

# **Westmorland and Furness Council Street Naming and Numbering Policy and Guidance on Addressing Properties and Streets**

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# Street Naming and Numbering Policy

## Policy summary

<b>Purpose</b>	<p>The purpose of the Street Naming and Numbering Policy is to process all requests to name streets and number or name properties and to ensure that all properties in the Westmorland and Furness Council area are assigned an official address that is clear and unambiguous. In turn, this will ensure that Council services, emergency services and other services are able to locate any property address.</p> <p>This policy will replace the current documents in place in Barrow Borough Council, Eden District Council and South Lakeland Council from 1 April 2023.</p>
<b>Scope</b>	<p>Westmorland and Furness Council, its customers and external organisations are all affected by the content of this policy; this includes all addresses, domestic and non-domestic.</p>

## 1. Introduction

Westmorland and Furness Council is responsible for the naming of streets, numbering, and naming of properties within its area.

### Legal Framework

The Council undertakes its addressing role through its street naming and numbering function under the provisions of the [Towns Improvement Clauses Act 1847 \(1847 Act\)](#) Section 64 and 65 and the Public Health Act 1875, [Public Health Acts Amendment Act 1907](#), Section [17, 18 and 19 Public Health Act 1925](#), Section [81 Levelling-up and Regeneration Act 2023 \(2023 Act\)](#) – this act replaces a power to rename a street under the 1907 Act or Section 18 1925 Act.

Under this Act the Council has a duty to:

- Name streets
- Number or Name properties
- Re-number or re-name properties
- Install street nameplates
- Change an existing address name or street name

- Enforce the display of name/number at a property and street nameplates on streets

The aim of this document is to ensure that any new street names, building names and numbers are allocated logically and consistently as this enables

- Emergency services to find a property quickly and effectively
- post to be delivered efficiently
- visitors to locate their destination
- statutory undertakers to connect their services to premises and link them to a postal address for billing
- reliable delivery of services and goods by courier companies
- records of service providers to be kept in an efficient manner
- companies to accept an address for official purposes. For example, insurance, credit rating and contract acceptance.

Many legal transactions associated with properties can be withheld until they are identified by a street name and number.

This applies to all residential, commercial and industrial properties.

Street Naming and Numbering is an important function of Westmorland and Furness Council as it allows the Council to maintain a comprehensive, unambiguous and accurate list of addresses covering all properties in the Westmorland and Furness Council area.

The policy provides a framework for Westmorland and Furness Council to operate its street naming and numbering function effectively and efficiently for the benefit of Westmorland and Furness Council residents, businesses and visitors. It will also act as guidance to developers when considering new names for streets and give assistance to parish and town councils when carrying out the engagement process with regard to street names.

Royal Mail does not have any authority to issue or confirm official addresses but it is responsible for setting the locality, village, post town and postcode as part of the address for a property. An official address will be based on the geographical position of the property.

## **Policy details:**

## **2. Background**

- 2.1 Westmorland and Furness Council is a signatory to the Public Sector Geospatial Agreement (PSGA), that is a contractual framework that regulates the use of mapping and address data in local authorities. Through the PSGA, authorities are contracted to maintain a Local Land and Property Gazetteer (LLPG) and to ensure the quality of the address information it contains. The authority is contracted under a data licence contained within the Data Co-operation Agreement (DCA) to create, maintain and deliver Authority Address Updates to the National Address Gazetteer (NAG) through the LLPG. This address information is electronically transferred to the NAG in an agreed format for use by Government, the emergency services and Ordnance Survey

AddressBase Products. Address information that does not conform to the agreed format will be rejected by the NAG and will not be eligible for post-coding.

- 2.2** The structure of the address data to form a compliant address is set out in British Standard BS7666.
- 2.3** Westmorland and Furness Council's LLPG is the single master source of correct address data for the Westmorland and Furness Council area.
- 2.4** The purpose of the LLPG and NAG is to ensure that all properties can be identified by one correct address and not by multiple addresses which can occur when there are multiple data sources.
- 2.5** This ensures that accurate and consistent geospatial based information is used and shared within and between public bodies throughout England and Wales. Westmorland and Furness Council's LLPG is the definitive addressing resource for use through all services and for the key revenue raising activities associated with Council Tax and Business Rates (NNDR) income.

### **3. Unique Property Reference Number (UPRN)**

- 3.1** In addition to the traditional method of addressing a property, the Government has introduced a British Standard (BS7666) for the precise identification of a property or plot of land. This is a standard format for the structure of an address and the UPRNs are the unique identifiers for every addressable location in Great Britain.
- 3.2** Every address contains a twelve-figure grid reference, the unique property reference number (UPRN) which makes it possible to locate it quickly on the computerised Ordnance Survey maps. This information supports the emergency services and service providers. It is also making possible a whole range of locational services available through emerging technology. This UPRN permits additional information such as geographical co-ordinates to be accessed, allowing the property to be precisely located on a map and contains information relating to the full life cycle of a property including its provisional, historic and alternate addresses and whether it is residential or commercial.
- 3.3** In 2020, the Geospatial Commission, working with GeoPlace, Ordnance Survey, the Local Government Association (LGA) and Improvement Service Scotland released on open terms, Unique Property Reference Number (UPRNs) and Unique Street Reference Numbers (USRNs). This announcement enabled the Open Standards Board to mandate the use of UPRNs and USRNs as the public sector standard for referencing and sharing property and street information
- 3.4** If an application for an address is not received, the property will not be exempt from paying Council Tax or Business Rates. Conversely, the payment of Council Tax or Business Rates does not make an address official.
- 3.5** Other forms of an address may exist (such as those on title deeds, planning applications, Ordnance Survey Mapping or held by third party databases) but have no legal standing and addresses must be applied for through the street naming and numbering process.

- 3.6** Permissions required under the Planning Acts and Building Regulations approval, or other statutory permissions may be required, and you are advised to check the position with the appropriate officers before works commence. The allocation of postal addresses does not serve as confirmation that any building or structure has been authorised under Planning, Building Regulations or any other Legislation. Owners/occupiers may be at risk of enforcement action if any necessary approvals have not been obtained.
- 3.7** This document reflects current practices within Westmorland and Furness Council, modified to incorporate the recommendations of the Data Entry Convention Guidance (DEC) and having regard to local conventions and preferences whilst complying with the British Standard 7666.

