

Draft Street Naming and Numbering Policy

Place and Sustainability

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Cyngor **Sir Gâr**
Carmarthenshire
County Council



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Street Naming and Property Numbering Policy

1.1 Purpose of Policy

- 1.1.1 **This policy provides a framework for Carmarthenshire County Council to operate the Street Naming and Numbering function effectively and efficiently for the benefit of Carmarthenshire residents, emergency services, businesses, and visitors.**
- 1.1.2 The aim of this document is to provide advice and guidance to developers and existing property owners when considering new developments, property conversions, or single in-fill plots, as well as changing the name of an existing property. It also provides guidance to Community or Town Councils on the legal framework for operation of the Street Naming and Property Numbering function and the protocols for determining official street names and property numbers.
- 1.1.3 The primary purpose is to create addresses, which are logical and consistent and to ensure that properties can be located quickly in all situations. This is important as various organisations, services, and the general public need an efficient way of locating and referencing properties.
- 1.1.4 Street naming and numbering is an important aspect of modern life that is often taken for granted, but it is sufficiently important to need legislation to enforce the requirements of government and local government in this area.
- 1.1.5 There may be a lack of awareness (notably amongst the general public) in regards the requirement to go through a process for changing the name of a property. As part of the consultation on this policy, the Council will seek to raise awareness of this requirement. It should be noted that Section 1.2 of this policy makes it clear why it is important that the process is done correctly.
- 1.1.6 The delivery of the street naming and numbering service is provided under the Council's Scheme of Delegation, within the portfolio of the Head of Place and Sustainability. However, it should be noted that this policy seeks to make provision for consultation with elected /community representatives where appropriate / relevant.
- 1.1.7 The general approach of the Council is to seek to work with applicants in the implementation of the Street Naming and Property Numbering function via a consensus building approach. It should be noted that the Place and Sustainability service is currently in the process of launching a customer charter. The desired outcome is timely and consistent decision making where there is a good customer experience. However, there is an onus on applicants to work with officers if this outcome is to be achieved – including providing clear and accurate plans and by submitting proposals that are in keeping with this policy – notably in terms of respecting and celebrating the linguistic and historical fabric of the County.

1.2 Introduction

1.2.1 **Carmarthenshire County Council has statutory powers to ensure that all streets and properties are correctly named and numbered within the County. These powers derive from Sections 17 to 19 of the Public Health Act (1925).**

1.2.2 Street Naming and Numbering is an important function as it allows the Council to maintain and update the NLPG (The National Land and Property Gazetteer) which forms the foundation for use of every address in Britain. This enables:-

-  Emergency Services to find a property quickly and effectively
-  Post to be delivered efficiently
-  Visitors to locate their destination
-  Utility companies to connect their services once premises have been given a formal postal address
-  Reliable delivery of services and goods by courier companies
-  Records of Service Providers to be kept in an efficient manner
-  Companies to accept an address for official purposes. For example, insurance, credit rating, contract acceptance
-  Many legal transactions associated with properties can be withheld until they are identified by a street name, house name or number, for instance.

1.2.3 The street naming and numbering policy establishes the correct process and procedures for the following activities:-

- House name change
- Add a name to an existing numbered Property
- House Naming or Numbering
- Development with a new street name
- Property Conversion into Flats or Units
- Amending schedule of development already issued
- Renaming a street at resident's request
- Naming a road where no name exists
- Confirmation of official address
- To add or change a commercial trading name to a business premises
- Request to investigate any address anomaly

1.3 Welsh Language Considerations

- 1.3.1 **As a Welsh Local Authority, Carmarthenshire County Council is subject to the provisions contained within the Welsh Language Act 1993, the Welsh Language (Wales) Measure 2011 and the Well-being of Future Generations (Wales) Act 2015 which places into legislation the aim to create ‘A Wales of vibrant culture and thriving Welsh language’. We must also consider the Welsh Government’s ‘Cymraeg 2050: Welsh language strategy’ and the long-term approach to achieving a million Welsh speakers by 2050.**
- 1.3.2 As well as establishing the role of the Welsh Language Commissioner, the Welsh Language Measure gave an official status to the Welsh language. This means that Welsh should not be treated less favourably than the English language in Wales. The measure also established the following:
- Gave the Commissioner powers to set Standards on organisations
 - Regulate organisations, and ensure they comply with the Standards
 - Promote and encourage the Welsh language
- 1.3.3 Carmarthenshire County Council believes that it should reflect the importance of the Welsh language in the services which it provides in delivering effective, bilingual services to the community. Street and property names can make a significant visual contribution to the Welsh language, making it a visible characteristic of the County. It also plays an important part in promoting the area’s cultural identity, heritage, and history through the use of names which reflect these aspects of the locality.
- 1.3.4 Since the Council has the right to decide on the names of new streets, it recognises the importance of giving consideration to and promoting the Welsh language, and this policy in relation to property and street names will therefore be to promote and adopt a **Welsh** name that is consistent with the heritage and history of the area.
- 1.3.5 We will give guidance and support to developers on adopting Welsh place names for new developments. We will not support changing a property name if it would result in changes or the removal of a name of historic or cultural significance and will provide advice to the applicant and encourage them to reconsider the proposed change.
- 1.3.6 For historical developments, street names, place names and geographical features, where the difference between the Welsh and English versions of a name and street is just the spelling, we will use the Welsh version.
- 1.3.7 All existing streets that require additional or replacement Street nameplates will be given its Welsh Translation to be added to the nameplate. The Welsh translation however does not form part of the Official Street Name unless put through the Street Renaming procedure.
- 1.3.8 With regards to historical street names, any historical reference in the street name will not be translated into Welsh unless there is a Welsh version.
- 1.3.9 Carmarthenshire County Council has statutory responsibilities to maintain accurate and updated lists of the names of towns, villages, communities, as well as new developments. In each case, the Council will ensure that its lists are of a high standard and will, in association with the Welsh Language Commissioner who has the responsibility for advising on the standard forms of Welsh place-names, conduct an audit of the lists that it maintains to ensure standardisation where necessary. Where existing names have specific historical or linguistic significance, renaming will not be supported.

1.4 Well-being of Future Generations

- 1.4.1 The Well-being of Future Generations (Wales) Act 2015 is about improving the social, economic, environment and cultural well-being of Wales. It sets out seven national well-being goals, including 'A Wales of vibrant culture and thriving Welsh Language'. Ensuring that the naming of streets in Carmarthenshire reflects local heritage, with names for new developments which are historically, culturally, and linguistically linked, will play an important role in delivering this well-being goal.

1.5 Street Naming & Numbering Service

Who is responsible for street naming and numbering?

- 1.5.1 Carmarthenshire County Council has statutory responsibilities and powers, within the context of adoptive legislation, for the naming of streets, alteration of street names and indication of street names. The Council also has additional discretionary powers to provide a number or name to a property.
- 1.5.2 It should be noted that Royal Mail has no statutory responsibilities or powers to either name a street or to name, number, rename or renumber a property. Royal Mail has sole responsibility for assigning a postcode following notification of new or amended address details by Carmarthenshire County Council.
- 1.5.3 The Council as the statutory naming and numbering authority undertakes appropriate checks within the Corporate Address Gazetteer and wider consultation and liaison with Royal Mail who are responsible for the [Postcode Address File \(PAF\)](#) in regard to new property and/or street names. This minimises potential duplication and confusion and ensures that a consistent and unambiguous approach is adopted across Carmarthenshire.

Street Numbering - Unregistered address

- 1.5.4 If a property is not "registered" the owner/occupier will encounter difficulties in obtaining goods and services from a variety of sources such as applying for a credit card or goods bought by mail order.
- 1.5.5 All organisations purchase their address databases from Royal Mail. If an address does not show on the database held by Royal Mail, it is interpreted that the property does not exist.
- 1.5.6 When a property is officially named or numbered by Carmarthenshire County Council, Royal Mail is notified as part of the process. Therefore, it is imperative that all Street Numbering applications are made to Carmarthenshire County Council.

