

## NOTES

- 1) **Insert name of applicant, including trading name, if applicable.**
- 2) **Insert address of applicant or registered office if the applicant is a limited company.**
- 3) **Insert location of proposed development.**
- 4) **State proposed name(s) of streets in proposed development.**
- 5) **–ditto–**
- 6) **State reason(s) for proposed name(s) in proposed development having regard to the Street Naming and Property Numbering Policy of Derry City & Strabane District Council.**
- 7) **–ditto–**
- 8) **Insert date of application.**
- 9) **Insert signature of applicant or person duly authorised to act on applicant's behalf.**
- 10) **Insert telephone number of applicant.**

Derry City and Strabane District Council takes its data protection responsibilities very seriously. It takes care to ensure that any personal information supplied to it is dealt with in a way that complies with the General Data Protection Regulations and the new Data Protection Act 2018.

The Council has a legal duty to provide certain public services/tasks and, to this end, may use the information you have provided to do so.

The information you supply will principally be processed for the purpose for which it has been provided. If it is being used for any other purpose you will be informed and your explicit consent will be sought if required (sometimes the law allows us to use it for other legitimate purposes).

Derry City and Strabane District Council will:

- only use your information to carry out its statutory duties or tasks in the public interest
- only ask for what information is absolutely necessary to allow it to carry out its duties
- only use your information for the purpose that you provided it for (we cannot normally use it for anything else without your permission)
- provide you with sufficient information to make a choice when your consent is required and only use it if you have clearly "opted-in"
- store and maintain your personal information only for as long as it is required
- store and maintain your personal information in a secure manner
- dispose of your information if you ask us to do so (and we no longer need to keep it) and in line with Council's Retention and Disposal Schedule

Derry City and Strabane District Council collects the data for the purposes of the management and application of the Street Naming Applications and Property Numbering. This data may also be passed on to other related Government Agencies, to other Council Departments E.g. Planning, Environmental Health and other legal agents in response to requests for property certificates. Information in relation to the application will also be published in publically available Council reports.

For additional information refer to Council's website where the Privacy Notice can be obtained at the following link:

<http://www.derrystrabane.com/Footer/Privacy-Policy>

**DERRY CITY & STRABANE DISTRICT COUNCIL**  
**APPLICATION FOR STREET NAMING AND PROPERTY NUMBERING**

I <sup>(1)</sup> \_\_\_\_\_

Of <sup>(2)</sup> \_\_\_\_\_

Being the developer of a housing/commercial housing and commercial\*  
development

At <sup>(3)</sup> \_\_\_\_\_

**DO HEREBY** apply at Derry City & Strabane District Council for authority to  
name the street(s) in the said proposed development as follows:-

1. **First Preference** <sup>(4)</sup> \_\_\_\_\_

**Second Preference** <sup>(5)</sup> \_\_\_\_\_

2. I confirm that I have read and am familiar with the Street Naming and  
Property Numbering Policy of Derry City & Strabane District Council  
and believe that the street name(s) hereby applied for by me, in order of  
preference, are in accordance with that policy on the following grounds:-

➤ First Preference <sup>(6)</sup> \_\_\_\_\_

➤ Second Preference <sup>(7)</sup> \_\_\_\_\_

3. I acknowledge the sole right of Derry City & Strabane District Council to  
authorise the use of any street name in its district, pursuant to Article 11 of  
the Local Government (Miscellaneous Provisions) (N.I.) Order 1995

I also acknowledge it to be an offence to erect in any street any  
nameplate purporting to show the name of the street without the  
authorisation of the said Derry City & Strabane District Council.

4. I enclose a plan of the proposed development which includes a  
suggested property numbering scheme and **I DO HEREBY** seek the  
approval and authority of the said Derry City & Strabane District  
Council for the said property numbering scheme.

**DATED THIS DAY OF 200 .** <sup>(8)</sup>

Signed: <sup>(9)</sup> \_\_\_\_\_

Telephone Number of Applicant: <sup>(10)</sup> \_\_\_\_\_

\* Delete as appropriate

**DERRY CITY & STRABANE DISTRICT COUNCIL**  
**STREET NAMING AND PROPERTY NUMBERING POLICY**

**A. NAMING OF STREETS**

**1. Introduction**

- 1.1 Council has a discretion to name streets within its district and will exercise that discretion.
- 1.2 It is the policy of Derry City & Strabane District Council to name all street in its district.
- 1.3 "Street" includes any road, square, court, alley, passage or lane which has on one or both sites a more or less continuous and regular row of houses or other buildings.
- 1.4 Any person who damages, obscures or removes a street name plate showing the name of the street approved by the Council is guilty of an offence and is liable on summary conviction to a fine of £500.00.
- 1.4.1 Any person who erects a street nameplate in a street without the authorisation of Derry City & Strabane District Council is guilty of an offence and is liable on summary conviction to a fine of £500.00.

**2. Types of Names**

- 2.1 This policy document sets out formal policy and guidelines for the benefit of developers their agents or other interested parties on the nature and types of street names Derry City & Strabane District Council will accept or reject.
- 2.1.1 Naming Streets after Individuals
  - 2.1.1.1 An application to name a street after any living individual will be not accepted.
  - 2.1.1.2 Derry City & Strabane District Council will consider an application to name a street after a deceased individual who had prominent associations with the City or district or part of the district or who contributed significantly in some way to the life of the City or district, or national or international life.
- 2.1.2 Naming Streets to mark Historical or Political Events

Derry City & Strabane District Council will consider an application to name a street to mark some historic or political event.

### 2.1.3 Naming Streets after Places

Derry City & Strabane District Council will consider an application to name a street after places or locations whether within the city or district or nationally or internationally.