**Please be aware** that as updates to the Data Entry Conventions (DEC), Street Naming and Numbering Code of Practice or guidance issued by other government bodies are received the guidance document or policy will be updated to reflect the changes, along with any evolving matters which require adding into the existing policy. The Street Naming and Numbering policy is used to assist the Council in determining an appropriate street name and property number or name in accordance with its duties under the adopted Act. Please ensure that you are using the latest version.

Under this legislation used the Council is the sole arbiter of an address and the decision on the name of a street or name or number of a property is for the Council to make in accordance with the current policy, guidance and recommendations contained in the latest version of the DEC, Code of Practice and Best Practice for the NAG.

Council Officers within the service are delegated with the decision making ensuring that all decisions are in line with the criteria of the policy, a written record of the decision will be recorded. Parish or Town Councils are consulted where a new street name is to be built within their area, once a name has met the criteria of the policy.

There are no exceptions to this policy.

The address of a property has become a very important issue. Emergency Services in particular need a rapid, efficient means of locating and referencing properties for deployment of vehicles. They have requested nationally through meetings with street naming and numbering Officers that Councils no longer address properties and streets with the same or similar names or similar phonetically sounding names with differing suffixes, in full or in part, in a local area, which historically would have been acceptable, they requested that new street and property names are unique and easy to spell. This has previously led to confusion when identifying properties and deploying emergency services and led to delays in attending incidents.

The overall objective when undertaking street naming and numbering is to allocate unique and logical addresses whilst complying with the recommendations and guidelines provided in the Guidance from GeoPlace and central government. The definitive national address gazetteer (NAG) verifies the existence of addresses. This makes it easier to send mail, goods and services with confidence and to check on identities and prevent fraud (credit applications and shopping online). It also allows the Land Registry to correctly record the address on title documents and deeds. This means that the correct allocation of property numbers, names and street/road names is very important.

Address data is compiled locally, with unique identifiers and then sent to GeoPlace® to update the definitive national address gazetteer (NAG), so that all physical addresses are recorded accurately.

The Council also has responsibility to ascertain whether or not the proposed street or property names could be considered or construed as obscene, discriminatory, or in contravention of the Council's equality and diversity policy or whether re-naming may create new inequalities and would therefore not be acceptable.

The district is primarily formed of mixed urban and rural areas. Postal numbering exists mostly in Barrow, Kendal, Penrith, Kirkby Stephen, Alston and Appleby-in-Westmorland as well as the larger villages. Many of the rural areas consisting of small settlements and hamlets may not have postal numbering schemes or street names and properties may be identified by property names only.



## **4. Street Naming and Numbering of Properties**

### **Who should apply?**

- Individuals or developers building new streets, building new houses, annexes, commercial or industrial units.
- Individuals or developers undertaking conversions of residential, creation of an annexe (these will be added into the NAG as part of the main property address only - for example Annexe, Rose Cottage or if officially named through SNN, Thorn Cottage, Rose Cottage),
- Individuals or developers undertaking conversions of commercial properties, holiday cottages, barns, agricultural buildings, industrial sites or premises which will require a new or amended address and postcode allocation.
- Re-naming a property or street.

Please note that an officially registered address is not allocated to agricultural buildings, barns, garages, storage buildings or pieces of land. Addresses are only allocated to buildings which attract individual services such as Council Tax and Business Rates.

A residential annexe will only be addressed through SNN where the property has it's own street access and separate postal delivery point and is to be included in the Royal Mail for separate postal delivery.

A boathouse will only be addressed through SNN where the property also includes residential or holiday let accommodation or where a business operates from the boathouse which requires postal delivery service in order to operate,

Should a customer wish to install a supply to an unregistered property which falls into this category, utilities companies can create an account and use a separate mailing address for billing purposes. This would be the usual procedure for this type of supply and a regular occurrence for properties such as agricultural fields or barns or parcels of land where there is no delivery point.

## 5. Street Naming Guidance

Street naming conventions are in place to:

- Ensure that an address is found quickly using digital search tools in databases especially by the emergency services
- To meet the requirements of the Local Land and Property Gazetteer, the National Address Gazetteer and BS7666:2006 – The British Standard for geographical referencing

Where new streets or roads are being created in the district the following applies:

- 5.1** Street names must not duplicate, be similar to, or phonetically similar, in full or in part, to an existing street name, property name, village name, locality or post town name in the \*local area (\*3mile radius), or where it is considered by Officers that this may lead to confusion in the delivery of mail, goods and services or when referencing and identifying the property in an emergency situation.

A variation in the suffix eg, 'Road' or 'Avenue' will not be accepted as sufficient reason to duplicate a street name, for example if there is already a street named Friars Close, a proposal to name a new street Friars Avenue, would not be accepted as 'friars' is already in use as part of an existing address within the \*local area.

The historic practices, which have resulted in many streets in close proximity being assigned the same or similar name and/or with a differing suffix, are no longer acceptable. Royal Mail will also raise concerns where a street name proposal will duplicate similar street or property names with a different suffix within a Post Town area. The Royal Mail may advise that a proposal is not suitable as it is considered that this may lead to the mis-delivery of mail which the Council is obliged to consider.

More importantly, the emergency services have asked Councils **not** to name streets with the same or similar name with different variations or suffixes as this leads to a delay in deploying the services required.

It is appreciated that many local names are already in use and that it may be difficult to choose a unique fitting name for a new street or road but there will be occasions where your proposal is rejected on these grounds.

A street name should meet the Royal Mail PAF Code of Practice convention that only one street using the same name should exist within one post town.

You will be asked to supply supporting evidence for the name proposal.