How do I contact the service?

1.5.7 The Street Naming & Numbering service is operated by the Information Management Section, within Place & Sustainability, contact details are:

Normal hours are: 9.00 - 17.00 Monday – Thursday / 9.00 – 16.30 Friday.

Street Naming & Numbering Service

Address: Municipal Offices
Crescent Road
Llandeilo
SA19 6HW

Telephone: 01558 825332

Email: snn@carmarthenshire.gov.uk

Website: www.carmarthenshire.gov.wales/snn

2. Guidance for Applicants

2.1 When to apply?

2.1.1 Applications for Street Naming and Numbering services should be made by:

- Individuals or organisations wishing to add a name to an existing numbered only property
- Individuals or organisations wishing to rename an existing named property
- Individuals or developers building new properties which include new residential properties, commercial premises, industrial units and the like
- Individuals or developers wishing to amend layouts for new developments that have already gone through the formal naming and numbering process
- Individuals or developers undertaking conversions of existing properties which will result in the creation of new residential properties or business premises. This will include existing buildings which are sub-divided into flats or offices, barns converted into residences and the splitting of commercial units
- Residents wishing to rename a street
- Individuals and businesses seeking confirmation of an address.

2.1.2 Applicants should consult with the Council at the earliest opportunity to avoid potential delays. Applications should be submitted as soon as possible after formal planning consent and/or building regulation approval for the proposal has been granted.

2.2 How to apply?

2.2.1 Download the relevant application form online: www.carmarthenshire.gov.uk/snn

There are 8 different SNN paper application forms:

Form	Application Category
SNN1	Rename an Existing Property / Add a Name to an Existing numbered property
SNN2	Single new dwelling
SNN3	Development with NO street naming [Residential & Commercial]
SNN4	Development with a NEW street name [Residential & Commercial]
SNN5	Amendment to a Development Layout [Residential & Commercial]
SNN6	Property Conversion to Flats or Units [Residential & Commercial]
SNN7	Street Renaming at Residents request
SNN8	Official registration of an Existing Property

2.3 What to submit?

2.3.1 All requests for Street Naming & Numbering services must include:

- A completed Carmarthenshire County Council Street Naming & Numbering Application Form
- An appropriately scaled location plan to a scale no less than 1:1250, and in the case of a new developments, a layout plan, indicating the position of properties in relation to geographical surroundings.
- An internal layout plan for developments which are subdivided at unit or floor level, for example, a block of flats or commercial, industrial units.
- The main entrance to each subdivision or block must be clearly marked.
- The appropriate fee for the specific Street Naming & Numbering service required.

3. Scale of charges

3.1 Application fees

3.1.1 The differential scale of charges outlined below is current as of 1 April 2019. The charges are reviewed on an annual basis. Charges for street naming and numbering services are zero VAT rated.

Task	Fee	
<i>House name change</i>	£35	Covers the cost of investigations and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>Add a name to an existing numbered Property</i>	£35	Covers the cost of investigations and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>House Naming or Numbering for one dwelling</i>	£35	Covers the cost of investigations and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>Development with NO street name [Residential & Commercial]</i>	£35 per plot [1-5] £30 per plot [6-25] £25 per plot [26-75] £20 per plot [75+]	Covers the cost of investigations, production of plot to number schedules, and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>Development with a NEW street name [Residential & Commercial]</i>	£150 per street + £35 per plot [1-5] £30 per plot [6-25] £25 per plot [26-75] £20 per plot [76+]	Covers the cost of investigations, consultations with Local Member(s) & Town & Community Councils, Highways, LLPG Custodian, site notice/visit, and production of plot to number schedules, notifications to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.

Task	Fee	
<i>Property Conversion into Flats or Units [Residential & Commercial]</i>	£35 + £15 per Flat/Unit	Covers the cost of investigations, production of flat/unit to number schedules, and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
<i>Amending schedule of development already issued following plot changes by developer</i>	£35 per plot	Covers the re-plan, amended plot to postal information, notification to Royal Mail, emergency services, other internal and external organisations, officer time and resources.
<i>Renaming a street at residents request or Naming a road where no name exists</i>	£150 + £35 per property legal costs & replacement street nameplate costs	Covers the cost of investigations, consultations and notifications to residents and internal council and external organisations including Royal Mail and emergency services, officer time and resources.
<i>Provision of official address confirmation for customer, solicitors and conveyancers</i>	£30	Covers the cost of (historic) investigations, officer time and resources.
<i>To add or change a commercial trading name to a business premises</i>	No Fee	This is because it is in the interests of the businesses and external organisations including Royal Mail to have up-to-date information
<i>Request to investigate any address anomaly</i>	No Fee	This is because it is in the interests of the residents and emergency services to have all anomalies corrected
<i>Issuing of amended address information following an error on the Council's LLPG database or Royal Mail PAF.</i>	No Fee	Where an error has occurred, it is not reasonable to apply a charge in order to correct an address database, except where the problem has arisen as a direct consequence of development occurring without the required Planning and/or Building Regulation permissions

4. Street Naming and Numbering for New Developments

4.1 General Principle

- 4.1.1 Carmarthenshire has a significant cultural, linguistic, and historical background and therefore to ensure preservation of this heritage, preference will be given to naming schemes with an historical and local context. Appropriate resources, such as the List of Historic Place-names, should also be referred to.
- 4.1.2 If no historical link can be established directly to the land under development, then adjacent areas may be explored for ideas.
- 4.1.3 If no historical or local context can be determined, and the proposed development consists of a network of streets or buildings, a theme may be suggested. Again, care should be taken to ensure that any proposed theme meets the protocols contained in this document.
- 4.1.4 New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.
- 4.1.5 The Town/Community Council and County Councillor for the area can use their local and historical knowledge of the area to determine any suggested themes / and or street names' suitability for the area. The Town/Community Council and County Councillor can suggest alternative themes / and or Street Names which may have a more relevant historical and local context. Again, these suggestions will need to meet protocols contained in this document and the consultation process will start again.
- 4.1.6 Property developers submitting a request for Street Naming & Numbering services can request that the Town/Community Council and County Council suggest any themes and/or street names for a new development.
- 4.1.7 Although every opportunity is afforded to individuals or businesses in suggesting new development themes and/or street names, the Council may serve a notice of objection under Section 17 of the Act. The person or business proposing the street name may, within twenty-one days after the service of the notice, appeal against the objection to the Magistrates Court.

4.2 Use of Unofficial Marketing Titles

- 4.2.1 Carmarthenshire County Council will not adopt unofficial 'marketing' titles or themes used by the developers for the sale of new properties unless a historical or local context has been agreed in advance and on the clear understanding that the theme will form the basis of the approved street naming scheme only.
- 4.2.2 The adoption of 'marketing' titles will not be permitted in creating attractive 'unofficial' locality or village names. It is therefore advisable to be cautious in the use of development names for marketing purposes if the name has not been authorised.
- 4.2.3 It should be pointed out in literature distributed to prospective purchasers that marketing names are not the official street name, are subject to approval and therefore possibly subject to change.
- 4.2.4 Developers should ensure that purchasers and occupiers of a property use the official address and not the name of the development. Historically this is a re-occurring problem that can lead to frustration and disappointment. Developers are to ensure that marketing is not misleading and the name of the development is not used within the official address.

