

# Statutory Addressing Charter

## Foreword

Travelling through any city, take a glance at a street sign and you get an instant impression of the history and character of an area. This link to the past is most profound in Edinburgh where our historic settlements and industries, people and local flora and fauna are commemorated in the street names.

Going forward it is important that our street names continue to link us to our environment. Streets named after people can in the future reflect the diversity of gender, background and achievements that make up our city.

Naming our streets connects us with our environment and our past while building for the future; something I believe should be encouraged.

The Council is responsible for the naming of streets and the numbering of properties. The Council is also responsible for the supply and maintenance of all street nameplates within the city.

This Charter explains how the street naming service works, how you can get involved and what you can expect of this service.

Customer care is important to the Council and we welcome any suggestions you have to further improve our service.

**Convenor of the Planning Committee**

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## Definitions

<b>Key Customers</b>	includes customers of the Council’s address data who are notified on a regular basis of changes to the Corporate Address Gazetteer. A list of current key customers can be found at the end of the document.
<b>Corporate Address Gazetteer (CAG)</b>	the Council database of properties which follows the British Standard (BS7666) for Addressing, and the One Scotland Gazetteer standards and conventions.
<b>Statutory Address</b>	The official address by which properties are identified
<b>Local Newspaper</b>	Edinburgh Evening News
<b>Neighbourhood Networks</b>	13 Neighbourhood Networks throughout the City tasked with improving future community engagement
<b>Development Management Sub-Committee</b>	Council Committee which takes place every two weeks
<b>Signage</b>	any street nameplate which belongs to the Council
<b>Material Representations</b>	a convincing statement that may have a significant impact on the outcome.

## 1 The Statutory Address Service

The Council is responsible for the naming of streets in new development and numbering of any new properties being created, either by new development, redevelopment, sub-division or merging properties. It is also responsible for the renaming of streets or renumbering of existing properties when required. This process is known as the allocation of statutory addresses and is governed by legislation.

Section 97 of the Civic Government (Scotland) Act 1982 empowers the Council to allocate statutory addresses. The Council may, in relation to any street or road to which the public have access:

- give such name to it as they think fit;
- 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;
- affix, paint or mark its name on any premises, fence, lamp post, pole or other structure in it so as to be readily legible to members of the public there, and erect poles or other structures there for that purpose;
- give each of the premises in it such distinguishing number as they think fit; alter that number when necessary; and require the owner of each of the premises, by notice served on him, to affix or paint that number on their premises so that it is readily legible from the nearest part of the public place giving access to the premises.

In undertaking this function the primary consideration is public safety, ensuring that street names are not duplicated and that new streets and properties are named and numbered in a logical manner to facilitate easy identification in the event of an emergency.

This Charter outlines the procedures and standards of service that can be expected from the Council in undertaking its statutory duties. Some of the procedures are complex; others require time to undertake properly. The aim of this Charter is to ensure that the adopted procedures are easily understood, are fair and reasonable, and that interested parties are kept informed.

### **SERVICE STANDARD**

By publishing our standards and targets, we aim to improve our street naming service and make it responsive to the needs of our customers. We will monitor the contents of this Charter to ensure that standards and targets are being met.

## 2 Naming Streets

In general, new streets should be named after people, places or events associated with the City of Edinburgh. New street names will preserve history for future generations, reinforcing the sense of place. Names should meet at least one of the following:

- commemorate local history, places, events or culture, and in particular any that pertain to the site;
- honour and commemorate noteworthy persons associated with the local area, or the City of Edinburgh as a whole; giving a woman's name priority where possible.
- celebrate cultural diversity in the City of Edinburgh;
- commemorate national and international noteworthy persons, who are deceased;
- commemorate national and international events;
- strengthen neighbourhood identity;
- recognise native wildlife, flora, fauna or natural features related to the community or the City of Edinburgh as a whole.

Public safety is the primary consideration when naming a new street; this is of particular importance in relation to the emergency services.

Unique names will be allocated to separately accessed streets (except in circumstances where the introduction of a new name would create difficulties). Multiple use of the same prefix, distinguished only by a different suffix eg. Road, Street, Avenue, etc is limited to a maximum of four times for any one name.

