

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	The Executive
Date:	19 October 2015
Subject:	Policy on Naming and Numbering Streets and Houses
Portfolio Holder(s):	Cllr Ieuan Williams; Cllr J Arwel Roberts
Head of Service:	Dr Gwynne Jones, Chief Executive / Dewi Williams, Head of Service – Highways, Waste and Property
Report Author: Tel: E-mail:	Carol Wyn Owen, Policy and Strategy Manager 01248 752561 CarolWynOwen@anglesey.gov.uk
Local Members:	Not applicable.

A –Recommendation/s and reason/s
<p>Recommendation:</p> <p>The Executive is requested:</p> <p>to approve a policy on naming and numbering streets and houses which promotes the island’s tradition and cultural heritage.</p> <p>To consider the feasibility of delegating responsibility for monitoring success in relation to naming houses to the Language Task Group.</p> <p>Reasons:</p> <p>This County is one of the strongholds of the Welsh Language and the language is an integral part of everyday life. Associated with this is a rich Welsh history and culture which defines the identity of the area and its residents. Preserving native and historical Welsh names along with adopting new Welsh names is an important contribution towards preserving and promoting this linguistic identity for the future.</p> <p>The County Council is responsible for the naming and numbering of streets and buildings within its area and this is implemented in accordance with the Council’s Language Scheme (page 17), ie:</p>

“Where a new street or estate is being named, the new name will be based on indigenous, historical Welsh names of the area. When a new name has to be coined, this will be done in Welsh only.”

Although the Council does not have any statutory powers to enforce names on individual houses, the Council’s Language Task Group considers that the tradition and cultural heritage of the island should be promoted by encouraging house owners to keep indigenous Welsh names.

As a result, a draft policy has been created which outlines the County Council’s powers with regard to naming and numbering streets and encourage good practice as well as providing guidance for developers and residents on naming and numbering streets and houses within the County – see **Appendix 1**.

The draft policy notes that owners of new houses, or those wishing to change the names of their houses, should be encouraged to adopt Welsh names by sending a standard letter to the owner, encouraging him / her / them to reconsider and to adhere to the current name (even if the proposed new name is Welsh. An example of such a letter can be found in **Appendix 2**.

B – What other options did you consider and why did you reject them and/or opt for this option?

No other options considered.

C – Why is this a decision for the Executive?

This is a decision for the Executive as it involves formalising policy.

D – Is this decision consistent with policy approved by the full Council?

Safeguarding and promoting the Welsh language and developing its use, within the Council and outside it, is one of the Council’s basic objectives. This is reflected in the Council’s current Welsh Language Scheme which was adopted by the full Council on 6 March 2012.

DD – Is this decision within the budget approved by the Council?

Not applicable.

E – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	
2	Finance / Section 151 (mandatory)	No comments to make on the report.
3	Legal / Monitoring Officer (mandatory)	
5	Human Resources (HR)	
6	Property	This policy has been created jointly by officers of the Policy Unit and the Highways, Waste and Property Service.
7	Information Communication Technology (ICT)	
8	Scrutiny	
9	Local Members	
10	Any external bodies / other/s	Welsh Language Commissioner – comments made by the Commissioner’s office were taken into account when finalising the policy.

F – Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	An initial impact assessment was undertaken. It was concluded that this policy would not have a detrimental effect on any of the protected groups. The policy is consistent with the Council’s Welsh Language Scheme, it promotes and raises awareness of the basic objectives within that Scheme whilst also respecting the wishes of individuals.
6	Outcome Agreements	
7	Other	

FF - Appendices:

Appendix 1 – Policy on Naming and Numbering Streets and Houses

Appendix 2 – Example of a standard letter to owners (see 2.3 of the above policy)

G - Background papers (please contact the author of the Report for any further information):

Minutes of Language Task Group meetings.