4.3 Proposed Themes

- 4.3.1 A developer / County Councillor / The Town/Community Council proposing a theme for street naming & numbering or property naming for a new development scheme should consider the following:
- a) The suggested street or building name(s) should have a proven historical or local context and a link directly to the development site or adjacent area
 - b) The suggested street or property name will not be a name of a person within living memory. The naming of streets after individuals can be somewhat contentious and, in many respects, subjective, therefore no street or property will be named after a person either present or recent past.
 - c) The only exception will be in such instances where historic geographic locations are referred to as proper names eg: Kimberley Park, John's Wood and the like
 - d) The suggested street or property naming scheme will not be the same or similar to any existing names in Carmarthenshire to avoid possible confusion
 - e) Where no historical or local context can be established, with the land intended for development and a network of streets will be created, the developer/County Councillor/Town/Community Council may submit a suggested theme, with appropriate reasons, for consideration.
 - f) Distinctions by suffix within the same or adjoining area are to be avoided, eg: Apple Avenue and Apple Road.
 - g) Suggested street or building names which are aesthetically unsuitable should be avoided. For example: Gaswork Road, Tip House etc
 - h) Names that may give rise to spelling difficulties will not be accepted.
 - i) Wherever possible a proposed name should have a proven historical significance to the land intended for development. Advice from local historical or interest groups is recommended.
 - j) Suggested street or building names which are capable of deliberate misinterpretation should be avoided. For example: Hoare Road, Typple Avenue, Quare Street etc
 - k) Suggested street or property names that could be considered or construed as obscene, racist or which could contravene any aspect of the Carmarthenshire County Council equal opportunities policies will not be acceptable.
 - l) Subsidiary names, ie: a row of buildings within an already named road being called '...Terrace', should be avoided if possible.
 - m) The property number 13 will not be omitted from property numbering schemes.

4.3.2 Advice or guidance regarding historic or local context can be obtained by:

- Communicating with the [Town or Community Council / County Councillor](#)
- Visiting our website at: www.carmarthenshire.gov.wales/snn
- Visiting our Libraries and Information Service website at: www.carmarthenshire.gov.wales/libraries
- View old maps of Carmarthenshire [online](#)
- Visiting Cadw's website for information on historic environment records at: [Historic environment records | Cadw \(gov.wales\)](#)
- Visit the [List of Historic Place Names](#) website
- Visit the [Welsh Language Commissioner](#) website to view a 'List of Standardised Welsh Place-names'

4.4 Approving Naming and Numbering Schemes

Street Names

4.4.1 All new street names should start with one of the following prefixes in the case of Welsh language translations (suffixes in the case of English translations) applied in the following context, however this is not an exhaustive list and in exceptional circumstances alternatives may be permitted.

Rhodfa (Avenue)	for any road or thoroughfare
Cylch (Circle)	for roads with the same start and end point
Clôs (Close)	for cul-de-sac only
Comin (Common)	for roads in appropriate circumstances
Cwrt or Llys (Court)	for cul-de-sac and residential blocks only
Cilgant (Crescent)	for a crescent shaped road
Tywyn (Dene)	for roads with an historic link to wooded valley
Rhodfa (Drive)	for any road or thoroughfare
Pen (End)	for cul-de-sac only
Gerddi (Gardens)	for residential roads (provided there is no confusion with local open space)
Gelli (Grove)	for residential roads
Rhiw (Hill)	for a hillside road only
Lôn (Lane)	for any road or thoroughfare in a rural area or in appropriate circumstances
Dol (Mead)	as an alternative to above
Dol (Meadow)	for any road or thoroughfare in a rural area
Stablau (Mews)	for residential roads
Parêd (Parade)	for roads in appropriate circumstances
Parc (Park)	for roads in appropriate circumstances
Llwybr (Path)	for pedestrian ways
Maes (Place)	for residential roads
Dyfroedd (Reach)	for roads in appropriate circumstances –
Crib (Ridge)	for a hillside road only
Bryn (Rise)	for a hillside road only
Heol (Road)	For any major road or thoroughfare
Rhes (Row)	for residential roads in appropriate circumstances
Sgwâr (Square)	for a square only
Stryd (Street)	for any road or thoroughfare
Teras (Terrace)	for a terrace of houses but NOT as a subsidiary name within another officially named street
Gwel y(View)	for residential roads in appropriate circumstances
Rhodfa (Walk)	for pedestrian ways
Ffordd (Way)	for any road or thoroughfare
Glanfa (Wharf)	for roads parallel or adjacent to navigable waterways

4.4.2 Many of the Welsh versions above will mutate/change when the name of a road is added and will therefore need to be sent by the Street Naming & Numbering Officer for professional translation to ensure accuracy.

Property Numbering Sequence

The following protocols will be applied to new development schemes:

- 4.4.3 It should be pointed out in literature distributed to prospective purchasers that the provisional numbering schemes are subject to change if the developer adds plots that require addressing after the original Street Naming & Numbering has been allocated to the development.
- 4.4.4 Once a number has been issued to any property in Carmarthenshire then it can never be removed. This is applicable to all properties in Carmarthenshire included properties that have numbers but are not on a numbered street. Names may be added but can never replace the number.
- 4.4.5 Properties, in particular those occupying corner sites, will be numbered or named according to the street in which the main entrance is located. The manipulations of property names or numbers in order to secure a more prestigious or desired address, or to avoid an address, which is thought to have undesired associations, will not be permitted.
- 4.4.6 **The final decision on naming or numbering rests with the Street Naming and Numbering service, the official address will be confirmed once an application has been made. An address should only be used when it has been confirmed as official by the service to avoid problems.**

4.5 Identifying new and existing streets

4.5.1 The street that a property is addressed on is the street that the front door or principal entrance is accessed from. Where a new property is accessed off an existing street it will be named or numbered on that street.

4.5.2 Figure 1 shows new properties accessed off both new and existing streets and demonstrates on which street the new property will be numbered or named:

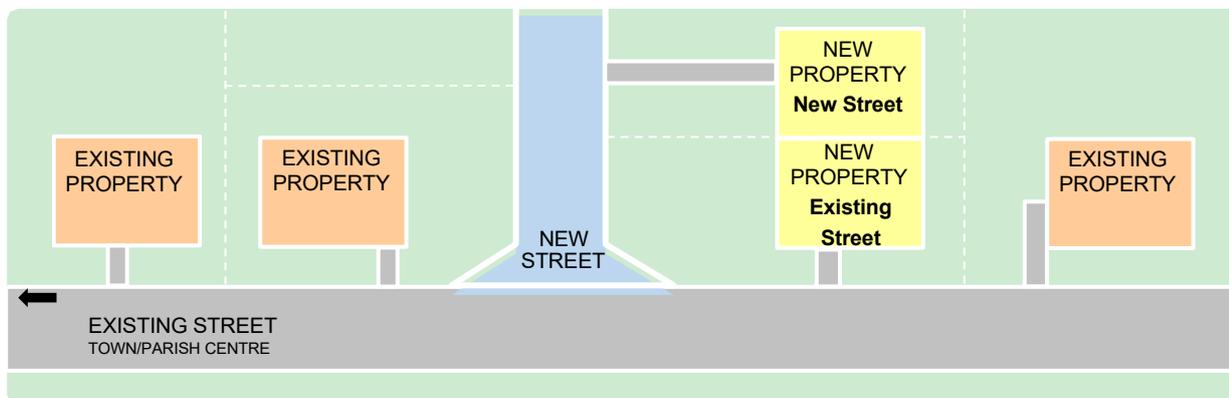


Figure 1 - New plots on both existing and new streets – accessed from existing street

4.5.3 Where the front door of a new plot is accessed from a new street and the alternative / driveway access is from an existing street or vice-versa then the property will be named / numbered on the road that the front door is accessed by:

