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# **SHEFFIELD CITY COUNCIL**

## **STREET NAMING AND NUMBERING (SNN)**

### **POLICY AND FEES**

**November 2022**

Sheffield City Council  
Highway Records and Address Management  
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## 1. INTRODUCTION

The purpose of this document is to provide guidance to developers and residents regarding the naming and numbering of streets and buildings. It contains information relating to the allocation of addresses for new developments and the renaming/renumbering of existing properties.

As the street naming and numbering authority, Sheffield City Council uses its powers under Sections 64 and 65 of the Town Improvement Clauses Act 1847 to control the naming and numbering of streets and buildings.

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**By law, the Council is responsible for all new street names, property names and property numbers. All new address requests and changes to existing addresses must be submitted to the Council for review and approval. The Council's decision is final.**

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The objective of street naming and numbering (SNN) is to establish a unique, unambiguous and logical address so a property can be easily and quickly located.

Our address databases are used by the Council, Royal Mail, utility companies, emergency services, credit reference agencies, satellite navigation system suppliers and many private companies. If a property is not registered through the SNN process, the owner/occupant will encounter difficulties in obtaining mail, goods and services.

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**Developers are strongly advised to submit an application for street naming and numbering once planning permission has been granted (where applicable) and in the early stages of any new build or conversion.**

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## 2. HOW TO APPLY

1. Submit an application by emailing [SNN@sheffield.gov.uk](mailto:SNN@sheffield.gov.uk)

You will need to provide:

- Your contact details
  - Details of the property or development
  - Planning reference
  - Relevant plans (Location, Site, Floor)
  - Suggestions for street / building names
2. We will acknowledge receipt of your application and review the request to ensure we have all the required information.
  3. We will provide your application reference, confirmation of the fee and a link to pay the fee online.
  4. Pay your application fee. You must include the application reference. We will not progress the application until the correct fee has been paid.
  5. Once the fee has been paid we will arrange for addresses to be allocated. We will issue official paperwork when the work is complete and Royal Mail have confirmed the postcode.

Under normal circumstances addresses will be allocated within:

- 15 working days from receipt of payment for new addresses on an existing street
- 25 working days from receipt of payment where a new street name is required

If you require further information or are unable to pay the fee online, please contact us at [SNN@Sheffield.gov.uk](mailto:SNN@Sheffield.gov.uk) or 0114 273 6127.

### 3. FEES

On 1st December 2022 the Council introduced fees for all SNN work including the allocation of property numbers, provision of new street names and changes to existing addresses.

The fees associated with this work are shown in the table below.

Services and Fees	Number of Properties				
	1	2 to 5	6 to 25	26 to 75	76 +
Addresses for new properties	£90	£120	£225	£500	£950
Amend existing property addresses <sup>1</sup>					
Change by developer after initial allocation of addresses	£115	£155	£295	£650	£1235
New street naming	£75 Per Street				
Add or change a property name	£90 Per Property				
Letter of confirmation of address	£45				
Other enquiries	£60 per hour				

<sup>1</sup> e.g. conversion of house to flats

These fees are not subject to VAT.

All fees must be paid in full prior to any work being undertaken.

## 4. STREET NAMING

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**It is strongly recommended that developers contact the Council prior to the commencement of construction to arrange for all new street names to be approved.**

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Developers are encouraged to suggest street names for consideration and approval. It is recommended that more than one name is proposed for each street in case the preferred option is deemed unacceptable. Alternatively the Council can assign street names on your behalf.

Any proposals should adhere to the criteria laid out below. All street names must be approved by the Council whose decision, as street naming and numbering authority, is final.

### 4.1 Street Naming Criteria

1	All highways, including an access way or cul-de-sac off a main spine road within an estate, must have a separate name
2	Names must not be the same or sound similar to any existing street within the Sheffield area or close by in a neighbouring authority.
3	Streets in close proximity should not be assigned the same name with a different suffix. For example Birch Road, Birch Avenue, Birch Close and Birch Crescent located close to each other can cause confusion when being referred to in an emergency
4	Ideally, names should have a proven relevance to the history or past industries of the area or reference local geological features
5	Names commemorating local personalities may be acceptable although reference to living personalities will not be allowed  The person must have made a significant contribution to the community at a national, regional or local level, or have a historical connection to the land being developed  We require the approval of family members to commemorate someone who is recently deceased
6	Names should not contain more than three syllables, more than 30 characters, be difficult to spell / pronounce or contain any form of punctuation
7	Names and their combination with property numbers should not be considered rude, obscene, offensive or give the impression that the area is in some way unappealing
8	No street name should start with 'The'
9	Proposed names cannot be construed to be used for advertising or commercial gain e.g. named after the developer's company
10	Street names must end with a suffix and these should be appropriate for the type of street and location. Common examples are given in section 4.2

