

## Street Naming and Property Numbering Policy

<b>DCC Policy</b>	
<b>Document Number</b>	
<b>Responsible Officer</b>	Head of Capital Projects and Building Control
<b>Contact Officer</b>	Technical Manager, Design and Project Management
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## 1. Preamble

Street Naming and Property Numbering Policy

### 1.1 Purpose

1.1.1 The purpose of the Street Naming and Property Numbering Policy is to provide clear information and guidelines on procedures for:

- Selection of appropriate names for new streets developments generally
- The formal procedure for proposing and submitting names for new developments
- Procedure for provision of street nameplates in a language other than English
- Formal numbering of properties

### 1.2 Background

1.2.1 Council is required to adopt Street Naming and Property Numbering.

## 2. Scope

### 2.1 This policy applies to:

- 2.1.1 Applicants seeking names for new property developments.
- 2.1.2 Applicants seeking to have signage installed in a language other than English.
- 2.1.3 Consider the use or adoption, if necessary in conjunction with the name in the official language(s), of traditional and correct forms of place-names in regional or minority languages.

## 3. Definitions “Street”

3.1 Includes any road, square, court, alley, passage or lane.

## 4. Policy Statement

4.1 This policy seeks to set out in a clear manner procedures for naming of streets and developments and installation of street names in a language other than English.

## **4.2 Roles and Responsibilities**

- 4.2.1 The responsibility for Street Naming and Property Numbering is under the remit of the Environment & Regeneration Directorate.

## **5. Legal & Policy Framework**

Local Government (Miscellaneous Provisions (NI) Order 1995).

## **6. Impact Assessment**

- 6.1.1 This policy is identical to the Street Naming & Property Numbering Policy adopted by Derry City Council which was subject to an Equality Impact Assessment screening exercise in May 2014.

### **6.2 Impact on staff and financial resources**

- 6.2.1 There exists the potential for the existing signage budget to be increased due to further demands for installation of bilingual road signs in the rural area

### **6.3 Sustainable development**

- 6.3.1 Signage will be of recycled materials.

### **6.4 Other impacts- N/A**

## **7. Implementation**

The Environment & Regeneration Directorate will be responsible for implementation of the Street Naming and Property Numbering Policy.

### **7.1 Support and Advice**

- 7.1.1 This will be provided by the appropriate designated officers within the Environment & Regeneration Directorate and the Council Solicitor as appropriate.

### **7.2 Procedures**

- 7.2.1 Procedures for applying to Council for a new street name or for bi-lingual signage are attached as appendix 2 to the Street Naming and Property Numbering Policy.

### **7.3 Guidelines and Forms – These are contained within the procedures.**

### **7.4 Communication Strategy**

- 7.4.1 The policy and associated procedures will be made available on the Council website and will be sent out on request.

### **7.5 Risk Management- N/A**

## **8. Monitoring, review and evaluation**

- 8.1.1 This policy will be revised following any proposed changes in legislation or an required.

## **9. Acknowledgements**

In drawing up this policy, due regard was given to the street naming and property numbering policies of a number of other Councils in Northern Ireland and of the Equality Impact Assessment carried out by Derry City Council and Coleraine Borough Council to inform their policy. Regard was also given to the European Charter for regional and minority languages when considering Townland names.