

**Milton Keynes City Council**

Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3HJ

# **Street Naming and Numbering Policy April 2024**

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## **1. Introduction**

- 1.1 Milton Keynes Council is the unitary authority responsible for the administration of the street naming and numbering process, to ensure that all properties in the Borough are officially addressed. The address of a property is becoming a very important issue. Organisations such as the Royal Mail, emergency services, utility companies, satellite navigation systems, delivery companies, online ordering companies as well as the general public need an efficient and accurate means of locating and referencing properties.
- 1.2 At Milton Keynes Council it is our policy to pre agree area names and street naming themes with Parish/Town Councils and Ward Councillors. A comprehensive list of areas and street naming themes is shown in Appendix 1.
- 1.3 Parish/Town Councils, Ward Members for the area, the Portfolio Holder for Transport and Highways and the Assistant Director of Transport are consulted on appropriate names and once agreed a list of pre-approved names are made available for use. If more names are required this exercise is repeated. The selection of names complies with the Councils Naming and Numbering Convention found in section 6.3.
- 1.4 New addresses and amendments to existing addresses are registered by the Royal Mail when they are notified by the Local Authority. Postcodes are allocated by Royal Mail and allocation is made in conjunction with the official addresses initiated by the Local Authority. This address is entered into the Local Authorities Local Land and Property Gazetteer (LLPG) the primary address database used by the Council.

## **2. Purpose of Policy**

- 2.1 This policy provides a framework for Milton Keynes Council to operate its street naming and numbering function effectively and efficiently for the benefit of Milton Keynes residents, businesses and visitors. It will also act as a guide to developers who may wish to suggest names, within the agreed settlement themes shown in Appendix 1, to the Street Naming and Numbering Officer prior to consultations with Parish/Town Councils. It also provides assistance to Parish/Town Councils as to reasons for objecting to proposed names for streets suggested by the developers or others.
- 2.2 The Policy defines:-
  - Legal framework for operation of the Street Naming and Numbering service.
  - Protocols for determining official street names and numbers.

## **3. Legal Framework**

- 3.1 The Legislation under which street naming and numbering (SNN) can be carried out is:
  - Section 21 Public Health Acts Amenity Act 1907 (alteration of street name)
  - Sections 17-19 Public Health Act 1925 (naming of streets and alteration and indication of street names)
  - Town Improvement Clauses Act 1847 (street naming and numbering provisions)

- Sections 64 and 65 of the Town Improvement Clauses Act 1847 (street numbering)
- 3.2 Adoption of either Section 18 of the Public Health Act 1925 or Section 21 of the Public Health Acts Amenity Act 1907 automatically causes the other to cease to apply. Similarly, adoption of section 19 of the 1925 Act or the street naming provisions in the Town Improvement Clauses Act 1847 causes the other to cease to apply.
- 3.3 Milton Keynes Council resolved on \_\_\_\_\_ to apply Section 17 and 18 (Alteration of name of streets) of the Public Health Act 1925 and Sections 64 (Buildings to be Numbered) and 65 (Numbers to be renewed by occupiers) of the Town Improvement Clauses Act 1847. Relevant extracts from the Acts are shown in Appendix 2.

#### **4. Street Naming and Numbering Charges**

- 4.1 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.
- 4.2 Therefore the Council cannot charge for street naming services (since the duty to provide this service is not discretionary), but it can charge for elements of the street naming and numbering function (which is a discretionary service) by virtue of Section 64 and 65 of the 1847 Act.
- 4.3 For Street Naming and Numbering the charge covers:
- Consultation and liaising with external organisations such as Royal Mail, 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 listed in Appendix 3
  - Confirmation of addresses.
  - Challenges to existing official naming/numbering schemes/addresses held within the street naming and numbering records.
- 4.4 These charges are to be paid prior to any changes/notifications being made. Changes made without contacting the Council will not be officially recognised and will not be registered with the services and organisations listed in Appendix 3.
- 4.5 The schedule of charges for street naming and numbering can be found in Appendix 4 and in the Milton Keynes Council – Street Naming and Numbering Charges document.
- 4.6 The fees and charges applicable to street naming and numbering services will be annually reviewed during the Council's budget setting process and publicised through the Council's agreed communication channels including the website.

