



Street Name and Numbering Policy

Contents

The Councils Commitment	3
Policy Statement	3
Statutory and Legislative Context	4
Towns Improvement Clauses Act 1847	4
Public Health Act 1925	5
Public Health Act Amendment Act 1907.....	6
London Buildings Acts (Amendment) Act 1939, Part 2, (11) (3).....	6
Local Government Act 2003	7
UPRN Policy	7
Criteria for naming streets	7
Exceptions:.....	8
Former Religious Buildings	9
Criteria for assigning a new Postal Address	10
If the dwelling does not have Planning Permission	10
Holiday Lets.....	10
Providing Postcodes.....	10
Address Locality	10
Criteria for numbering buildings	11
Overview of procedure for new developments	12
Road / Street Adoption.....	13
Overview of procedure for new developments (Town / Parish).....	14
Street Name Plates	14
Overview of procedure for Address Changes	14
Overview of procedure to name/re-name an existing street.....	15
Charging for Street Naming and Numbering Process	15
Who is responsible for delivery?	16
Performance Monitoring.....	16
Policy Consultation	16

Number:	DBC IM 300	Title:	Street Name and Numbering Policy				
Owner:	Info. Security Team Leader	Version	3.1	Date	6 th October 2022	Classification	UNRESTRICTED

Policy Review.....	16
Appendix A – Consultees.....	17
External	17
Internal	17
Appendix B – Schedule of Charges	18
Appendix C – Frequently Asked Questions	19
Appendix D – Dacorum Borough Council – SNN Contact Details.....	20
Appendix E – Street Name Plate Specification	21

The Councils Commitment

- To promote the Council's values, Strategy and priority areas in dealing with Street Name and numbering matters.
- To endeavour to deliver best value and to place the customer first.
- To meet our statutory duties and to achieve the targets set out in the performance monitoring section.

Policy Statement

The naming and numbering of streets and buildings in Dacorum, is controlled by Dacorum Borough Council under the legislation contained in this policy. The purpose of this arrangement is to ensure that any new street names and building names / numbers are allocated logically in accordance with legislation with a view to ensuring, the effective delivery of mail and other services. Emergency services vehicles must also be able to locate any address to which they may be summoned.

Anyone wishing to change the name or number of their property or seeking an address for a new property should apply in writing to the Council, using the following form;

<http://www.dacorum.gov.uk/home/planning-development/street-naming-and-numbering>

The Council may consider proposals for a new street name from developers or from the delegated town councils listed in this policy. It is recommended that a minimum of three street names be proposed in order that the Council can assess the suitability in accordance with the criteria set out in this policy.

Dacorum Borough Council is the street name and numbering authority, and will put forward our own proposals for street names. Dacorum Borough Council has the power to over-ride proposals submitted, if they do not comply with this policy.

The Council may consult with ward councillors in respect of developments greater than 150 properties.

Dacorum Borough Council have street name and numbering agreements in place with the following Town / Parish Councils:

1. Kings Langley Parish Council
2. Berkhamsted Town Council
3. Tring Town Council

Where street names or previous numbers have been established without reference to us, the Council have the authority to issue Renaming or Renumbering Orders, under section 64 of the Town Improvement Clauses Act 1847 and section 17, 18 and 19 of the Public Health Act 1925.

To aid the emergency services, the Council will endeavour to ensure that where appropriate, if a street has a name and has street signs relating to that name, all

properties accessed off of it will be officially addressed to include that street name and also where appropriate, all new properties are numbered.

Statutory and Legislative Context

Towns Improvement Clauses Act 1847

The naming of a street includes any road, square, court, alley or thoroughfare, within the limits of the Towns Improvements Clauses Act 1847 or relates to any thoroughfare which when named will be included in an official postal address.

Section 64: Houses to be numbered and streets named

The authority shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding level 1 on the standard scale for every such offence.

The Council have a responsibility to make sure that the street names are displayed. Should any person destroy, deface or put up another number or name other than the official one, then that person shall be liable to a fine under the provisions of Criminal Justice Act 1982 for every such offence.