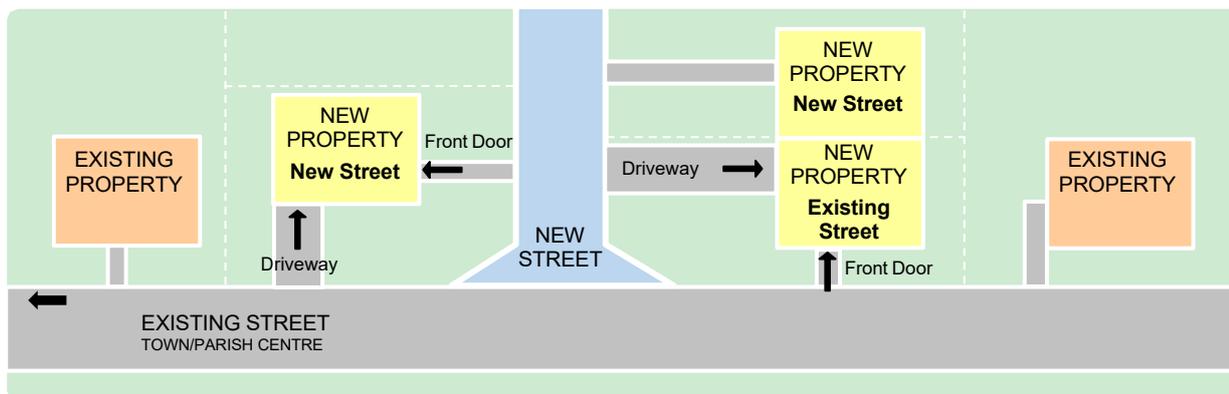


Figure 2 - New plots on both existing and new streets - multiple access on different streets

4.5.4 It is therefore important that applications are accompanied by a plan that clearly indicates the principal entrance to all properties so a correct scheme can be devised.

4.5.5 **Note that the guidance contained in this document exists to help make applications and overcome common problems encountered, it does not constitute policy and final details of the scheme will be at the discretion of the Street Naming and Numbering Service.**

4.5.6 As a rule, variations on the guidance given will not be accepted, therefore careful consideration should be made when making an application to avoid disappointment.

4.6 Conventions used for existing streets

Property naming/numbering on an existing street

4.6.1 Where new plots are to front onto an existing street the Street Naming and Numbering Service will assess the application once received and decide whether the new plots will be included within any numbering scheme upon that street or will be assigned names.

New plots on an existing numbered street

4.6.2 If plots front on to an existing numbered street, numbers out of preference will be assigned to the new properties. New properties will be numbered using gaps in the numbering system if possible:

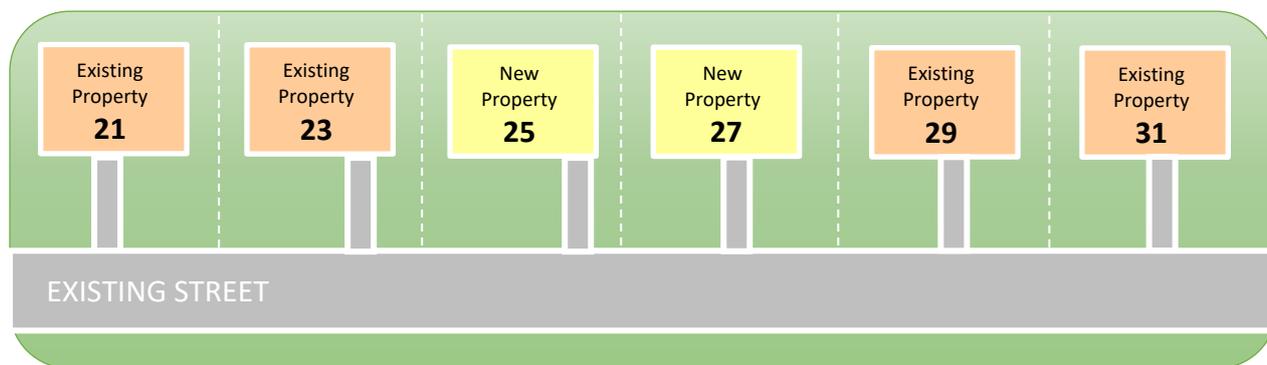


Figure 3 - New plots utilising numbers not used in the existing numbering system

4.6.3 Where it is not possible to use gaps in the existing numbering system, a development of up to four plots will be suffixed with the letters a-d after the preceding number:

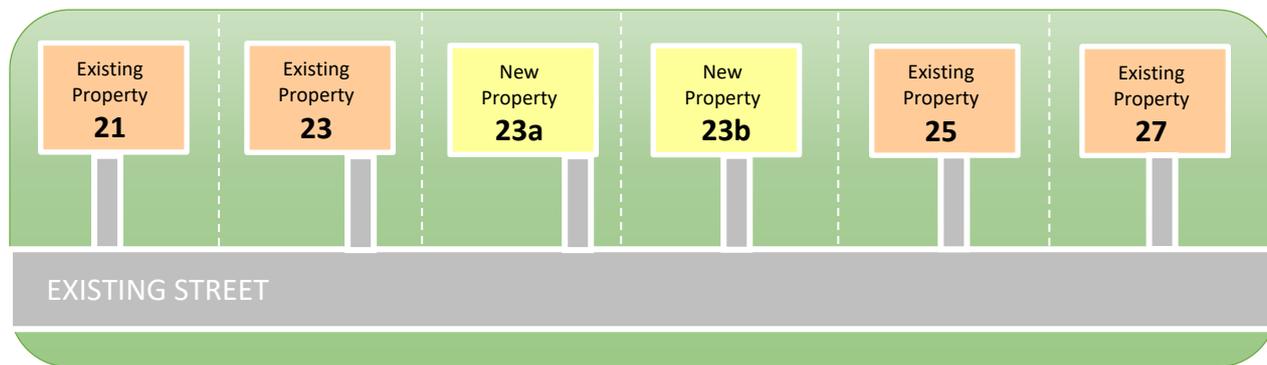


Figure 4 - New plots utilising numbers not used in the existing numbering system

4.6.4 **Infill development** (new properties built between existing properties or in grounds of an existing property) on a numbered street will be given the same number as the property preceding the infill or following in appropriate circumstances (ie: when the infill property precedes No.1 on a numbered street) followed by a suffix of 'A', 'B' etc eg: 3A, 3B.



Figure 5 - New plots utilising numbers not used in the existing numbering system

4.6.5 If it is not practical to suffix the number, the Street Naming and Numbering Service will allow house names to be used:

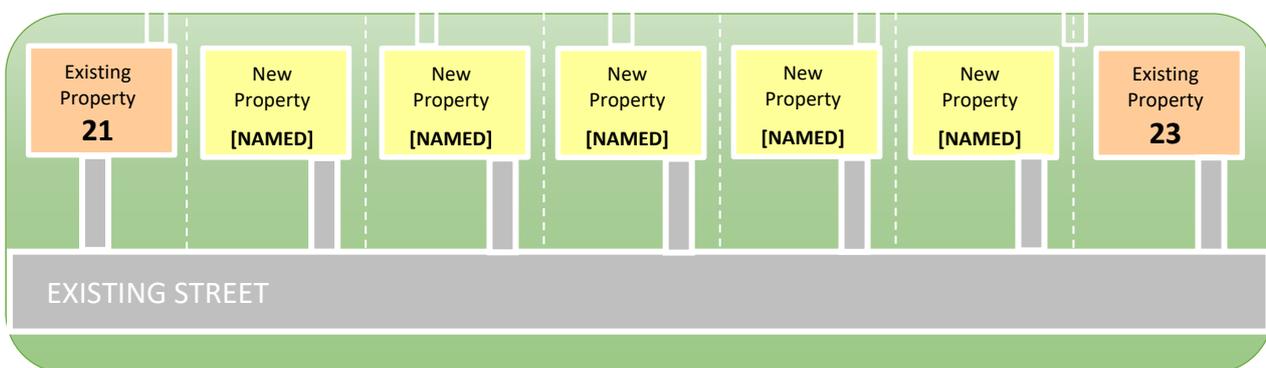


Figure 6 - New plots named on and existing street where numbering is not practical

New plots on an existing named street

4.6.6 If a street does not have an adopted numbering scheme the properties along it will have an official name as part of their address.

4.6.7 Where a street numbering sequence may not exist, predominantly in rural areas, it will be appropriate to allocate agreed property names, however all approved property names will be addressed directly to the nearest official designated street name, to enable emergency services to locate a property quickly.

