



Fife Council
Street Naming and Numbering
Policy and Procedures

April 2025

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1. Introduction

- 1.1 Fife Council is legally responsible for the allocation of statutory addresses and the assignment of street names within the local authority boundary.
- 1.2 This document outlines Fife Council's policies and procedures for street naming and numbering. Fife Council is committed to maintaining a corporate address gazetteer (the Fife Property Gazetteer) that forms part of Scotland's national address gazetteer (the One Scotland Gazetteer).
- 1.3 The power to name and number streets, to alter these, and to require owners of properties to display the number on their premises is given to the Council under the Civic Government (Scotland) Act 1982, Section 97.
- 1.4 Fife Council adheres to British Standard 7666:2006 for addressing.
- 1.5 Royal Mail is responsible for allocating postcodes and post towns to any property that they deem able to receive mail. Fife Council works closely with Royal Mail to ensure that they are aware of all new addresses so that postcodes are allocated in a timely manner.
- 1.6 Fife Council directly informs the Electoral Register and the Scottish Assessors of new or amended address information. Fife Council uploads its address data to the One Scotland Gazetteer (which is hosted and maintained by the Improvement Service) daily. Address data held in the One Scotland Gazetteer is shared with third parties including the emergency services, National Records for Scotland and Ordnance Survey.
- 1.7 There is an administration charge associated with the provision of the street naming and numbering service. A full list of street naming and numbering services and associated fees can be found at www.fife.gov.uk/addressing.

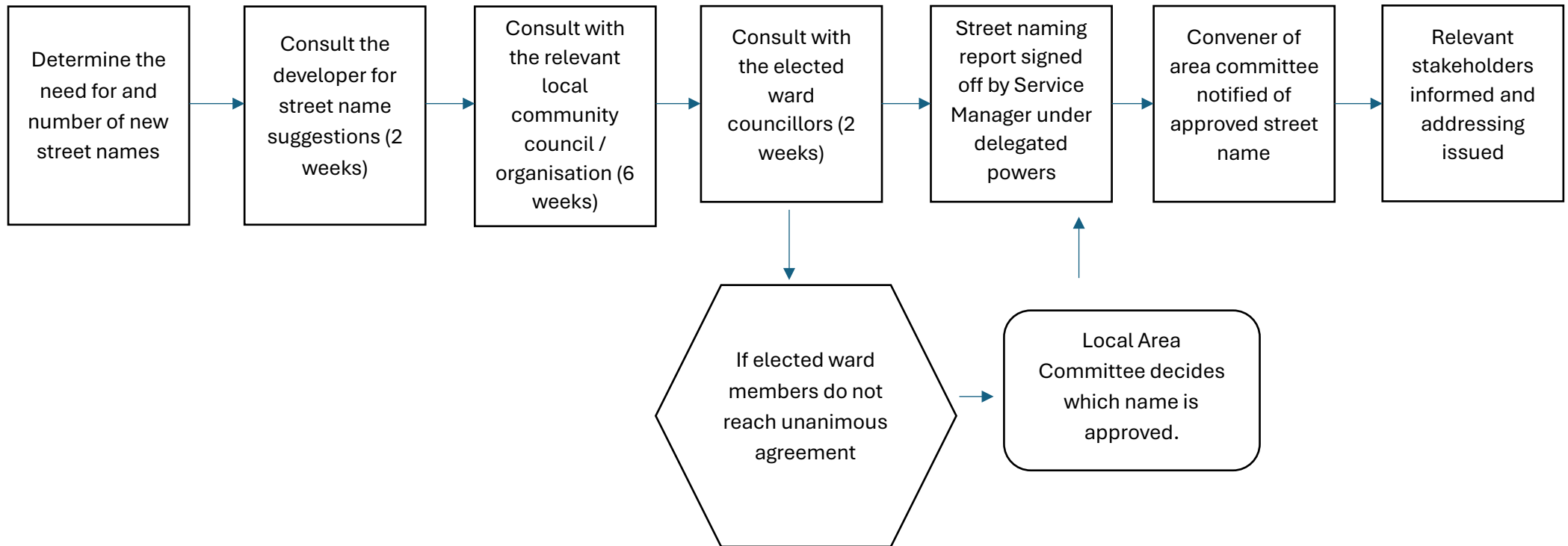
2. Street Naming

- 2.1 Fife Council's Property Gazetteer Officer will determine the need for, and the number of new street names required, with reference to site plans submitted with planning applications that have received full planning approval.
- 2.2 In determining the need for and the number of new street names required, the most important consideration is to provide clear and unambiguous addressing.
- 2.3 Consultation for the required street names will be carried out in accordance with the process map in section 3.