## **5. The National Land and Property Gazetteer (NLPG)**

- 5.1 The NLPG is the national address database used by the public sector. In April 2011 a new joint venture was established between Intelligent Addressing (custodians of the NLPG) and the Ordnance Survey under the auspices of CLG (Department of Communities and Local Government), this company is called GeoPlace and is now responsible for managing this new national address database..
- 5.2 Local Government has invested heavily in creating the NLPG and is committed to using the NLPG for all of its addressing requirements and services.
- 5.3 The NLPG is the definitive address list that provides unique identification of properties and conforms to the British Standard, BS7666:2006. The NLPG covers the whole of England and Wales and contains more than 30 million residential, businesses and non-mailing addresses and is now marketed commercially.
- 5.4 The NLPG is a comprehensive and continually updated database, created by those with local knowledge in each Local Authority, the body with legal responsibility for street naming and numbering of properties in their respective areas. As Local Authorities are the originators of addressing information an address dataset, developed and maintained at source by users of the data, will inevitably have the highest level of currency and completeness.
- 5.5 The Council is committed to this initiative through its own Local Land and Property Gazetteer (LLPG) which, together with the other Local Authorities in England and Wales, makes up the NLPG. Street naming and numbering is the single most important source of address change intelligence for the Council's LLPG and therefore the NLPG.
- 5.6 All addresses created by Milton Keynes Council will comply with the conventions set out in Section 6 below and be entered into Milton Keynes Councils LLPG following the NLPG most up to date Data Entry Conventions (DEC).

## **6. Operational Guidance**

### **6.1. Street Naming Legislation**

- 6.1.1 A person who creates a new street has the right to suggest a name for the street (Section 17 of the Public Health Act 1925). They are required to give notice to the Local Authority of the proposed name and the Local Authority has one month in which to object.
- 6.1.2 Until the expiration of one month or where the Local Authority has objected to the proposed name, it is not lawful for the proposed name to be used and any person contravening this provision will be liable to a penalty not exceeding Level 1 (currently set at £200) on the standard scale of fines within Section 37 Criminal Justice Act 1982 and will also incur a daily penalty not exceeding £1.
- 6.1.3 If the Local Authority does object to the proposed street name, it must send written notice of objection within one calendar month. The developer may appeal to the Magistrate Court within 21 days after the service of the notice.
- 6.1.4 In Milton Keynes many areas are allocated street name themes and lists of agreed street names for each area are held for future use see Section 6.2 below. Developers may suggest names during the consultation process or

where no agreed names exist, put forward a suggested name following the above process. Names will need to gain the agreement of local Parish/Town Councils.

