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# **SHEFFIELD CITY COUNCIL**

## **STREET NAMING AND NUMBERING**

### **GUIDANCE**

**May 2014**

**Sheffield City Council  
Highway Maintenance  
Howden House  
1 Union Street  
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## 1. INTRODUCTION

Sheffield City Council, as the street naming and numbering authority, 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. **All proposals for new street names and property numbers, or changes to existing ones must, by law, be sent to the Council for compliance checking and approval before use.**

The objective of street naming and numbering is to establish a unique, unambiguous and logical address for each property so that it can be easily and quickly located to facilitate:

- Rapid responses by ambulance, fire and police services
- The delivery of post by the Royal Mail and courier services
- Accurate record keeping regarding legal transactions and taxation etc

This guidance document is intended to provide assistance to developers and building occupiers regarding the naming and numbering of streets and buildings. It contains information that is relevant to both new developments and the renaming/renumbering of existing streets and buildings.

**To ensure that the addressing process proceeds as quickly and efficiently as possible, developers are strongly advised to consider proposals for street naming and numbering as soon as Planning permission has been obtained.**

## 2. STREET NAMING

The Council is responsible for naming new streets within Sheffield, but encourages developers to propose their own preferred street names for consideration, provided they adhere to the conventions within this guidance document.

**Developers are strongly advised to be very cautious in the use of marketing names for their new developments because if they fail to meet the specified criteria they will not receive the Council's approval and will therefore not be retained as part of the official address. Any literature distributed to prospective purchasers should therefore clearly state that the marketing name may not necessarily form part of the property address. Developers can discuss marketing names with the Council beforehand to determine whether proposed names could be considered as part of the official address.**

**It is strongly recommended that developers agree names for all proposed streets with the Council prior to the commencement of construction.**

### **Street Naming Criteria:**

1. All highways, including access ways or culs-de-sac off main spine roads within estates, must have separate names. Street extensions should have the same name as the original.
2. Names must not be the same or sound similar to any existing street within the local area. This includes assigning the same name and just changing the suffix e.g. Birch Road, Birch Avenue, Birch Close.
3. Ideally, names should have a proven relevance to the history or local geological features of the area or they should commemorate past industries or deceased local personalities. Any personality must have made a significant contribution to the community either at a national, regional or local level or have a historical connection to the land being developed. The local library should be able to provide advice regarding the history of an area if you have difficulty choosing an appropriate name.
4. Themes may be used for the naming of a network of streets within a development, but they should still have some relevance to the local area.
5. So that names can be easily understood over the telephone in the event of an emergency, they should generally have no more than three syllables, they should not be difficult to spell or pronounce and they should not contain any form of punctuation.
6. Names that could be construed to be offensive or those that give the impression that the area is in some way unappealing should be avoided.
7. No street name should start with 'The'.

8. Street names must end with one of the suffixes given in the table below:

<b>Suffix</b>	<b>Applicable Road Type</b>
Avenue	Any road.
Chase	Cul-de-sac.
Close	Cul-de-sac.
Crescent	Crescent shaped road.
Drive	Any road.
Gardens	Any road, provided there is no confusion with any local open space.
Green	A courtyard, provided there is no confusion with any local open space.
Grove	Small road or cul-de-sac.
Hill	For hill roads only.
Lane	Any road.
Mead	Only acceptable in appropriate circumstances. Please contact us to discuss.
Mews	Cul-de-sac.
Place	Any road.
Rise	Residential roads with steep gradients.
Road	Any road.
Row	Only acceptable in appropriate circumstances. Please contact us to discuss.
Street	Any road.
Square	For a square only.
Terrace	A terrace of houses but NOT as a subsidiary name within another road.
View	Only acceptable in appropriate circumstances. Please contact us to discuss.
Way	Any – except cul-de-sac.

Other suffixes will only be considered in exceptional circumstances. Please contact us to discuss.

9. All suffixes should be given very careful consideration so that they do not give a false impression of the location.
10. Some suffixes may also be incorporated in street names that end with another suffix (e.g. Park View Road).
11. It is recommended that more than one name is proposed for each street in case the preferred option fails to meet the outlined criteria or is deemed unacceptable by the Council, whose decision, as street naming and numbering authority, is final.

12. For the provision and installation of new street nameplates developers should contact:

By email: [stephen.smedley@amey.co.uk](mailto:stephen.smedley@amey.co.uk)

In writing: Streets Ahead  
Street Lighting/Signs  
Olive Grove Depot  
Olive Grove Road  
Sheffield  
S23GD

13. Members of the public requesting the replacement or maintenance of existing street nameplates should telephone: 0114 2734567

### 3. BUILDING NUMBERING

The address of a property depends on the location of the main external entrance door. The Council will allocate property numbers using the following criteria:

#### Individual Properties

- Buildings will be numbered according to the street in which the main entrance is located, which may not necessarily be the vehicular access.
- All numbers will be allocated in a logical sequence and no numbers will be excluded.
- For new streets, odd numbers will be allocated to properties on the left hand side of the road (travelling away from the city) and even numbers to those on the right.
- Dependent upon the layout of the site, small cul-de-sacs may be numbered consecutively in a clockwise direction.
- If one or more dwellings are built between two existing ones and there are insufficient numbers available then a sequence of alphabetical suffixes (such as a, b, c) will be added to the number.

