to an existing numbered property.

(2) When should I apply?

- Applications for new streets and addresses should be submitted as soon as possible after permission for the proposal has been granted. This is important as:
- A proposed new street must be approved by the Council before any addresses can be allocated to it, and;
- Most utility companies are reluctant to install services where an official postal address has not been allocated.

(3) How do I apply?

- Online form - Via Chichester City Council website
- E-Mail – streetnaming@chichestercity.gov.uk
- Post – Paper version of form available from Street Naming and Numbering, Chichester City Council, The Council House, North Street, Chichester, PO19 1LQ
- At Office – Form available from the Council offices at Chichester City Council, The Council House, North Street, Chichester, PO19 1LQ; opening hours 9.30am – 4.30pm Mon-Fri

(4) The application form should be accompanied by:

- A plan showing the street layout with existing street name or suggested street names. The plan should be at a scale of 1:2500, 1:1250 or 1:500 and should include a North Arrow.
- A detailed plan of the development clearly marked with the plot numbers of the proposed scheme. This plan must indicate the main entry point for each property in context with the adjacent street.
- An internal layout, if appropriate, for developments that are sub divided at unit or floor level, e.g. a block of flats. The main entrance to the flats shall be clearly marked in relation to the adjacent street.

Appendix B – Legislation Covering Street Naming & Numbering

(1) Section 17: Public Health Act 1925 – Notice to Local Authority before street is named:

- (1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.
- (2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by who notice of the proposed name of the street was sent, object to the proposed name.
- (3) It shall not be lawful to be set up in any street an inscription of the name thereof –
 - (a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and
 - (b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal;
- (4) and any person acting in contravention of this provision shall be liable to a penalty not exceeding £200 and to a daily penalty not exceeding £1.
- (5) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court.

(2) Section 18: Public Health Act 1925 – Alteration of name of street:

- (1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
- (2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.
- (3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.
- (4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a petty sessional court

(3) Section 19: Public Health Act 1925 – Indication of name of street:

- (1) The urban authority shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription become illegible.
- (2) If any person, pulls down any inscription of the name of a street which has lawfully been set up, or sets up in any street any name different from the name lawfully given to the street, or places or affixes any notice or advertisement within twelve inches of any name of street marked on a house, building, or erection in pursuance of this section, he shall be liable to a penalty not exceeding £200 and to a daily penalty not exceeding £1.

Appendix C – Street Naming Policy Guidance Note

By its nature satisfactory addressing cannot be precisely defined. The guidelines set out cannot cover all cases and the Council reserves the right to accept or reject street names suggested for other reasons.

(1) Choice of street names – Guidelines.

- Where an area, field or previous building has names or other things, such as plants and activities etc., historically associated with it, it is usual to preserve these in street names. Where there is no information to suggest a street name, a new one will be chosen.
- If a “local” name is not suitable then there is no reason why any attractive name cannot be chosen. Where several streets are involved, a “theme” linking the names can be used to help identify the area.
- Cul-de-sacs accessed off a street which is itself a no through road, are sometimes confusing, and often requiring long descriptive “leading to” name plates. In certain circumstances it is more appropriate to use just one street name to describe all the streets which are linked to form a no through road.
- Where a new street is an extension of an existing street it is not normally necessary to give that section a new name. The Street Name and numbering sequence will continue from the existing street in most circumstances.
- Duplication of street names in the same area or within close proximity of another parish/town is not permissible, unless the street is a continuation of an existing street. A variation in the terminal word, example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name. The overwhelming desire of applicants is to repeat existing names in a new street or building titles (for instance a request for St Mary’s Close off an existing St Mary’s Way, near St Mary’s Church etc). This is not allowed as it can have a detrimental effect in an emergency situation. This is in line with Government guidance found in circular 3/33.
- Avoid having two phonetically similar names within a postal area example, Alfred Road and Alfred Close or Churchill Road and Birch Hill Road.
- Avoid aesthetically unsuitable names or names capable of deliberate misinterpretation.
- Street Names which could give offence will not be permitted.
- Street names should not be difficult to pronounce or awkward to spell (BS7666:2006).
- The Authority will have no informal adoption of unofficial ‘marketing’ titles used by developers in the sale of new properties (these often fall foul of our Policy on a number of counts and occupiers of such premises unfortunately feel aggrieved by the ‘loss’ of a supposedly prestigious address and its replacement with something perhaps a little more mundane. Names that may be taken as advertising (i.e. company name) will not be accepted.