## **6.2. Street Naming Procedural Guidance**

- 6.2.1 Official naming and numbering, or alterations to current official addresses, will not be issued until such time as the appropriate Planning and Building Regulation permissions have been obtained as well as a commencement (meaning the excavation of foundations) recorded on the Building Regulation application.
- 6.2.2 On a monthly basis, a review of permitted planning applications will be undertaken. Any application with new properties (both residential and commercial) will be identified and layout plans will be studied to establish whether any new streets need to be created. These will require naming if the development proceeds.
- 6.2.3 In new development areas it is council policy to agree a street naming theme. This will be decided by the council in liaison with local Parish/Town Councils and local Ward Members. Street naming themes already agreed for areas of Milton Keynes are shown in Appendix 1.
- 6.2.4 Once a theme for an area is agreed suggestions for street names may be made to the Street Naming and Numbering Officer by Parish/Town Councils, local Ward Members or developers.
- 6.2.5 If the suggestions are found to be within the naming conventions, the proposed name/s will be forward for consultation to the local Parish/Town Council, local Ward Councillors, Emergency Services and Royal Mail. Guidance will be included as to the naming conventions and reasons for objections. As any objection has to be made by the Local Authority within one calendar month of receipt, a set time of 14 days will be given for the consultation period and any objection must be received by the Local Authority within this time period.
- 6.2.6 If an objection is received from the local Parish/Town Council, local Ward Councillors, the Emergency Services or Royal Mail and found to be valid the street name will be removed from the list.
- 6.2.7 If no valid objections or replies are received from the local Parish/Town Council, local Ward Councillors, the Emergency Services or Royal Mail, within the consultation period, the street names will be added to the list for future use.
- 6.2.8 Following this consultation the Street Naming and Numbering Officer will compile a final agreed list of street names for that area. The agreed list of names will be used to name streets on each new development scheme submitted. If further streets are required the consultation process will be repeated.
- 6.2.9 Numbering of the new streets will be carried out as per the Numbering of Properties Conventions as Section 6.6. All properties on newly named streets will be allocated numbers.
- 6.2.10 All costs for the supply and erection of nameplates for new streets will be borne by the developer. Maintenance of the nameplates will then be taken over by the Local Authority.

6.2.11 If a scheme is to be developed in phases, the naming and numbering scheme will be issued for only the released phases.

6.2.12 Where a naming and/or numbering scheme is issued, the Local Authority will inform those bodies listed on Appendix 3.

### 6.3 Street Naming Conventions

6.3.1 Street names can end with a description such as those shown in the table below but a name is often used especially in Milton Keynes as a stand alone name without a description. In Milton Keynes, the term Gate usually means an access road from a Grid Road.

<b>Avenue</b>	<b>Road</b>	<b>Gate</b>
<b>Gardens</b>	<b>Lane</b>	<b>Walk</b>
<b>Circle</b>	<b>Drive</b>	<b>Close</b>
<b>Court</b>	<b>Hill</b>	<b>View</b>
<b>Way</b>	<b>Grove</b>	<b>Place</b>
<b>Crescent</b>	<b>End</b>	<b>Green</b>
<b>Mews</b>	<b>Street</b>	<b>Rise</b>
<b>Yard</b>	<b>Chase</b>	<b>Croft</b>
<b>Heath</b>	<b>Bank</b>	<b>Square</b>
<b>Field</b>	<b>Mead</b>	<b>Wharf</b>
<b>Meadows</b>	<b>Row</b>	<b>Terrace</b>
<b>Link</b>	<b>Grange</b>	<b>Circus</b>
<b>Dell</b>	<b>Haven</b>	<b>Leys</b>
<b>Stables</b>	<b>House</b>	<b>Hall</b>
<b>Lodge</b>	<b>Use road name singularly without a road type added.</b>	<b>Path</b>

6.3.2 We try to ensure that there are no duplications with names in other neighbouring parts of Milton Keynes

6.3.3 Where possible any historic link to the land which is being developed should be preserved i.e. field names that land may previously been known as, or previous property names located on site such as farm names or any other associated historic link. It is important we record why a name has been used so that we may answer any future enquiries regarding the history of the name.

6.3.4 The use of a name which relates to that of a living person will not be adopted. Where suggestions to commemorate past dignitaries or characters from within the Borough, only the surname will be used as part of the street name.

6.3.5 The name of a street should not promote an active organisation or individual.

6.3.6 Street names should not be difficult to pronounce or awkward to spell.

6.3.7 A common request is to repeat existing names in a new road (for example a request for "St Johns Close" off an existing "St Johns Street"). This is not allowed as it can have a detrimental effect in an emergency situation. This is in line with Government guidance found in circular 3/93.

