



Inverclyde  
council

## **Inverclyde Council Road Naming and Numbering Guidance**

### **Introduction**

Under Section 97 of the Civic Government (Scotland) Act 1982, local authorities are given power to name roads and number premises within their areas. The Council most commonly uses these powers in relation to new developments, normally housing, which can require additional property numbers on existing roads, or a combination of new road names and property numbers. Occasionally the Council is requested to investigate queries in relation to existing property names/numbers.

The responsibility for implementing these powers sits with the Regeneration and Planning Service. The naming of new roads is a matter for the Environment and Regeneration Committee. The numbering of properties is delegated to officers.

### **Road naming process**

The process of selecting road names for a new development will typically be prompted by a request from developers. To ensure a degree of certainty regarding the implementation of a development requiring a new road name, the Council will normally expect a building warrant to be in place before progressing road naming matters. When making a request for road names, developers may include suggestions for names of the new roads proposed.

Research will then usually be carried out by staff assigned to road naming and numbering matters, to identify appropriate names in line with the guidance below. Elected members and the community council for the area of the new development will then be contacted for their views, with a two week period provided for responses.

Reflecting any comments received, a report will then be prepared for the next available Environment and Regeneration Committee recommending names for the new roads or setting out options for names. The suggestions of the developer may not be included in the report unless these have been provided as a result of a public consultation exercise undertaken by the developer, the details and results of which were provided in time to be included in the consultation with the elected members and community council.

Following approval by the Environment and Regeneration Committee, the new road names (and property numbers) will be registered with Royal Mail and postcodes requested. Once Royal Mail have confirmed acceptance of the new addresses and provided postcodes these will be entered onto the Council's Corporate Address Gazetteer and other internal systems, and shared with other organisations that make use of addresses e.g. the Assessors, emergency services, utility companies.

The Council should be advised once properties are ready for occupation so it can advise Royal Mail to move addresses from its 'not yet built' to its 'live' database.

## **Road naming guidance**

The following guidance should be used in selecting road names for new developments:

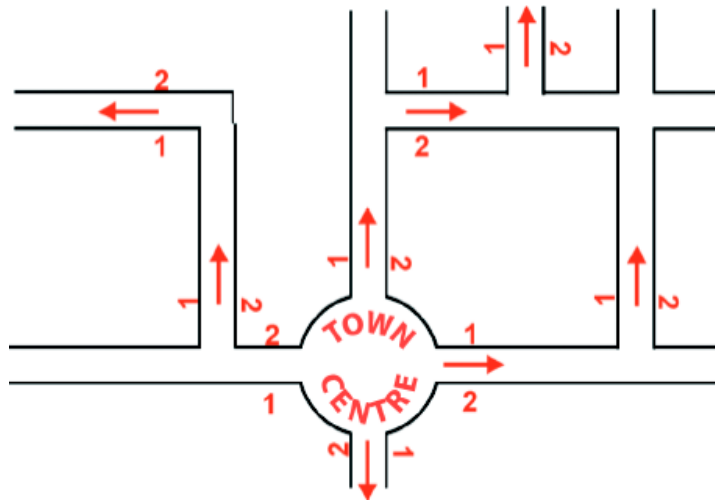
- Use names associated with the site or the area in which it is located. These could reflect, for example, past uses of the site, nearby landmarks, or people or events particularly associated with the area. This may include the continuation of a road naming theme already in use in the area.
- Alternatively, a series of thematically linked names might be suitable, e.g. names of hills/mountains, birds, or islands. Ideally these should have a link to Inverclyde e.g. a species native to Inverclyde or present in the local area, and places should be within or viewable from Inverclyde, or have some cultural connection with Inverclyde.
- On occasion it may be appropriate to commemorate a local, national or international e.g. in the year of a Tall Ships event, or a sporting event/triumph.
- Road names should be easy to pronounce and spell. Names including punctuation e.g. apostrophes, hyphens, and abbreviations should be avoided.
- Avoid naming roads after people who are still living.
- Avoid road names that are already used within the same town/village.
- Avoid names with adverse connotations or which could be deliberately misinterpreted.
- Developer's marketing names will not be used in addresses.

Road name suffixes should reflect the type of road proposed, for example:

- Road, Street, Way and Drive for through/distributor roads.
- Avenue for tree-lined roads
- Lane for narrow connecting roads
- Place, Court, Gardens and Grove for cul-de-sacs
- Terrace for rows of houses
- Crescent, Circle and Square where the geometry of the road reflect that shape
- Rise for roads ascending hillsides.