Each new section of street between major junctions will be given a separate street name (in order to avoid extremely lengthy sections of street with a single name).

Streets are not named after individual living persons, as there is potential for this to become undesirable at a future date. Where such a name is proposed, it can be added to the appropriate street name bank until a suitable time for its use, i.e. after a minimum period of 5 years has passed following an individual's death. The permission of close family should be sought for the use of the name where possible. Should a name be proposed which does not meet this criteria, the proposal shall be placed before the next available Development Management Sub-Committee for determination.

New street names should try to avoid duplicating any similar name already in use in a town/village or in the same postcode area. Names should be easily understood over the telephone in the event of an emergency (they should be easy to spell and pronounce). The use of abbreviations, punctuation and similar sounding names is avoided where possible to avoid confusion with the exception of St for Saint.

### **Street Name Banks:**

The City of Edinburgh Council maintains a number of Street Name banks which are consulted when naming new streets. A name bank exists for each local area.

Members of the public can propose names to be added to the banks through ward councillors, local community councils, neighbourhood networks or directly through the Council's Street Naming Technicians.

All suggested names require to be accompanied by supporting documentation as to the history behind the suggestion.

All names are checked to ensure that they meet the required street naming criteria. Names can be held in the bank if they do not meet all the required criteria, if they are likely to meet the criteria in the future, e.g. the name of a person who has not been dead for five years. The Street Naming team holds a spreadsheet with all names in, it is regularly updated with new suggestions and is available on the Street Naming web page.

## **3 Numbering Properties**

The numbering of properties does not require consultation and can be carried out more quickly if no new street name or renumbering of existing properties is required.

Streets will be numbered in a logical manner to facilitate the identification of properties. In general odd numbers are on the left and even numbers on the right.

The main principles in determining the numbering of properties are:

- The phasing of the development, access points and local circumstances will be considered in deciding where numbering should start.
- Cul-de-sacs will be numbered consecutively in the same direction as the main access road, low to high.
- All properties and premises, including lockups and car spaces where appropriate, shall be numbered from the street on to which the principal access is gained.
- In all instances the number 13 is never omitted.
- Lockups will be denoted by the suffix 'G' where available.
- These guidelines apply to all types of development including units within commercial developments.

### **Postcodes:**

The Council is responsible for the number and street name elements of the statutory address. The Council supplies this information to Royal Mail, who then allocate a postcode and postal town against this address. The addition of a postal town is to aid the routing of mail. The Royal Mail postal town can often differ from the statutory address town.

The statutory address issued by the Council includes all the elements of the address, including the postcode.

### **Numbering Subdivided Properties and Gap Sites:**

Where possible, whole numbers are allocated to properties. If there are not enough whole numbers available then numbers may have to be shared, by the addition of an alphabetical character (for example 12a, 12b, etc). Where possible, existing properties will retain the whole number and any new properties will begin a, b, etc as appropriate. We will consider creating a new street name and/or renumbering of existing properties if this is appropriate.

### **Numbering Flats**

It is recognised that Edinburgh has a unique character which also translates into the flat numbering systems used. Edinburgh has two main flat numbering systems in operation; the traditional tenement numbering system e.g.

GF1,1F1 and the modern flat numbering conventions e.g. Flat 1, Flat 2. Where development takes place within properties with the traditional tenement numbering, this numbering system will be retained. New development will be allocated the modern flat numbering convention.

Properties in common stairs must be allocated a main street number. Numbers are then allocated internally to each flat for example, Flat 1, Flat 2. For the traditional tenement numbering system, flats are allocated numbers in the form 1F1, 1F2, etc. 1F1 should be interpreted as 1st Floor, Flat 1.

The rotation of the internal numbers follows the rotation of the staircase, with the highest number being located at the door furthest from the last riser on the stair.

### **Displaying numbers**

It is the responsibility of the property owner to display the correct statutory address for a property. The number should be clearly visible from the road on to which the property is addressed and on the property's front door if within a stairwell.

