



**Information Governance**  
Coventry City Council  
PO Box 15  
Council House  
Coventry  
CV1 5RR

[www.coventry.gov.uk](http://www.coventry.gov.uk)

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Please contact Information Governance  
Direct line 024 7697 5408  
infogov@coventry.gov.uk

Dear Sir/ Madam

**Freedom of Information Act 2000 (FOIA)**  
**Request ID: REQ07320**

Thank you for your request for information relating to street naming.

Your request and our responses are outlined below:

**1. House Numbering - Do you control/regulate the numbering and naming of all houses in the district or only on certain streets ,or is this policy the responsibility of another authority in your district?**

Yes, we control/regulate the street naming and numbering for the all properties within the boundary of Coventry City Council.

**2. Street Naming - Which of the following legislation, or otherwise, do you use to control street naming;**

**The Towns Improvement Clauses Act 1847 clause 64**

**The Public Health Acts Amendment Act 1907 clause 21**

**The Public Health Act 1925 clauses 17-19**

We use the following legislation:

- The Town Improvement Clause Act 1847;
- Public Health Act 1925, Section 17-19;
- West Midlands County Council Act 1980 as amended by Local Government Act 1985.

**3. Sign Boards on New Streets - With regards to the cost of putting up street sign boards on new streets, does the Council pay for the erection of sign boards or does the Council require developers pay for the name boards.**

It is the responsibility of the Council to display street name plates on roads that are maintainable by the Council (adopted highways). In this instance, costs shall be borne by the Council.

It is the responsibility of developers for newly created streets to erect street name plates on both side of the street, for each new street, in accordance with the official street name assigned via the Street Naming and Numbering process. In this instance, costs shall be borne by the developer.

**4. Changing Street Names - With regards to changing the existing name of a street: If you use The PublicHealth Act 1925 c15 do you put any restriction on the number of people in the street who must approve the name change? if you use the Public Health Amendments Act 1907 c21 what majority of residents is required to change a name, is a majority of residents also required if the Council plans to change a street name.**

In the last 10 years we have only had one road name change and it did not have any properties addressed onto it, so it was just a normal consultation with the Royal Mail, West Midlands Fire Service and the Councillors for the area.

**5. Council Resolution - Do you have a copy of a resolution of the Council by which it has applied or withdrawn the provision of the Public Health act 1925 c17 -19 (per Local Government Act 1972)**

Please see attached document: Street Naming & Numbering Document 2016. Please note that this document is currently being updated.

The supply of information in response to a freedom of information request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

Should you wish to make any further requests for information, you may find what you are looking for is already published on the [Council's web site](#) and in particular its [FOI/EIR Disclosure log](#), [Council's Publication Scheme](#), [Open Data](#) and [Facts about Coventry](#).

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: [infogov@coventry.gov.uk](mailto:infogov@coventry.gov.uk)

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email [casework@ico.org.uk](mailto:casework@ico.org.uk).

Please remember to quote the reference number above in your response.

Yours faithfully

**Information Governance**

Encl: Street Naming & Numbering Document 4 April 2016

# COVENTRY CITY COUNCIL

## Street Naming & Numbering

4 April 2016



# Street Naming & Numbering

## Introduction

Coventry City Council is the street naming and numbering authority for new street names, changes to street names; and numbering and renumbering of properties within the city. It is a statutory function defined in the following:-

- The Town Improvement Clause Act 1847;
- Public Health Act 1925, Section 17-19;
- West Midlands County Council Act 1980 as amended by Local Government Act 1985.

The naming of streets and naming and numbering of buildings is important. It is essential for the postal and emergency services to be able to locate and to reference properties as well as for the safety of the general public.

Where a Local Authority wishes to charge for discretionary services, Section 93 of the Local Government Act 2003 allows charging on a "not for profit" basis, that is, the Council can only aim to recover cost incurred. This is to encourage improvements to existing services and develop new services, with the aim of improving overall services to the customer.

There is a considerable amount of resource, both in staff time and associated costs that are incurred in the Street Naming and Numbering process. As the Council has a statutory obligation to provide such a service, it is a service that cannot be ignored.

## Procedures for New Developments

Developers are advised to start the street naming process soon after Planning Permission for the development is granted and no later than when the Building Regulations commencement inspection is carried out, or an Approved Inspector Notice is given

To avoid confusion it is advisable to be cautious in the use of an address for marketing purposes. Problems can arise if purchasers have brought properties which have been marketed under an unofficial name and legal documentation has already been drafted. It should be pointed out in the literature distributed to prospective purchasers, for example, that marketing addresses are subject to approval by the Council and therefore may need to be changed when properties are officially registered by the Council.

The Royal Mail will **not** allocate a postcode until they receive official notification of new or amended addresses from the Council.

## Street Naming

New street names should avoid the duplication of any similar street name already in use in the city. A variation in the terminal word, i.e. Street, Road or Avenue will not be sufficient reason to duplicate a name, as this repetition can delay the attendance of emergency services and other services and can also cause confusion for utility companies and delivery companies etc.

On submission of an application, the Council will consider the developers suggested road names or if they have none, suggest some road names for them. Once the names have been agreed, the Council will contact Royal Mail and the West Midlands Fire Service for their agreement of the road

names. When they have agreed these names, the Council will consult with Ward Councillors for the area of the development.

Following agreement of the road names the development will be numbered and the Royal Mail contacted to allocate postcodes.

The Council will then issue the addresses to the developer and to all the other relevant bodies that require notification.

## Street Numbering

For all new development sites and for infill plots in numbered roads, the Local Authority will apply the numbering process to all new properties. Properties will be numbered and addressed from the street with the primary access and delivery point to the property.

## Application Process

Applications for new postal addresses need to be submitted to the Local Authority. The application will be processed when all the required details are received:-

- Completed application form
- Site layout illustrating layout and access to property/properties.
- Where there are blocks of flats in the development we require layout plans of each floor with the access to the building marked clearly on it.
- Appropriate fee

Applications can be made to [buildingcontrol@coventry.gov.uk](mailto:buildingcontrol@coventry.gov.uk) or by post to Building Control, Streetscene & Regulatory Services, PO Box 15, Council House, COVENTRY, CV1 5RR.

All cheques should be made payable to Coventry City Council or an online payment may be made at [www.coventry.gov.uk](http://www.coventry.gov.uk) or a telephone payment can be made by calling 024 7683 2057.

### Coventry City Council Street Naming & Numbering charges

	Charge
New developments / renumbering of scheme following replan / subdivision of house/units	£150 Administration Charge + £25 per plot
Confirmation of address to solicitors/ conveyancers/occupiers or owners	£25

**These charges are not subject to VAT.**

**If you have submitted your Building Regulations Application to Coventry Building Control the street naming and numbering will be free of charge.**

Coventry City Council is not responsible for the following:

- Postcode allocation: is the responsibility of the Royal Mail.
- Non-delivery of items to the official address: issues should be raised with the appropriate delivery service.
- New/amended addresses being unavailable on databases used by third parties: various third parties refresh their address sets at different frequencies and from different sources, and address changes can therefore take some time to appear in their systems.