## Property numbering

When numbering properties on a street, the centre of the town or village is taken as the starting point (origin) for all numbering. Numbers increase in a direction away from the origin. The general rule is that odd numbers be on the left hand side of the street and even numbers on the right hand side – with the exception of some small cul-de-sacs, in which consecutive numbering in a clockwise direction may be more appropriate. For subsequent streets, numbers increase in a direction away from the adjoining main street nearest the origin.



In exceptional circumstances, for example in a cul-de-sac or where it is unlikely a street will ever be extended or made a through road, consecutive numbers should be allocated commencing with no.1 on the left and numbering clockwise. The Council will not avoid the use of the number 13 when numbering properties.

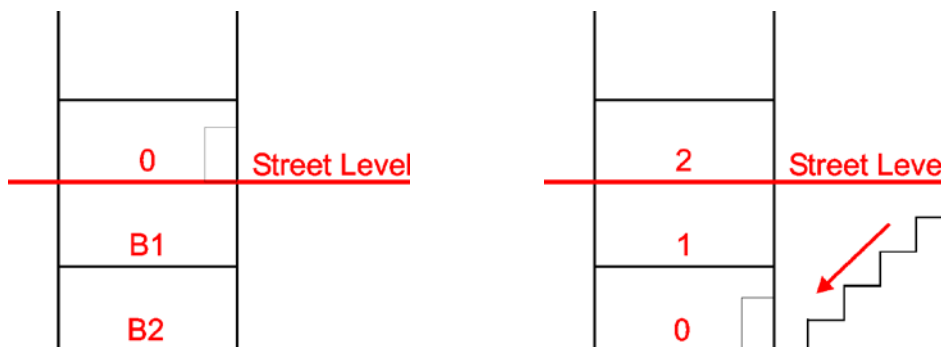
## Gap Site Numbering

Where a gap site is being developed, individual numbers should be allocated wherever possible. However, where this is not possible, (for example the demolition of tenement blocks being replaced by main door dwellings) a suitable suffix should be allocated.



### Property Floor Levels

Floor Level 0 should be assigned to the Floor Level having the lowest access point from/to the building. Any floors below 0 and only accessible via floor 0 should be classed as basements and designated B1, B2, etc. and floors above 0 designated 1, 2, etc. Note that in some cases Floor Level 0 will not be the level from which the building's postal address is derived.



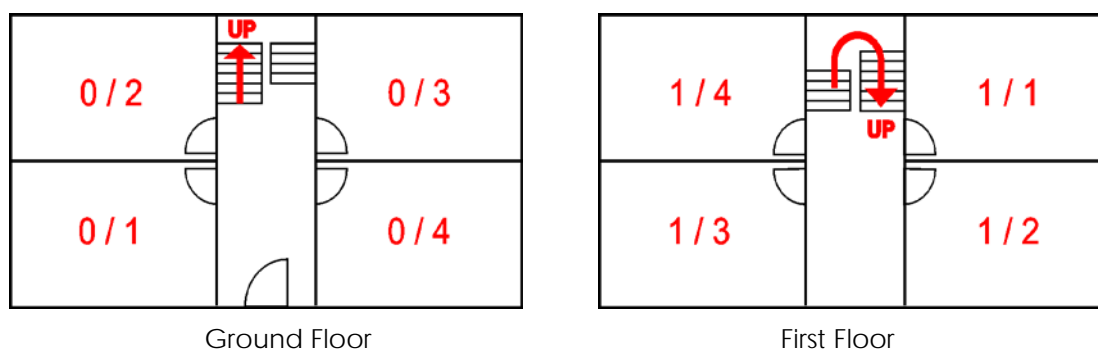
### Residential Property Sub-Division

Where a property is sub-divided a relevant unique number should be allocated wherever possible. If this is not possible, the numbers should be derived by adding an appropriate suffix to each one of the properties. For example the sub-division of number 10 would result in the allocation of numbers 10A and 10B.

In the same way, if a basement property is formed then a relevant suffix should be allocated to both the ground and the basement property.