While the Council are the authority for Street naming and Numbering in the borough the Council operates devolved Street Name and Numbering agreements with the Town / Parish Councils listed in this policy.

The Council will consider the proposed names and may inform the ward councillor (if greater than 150 properties) for new street developments not forming part of the Town / parish council street naming agreements.

The Town or Parish Council will consider the name(s) and may approve, otherwise they may suggest their own. The Council will follow the suggestion of the Town or Parish Council as long as it meets the naming criteria.

All costs for the erection of new signs will be borne by the property developer. There is a specification for the signs and their locations and the Council must be contacted for advice. (Please see [Appendix E – Street Name Plate Specification](#))

Maintenance of street signs becomes the Council's responsibility only if a street has been adopted, although this must be included in a planned maintenance programme. The exception to this is where the street is unadopted or managed by a consortium of residents.

It is unlawful to erect a street nameplate until the street name has been confirmed in writing by the Borough Council:

Note: Contravention attracts a fine under the provisions of the Criminal Justice Act 1982 (Section 37(2) Standard Scale Level 1 offences). A daily penalty rate also applies in this case.

Section 65: Numbers of houses to be renewed by occupiers

The occupiers of houses and other buildings in streets must mark them with such numbers as the Council approves and they **must** renew as often as they become obliterated or defaced.

Where an occupier fails to do this in a week from the notice from the Council, they are liable to a fine (not exceeding level 1 on the standard scale) in the magistrates' court. The Council can mark or renew the numbers (with the occupiers' permission) and the occupier must pay our cost of the work where the Council have had to take this course of action.

Public Health Act 1925

Section 17 (Notice to Local Authority before street is named)

Before any street is given a name, notice of the proposed name shall be sent to the urban to the Council by the person proposing to name the street.

Appeals (Proposal by developer for new street name) – Public Health Act 1925 S17 (4)

Where the Council serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a petty sessional court. (Magistrates).

There is no right of appeal in respect of delegated naming agreements with town / parish councils.

Section 18 (1) (Alteration of name of street)

The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.

Section 19 (1 - 3) (Indication of Name of Street)

The Council shall cause the name of every street to be painted, or otherwise marked, in a conspicuous position on any house, building or erection in or near the street, and shall from time to time alter or renew such inscription of the name of any street, if and when the name of the street is altered or the inscription becomes illegible

Anyone found guilty of damaging or removing a sign is liable to prosecution.

Signs for private streets are the responsibility of the residents.

Public Health Act Amendment Act 1907

Section 21: Power to alter names of streets

The local authority may, with the consent of two-thirds in number of the ratepayers, and persons who are liable to pay an amount in respect of council tax, in any street, alter the name of such street or any part of such street. The local authority may cause the name of any street or of any part of any street to be painted or otherwise marked on a conspicuous part of any building or other erection. Any person who shall wilfully and without the consent of the local authority, obliterate, deface, obscure, remove, or alter any such name, shall be liable to a penalty not exceeding level 1 on the standard scale.

This section gives the power to the Council to alter the street name or any part of a street and assign a street name to all or part of a street where a name has not been given.

The Council may, with the consent of two thirds of the ratepayers and people who are liable to pay council tax in any street, alter the name of the street or any part of the street. We will consider this if the Town or Parish Council has received the request and can provide proof of consent from the required number of residents. In such instances the Council will consult with Royal Mail, Fire Authorities and Police Authorities.

Any appeal should be directed to the Local Government Ombudsman:

2 The Oaks
Westwood Way,
Westwood Business Park
Coventry
CV4 8JB
<https://www.lgo.org.uk/contact-us> 0300 061 0614

London Buildings Acts (Amendment) Act 1939, Part 2, (11) (3)

Where a name has been given otherwise than in pursuance of subsection (1) of this section to be a building and is in the opinion of the Council unsuitable or likely to cause delay or inconvenience in executing any public service they may without prejudice to the exercise from time to time of the powers of the Council under the said subsection (1) by order assign a name to the building in substitution for such first-mentioned name.

