

# Hertsmere Borough Council

## Quick guide to Street Naming & Numbering

### What is Street Naming and Numbering?

The primary purpose of Street Naming and Numbering is to create addresses, which are logical and consistent and to ensure that properties can be located quickly in all situations.

### Why is it Important?

Good Addressing enables:

- Emergency and care services to find a property quick
- Mail and goods to be delivered efficiently
- Visitors to find where they want to go
- Reliable delivery of services and products
- Records of service providers to be kept in an efficient manner.

### Things to consider before making an application



Whilst we do try to accommodate naming and numbering schemes suggested by applicants, we are bound by street naming and numbering standards, so it is not always possible.

It is therefore crucial that you not give any postal addresses, or postcodes, to potential occupiers before formal approval has been issued by the council. We will not be liable for any costs or damages to reverse addresses changes caused by failure to comply with our policy.

### House names

Houses without numbers were popular back when there were fewer properties but in today's society, with so much development taking place, it just not a sensible approach.

Property numbers provide a unique way of locating a property without causing location ambiguity or misunderstanding. They help identify which side of the street a property is and how far along it is located, which can be crucial in an emergency situation.

Therefore, In line with current guidelines, all new properties, where possible, will be assigned numbers rather than names (this includes those demolished and rebuilt). Exceptions may apply in the instance of properties accessed from an existing unnumbered street.

### Infill builds

New properties built between existing properties or in the grounds of an existing property) on a numbered street will be given the same house number as the property preceding the infill followed by a suffix of 'A', 'B' for example 10A High Street). New street names shall not be provided for the sole purpose of avoiding numbers with a suffix.

### Numbering schemes for flats

In small groups of low rise flats, dwellings will be numbered within the ordinary street numbering system, but in tall blocks of flats each flat should be numbered so that the number indicates the floor level.

Properties will be numbered clockwise, left to right; this is so that properties are easy to locate in the event of an emergency. It also allows Royal Mail to make efficient postal deliveries.

## Criteria for naming streets

Hertsmere has a significant historical background and therefore, to ensure preservation of this heritage, preference will be given to naming schemes with a historical and local context.

## Naming streets with similar names

A great variety of "999" are received each day and some callers can be vague in the details they give. Where names are duplicated it can be extremely difficult to pinpoint an exact location in order to enable an ambulance to attend in the time allowed. Duplicate names within the same vicinity such as Hertsmere Road and Hertsmere Avenue will be avoided.

## Displaying your house number

All houses, offices, business establishments and other premises should be numbered, preferably with a minimum size of numerals of 62.5mm

Their numbers should be displayed so as to be in a clearly readable position facing the road. Mounting may be on gates, gate posts, doors or walls as appropriate, but ensuring that there is a good colour contrast between the numerals and the background to which they are fixed.

Where a property has a number, it must be used and displayed. Where a name is given to a property together with its official number, the number must always be included. The name cannot be regarded as an alternative to the number.



Failure to display your numbers could result in a number of problems:

- Emergency Services - A great variety of "999" calls are received each day and where names and numbers aren't displayed it can be extremely difficult to pinpoint an exact location in order to enable an ambulance to attend promptly. Paramedics have reported losing several minutes when responding to calls where property names and numbers have not been visible from the road. This could be crucial in a life and death situation.
- Royal Mail, courier and delivery companies - Being able to locate your property makes for a more efficient mail delivery service. This is the difference between your mail being delivered right to your door or being taken back to the delivery office as 'address not found' and returned to sender.

## What will happen if I don't register my address with the council?

If your property is not registered through the street naming and numbering process you may encounter difficulties in obtaining services from a variety of sources – from mail delivery, to utilities connections, applying for a credit card, obtaining goods by mail order, being located by the emergency services. It could even affect the sale of your property.

Addresses registered via the official channel are recorded in a database called the LLPG (Local Land and Property Gazetteer), which is maintained by the LLPG Custodian and relevant SNN Officers at the council. Updates from the LLPG are sent to the NLPG (National Land and Local Gazetteer) where the addresses are collated and combined with other data sources to create AddressBase products. Public services such as fire and police then use these products as a means of locating people in an emergency.

For full policy details, please visit our [website](#)