- 2.4 Street naming consultation timescales are clearly defined in section 3 and any representations received beyond these timescales may not be considered.
- 2.5 Where there is no active community council, the Area Community management team will be asked to provide an alternative relevant community organisation to consult with. If the Area Community management team do not provide an alternative, the consultation will be progressed to the next stage.
- 2.6 Elected ward members can propose their own street name suggestions during their two-week consultation period. These proposals should be circulated to all ward councillors.
- 2.7 If no response is received from an elected ward member during the consultation period, their support for any suggestions is assumed.
- 2.8 All proposed street name suggestions should be accompanied with a justification which references the street name criteria set out in sections 2.9. and 2.10.
- 2.9 New street names should meet one of the following criteria:
- Commemorate local history and culture
 - Honour noteworthy persons local to the area or to Fife
 - Celebrate cultural diversity in Fife
 - Commemorate national and international events
 - Strengthen neighbourhood identity
 - Recognise native wildlife and natural features of the area
- 2.10 The following criteria should not be accepted due to the potential confusion and / or reputational damage to Fife Council:
- Street names duplicating existing street names in the vicinity.
 - Street names very similar to existing street names in the vicinity.
 - The use of punctuation or abbreviations (except for St for Saint).
 - Marketing names (those used by developers may not refer to the official street names approved by Fife Council. Developers should advise potential purchasers of the official street name).
 - Street names that could be construed as offensive or alarming.
 - Names of living persons or persons who have been deceased for less than five years (alternative methods of commemoration such as plaques should be considered).
- 2.11 The Property Gazetteer officer will advise consultees when a street name suggestion does not meet the above criteria and will seek an alternative proposal.

- 2.12 If street names are suggested to commemorate a deceased person, the party suggesting the street name must provide evidence of consent from an appropriate relative before the suggestion is brought forward. If consent is not obtained, the suggestion cannot be taken forward.
- 2.13 The Property Gazetteer officer will apply appropriate suffixes to street name suggestions with reference to the guidance below:
- a. Generally avoided suffixes: End, Cross, Burn, Stream.
 - b. Suffixes appropriate for the particular road layout or areas:
 - Crescent: for crescent or looped shaped roads.
 - Avenue: tree lined roads.
 - Lane, Grove, Close, Wynd, Court, Place: small streets and cul-de-sacs.
 - Square: for squares only. Circus: for roundabouts or squares only.
 - Hill, Brae, Heights, Mount, Rise, Knowe: roads on a gradient or on a hill.
 - Terrace or Row: streets that are terraced.
 - Promenade, Esplanade, Wharf, Docks, Moorings, Quay: harbour or shore side streets.
 - Green, Gardens, Park: areas dominated by green space.
- 2.14 When the elected ward members have agreed upon the street name to be taken forward, the Convener of the local Area Committee will be notified of the street name selected for approval.
- 2.15 If elected ward members do not unanimously agree on the street name to be taken forward, the names will be presented to Area Committee for decision.
- 2.16 After consultation has taken place a report will be compiled detailing the new street name/s. This report will be passed to the relevant Service Manager for their signature of approval.
- 2.17 Following the approval of the street naming report, the addressing for any new properties will be issued.