Isle of Anglesey County Council

**Policy on Naming and Numbering
Streets and Houses**

Version 1.0 (September 2015)

About this policy

This policy outlines the Isle of Anglesey County Council's powers with regard to naming and numbering streets and encourages good practice. It also provides guidance for developers and residents on naming and numbering streets and houses within the County.

The Policy is supported by resources on the Council's website.

Revision history

Version	Date	Summary of changes
1.0	September 2015	Policy created

Date of next review	
This policy will be reviewed in:	
The review will be undertaken by:	

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1.0 Background

- 1.1 The Isle of Anglesey County Council acting as the Street Naming and Numbering Authority is responsible for the naming and numbering of streets and buildings within its area. It carries out these functions under the provisions of the Public Health Act 1925 sections 17 -19. The Council is also responsible for updating the NLPG (The National Land and Property Gazetteer) which forms the foundation for use of every address in Britain.
- 1.2 It should be noted that the Royal Mail have no statutory responsibilities or powers either to name a street or to name, number, rename or renumber property. The Royal Mail is responsible for allocating a post code once the Isle of Anglesey County Council has informed them of a new or amended address. The Royal Mail also provides the remainder of the address, ie the area and/or town/village and County etc.
- 1.3 This policy outlines the Isle of Anglesey County Council's powers with regard to naming and numbering streets and encourages good practice for the reasons referred to in 3 below. It also provides guidance for developers and residents on naming and numbering streets and houses within the County.

2.0 The Welsh Language and the Island's History and Heritage

- 2.1 This County is one of the strongholds of the Welsh Language and the language is an integral part of everyday life. Associated with this is a rich Welsh history and culture which defines the identity of the area and its residents.
- 2.2 Preserving native and historical Welsh names along with adopting new Welsh names is an important contribution towards preserving and promoting this linguistic identity for the future. In fact, several dwellings on the Island have historical names which date back hundreds of years. These native Welsh names provide a useful window to the past and improve our understanding of the use of the Welsh language on the Island. In fact, by researching the history of one farmhouse in Carmel in the Isle of Anglesey County Council's Archives, the original name, i.e. Prys Owain Fawr, can be traced as far back as the year 1744:

Reference	Date	Item	Name of Dwelling
Not Relevant	1924	Ordnance Survey Map 25 inches to the mile	Prys Owain
WLTD/10	1910	Land Valuation Records 1910	Prys Owain Fawr
Not Relevant	1900	Ordnance Survey Map 25 inches to the mile	Prys Owen Fawr
Not Relevant	1889	Ordnance Survey Map 25 inches to the mile	Prys Owen Mawr
WQ/S/1814/156	1814	Deed for Use	Prys Owen
WQT/65	1791	Land Tax Record	Prys Owain
WQT/65	1768	Land Tax Record	Prees Owen
WQT/65	1753	Land Tax Record	Prys Owen
WQT/131/1	1751	Window Tax Record	Prys Owen
WQT/65	1744	Land Tax Record	Prus Owen

2.3 Owners of new houses or those wishing to change the names of their houses are encouraged to adopt Welsh names. If the current name is an original historical Welsh name, standard letters are sent to the owner encouraging him / her / them to reconsider and to adhere to the current name (even if the proposed new name is Welsh).

2.4 Where a new street or estate is being named, the new name will be based on indigenous, historical Welsh names of the area. When a new name has to be coined, this will be done in Welsh only.

3.0 Reasons for Naming Streets and Numbering Properties

3.1 The address of the property is a very important issue since every public and private sector organisation, emergency service and the public need to be able to locate and reference a property effectively for the following reasons:

- In emergencies, particularly at night, the need to find addresses quickly by doctors and emergency services can be a matter of life or death.
- Deliveries and services as well as visitors need to be able to locate properties efficiently.
- Many legal transactions associated with properties are withheld until they can be identified by street name and numbers
- Ensure that there is no delay for statutory providers such as gas, electricity and water as they will not normally connect their services until such time as the premises have been given a formal postal address.
- Consistency of property-based information across Local Government and within the user community.