- 6.3.8 Names that could give offence are not used, nor are names that could encourage defacing of nameplates.
- 6.3.9 Names will not be considered that may be construed as contravening any aspect of the Council's Equality and Diversity Policy or would undermine the cohesiveness of local communities.
- 6.3.10 Names that may be taken as advertising (i.e. company name) will not be accepted.
- 6.3.11 Street name suffixes are not always essential, but if used must be descriptive of the road e.g. "Road", "Street" or "Drive" to indicate a thoroughfare and "Court" or "Close" to indicate a cul-de-sac.
- 6.3.12 No punctuation in the use of street names will be used for example "St. Joseph's Gardens" will appear in all street naming documentation and street nameplates as "St Josephs Gardens"

## **6.4 Property Numbering Legislation**

- 6.4.1 Section 64 and 65 of the Town Improvement Clauses Act 1847 gives the Local Authority the ability to number the properties and ensure that occupiers of dwellings and other buildings in the street mark the buildings with such numbers as approved.
- 6.4.2 Where an occupier fails to do so within one week from receiving notice from us, they may be liable to a penalty not exceeding Level 1 (currently set at £200) on the standard scale of fines Section 37 Criminal Justice Act 1982, should we pursue. Milton Keynes Council may also choose to mark the properties with numbers as per the official numbering scheme and reclaim the costs from the occupier.

## **6.5 Numbering Procedural Guidance**

- 6.5.1 Official naming and numbering, or alterations to current official addresses will not be issued until such time as the appropriate Planning and Building Regulation Permissions have been obtained as well a commencement (meaning the excavation of foundations) recorded on the Building Regulation application or noted from the Councils quarterly development monitoring surveys.
- 6.5.2 On a quarterly basis, a review of commenced building regulation applications will be undertaken by MKi Team as part of their development monitoring. If a developer has not submitted a Street Naming and Numbering application they will be contacted by the Street Naming and Numbering Officer and requested to make an application.
- 6.5.3 The appropriate fee for numbering of properties will need to be received by the Local Authority before any numbering scheme is issued.
- 6.5.4 Where a naming and/or numbering scheme is issued, the Local Authority will inform those bodies listed in Appendix 3.

## **6.6 Numbering Conventions**

- 6.6.1 A new through road will be numbered with odds on the left hand side and evens on the right hand side, working from the junction of the road.



- 6.6.2 Additional new properties in existing streets that are currently numbered will always be allocated a property number.
- 6.6.3 Private garages and similar buildings used for housing cars and similar uses will not be numbered.
- 6.6.4 A proper sequence shall be maintained. In the interest of equality and diversity no numbers will be omitted from the numbering sequence. Once numbered, the Local Authority will not normally re-number properties. The Local Authority will only renumber a property where it can be shown that there are consistent delivery problems or issues with emergency services.
- 6.6.5 Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found and the manipulation of numbering in order to secure a “prestige” address or to avoid an address which is thought to have undesired associations, will not be sanctioned.
- 6.6.6 If a multiple occupancy building (i.e. flats) has entrances in more than one street, each entrance will be numbered into the appropriate road.
- 6.6.7 We will use numbers followed by letter suffixes where there are no alternatives and to avoid the renumbering of other properties in the existing street. For example, these will be used where infill properties are built and insufficient numbers are available. Wherever possible infill properties requiring a suffix will be given the property number before the infill to maintain a proper numbering sequence i.e. 1A, 1B.
- 6.6.8 Where a property has a number, it must be used and displayed. Where a name is given to a property together with its official number, the number must always be included. The name cannot be regarded as an alternative.
- 6.6.9 All property numbers should be displayed on the property and be at least 100mm in height and on a contrasting background. They should clearly be visible from the highway and this may mean the numbers being displayed on posts, gates or fences (and not necessarily the door of the property) to aid easy identification of the property, particularly in the event of an emergency.
- 6.6.10 If open space or undeveloped areas exist along a length of road, it is usual to leave spare numbers. As a guide one number per 5m frontage in urban areas and 10m frontage in rural areas is used, however open spaces can often allow numbers either side of a road to be brought in line with each other.
- 6.6.11 Two buildings in one street may not have the same number.
- 6.6.12 Where two or more properties are combined to form one single property, the property will be numbered using one of the existing numbers and will normally be based on the location of the main entrance.
- 6.6.13 Flats will be numbered with their own separate number into the street where possible.
- 6.6.14 In multiple occupancy buildings (blocks of flats) it is preferable to give a street number to each dwelling with individual access to the street. When the flats share a common entrance or there are not sufficient numbers available because of existing development, the building should be given a number where possible or a name and the flats numbered separately internally.
- 6.6.15 Flats will be numbered in the form of “Flat 1”, “Flat 2”, etc. Any other form of naming or numbering is discouraged (for example “First Floor flat” or “Flat A”

is unacceptable and will be known as “Flat 1”).