## 4 Procedures

The process of allocating statutory street names and numbers is time sensitive. Developers require statutory addresses before utilities companies will provide services. Royal Mail cannot allocate postcodes to properties until statutory addresses are allocated.

In order to allocate statutory addresses and street names, the Council must receive an application from the developer to apply for the addresses. Developers are contacted during the early stages of the Building Warrant process to invite them to apply for statutory addresses for their development. The application forms are also available on the Council's web site.

Statutory Notices and a final schedule will only be issues once the relevant Building Warrants have been granted.

Where possible, we will communicate electronically to speed up procedures.

In order to partially cover the costs of the service, a series of charges are applied and are published on the Council's website. These are reviewed annually.

The following table sets out the average timescales involved for each type of application. Published timescales take into account any consultation processes which are required, and if the proposals require to be considered by the Development Management Sub Committee. In certain circumstances, these timescales can be exceeded where agreement on names is not achieved.

Procedure	Average Timescale
<b>Numbering properties</b>	8 weeks
<b>Naming new streets and numbering properties</b>	16 weeks
<b>Renumbering properties</b>	16 weeks
<b>Renaming existing street and numbering/renumbering properties</b>	24 weeks



## SERVICE STANDARDS

- When we receive a valid application, we will aim to issue a statutory notice allocating addresses for developments in line with the timescales indicated.
- We will ensure our charges for statutory addressing and street signs are fair and reasonable and that details are made easily available on the Council's website.

### **Numbering Properties**

If a development only requires the allocation of numbers into an existing street, applications are processed in accordance with our numbering guidelines.

### **Naming New Streets and Numbering Properties**

If a development requires new street name(s), the process involves consultation with the local ward councillors and the community council for the area.

Developers are invited to make suggestions for new street names with their application. These suggestions, together with any existing names in the local street name bank will be considered first. All names suggested will be checked to confirm that they meet the street naming criteria for new street names. Where more names are required, research will be carried out to identify further suitable names for the development.

The local ward councillors and the local community councils are notified of the proposed names, and given 21 days in which to respond to the proposals. Ward councillors can propose alternative names during the consultation process. All names should meet the Council's agreed criteria for new street names.

All ward councillors must agree to the proposals. If agreement cannot be reached, the matter is referred to the Development Management Sub-Committee for determination.

### **Renumbering of Properties**

Renumbering is a highly disruptive process and only considered as a result of new development or where there are public safety issues.

Owners of affected properties will be notified in writing of the proposal to renumber their property. The local ward councillors and the relevant neighbourhood network will also be notified as a courtesy.

All affected parties will be given 28 days to raise any comments or objections to the proposal.

Where there are material representations, the matter will be reported to the Development Management Sub-Committee for consideration and determination. Where no representations are received, the renumbering is agreed. Once the renumbering is determined, statutory notices will be issued to property owners providing a minimum of 3 months' notice of the change. The owners can request a shorter period if this is more suitable but all owners of all properties being readdressed must agree.

### **Renaming existing Streets and Numbering/Renumbering Properties**

Renaming and renumbering is a highly disruptive process, and will only be considered as a result of new development or where there are public safety issues.

The renaming of streets is determined by the Development Management Sub-Committee. The owners of properties directly affected by the proposed change and the local ward councillors are notified of the proposals and the reasons why the proposal is necessary. The proposals are publically advertised for 28 days in the local press.

Any material representations received will be considered and presented to the committee for a decision.

Once agreed, a minimum of 3 months' notice is provided to affected parties, unless a shorter period is requested, and a new statutory notice is issued for each property.

If a development requires the renaming of an existing street, the application must be advertised in accordance with the Civic Government Act. All representations must be placed before the Development Management Sub-Committee for a decision.

### **Statutory Documentation**

On completion of all case types, we will send the developer a plan clearly showing the streets and property numbers, a numbering schedule and a statutory address certificate for each property.

All addresses are maintained on the Council's Corporate Address Gazetteer to the Scottish Standards as defined by the One Scotland Gazetteer. Our key customers are informed of new / amended addresses on a weekly basis.