## 4.2 Street Name Suffixes

This table contains a list of common examples but is not comprehensive. Other suffixes may be acceptable.

Suffix	Street Type / Common Usage
<b>Avenue</b>	Any street
<b>Chase</b>	Small street or cul-de-sac
<b>Close</b>	Cul-de-sac
<b>Court</b>	Cul-de-sac or small street which forms a square or rectangle
<b>Crescent</b>	Short, curved street
<b>Croft</b>	Small street or cul-de-sac. Commonly on the site of a farm
<b>Drive</b>	Any street
<b>Gardens</b>	Residential street where properties have gardens, provided there is no confusion with local open space
<b>Green</b>	Small residential street, provided there is no confusion with local open space
<b>Grove</b>	Small street or cul-de-sac
<b>Hill</b>	Street with a steep gradient
<b>Lane</b>	Any street. Commonly used for narrow roads
<b>Mead</b>	Small street or cul-de-sac. Commonly used for former grassland sites
<b>Meadow</b>	Residential street adjacent to fields
<b>Mews</b>	Cul-de-sac or small residential street lined with small houses
<b>Mount</b>	Street on the top of a hill or ridge
<b>Place</b>	Small residential street or an open space in a commercial development
<b>Rise</b>	Street with a steep gradient
<b>Road</b>	Any street
<b>Row</b>	Residential street with a row of adjoining buildings
<b>Street</b>	Any street
<b>Terrace</b>	Residential street with a row of adjoining buildings
<b>View</b>	Street with a vista or panoramic outlook
<b>Way</b>	Any street with the exception of a cul-de-sac

## 4.3 Street Name Plates

Developers can request a quote for the provision and installation of new street name plates by contacting [streetsahead@amey.co.uk](mailto:streetsahead@amey.co.uk) and including “Request for Third Party Works” in the subject line.

To report a problem with an existing street name plate, please complete the form on the ‘Faults with traffic lights, crossings and road signs’ web page or phone 0114 273 4567.

## 5. PROPERTY NUMBERING

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**Developers should note that property numbers allocated by the Council are unlikely to correspond with their site plot numbers.**

**Any literature distributed to prospective purchasers must clearly state that a property's plot number may not necessarily be the property number that forms part of its official address.**

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The Council will allocate property numbers using the following criteria:

### 5.1 Individual Properties

1	Buildings will be numbered according to the street where the main entrance is located. This may not be the vehicular access
2	All numbers will be allocated in a logical sequence
3	No numbers will be excluded
4	On new streets, odd numbers will be allocated to properties on the left side (travelling away from the city) and even numbers on the right
5	Small cul-de-sacs may be numbered consecutively in a clockwise direction, depending on the layout and size of the site
6	Where new properties are built between two existing properties and there are insufficient numbers available, a sequence of alphabetical suffixes will be added to the number e.g. 36A, 36B
7	Sub-divisions of property will be numbered rather than described or lettered i.e. Flat 1 rather than First Floor Flat or Flat A
8	Where a house is converted to flats which share a common entrance, they will be addressed as e.g. Flat 1 and Flat 2, 36 High Street and not 36A and 36B

### 5.2 Blocks of Properties

1	A block with a single entrance will be given a number on the appropriate street
2	Where a block has more than one entrance, each will be given a number on the appropriate street(s) where the multiple entrances lead to separate occupiers
3	A block can only be named where there is a single entrance
4	Individual properties within a block will be numbered, not lettered, in a logical sequence which will be dependent on the layout
5	In some cases 'Hotel Style' numbering may be more appropriate as this identifies the floor of a property e.g. Apartment G01, 101
6	Property numbers cannot contain leading zeroes
7	No numbers will be excluded



## 6. PROPERTY NAMING

### 6.2 Individual Properties

We allow the addition of names to existing properties provided they are used in conjunction with the allocated number as this identifies the location of the property on the street. The primary identifier will always be the number and you should ensure that this remains clearly displayed on the front of the property.

