

FERMANAGH & OMAGH DISTRICT COUNCIL

BUILDING CONTROL SERVICES

**STREET NAMING AND NUMBERING  
POLICY**

(INCLUDING DUAL LANGUAGE STREET SIGNS)

## **Contents Page**

- 1.0 Introduction**
- 2.0 Aims and Objective of the Policy**
- 3.0 Legislation**
- 4.0 Naming of New Streets**
- 5.0 Naming of Blocks/Buildings (including industrial/commercial)**
- 6.0 Naming of Individual Houses**
- 7.0 The Numbering of Properties/Buildings within a Street/Road**
- 8.0 Re-numbering of Buildings**
- 9.0 Naming of Existing Un-named Streets**
- 10.0 Displaying Street/Road Names (Nameplates)**
- 11.0 Displaying of Numbers**
- 12.0 Names of Industrial/Commercial Estates/Centres**
- 13.0 Streets with no existing Property Numbering**
- 14.0 Enforcement of Street Naming and Numbering Policy and Associated Regulations**
- 15.0 Dual Language Street Signs**
- 16.0 Budgets**
- 17.0 Style of Signage**
- 18.0 Review**

**Annex A – Article 11 The Local Government Miscellaneous Provisions  
(Northern Ireland) Order 1995**

**Annex B – Naming of New Streets: Procedure**

**Annex C – Dual Language Street Signs: Procedure**

## **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 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 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.
- 4.3 In carrying out this service 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 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., may not be accepted as sufficient reason to duplicate a name, other than where streets are adjacent or within one development.
- 4.5 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).
- 4.6 The Council requires 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.
- 4.7 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 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)**

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 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**

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's 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.
- 11.4 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 our 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. 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 150mm high in 11gauge pressed aluminium;
  - Letters 100mm in black on white background;
  - 18mm wide black frame around sign;
  - Length to vary depending on name length.
  - Dual language signs to be 225mm high to accommodate Irish / English place name.
- 17.3 Type 2: Road and Townland Signs: these signs are installed in rural areas (generally outside 30mph limits). They are specified:

- Sign 200mm high x 30mm thick in Polyolefin material combination, UV stabilised colour black;
- Sign plate 3mm mirror finish polycarbonate, 7years minimum fade lifespan;
- Sign to BS EN 12899-2007 Class WL6 Reflectivity RA2;
- Sign in white background with Road Name in 75mm vinyl letters Black and Townland in 50mm vinyl letters green
- Posts 80x80mm in Polyolefin material combination, UV stabilised colour black;
- Total sign size 1000mm x 1000mm

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..... (date to be left blank until policy receives Council approval)

#### **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<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).

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## **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.
- 1.2 The applicant should 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. To ensure compliance, applicants should consider contacting local historical/community groups where available, which may be beneficial on receiving advice on names which would be relevant for proposed names of a new road/street in the locality.
- 1.3 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.
- 1.4 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.
- 1.5 The developer/ applicant will be informed of the approved name following ratification of the relevant Committee minutes at the next available Council meeting of Fermanagh and Omagh District Council.
- 1.6 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.

## **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 another language name plate. Based on those views the Council may either erect or not erect the second name plate.
- 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 a second language, the Council may immediately adjacent to the English Language name plate erect a second "other language" name plate.
- 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, consideration may be given to a single name plate incorporating both languages.
- 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 either by post or electronically to Fermanagh and Omagh District Council. Electronic applications should be submitted to [buildingcontrol@fermanaghomagh.com](mailto: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. Replies must be returned by the date specified in the correspondence. Only those replies received from the occupiers by that date will be considered.
- 2.5 Applications will be dealt with in the order that they are received.
- 2.6 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 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.