## SERVICE STANDARDS

- We will allocate property numbers according to the guidance outlined in this Charter.
- We will consider names suggested by developers or councillors provided that they meet the criteria outlined in this Charter, in addition to those in the Street Name Banks.
- We will report cases to the Development Management Sub-Committee for its decision where agreement on proposed names cannot be reached with all the ward councillors.
- We will notify affected owners, the local ward councillors and the local community council and the relevant neighbourhood network and consider any material representations in relation to the renaming of streets when reporting the matter to the Development Management Sub-Committee for consideration.
- We will advertise any proposal to rename a street in the Edinburgh Evening News.
- Following the final decision on renaming a street, we will issue statutory notices to all those affected, giving them a minimum of 3 months' notice of change, or other agreed time period.
- We will notify affected owners in relation to the renumbering of properties. Where material representations are received, we will report the matter to the Development Management Sub-Committee for consideration.

## 5 Additional Services

The Council deals with a large number of enquiries regarding the naming of new streets and the numbering and renumbering of properties.

### Renumbering of Properties

When an individual owner directly approaches the Council to renumber their property, we will consider the impact of the request in line with the numbering guidelines. Renumbering of properties for illogical and irrational purposes will be resisted. Where residents experience issues/problems with delivery and registration services due to differences between their statutory address (as issued by the council) and the postal address as used by Royal Mail and other delivery services, renumbering can be considered.

When requested, the Council can instruct the Royal Mail to update their records to that of the Council's statutory address. We cannot update the Council's statutory address to that held by Royal Mail.

Should an owner wish for their statutory address to be that used by Royal Mail, a consultation must be carried out with ALL property owners affected. In the case of a change to a flat within a block, the whole block must be consulted, and agree to the change to the numbering. If 100% agreement is reached, the renumbering process as described will be implemented. Should full agreement not be reached, the matter will not be taken further.

## 6 Street name-plates

The Council is responsible for the erection of street name-plates in compliance with the Civic Government (Scotland) Act 1982.

### Sign Location

Street name-plates should be erected at the point nearest to where road junctions intersect.

Ideally, street name-plates will be located on buildings/structures between ground and first floor level to maximise visibility and minimise vandalism. Where this is not possible, street name-plates will be placed on existing walls and fences. Freestanding signs will be erected where neither of the above options is possible.

### New Signage

The developer is required to cover the costs of all street name plates at a new development. Details of costs are available from the Street Naming & Numbering (SNN) webpage. The Council maintains the responsibility for all signage to ensure uniformity and quality are maintained across the city, and ongoing maintenance once developers have vacated the site.

Street signage for new developments should be applied for through the SNN Section at the CC5 stage of the Road Construction & Consent (RCC) process, this allows sufficient time for signage to be manufactured and positioning to be considered.

The Street Naming Technicians will provide a list of recommended signage requirements during the addressing application process. The developer must then submit the recommended signage order including any additional signage requirements they feel necessary. Manufacturing and installation of signage can take 8 to 12 weeks at minimum. Signage should be applied for in good time quoting SNN case reference numbers in all correspondence.

Installation of signage will only occur at the CC6 stage of the RCC process, full road adoption. This is to ensure relocation of signage is not required due to ongoing landscaping, and to reduce the chance of damage to signage due to construction and plant traffic. Signage will not be installed until the developer has informed SNN that CC6 has been granted/obtained.

Until CC6 approval, the developer is welcome to install their own temporary signage to aid wayfinding. Temporary signage remains property of the developer and it is also the developer's responsibility to ensure proper removal once official signage is in place.

There is no statutory requirement to inform the owner of a property prior to fixing or erecting a nameplate on their property. As a courtesy, where possible and where a new sign is to be erected where there was previously no sign, owner/occupiers will be given notice that a sign is to be erected on their property.

The Council will undertake all ongoing maintenance and replacement of signage thereafter.

### **Reporting Missing or Damaged Signage**

Broken or missing signs can be reported to the Council online via the Council's web site using the form which can be found on the Street Naming team's web page.

