

FERMANAGH & OMAGH DISTRICT COUNCIL

BUILDING CONTROL SERVICES

**STREET/ROAD NAMING AND NUMBERING  
POLICY**

(INCLUDING DUAL LANGUAGE)

## **1.0 Introduction**

- 1.1 It is the policy of Fermanagh and Omagh District Council, as implemented through the Building Control and Licensing Section, to provide the District with adequate street naming and numbering of buildings to help way-finding by the inhabitants, visitors and people who work in the District and to assist the easy identification of premises by emergency services, postal services and utility providers.
- 1.2 Signage and street naming provision will be delivered in an equitable and fair manner.
- 1.3 This Council has delegated the powers to the Director of Environment and Place and the Head of Building Control and Licensing in the matter of Street Naming and Numbering.

## **2.0 Aims and Objectives of the Policy**

- 2.1 The primary consideration for the Council is public safety, ensuring that street names are not duplicated and that streets and properties are named and numbered to facilitate easy identification in the event of an emergency.
- 2.2 This policy document has been created to formalise the ad-hoc regulations and guidelines which have been in use for a number of years. It will provide clarity in property addressing.
- 2.3 The introduction of POINTER under the Northern Ireland Mapping Agreement has brought the need for a policy document to the fore to standardise the naming and numbering procedures.

## **3.0 Legislation**

- 3.1 The Council is empowered by Article 11 of the Local Government (Miscellaneous Provisions) (NI) Order 1995 to determine the name/s by which a street or road in its District is to be known. A copy of the relevant statute is included in Appendix 1, to this Policy.
- 3.2 In accordance with the legislation a new name/s must be expressed in English and may, in addition, be expressed in a language other than English.
- 3.3 The Council can also allocate numbers to the properties on a particular road or street.
- 3.4 The Council will use the Townland name in all addresses so as to help retain this part of our heritage.
- 3.5 Developers are reminded that it is important that they submit proposals for the naming of the streets in developments to the Council as early as possible in

the process. This will hopefully allow an agreed name/s to be approved by Council before advertising literature is approved and produced. Early approval of name/s will avoid confusion, which can be caused if properties are advertised under a name/s that is not subsequently approved. It is also essential that other service providers such as BT, NIE, VLA etc have an approved name/s and numbering layout at the commencement of a development.

- 3.6 In carrying out this service under the above legislation the Building Control and licensing Section requires developers/applicants to submit a site location and layout plan of any proposed development together with details of the suggested name/s for the street/s with two other alternatives if possible.

#### **4.0 Naming of Street/Roads**

- 4.1 New Street/Road names should not duplicate any similar name already in use as a street name in the locality. A variation in the terminal word, i.e. 'street' 'road' 'avenue' etc., will normally not be accepted as sufficient reason to duplicate a name.

- 4.2 An explanation why the name/s have been chosen should also be included.

(A proposed name/s should not be used unless and until Council has approved the name/s).

These details should be submitted to the Building Control and Licensing Section.

- 4.3 The Council requires to see the use of appropriate name/s which have some local historical connection, but do not approve personal name/s.

- 4.4 The suggested name/s are brought to the Environmental and Place Committee meeting for consideration and recommendation with preference generally given to the applicant's first choice.

- 4.5 If the developer does not suggest a name or if the proposed name/s is deemed unacceptable the Council may decide on a name/s itself.

- 4.6 These guidance notes are intended to help all those concerned obtain early approval for appropriate names for roads/streets in new developments.

#### **5.0 Naming of Blocks/Buildings (including industrial commercial)**

'Block/building' is the description used for a block/building containing multiple apartments/units.

- 5.1 Fermanagh & Omagh District Council will not and cannot name blocks or buildings. The Council can only name streets.

## **6.0 Naming of Individual Houses**

- 6.1 Where a private house is named by the owner, the assigned property number **must also** be displayed. The name cannot be used instead of the number. The number must be displayed as required under s.11(6) of the 1995 Order.
- 6.2 The Council will not and cannot name properties.

## **7.0 The Numbering of Properties/Buildings within a Street/Road**

- 7.1 Properties in a street should be numbered with even numbers on the left and odd numbers on the right except for a cul-de-sac when consecutive in a clockwise direction may be used.
- 7.2 The numbering of roads is generally carried out in one of the following methods:
- Commencing from the end of the road nearest the closest town, village etc, or emanating from a major road, buildings on the right are allocated odd numbers and those on the left even numbers, or
  - In smaller developments where the road is a dead-end and not capable of being extended, numbering may be allocated consecutively.
- 7.3 The number 13 or 666 shall not be used in the District. Historically, some number 13 and 666 may exist.
- 7.4 Buildings (including those on corner sites) are numbered according to the street in which the main entrance is located.
- 7.5 When numbering new properties in existing streets, numbers followed by letters will be used only if necessary. This is to avoid re-numbering existing properties. If, however, the quantity of numbers and letters needed for the new properties are considered to lead to confusion in their location it may become necessary to renumber some or all of the existing properties in the area.
- 7.6 Postcodes are the responsibility of Royal Mail Address Management.

