

FERMANAGH & OMAGH DISTRICT COUNCIL
REGULATORY SERVICES

STREET NAMING AND NUMBERING POLICY
(INCLUDING DUAL LANGUAGE STREET SIGNS)

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1.0 Introduction

- 1.1 It is the policy of Fermanagh and Omagh District Council, as implemented through the Building Control 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. The policy is prepared in line with the Council's Good Relations Strategy and Equality Scheme in order that the Council fulfils its statutory duty and responsibilities under Section 75 of the Northern Ireland Act 1998.
- 1.3 All matters relating to this Policy will be reported through the relevant Committee of the Council.

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 Through the provision of new street names, numbering of buildings and continual updating of the Pointer NI database, we will ensure that each property in the Council area will be correctly addressed and have a unique property reference number (UPRN).

3.0 Legislation

- 3.1 The statutory basis for this function is contained within Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995. This Order commenced on the 15 March 1995 and repealed all earlier statutes related to the provision of street names and the numbering of buildings in Northern Ireland.
- 3.2 In accordance with the legislation a new street name/s must be expressed in English and may, in addition, be expressed in a language other than English. In exercising these powers, the Council is required to have regard to the views expressed by the occupiers of premises in that street.
- 3.3 The Council can also allocate numbers to the properties on a particular road or street.
- 3.5 For purposes of this Policy the following interpretation/ definitions apply as set out within the 1995 Order:
 - Nameplate – defined as a means of 'signifying a name in writing'
 - Street – defined as 'any road, square, court, alley, passage or lane'.

- 3.6 A copy of the relevant statute is included in Annex A, to this Policy

4.0 Naming of New Street/Roads

- 4.1 The procedure that will apply in relation to the naming of new Streets is contained in Annex B.

- 4.2 Developers are reminded that it is important to submit proposals for the naming of streets in developments to the Council as early as possible to ensure that essential service providers such as BT, NIE, LPS etc have an approved name/s and numbering layout at the commencement of a development.

Early submission of proposed names facilitates approval by Council before advertising literature is published. 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.

- 4.3 In carrying out this function under the above legislation the Building Control Service 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.

- 4.4 New Street/Road names should preferably not duplicate any similar name already in use as a street name in the locality, however where streets are adjacent or within one development this may be permitted. .

- 4.5 A detailed and robust explanation why the name/s have been chosen must be included.

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

- 4.6 The Council requires the use of appropriate, locally relevant names which:

- Reflect the Townland in which the development is situated;
- Reference local topographical features;
- Acknowledge historical or cultural associations with the area; or
- Incorporate locally appropriate themes (e.g. native flora or land features).

Personal names will not be approved.

- 4.7 Any translation or interpretation of Townland names must remain faithful to the original and must not deviate to the extent that the name becomes unrecognisable or loses its historical or geographical integrity. The Council will use the Townland name in all addresses to help retain this part of our heritage.

- 4.8 Where replacement or new street nameplates are erected beyond the boundary of the 30 mph speed limit demarcation around the urban areas, these will be endorsed with the name of the relevant Townland.
- 4.9 These guidelines are intended to support the timely approval of appropriate street names. Developers are expected to take proactive steps to ensure submissions are robust and locally informed.
- 4.10 This includes:
- Early engagement with Council officers;
 - Use of available Council resources, including, for example heritage or language information services; and
 - local historical/community groups where available.

Strong and demonstrable links to Townlands, local geography, or historical context will be expected in all naming proposals.

5.0 Naming of Blocks/Buildings (including industrial commercial)

- 5.1 'Block/building' is the description used for a block/building containing multiple apartments/units.
- 5.2 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 s11(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

- 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 13s and 666s 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 Council's 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.
- 11.4 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 On occasion it is necessary to consider enforcement action to ensure the display of official street names and postal numbers. In line with the Council's enforcement policy, informal action will in all cases be pursued in an attempt to resolve the matter. If however, persuasion fails to achieve results, action may be taken under Article 11 of the Local Government (Miscellaneous Provisions) (NI) Order 1995.

15.0 Dual Language Street Signs

- 15.1 The procedure that will apply in relation to Dual Language Street Signs is contained in Annex C.

16.0 Budget

- 16.1 A budget for the administration, purchase and provision of street naming shall be agreed by the Council and applied in accordance with this policy, with the primary purpose of delivering signage for emergency and postal delivery services.
- 16.2 The Council will install signage in the order in which applications are approved by Committee, subject to the continuing availability of sufficient financial budget and human resources.

