

South Hams District Council

Guidelines for Street Naming and House Numbering of New Residential Development

Further to the decision of the Council to approve the above detailed development, I would draw your attention to the responsibilities of this authority for the administration and approval of street naming and house numbering schemes throughout the District.

It is very important that properties are individually identified by number and street name at the earliest opportunity to avoid the confusion that often arises following the use of plot numbers and development names incorporated in developers sales literature. Building Societies, in particular, require their information at an early stage, well before occupation of its dwellings, and it is equally essential for emergency services, service industries, delivery vehicles and the like.

The procedure for agreeing street naming and numbering can take some time as it is necessary to consult both the Parish Council and the Royal Mail. As a general rule suggested street names are put forward by the developer, taking into consideration the following guidelines:-

1. Local field names or features or historically based names should be used wherever possible.
2. Names of living persons should not be used.
3. Similar names within the area or development, e.g., Park Road, Park Close, Park Terrace should be avoided.

Proposed names are then considered by this Council and consultations carried out. In the event of disagreement between the various parties the ultimate responsibility to make a decision rests with the Council's Environment & Development Committee.

In order for a street numbering scheme to be prepared and allocation of a post code and the issue of the official notices of numbering and naming, it would be of great assistance to me if you could let me have as soon as possible, both for street naming and local search purposes, a copy of your confirmed layout drawing. A plan to the scale of 1/1250 or 1/2500, clearly indicating the boundaries and number of each individual plot within the development would be most suitable.

Where streets are to be put forward for adoption, street nameplates are to be provided and erected by the developer in accordance with the Councils specification. It is the Council's policy to standardize on these wherever possible and to follow the advice contained in Department of Transport Circular Roads 3/93. It is a prerequisite of the adoption agreement that the approved signs are erected in locations previously agreed.

The Devon County Council Street Nameplate Design Guide states:-
'Street nameplates shall be of a design and material approved by the District Council. Nameplates shall be provided by the developer and erected before any premises in the street/road are occupied. The nameplates shall be fixed to satisfaction of the Council and the Engineer. Where appropriate, the street nameplate shall incorporate a "No Through Road" symbol.'

A copy of the Council Street Nameplate Specification is enclosed for your information.

Once the street nameplates have been put into place the Street Naming and Numbering Officer completes a site survey to confirm that they have been erected correctly and in compliance with the Councils specification, we then inform Devon County Council prior to them issuing any completion or adoption certificates.

SPECIFICATION FOR NEW STREET NAMEPLATES TO BE PROVIDED BY THE DEVELOPERS

The signs are to be constructed and installed in accordance with the attached drawing. The post footing must be concreted in position, using a minimum cube of concrete measuring 400 x 400 x 400mm.

Signs to be manufactured from 11swg die-pressed aluminium plate, 152mm deep (single line legend), 90mm black 'Kindersley' lettering for main legend; 50mm black 'Kindersley' lettering for additional legends Class II Engineer Grade white reflective background and 12mm black border.

The signs must incorporate the following, where applicable:-

'NO THROUGH ROAD' symbol (Diagram 816. 1 of the Traffic Signs and General Directions - 1994).

'LEADING TO.....'

Information relating to house numbers

If in doubt, please contact Claire Benton, Land Charges Officer, Follaton House, Plymouth Road, Totnes, Devon. Tel No. 01803 861127, Fax No: 01803 866151

E-mail: claire.benton@southhams.gov.uk.

