

# **RENFREWSHIRE COUNCIL**

## **Street Naming and Numbering Conventions**

Version 2  
May 2013

**Development and Housing Services  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1JD**

## **Acknowledgements**

This document is largely based on conventions produced by Glasgow City Council. It has been amended for use within the Renfrewshire Council area.

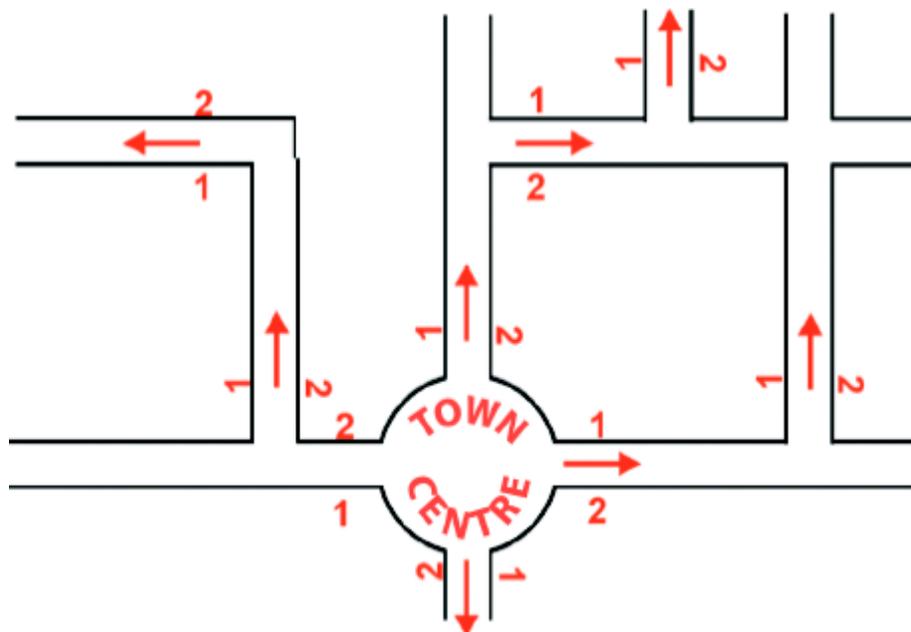
## Street Numbering

The powers to name and number streets, to alter these and, among other things, to require owners of properties to display the number on their premises is given to the Council under the Civic Government (Scotland) Act 1982, Section 97.

### Conventions

#### 1. General Numbering

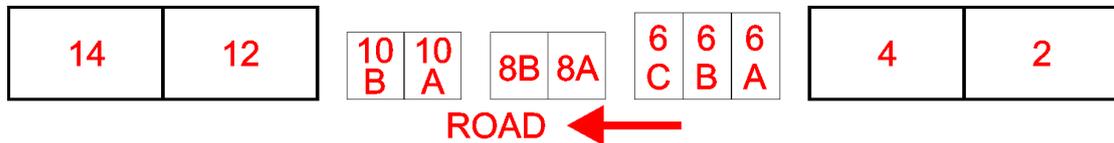
The centre of the town or village is taken as the starting point (origin) for all numbering. Numbers increase in a direction away from the origin. The general rule is odd numbers on the left hand side of the street and even numbers on the right hand side. For subsequent streets, numbers increase in a direction away from the adjoining main street nearest the origin. This process continues until all streets are covered. See diagrammatic illustration below.



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. Omission of number 13 is standard practice in all circumstances.

## 2. Gap Sites 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.



## 3. 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.



## 4. Residential Property Sub-Division<sup>#</sup>

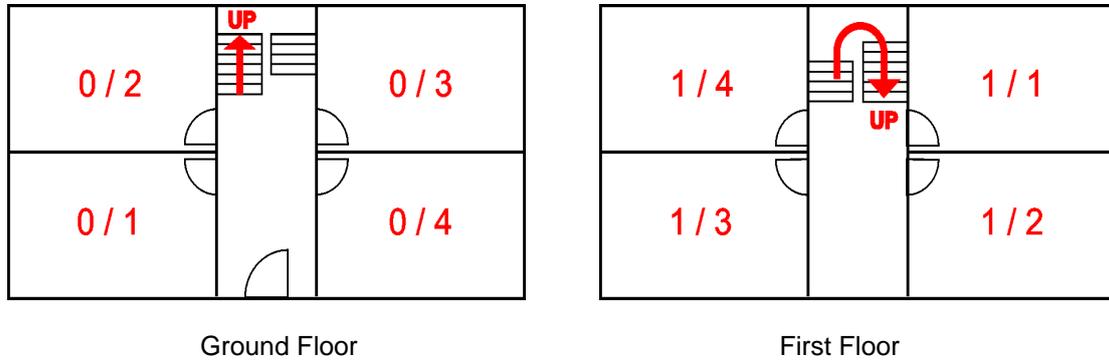
Where a property is subdivided a relevant unique number should be allocated wherever possible. If this is not possible, the numbers should be derived by adding an appropriate suffix to each one of the properties. For example the subdivision of number 10 would result in the allocation of numbers 10A and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