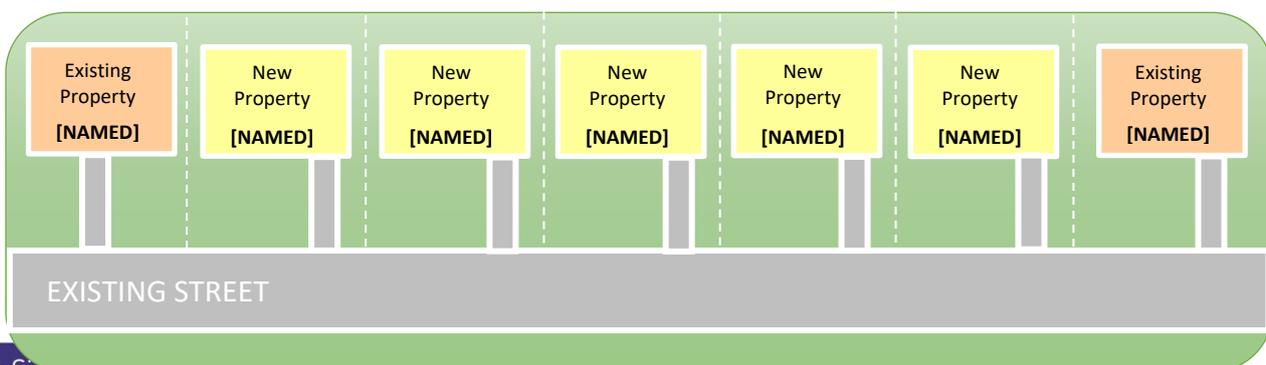


Figure 7 - New plots named on and existing street where no numbering exists

Naming of existing unnamed street

4.6.8 The naming of unnamed streets will only be done when a property owner on the street requests that their street be named (and suggests a name) due to the lack of a name causing a delay in Emergency Services locating the street. The resident will need to put this forward to their Community/Town Council, who will forward the request and completed application form onto us at Street Naming & Numbering.

4.7 Conventions used for new streets

4.7.1. New properties accessed off a new street will always be numbered. The standard conventions for numbering new streets are:

Odd Numbers on the left and even on the right running from start to end, or vice versa if there is an issue with neighbouring properties on adjoining streets and duplication of numbers.

This convention will also be used if there is a possibility that the site will be extended in the future.



Figure 8 – Numbering along a new street

Side Roads are numbered ascending from the main road:

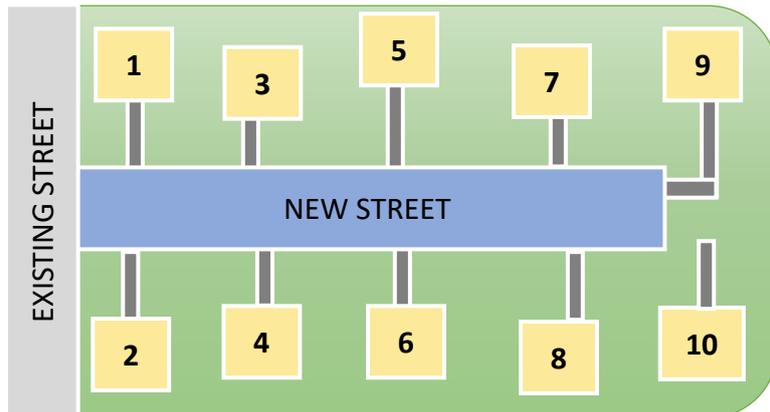


Figure 9 – Numbering along a side street

In small developments the numbers may be allocated consecutively at the discretion of the Street Naming and Numbering Service.

Cul-de-sac and small scale development will be numbered consecutively in a clockwise direction. Longer cul-de-sac development will again be numbered as stated above.