- 6.6.16 If a multiple occupancy building has entrances in more than one street, then each entrance can be numbered in the appropriate road if required. In this case, advice from the local delivery office will be sought.
- 6.6.17 Annexes to buildings e.g. granny flats or ancillary accommodation, will be given the prefix “The Annexe”. The rest of the address will be the same as the parent property e.g. The Annexe, 32 High Street.
- 6.6.18 Moored houseboats will form part of the Council’s LLPG, which in turn forms part of the National Land and Property Gazetteer. The Local Authority will only allocate an official address and inform Royal Mail where we have an operational requirement to do so or we believe the property is being used for permanent residency in the Borough and therefore subject to Council Tax. This will assist any emergency response and create a unique record for each property for future use. Such addresses will have to meet Royal Mails requirements for secure delivery points.
- 6.6.19 All holiday lets and agricultural land parcels will be added to our LLPG. They will be flagged as non-official and non-postal in systems that generate mail. This is to assist emergency response and create a unique record for each property for future use.
- 6.6.20 For any dwelling accessed internally through commercial premises, the accommodation will be given a prefix to match the accommodation type i.e. The Flat. The rest of the address will be the same as the parent property, e.g. where a flat above a public house and is only accessed internally, its address will be The Flat, Name of Public House, Street Number and Name.

## 6.7 Property Naming

- 6.7.1 The owner (not tenant) of a property may request the addition, amendment or removal of a name for their property.
- 6.7.2 The Local Authority cannot formally add, amend or remove a property name where the property is in the process of being purchased, that is, until the exchange of contracts, although guidance of the acceptability of a name maybe given.
- 6.7.3 A check will be made by the Local Authority to ensure that there is no other property in the locality with the registered or similar registered name. Under no circumstance will a replicated name in the locality be allowed.
- 6.7.4 Where a property has a number, it must be used and displayed. Where a name has been allocated as well as a number this must always be used with the number: **it cannot be regarded as an alternative**.
- 6.7.5 Under no circumstances will a name that is offensive, or that can be construed as offensive, be allowed.
- 6.7.6 If a proposed property name is refused, then the owner will have the option to provide further suggestions or retain the current address.
- 6.7.7 Where an amendment to a property name is carried out, the Local Authority will inform those bodies listed on Appendix 3.

6.7.8 You should be aware that it is Royal Mail policy, when a property has a number and a name, that the number will take precedence. You should therefore use both the number and the name. Please note that the Royal Mail's online postal address database will only show the number of your property.

## **6.8 Renaming and Renumbering of Streets and Buildings**

6.8.1 Renaming of a street and renumbering of buildings is very time-consuming process and may cause costs or disruption to individual occupiers and owners and wherever possible will be avoided. This is usually only done as a last resort i.e. renaming of a street is normally only considered if consistent problems occur for the Emergency Services and the renumbering of properties may occur when infill development is so great that numbers to the new properties cannot be allocated, then the existing street may be subject to a renumbering scheme.

6.8.2 Where an order for renaming of an existing street is made, the Local Authority must display notices at each end of the street or part of the street affected under Section 18 of The Public Health Act 1925 and they must remain in place for at least 1 month before an order changing the name can be made. Any person aggrieved by the intended order may within 21 days after the posting of the notice appeal to the Magistrates Court. If an appeal is made to the Magistrates Court the Local Authority must wait until that appeal is heard.

