

Report to Portfolio Holder for Growth and Regeneration

Subject: Update of the Street Naming and Numbering Policy and the Introduction of Street Naming and Numbering Charges

Date: 12 March 2020

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Wards Affected

Borough-wide

Purpose

The purpose of the report is to update the Street Naming and Numbering Policy and to introduce a charging scheme for the Street Naming & Numbering service. The report explains the basis on which the charges are calculated and the reasons why these charges should be adopted.

Recommendations

- a) To approve the introduction of a charge for providing the Street Naming and Numbering function.
- b) To approve the method of calculating the charge.
- c) To approve the Street Naming and numbering charging scheme to be implemented from 1st April 2020. (Appendix 4)
- d) To approve the updated Street Naming and Numbering Policy

Key Decision

This is not a Key Decision

Background

- 1.1 The appropriate naming of streets, and naming and numbering of buildings is essential for;
 - Way finding by the public.
 - Delivery of post by the Royal Mail and courier services.

- Address required by Utility Services.
- Fast responses to emergencies by ambulance, police, and fire services.
- Record keeping, e.g. index to the National Land and Property Gazetteer, legal transactions, taxation, planning permissions.

It is important that the property names and numbers are appropriate, and are clearly displayed so that the public and service providers can quickly and easily locate a property and its entrance.

- 1.2 The Power to charge falls under Section 93 of the Local Government Act 2003. This sets out that a local authority may charge for discretionary services. Discretionary services are those services that an authority has the power but not a duty to provide. An authority may charge where the person who receives the service has agreed to its provision and the charge must not exceed the cost of providing the service.
- 1.3 The Council's provision of this service in relation to the naming and numbering of streets and buildings is derived from legislation namely contained within the Town Improvement Clauses Act 1847 (Section 64 and 65) and sections 17-19 of the Public Health Act 1925. This includes the obligation on the part of the Local Authority to prepare Street Naming and Numbering schemes and to maintain a good standard of street name plates.
- 1.4 The discretionary elements of the service are;
 - Consultation and liaising with external organisations such as Royal Mail, developers, Parish/Town Councils and Emergency Services (as a non-statutory element of naming of streets).
 - The naming and numbering of new properties (including conversions).
 - Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
 - Notifications to organisations (Developers, VOA, Fire, Royal Mail, Internal Departments)
 - Confirmation of addresses. Notification of such to householders
 - Challenges to existing official naming/numbering schemes/addresses held within the street naming and numbering records.
- 1.5 The Council has not previously looked to recoup the costs of the discretionary elements of the Street Naming and Numbering but the significant increase in regeneration and development within the Borough has led to a marked increase in Street Naming and Numbering activity.
- 1.6 Street Naming and Numbering will be carried out in accordance with Gedling Borough Council's amended Street Naming and Numbering Policy (Appendix 1)
- 1.7 Other Local Authority's Street Naming and Numbering fees have been identified and compared (Appendix 5)

- 1.8 The current Street Naming and Number Policy was amended in 2009 and is now 'out of date'

Proposal

- 2.1 It is proposed that the Portfolio Holder for Growth and Regeneration approves the amended Street Naming and Numbering Policy and the introduction of street naming and numbering charges, to be applied to new developments and to existing properties where an amended street name/number is requested.
- 2.2 In order to calculate an appropriate fee and give clarity to developers, it has been necessary to establish our costs associated with Street Naming and numbering by looking at our processes and understanding which key members of staff are involved in this process. (Appendix 3)
- 2.3 The street naming and numbering process is primarily undertaken within Development Services by the Senior Building Control Officers, the Service Manager and Service Support. The average cost of each of the posts (including NI and Pension and standard corporate on-cost for heating, lighting, insurance, IT etc.) is £33 per hour. This sum is therefore our hourly rate used to calculate the Street Naming and Numbering charge. (Appendix 4)
- 2.4 This is considered to be a proportionate method to reflect the actual costs incurred by the Borough Council in the process of street naming and numbering.
- 2.5 The purpose of the fee is to enable the Borough Council to recover our costs for the Street Naming and Numbering process.
- 2.6 Charges will be reviewed annually as part of the Council's budget process. (Implementation would be 1st April 2020)

Alternative Options

3. No Charge – Continue with existing arrangement with no charge for providing the Street Naming and Numbering function. This option is not favoured as the ability to recoup these costs will ensure that this activity is not subsidised to the detriment of other services.

Financial Implications

- 4.1 The proposed introduction of Street Naming and Numbering fees are based on full cost recovery.

- 4.2 Based on analysis of the previous three years, the proposed Street Naming and Numbering charge would have generated £37,805 in fees (see Appendix 2).
- 4.3 The new street numbering fees and charges as proposed;

Fees and Charges for the Discretionary Elements of;

The renaming/renumbering of an existing property	£45
The naming/numbering of one to five properties	£45 each
The naming/numbering of more than five plots	£20 for each additional plot over 5
A change to a development after notification	£50 admin fee plus £15 per plot
A street re-naming at residents' request	£250 plus all compensation met by applicant with two thirds majority agreement from residents
Providing written confirmation of a postal address	£25

- 4.4 The newly proposed Street Naming & Numbering fee schedule will deliver the income target required.

Appendices

5. Appendix 1 – Gedling Borough Council’s amended Street Naming and Numbering Policy.

Appendix 2 – Historic Analysis of street naming and numbering fees over the last three years.

Appendix 3 – Method of Calculating the fee

Appendix 4 – Street Naming and Numbering proposed charging scheme.

Appendix 5 – Street Naming and Numbering benchmarking

Background Papers

6. a. Section 64 and 65 of The Town Improvement Clauses Act 1847
 b. Section 21 of The Public Health Act 1907
 c. Section 17, 18 and 19 of The Public Health Act 1925

d. The Local Government Act 2003 (Section 93)

Reasons for Recommendations

7. To ensure costs are recovered for providing the discretionary elements of the Street Naming and Numbering service ensuring that this activity is not subsidised by the Building Control service.