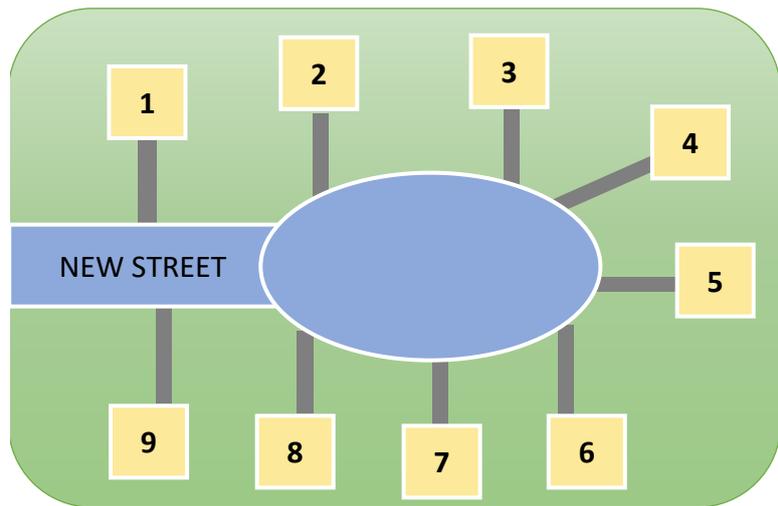


Figure 10 – Consecutive Numbering

5. Application process

5.1 New street name

New Developments: applications that **require a new street name**

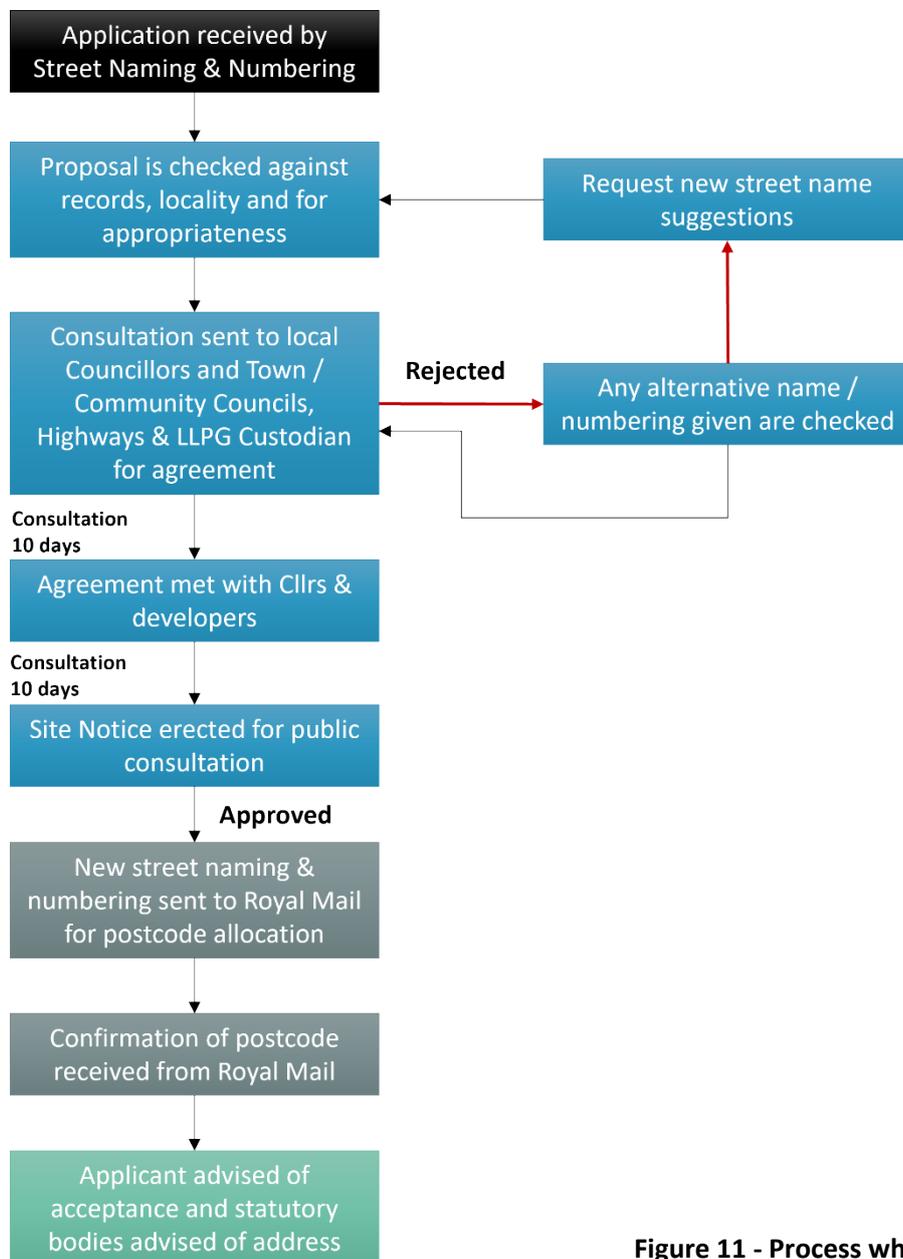


Figure 11 - Process where a new street name is created

- 5.1.1 All plots on a new development will require a full official address. Once a site has been purchased and planning permission for the development granted an application will be required for a naming and numbering scheme to be provided.
- 5.1.2 To make an application you can download the relevant form online at www.carmarthenshire.gov.uk/snn. For a **new development which has NO new street name[s]**, you should complete the **SNN3** form. If the **new development requires a NEW street name[s]** then complete the **SNN4** form and return it to us with the appropriate charge.
- 5.1.3 The **timescale** of an application where a new street name is created, is approximately 6 weeks, providing the proposal is appropriate and accepted. Please note that the timescale will be prolonged if the initial proposals are rejected or if the public consultation is objected.

5.2 Proposals not relating to a new street name

5.2.1 Applications where NO new street name is created are subject to a different process which does not include consultation with County Councillors or Town and Community Councils. Such proposals may include the change of a house name, name or numbering new properties, conversions etc.

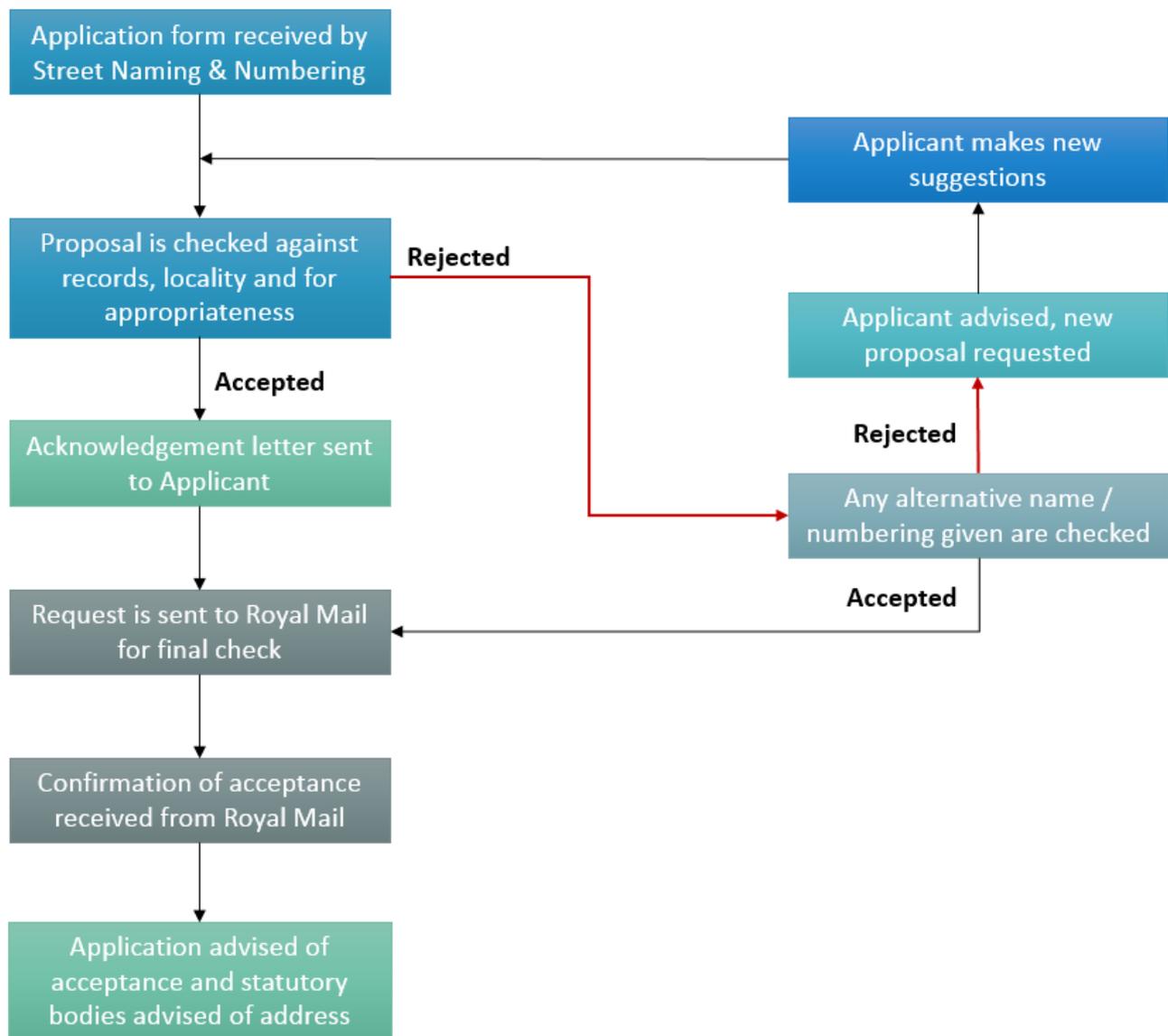


Figure 12 - Process where a NO new street name is created

5.2.2 The timescale of an application where there is NO Street name created, is approximately 14 working days if the proposal is accepted. Please note that the timescale will be prolonged if the initial proposals are rejected as alternatives will have to be provided, it is therefore important to note the guidance on selecting a suitable name / numbering and provide as many proposals as possible.

5.3 Naming an existing property

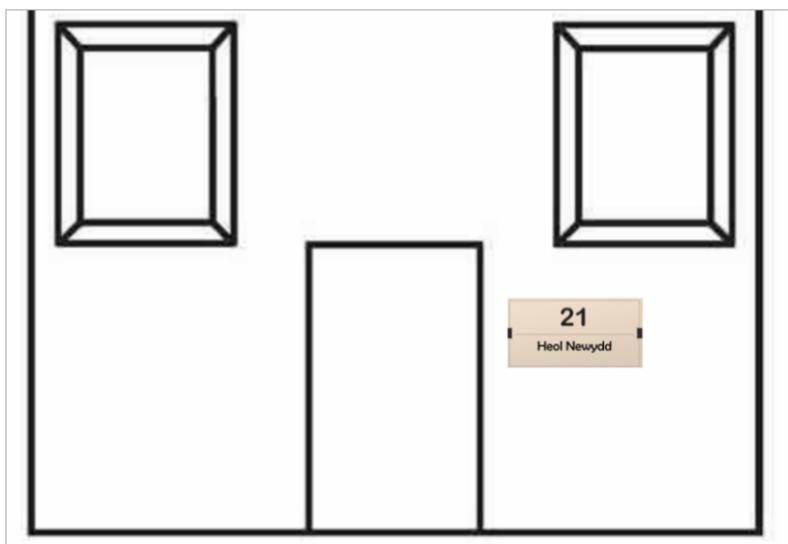
- 5.3.1 To **make an application** for a **change or to add a property name to an existing dwelling**, you should complete the **SNN1** form and return it to us with the appropriate charge. **Please note: to add a new address to a new property please use SNN2**
- 5.3.2 The allocation of a property name will be permitted but where an existing numbering scheme is in place, the name will be an addition to that number and not a replacement. A property numbered on a street that has an established numbering scheme cannot change to a name only.