17.0 Style of Signage

- 17.1 Nameplates will be erected where requested and approved by Council. All signage shall be manufactured using high quality, robust materials suitable for

long-term outdoor use and exposure to environmental conditions. In sourcing materials and suppliers, due consideration will be given to product durability, compliance with relevant standards, supplier turnaround times, and product availability to ensure efficient delivery and ongoing maintenance. There are two types of sign that the Council currently install and maintain:

- 17.2 Type 1: Street Name Signs: these signs are installed in urban areas (generally within 30mph limits). They are specified:
- Sign in white background with Street Name in 100mm letters in black with a 18mm black frame around sign
- 17.3 Type 2: Road and Townland Signs: these signs are installed in rural areas (generally outside 30mph limits). They are specified:
- Sign in white background with Road Name in 75mm letters in Black and Townland in 50mm letters green.
- 17.4 New nameplates will incorporate a unique identifier number for reference.

18.0 Adoption by Council

- 18.1 This policy was adopted by the Council on 28 July 2026

19.0 Review

- 19.1 The policy on Street/Road Naming and Numbering will, under normal circumstances, be formally reviewed every three years.
- 19.2 The Policy will also be subject to routine scrutiny and, from time to time, updates and re-issues will be circulated.
- 19.3 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.

Annex A

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^[7];

(b) in section 38 of the Towns Improvement (Ireland) Act 1854^[8] 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^[9];

(d) section 19 of the Public Health and Local Government (Miscellaneous Provisions) Act (Northern Ireland) 1949^[10]; 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).

Annex B

Naming of New Streets: Procedure

- 1.1 Developers should submit an application for a new Street name for a development to the Council's Building Control service before any promotional activity on the sale of properties commences using the appropriate application form. (Appendix 1)
- 1.2 The Council requires the use of appropriate, locally relevant names which:
 - Reflect the Townland in which the development is situated;
 - Reference local topographical features;
 - Acknowledge historical or cultural associations with the area; or
 - Incorporate locally appropriate themes (e.g. native flora or land features).

Personal names will not be approved.

- 1.3 The applicant must recommend at least 2 but no more than 3 names per street for consideration, outlining how they consider the proposed names comply with the criteria referred to within Section 4 of the Policy. Applicants are expected to take proactive steps to ensure submissions are robust and locally informed. This includes:
 - Early engagement with Council officers;
 - Use of available Council resources, including for example heritage or language information services; and
 - local historical/community groups where available.

Strong and demonstrable links to Townlands, local geography, or historical context will be expected in all naming proposals.

- 1.4 If the Council Officer determines that the name(s) does not conform to the criteria within section 4 of this Policy, the developer/applicant will be informed of this and asked to submit an alternative name(s). When the Council receives an alternative name(s) and the Council Officer deems that it meets the criteria then it will be recommended to the relevant Council Committee for consideration.
- 1.5 If the developer/applicant is not in agreement with the Council Officer's evaluation they can make written representations which will be considered at the next available meeting of the relevant Council Committee.
- 1.6 The developer/applicant will be informed of the name following approval by the relevant Committee.

- 1.7 Should the Committee not accept any of the presented options the applicant/ developer will be informed of the Council's decision and requested to resubmit an alternative name to the Council for consideration.
- 1.8 If the developer does not suggest a name or if the proposed resubmitted name/s is deemed unacceptable the Council may decide on a name/s itself.

Annex C

Dual Language Street Signs: Procedure

1.0 Introduction and Legislation

- 1.1 The statutory basis for this function is contained within Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995 which commenced on 15 March 1995. It provides for street naming, street numbering and the provision of street signs. It also gives Councils the discretionary power to erect dual language street signs or secondary nameplates in a language other than English.
- 1.2 The Council must have regard to the views expressed by the occupiers in a street, whether to erect a name plate with a second language.
- 1.3 The occupier will be every person normally resident there and appears on the current Electoral Register. In buildings other than dwellings, this will be restricted to owners and will exclude workers, hotel guests, hospital patients etc.
- 1.4 For the purposes of this policy, any properties which front onto or have direct access to the street will be constituted as 'the premises in the street'.
- 1.5 The legislation does not recognise parts of streets but rather the whole street.
- 1.6 Where a decision has been taken to approve a street sign in second language, the Council may immediately erect a single name plate incorporating the additional approved language.
- 1.7 The size of lettering on the name plates to be identical in both languages.
- 1.8 Although the legislation states that the Council may erect a second name plate, normal process will be for the Council to erect a single name plate incorporating an approved second language. This will ensure consistency in signage provision throughout the district.
- 1.9 Confirmation of the translation will be carried out by an independent, competent body (from the Council) such as the appropriate Language Department at Queen's University or other appropriate independent and competent institution.
- 1.10 Applications will not be accepted from Developers for new streets without any occupiers.
- 1.11 A request for Dual Language Signage is only allowed once within a Council term.