<sup>#</sup> Note difference for Retail/Commercial Main Door Property Sub-Division. ( See section 9 )

## 5. Residential Property – Flat Numbering

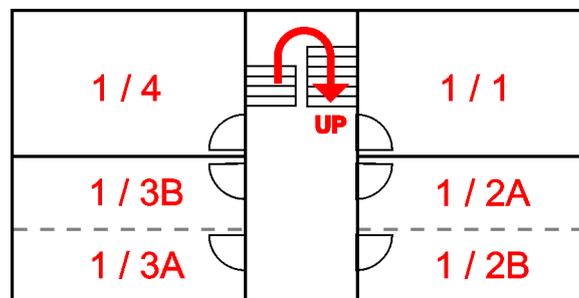
All flats with a common entrance should, wherever possible, be numbered in a clockwise direction with the first flat number being the first from the left on each landing.



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.

## 6. Residential Property – Sub-Divided Flats

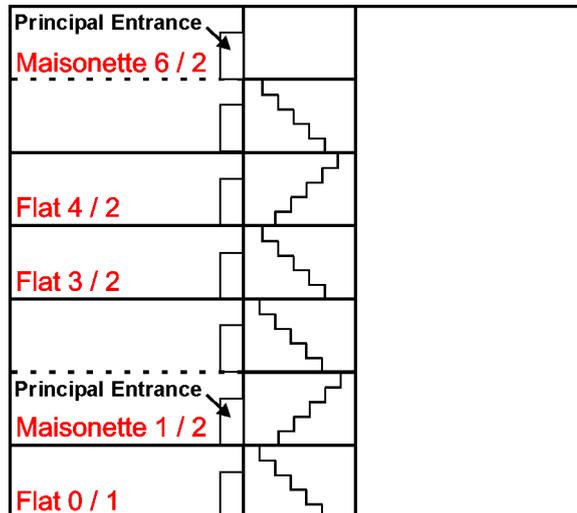
Where a flat already allocated with a flat number becomes sub divided, new flat numbers should be allocated within the confines of the established flat numbering.



First Floor Sub-division

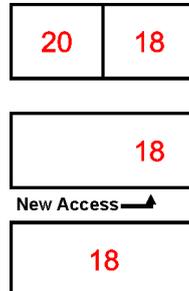
## 7. Residential Property – Maisonettes

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



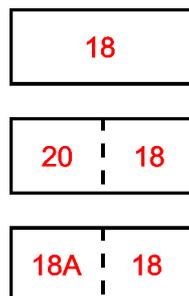
## 8. Retail/Commercial Main Door Property Conjoining

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



## 9. 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.

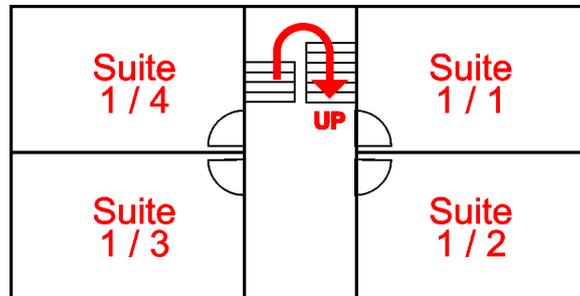


<sup>#</sup> Generally the current occupier in a retail/commercial subdivision will want to retain the original number as he/she will have made an investment in business stationery etc. with his original address.

\* Note difference for Residential Property Sub-Division. ( See section 4 ).

## 10. Retail/Commercial Sub-Property Numbering

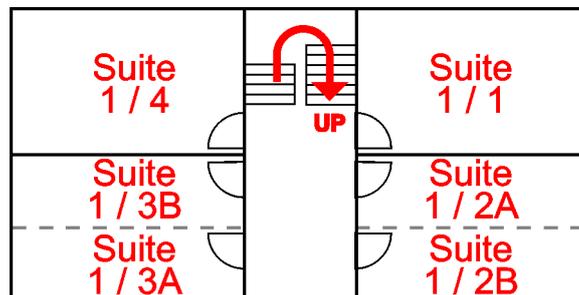
Retail/Commercial Sub-Property Numbering should follow exactly the same convention as Residential Property Flat Numbering as set out in section 5. Substitute the word Flat with Unit / Suite as appropriate.