4.0 A Single or Small Development – How to Number / Name Property

4.1 If you are a developer of a new property (single or small development), you should contact us as soon as you commence work on site.

4.2 A single or small development will usually be named or numbered into the existing street. If the street has named properties, we will follow our standard 'Naming your House' process. If you are not in a position to allocate a property name at the time of construction, we may agree to use the development plot numbers initially to register the property address and subsequently, when the new owner chooses a name, they will have to follow our standard process of Property Name Change.

4.3 Owners of new houses or those wishing to change the names of their houses are encouraged to adopt Welsh names. If the current name is an original historical Welsh name you are encouraged to reconsider and adhere to the current name (even if the proposed new name is Welsh). See 'The Welsh Language and the Island's History and Heritage' above.

4.4 In each case of selecting a name, a written request must be submitted either by letter or e-mail providing the name, the full address of the property and noting clearly the name which you are proposing by using the relevant [Application Form](#).

4.5 The information is then sent to public utilities, emergency services, Land Registry, Ordnance Survey and relevant Council services. You will also be sent a copy of the registered address from which we would ask you to inform your prospective purchasers of their new property address. If an application is submitted at a late stage and is subsequently rejected, numerous problems can arise, especially if purchasers have bought properties marketed under an unapproved name. You are therefore strongly advised to be very cautious in the use of marketing names for your new development because if it fails to meet the specified criteria it will not receive the Council's approval and will therefore not be retained as part of the address. Any literature distributed to prospective purchasers should clearly state that the marketing name may not necessarily form part of the property address.

5.0 Development of a Large Estate – How to Name New Streets and Number Property

5.1 If you are a developer of a large estate, you should contact us as soon as possible, preferably before you commence work on site and ideally before an unofficial name has been created, marketed or legal documentation drafted, so that we can process the naming of any new streets and the numbering of your new properties without delay.

5.2 If an application is submitted at a late stage and is subsequently rejected, numerous problems can arise, especially if purchasers have bought properties marketed under an unapproved name. You are therefore strongly advised to be very cautious in the use of marketing names for your new development because if it fails to meet the specified criteria it will not receive the Council's approval and will therefore not be retained as part of the address. Any literature distributed to prospective purchasers should clearly state that the marketing name may not necessarily form part of the property address. The Council reserves the right in all circumstances to replace a marketing name with a street name of its choosing.

5.3 **Where new streets or estates are being named, the new names will be based on the native and historical Welsh names in the area. When a new name is to be adopted, that will be done in Welsh only.** Names which do not conform to this requirement will not be accepted. We shall check the names you suggest in order to avoid duplication in the local area and we shall forward them to the Royal Mail and the relevant Town or Community Council for consultation purposes. Perhaps it would save time if you were to consult with the relevant Town or Community Council directly before submitting your application.

- 5.4 Every effort should be made to avoid using street names which are in common use. Even if they are located in different areas within the county, this could possibly cause confusion for the emergency services particularly if the Post Codes are similar.
- 5.5 They should also avoid similar names within an area e.g. Church Road and Church Street or Church Avenue.
- 5.6 In each case of selecting a name, a written request must be submitted provided either by letter or e-mail providing the name, the full address of the property and noting clearly the name which you are proposing by using the relevant [Application Form](#).
- 5.7 When the Council has an agreed name, we will then register the street name and prepare a numbering schedule. The information is then sent to Royal Mail, public utilities, emergency services, Land Registry, Ordnance Survey and relevant Council services. You will also be sent a copy of the naming and numbering schedule (which may include the Postcode allocated by Royal Mail) from which we would ask you to inform all your prospective purchasers of their new property address. Where appropriate, you will be asked to provide new street name plates to our standard design and specification.