Local Government Act 2003

Section 93 – Power to charge for discretionary services

A best value authority may charge a person for providing a service if the authority is authorised, but not required, to provide the service – that is the service must be discretionary. There must be a power to provide the service, the person receiving the service must agree to its provision, and the charge must not exceed the cost of providing the service.

The Council cannot charge for street naming services (since the duty to provide this service is not discretionary), but it can charge for the numbering of houses and other buildings (which is a discretionary service) by virtue of section 64 and 65 of the Towns Improvement Clauses Act 1847 coupled with section 93 of the 2003 Act.

UPRN Policy

The Unique Property Reference Number (UPRN) is the unique number given to all domestic and commercial property across the United Kingdom. The UPRN can also be assigned to non-addressable objects such as ATM's Bus Shelters. The UPRN is the common reference that is supplied to all other services (Blue Lights, Utilities etc.) to ensure that addresses of objects are consistent and can be matched to maintain easier locating services. The UPRN forms part of the BS7666 Addressing Standard and cannot be changed once assigned.

[Schedule of Charges – Appendix B](#)

Criteria for naming streets

The Street Name and Numbering team will use this policy and the guidelines contained within it when agreeing a new number or address. Developers and Town and Parish Councils need to comply with these guidelines for any suggested street names:

- New street names should try to avoid duplicating any similar name already in use in a town/village or in the same postcode area. A variation in the terminal word, for example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name. A common request is to repeat existing names in a new road or building title (for example a request for "St Mary's Close" off an existing St Mary's Way, near St Mary's Church) This is not allowed as it can have a detrimental effect in an emergency situation.¹

¹

<https://webarchive.nationalarchives.gov.uk/ukgwa/20100304070241/http://www.dft.gov.uk/pgr/roads/tpm/tal/circulars/ular393streetnameplatesa4055.pdf>

- We will avoid having two phonetically similar names within a postal area and, if possible, within the borough. For example, Bush Hill Lane and Bushell Lane, or Churchill Road and Birch Hill Road.
- Street names should not be difficult to pronounce or awkward to spell.
- We will not adopt any unofficial 'marketing' titles used by developers in the sale of new properties
- All new street names must end with one of the following suffixes:

Street (for any thoroughfare)

Road (for any thoroughfare)

Way (for major roads)

Avenue (for residential roads)

Drive (for residential roads)

Grove (for residential roads)

Lane (for residential roads)

Gardens (for residential roads) subject to there being no confusion with any local open space

Place (for residential roads)

Crescent (for a crescent shaped road)

Court/Close (for a cul-de-sac only)

Square (for a square only)

Hill (for a hillside road only)

Circus (for a large roundabout)

Vale (for residential roads)

Rise (for residential roads)

Row (for residential roads)

Wharf (for residential roads)

Mews (for residential roads)

Mead (for residential roads)

Meadow (for residential roads)

Exceptions:

Single or dual names without suffixes are acceptable in appropriate places (for example, Broadway for major roads only) such names will have to get Council /Parish/Town Council approval and be appropriate for the locality.

All new pedestrian ways should end with one of the following suffixes:

- Walk
- Path
- Way

For private houses it is sufficient that the name should not repeat the name of the road or that of any other house or building in the same postcode area or within a radius of two miles.

The use of North, East, South or West (as in Alfred Road North and Alfred Road South, or East or West) is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicular access between the two.

Streets - The use of a name which relates to people (living or deceased) should be avoided unless it meets the exception of being a “notable person” as explained below.

The use of a name related to the developer / land-owner or their family members (living or deceased) is not allowed unless it meets the exception of being a “notable person” as explained below.

The Council may consider the use of a notable person (alive or deceased) , but will be subject to approval and public interest only by the Council's address management team in conjunction with the relevant Cabinet Member responsible for Address Management Services. The Council's decision will be final.

Notable deceased individuals mean those have a national significance in their profession and/or have contributed to the good of society. Borough significance, means a wider or notable contribution to the good of the borough, through achievements or philanthropy etc. (Alderspersons, former councillors, sportspersons etc.).