### Residential Property – Flat Numbering

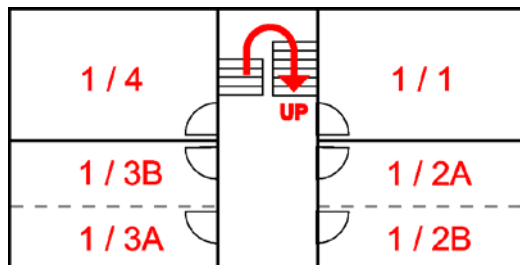
All flats with a common entrance should, wherever possible, be numbered in a clockwise direction with the first flat number being the first from the left on each landing.



Where there is only one flat on each floor it should be numbered as first from left. i.e. 0/1, 1/1 etc. There may be some exceptions to this rule, for example where there are mezzanine levels. House numbers in these cases may be used but only as a last resort.

### Residential Property – Sub-Divided Flats

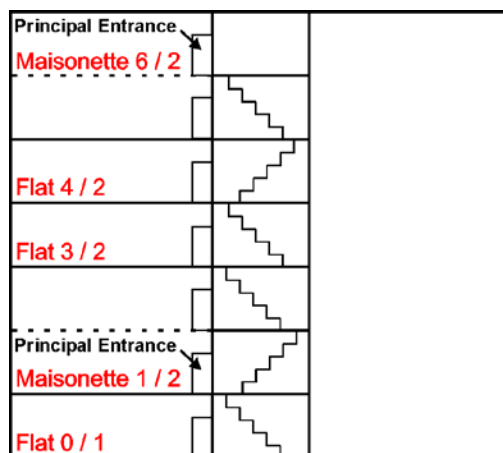
Where a flat to which a flat number has already been allocated is subdivided, new flat numbers should be allocated within the confines of the established flat numbering.



First Floor Sub-division

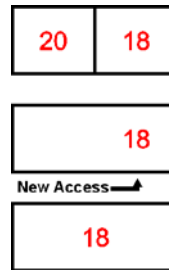
### Residential Property – Maisonettes

Maisonettes should always be numbered to the floor level containing their principal entrance. There may be floor levels where there is no principal entrance to any maisonette or flat. However these floor levels must be counted to allow for possible future sub-division of maisonettes into flats.



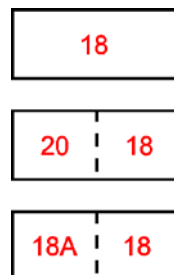
### Merging of Retail/Commercial Main Door Property

Where adjoining retail/commercial units are merged into a single unit a number must be allocated from the existing numbering. This should be done in relation to the access point of the merged premises.



### Retail/Commercial Main Door Property Sub-Division

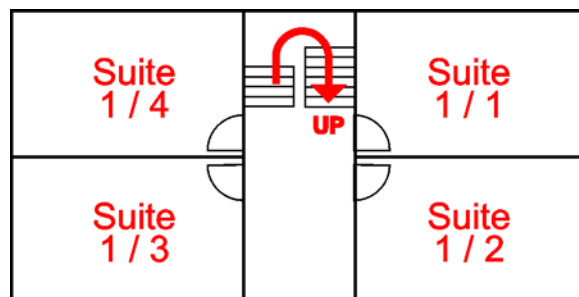
Where a retail/commercial property is sub divided a unique number should be allocated where possible. If this is not possible the current occupier should **retain the original number<sup>#</sup>** and the new occupier will have a suffixed number.



<sup>#</sup> Generally the current occupier in a retail/commercial subdivision will want to retain the original number as he/she will have made an investment in business stationery etc. with his original address.

### Retail/Commercial Sub-Property Numbering

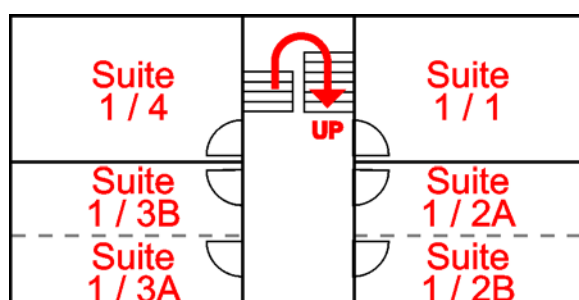
Retail/Commercial Sub-Property Numbering should follow exactly the same convention as Residential Property Flat Numbering as set out in section 5. Substitute the word Flat with Unit / Suite as appropriate.



First Floor

### Retail/Commercial Sub-Property – Sub-Division

Where a retail/commercial property unit is sub divided the same convention as Residential Property Sub-divided flats should be used.