6.0 Naming or Renaming Your House

- 6.1 A single development will usually be numbered into the existing street. Where a numbering system exists, a name alone is not preferred by the Isle of Anglesey County Council or the emergency services since a sequential number is an easy and fast way of recognising a house in a street.
- 6.2 Where a numbering system does not exist and where a name needs to be chosen the owners of new houses or those wishing to change the names of their houses are encouraged to use Welsh names. If the current name is a historic, original Welsh name, you are encouraged to reconsider and keep the current name (even if the new proposed name was to be a Welsh name). See 'The Welsh Language and the Island's History and Heritage' above.
- 6.3 Sometimes, where a numbering system exists, the owner will wish to add a name to the number. In such cases, the name will not form an official part of the address, and the number of the property must be displayed and referred to in any correspondence, as well as the name.
- 6.4 In the case of addresses where there is no number allocated, the allocated name does form part of the official address.
- 6.5 In each case of selecting a name, a written application must be made either by letter or e-mail providing a name, the full current address of the property and noting clearly the name that you are proposing, using the relevant [Application Form](#).

- 6.6 We will contact Royal Mail to see whether they have knowledge of a similar named property in the locality. We check our information systems and if the name is satisfactory, then the new address is registered and you will be informed accordingly.
- 6.7 If there is an issue with your preferred name, we will request alternatives. The property name change information is then sent to Royal Mail, emergency and essential services and other relevant Council Services. It is the responsibility of property owners to inform their own personal contacts.
- 6.8 Every effort should be made to avoid using names which are in common use. Even if they are located in different areas within the county, this could possibly cause confusion for the emergency services particularly if the Post Codes are similar.

7.0 The Procedure for Renaming / Renumbering a Street

- 7.1 On some rare occasions a street will need to be renamed or renumbered. When this happens the new name must adhere to the principles outlined in this policy. This may arise when:
- There is confusion over a street's name and/or numbering
 - New properties are built in a street and it is not possible to insert the new properties into the existing numbering scheme by using suffixes such as 'A', 'B', 'C' etc. and there is consequently a need for other properties to be renumbered to accommodate the new properties.
 - The number of named-only properties in a street is deemed to be causing confusion for visitors, deliveries or the emergency services.
- 7.2 In such circumstances, in the first place, a consultation process will be undertaken with:
- current residents
 - Royal Mail.
- 7.3 **Where streets are renamed, the new names will be based on the native and historical Welsh names in the area. When a new name is to be adopted, that will be done in Welsh only.** Names which do not conform to this requirement will not be accepted.
- 7.4 To change a street name the County Council will ballot the local residents on the issue. Hopefully there would be 100% support, but we require at least a third majority to make the change. This is a very time consuming process and involves making legal orders. If there are objections to a proposed renaming/renumbering Order, it may be necessary to refer the matter to the Magistrates Court for a ruling. Renumbering existing properties/buildings or renaming streets may cause costs and disruption to individual occupiers and wherever possible should usually only be considered as a last resort.

8.0 Contact Details

Street Naming and Numbering
Highways, Waste and Property Service
Isle of Anglesey County Council
Council Offices
Llangefni
LL77 7TW