**\*The local area is a three-mile radius.**

- 5.1** A name with more than 4 words including the suffix or with more than 30 characters should be avoided.
- 5.2** Where possible names should reflect the history of the area or acknowledge the local geography however, it is accepted that this is not always possible.
- 5.3** Street names which appear on Ordnance Survey Mapping but are not included in the Royal Mail postal address are local names only, they may have never been officially adopted as registered street names. Such names may be proposed for a new street or road, however if the name does not meet the criteria of the Council policy it will be rejected.
- 5.4** Street names are unacceptable if they are considered to be difficult to pronounce, awkward to spell or lead to variations in the use of spelling or punctuation or which are phonetically similar to names already in use as these can cause confusion in an emergency situation. A name must be easy to transcribe when given over the telephone or in person.
- 5.5** 'Local' or 'made up' names or names which may lead to variations of the name or be misspelt in external databases cannot be used. Similarly, where the name is in another language this cannot be used as it may not be easy to transcribe and would lead to variations of the name being misspelt in external databases.
- 5.6** Aesthetically unsuitable names will be avoided, a new street name should not be of a type, which could be altered by an act of graffiti to read or spell other words.
- 5.7** The Council has an obligation to ascertain whether or not the proposed names could be considered or construed as rude, obscene, discriminatory, political, offensive or in contravention of the Council's Equality and Diversity policy or whether re-naming may create new inequalities and would therefore not be acceptable. Similarly, words which may have alternative meanings or where it is considered that the name may cause offence are unacceptable.
- 5.8** A street name should not consist of, refer to, or be derived from any company or group name or names which may be seen as advertising. Streets/roads must not be named with a business name only, or name similar to a business name. Names that promote a company, service or product will not be allowed. Names based on a developer's trading name are seen as advertising and are not acceptable. An exception to this may be made for a company that no longer exists, if used solely in an historical context and the claim of advertising cannot be made but only where the company is of the highest standing.
- 5.9** Street names referring to living people will not be acceptable. Only names of national or local historical figures or events and their role which has benefited society will be considered, providing the person has been deceased for at least 20, 50, 100 or more years (English Heritage 'blue plaque' selection criteria) and providing the proposal is supported by documentation to show the person to have been one of the highest standing and such a view is likely to be shared by the public at large. If a person name is suggested, all efforts should be made by

the developer to obtain the living direct relative/descendants consent along with evidence to prove the above.

- 5.10** Pedestrianised streets will only be suffixed as Alley, Walk, Path, Way, Yard, Promenade or Footpath.
- 5.11** The consent of the Lord Chamberlain's office must be obtained if a name with any reference to the Royal family or Royal Residences, the use of the word 'Royal' or use of a name with Royal connotations is suggested. Please refer to the guidance on the [Use of Royal Arms, Names and Images](#)
- 5.12** Punctuation must only be used where it is necessary in a new street name. Commas, Ampersands, Hyphens, Quotation Marks, Mathematical Symbols, Query Keyboard Symbols, Accents, or Abbreviations must not be used in a street name.
- 5.13** Street names must not commence with the word '**The**' or '**A**'.
- 5.14** Street names must not include a number either in numerical or written format.
- 5.15** Street names with more than four words including a suffix must be avoided. Street names of more than thirty (30) characters must be avoided to allow for standard street nameplate requirements.
- 5.16** Street names should not include words that end in a 'S' where they can be construed as either possessive or plural, for example 'Scotlands Road' would suggest possession and therefore must not be used.
- 5.17** Street names must not include or replicate any locality name, building name or village/post town names within the local authority area as these may be misleading and lead to confusion for delivering goods and services, for example Calthwaite Road, Greystoke, Penrith would not be accepted as it could lead to locational issues if the post town, village and/or postcode were not used. This could lead to delays in response times for the emergency services or delivery issues. In addition, Calthwaite Road, Calthwaite would not be accepted, as this will replicate the village name.
- 5.18** All new street names must end with an approved suffix from the list below to distinguish it from a building or locality name within the local authority area or within two adjoining post towns. Suffixes used should be appropriate for the type of street. For example, 'Close' should only be used for a dead end street or no through road. A suffix must reflect the nature, history and/or location of the street, please note that 'Court' should only be used to identify a block of flats or apartments or sheltered housing accommodation and not used as a suffix for a street.
- Avenue - tree lined residential roads
  - Arcade - a street which has shops along it
  - Bank - street on a bank
  - Boulevard - a wide street often tree lined of major importance

- Close - a residential cul-de-sac only
- Crescent - a crescent shaped road
- Crest - residential road at the crest of a hill
- Court - a courtyard development
- Circus - for a large roundabout only
- Drive - residential roads
- Gardens - residential road
- Garth - a cul-de-sac only
- Grove - residential road
- Heights - a road on a high piece of ground which overlooks
- Hill - a hillside road only
- Lane - narrow rural road
- Mews - converted yard or stables
- Mount - high point of the road
- Meadow - a development in a rural area
- Parade - a public square, promenade or shopping centre
- Pastures - former farm or agricultural land
- Park - a development with open spaces
- Parkway - major urban highway without residential units
- Path - pedestrianised area only
- Place - residential road
- Promenade or waterway - a paved public walk, typically one along the seafront
- Quay - road immediately parallel to a navigable waterway
- Rise - road which has a rise
- Road - any thoroughfare
- Row - road
- Square - a square only
- Street - any thoroughfare
- Steps - for pedestrian stepped access
- Terrace - for a terrace of houses
- Vale - residential road
- Way - a through road

- Yard - collection of properties around a central courtyard

Any of the above approved suffixes cannot be included in a street name other than as a suffix, for example Street Lane or Hill Grove will not be accepted.

- The following suffixes are only acceptable if incorporated in a street name provided it ends with one of the above suffixes, for example Sowerby End Road:

Dale, End, Foot, Cross, Side, View, Walk, Flat

- The following historical suffixes are no longer acceptable as they do not comply with the national data entry conventions, these are considered to be building suffixes:

Croft

**5.19** Properties will be addressed to the street or road from where the main pedestrian or vehicle access or postal delivery point (front door and letterbox) is located or to the first named street which the property is accessed from.

**5.20 Private streets** – a private street is a street that will not be adopted by the local highways authority. Private streets will be named in accordance with this document and street nameplates must be installed to the specifications in this document. On new developments, the Council may need to decide on the allocation and naming of an unadopted private road or private driveway. The decision will be determined on the following criteria:

- **Private access road.** If a private access road adjoins, the existing adopted highway with a junction agreed with traffic engineers the street will be allocated as a private road and a new street name will be allocated through the outlined process together with the obligatory street nameplates.
- **Private driveway.** If it has no proper junction and just a dropped kerb then the new street will remain a private driveway irrelevant of how many properties it serves. No new street name will be allocated and the properties will be addressed onto the first named street.