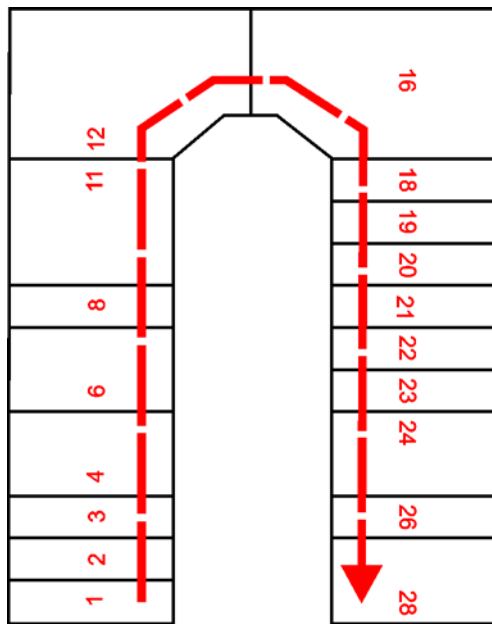


First Floor Sub-division

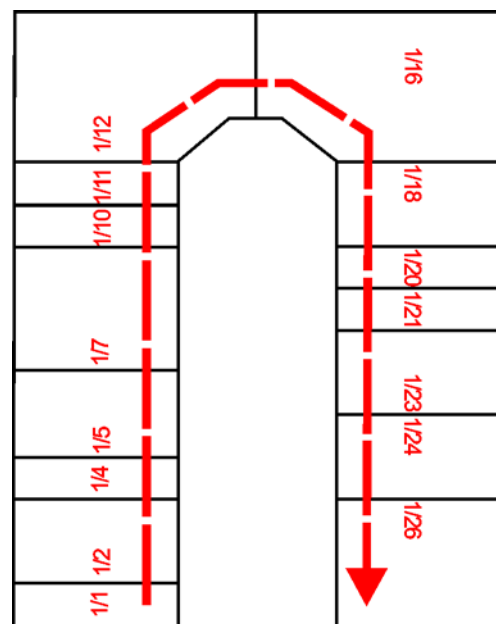


### Shopping Malls (i)

When numbering Shopping Malls the units should be numbered in a clockwise fashion from the left wherever possible. Where a larger or double unit exists a gap should be left in the numbering to accommodate any future sub division, which may occur. If the development is multi storey then the upper storey unit numbers should be prefixed with the level on which they are situated. Where more than one entrance exists numbering should start from the main entrance.