6.8.3 Where a request is received from residents/owners of properties for renaming of a street, the proposed change must have the full backing of every resident/owner affected on the street and a signed letter from each to support this. Reasons for the renaming must also be supplied.

6.8.4 Where any order for renaming of a street is made, the local Parish/Town Council will be consulted.

6.8.5 Where an order for renaming of a street is made the proposed name must follow the naming procedures and must also fall within the naming conventions.

6.8.6 Where renumbering and/or renaming is involved, as much warning as is practicably possible will be given. The notice to occupiers will give a specific date on which the new naming or new numbering comes into effect, which will be at least 4 weeks from the date of the notice

6.8.7 Where a renaming and/or renumbering scheme is issued, the Local Authority will inform those bodies listed on Appendix 3.

6.8.8 Under the current charging policy the Council will not charge for this service but will review this annually.

## **7. Street Naming and Numbering in the Absence of Payment of Fees**

7.1 The Council will remind developers of new properties of the need for an official address and the process to follow. If an application and payment of fees is not received within 3 months of a completion date, the Local Authority may allocate official addresses for emergency services purposes with no further consultation. If the developer or owner requests amendment to the allocated naming or numbering at a later date, the standard street naming and numbering processes and the current fees and charges will apply.

- 7.2 In this case internal notifications will be made for Authority business purposes only but no external notifications will be made or Postcodes allocated to the properties.
- 7.3 If payment of fees is not received in relation to adding, amending or removing an existing property, the name will remain unchanged and no internal or external notifications made.

## **8. Street Nameplates**

- 8.1 The Local Authority is responsible for the replacement, erection and repairing of street nameplates. Nameplates will be erected and replaced whenever required, taking into account both the financial restraints and requirement.
- 8.2 Where new street/s are created as part of a development, the costs of supplying and erection of new street nameplates will be borne by the developer. Maintenance of the nameplates will then be taken over by the Local Authority.
- 8.3 Where a street is approached only from one direction only one nameplate will be erected and this will face the direction of where the traffic will be approaching. Where a road can be approached from both directions, nameplates on either side of the junction will be erected. Nameplates will also be erected at any junction or entrance onto the street.

## **9. Postcodes**

- 9.1 An important element of addressing is the Postcode. This identifies a number of postal delivery points and a postal town as defined by Royal Mail. The Council is not responsible for allocating these codes; they are a Royal Mail product.
- 9.2 Royal Mail does not publish on its website addresses that are not completed and/or occupied. This means that in certain cases addresses that have been officially located and issued by the Local Authority may not, for a while, be visible to anyone using the Royal Mail website to validate an address. This may also mean that other organisations using the Royal Mail address database (Postcode Address File) will also not be able to validate addresses. If a property is completed or occupied, the developer or owner should contact Royal Mail for activation of the postcode for the address allocated by the Local Authority.
- 9.3 Developers, owners and tenants should be aware that their properties may not have the same postcode as the surrounding or existing properties.
- 9.4 The developer should inform the Address Development team when the properties are ready for occupancy to ensure that the addresses are moved to the live database ready for public use.

## **10. Claims for Compensation**

- 10.1 The Local Authority is not liable for any claims for compensation arising directly or indirectly from the naming of streets, renaming of streets, numbering or renumbering of properties.
- 10.2 The property developer should not give any postal addresses, including the postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before the official naming and numbering scheme

has been issued by the Local Authority. The Council will not be liable for any costs of damages caused by failure to comply with this.

## **11. Policies and procedures outside the Street Naming and Numbering function**

- 11.1 Postcode allocation is the responsibility of the Royal Mail. The Royal Mail will allocate a postcode on receipt of the official naming and numbering scheme from the Local Authority but the postcode will be held in "reserve" (in the not yet built file) until Royal Mail is notified by either the developer or owner that the property is occupied.
- 11.2 Non-delivery and mis-delivery of items and correspondence and complaints should be directed at the relevant delivery company's customer services department.
- 11.3 New/amended addresses being unavailable on databases used by third parties: various third parties refresh their address sets at different frequencies and from different sources, and address changes can therefore take some time to appear in their systems.
- 11.1 Maps not showing new properties or roads or changes in information can take some time to percolate through to third party products depends on those third party update regimes

## **12. Policy Review**

- 12.1 This policy will be reviewed every three years or sooner if a major change in the process is required through the introduction of new legislation for example. Charges will be reviewed on an annual basis during the Council's budget setting process and publicised through the Council's normal communication channels including the website.