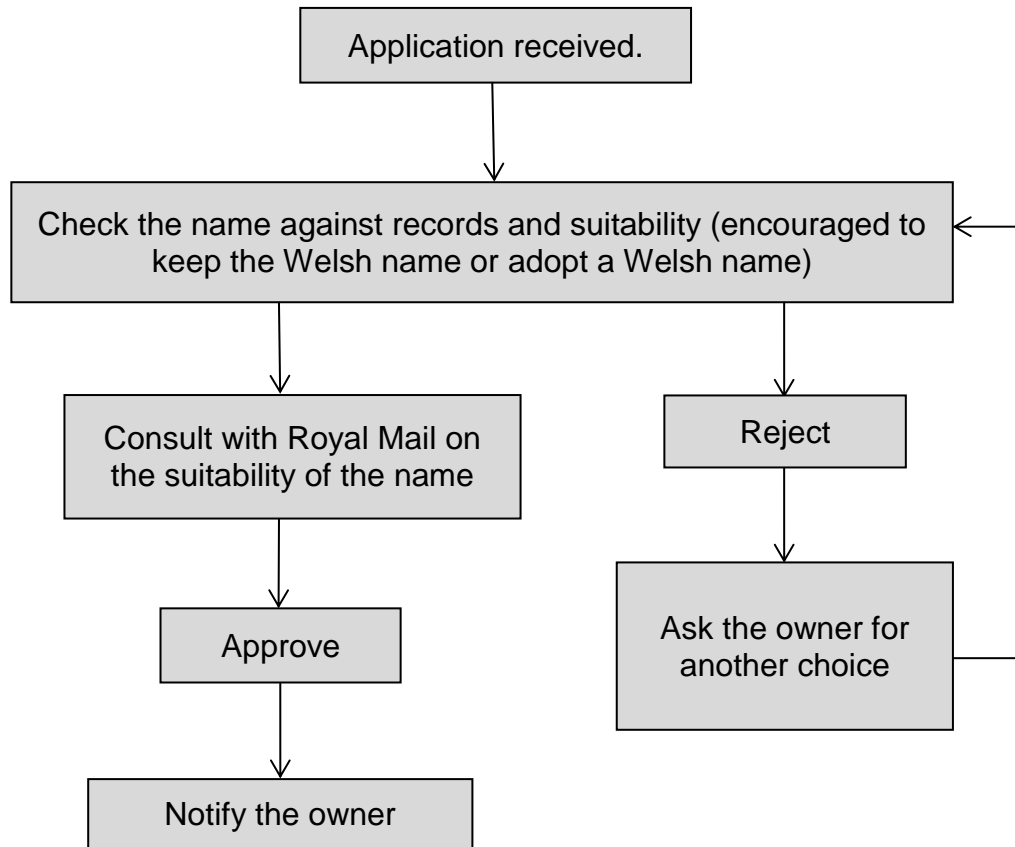
In person: By appointment – 10.00am - 4.00pm Monday to Friday

