



Street Naming and Numbering – Policy and Procedures

Fife Council is legally responsible for the allocation of statutory addresses and the assignment of street names within the local authority boundary.

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. Address Creation Responsibility

- 1.1.** Under Section 97 of the Civic Government (Scotland) Act 1982 (as amended), the Council is the responsible authority for the naming of streets, and numbering of properties:

“A local authority may in relation to any road in their area:

- (a)** give such name to it as they think fit
- (b)** after advertising in a newspaper circulating in their area any proposal to alter its name and taking into account any representations thereupon made to them within 28 days after the date of the first publication of the advertisement, alter any such name;
- (c)** affix, paint or mark its name on any premises, fence, lamp post, pole or other structure in it so as to be readily legible to members of the public there, and erect poles or other structures there for that purpose;
- (d)** give each of the premises in it such distinguishing number as they think fit; alter that number when necessary; and require the owner of each of the premises, by notice served on him, to affix or paint that number on his premises so that it is readily legible from the nearest part of the public place giving access to the premises”

- 1.2.** Fife Council adheres to British Standard 7666:2006 for addressing.
- 1.3.** 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.

- 1.4.** Fife Council informs the following stakeholders of all new or amended address information: Electoral Register, Council Tax team and emergency services.

- 1.5.** 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 the associated fee can be found at www.fife.gov.uk/addressing.