5.4 New address for a single new property

- 5.4.1 To **make an application** for a **new address for a single new property**, you should complete the **SNN2** form and return it to us with the appropriate charge. **Please note: to have a new address created for more than one property, please use form SNN3.**

5.5 Selection of a suitable new name

- 5.5.1 The following types of suggestions will not be accepted by us:
- Names that already exist elsewhere in the parish/town or locality as this creates confusion.
 - Names that are like ones that already exist.
 - Inappropriate, abusive, or offensive names.
 - Names capable of deliberate misinterpretation.
 - New names which result in the removal of an existing name deemed of important historic or cultural significance
- 5.5.2 The authority encourages all occupants of properties to follow these guidelines to maintain a good standard of the street naming and numbering system and allow properties to be found with ease. We request that, if possible, you provide alternatives to your preferred new name as this will aid the application process.
- 5.5.3 It is recommended that a replacement house name plate is not purchased or ordered until the new official address has been confirmed by the Street Naming and Numbering Service as the name may be rejected.



5.6 Property ownership

- 5.6.1 We will accept applications for re-naming if you are the owner of the property. If you are the leaseholder, tenant, occupant or one of several occupants we will require written confirmation from the owner of the property giving their consent for the property to be re-named. Please note that when you sign the application form, you are confirming that you have the legal right to request re-naming, it will be necessary to submit any consent required at the same time the application is submitted.

5.7 Activation of new addresses

- 5.7.1 When a new dwelling has been named or/and numbered, but the property has not yet been completed, the address created is 'provisional'. The details are shared with Royal Mail who keep these addresses on their 'Not Yet Built' (**NYB**) database. This is to avoid the problem of post being sent out to non-existing properties on a building site. We do notify statutory bodies at this stage so they are aware of the new address.
- 5.7.2 Once the property is within 6 weeks of completion, the owners should contact our Street Naming and Numbering section and request that the address is activated for use. Royal Mail will be contacted and asked to move the address from their NYB database onto their 'Postal Address File' (**PAF**) database making it available for general use. The statutory bodies will be notified again to say that the addresses are now active.

5.8 Amendment to a development layout

- 5.8.1 To **make an application** for an **Amendment to a development layout** once a numbering sequence has been agreed, you should complete the **SNN6** form.
- 5.8.2 Where a street naming and numbering scheme has been carried out and a developer revises the layout; an amended scheme will have to be prepared. In this case the level of charges will need to be assessed and agreed before the formal application is made.
- 5.8.3 The charge will be based on the extent of the revision and the amount of further work to be carried out. Refer to the scale of charges on page 8.

5.9 Conversion of barn, outbuilding or derelict building

- 5.9.1 To **make an application** for converting a **single** barn / outbuilding or derelict building you should complete the **SNN2** form. To convert **multiple** buildings, you should complete the **SNN3** form and return it to us with the appropriate charge.
- 5.9.2 The allocation of a property name to a barn/outbuilding conversion will be permitted but the name must not already be in use by any other property, nor sound too like any other property in the area (postal town eg: Ammanford - SA18). A check will be undertaken once the application is submitted. Names that sound racist, obscene or are open to misinterpretation will not be accepted. It is considered good practice to propose names which have a historic or cultural link to the property or locality.

Barn / Outbuilding conversions within a Farm

- 5.9.3 The name of the farm/property that the barn/outbuilding conversion is located at will be included in the barn's address due to the shared access. Only if the barn/outbuilding conversion has its own access, separate to the farm/property, will the farm/property name be omitted from the address.
- 5.9.4 A numbering scheme can be developed if more than one barn/outbuilding at a farm/property is being developed.

Derelict buildings

- 5.9.5 The allocation of a property name to a developed derelict building will be permitted if the street from which it is accessed is not numbered. If the street from which it is accessed has a numbering scheme, then the developed property will slot into that numbering scheme where appropriate.

5.10 Annexes

- 5.10.1 To **make an application** for a new **Annexe** to have their own address, you should complete the **SNN2** form.
- 5.10.2 Annexes to buildings eg: granny flats or ancillary accommodation, will be given the prefix 'Annexe'. The rest of the address will be the same as the parent property eg: Annexe, 1 High Street.

5.11 Land, stables, crofts, allotments, and small holdings with no dwelling

- 5.11.1 Royal Mail do not add a piece of land just for the provision of services or deliveries, even if a post-box is put on site. It either must be a residential address or a business address [with trading name], with business premises on site staffed during normal working hours.
- 5.11.2 The owners will need to take up deliveries / services with the companies involved.

5.12 Property conversion to flats or units

- 5.12.1 To **make an application** for a **new apartment block** or **property conversion into Flats or Units**, you should complete the **SNN5** form. To create a new apartment block or Units **with a new street name**, you should complete the **SNN4** form and return it to us with the appropriate charge.

Naming / Numbering

- 5.12.2 Flats/Units are usually numbered on the road in which the principal entrance sits unless they are tall or substantial buildings. It is important when making an application that the main entrance is clearly shown along with the number of flats contained within the building to enable the scheme to be numbered accurately. Individual internal properties within a building should be numbered separately.

- 5.12.3 The internal numbering of premises within buildings should start at the lowest point, with number 1 being the first property on the left when entering the lowest floor. Numbering should continue clockwise and upward.
- 5.12.4 Use of the word 'flat' will apply to those properties where accommodation is on one floor only of a building. Where residential accommodation covers two or more floors and has its own internal stairs the term 'apartment' will be used.
- 5.12.5 Blocks which only contain flats and apartments may be given a name, but each individual flat or apartment will be numbered consecutively. This name will not require a consultation with Local Councillors or Town/Community Councils.
- 5.12.6 Flat or apartment conversions above commercial premises will not be given a name and will use the numbering from the ground floor premises, see example:
 'Flat 1, 10-12 Y Stryd Fawr' or
 'Apartment 1, 10-12 Y Stryd Fawr'
- 5.12.7 All newly proposed development block names should preferably end with one of the following suffixes:
- Cwrt or Llys [Cwrt]
 - Tŷ [House]
 - Penrhyn or Pwynt [Point]
 - Tŵr [Tower]
 - Porthdy [Lodge]
 - Fflatiau [Apartments]
 - Plastai [Mansions]
 - Bannau [Heights]

5.12.8 For any residence accessed internally through a commercial premise, the accommodation will be given a prefix to match the accommodation type eg: flat. The rest of the address will be the same as the parent property, eg: where a flat above a public house is only accessed internally, its address will be Flat, Name of Public House, Property Number and Street Name.

5.13 Conversion or sub-division of a property

- 5.13.1 Conversion or sub-division of a residential property resulting in **a single point** of entry from which all the flats are accessed will be **numbered** rather than described or lettered ie: Flat 1 rather than First Floor Flat or Flat A.
- 5.13.2 Conversion or sub-division of a residential property resulting in **multiple points of entry** with each flat having its own separate front door, off the street, will include a suffix to the primary shell address i.e. 'A', 'B', 'C' etc (24A, 24B, 24C etc).
- 5.13.3 A merged property will utilise the numbers of the original properties where premise numbers are used. For instance, the merging of two properties at 4 High Street and 6 High Street or Unit 1 Trading Estate and Unit 2 Trading Estate will result in new addresses of 4-6 High Street and Unit 1-2 Trading Estate respectively.