The signs are available from: -

**G & G Signs
15 Foxholes Road
Off Golf Course Lane
LEICESTER
LE3 1TH**

Telephone:- 01162 54 44 45

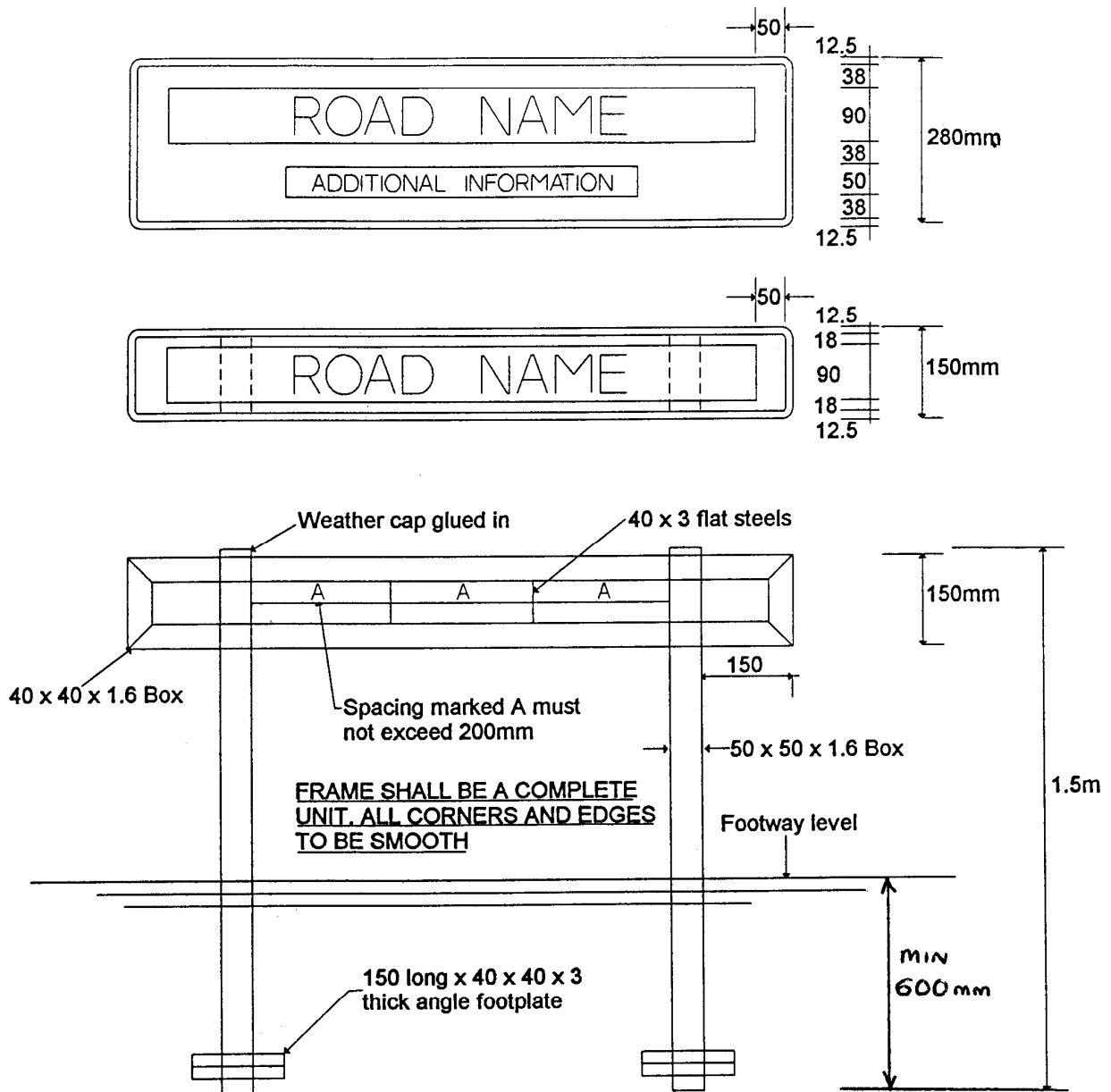
NB: Signs from any other manufacturers will only be accepted and certified as correct if they equal or exceed the Councils standard specification.

Further recommendations for installation (Extract from Dept' of Transport Circular Roads 3/93. 15 Dec 1993, Appendix 'A')

- 1 Street nameplates should be fixed as near as possible to street corners, so as to be easily readable by drivers and pedestrians. The nameplate should normally be sited within 3 metres of the intersection of the kerb lines, but where this is not practicable, the distance may be varied up to a maximum of 6 metres.
- 2 Street nameplates should be mounted, so that the lower edge of the plate, is approximately 1 metre above the ground, at sites where they are unlikely to be obscured by pedestrians or vehicles and approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
- 3 Nameplates should normally be fixed at each street corner. At minor cross roads, particularly in residential areas, one plate on each side of the street, positioned on the off side of traffic emerging from the road, may be sufficient, except where the road name changes or where it is thought that paragraph 8* would apply. At major crossroads, nameplates will be necessary on both sides of each arm.

** Refers to installation of additional plates at intervals along long stretches of road, at intersections and 'T' junctions and the addition of information indicating house numbers etc.*

South Hams District Council Street Name Plate Specification



Name plate

Embossed from 3mm aluminium with 90mm Kindersley letters for road name and 50mm Kindersley letters for other details.

All letters and borders should be black on white background. Paint finish should be stove enamelled.

Frame

Complete unit to be hot dipped galvanised to British Standards ISO 1461 and stove enamelled green to BS 14C 40.

Name plate pop rivetted to frame and colour coded rivet caps inserted to match background colour.