2. Street Naming

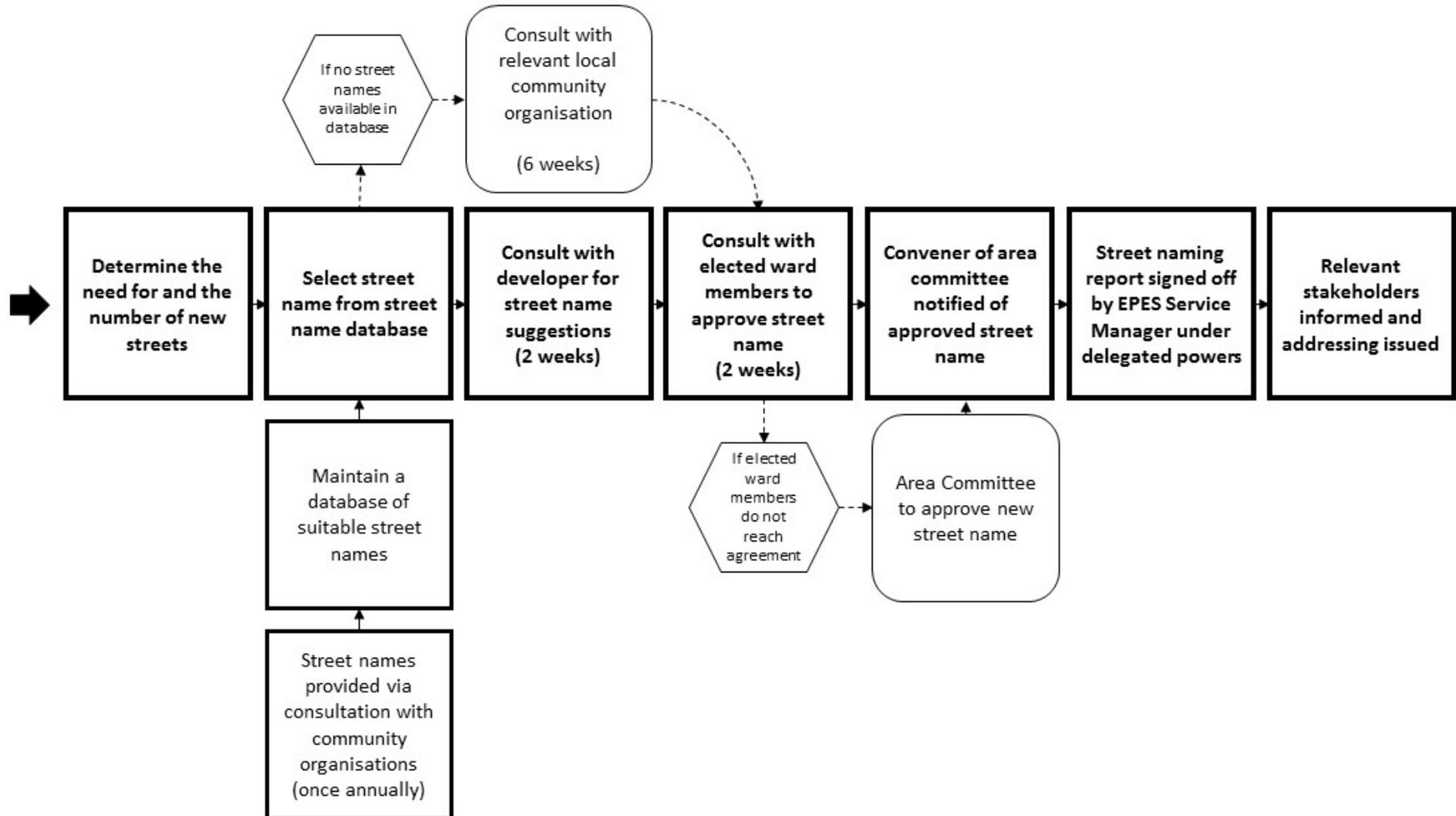
- 2.1. Economy Planning and Employability Service (EPES) Officers will determine the need for and the number of new street names required, with reference to site plans submitted with planning applications that have received full planning approval.
- 2.2. In determining the need for and the number of 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 will not be considered.
- 2.5. A database of appropriate street names for different localities will be maintained by EPES officers. Community councils/community organisations will be contacted annually so they may contribute suitable suggestions.
- 2.6. Elected ward members have the opportunity to propose their own street name suggestions during their two week consultation period. These proposals should be circulated to all ward members.
- 2.7. Elected ward members are ultimately responsible for deciding which street names are approved.
- 2.8. If no response is received from an elected ward member during the consultation period their support for the suggestions is assumed.
- 2.9. Streets should be named after places, people, or events associated with Fife – especially those relevant to Fife’s heritage.
- 2.10. All proposed street name suggestions should be accompanied with a justification which references the street name criteria set out in sections 2.11. and 2.12.
- 2.11. 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
- 2.12. The following criteria will not generally* be accepted due to the potential confusion and / or reputational damage to Fife Council:
 - Street names duplicating existing streets in Fife
 - Street names very similar to existing streets in Fife
 - The same street name repeated with different endings
 - The use of punctuation or abbreviations (except for St for Saint)
 - Marketing names (these names are used by developers and may not refer to the official street names as approved by Fife Council. Developers should advise potential purchasers of the official street name)
 - Names of living persons or persons who have been deceased for fewer than five years (alternative methods of commemoration, for example plaques, should be considered)

* any exceptions to the above criteria require to be referred to the local Area Committee for decision

- 2.13.** EPES officers will advise consultees when a street name suggestion does not meet the above criteria, and will seek an alternative proposal.
- 2.14.** Where street names are suggested to commemorate a deceased person, the party responsible for that suggestion is obliged to gain consent from relatives. Consent should be sought before the consultation is passed to the elected ward members.
- 2.15.** An EPES officer will apply appropriate suffixes to street name suggestions with reference to the guidance below:
- (a)** The following suffixes are generally avoided: End, Cross, Burn, Stream
 - (b)** Named pedestrian walkways should end with: Walk, Path, Way, Close, Wynd, Pend, Lane, Dyke, Vennel
 - (c)** The following street suffix examples are appropriate for particular road layouts or particular areas:
 - Crescent: for crescent or looped shaped roads
 - Avenue: tree lined roads
 - Lane, Grove, Close, Wynd, Court, Place for small streets and cul-de-sacs.
 - Square for squares only, and Circus for roundabouts or squares only
 - Hill, Brae, Heights, Mount, Rise, Knowe for roads on a gradient or on a hill
 - Terrace or Row for streets that are terraced
 - Promenade, Esplanade, Wharf, Docks, Moorings, Quay for harbour or shore side streets
 - Green, Gardens, Park for areas dominated by green space

- 2.16.** When the elected ward members have agreed upon the street name to be taken forward, the convener of the area committee will be notified of the street name selected for approval.
- 2.17.** If elected ward members do not agree on the street name to be taken forward, the consultation should be brought to the next area committee for decision.
- 2.18.** When a street name is approved, a report will be compiled detailing the consultation process. This report will be passed to the relevant EPES Service Manager for their signature of approval.
- 2.19.** Following the approval of the street naming report, the addressing for any new properties will be issued.