2.0 Procedure

- 2.1 The procedures for seeking and assessing the views of Occupiers and the criteria to be applied in deciding whether to erect a street sign in a language other than English are as follows:
- 2.2 Applications for the erection of a street sign in a language other than English must be made by an Applicant submitting an application form (Appendix 2) either by post or electronically to Fermanagh and Omagh District Council. Electronic applications should be submitted to buildingcontrol@fermanaghomagh.com
- 2.3 An application for the erection of a street sign in a language other than English may be made by an 'Applicant' which for purposes of this policy means:
- (a) an Occupier or Occupiers of the street for which the application is made, or
 - (b) an Elected Member of Fermanagh and Omagh District Council who represents the District Electoral Area in which the street is located.
- 2.4 When an application is received, the Council will canvass by post all Occupiers of that street and seek their views on the request to erect a street sign in a second specified language. Completed survey forms must be returned within 28 days of the date specified in the survey correspondence. Only those survey forms received from the occupiers by that date will be considered. Survey forms can be returned in person, by post to the address provided, or by email to Fermanagh and Omagh District Council. If replying by email, photographs or scans of a fully completed survey form, signed by an occupier should be emailed to: buildingcontrol@fermanaghomagh.com
- 2.5 Applications will be dealt with in the order that they are received.
- 2.6 Where fifteen percent (15%) or more of the Occupiers of that street have indicated that they are in favour of the erection of a second language street sign, then such a sign may be erected, subject to the residual discretion and protections/mitigations as specified in 2.8.
- 2.7 If the minimum threshold of fifteen percent is not met, the application will end.
- 2.8 The Council will retain a residual discretion and protection/mitigation to erect or not to erect a street sign in a second language other than English. This will include taking into account:
- (a) the views of the Occupiers of the street where they have indicated that they are not in favour of the erection of a second language street sign;
 - (b) consideration of the local context of the application;
 - (c) any other Council policies or strategies related to the application and
 - (d) all material considerations relating to the application.

- 2.9 A report on all applications processed will be brought to Committee for decision.

FERMANAGH AND OMAGH DISTRICT COUNCIL

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1995

APPLICATION FOR A STREET NAME FOR A NEW DEVELOPMENT

Under Article 11 of the Local Government (Miscellaneous Provisions) (NI) Order 1995, it is the responsibility of the Council to determine the name/s by which a street or road in its District is to be known and to allocate numbers to the properties.

NB. The Council will use the Townland name in all addresses to help retain this part of our heritage.

In order that the Council may discharge its responsibility under the above legislation, you are requested to complete the details listed below.

Proposals for street names must be considered at the earliest opportunity. Please remember the Council requires the use of appropriate, locally relevant names which:

- Reflect the Townland in which the development is situated;
- Reference local topographical features;
- Acknowledge historical or cultural associations with the area; **or**
- Incorporate locally appropriate themes (e.g. native flora or land features).

Personal names will not be approved.

Applicants are expected to take proactive steps to ensure submissions are robust and locally informed. This includes:

- Early engagement with Council officers;
- Use of available Council resources, including heritage, language and place-based information services; and
- local historical/community groups where available.

Strong and demonstrable links to Townlands, local geography, or historical context will be expected in all naming proposals.

Please submit a Site Layout and Block Plan with this application.

NAME OF DEVELOPER:

ADDRESS:

.....

.....

PHONE NUMBER:

LOCATION:

DESCRIPTION:
(HOUSES/FLATS/ETC.)

NUMBER OF PROPERTIES:.....

NAME OF AGENT:

PROPOSED STREET NAME (1)

Detailed explanation for Proposed Street Name

.....

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.....

PROPOSED STREET NAME (2)

Detailed explanation for Proposed Street Name

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.....
.....

PROPOSED STREET NAME (3).....

Detailed explanation for Proposed Street Name.

.....
.....
.....
.....
.....
.....

Has a Planning application been made for the proposed development?