3. Street Naming Consultation Process

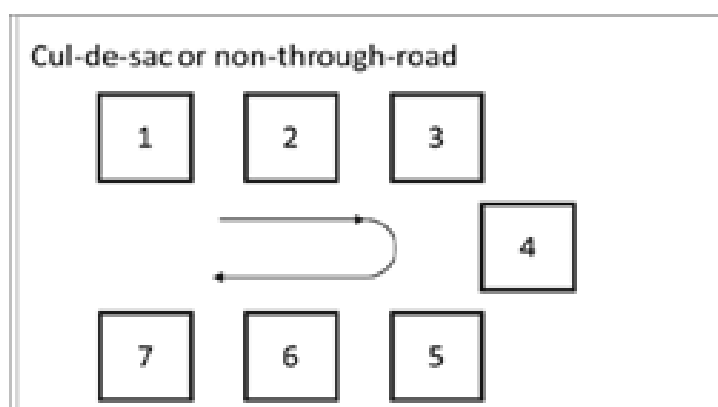
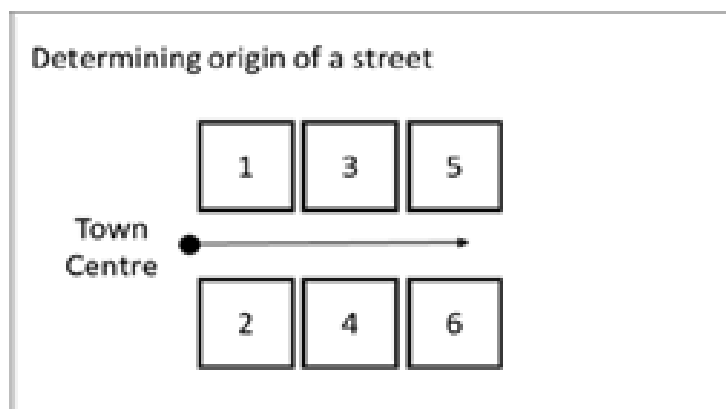


4. Street Re-naming

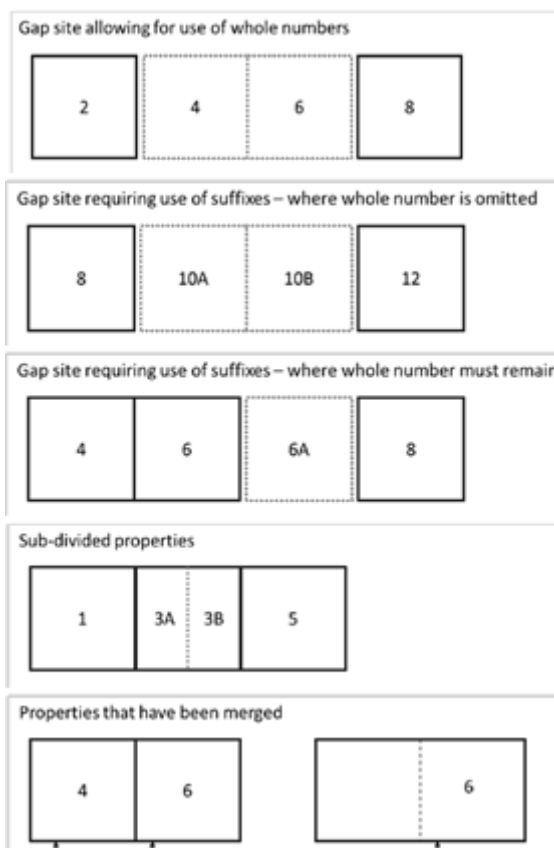
- 4.1 Fife Council will only consider any proposal to alter the name of an existing street in exceptional circumstances. Such circumstances could include the major redevelopment of an area, or where existing street names are creating confusion, ambiguity or poor public perception.
- 4.2 If community groups, developers or members of the public apply to re-name a street they need to provide the following:
 - A clear case for re-naming the street.
 - Proof that all affected residents or property owners have been contacted.
 - Provide a summary of the majority opinion of existing residents who are to be affected by any proposed change of street name.
- 4.3 This information will be passed to the elected ward councillors who must agree that a new street name is necessary before consultation begins on re-naming a street.
- 4.4 If it is agreed that street re-naming is to take place, Fife Council will directly consult with existing residents on the affected street to advise them any changes.
- 4.5 Statute requires a period of 28 days within which representations can be made, following advertisement in the local press. Fife Council will endeavour to minimise inconvenience and will consider all representations made to them before any final decision is reached.
- 4.6 Properties accessed by the re-named street will have their address details revised to include the new street name, This and a new postcode as assigned by Royal Mail. Properties may also be allocated a new house number if required. In all cases property owners will be advised of the new statutory address details by Fife Council.
- 4.7 A minimum of 8 weeks will be given before new statutory addresses take effect, allowing owners to transfer title deeds and contracts over to their new address. Fife Council will work closely with Royal Mail to ensure any inconvenience is minimised.
- 4.8 Due to the inconveniences and costs (to the residents) that can be associated with changing address details, we endeavour to re-name streets only if no other option is viable.