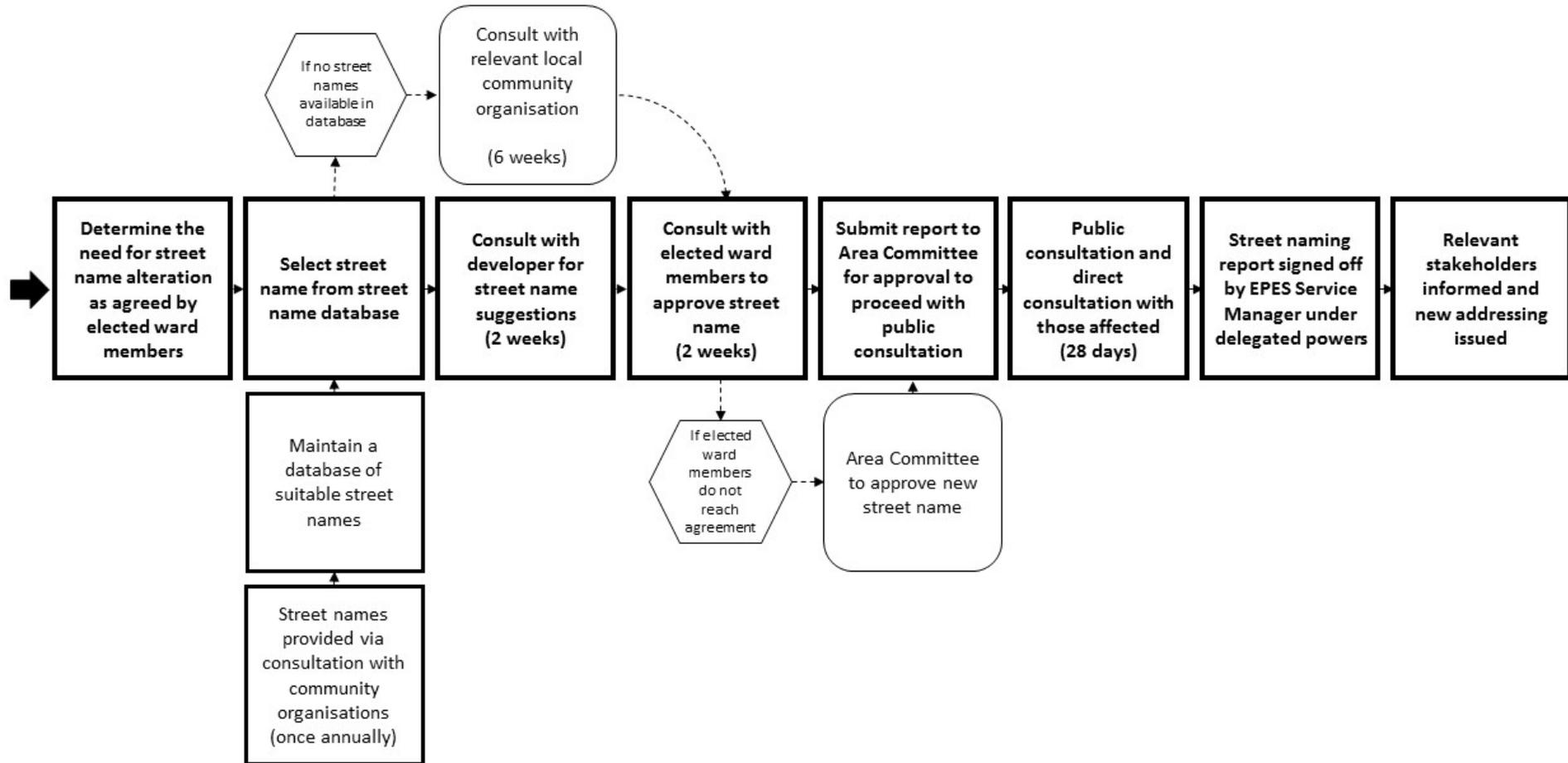
3. Street Naming Consultation Process



4. Street Re-naming

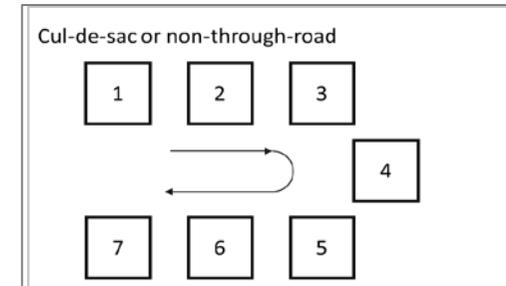
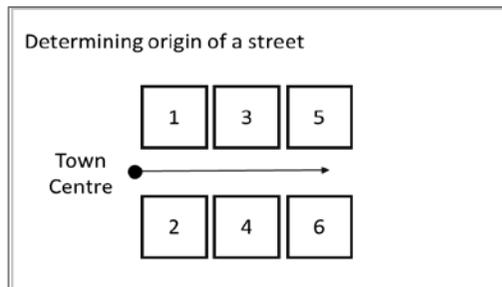
- 4.1. Fife Council will only consider any proposal to alter the name of existing street in exceptional circumstances. Such circumstances could include the major redevelopment of an area, or where existing street names are creating confusion, ambiguity or poor public perception.
- 4.2. If community groups, 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 members who must agree that a new street name is necessary before consultation begins on re-naming a street. The consultation is carried out in accordance to guidance in section 5.