**There are no exceptions to the Council policy**

## **6. Street Name Change**

Under statute, the consent to a change must be agreed by at least two thirds of the taxpayers in the street and any application for change must provide with it this evidence for the change. Silence or failure to consent by property owners does not count legally as consent. This Council would require 100% confirmation from residents as this would result in a major address change and residents would incur costs in updating their address on legal documentation. Please be advised that this guidance may change following a report from the Department for Levelling Up, Housing and Communities (DLUCH).

## **7. Naming of Existing Unnamed or Locally Named Streets**

The naming of an unnamed or locally named street may be considered by the Council. This occurs mainly in rural areas where streets are not named.

Naming an unnamed street may result in a postcode change for properties which will be addressed to this street. The Council will inform Parish or Town Councils and/or residents before making any changes. Naming unnamed or locally named streets will assist in the locating and referencing of properties especially upon request of the emergency services, the Council would request that this be accepted by residents in these instances and the Council will try to avoid major changes.

## **8. Numbering of Properties**

- All new properties which are accessed from or located on a named street or terrace will be numbered. The Council will allocate and determine a numbering scheme appropriately, giving consideration to each individual development layout to ensure the numbering is logical and sequential and to allow for any future extension to the development.
- New properties on an existing named street will be numbered into the existing sequence depending on their location on the street, either continuing the existing numbering scheme or as 'in fill' suffixed numbering, for example 1a, 1b so long as the numbering remains logical.
- If the existing properties on the street are named only there is no requirement to number new or existing properties unless a 'terrace' is created to accommodate a numbering system.

**8.1** No numbers will be omitted; all numbers will be included in a numbering scheme if it is next in the numbering sequence. All numbers including the number 13 must be used in the proper sequence and there should be no exclusion due to superstitious, cultural or personal preference. This is to allow numbering schemes to be inclusive as superstitious numbers around the world vary. Gaps may be incorporated within the numbering sequence to allow for possible future infill numbering.

**8.2** Properties on main roads will be numbered so that when travelling away from the centre of a town, odd numbers are on the left hand side and even numbers on the right unless an established local convention is different or where it is not logical.

**8.3** Properties will be numbered ascending away from the most important road that they lead from or sequentially from the direction of the town or village centre unless an established local convention is different or where it is not logical. For example if it would mean that there would be two adjacent properties with the same property numberie 1 East House and 1 Marshall Terrace, this would not be acceptable as this may lead to operational difficulties in delivering goods or services to the property, even if both properties have different postcodes.

**8.4** Cul-de-sacs will be numbered sequentially beginning at the

first property encountered when entering the cul-de-sac.

- 8.5** Infill development on an existing numbered street will include a suffix to the premise number for example, 7, 7A, 7B, 8.
- 8.6** Each property owner has a legal obligation to ensure that property numbers or names are clearly displayed at/on the property in order that this is visible from the road. This is essential to assist in the location and identification of the property by members of the public, to assist with deliveries but more importantly to avoid delays in response times should the Emergency Services be requested to attend the property. Where no number is displayed this may be enforced by Westmorland and Furness District Council.

## **9. Adding a Property Name to an Existing Numbered Property**

The Council do not allocate property names onto an existing numbered property.

Where a property is numbered this is the official registered address of the property. We will not hold a name or 'aliases' alongside any number. Any name which you allocate yourself will not be recognised as part of your official address and this name will not appear in the national address database, Government, or Council databases and you will need to use the number in all instances when contacting the Council or the emergency services, otherwise you may not be able to receive goods or services to which you are entitled to. More importantly if you do not display or use the property number the emergency services may not be able to locate your property quickly or efficiently and this could lead to delays in response in an emergency situation.

A number cannot be removed and replaced with a property name

## **10. Alteration to Property Numbering on an Existing Street or Re-numbering**

Where appropriate, alteration of an existing street numbering scheme may be undertaken by the Council provided it can be proved that there is a just cause for this. The Data Entry Conventions will be used as a reference guide to undertake this.

## **11. Property Name Guidance**

Properties will only be named where there is no numbering scheme in existence or where there is no official street name.

A name will be rejected when it does not meet the criteria of the policy. This includes any name used informally for planning application and building regulation purposes to identify a property, 'local' or 'informal' names to identify barns or redundant buildings, historically known names, or names which previously referred to derelict properties. There may be instances where the historical name no longer meets the criteria of the policy and it will not be re-instated. The 'local' or 'informal' name being shown on the deeds or legal documents for the property is not proof of address allocation and is often a name used to identify the property or building within the curtilage of land. The Land Registry has an obligation to verify an address given to them when drawing



up deeds of new properties.

You must apply for address allocation and any name you propose must meet the Council Policy. You will be asked to supply supporting evidence for a name proposal.

A name will be rejected when it does not meet the criteria of the policy.

**There are no exceptions to the Council Policy.**

Street Naming and Numbering officers will research any name proposals for the property numbering and naming to ensure that they meet all the criteria in the adopted policy and that they meet the standard numbering and naming conventions detailed in this section.

When considering a new property number or name it is important to consider the following:

- 11.1** Property names must not duplicate, be similar to, or phonetically similar, in full or in part, to an existing property name, street name, village name, locality or post town name in the \*local area (\*3mile radius), or where it is considered by officers that this may lead to confusion in the delivery of mail, goods and services or when referencing and identifying the property in an emergency situation.
- 11.2** A variation in the suffix eg, 'House' or 'Lodge' will not be accepted as sufficient reason to duplicate a property name, for example if there is already a property named Meadow House, Meadow Cottage, would not be accepted as 'meadow' is already in use as part of an existing address within the \*local area.