A name without a number will only be permitted for new properties on existing un-numbered streets (e.g. in rural areas).

You must submit an application to request the addition of a property name or to amend an existing name. All property names are subject to approval by the Council.

We do not allow duplicate or very similar names in close proximity to the property or within the postcode area. This policy aims to reduce issues experienced by a wide range of services when locating addresses and to minimise the risk of confusion should the emergency services need to attend a property where any delay could be crucial.

### 6.2 Blocks of Properties

All building names must be submitted for review and approval. The Council will consider names suggested by developers for new blocks provided they are in accordance with the following conventions:

1	The name should not include numbers
2	The name may end with a suffix. Any suffix used should be appropriate for the type of building and its location. Common examples are given in the table below
3	Buildings in close proximity should not be assigned the same name with a different suffix. For example Birch Apartments, Birch Heights and Birch Tower located close to each other can cause confusion when being referred to in an emergency

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**Developers should discuss proposed names with the Council before they are used for marketing or legal documentation to determine whether they could be considered as part of the official address.**

**Any literature distributed to prospective purchasers should clearly state that the marketing name may not form part of the property address.**

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This table contains a list of common examples but is not comprehensive. Other suffixes may be acceptable.

Suffix	Building Type / Common Usage
Apartments	Residential building
Building	Commercial building with two or more floors
Centre	Building with commercial units
Hall	Residential or commercial building
Heights	Residential or commercial building with four or more floors
House	Residential or commercial building
Mansions	Residential building
Point	Residential or commercial building with four or more floors
Tower	Residential or commercial building with four or more floors

## **7. RENAMING OF STREETS AND RENUMBERING OF PROPERTIES**

### **7.1 Property Conversions**

An application must be submitted for all property conversions as the work may result in changes to existing addresses which can only be authorised by the Council. Applications will be reviewed and if no address changes are required, there will be no fee.

### **7.2 Requests to Renumber Your Property**

Requests to renumber your own property will be dealt with on a case by case basis.

If a change is approved, the Council will notify a number of interested parties including Royal Mail (a list will be provided) but you will be responsible for informing anyone else who you think may need the information. Royal Mail advise that changes can take several months to filter through to end users of their PAF database as they are reliant on businesses updating their own databases.

You should also consider the wider implications of changing your address which include, but are not exclusive to, redirecting mail, new signage and the potential for impact on insurance policies.

### **7.3 Requests to Rename an Existing Street**

The renaming of existing streets is only considered in exceptional circumstances and we require the agreement of all impacted residents in order to proceed.

If all parties are in agreement and the change is approved, the Council will notify a number of interested parties including Royal Mail (a list will be provided) but you will be responsible for informing anyone else who you think may need the information. Royal Mail advise that changes can take several months to filter through to end users of their PAF database as they are reliant on businesses updating their own databases.

You should also consider the wider implications of changing your address which include, but are not exclusive to, redirecting mail, new signage and the potential for impact on insurance policies.

### **7.4 Requests to Change a Postcode**

If you would like to request a change to your postcode, you will need to contact Royal Mail directly. Please note that the Council is not responsible for issuing postcodes and has no input into whether Royal Mail will approve a postcode change.

## **8. ADDITIONAL INFORMATION**

### **8.1 Requirement To Display Property Names and Numbers**

It is a legal requirement that the property number (or name if the property is on an un-numbered street) must be displayed in a clear, prominent position which can be read from the street. Where a name has been added in addition to a number, it must always be used in conjunction with the number and cannot be regarded as an alternative.

Displaying the number helps to ensure that deliveries are made to the correct property and the emergency services can locate properties without undue delay.

### **8.2 Royal Mail and Postcodes**

Royal Mail is responsible for issuing postcodes and they will only be provided following notification of the new address by the Council. New addresses will initially be added to Royal Mail's 'Not Yet Built' (NYB) database.

It is the responsibility of the developer/owner to advise Royal Mail once the new property is complete, can receive mail and is due to be occupied. The address will then be made visible on their 'Postcode Address File' (PAF) and their online Postcode Finder tool.