- 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 minimize inconvenience and will take into account 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 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 minimized.
- 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. Street Re-naming Process



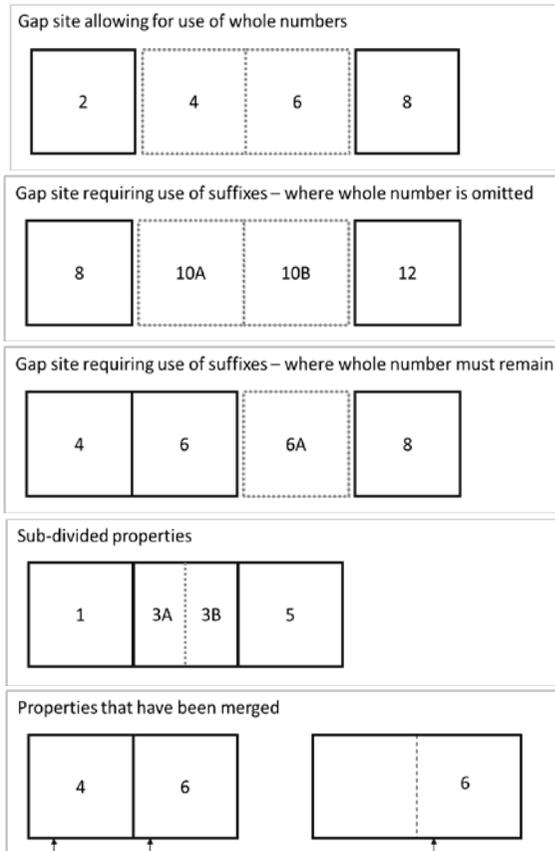
6. Numbering Properties

- 6.1. An EPES 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.
- 6.2. The EPES officer will assign the numbering for new properties.
- 6.3. Properties will only be numbered when the relevant planning and / or building warrant permissions have been approved.
- 6.4. The EPES 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.