## **13 Contact Details**

The Street Naming and Numbering Officer

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## Appendix 1 – Street Naming Themes

Settlement Name	Meaning
Ashland	Vineyards in UK
Astwood	
Atterbury	
Beanhill	
Blakelands	
Bleak Hall	
Bletchley	Local History
Bolbeck Park	
Bow Brickhill	War Memorial Names
Bradville	
Bradwell Common	
Brickfields	
Brinklow	
Brook Furlong	
Brooklands	Maritime
Broughton & Broughton Gate	Steam Railways
Brown's Wood	
Caldecotte	Water Mills/Local History
Calverton	
Campbell Park	Assn with Lord Campbell
Castlethorpe	
Central Bletchley	
Central Milton Keynes	Ancient Monuments
Chicheley	
Church Farm	
Clifton Reynes	
Coffee Hall	
Cold Brayfield	
Conniburrow	
Crownhill	Music Industry
Denbigh East	
Denbigh North	
Denbigh West	
Downhead Park	
Downs Barn	
Eagle Farm North	War Planes
Eagle Farm South	Geographical History/Former Parish Councillors
Eaglestone	Coffee Houses
East Mead	Field Names
Eaton Leys	Local Names
Elfield Park	Elfield Nature Park
Elverby	British Fish
Emberton	
Emerson Valley	Valleys
Fairfields	Roman
Far Bletchley	
Fenny Stratford	
Filgrave	
Fishermead	Cornish Villages
Fox Milne	Gemstones
Furzton	Exmoor
Gayhurst	
Giffard Park	

Glebe Farm	War Memorial Names
Granby	
Grange Farm	British Painters
Great Holm	
Great Linford	
Hanslope	Local History
Hardmead	
Haversham	
Hazely	Butterflies
Hermitage Farm	
Kents Hill	
Kents Hill Park	Famous People From Kent
Kiln Farm	
Kingsmead	Castles/England and Wales/Assn with Kings
Kingston	
Knowhill	
Lathbury	
Lavendon	Local History/Geography
LeadenHall	Coffee Houses
Linford Wood	Woodlands
Little Brickhill	Local History
Little Linford	
Loughton	Local History
Loughton Lodge	
Magna Park	Car Companies
Medbourne	Scientists
Middleton & Milton Keynes Village	
Monkston	Monastries/Abbies
Monkston Park	London Tube Stations
Moulsoe	
Moulsoe Fields	Wheat and Barley
Mount Farm	
Neath Hill	Craft Guilds/Tower of London
Netherfield	
New Bradwell	
Newlands	Explorers of New Lands
Newport Pagnell	Local History/Apple Varieties/Cherry Varieties
Newton Blossomville	
Newton Leys	Islands of the World
North Crawley	
Northfield	
Oakgrove	Computers
Oakhill	British Battlefields
Oakridge Park	Wool Industry
Old Farm Park	
Oldbrook	
Olney	Clergy/School Master
Ouzelmere	British Rivers
Oxley Park	Stars of the Silver Screen
Peartree Bridge	
Pennyland	
Pineham	
Ravenstone	
Redhouse Park	Local History
Redmoor	