5. Numbering Properties

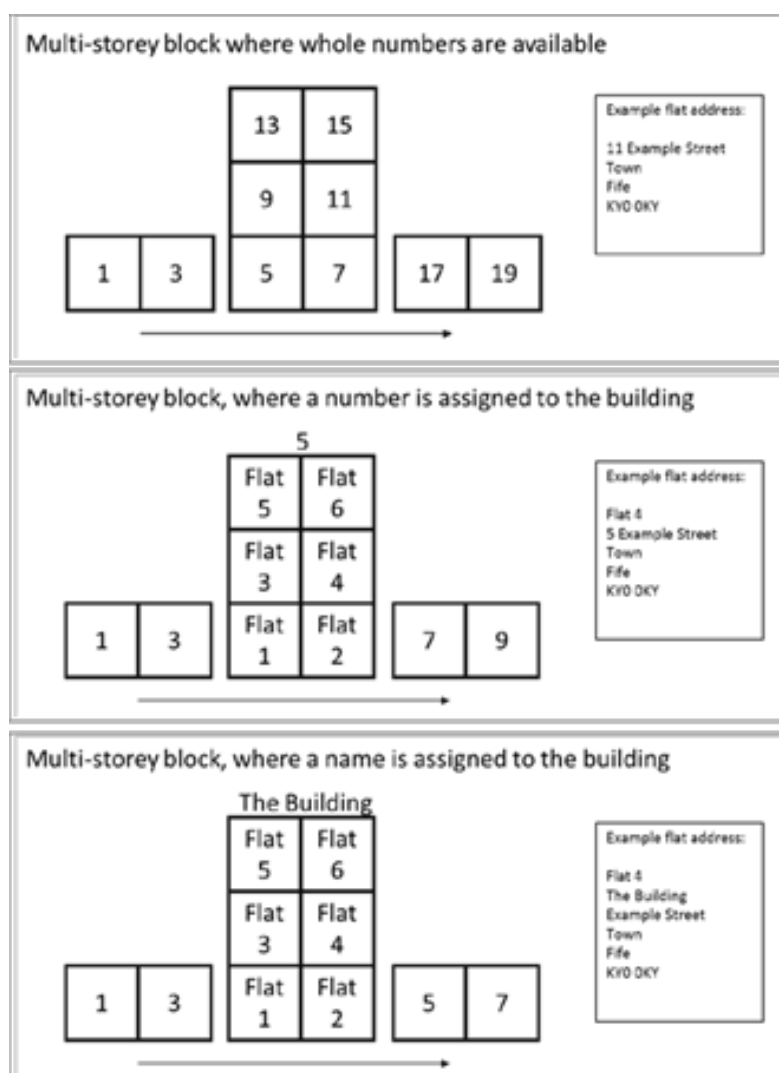
- 5.1 The Property Gazetteer officer will determine the need for property numbers and / or property names and any additional lines within the statutory address, the most important consideration is to provide clear and unambiguous addressing.
- 5.2 The Property Gazetteer officer will assign the numbering for new properties.
- 5.3 Properties will only be assigned names or numbers when the relevant planning and / or building warrant permissions have been approved. This includes caravans that have obtained permits for permanent residential use. If no permit has been granted, postal addresses will not be registered.
- 5.4 The Property Gazetteer officer will determine the origin of the street and allocate property numbers to increase in the direction leading away from the origin. The general rule is odd numbers on the left side of the street and even numbers on the right.