- All new street names should ideally end with a suffix to distinguish a street from a building name or locality. The following list recommends usual practice. It is not exhaustive and sometimes other descriptive words are more appropriate:
 - Street (for any thoroughfare) Road (for any thoroughfare)
 - Way (for major roads)
 - Avenue (for residential roads, usually tree lined)
 - Drive (for residential roads/cul de sac)
 - Grove (for residential roads, usually tree lined)
 - Lane (for any through fare)
 - Gardens (for residential roads/cul de sac) - subject to there being no confusion with any local open space
 - Place (for residential roads)
 - Crescent (for a crescent shaped road)
 - Close (for a cul-de-sac only)
 - Square (for a square only)
 - Hill (for a hillside road only)
 - Circus (for a large roundabout)
 - Vale (for residential roads usually at foot of a hill)
 - Rise (for residential roads usually associated with a hill)
 - Row (for residential roads, usually a straight road)
 - Mews (for residential roads/cul de sac)

Suffixes needing careful consideration as it may give a false impression of location:

- End
- Cross
- Court
- Side
- View
- Meadow
- Park

All these words can, of course, be incorporated in a street name provided it ends with an appropriate suffix (i.e. Mile End Road).

Exceptions:

Single or dual names without suffixes in appropriate places (example, Broadway for major roads only).

- All new pedestrian ways should end with one of the following suffixes. It is not exhaustive and sometimes other descriptive words are more appropriate:
 - Walk
 - Path
 - Way
- The use of multiple street name suffixes so that names can be used more than once (e.g. Orchard Drive, Orchard Close) or particularly long names are best avoided as these can cause problems with the emergency services, utility companies, delivery companies, automation of addresses and form filling. The Council will not normally accept similarly spelt or similar sounding names where

they already exist in an area and will recommend strongly against multiple street name suffixes in an area of particularly long street names

- The use of North, East, South or West (as in Alfred Road North and Alfred Road South, or East or West) is only acceptable where the street is continuous and passes over a major junction. It is not acceptable when the street is in two separate parts with no vehicular access between the two. In such a case half should be renamed.
- The use of names of living persons will not be permitted, as the future conduct of individuals cannot be guaranteed. Deceased persons names should only be used where there is a historical connection to the locality.
- Street names must not commence with the word “The” or end in “s” where it can be construed as either possessive or plural.

(2) Location of a street

- The location allocated to each street determines the location or ‘address’ given to the property on that street. A ‘Settlement’ e.g. town/village name shall always be allocated to a street and locality only used in the following scenarios:

(1) Where there is more than one street of the same name in the same settlement.

(2) Where a small settlement, with its own settlement name in common use, is in the same parish as a larger settlement but is distinctly.

- Settlement:

The settlement name can be a village or town. It is the geographic name of the town rather than the Royal Mail ‘Post Town’. A good rule of thumb is to follow the existing town names from surrounding established streets or to confirm with neighbouring residents as to where they think they live.

- Locality:

A locality can be defined as “an area or geographic district within a town, village or hamlet that must be a recognised geographic name”. As stated above it should only be used where appropriate to do so. In some instances it may be appropriate to record an industrial estate name as a locality if this adds better definition and avoids ambiguity within an address or location.

Appendix D – Property numbering/naming policy guidance note

By its nature satisfactory addressing cannot be precisely defined. The guidelines set out cannot cover all cases and the Council reserves the right to accept or reject building names suggested for other reasons.

