

Allocation Of Statutory Addresses

Planning Committee
9 August 2007

1 Purpose of report

- 1.1 To seek approval to alter the scheme of delegation, with respect to the allocation of statutory addresses as a result of the introduction of new multi member wards.

2 Summary

- 2.1 The allocation of new street names is currently delegated from the Planning Committee to the Head of Planning and Strategy. This scheme of delegation requires amendment, to improve and increase the efficiency of such decision making, allowing the Department to meet its obligations to all of its customers with an interest in the development process. This report proposes improved consultation through notification of naming, renaming and renumbering proposals to the relevant Neighbourhood Partnership in addition to affected parties and where there are issues, the matter would be referred to the weekly Development Management Sub Committee, rather than the Planning Committee.

3 Main report

- 3.1 Under section 97 of the Civic Government (Scotland) Act 1982, the Council may in relation to any street or road to which the public have access in their area, (a) give such name to it as they think fit; (b) after advertising in a newspaper circulating in their area any proposal to alter its name and taking into account any representations thereupon made to them within 28 days after the date of the first publication of the advertisement, alter any such name.
- 3.2 At present, the naming of new streets is delegated from the Planning Committee to the Head of Planning and Strategy in consultation with the individual ward councillor. Where agreement cannot be reached, the matter is referred to the Planning Committee for resolution. With respect to proposals

involving the renaming of existing streets, consultation with the ward councillor is carried out and, if acceptable, the matter is referred to the Planning Committee for consideration. Where the Planning Committee agrees to rename a street, such a proposal is advertised and the outcome is reported back to the Planning Committee before any final decision is reached.

- 3.3 This scheme of delegation was established to improve efficiency in the time taken to allocate new street names, due to the ever shortening time requirements placed on the Department. Those time restraints have continued to become foreshortened directly in proportion to the increased importance of the need to establish statutory addresses for new properties. Both developers and members of the public require this information as they are unable to access service and utility connections without statutory addresses. This information allows the updating of the Council's Corporate Address Gazetteer, and standardised sharing of data by all key customers involved in the development process. This includes the emergency services which require up-dated information as a priority.
- 3.4 The Department is also being constantly pressured for new street names to be established earlier in the development process for the following reasons:
- (a) to ensure properties are captured on the Council's Corporate Address Gazetteer (CAG) which inputs into the Definitive National Address Gazetteer for Scotland.
 - (b) Planning and Building Standards are now reliant on accurate up-to-date information being available on the CAG, with other services to follow, and
 - (c) Lothian Valuation Joint Board requires this information timeously to generate income through the Council Tax and non-domestic rates.
- 3.5 The introduction of multi-member wards under the Local Governance (Scotland) Act 2004 introduces difficulties in maintaining the current scheme of delegation. Wards now have three or four elected members all of whom will have an interest in the naming of streets in their ward. In order to cope with this change, a number of amendments to the existing scheme of delegation are proposed. The existing delegated powers are set out in Appendix A to this report and the proposed amended powers are set out in Appendix B. Committee should also note that as a consequence of these changes, should they be agreed, that the Street Naming Charter will require to be amended and up-dated (subject to a separate report on the agenda)
- 3.6 Proposed changes to the scheme of delegation are shown in Appendix B and are as follows:

Naming and Renaming of Streets

- 3.7 The first key element of proposed changes relates to the transfer of decisions from the Planning Committee to the Development Management Sub-Committee. This will enable cases to be considered more timeously as the lead in times and frequency of committees is shorter, thereby reducing any potential

backlog of cases. In addition, there is likely to be an increase in the number of cases which require committee consideration where agreement cannot be reached, due to wards being represented by three or four members. Finally, the transfer of delegation to the Development Management Sub-Committee builds on existing synergies given that this committee considers development proposals through the determination of planning applications.

- 3.8 The second element of change relates to improved local consultation and transparency through the notification of cases for views to the newly established Neighbourhood Partnerships (NPs) which include representation from elected members within the new wards. Elected members will be able to make representations through the NPs. This replaces the current practice of consulting community councils which has produced disappointing results in terms of response rates and suitable suggestions. Furthermore, the NPs are city-wide and therefore inclusion of community involvement is improved as not all areas of the city were served by community councils.
- 3.9 The third element of change relates to improving the efficiency of reporting mechanisms in relation to the renaming of streets. At present, consultation is carried out with the local ward member and the matter is then referred to the Planning Committee. If considered acceptable, the proposed change to street name is then advertised and any material representations made within 28 days are considered and the matter is then reported back to Planning Committee.
- 3.10 It is proposed that the Head of Planning and Strategy notify affected parties and the relevant NP of any proposed change, the date of any advertisement, and to report matters, including material representations and comments from the NP to the Development Management Sub-Committee for consideration where agreement cannot be reached. This process would be similar to the reporting of planning applications by the Head of Planning and Strategy.

Numbering of Properties

- 3.11 Numbering of new developments would remain delegated to the Head of Planning and Strategy.

Renumbering of Properties

- 3.12 As with the naming and renaming of streets, the Head of Planning and Strategy would notify proposed changes to affected parties and the relevant NP. There is no requirement to advertise such proposals. Where agreement cannot be reached or there are material representations, the matter would be reported to the Development Management Sub-Committee for consideration.

4 Financial Implications

- 4.1 None

5 Conclusions

- 5.1 The current delegated process for the naming of streets requires to be amended and updated, to meet the increasing pressures being placed upon the Department by the development process and to reflect the recent changes to the electoral system.
- 5.2 The proposed changes to the delegated process will improve efficiency in terms of allocating statutory addresses to premises.

6 Recommendations

- 6.1 It is recommended that the Committee agrees this report and recommends to Council that a revision is made to scheme of delegation for the naming and renaming of streets, whereby they will be considered by the Development Management Sub-Committee.



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1.8.07.

Appendices Appendix 1: Existing Delegated Powers
Appendix 2: Proposed Delegated Powers

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Wards affected All - City Wide

Background Papers None

APPENDIX 1

EXISTING DELEGATED POWERS

Naming and Renaming of Streets

The naming of streets is delegated from the Planning Committee to the Head of Planning and Strategy in consultation with the local ward councillor. The matter is only referred to the Planning Committee where agreement cannot be reached.

For the renaming of Existing Streets, consultation with the ward councillor is delegated to the Head of Planning and Strategy by the Planning Committee. Where acceptable, the matter is referred to the Planning Committee for consideration. Where the Committee agrees to the renaming, such a proposal is advertised and any material representation received thereafter is reported to the Planning Committee before a final decision is made.

Numbering of Properties

The numbering of properties is delegated to the Head of Planning and Strategy.

Renumbering of Properties

The renumbering of properties is delegated to the Head of Planning and Strategy by the Planning Committee. The local ward councillor is consulted and where agreement is reached, the matter is delegated to the Head of Planning and Strategy. Where agreement cannot be reached, the matter is reported to the Planning Committee before a final decision is made.

APPENDIX 2

PROPOSED DELEGATED POWERS

Naming and Renaming of Streets

The naming and renaming of streets is delegated to the Head of Planning and Strategy who will consult affected parties and the relevant Neighbourhood Partnership. Where agreement cannot be reached or there are material representations, the matter will be considered by the Development Management Sub-Committee.

Numbering of Properties

Numbering of new developments would be delegated to the Head of Planning and Strategy.

Renumbering of Properties

The renumbering of properties is delegated to the Head of Planning and Strategy where affected parties and the Local Area Partnership will be notified of proposals. Where agreement cannot be reached, or there are material representations, the matter will be considered by the Development Management Sub-Committee.