**\*The local area is a 3-mile radius.**

- 11.3** The historic practices which have resulted in many properties and streets in close proximity being assigned the same or similar name and/or with a different suffix are no longer acceptable. The Royal Mail will also raise concerns where a proposal will duplicate similar street or property names with a different suffix within a Post Town area or within the same delivery route and may advise that a proposal is not suitable as it may lead to the mis-delivery of mail which the Council is obliged to consider. More importantly the emergency services have asked Councils not to name streets or properties with the same, similar name or phonetically similar with different variations or suffixes as this leads to a delay in deploying the services required. It is appreciated that many local names are already in use and that it may be difficult to choose a unique fitting name for a new property but there will be occasions where your proposal is rejected on these grounds.
- 11.4** The use of names which the Council consider may cause spelling or pronunciation problems or which are phonetically similar to existing names must not be used as these cause confusion or result in early demands for a change of address from occupiers.
- 11.5** A name must be easy to transcribe when given out in an emergency situation, emergency calls are often dealt with out of the county and they will not have the local knowledge of the area or be familiar with local names.

- 11.6** Where the name is in another language it cannot be used where it would not be easy to transcribe and would lead to variations of the name being misspelt in external databases.
- 11.7** Names that the Council feel are too personal or which will lead to a name change application if the property is sold in the future will be rejected. Once a name is officially allocated, it is difficult to remove from stand-alone databases.
- 11.8** 'Local' or 'made up' names or names which we consider could lead to variations of the name or be misspelt in external databases must not be used. An example of a selection of names which cannot be used, but which is not exhaustive, is as follows:  
  
Neverdone, Dunroamin, Dunrobin, Twazabarn, Twasabarn, Tendouse, Myouse, to list a few examples
- 11.9** A family name (this includes forenames and surnames) will not be considered for the name of a property as this may result in a change of name request, should the property be sold, transferred or occupied by someone else.
- 11.10** Building names referring to living people will not be acceptable. Only names of national or local historical figures or events and their role which has benefited society will be considered, providing the person has been deceased for at least 20, 50, 100 or more years (English Heritage 'blue plaque' selection criteria) and providing the proposal is supported by documentation to show the person to have been one of the highest standing and such a view is likely to be shared by the public at large. If a persons name is suggested, all efforts should be made by the developer to obtain the living direct relative/descendants consent along with evidence to prove the above.
- 11.11** Where possible names should reflect the history of the area or acknowledge the local geography whilst being BS7666 compliant.
- 11.12** The allocation of a property name using double property or street suffixes will not be acceptable, for example Cottage Barn, Lodge House, Croft Cottage, Vale House or Lane House.
- 11.13** Names must not contain more than 4 words including the suffix or with more than 30 characters.
- 11.14** The Council has an obligation to ascertain whether or not the proposed names could be considered or construed as rude, obscene, discriminatory, political, offensive or in contravention of the Council's Equality and Diversity policy or whether re-naming may create new inequalities and would therefore not be acceptable. Similarly words which may have alternative meanings or where it is considered that the name may cause offence are unacceptable.
- 11.15** Property names must not include a number either in numerical or written format.
- 11.16** Abbreviations or punctuation must not be used, i.e. Mark's House rather than Marks House.
- 11.17** Property names should not include words that end in a 'S' where they can be construed as either possessive or plural. For example

'Blenkinsops House' , this could be mistaken for being named after people named Blenkinsop and would suggest possession and therefore must not be used.

- 11.18** Property names must not begin with the word '**The**' for example The Ramblings is not acceptable, Rambling House is acceptable, all property names require a suffix.
- 11.19** Names that could be seen as advertising are not acceptable.
- 11.20** Naming a property after a company or business is not acceptable unless the company no longer occupies the building and is no longer trading and where there is a positive local association with the building and location and does not cause confusion.
- Properties must not be named with a business name only, or name similar to the business name; this will be added to the address separately. Names that promote a company, service or product will not be allowed. Names based on a developer's trading name are seen as advertising and are not acceptable. An exception to this may be made for a company that no longer exists, if used solely in an historical context and the claim of advertising cannot be made but only where the company is of the highest standing.
- 11.21** Property names must not reflect the commercial use of the building as should the business change the new occupier would request a name change for the building, for example Music House - this identifies the current use of the building but should a book shop take over the building they would not want 'Music House' in the name of the property and this would give rise to a property name change which should be avoided.
- 11.22** Where the property is converted from a commercial to a residential property, for example a church, chapel, joiners shop, workshop or public house, the name will be changed to reflect the current use of the property, for example Greystoke Chapel will be addressed as Old Chapel, Joiners Shop will be addressed Old Joiners Shop and Workshop to Old Workshop where the developer wishes to retain reference to the former use of the property so long as this does not conflict with existing addresses. The village name will be part of the address so must not be used in the property name. Grey Goat Inn will become Old Grey Goat Inn or Old Grey Goat House etc. This will ensure that the property is identified as no longer being a public house, place of worship or commercial property etc.
- 11.23** Where the property is a former agricultural building, for example a former piggery, or cow byre, the property name must not be Piggery Barn or Cow Byre as this would suggest the property is still 'in use' as an agricultural building, the property name may however become Old Piggery Barn or Old Cow Byre as this would refer to the current residential/commercial use of the building.
- 11.24** The address of a named property must not include or reference the name of another property unless the said property is an agricultural workers dwelling, annexe or holiday let where the planning approval sets out that the property must **not be sold separately** to the main dwelling, for

example an existing property named Stone House, a new property must not be addressed Rose Cottage, Stone House as this may lead to confusion and result in a request for an address change if Rose Cottage is sold separately.