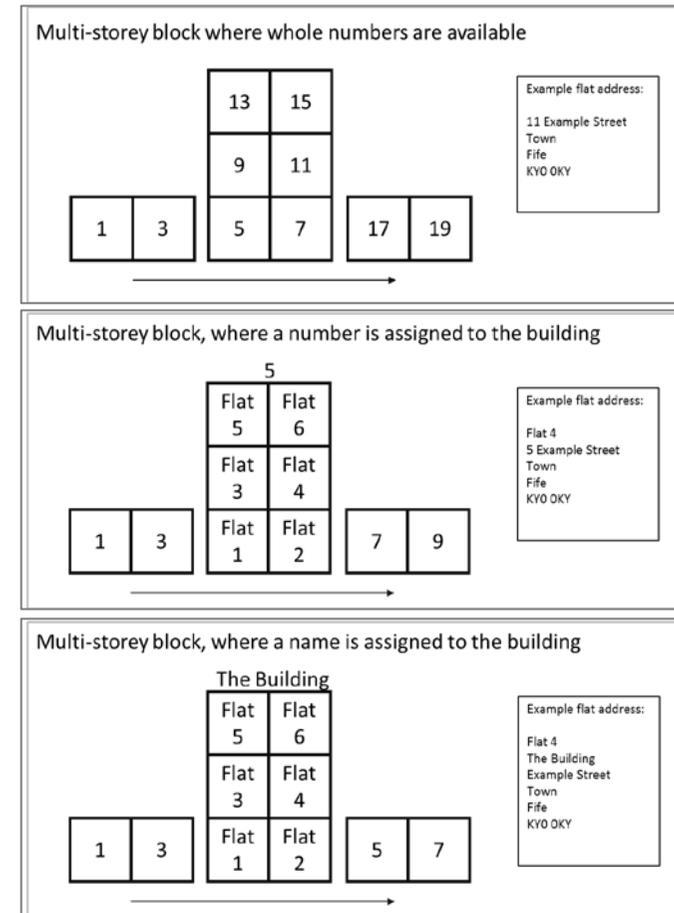
- 6.5. In some circumstances, for example in a cul-de-sac or where it is unlikely a street will ever be extended or made a through road, consecutive numbers may be allocated commencing with Number 1 on the left and numbered clockwise.
- 6.6. A property's use (commercial or residential) does not change the numbering allocation procedure.
- 6.7. 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 will require addresses.
- 6.8. 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.
- 6.9. 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.

6.10. Properties formed by merging two or more former properties are allocated numbers based on the retained access to the newly formed property.



6.11. For multi-storey blocks, if the existing numbering scheme allows, each flat will be addressed using whole numbers followed by the street name.

6.12. 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.



7. Re-numbering Properties

- 7.1. 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.
- 7.2. Any alterations to an existing numbering scheme will follow the same principals set out in section 6.
- 7.3. Alternatives to re-numbering should be considered first to avoid inconvenience to the public.
- 7.4. All occupants of properties affected will be notified of the intention to re-number properties and will have 28 days to supply feedback.
- 7.5. 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 minimized.

8. Property Names

- 8.1. Property names are not covered by the Civic Government (Scotland) Act 1982, and responsibility for a name lies with the property owner.
- 8.2. Where Fife Council have not numbered a property, the property name forms part of the statutory address.
- 8.3. 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.
- 8.4. 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.
- 8.5. 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.
- 8.6. Where property name suggestions duplicate an existing property name but do not result in the duplication of the statutory address EPES officers 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 EPES Officer the applicant will be responsible for any disruption to service delivery to either property.
- 8.7. An EPES Officer will provide advice on suitable property names to help avoid confusion.

9. Keep us informed

9.1. Contact us

- Telephone: 01592 583 308
- Email: property.gazetteer@fife.gov.uk

9.2. 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 at <http://www.fifedirect.org.uk/complaints>

9.3. Other Useful contacts

Street nameplates are maintained by Transportation Services, and initial contact should be made by calling 01592 583 330.

Royal Mail maintains the Postal Address File, and allocates post codes to delivery addresses in the UK. They can be contacted on: 0906 302 1222 (0800 to 1800, Monday to Friday) 08457 111 222 (Evenings and weekends) or at <http://www.royalmail.com>