Supporting Evidence will need to be provided by the applicant or developer to explain a proposal to use a notable individual's name, with reference to criteria in the above paragraph.

The use of tree names should be avoided mainly due to the duplication of many existing streets already named within the borough. We will only do this if those requesting them show that such confusion is not likely to take place and that the tree name has local relevance. This includes all names based on “Orchard”

Former Religious Buildings

If the new development is connected with former religious buildings (i.e. St Marys Church) then the Council may consult with the Parsonage / Diocese. Contact Details are below;

For former parsonage sites in the borough - please contact <https://www.stalbans.anglican.org/diocese/the-estates-department/> .

For former Church of England church sites: contact: closed.churchesinbox@churchofengland.org. This covers all dioceses.

Criteria for assigning a new Postal Address

After getting a request for an address for property/properties which currently have no address we will first check for approved planning permission. If this has been granted, then we will start the process to create a new address.

If the dwelling does not have Planning Permission

Dacorum Borough Council will not address any property unless, it has planning permission to be used as a dwelling in its own right. If there is a Planning enforcement matter against the land, plot or property, the Council will not register an address until the enforcement matter is resolved.

Under no circumstances will we grant an official address without either planning permission or an assessment for council tax being in place. This includes agricultural and other land. This conforms to our policy, Royal Mail policy and guidelines.

Holiday Lets

All holiday lets will eventually be added to our property gazetteer which forms part of the National Land and Property Gazetteer. They will be flagged as non-official and non-postal in systems that generate mail. This is to assist emergency response and create a unique record for each property for future use.

The Council will only request an official address from Royal Mail where the Council have an operational requirement to do so or we believe the property is being used for permanent residency. Such addresses will have to meet Royal Mail's requirements for secure delivery points and we will inform our enforcement section about the believed change of use.

Providing Postcodes

When an approved address is agreed by all parties, Royal Mail will confirm the Postcode. The maintenance and any future changes to this Postcode are Royal Mail's responsibility.

Address Locality

Localities within the official postal address are the responsibility of Royal Mail. Where applicants object to a locality name in their postal address, the Street Name and Numbering team will advise them to consult Royal Mail, who have a procedure laid down in their code of practice by the Postal Services Commission for adding or amending locality details.

We will however, remind applicants that postal addresses are not geographically accurate descriptions, but routing instructions for Royal Mail staff and they can and do contain names for villages, towns and cities that are several miles away.

Criteria for numbering buildings

- Main roads should be numbered so that when travelling away from the centre of town the odd numbers are on the left hand side and even numbers on the right. Succeeding numbers should be approximately opposite one another, even though this may mean the omission of certain numbers where frontages vary (Suffix letters may be used in such cases as an alternative). Side roads should be numbered ascending from the main road.
- A new street should be numbered with even numbers on one side and odd numbers on the other except that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred, unless there is potential for further development.
- Additional properties in streets which are currently numbered, will always be allocated a property number.
- Private garages and similar buildings used for housing cars and similar will not be numbered.
- A proper sequence shall be maintained, with the number 13 omitted unless specifically requested. Once numbered the Council will not normally re-number properties. We will only renumber a property where there can be shown to be consistent delivery problems. The Council reserves the right to charge for renumbering.
- Buildings (including those on corner sites) are numbered according to the street in which the main entrance (door facing onto the street) is to be found and the manipulation of numbering in order to secure a "prestige" address or to avoid an address, which is thought to have undesired associations will not be sanctioned.
- If multiple occupancy building has entrances in more than one street, then each entrance can be numbered in the appropriate road if required.
- We will use numbers followed by letters where there is no alternative. For example, these are needed when one large house in a road is demolished and replaced by a number of smaller houses. To include the new houses in the numbered road sequence would involve renumbering all the higher numbered houses on that side of the road. To avoid this each new house should be given the number of the old house with either A, B, C or D added. Letters will also be used if the new development were to lie prior to the numbering scheme commencing. For example, if 4 houses were built prior to the first property number 2. The new dwellings would become 2A, 2B, 2C, and 2D. This is to aid emergency service response and mail delivery.
We will endeavour to avoid using suffixes to numbers wherever possible. For new developments where additional properties have been requested after initial numbering we will renumber the entire street only if properties have not yet been sold.
- Individual houses in existing unnumbered roads will normally require property names. For an infill of two or more properties accessed via a private drive,

where we feel it is appropriate, we will agree with the developer a 'sub-road' name, for example 1 – 4 Curlew Cottages, High Street.