In some instances, where properties have a name but no number, the Council has powers to create numbering schemes and to enforce the usage of those numbers.

**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.**

#### Blocks of Properties

- A block with a single entrance will be given a number on the appropriate street and subdivisions within will then be numbered, not lettered, in a logical sequence.
- A block which has more than one entrance either along one street or from multiple streets, will be given an appropriate number to the appropriate street(s) where the multiple entrances lead to separate occupiers.
- A named block can only exist where there is one single entrance.
- A block which has more than one entrance will be given an appropriate number to the appropriate street(s) for each entrance which leads to separate occupiers.

## 4. BUILDING NAMING

### Individual Dwellings or Houses

- In existing streets, where there is already a numbering scheme in place, house names may be permitted, but will be in addition to the existing number and will not replace it. The number should always be displayed on the property and quoted within the address in all correspondence.
- In existing un-numbered streets (mainly in rural areas) it is essential that houses are officially allocated names that are registered with the emergency services. The owners of new properties within these streets are normally allowed to choose the property name, but they must consult the Council regarding any proposals. The chosen name should not repeat an existing name in use elsewhere within the same postal area and the Council will not formally allocate a name as part of an address unless it meets this criteria.

### Blocks of Dwellings or Offices

The Council will consider names suggested by developers for their new development blocks, provided they are in accordance with the following conventions:

- No building name should include numbers.
- No building name should start with 'The'.
- All named blocks should end with one of the following suffixes:

Suffix	Applicable Block Type
Apartments	Residential
Hall	Residential or offices
Heights	Residential
House	Residential or offices
Lodge	Residential or offices
Manor	Residential or offices
Mansions	Residential
Point	High residential or offices
Tower	High residential or offices
Villas	Residential

## **5. RENAMING OR RENUMBERING OF STREETS AND BUILDINGS**

Any changes to existing naming or numbering can only be authorised by the Council.

The renaming or renumbering of existing streets and buildings is only normally considered when changes occur that cause (or are likely to cause) problems for the occupiers, the Emergency Services or Royal Mail.

The renaming or renumbering of existing streets and buildings is normally avoided unless the benefits clearly outweigh the obvious disadvantages.

The Council will process the changes and notify interested parties on your behalf.

## 6. HOW TO APPLY

If you need any clarification or wish to discuss your proposal before making an application then please contact us on 0114 27 36127.

Applications need to include:

- Written details of the proposal and full contact details.
- A site plan, preferably to scale (1:1250, 1:1000 or 1:500 are most suitable), which shows street names, existing property numbers and enough of the surrounding area to enable it to be referenced to Ordnance Survey mapping.
- Floor plans, including plot numbers; for developments comprises of multi-storey apartments or offices.
- Planning reference number

Please note for developments requiring new street names, suggestions should be sent in with the application. The plans required for these developments must have plot numbers clearly shown.

Electronic applications are preferred as this assists with plan processing and distribution, so, if possible, please email the above information to [snn@Sheffield.gov.uk](mailto:snn@Sheffield.gov.uk)

Alternatively, please write to: Sheffield City Council  
Address Management  
Howden House  
1 Union Street  
Sheffield  
S1 2SH

**Due to the statutory legal process involved, the procedure can sometimes be quite lengthy and it is therefore advisable to consult the Council at the earliest possible stage of a proposal, certainly before building work commences and before unofficial names have been marketed or legal documentation drafted. 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.**

### **COSTS**

There is no charge for initial naming and numbering. However, once a development has been officially named and numbered, any subsequent amendments will be charged at £100 to cover the costs of amending existing records and notifying all interested parties.

## **CONSIDERATION**

The Council will carefully consider your suggestion(s) and check data held by the Royal Mail to ensure that no conflict will arise with existing postal addresses. You should allow at least 28 days for this procedure. If no conflict is likely to arise and your suggestions comply with the guidance given in this guidance document, you will be officially allocated new addresses and all relevant bodies, of which there are currently around 30, will be notified. Each new address will also be referenced to a national system using a Unique Property Reference Number (UPRN), which is used by a number of national and local organisations.

If there are any legitimate, substantiated objections, the Council will contact the applicant and, wherever possible, suggest suitable alternatives.

## **DISPLAYING NAMING AND NUMBERING**

It is a legal requirement that where a property has been allocated a number, it must be used and clearly displayed. Where a name has been allocated as well as a number this must always be used in conjunction with the number - it cannot be regarded as an alternative.

It is an offence for owners or occupiers to remove, cover or obliterate property numbers and the Council has powers to affix approved property numbers to buildings and to recover the costs incurred.