## **8.0 Re-numbering of Buildings**

- 8.1 The re-numbering of buildings is only carried out in exceptional circumstances pursuant to the Local Councils powers. If there is no possibility of using the suffixes A, B etc to the buildings or if illogical or misleading or confusing numbering is in use then it may be necessary to re-number some or all of the existing properties in the area. All the property owners involved in any re-

numbering of officially numbered buildings will be consulted prior to any re-numbering.

- 8.2 Where a building has been re-numbered, it is an offence not to display the lawfully assigned number on the building and the Local Council may undertake the remedial works in default and recover the associated expenses from the owner (Schedule 11 Part 9 of 1995 Order).

### **9.0 Naming of Existing Un-named Streets**

- 9.1 The procedure for the naming of an existing street is similar to the naming of a new street.

The naming of an existing street is considered:-

(a) If the lack of a name is causing delay in its location, this can be a problem even though there are no properties addressed in the street.

(b) If there is difficulty in the location of properties which are using the nearest named street as their address.

### **10.0 Displaying Street/Road Names (Nameplates)**

- 10.1 This section should be read in conjunction with the Regulations made under Article 11 of the 1995 Order.

- 10.2 The Council may erect street/road nameplates as provided for in Article 11

- 10.3 In respect of housing developments, the developer should erect nameplates indicating the approved name as soon as any of the properties are occupied.

- 10.4 The Council may erect Street/Park/Road nameplates at the appropriate junction but will not list out leading to further Streets/Parks/Roads unless there is no alternative access/route.

### **11.0 Displaying of Numbers**

- 11.1 The owner or occupier of a property shall **affix** and **maintain** a lawfully assigned number to distinguish a particular property in a street or road.

- 11.2 If the owner/occupier fails to display a number lawfully assigned, the Council can give 14 days Notice to the owner/occupier of the property to display the correct number.

- 11.3 Where the Notice is not complied with the Council can give a further 14 days notice that it will cause the number to be displayed on the building in default and recover the expenses from the owner or occupier of the building.

11.4 The position of individual house names is the choice of the owner/occupier but the number **must** be displayed.

## **12.0 Names of Industrial/Commercial Estates/Centres**

12.1 The name that is used for a Commercial/Industrial Park etc can be used as part of the address similar to a house name, but it is not part of the official address.

12.2 Where there is a street/road that the Council can name then a name shall be proposed and go through the same process as a new housing development.

## **13.0 Streets with no existing Property Numbering**

13.1 It is intended to assign property/street numbers to all properties covered by the descriptions above, where there is no existing numbering system within the street or road.

## **14.0 Enforcement of Street Naming and Numbering Policy and Associated Regulations**

14.1 This Local Council is under a duty to **cause** a lawfully assigned name/number to be displayed. This duty includes the power to **remove** any name or number which differs to that lawfully assigned.

14.2 If a lawfully assigned name/number is ~~is~~ destroyed, pulled down, defaced, obliterated or obscured+the Local Council can give the owner/occupier 7 days to restore the name/number before it will **cause** it to be displayed. The expenses in doing so will then be recoverable under s.11 of the 1995 Order.

14.3 In addition to this Councils power to recover expenses for works undertaken in default, it may also issue legal proceedings for the recovery of a fine.

## **15.0 Dual Street/Road Naming**

15.1 The Council has a Policy and it is not a blanket Policy, either to name or refuse to name all streets in the Fermanagh and Omagh District Council area in another language, as well as in English. Each case will be considered on its individual merits.

15.2 English and one other language, being a translation or expression of the particular street name in English and not another name may be used per name plate.

- 15.3 The Council must have regard to the views expressed by the occupiers in a street whether to erect another language name plate. Based on those views the Council may either erect or not erect the second name plate.

The Council action will be generated from an external application from occupiers of premises in the street. On receiving an application the Council must confirm occupier opinion.

- 15.4 Any properties which front onto or have direct access to the street will be constituted as ~~the~~ premises in the street
- 15.5 The occupier will be every person normally resident there, and listed on the Electoral Register. In buildings other than dwellings, this will be restricted to owners and will exclude workers, hotel guests, hospital patients etc. Details of occupiers in the street must be submitted with the application.
- 15.6 If the Council receives a non-solicited application from not less than one third of the occupiers of the premises in the street, it will then seek the views of the occupiers and then make a decision, based on a stated majority viewpoint.
- 15.7 The majority viewpoint will be based on not less than two thirds in number of occupiers in the street. This represents a substantial majority and is well outside the ~~small majority~~ - large minority+controversial spread.