Signage that is reported as dangerous will be dealt with as a priority by either refitting or removing the signage. This will be carried out as a priority.

Where replacement signs are required, the Council will endeavour to replace signage on a like-for-like basis, unless policy and best practice determines that standard plates should now be used.

### **SERVICE STANDARDS**

- We will attend to dangerous/damaged signs as a priority.
- Where possible we will give owners/occupiers notice prior to the erection of a sign on their property, where there has previously not been a sign.

## **7 Customer Care and Complaints**

The Planning and Building Standards Customer Charter sets out the standards that customers should expect in their dealings with the service. The service is committed to providing high quality customer care and any suggestions to improve are welcomed.

We are committed to improving our service and dealing fairly, honestly and promptly with any concerns. However, if there has been a service failure, we want to hear from you.

We will consider all complaints made about the way in which your enquiry was dealt with. Disagreement with a decision of the council will not, in itself, be a ground for complaint.

The quickest way to sort things out is to talk to the officer concerned, however, if you are still dissatisfied, you can use the Council's online Complaints Form to receive a formal response.

If, after you have gone through our complaints process you still feel aggrieved, you have the right to take the complaint to the Scottish Public Services Ombudsman (SPSO). The function of the SPSO is to judge whether the Councils have fulfilled their duties reasonably.

You can contact the SPSO:

- in person: SPSO, Bridge side House. 99 McDonald Road, Edinburgh, EH7 4NS
- by post: Freepost SPSO. This is all you write on the envelope and now stamp is required.
- freephone: 0800 377 7330
- online contact: [www.spsso.org.uk/contact-us](http://www.spsso.org.uk/contact-us)

## SERVICE STANDARD

We will respond to you within 5 working days of receiving a complaint or suggestion to let you know what is happening. We will monitor all complaints and suggestions made and use them to review and improve the service we provide.

## Key Customers List

Scottish Fire and Rescue Service;  
Police Scotland;  
Scottish Ambulance Service;  
Royal Mail Address Management Centre;  
Lothian Valuation Joint Board;  
Scottish Power; Transco;  
Scottish Water;  
British Telecom;  
and Geographers A-Z Maps

Also included are the following Council Teams:  
Children and Families;  
Environmental & Consumer Services;  
Customer Contact Centre;  
Revenues and Benefits.

## Contacts

### **STREET NAMING TEAM**

Team Email: [streetnaming@edinburgh.gov.uk](mailto:streetnaming@edinburgh.gov.uk)

#### **Manager: Gina Bellhouse**

Office Hours:

Monday to Thursday 8.30 am to 5.00 pm

Friday 8.30 am to 3.55 pm

Waverley Court

4 East Market Street

Edinburgh

EH8 8BG

Council website: [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk)

## Other Contacts

### **TO REPORT BROKEN OR MISSING STREET NAME-PLATES**

<http://www.edinburgh.gov.uk/streetnaming> - download missing or damaged sign form

or e-mail [streetnaming@edinburgh.gov.uk](mailto:streetnaming@edinburgh.gov.uk)

### **ROAD CONSTRUCTION & CONSENT**

<https://www.edinburgh.gov.uk/roads-pavements/building-new-roads>

email: [rcc@edinburgh.gov.uk](mailto:rcc@edinburgh.gov.uk)

### **THE INTERPRETATION AND TRANSLATION SERVICE**

Central Library George IV Bridge Edinburgh

EH1 1EG

Telephone: 0131 242 8181

Fax: 0131 242 8009

### **CUSTOMER CARE**

C.3 Waverley Court

4 East Market Street

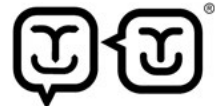
Edinburgh

EH8 8BG

Email: [customercare@edinburgh.gov.uk](mailto:customercare@edinburgh.gov.uk)

Tel: 0131 200 2300

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



HAPPY TO TRANSLATE

ترجمہ کے لئے حاضر آماندہوں کے ساتھ انুবواب کرنا

بسعندا نوغور الترجمة MOŻEMY PRZETŁUMACZYĆ 很樂意翻譯