- A new street should be numbered with even numbers on one side and odd numbers on the other except that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred. Longer cul-de-sacs have an odds and evens scheme ascending away from the town centre.
- In the interest of equality and diversity no numbers will normally be omitted from a numbering sequence unless specifically requested. (e.g. number 13).
- Two buildings in one street may not have the same number.
- Convention requires number one always to be on the left-hand side of a street. Through streets are numbered odds and evens in the direction they would be accessed from the centre of the town or community. Convention is to number odds on the left and evens on the right when travelling away from the Town Centre; however, numbering also depends on the layout of the development and streets. (Circular 3/33)
- Buildings will always be named or numbered into the street of which their main entrance or delivery point is accessed from.
- Buildings on corner plots are numbered into the street towards which the main entrance is accessed. If pedestrian access is not possible from that street, the building may be numbered with the street giving access. Occupier's preference will not be a relevant consideration.
- If a building has entrances in more than one street, then each entrance should be numbered in the appropriate street.
- If open space or undeveloped areas exist along a length of street it is usual to leave spare numbers. As a guide, one number per 4m frontage is used. The Street Naming and Property Numbering Officer will depart from this convention at their discretion. Open spaces can be used to allow numbers either side of a street to be brought in line with each other.
- If a suitable numbering sequence cannot be ascertained, temporary house names will be assigned to plot numbers until the numbering can be determined at a later date.
- In residential buildings (e.g., blocks of flats) it is usual to give each block either a name and then number sequentially e.g. 1 Western House, The Street or a number suffix e.g. Flat 1, 24 The Street, etc
- For private houses in existing unnumbered streets it is essential that the houses are officially allocated names, which are registered with the emergency services. Anyone wishing to change the name of their unnumbered house must also apply to the Authority.

- For private houses it is sufficient that the name should not repeat the name of the street or that of any other house or building in the area.
- Infill plots, i.e. properties built between existing properties or in the grounds of an existing property, will be given the same house number before the infill followed by suffix of "A", "B" etc. e.g. 24A, 24B etc. To include the new houses in the numbered street sequence would involve unacceptable renumbering of all the higher numbered houses on that side of the street.
- If additional plots are added to a proposed development at a later date,
- e.g. due to a revised layout, these plots will be allocated existing numbering with suffixes of "A", "B" etc. e.g. 24A, 24B etc.
- Private garages and similar buildings used for housing cars, and such like, will not be numbered.
- Annexes to buildings e.g. granny flats or ancillary accommodation, will be given the prefix 'Annex'. The rest of the address will be the same as the parent property e.g. Annex, 34 Claremont Road.
- Where a property has a number, it must be used and displayed. Where a name has been chosen to a property with a number, the number must always be included; the name cannot be regarded as an alternative.

Appendix – Street and numbering fees

The following charges are for work relating to the street naming and numbering function:

Type of application	Fee
New or amended building name of an existing property:	£40.00 residential £150.00 commercial
Provision of a letter confirming the change of a house name/postal number or address of a property	£20.00 per letter
Naming/numbering of new Development/Street	£150.00 per phase or application plus £20.00 per plot/unit
Changes to Development layout after notification	£20.00 per affected plot
Change of street name where requested by residents.	£250.00 + £25.00 per property

N.B. The above fees are NOT subject to VAT.

Appendix F – Street nameplates – installation and supplier specification

(1) Signface specification:

- Street Nameplates within the City shall be Die-Pressed, non-reflective 11swg Aluminium.
- Stove enamelled White with Black lettering.
- Street Name to be 90mm Kindersley with 50mm Subsidiary text.
- Plates are to be 150mm (single line) deep; Subsequent lines at depth to suit.
- A 12mm raised Black Border is required.
- Plates must not exceed 1200mm wide.
- Chichester City Council Crest to LHS.
- Where a 'No Through Road symbol is required, it shall conform to Diag. 816.1 of the TSGD 1994
- Abbreviations should NOT be used. e.g. Ave. St. Cres. etc.