- 11.25** Property names must not include, or replicate any locality, street, village or postal town name within the local authority area, as these may be misleading and lead to confusion for delivering goods and services. For example Brough House, Lazonby, Penrith would not be accepted as it could lead to locational issues if the post town and postcode are not used, this could lead to delays in response times for the emergency services or delivery issues. In addition, Brough House, Brough will not be accepted, as this would replicate the village name.
- 11.26** The word 'Flat', 'Flatt' in any form is not acceptable as the principal property name or as part of the property name, for example Edenflat House. However, 'Flat' may be used in the format Flat 1, Eden House, where Eden House is the principal property name.
- 11.27** The consent of the Lord Chamberlain's office must be obtained if a name with any reference to the Royal family or Royal Residences, the use of the word 'Royal' or use of a name with Royal connotations is suggested. Please refer to the guidance on the [Use of Royal Arms, Names and Images](#)
- 11.28** Property names must include an appropriate suffix to identify the type/style of property from the list below:
- Hall - a larger than usual property only
  - House – standard dwelling usually 2 or more stories can be used for a residential or commercial building
  - Bungalow - a bungalow only
  - Bunkhouse - a bunkhouse only
  - Chalet – small cabin, permanent residential static caravan or house, generally of wooden construction or any property built in this style or caravan
  - Caravan - residential or commercial caravan only  
Chambers – often used for the name of a building with legal/professional units
  - Cottage
  - Court – often used for buildings that form a square or rectangle. Can be used for the naming of a street
  - Croft - a house or bungalow
  - Lodge - a property, house or cottage or may also be used to identify a caravan or lodge accommodation
  - Loft - for first floor accommodation/flat where a garage or barn resides below
  - Barn - for a barn conversion only not a new build unless built in the style

of a barn

- Byre - only if incorporated with the word 'old'
- Grange – a large detached house
- Mansion - for a much larger than usual property
- Mansions – often used for a building with either residential and/or commercial units where no street numbers are available
- Villa - a house or large bungalow
- Building - can be used for a residential and commercial property
- Point – often used for the name of a building (four floors or more) with residential and/or commercial units where no street numbers are available
- Tower – often used for the name of a building (four floors or more) with residential and/or commercial units where no street numbers are available

The following words are unacceptable in any form as part of an address unless they are incorporated with an acceptable suffix, for example Meadow Dale House and only when these are not already in use in the \*local area.

End, View, Dale, Foot, Cross, Side

Any word which refers to a road, street, utilities or railway assets must not be used as part of an address, for example (this includes street suffixes from this policy);

Bridleway, Path, Road, Street, Way, Lane, Lanning, Lonnin, Siding, Track, Pump

All properties will be addressed to the road from which the postal delivery point (mail/letter box) or front door of the property is accessed.

**There are no exceptions to the Council policy.**

## **12. Displaying Property Names and Numbers**

It is the responsibility of the owner, developer or occupier of properties to fix and maintain an officially assigned number or name allocated by the Local Authority to identify a property in a street.

Property names and numbers must be clearly displayed at/on the property in order that this is visible from the road, this is essential to assist in the location and identification of the property by members of the public, to assist with deliveries but more importantly to avoid delays in response times should the Emergency Services be requested to attend the property.

Should the owner/occupier fail to display the lawfully assigned name or number, the authority shall give 21 days' notice to the owner/occupier of the property to display the correct number/name.

Where the notice is not complied with the authority shall give a further 14 days' notice that it will cause the name or number to be displayed on the property in default and recover the expenses from the owner/occupier of the property.

The position and style of the name or number is the choice of the owner/occupier but this must be clearly visible from the roadside. This will assist with locating and referencing the property should the emergency services be requested, for the ease of deliveries and also for the safety of the public.

## **13. Addressing of Blocks of Flats or Apartment Buildings**

If the building is located in an existing numbering scheme the building will be numbered or retain the existing number. If the building is a new building, consideration will be given to naming the building as an exception.

- Each internal flat or apartment will be numbered on each floor in a clockwise direction from the entrance/stairwell.
- Each internal flat will be prefixed with Flat or Apartment.
- Buildings which have entrances on different streets will be addressed to the street where the main postal entrance is located.
- Internal flats which are located in the building but separately accessed from another street will be addressed with the building name but to the street which is used to access the flat.

Where a building is named an appropriate suffix should be allocated, see below:

- Building
- Court
- Heights
- Point
- House
- Mansion or Mansions

- Tower

## **14. Merge of Two or More Properties or Division of One Property into Multiple properties**

Where residential or commercial properties are to be merged or divided an application form must be submitted for the alteration of an address, addresses will be altered in accordance with the current Data Entry Conventions (DEC) and the following applies:

- 14.1** A **Merge** of the property will adopt all previous addressable objects as its identifier where premise numbers are used;

For instance the merging of two properties at 4 and 5 High Street to become one property will result in a new address of 4-5 High Street. An exception to this would be where all the properties which are numbered, for example 1, 2, and 3 Stable Cottages are to be merged into one property, the numbers in this instance may be removed and the address become Stable Cottage, but only where the name Stable Cottage would not conflict with other properties with the same or similar name in the local area (using the naming allocation guidance section 12).

- 14.2** **Division** of a property where the building is divided into two or more self-contained units;

The building shell will be the existing property number or name if no number exists,

eg 13 North Road, the internal numbering whether this is commercial or residential will be known as Unit/Flat/Apartment 1-3, 13 North Road.

- 14.3** **Conversion of a house into two or more residential flats with one door providing access to all flats:**

The building shell shall be recorded as the existing property number or name with each flat numbered internally as Flat/Apartment 1, Flat 2 etc., eg Flat 1 13 North Road, Penrith.

- 14.4** **Conversion of a house into two or more residential flats with separate doors from the street providing access to each of the flats:**

Each flat shall be numbered with the property number with the addition of a suffix for example, 13A, 13B, 13C etc. Duke Street, Penrith.

- 14.5** More complex arrangements will be addressed using the conventions set out in the latest version of the Data Entry Conventions and Best Practice for the National Address Gazetteer.

## **15. Addressing Business Properties and Commercial Units on Industrial Estates or Retail Parks**

**Business Properties.** These buildings should be named rather than numbered if not currently located in a numbering scheme. This will allow for easy

divisions or merges of businesses to be addressed appropriately without dramatically changing the original address. Business names will then be added or removed where necessary without the official property address changing. Refer to section that contains the full property name guidance.

Naming a property after a company or business is not acceptable unless the company no longer occupies the building and is no longer trading and where there is a positive local association with the building and location and does not cause confusion.

Properties must not be named with a business name only, or name similar to the business name; this will be added to the address separately. Names that promote a company, service or product will not be allowed. Names based on a developer's trading name are seen as advertising and are not acceptable. An exception to this may be made for a company that no longer exists, if used solely in an historical context and the claim of advertising cannot be made but only where the company was of the highest standing.