- Where a property has a number, it must be used and displayed. Where a name has been given to a property together with its official number, the number must **always** be included. The name cannot be regarded as an alternative. This is enforceable under section 65 of the Town Improvement Clauses Act 1847. We do need to be informed of name changes to properties that have official numbers and normally store such property names on our address database. This applies both to domestic and commercial property. This is to ensure consistency of records over time, reduce costs and aid delivery of mail and emergency service response.
- We will enforce numbering of properties without numbers, for example in streets where all properties have names or those where numbers are not being displayed where this causes serious mail delivery problems or emergency service response issues.
- Numbering blocks of flats
Each entrance is numbered, going up the stairwells in a clockwise direction, floor by floor. i.e.

Ground	1 - 4
First	5 - 8
Second	9 - 12
Third	14 – 17

It is best to have one entrance being numbered 1 to 8 for example and then the next entrance 9 to 17 (The use of No.13 is usually omitted).

- Anti-clockwise configuration. This is much rarer, but the Council will consider a logical configuration for an anti-clockwise stairwell on a case by case basis.

Overview of procedure for new developments

The property developer should not give any postal addresses, including postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before formal approval has been issued by the Council. The Council will not be liable for any costs or damages caused by failure to comply with this.

A new street name is required when a new road or spur road is built. The only usual exception to this would be when there is a long access road and by naming the road separately it would help to locate or distinguish the properties.

The developer should send all documentation using the web form and address given in this policy. The plans must depict the extent of the road and showing the front door locations of the properties – clearly showing which street they face onto. This is called a Site Plan or Site layout.

Plans should also show the front doors of all the flats on all the stair wells and floors and access points.

Developers or applicants are encouraged to contact the Council, prior to a formal application in order to get advice on our naming policy and the positioning of nameplates. ([Please see Appendix E – Street Name Plate Specification](#))

The developer will cover the initial costs of the street nameplates and the cost of administration and maintenance until the street is adopted (Please see paragraph below on Road adoption). The County Council may maintain the highway once the street has been officially adopted, normally after one year or when an adoption agreement is granted. Other Street maintenance (some street furniture, amenity greens and bin collection) is performed by the Councils Environmental Services section based at Cupid Green depot.

The developer or applicant may suggest a minimum of three for any new street(s). Several alternative suggestions for names can be made in case the Council, Royal Mail or the Parish/Town Council object.

The proposed street names may be passed to the relevant ward councillor (if greater than 150 properties) or Town / Parish Council(s) for consultation and the Town / Parish Council may offer their own suggestion.

Where the Town / Parish Council cannot agree, final approval of street names will be given by Dacorum's Street Name and Numbering Team (Legal Governance).

Numbering of the new street(s) will be carried out following the guidelines within this policy. All properties on newly named streets will be allocated numbers. All new properties on existing streets will be numbered unless the existing properties on that street all have official dwelling names and no numbers, or in the exceptional circumstances outlined in this policy.

Street Name Sign Off is completed by delegated authority (Legal and Contracted Services Department).

When the street name and / or numbering is complete we will contact all the consultees in [Appendix A](#).

Road / Street Adoption

New roads that have been constructed by developers will normally be adopted by Hertfordshire Highways through a Section 38 agreement. If the road / street fits adoption criteria, it becomes a highway maintainable at public expense. Until the road is adopted, its maintenance becomes the responsibility of either the developer and / or those living along the road.