YES

☐

NO

☐

If **Yes**, give reference number

Has a Building Control application been made for the proposed development?

YES

☐

NO

☐

If **Yes**, give reference number

Date:

Signature:

Your completed Application Form, Site Layout and Block Plan should be returned to:

**Fermanagh and Omagh District Council, Building Control and Licensing
Section**

**Connect Centre
County Buildings
15 East Bridge Street
Enniskillen**

**Connect Centre
Strule House
16 High Street
Omagh**

**Co Fermanagh
BT74 7BW**

**Co Tyrone
BT78 1BL**

Tel: 0300 303 1777

Or

by email to: buildingcontrol@fermanaghomagh.com Information provided as part of this application may be disclosed in response to a request under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

In accordance with Data Protection legislation, Fermanagh and Omagh District Council has a duty to protect any data we hold on you. The information you provide on this application form will be used for the purposes of administration of Street Naming and Numbering legislation and will be shared with other Council Sections, Committees and Government Agencies. For further guidance on how we hold your information please visit the Privacy Section at www.fermanaghomagh.com.

Guidance Notes

- These guidelines are intended to support the timely approval of appropriate street names. Developers are expected to take proactive steps to ensure submissions are robust and locally informed.
- Developers are reminded that it is important to 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, LPS etc have an approved name/s and numbering layout at the commencement of a development.
- In carrying out this service under the above legislation the Building Control 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.
- 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 not be accepted as sufficient reason to duplicate a name.
- 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).

The Council requires to see the use of appropriate name/s which **incorporate or have associated features related to the Townland name or have some local historical connection, but do not approve personal name/s**. Applicants are expected to take proactive steps to ensure submissions are robust and locally informed. This includes:

- Early engagement with Council officers;
- Use of available Council resources, including for example, heritage or language information services; **or**
- local historical/community groups where available.

Strong and demonstrable links to Townlands, local geography, or historical context will be expected in all naming proposals.

- The suggested name/s will be brought to the next available meeting of the relevant Council Committee for consideration and recommendation, with preference generally given to the applicant's first choice.
- 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.
- These guidance notes are intended to help all those concerned obtain early approval for appropriate names for roads/streets in new developments.



FERMANAGH AND OMAGH DISTRICT COUNCIL

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) (NI) ORDER 1995

APPLICATION FORM TO REQUEST DUAL LANGUAGE STREET SIGNAGE

Under Article 11 of the Local Government (Miscellaneous Provisions) (NI) Order 1995, it is the responsibility of the Council to determine the name/s by which a street or road in its District is to be known and to allocate numbers to the properties.

In accordance with the legislation a new street name/s must be expressed in English and may, in addition, be expressed in a language other than English. In exercising these powers, the Council is required to have regard to the views expressed by the occupiers of premises in that street.

In order that the Council may discharge its responsibility under the above legislation, you are requested to complete the details listed below.

NAME OF REQUESTER (OCCUPIER OR ELECTED MEMBER):

OCCUPIER:
.....
.....

ELECTED MEMBER:
(STATE ELECTORAL AREA)
.....

STATE STREET NAME FOR DUAL LANGUAGE SIGNAGE REQUEST:

(in English)

STATE PROPOSED LANGUAGE OTHER THAN ENGLISH:

.....

STATE PROPOSED TRANSLATION (if known):
(NB. THIS WILL BE VERIFIED BY INDEPENDENT TRANSLATOR)

.....

Date:

Signature:

Your completed Application Form should be returned to:

Fermanagh and Omagh District Council, Building Control Section

**Connect Centre
County Buildings
15 East Bridge Street
Enniskillen
Co Fermanagh
BT74 7BW**

**Connect Centre
Strule House
16 High Street
Omagh
Co Tyrone
BT78 1BL**

Tel: 0300 303 1777

Or

by email to: buildingcontrol@fermanaghomagh.com

Information provided as part of this application may be disclosed in response to a request under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

In accordance with Data Protection legislation, Fermanagh and Omagh District Council has a duty to protect any data we hold on you. The information you provide on this application form will be used for the purposes of administration of Street Naming and Numbering legislation and will be shared with other Council Sections, Committees and Government Agencies. For further guidance on how we hold your information please visit the Privacy Section at www.fermanaghomagh.com.