If the two thirds majority is not achieved after compiling the response from the first letter, the Council will then write a second time to the occupiers who have not responded. The letter will advise that the Council is minded to proceed/not to proceed with the dual naming. In both instances, residents will be given a second chance and a set date to reply.

If after this stage the two thirds majority of the total is not achieved, the Council will base its decision on two thirds of the ~~Respondents~~ who are in favour of dual naming. This will be clearly stated in the Council's second letter to the occupiers.

- 15.8 The legislation does not recognise parts of streets but rather the whole street.
- 15.9 The Council may immediately adjacent to the English Language name plate erect a second ~~other~~ language+name plate.

The size of lettering on the name plates to be identical in both languages.

Although the legislation states that the Council may erect a second name plate, consideration may be given to a single name plate incorporating both languages.

- 15.10 Confirmation of the translation will be with an independent (from the Council) body e.g. the relevant Language Department at QUB.
- 15.11 A request for Dual Language Signage is only allowed once within a Council term.

## **16.0 Review**

- 16.1 The policy on Street/Road naming and Numbering will, under normal circumstances, be formally reviewed every three years.
- 16.2 The Policy will also be subject to routine scrutiny and, from time to time, updates and re-issues will be circulated.
- 16.3 The Policy will be reviewed sooner in the event of any one or more of the following:-
  - A failure or weakness in the Policy is highlighted
  - Changes in legislative requirements
  - Changes in Government/Council or other Directives and requirements.



## **APPENDIX 1**

### **Article 11 The Local Government Miscellaneous Provisions (Northern Ireland) Order 1995**

#### **Street names and numbering of buildings**

##### **Powers of councils in relation to street names and numbering of buildings**

**11.** (1) A council may erect at or near each end, corner or entrance of any street in its district a nameplate showing the name of the street; and a nameplate erected under this paragraph-

- (a) shall express the name of the street in English; and
- (b) may express that name in any other language.

(2) A council may, immediately adjacent to a nameplate erected under paragraph (1) which expresses the name of a street in English only, erect a second nameplate expressing the name of the street in a language other than English.

(3) Neither this Article nor anything done by a council thereunder authorises or requires the use of the name of a street expressed in a language other than English as, or as part of-

- (a) the address of any person; or
- (b) the description of any land;

for the purposes of any statutory provision.

(4) In deciding whether and, if so, how to exercise its powers under paragraph (1)(b) or (2) in relation to any street, a council shall have regard to any views on the matter expressed by the occupiers of premises in that street.

(5) Any person who-

- (a) obscures, pulls down or defaces any nameplate erected under paragraph (1) or (2);
- (b) erects in any street any nameplate showing as the name of the street a name different from that in any nameplate erected in the street under paragraph (1) or (2); or
- (c) erects in any street any nameplate purporting to show the name of the street, without the authorisation of the council for the district in which the street is situated,

shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

(6) Where a council has exercised its powers under paragraph (1) in relation to any street, the occupier of each house or other building in that street shall ensure that that house or building is at all times marked with such number as the council may approve for the purposes of this Article.

(7) Where a person fails to comply with paragraph (6) the council may serve on him a notice requiring him to comply with that paragraph within 7 days from the date of service of the notice.

(8) A person who fails to comply with a notice served on him under paragraph (7) shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

(9) Where a person fails to comply with a notice served on him under paragraph (7) in respect of any house or other building, the council may itself do anything which he has failed to do and may recover from that person summarily as a civil debt any expenses thereby reasonably incurred by it.

(10) In this Article-

"Nameplate" includes any means of signifying a name in writing;

"Street" includes any road, square, court, alley, passage or lane.

(11) The power of a council to erect a nameplate under paragraph (1) or (2) includes power-

(a) to erect it on any building or in such other manner as the council thinks fit; and

(b) to cause it to be erected by any person authorised in that behalf by the council.

(12) The following statutory provisions shall cease to have effect, namely-

(a) sections 64 and 65 of the Towns Improvement Clauses Act 1847<sup>[7]</sup>;

(b) in section 38 of the Towns Improvement (Ireland) Act 1854<sup>[8]</sup> the words "naming the streets and numbering the houses and also so much thereof as relates to";

(c) section 21 of the Public Health Acts Amendment Act 1907<sup>[9]</sup>;

(d) section 19 of the Public Health and Local Government (Miscellaneous Provisions) Act (Northern Ireland) 1949<sup>[10]</sup>; and

(e) so much of any local Act as relates to the naming of streets or the numbering of houses or buildings;

and any nameplate erected under any such provision shall be taken for the purposes of this Article to have been erected under paragraph (1).