Property names must not reflect the commercial use of the building as should the business change the new occupier would request a name change for the building, for example Classical Music Centre - this identifies the current use of the building but should a book shop take over the building they would not want 'Music Centre' in the name of the property and this would give rise to a property name change.

**New Business Parks** must be named; this will become a 'locality' field in the address. Each road will then be named and buildings named onto that road with each internal unit numbered, and business name added, this allows for easy changes to business name and internal numbering, without the need of a new application. The address of the building will be retained during any changes, for example:

Business Name: Building Supplies

Internal Numbering: Unit 1

Building Name: Devon House

Street Name: Haweswater Road

Locality: Gilwilly Industrial Estate

Post Town: Penrith

Postcode: CA11 9AA

## **16. Objects without Postal Addresses (OWPAs)**

- 16.1 Properties that do not have a postal delivery point or letterbox but which attract either non-domestic rates or Council tax are known as Objects Without Postal Addresses (OWPA's) or Not Postally Addressable and will be addressed in accordance with the conventions in the Council policy and the latest Data Entry Conventions. It should be noted that Royal Mail will not allocate a postcode to properties, or include the address in the Postal Address File (PAF) where the



property:

- does not have a postal delivery point, letterbox or collection point

These properties still require addressing through the Council's Street Naming and Numbering function and adding onto the national address database to allow for service delivery by Council, Government and emergency services and will be allocated the nearest postcode for identification and referencing purposes only, see information below.

## **17. Holiday Let, Annexe Accommodation, Agricultural Workers Dwellings and Second Homes**

### **Holiday Let**

Where a new property is to become a holiday let these will be addressed in accordance with previous sections, the holiday let may include a reference to the main property address, however if the holiday let is sold separately the address will be required to be amended to remove the name of the main property from the address, this must be undertaken through the Council's property name change request.

### **Annexe**

These will be assessed on a case by case basis by Officers taking into account of any planning restrictions and whether official address allocation is necessary, for example to enable the Council Tax or Business Rates collection.

The authorities Council Tax or business rates department will determine whether the annexe accommodation will be rated separately.

If the annexe is to be occupied by family members, not rented out separately as residential or holiday accommodation and does not require postcode allocation and addition onto PAF it is acceptable to use the following example, 'Annexe, Rose House, Milnthorpe for entry onto the NAG only.

The annexe property will only be included in the Royal Mail PAF file when an address application form has been received to go through the formal address allocation process and only where a letterbox exists separately for the property and requires a separate postal delivery.

### **Agricultural Workers Dwelling**

Where planning permission is received for an agricultural workers dwelling, subject to the property being accessed from or on adjoining land, the property may include the name of the farm or farmhouse as part of the property address.

## **18. Re-instating property names to properties which have become derelict or unoccupied and which do not appear in the national address database**

Re-instatement of a property name will be considered where the property has planning permission for refurbishment, to be brought back into use as a single residential or commercial property. This does not include local names for any

building which has not formally been an occupied residential or commercial property. Any historical names will **only** be re-instated where they meet the criteria of the policy. There may be occasions where your application to allocate the historical name for the property is refused as this no longer meets the criteria of the Council policy.

## **19. Demolished Properties**

If the demolished property occupies a site that is to be redeveloped the new address will include the reinstatement of premise name or numbers previously used on that street. Where the property is named, the owner can apply for a 'property name change' should they wish to allocate a different name to the property.

If the site is re-developed a SNN application must be made to allocate a new address or addresses or to re-instate the previous address. (the national address conventions (Data Entry Conventions) should be referred to for a full explanation on how to deal with demolished properties).

## **20 Royal Mail**

When an official address is agreed by Westmorland and Furness Council, we will ask Royal Mail to allocate a postcode to the new property.

The maintenance and any future changes to the postcode are the responsibility of Royal Mail, not the Council.

The allocation of a postcode is entirely the responsibility of Royal Mail. If a property requiring a postcode does not meet Royal Mail's criteria for a postal address and a postcode is refused, Westmorland and Furness Council do not have any power to change this decision.

Royal Mail will not allocate postcodes to addresses that will not be receiving mail. This is because a postal address (postcode) is purely a routing instruction for the efficient delivery of mail.

Royal Mail does not publish on its website, PAF, addresses that are not completed and/or occupied. This means that in certain cases addresses that have been officially allocated and issued by the Local Authority may not be visible to anyone using the Royal Mail website to validate an address. This may also mean that other organisations using the Royal Mail Postcode Address File will also not be able to validate addresses until the property is occupied.

## **21. Postcode Allocation**

Royal Mail allocates postcodes, locality, village and post town information not the Council. Postcodes will be requested for new properties through the Street Naming and Numbering process and the Council will inform the owner/developer of the property the postcode, locality and post town which the Royal Mail has allocated.

Royal Mail may find it necessary from time to time to alter your postcode and address as they see fit, but they will inform you of any change.

If you feel that you have been allocated the wrong postcode by Royal Mail, you must contact them direct to discuss the issue.

## **Appendix A -Street Nameplates**

Street Nameplates **must** be installed by the developer of the new street to the specifications set out below once the name has been agreed with Westmorland and Furness Council and before the first property is habitable to allow the delivery of mail, goods and services but more importantly to allow emergency service deployment. If nameplates are not installed at this point this may lead to the delay in deployment of emergency services. If there are delays in attending an incident or to the delivery of goods and services to an occupied property where nameplates have not been installed, the liability for this rests with the developer not the Council.

Where a developer fails to install street nameplates, the Council will undertake this work and will submit an invoice for re-imbursement from the Developer for this work including administration costs. This includes private roads as well as Local Authority adopted streets.

Nameplates must be installed in order for the developer to comply with the terms and conditions set out in the section 38 Agreement of the New Roads and Street Works Act which the developer enters into with the Highway Authority for the adoption of roads and highways, which in this instance is Cumbria Highways. Once street nameplates have been installed to the authorities specifications the Council will adopt and maintain these nameplates, therefore it is essential to adhere to the Council's specifications.

Every street must be clearly signed with nameplates being positioned at principal junctions to be easily readable by both pedestrians and drivers.