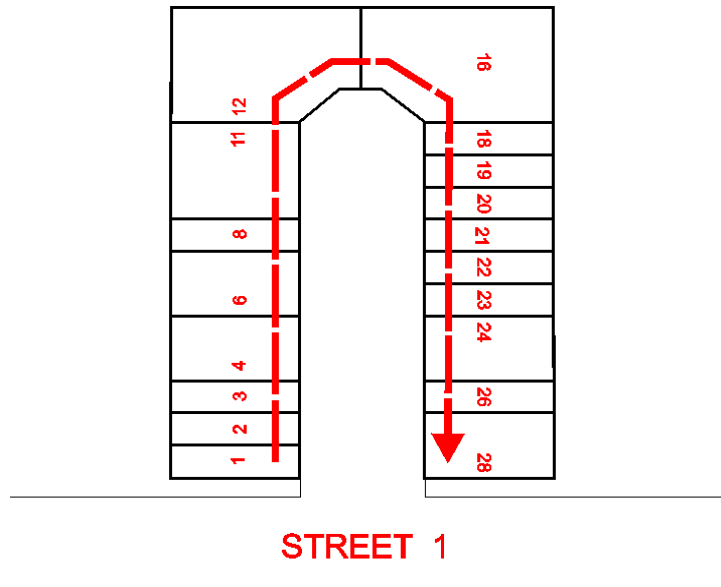
Ground Floor



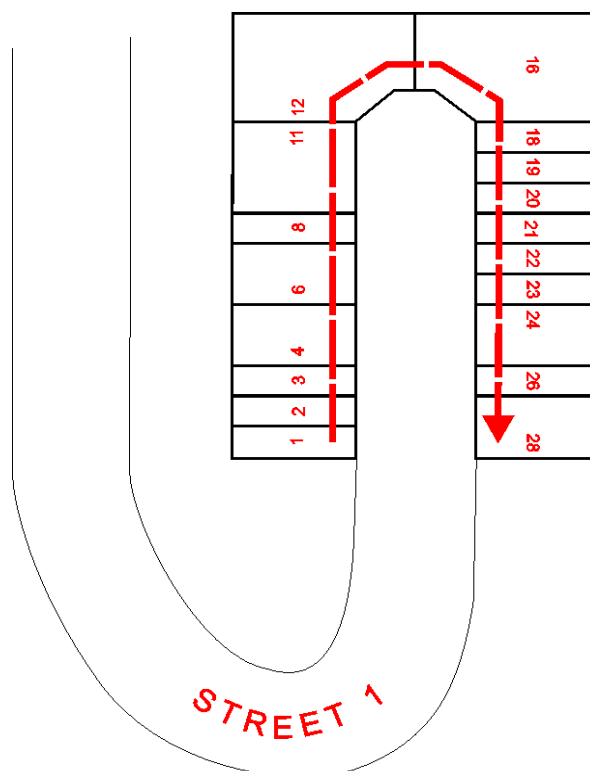
First Floor

### Shopping Malls (ii)

Where a shopping mall has been erected on a named street a suitable street number should be allocated, and the units within it uniquely identified by level and unit numbers. Where a single occupation will cover a large or conjoined unit a gap should be left in the numbering in order to accommodate any future sub division which may occur. Where a unit has a street entrance of its own, a street number should be allocated in the normal fashion.

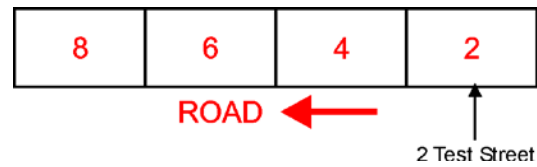


Where a new road is named as a result of a shopping mall development an appropriate street number (s) should be allocated, bearing in mind any future development which may occur in the area. The units within it should be uniquely identified by level and unit numbers. Where a single occupation will cover a large or conjoined unit a gap should be left in the numbering in order to accommodate any future sub division which may occur.

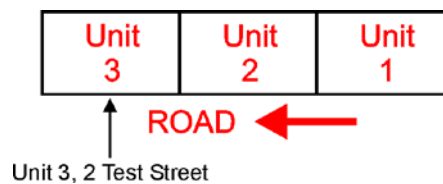


## Industrial Units

Where possible a separate number should be allocated to each individual unit.



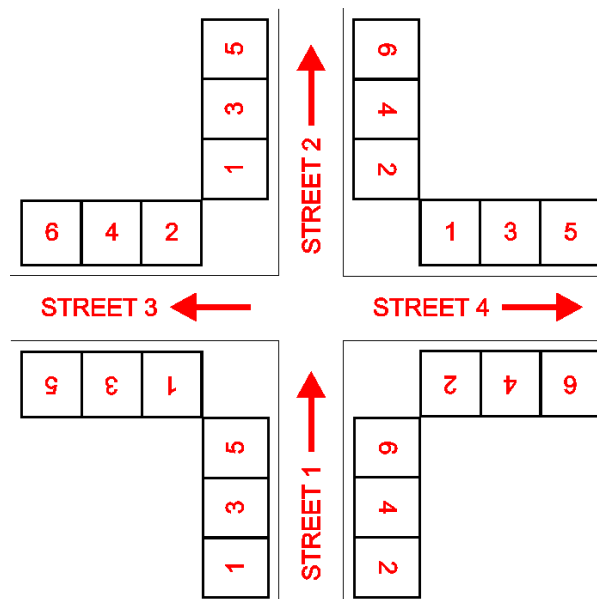
Where this is not possible a unique unit number should be allocated to each unit. See below as an example of how this could be handled. The layout of the development would of course dictate the sequence of the unit numbering, but the principle should be the same. The officer should allocate the unit numbers at the same time as numbering the whole property.



Where more than one block of units exists within the same property number a block identifier should be allocated.

## Industrial Estates

Where the internal roads within an industrial estate have been named, the normal procedure for street numbering should be applied. Where a single occupation will cover a large or conjoined unit, a gap should be left in the numbering in order to accommodate any future sub division which may occur.



Where the internal roads are unnamed and for access purposes only then a suitable street number should be allocated to the entire site and block and/or unit numbers allocated to the properties. Where a single occupation will cover a large or conjoined unit a gap should be left in the numbering in order to accommodate any future sub division which may occur.