Guidance Notes and Procedure

Dual Language Street Signs: Procedure

3.0 Introduction and Legislation

- 3.1 The statutory basis for this function is contained within Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995 which commenced on 15 March 1995. It provides for street naming, street numbering and the provision of street signs. It also gives Councils the discretionary power to erect dual language street signs or secondary nameplates in a language other than English.
- 3.2 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.
- 3.3 The occupier will be every person normally resident there and appears on the current Electoral Register. In buildings other than dwellings, this will be restricted to owners and will exclude workers, hotel guests, hospital patients etc.
- 3.4 For the purposes of this policy, any properties which front onto or have direct access to the street will be constituted as 'the premises in the street'.
- 3.5 The legislation does not recognise parts of streets but rather the whole street.
- 3.6 Where a decision has been taken to approve a street sign in a second language, the Council may immediately erect a single name plate incorporating the approved second language.
- 3.7 The size of lettering on the name plates to be identical in both languages.
- 3.8 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.
- 3.9 Confirmation of the translation will be carried out by an independent, competent body (from the Council) such as the appropriate Language Department at Queen's University or other appropriate independent and competent institution.
- 3.10 Applications will not be accepted from Developers for new streets without any occupiers.
- 3.11 A request for Dual Language Signage is only allowed once within a Council term.

4.0 Procedure

- 4.1 The procedures for seeking and assessing the views of Occupiers and the criteria to be applied in deciding whether to erect a street sign in a language other than English are as follows:
- 4.2 Applications for the erection of a street sign in a language other than English must be made by an Applicant submitting an application form either by post or electronically to Fermanagh and Omagh District Council. Electronic applications should be submitted to buildingcontrol@fermanaghomagh.com
- 4.3 An application for the erection of a street sign in a language other than English may be made by an 'Applicant' which for purposes of this policy means:
 - (a) an Occupier or Occupiers of the street for which the application is made, or
 - (b) an Elected Member of Fermanagh and Omagh District Council who represents the District Electoral Area in which the street is located.
- 4.4 When an application is received, the Council will canvass by post all Occupiers of that street and seek their views on the request to erect a street sign in a second specified language. Completed survey forms must be returned within 28 days of the date specified in the survey correspondence. Only those replies received from the occupiers by that date will be considered.
- 4.5 Completed survey forms can be returned in person, by post to the address provided, or by email to Fermanagh and Omagh District Council. If replying by email, photographs or scans of a fully completed survey form, signed by an occupier should be emailed to: buildingcontrol@fermanaghomagh.com
- 4.6 Applications will be dealt with in the order that they are received.
- 4.7 Where fifteen percent or more of the Occupiers of that street have indicated that they are in favour of the erection of a second language street sign, then such a sign may be erected, subject to the residual discretion and protections/mitigations as specified in 4.9.
- 4.8 If the minimum threshold of fifteen percent is not met, the application will end.
- 4.9 The Council will retain a residual discretion and protection/mitigation to erect or not to erect a street sign in a second language other than English. This will include taking into account:
 - (a) the views of the Occupiers of the street where they have indicated that they are not in favour of the erection of a second language street sign;
 - (b) consideration of the local context of the application;
 - (c) any other Council policies or strategies related to the application and
 - (d) all material considerations relating to the application.

- 4.10 A report on all applications processed will be brought to Committee for decision.

VERSION CONTROL

Amendments made should be recorded in the below table, recording date amendments made, short description, page number(s) amended and the new issue number (which should also be noted in the footer of this document).

Date	Description	Sections/Page No(s)	Issue No
July 2015	New Policy implemented for FODC	NA	1
July 2021	Dual Language criteria amendments	Page 3 – Section 3, clause 3.5 – Some definitions included as per the legislation. • Page 4 – Section 4 revised with reference to Annex B – Naming of New Streets: Procedure. • Page 7 – Section 15 revised with reference to Annex C – Dual Naming Street Signs: Procedure. • Page 7 – Section 16 – new section on Budgets. • Pages 7 & 8 – Section 17 – new section on Style of Signage. • Page 8 – Section 18 – new section regarding date for Adoption by Council. • Page 11 – Annex B – Procedure included for Naming of New Streets. • Pages 12 & 13 – Annex C – Procedure included for Dual Language Street Signs.	2
December 2021	Minor Amendment	Annex B, 1.7	3

	to Policy		
April 2022	Policy revised	Sections 4.2 – 4.6 Annex B and Annex C Appendices 1&2	4
July 2026	Policy revised	Sections 4.6-4.7 and 4.9-4.10 Section 17.1 -17.3 Annex B and Annex C Appendices 1 & 2	5