(2) Support specification:

- The Free-standing unit to consist of 2no. Black Plastic Recycled Posts; 80 x 80 x 1350mm complete with a Black Recycled Backing Board not less than 30mm thick. Square ends and Pyramid tops on the posts.
- The posts to be routed to accept the sign-face assembly which are to be fixed with 2no. 6mm x 60mm screws on each post.
- The screws to be countersunk into the post and a protective plastic cap to be fixed to cover the screw heads

(3) RECOMMENDATIONS FOR THE INSTALLATION OF STREET NAME PLATES

1. Street nameplates should be fixed as near as possible to street corners so they can be easily read by drivers and pedestrians alike. The nameplate should be within 3m of the intersection of the kerb lines, but where this is not practicable, the distance may be extended to a maximum of 6m
2. Street nameplates should be mounted so that the lower edge of the plate is 1m above the ground where they are unlikely to be obscured by pedestrians or vehicles, or approximately 2.5m where this is liable to be a problem. They should never be lower than 0.6m or higher than 3.6m.
3. Nameplates should normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes or where it is thought that paragraph 7 would apply. At major crossroads nameplates will be necessary on both sides of each arm.
4. At T-junctions, a main street nameplate should be placed directly opposite the traffic approaching from the side road.
5. Where the street name changes at a point other than a crossroads both names should be displayed at the point of change.
6. On straight lengths of road without intersections, nameplates should be repeated at reasonable intervals with priority given to such places as bus and railway stations and opposite entrances to well frequented sites such as car parks.
7. Where it might reasonably be expected, for example at intervals on long straight lengths of road or at intersections or T-junctions, it may be useful to incorporate on the nameplate information including the street numbers on either side of the intersection.
8. Whenever practical, street nameplates should be mounted on walls, buildings or other boundary structures at the back edge of the footway. Post mounting should only be used where normal mounting does not make the plate conspicuous, or where a side road has a narrow entrance or where it will be frequently obscured by pedestrian movement and cannot be mounted at 2.5m
9. The nameplates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Where possible, greater clearance should be provided. Nameplates should not be incorporated in any other direction signs and should be kept free from obstruction by trees and other growth.
10. Where possible, nameplates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway

(4) STREET NAMEPLATE SUPPLIER SPECIFICATION

LOCAL AUTHORITY	CHICHESTER CITY COUNCIL		
Plates:	Sheet aluminium S.W.G. 11mm to BSS 1470/1955.		
Plate depth:	150mm, increased where required		
Lettering height:	Die-pressed semi-shear 90mm Kindersley uppercase font – primary text Die-pressed semi-shear 50mm Kindersley uppercase font – 'LEADING TO' Die-pressed semi-shear 50mm Kindersley uppercase – secondary text		
Lettering colour:	Black		
Border size:	12mm bead	Border colour:	Black
Background colour:	White	Reverse colour:	Black
Symbols:	No through road' symbol to Diag. 816.1 to cover full depth on 1 & 2 lines. Anything larger reverts to 1 line size. Arrows may be added if required.		
Crest:	Chichester City Council Coat of Arms to LHS		
Finish:	Stove Enameled Paint, over-lacquered for additional protection		
Drilling:	Drilling every 500mm for supports or wall fix		
Fixings:	Stainless steel security head screws		
Supports:	Black Plastic Recycled Posts; 80 x 80 x 1350mm complete with a Black Recycled Backing Board not less than 30mm thick. Square ends and Pyramid tops on the posts. The posts to be routed to accept the signface assembly which are to be fixed with 2no. 6mm x 60mm screws on each post. The screws to be countersunk into the post and a protective plastic cap to be fixed to cover the screw heads		
Support finish:	Black Plastic (Recycled)		

Supplier:	Please email streetnaming@chichestercity.gov.uk for further details.
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Appendix G – Organisations and services we inform of new or changed addresses.

- English Heritage (if a Listed Building)
- West Sussex Fire Service
- Sussex Police
- Land Registry
- BT
- Portsmouth Water
- Royal Mail
- Chichester District Council
- LLPG Custodian