5.14 Commercial properties

- 5.14.1 To **make an application** to create new Commercial units, **without** a new street name, you should complete the **SNN3** form. To create new commercial Units **with a new street name**, you should complete the **SNN4** form and return it to us with the appropriate charge.
- 5.14.2 Commercial properties which contain multiple offices, office suites or units should ensure each office, suite or unit is uniquely identified preferably by a numbering schedule (eg: Suite 1 / Suite 2 etc) and where suitable by its location within the building (e.g. Suite 1, Ground Floor / Suite 5, First Floor etc).
- 5.14.3 It should be noted that names for Shopping Centres, Retail Parks and Industrial Estates are subject to the same principles as street names which are set out in section 4 above. **It is recommended that contact is made with the Street Naming & Numbering Officer at an early stage of development so that naming and numbering schemes can be agreed before marketing commences.**
- 5.14.4 All addresses will have a Welsh version and this includes units within and industrial estate for example. The prefix will be translated as well as the suffix letters. The letters will be translated but not used in sequence; therefore, Unit 1D will be translated to Uned 1D rather than following the sequence of the Welsh Alphabet and using 1CH.

English	Welsh
Unit 1A	Uned 1A
Unit 1B	Uned 1B
Unit 1C	Uned 1C
Unit 1D	Uned 1D

Shopping Centres, Retail Parks, and Industrial Estates

- 5.14.5 In order to minimise disruption and confusion, the address of each commercial property, should be a sustainable address that can be re-used by whatever business or organisation occupies the property. Unit numbers should be allocated which will remain constant whichever company occupies the premises. The unit number should be displayed prominently on each building.

Shopping Centres (Arcades or Malls):

- 5.14.6 A name will be given to the building which houses an indoor shopping centre. Each shop or unit within the building will require its own unique number and the street from which the building is deemed to have its main access will be the street used in the address eg:
- Unit 1 The Arcade, College Street, Ammanford, SA18 2LN
 - Unit 2 The Arcade, College Street, Ammanford, SA18 2LN

Retail Parks (Open Air Shopping Precincts):

- 5.14.7 A name will be given to the park or precinct. Each shop or unit within will require its own unique number. The Street from which the park or precinct is deemed to have its main access will be the street used in the address, however, it is possible that some shops or units may be accessed from a different street and this street will be used in the addresses for those shops or units. The numbering scheme will be applied to the park or precinct as a single entity regardless of which street the units are accessed from eg:
- Unit 1 Trostre Retail Park, Llanelli, SA14 9UY
 - Unit 2 Trostre Retail Park, Llanelli, SA14 9UY

Industrial Estates:

- 5.14.8 Where appropriate a name may be given to an industrial estate. Each unit or yard will require its own unique number. If all the units are directly accessed from the same street the numbering scheme will be based on the industrial estate as a single entity with the street from which access is gained being the street used in the address eg:
- Unit 1 Capel Hendre Industrial Estate, Ammanford, SA18 3SJ
 - Unit 2 Capel Hendre Industrial Estate, Ammanford, SA18 3SJ
- 5.14.9 If, however, the estate comprises of more than one street, and these streets are deemed to require naming, the units or yards will be numbered to the street from which they are accessed. If it is still deemed appropriate to give the industrial estate its own name the name will now be treated as a locality eg:
- Unit 1, Llanelli Workshops, Trostre Industrial Park, Llanelli, SA14 9UU
 - Unit 2, Llanelli Workshops, Trostre Industrial Park, Llanelli, SA14 9UU
 - Unit 1, Glanamman Workshops, Tabernacle Road, Glanamman, Ammanford
 - Unit 2, Glanamman Workshops, Tabernacle Road, Glanamman, Ammanford

5.15 Street re-naming upon resident's request

- 5.15.1 To **make an application for Street renaming at a resident's request**, you should complete the **SNN7** form.
- 5.15.2 Carmarthenshire County Council will accommodate reasonable requests for re-naming of streets. However, it is stressed that an application must be made by a community or town council. For residents, the request is to be made to the community or town council in the first instance, and the type of request may initiate a consultation process by Royal Mail.
- 5.15.3 Requests of this nature will only be considered if it can be shown that all affected owners and residents in the street have been consulted in writing and **ALL** agree with the proposed change. Where the change is approved the community/town council will be responsible for the costs of all replacement street name signs and any notifications.
- 5.15.4 Occasionally, the Council may decide that a street requires renaming. In this circumstance the Council will notify all residents of the proposed change and pay any costs associated with the change where necessary.

5.16 Other considerations and common queries

- 5.16.1 Where an occupier of a property is **uncertain about the official address**, contact may be made with the Street Naming and Numbering Service to supply a copy of the official address. The Street Naming and Numbering Service is the only section of the council that can confirm the official address.
- 5.16.2 **The Street Naming and Numbering Service does not deal with other road related queries and street direction signs.** The maintenance of public highways and highway signage are the responsibility of the highways section of Carmarthenshire County Council and, where applicable, the South Wales Trunk Road Agent (SWTRA).

5.17 Notification of a new or altered address to internal and external partners

5.17.1 The Street Naming and Numbering Service automatically inform the following organisations of a new or altered address:

- Carmarthenshire County Council Electoral Registration
- Carmarthenshire County Council Tax & Business Rates
- Carmarthenshire County Council Local Land and Property Gazetteer (LLPG) Custodian
- Carmarthenshire County Council Highways
- Carmarthenshire County Council Recycling & Waste
- Carmarthenshire County Council Waste and Environmental
- British Gas Transco*
- BT Openreach*
- Dŵr Cymru Welsh Water*
- Emergency Services
- Land Registry
- Mid & West Wales Fire Service
- National Health Service
- Ordnance Survey
- Police Authority
- Royal Mail
- Valuation Office
- West Wales Utilities*

* These organisations are notified because they are responsible for network infrastructure.

5.17.2 For supply and billing, and all other personal contacts such as banks, doctors, etc. the applicant will need to provide notification separately.

APPENDIX 1 - Legislation

Street Numbering - Legislation

The street naming legislation covering England and Wales (excluding London) is contained in:

- Section 64 and 65 of the Town Improvement Clauses Act 1847
- Section 160 of the Public Health Act 1875
- Section 21 of the Public Health Act 1907
- Section 17, 18 and 19 of the Public Health Act 1925
- The Local Government Act 1972

Carmarthenshire County Council has formally adopted the procedures under Section 64 and 65 of the Town Improvement Clauses Act 1847 for Street Numbering.

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- Section 21 of the Public Health Act 1907
- Section 17, 18 and 19 of the Public Health Act 1925
- The Local Government Act 1972

Carmarthenshire County Council has formally adopted the procedures under Section 17, 18 and 19 of the Public Health Act 1925 for Street Naming.

APPENDIX 2 - Scheme of Delegation

Under the Council's Scheme of Delegation, the Director of Environment (within the portfolio of the Head of Place and Sustainability) has power to approve the following:

- **Road naming** – providing a road name to a new road or an existing road with no name (sections 17-19 and 76 of the Public Health Act 1925). Where appropriate the Street Naming and Property Numbering Section will consult with the respective Town or Parish Council for suggestions of road names.
- **Property numbering** – providing numbers to plots, in-fills (properties built between existing houses or in the grounds of), property conversions and commercial premises (sections 64 and 65 Towns Improvement Clauses Act 1847 incorporated into s160 of the Public Health Act 1875 for urban areas and wellbeing power under the Local Government Act 2000 for rural areas.

APPENDIX 3 - Street Signs

Under the 1925 Act, Carmarthenshire County Council has a duty to name, and maintain street nameplates irrespective of whether they are private or publicly maintained streets.

Section 19 of the 1925 Act gives authorities the power to insist that the name of every street shall be shown in a conspicuous position and, also alter or renew it if it becomes for any reason illegible.

This section also makes it illegal to pull down or remove a street name, which has been lawfully set up, or to fix a notice or advertisement within close proximity to the sign. Anyone found guilty of infringing these requirements can be liable to a fine imposed by a Magistrates Court

These acts also give us the ability to produce regulations concerning the erection of signs for the names of public streets and, ensure that the names and numbers of all buildings are displayed by their owners in accordance with these regulations.

Street Nameplates

For further details regarding street nameplates please contact our Highways Department.