Tel: 01248 752369 or 01248 752364

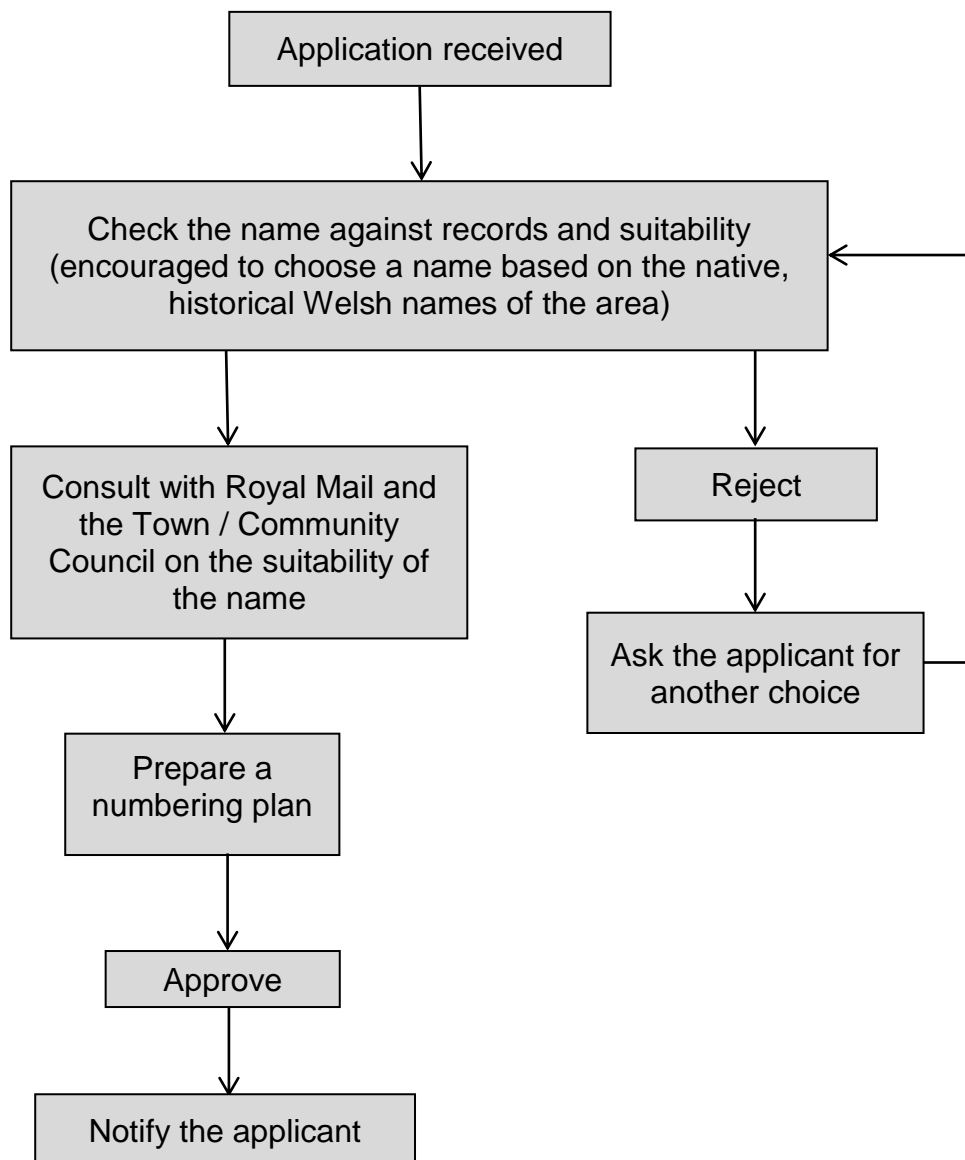
<http://www.anglesey.gov.uk/transport-and-roads/roads-highways-and-pavements/street-naming-and-property-numbering/>