The process of Section 38 Road Adoption is given here;
[Hertfordshire Highways Section 38 Road Adoption Agreements](#)

Other useful guidance can be found here;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/847643/advice-note-on-road-adoptions.pdf

Overview of procedure for new developments (Town / Parish)

The procedure is identical to that above with the following exceptions;

- The town or parish council is responsible for having the final say from an approved list submitted by the developer.
- Dacorum Borough Council can advise on a discretionary basis – and may have final approval

Street Name Plates

New Street nameplates for the Town/Parish Council will be coloured accordingly (details of the supplier are provided in Appendix F (Street Name Plate Specification) of this policy).

Overview of procedure for Address Changes

We do need to be informed of name changes to properties that have official numbers and do normally store or use property names in such cases. If the property has a house number, it will not normally be possible to replace the number with a name.

In cases of dispute the council enforces the use of a number, but will not be held liable for any loss or damage as result of loss of service.

These will only be considered where it can be shown that the current numbering system causes delivery problems or emergency response issues. Also, if more than one property is affected then the agreement of all owners affected will have to be obtained.

To request a change to an address, the owner must give us either by email or in writing,

- the existing house name, address and postcode
- the proposed new name
- a plan showing the exact location of the property if the property is not easily identifiable from the existing address.

Requests can only be accepted from the owners of properties and not tenants.

We cannot formally change a property name where the property is in the process of being purchased, that is, until exchange of contracts, although we can give guidance on the acceptability of a chosen name before this.

A check is made by us to ensure there is no other property in the location with the same or similar name.

Once all checks are satisfactorily complete we will change the name of the property and advise the relevant parties including Royal Mail, Ordnance Survey, Council Tax, and emergency services.

A full list of consultees is included in [Appendix A](#).

We will then confirm in writing (email) to the owner of the property, the new official address.

Overview of procedure to name/re-name an existing street

All such requests have to originate from the relevant town / parish council, or a request may arise from a consortium of residents or a resident.

Any request from a consortium of residents must be routed to Dacorum Borough Council or relevant town / parish council for their consideration.

Dacorum and/or Town / parish councils can only make such a request if they can demonstrate that the owners/residents of all affected properties have been consulted and at least two-thirds are in agreement.

Once raised by the town / parish council we will confirm with Royal Mail that the name is acceptable and seek final confirmation.

All costs associated with providing and erecting nameplates, except in exceptional circumstances, will have to be met by the town / parish council or consortium.

The nameplate maintenance becomes the responsibility of the town / parish council or consortium of residents.

Charging for Street Naming and Numbering Process

Invoices will be raised in accordance with the charges set out in Appendix B of this policy. The Council reserves the right to review these charges yearly. Payment of charges will be via the Pre-pay option or by invoice (for larger developments). Details can be found on the Council's Street Name and Numbering Web Page.

The Council reserves the right to not process the application until payment has been received.

[Please see Appendix B – Schedule of Charges](#)

Who is responsible for delivery?

The Street Name and Numbering team within the Legal Governance Dept. (Corporate & Commercial Services). Contact details are in Appendix D of this policy.

Performance Monitoring

All requests for property name changes will be dealt with in 10 working days. It may take at least six months for name changes to take effect in systems used by other companies and organisations.

Policy Consultation

This policy has been written by the Information Security Team Leader in consultation with the Assistant Director of Legal and Democratic Services (Solicitor to the Council).

Policy Review

This policy will be reviewed every year (or at appropriate intervals).

Appendix A – Consultees

External

- Royal Mail Address Development Centre
(address.development@royalmail.com)
- Royal Mail Delivery Office Manager – (Hemel Hempstead, Kings Langley or St. Albans where applicable)
- Valuation Office Agency (St. Albans)
- Beds. and Herts. Ambulance and Paramedic Service
- Hemel Hempstead Fire and Ambulance Station
- Herts County Police Headquarters
- Herts Fire Control (command.control@hertfordshire.gov.uk)
- Herts Fire Service (water@hertfordshire.gov.uk)
- Hertfordshire Building Control (building.control@hertfordshirebc.co.uk)
- Land Registry (Stevenage)
- Ordnance Survey
- Saba Parking
- Herts Highways Dept. (Adoption)
- Herts LSG Custodian