Rooksley	Locomotives
Shenley Brook End	Local History/Farm Breeds
Shenley Church End	Local History
Shenley Lodge	Energy/Inventors
Shenley Wood	Local History
Sherington	
Simpson	Local History
Snelshall East	
Snelshall West	
Springfield	
Stantonbury	Local History
Stantonbury Fields	
Stoke Goldington	
Stonebridge	
Stony Stratford	
Tattenhoe	Coastal Headlands
Tattenhoe Park	Famous Authors
Tilbrook	
Tinker's Bridge	
Tongwell	
Tryingham	
Two Mile Ash	
Walnut Tree	
Walton	
Walton Hall	
Walton Park	
Water Eaton	Local History
Warrington	
Wavendon	
Wavendon Gate	Towers/Local History/Archaeology/Lace
West Ashland	
West Bletchley	Local History
Westcroft	Famous Gardens
Weston Underwood	
Whitehouse	Cattle breeds/Sheep breeds Farming Theme
Willen	Japanese School
Willen Park	
Winterhill	
Woburn Sands	
Wolverton	Local History
Wolverton Mill	
Wolverton Mill East and South	
Woodhill	
Woolstone	
Wymbush	

## Appendix 2 – Legislation

### Section 64: Town Improvement Clauses Act 1847 Houses to be numbered and streets named

“The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who



destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding [level 1 on the standard scale] for every such offence”.

### **Section 65: Town Improvement Clauses Act 1847 Numbers of houses to be renewed by occupiers**

“The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding [level 1 on the standard scale], and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

### **Section 17: Public Health Act 1925 Notice to urban Local Authority before street is named**

“1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.

2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.

3) It shall not be lawful to be set up in any street an inscription of the name thereof – a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal; and any person acting in contravention of this provision shall be liable to a penalty not exceeding [level 1 on the standard scale] and to a daily penalty not exceeding [£1].

4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a Magistrates court”.

### **Section 18: Public Health Act 1925 Alteration of name of street**

“1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.

2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.

3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty Magistrates Court against the intended order at the instance of any person aggrieved.

4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a Magistrates court”.

### **The Local Government Act 2003**

Brought about new devolved powers for Local Authorities, these included giving Councils new powers to trade and charge for non-statutory services if they are Best Value Authorities (Section 93 of the Act) Authorities, if charging for discretionary services, have a duty to charge no more than the costs they incur in providing the service. The aim is to encourage improvements to existing services and develop new ones that will help to improve the overall service they provide to the community, not to make a profit.

## **Appendix 3 – Internal/External Notifications (Distributions List)**

### **Organisations that are notified of the new address outside the Council**

**Thames Valley Police**

**Address Development Team**

**MK Mail Centre**

**Royal Mail**

**Buckinghamshire Fire and Rescue Services**

**Buckinghamshire Fire Brigade – Northern Division HQ**

**South Central Ambulance Service**

**Bedford Newsites**

**District Valuer & Valuation Office**

**Leicester Land Registry**

**Ordnance Survey**

**Anglian Water**

**Central Networks PLC**

**Homes and Communities Agency**

**Serco**

**Geographers' A-Z Map Company**

### **Teams that are notified of the new address inside the Council**

**MK Intelligence**

**Development Control**

**Emergency Planning**

**Building Control**

**Street Lighting**

**Land Charges**

**Council Tax Valuation**

**Revenues and Benefits**

**Cleansing and Waste**

**Highways Adoptions**

## Milton Keynes Council - Street Naming and Numbering Charges Schedule 2024

Chargeable Elements	Charges
<b>New Development or Conversion/Change of Use Scheme</b>	
Per First property	£185.51
Then	
Per House	£24.77
Per Flat	£24.77
Per Commercial Unit	£24.77
Per Building name	£0
Per Street name	£252.15
<b>Renaming a commercial/Industrial/retail building</b>	
Per Building Rename	£0
<b>Development Re-plan</b>	
Per First property	£371.02
Then	
Per House	£24.77
Per Flat	£24.77
Per Commercial Unit	£24.77
Per Building name	£0
Per Street name – including naming a new street, changing a street name or redigitising a street	£252.15

<sup>1</sup>It is extremely rare that streets need to be renamed or renumbered, see section 6.8 above. Under the current charging policy the Council will not charge for this service but will review this annually