- 5.5 In some circumstances, for example in a cul-de-sac or where it is unlikely a street will ever be extended or made a through road, consecutive numbers may be allocated commencing with Number 1 on the left and numbered clockwise.
- 5.6 A property's use (commercial or residential) does not change the numbering allocation procedure.
- 5.7 No numbers will be omitted from the numbering scheme (for example 13) except where there are gap sites (a vacant site between properties) where there may be potential for development of new properties at a later date that may require addresses.
- 5.8 Where a gap site is being built upon, new properties will be allocated individual numbers wherever possible. In cases where this is not possible suffixes are used, for example 6A, 6B. Where suffixes are required, it is preferable (although not always possible) to omit the whole number – for example 10A and 10B rather than 10 and 10A.
- 5.9 When a property is being sub-divided suffixes will also be used, for example if the property at number 3 is divided to form two separate properties these become 3A and 3B, with the number 3 removed from use.
- 5.10 Properties formed by merging two or more former properties are allocated numbers based on the retained access to the newly formed property.



- 5.11 For multi-storey blocks, if the existing numbering scheme allows, each flat will be addressed using whole numbers followed by the street name.
- 5.12 Where the existing numbering scheme does not allow each flat to be assigned a whole number, the entire building will be assigned a number. If a whole number is not available to assign to the building, the property should be named, responsibility for this will lie with the owner (the developer) in accordance with section 8. In both instances, the individual flats within the building will be addressed as 'Flat 1' followed by the building number or name.
- 5.13 The above examples are not exhaustive, and existing or precedent address formats will be given due consideration when creating a new address.



6. Re-numbering Properties

- 6.1 The re-numbering of properties is only considered in exceptional circumstances such as: major redevelopment of an area; issues of confusion and ambiguity regarding the existing numbering; or postal / delivery difficulties experienced by residents which can only be resolved by a new numbering scheme.
- 6.2 Any alterations to an existing numbering scheme will follow the same principals set out in section 5.
- 6.3 Alternatives to re-numbering should be considered first to avoid inconvenience to the public.
- 6.4 All occupants of properties affected will be notified of the intention to re-number properties and will have 28 days to supply feedback.
- 6.5 A minimum of 8 weeks will be given before new statutory addresses to take effect, allowing owners to transfer title deeds and contracts over to their new address. Fife Council will work closely with Royal Mail to ensure any inconvenience is minimised.

7. Property Names

- 7.1 Property names are not covered by the Civic Government (Scotland) Act 1982, and responsibility for a name lies with the property owner. For example, this will include privately owned caravan parks and care / nursing homes.
- 7.2 Where Fife Council have not numbered a property, the property name forms part of the statutory address.
- 7.3 Where numbers have been applied property names can be added but only in addition to the allocated number, this is because property numbers remain the primary identifier for the property and should be displayed upon the property in a visible location.
- 7.4 Where property names could be construed as offensive or alarming, Fife Council reserves the right not to use or add them to the statutory address.
- 7.5 Should a suggested property name result in the duplication of an existing statutory address this will not comply with BS7666:2006 and Fife Council will be unable to incorporate the property name into the applicant's statutory address. The applicant will be asked to choose a different name for their property.

- 7.6 Where property name suggestions duplicate an existing property name but do not result in the duplication of the statutory address the Property Gazetteer Officer will assess the proximity of the existing property and may recommend that the applicant choose a different property name. Should the applicant not follow advice from the Property Gazetteer Officer the applicant will be responsible for any disruption to service delivery to either property.
- 7.7 The Property Gazetteer Officer will provide advice on suitable property names to help avoid confusion.

Contact Details:

Email: property.gazetteer@fife.gov.uk

Complaints:

In the first instance, complaints should be made to the Property Gazetteer Officer responsible for Street Naming & Numbering.

However, should the complaint not be resolved to the complainant's satisfaction, Fife Council operate a formal complaints procedure, the details of which are available at any Fife Council office, or [online](#).

Other contacts:

Street nameplates are maintained by Transportation Services, and initial contact should be made using their contact forms on [Fife Council's website](#).

Royal Mail maintains the [Postal Address File](#) and allocates postcodes to addresses in the UK. [Please refer to their website for contact details](#).

You can view addresses listed in Fife Council's address database using the [One Scotland Gazetteer](#) address search.