### 2.1.4 Use of Suffixes

Although Derry City & Strabane District Council will normally require the use of a suffix (e.g. "street", "road", "park") an application for a single name will be considered.

### 2.1.5 Street Names connected with the Local Townland

It is the policy of Derry City & Strabane District Council that an application for a street name should, first and foremost, show some connection with the local townland in which the street is located (e.g. the history, heritage or environment of the townland).

### 2.1.6 In accurate Use of Words

Derry City & Strabane District Council is unlikely to accept, for example, use of the word "Mews" when a street is not a Mews, or, for example "The Beeches", where the developer has felled every beech tree in sight.

### 2.1.7 Use of Names having no connection with the Locality

Derry City & Strabane District Council is unlikely to accept any application to name a street that bears no relationship to the locality, particularly where such names might be perceived to be based on an imagined social distinction. Examples of such potentially unacceptable names would include "Wuthering Heights", "Windermere Downs", "Malvern Brook" and so on.

### 2.1.8 Exotic Names

Derry City & Strabane District Council is unlikely to accept exotic sounding names such as "Ye Olde Oak Tree".

### 2.1.9 Similar Sounding Names

The Council will be concerned to ensure that a proposed street name does not sound and is not spelt sufficiently like another existing street name in the Council district or adjacent Council district where the new street is adjacent to the Council boundary line where a similarly spelt or sounding street name exists in order to ensure that it may not cause confusion, particularly for emergency services.

## 3. **Application Procedure for Approval of Street Naming**

- 3.1 All developers, their agents or other interested parties must have regard to this policy before submitting an application for street naming.

- 3.2 An application for street naming must be made on the prescribed application form as set out in Appendix A, giving a reason for the preferred name and a second preference.
- 3.3 Developers must make application for street naming of any new development at the earliest possible date and *before a development is advertised*, as an advertised name may well be rejected, causing difficulties for the developer and purchasers of property in the development.
- 3.4 Upon receipt of an application, the proposed name(s) will be checked with Royal Mail (and adjacent district Council's in boundary situations) for duplication or similar spelling or sounding names, prior to the application being presented to Council for approval or rejection.

#### **4. Notification of Rejection**

If the Council rejects a proposed street name, the applicant will be notified and reasons given for such rejection. The applicant will be invited to submit an alternative proposed name and an alternative may be suggested by the Council.

#### **5. Notification of Approval**

Once the Council approves a street name, details will be entered in the Streets Register and the following persons and bodies notified:-

- The Applicant
- Royal Mail
- Ordnance Survey
- Ambulance Service
- Fire Brigade
- Northern Ireland Police Service
- Western Health and Social Services Board
- Western Education and Library Board
- District Registrar Births Deaths and Marriages
- Roads Service
- Planning Service
- Relevant Council Departments

#### **6. Erection of Street Name Plates**

Upon approval of a street name, Derry City & Strabane District Council will erect a street nameplate at a preferred location at each end of the street.

#### **B. ERECTION OF STREET NAMEPLATES IN A LANGUAGE OTHER THAN ENGLISH**

## 1. **Introduction**

Derry City & Strabane District Council now also has a discretion to erect a street nameplate showing the name of a street in a language other than English, in addition to the street nameplate showing the name of the street in English

## 2. **Initiation Procedure for Erection of a Street Nameplate in a Language other than English**

2.1 Either the Council and/or the occupiers of premises in a street may initiate procedures for the erection of a street nameplate in a street in a language other than English.

2.2 The Council will have regard to any views on the proposal expressed by the occupiers of premises in the street in question.

2.3 The occupiers of premises will be regarded, in the case of dwellings, as every person normally resident in premises in the street, aged not less than 18 years, and whose name appears on the Electoral Register, and, in the case of commercial premises, the person(s) in actual possession or occupation of the premises. Workers in commercial premises, hotel guests, Hospital staff and patients and so or excluded from this definition. However, an "occupier" will be interpreted as widely as legally permissible.

2.4 The views expressed by occupiers will be ascertained in the following matter:-

### 2.4.1 **External Initiation**

2.4.1.1 An occupier of premises in a street may apply to Derry City & Strabane District Council in writing to have a street nameplate erected in the street in a language other than English and specifying such language.

2.4.1.2 Derry City & Strabane District Council will write to each occupier of premises in the said advising each of the application and inviting comment by completion of a prepaid pro-forma letter, within 28 days.

2.4.1.3 Upon receipt of responses, the application will be considered by Derry City & Strabane District Council and a decision made on the application. [Although each application will be considered on its merits, considerable weight will be attached by Derry City & Strabane District Council to views expressed by two-thirds of those occupiers in a street who respond either for or against the proposal].

2.4.1.4 If the application is approved, the procedure set out at Section A 5-6, inclusive, will be implemented.

2.4.1.5 If the application is rejected, the applicant will be notified and reasons given for the rejection.

## 2.4.2 Council Initiation

2.4.2.1 Derry City & Strabane District Council may resolve, in principle, to erect a street nameplate in a language other than English, specifying the language, in a named street(s).

2.4.2.2 The procedure set out in Section B 2.4.1.2 – B 2.4.1.4 inclusive will then be implemented.

## **C. NUMBERING OF PROPERTIES**

1. Where Derry City & Strabane District Council has approved a street name and has erected a street nameplate, the occupier of each premises in the street must number the premises with the number approved by the Council.
2. If an occupier of premises fails to number the premises as required by the Council, the Council may serve notice on the said occupier requiring compliance within 7 days, failing which the said occupier may be liable on summary conviction to a fine of £500.00; in addition, Derry City & Strabane District Council may number the premises and recover the costs of so doing from the said occupier as a debt.
3. Occupiers of premises in a street should ensure that numbers, when displayed, are easily identified and read.
4. The name of an individual property has no standing: the property will be identified only by its number and the street in which it is situated.