Internal

- Council Tax / NNDR (Group Manager, Team Leaders, Lead Officers)
- Planning Administration, including Land Charges.
- Strategic Planning
- Electoral Registration
- CIL
- Environmental Services

Appendix B – Schedule of Charges

The Schedule of Charges are reviewed annually. The charges below are applicable from 1st April 2023

Type of Charge	Fee (£)
Charge for registering new developments / properties (plots)	
1 Plot	£140
2 – 5 Plots	£235
6 – 25 Plots	£490
26 – 75 Plots	£545
76+ Plots	£1100 plus £25 per additional plot
Plus Street Name Plate costs ->	Developer will need to contact our supplier Signway on 01256 811234
Charge for renaming a house or building name (after initial submission)	£130
Charge for amending a house number	£130
Division / Merging / Conversion of existing property or renumbering (that new postal numbers)	See Plot Charges above
Street Names	£450 per Street (in addition to the registration fees above)
Naming of a building (for example, a block of flats)	£130
Registering a change of business address (division or conversion of single unit)	£240
Renaming / Changing of an existing Street Name ² where requested by residents and/or Town/Parish Council	£550 plus £25 per property

² On the proviso that 66% of the residents agree to the change

Appendix C – Frequently Asked Questions

I'm not on the Royal Mail PAF database or my property cannot receive services?

1. Take the customers contact details.
2. email Royal Mail to place property on live PAF
3. Confirm address is now live with customer

The postman keeps delivering my post to the wrong address?

1. Take the customers contact details.
2. Conduct a Site Visit if necessary
3. Escalate to Royal Mail and / or other 3rd party delivery companies.
4. Advise customer as necessary.

Appendix D – Dacorum Borough Council – SNN Contact Details

Street Name and Numbering

Legal Governance, (Corporate & Commercial Services)

The Forum

Marlowes

Hemel Hempstead

Herts

HP1 1DN

Tel: 01442 228000

e-mail address.management@dacorum.gov.uk

Web:<http://www.dacorum.gov.uk/home/planning-development/street-naming-and-numbering>

Appendix E – Street Name Plate Specification

Black & white – Conservation areas

Green & Cream – Standard

Green & Cream / Blue & Cream – Kings Langley Parish

Berkhamsted (Town) – as above but have the word “Berkhamsted” in small writing at top of sign

Supplier:

Signway Supplies

Signway House,

Kingsland Business Park,

Stroudley Road,


Basingstoke

Hamps, RG24 8UG Telephone 01256 811234

Email is sales@signway.co.uk

emily@signway.co.uk Emily DDI: 01256 366637 or anna@signway.co.uk

Appendix F (Street Name Plate Specification)

SIGNWAY SUPPLIES			
LOCAL AUTHORITY	DACORUM BOROUGH COUNCIL		
Plates:	Dibond (White) 11 gauge Aluminium when complete with channels		
Plate depth:	195mm increase where required. Max length 1400mm approx.		
Lettering Height:	89mm capital Kindersley for street name 50mm for LEADING TO 89mm second street name 20mm for Borough of Dacorum		
Lettering Colour:	Medium Green (LC6742G) or Ultramarine Blue (9839-12)		
Border Size:	N/A	Border Colour:	N/A
Background Colour:	White	Reverse Colour:	N/A
Symbols:	e.g 'No Through Road' symbol to Diag 816.1, Pedestrians, Arrows may be added if required. Only on single and double line 816.1 symbol to cover plate depth		
Crest:	No		
Finish:	Sign face Non Reflective complete with G.R.F- printed		
Drilling:	Drilled every 150mm for our supports		
Strengthening:	Plates secured to 150mmx30mm recycled plastic backboards secured by capping		
Clips:	2no.M8 s/s bolts per post to attach backboard to support. Bolt head and nut recessed into plastic, nut head to be capped.		
Supports:	2no. Per assembly 1.35m X 80mm X 80mm recycled plastic square ends, pyramid tops END MOUNTED. Green (RAL 6029) or White (RAL 9003) capping top and bottom.		
Support finish:	N/A	Support Colour:	Black