

- ◆ Ordnance Survey plans not featuring new properties or roads
- ◆ notifying anyone other than the services listed.

Help us to help you:

To assist us in providing an efficient service please supply the following information when requesting us to provide street naming and property numbering services.

For new development/In-fill plot

(properties built between existing properties or in the grounds of an existing property):

- ◆ a written request to supply road name(s) and/or house number(s) for the development or in-fill
- ◆ a copy of the planning permission approving the development or new property
- ◆ an approved site layout plan and Ordnance Survey location plan for identification purposes
- ◆ contact phone number/fax number
- ◆ an approximate date of when occupation of the site is expected.

When we have received your documents we will aim to complete your application within four weeks.

Do you require further information?

For further information about street naming and property numbering please refer to our website: www.n-somerset.gov.uk

or contact:

**The Local Land Charges Section
Finance and Resources**

**Somerset House, Oxford Street
Weston-super-Mare BS23 1TG**

Tel: **01934 634 943** or **634 942**

e-mail: strnames@n-somerset.gov.uk

Should you require this leaflet in another format, for instance, Braille, large type, tape or another language, please call:
01934 634 942.



13651 07/06



A number for your house



**Street
naming
and
property
numbering**

The use of street names and house numbers is essential in our crowded environment

It is not just the postman who needs properly identified streets and sensibly ordered property numbers. The emergency services rely on easily identifiable street names and house numbers in order to deal with problems quickly and efficiently.

It does not matter how old your house is, the council has a statutory duty to ensure that properties, streets and estates are clearly identifiable.

A number does not mean that you cannot have a name for your house as well.



House numbers must be clearly displayed by law

The law requires that occupiers of premises display the house number on their property.

Numbers should be marked on a strong contrasting background and be seen clearly and visible from the roadside.

We are responsible for:

- ◆ allocating house numbers
- ◆ allocating road names
- ◆ allocating house numbers to in-fill plots (properties built between existing properties or in the grounds of an existing property) e.g. 11A, 11B, 11C, etc.
- ◆ allocating house numbers and suffix e.g. Flat 1, 2, 3 etc to property conversions
- ◆ allocating numbers and/or A, B, C etc to commercial premises
- ◆ allocating house numbers to properties with only house names
- ◆ re-naming roads and re-numbering properties where necessary



We will where appropriate

- ◆ liaise with developers
- ◆ notify town and parish councils' of new road names
- ◆ consult with the Royal Mail
- ◆ notify the emergency services, the Royal Mail, council bodies and public utilities of new postal addresses

- ◆ Notify residents affected by any road name changes or allocation of house numbers to properties with only house names.



We are not responsible for:

- ◆ the postcode, this is issued by the Royal Mail, whom you should contact on 0906 3021 222. The postcode is held in 'reserve' until the Royal Mail are notified by either the developer or the home owner that the property is occupied
- ◆ correspondence and deliveries not being delivered to the correct address. Any complaints should be directed at the Royal Mail, Customer Services on 08457 740 740
- ◆ the address being unavailable on databases used by third parties, such as retail outlets (including internet based ones). It is the responsibility of the store or the Internet site to update their database
- ◆ the erection or replacement of road nameplates. Please contact Highway Services, Development and Environment on 01275 882 055