Section 64 and 65 of the Town Improvement Clauses Act, 1847, places a duty on a local authority to see that street names are indicated on a conspicuous place in or near the street. In the case of new developments the Council expects the developer to provide and install nameplates prior to the development being habitable in accordance with the specifications below. This will enable the efficient functioning of the Postal and Emergency Services as well as for the convenience and safety of the general public.

The recommended specification for street nameplates is set out in the Department of Transport Circular 3/93, Street Name Plates and the Numbering of Premises as follows:

### **Procedures for the Installation of Street Nameplates**

1. Street nameplates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The nameplate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable, the distance may be varied up to a maximum of 6 metres.
2. Street nameplates should be mounted so that the lower edge of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.

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 section 18.8 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 cross-road, both names should be displayed at the point of change and it may be useful to include arrows to indicate clearly to which parts of the street the names refer.
6. On the 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 two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.
8. Where it might reasonably be expected, for example at intervals on long straight lengths of road at intersections of T-junctions, it may be useful to incorporate on the nameplate information indicating the street numbers on either side of the intersection.
9. Whenever practical, street name plates should be mounted on walls, buildings or other robust boundary structures at the back edge of the footway.
10. The nameplates should be so fixed that there is a clear space of at least 300 mm in every direction between them and any notices, advertisements or other printed or written matter. Wherever possible, greater clearance should be provided. Nor should they be incorporated in other direction sign assemblies, but be kept distinctly and mounted in as standardised a manner as possible. Care should be taken to keep the view of nameplates free from obstruction by trees and other growth.
11. Where possible, name plates 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.

## **Appendix B -Style Guidelines for Manufacture of Street Nameplates**

1. Street nameplates should be manufactured from 11 gauge pressed aluminium plate with the street name in black embossed 90mm Kindersley type letters on a white background with a 12mm black border. Any additional text such as "Leading To ...." or "Numbers 1-32" shall be in 50mm MOT lettering.
2. Should the nameplate need to be mounted in a freestanding frame then it should be secured firmly within a 38mm x 38mm x 5mm plastic coated **or** galvanised angle iron frame.
3. Because street nameplates are commonly viewed from an angle, it is important that wide, well-spaced lettering should be used.
4. Capital lettering must be used to avoid confusion with traffic signs, which generally employ lower case lettering.
5. Only durable materials should be used for the construction of nameplates. The Council requires 11 gauge pressed aluminium plate with 90mm Kindersley type black letters on white background with 12mm black border and they should be maintained in a clean condition. A 150mm letter height may be more appropriate on fast main roads.
6. Street nameplates must have black lettering on a white background with a black border, as this gives the best contrast. Coloured legends or backgrounds will result in poor legibility, especially under low-pressure sodium street lighting and must not be used. The white background should be reflectorised.
7. Only well-known abbreviations should be used eg AVE, CRES, ST, GDNS, RD etc.
8. When streets have been re-named, the old name crossed out but clearly legible should remain for at least one to two years and then removed.
9. Area colour coding by a background colour on the street nameplate is not permitted. There is a loss of good contrast with many colour combinations.
10. The chief aim of letter spacing is to give good legibility having regard to the letterform used. Spacing should be sufficient to prevent letters having a jumbled appearance when viewed from an oblique angle. The apparent area between successive letters should be as uniform as possible and this is affected by the shape of individual letters. Vertical strokes found in B, D and E etc. are those which need to be furthest apart; curves in B, C D and G etc. permit a slight decrease in spacing, right angled letters E, F and L etc. and sloping ones A, K and V etc. can be closer still; some combinations such as LT, LY and VA can almost overlap.
11. Street nameplates must not incorporate any business names, logos or any other form of advertising.



FIG. I KINDERSLEY — 90



FIG. II KINDERSLEY — 90



*Good example of the no through road street name plate*

## **Appendix C - Limit of Responsibility/Compensation**

- Westmorland and Furness Council accepts no responsibility or liability in relation to:
- any action or omission of any third party referred to or communicated with as part of the performance of any service identified in this policy;
- ensuring that Royal Mail allocates a postcode to a street name;
- the updating of Royal Mail records with any information provided to it by Westmorland and Furness Council and the future maintenance and the making of any changes to the address records of Royal Mail including the postcode;
- the updating by any other third party of information provided to it by Westmorland and Furness Council and the future maintenance and the making of any changes to the address records held by those third parties;
- correspondence and deliveries not being delivered to a correct address;
- an address being unavailable or incorrectly recorded on any database maintained other than by Westmorland and Furness Council;
- Ordnance Survey maps or plans not featuring any property or street;
- the use or misuse of any street name, house name or property address by any third party.
- Please note that it may take at least six months and can be as long as twelve months for name changes or indeed new or amended addresses to appear in the systems of other companies and organisations, over which Westmorland and Furness Council has no control.
- Non-delivery and mis-delivery of items and correspondence and the issue of complaints should be directed to the customer services department of the relevant delivery company.
- Third party maps may not show new properties or roads: again, changes to information can take some time to appear in third party products.



## Appendix D - Street Naming and Numbering Data Retention Policy

Westmorland and Furness Council undertakes effective management of Street Naming and Numbering records and information to ensure they are organised and accessible for as long as they are needed (but for no longer). The Council's retention guidelines are in accordance with Data Protection, General Data Protection Regulation (GDPR), Freedom of Information and the relevant access to information legislation and are ratified within the Council.

Recommended best practice function	Retention Action
Application for a new street name and to rename an existing street	Destroy 6 years after last action
Application for new property number or name and to renumber or rename an existing property	Destroy 6 years after last action
Official decision document and plan approving a new street name or approving a rename to an existing street	Permanent
Official decision document and plan approving a new property number or name and approving a renumber or rename to an existing property	Permanent
Request to Royal Mail for postcode allocation	Destroy 6 years after last action
Confirmation from Royal Mail of postcode allocation	Destroy 6 years after last action
New street name and renamed street allocation or distribution document	Destroy 6 years after last action
New property number or name and renumber or rename to an existing property allocation or distribution document	Destroy 6 years after last action
Working files relating to Street Naming and Numbering	Destroy 4 years after last action