9.0 **Flowcharts**

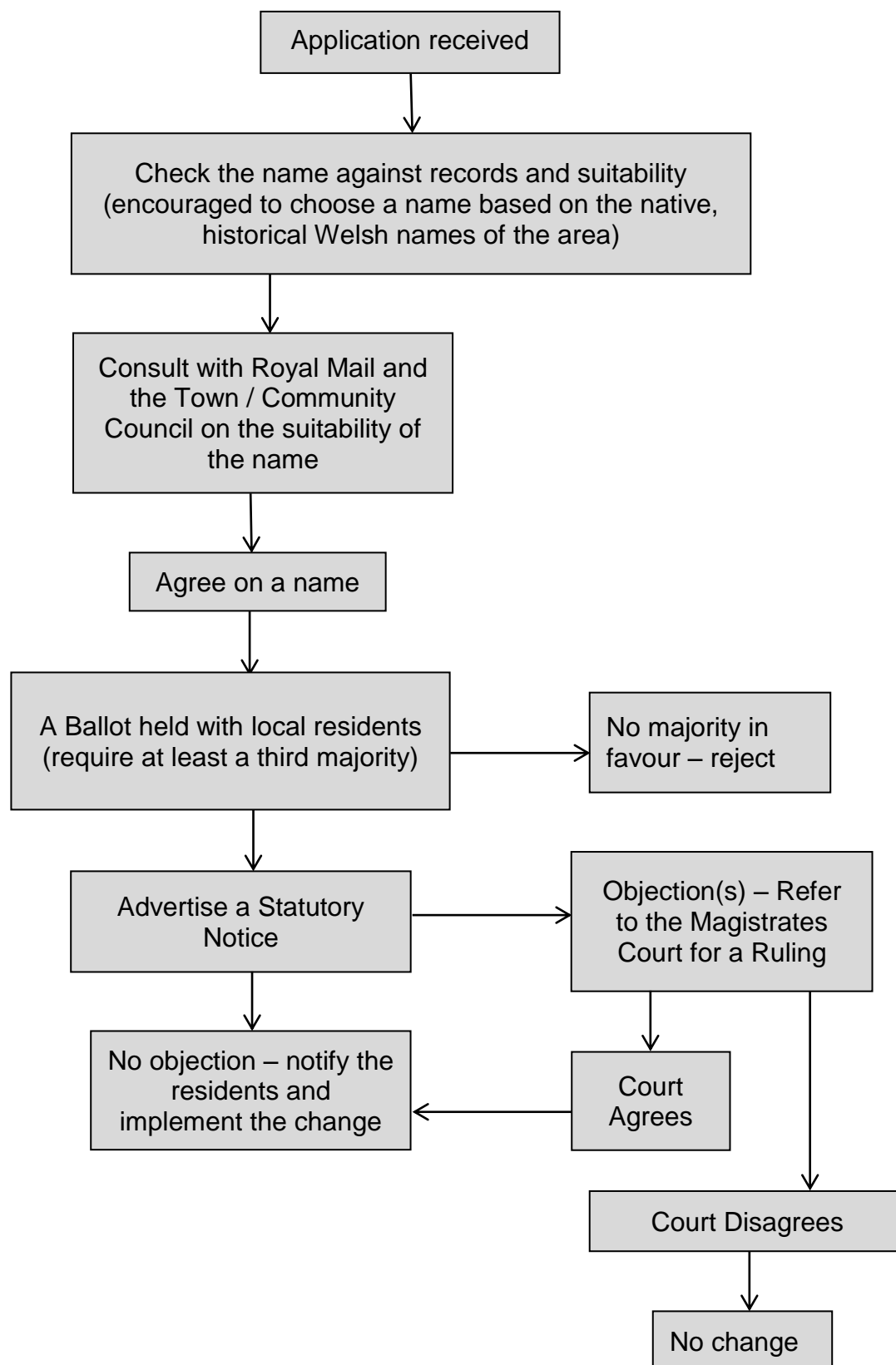
9.1 Flowchart – Naming a House



9.2 Flowchart – Naming and Numbering a Street



9.3 Renaming / Renumbering a Street



APPENDIX 2

Thank you for your recent application to name (rename) your home.

This county is one of the strongholds of the Welsh language and the language is an integral part of everyday life. Attached to this is a rich Welsh history and culture which defines the identity of the area and its residents.

Retaining native, historical Welsh names as well as adopting new Welsh names is an important contribution towards preserving and promoting this linguistic identity for the future. Indeed, several dwellings on the Island have historical names that date back hundreds of years. Owners of new houses or those wishing to change the names of their houses are therefore encouraged to adopt Welsh names on them.

a)

Before registering the new name, since the name you have chosen is a non-Welsh name, I would kindly ask you to consider the context behind changing the name of the house and reconsider and select a native Welsh name please. If you wish, I could provide support to you in selecting a suitable name, and I could contact the Welsh Language Commissioner's advisory service on place names or another appropriate source if needed.

Comment [E D1]: a) To be used when a non-Welsh name is proposed

b)

Before registering the new name, although the name you have chosen is a Welsh name, I would kindly ask you to consider the context behind the name change. Welsh place names or house names usually convey information about the nature of the location, its history, the culture of the area or those who used to live there. We kindly request therefore that you reconsider and retain the current historical name.

Comment [E D2]: b) To be used where a new Welsh name is proposed and that name would replace a current historical or indigenous Welsh name.

We will therefore set aside your application for the time being whilst we await your response. I trust that you will appreciate the significance of the Welsh language in relation to naming local houses and that you will be able to reconsider your choice. If you wish to discuss further in the meantime, please don't hesitate to contact me.

Yours faithfully,