First Floor

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

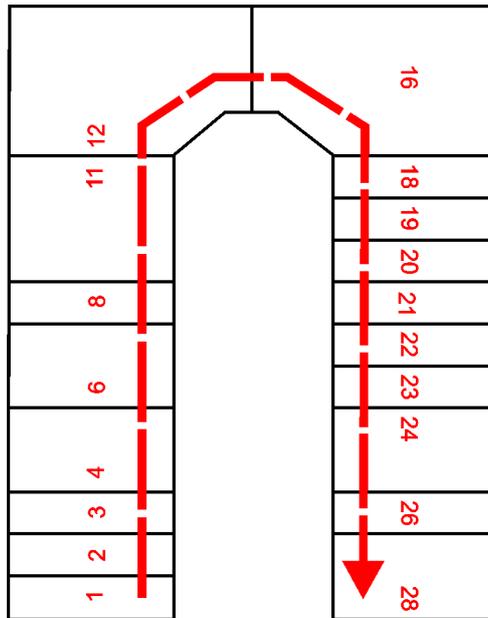
Where a retail/commercial property unit is sub divided the same convention as Residential Property Sub-divided flats should be used. (See section 6).



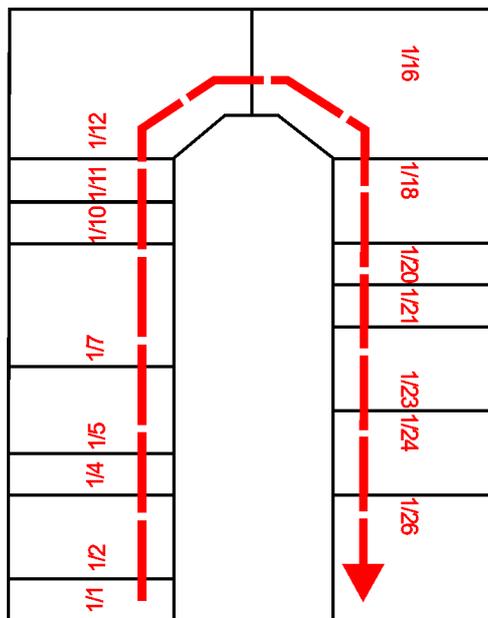
First Floor Sub-division

## 12. 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.



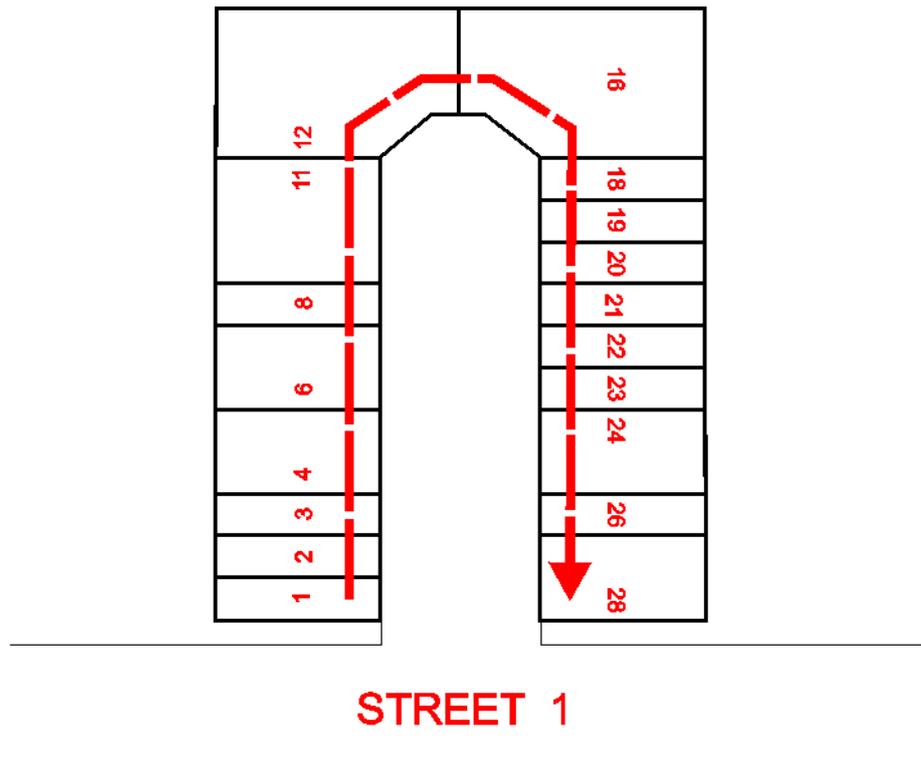
Ground Floor



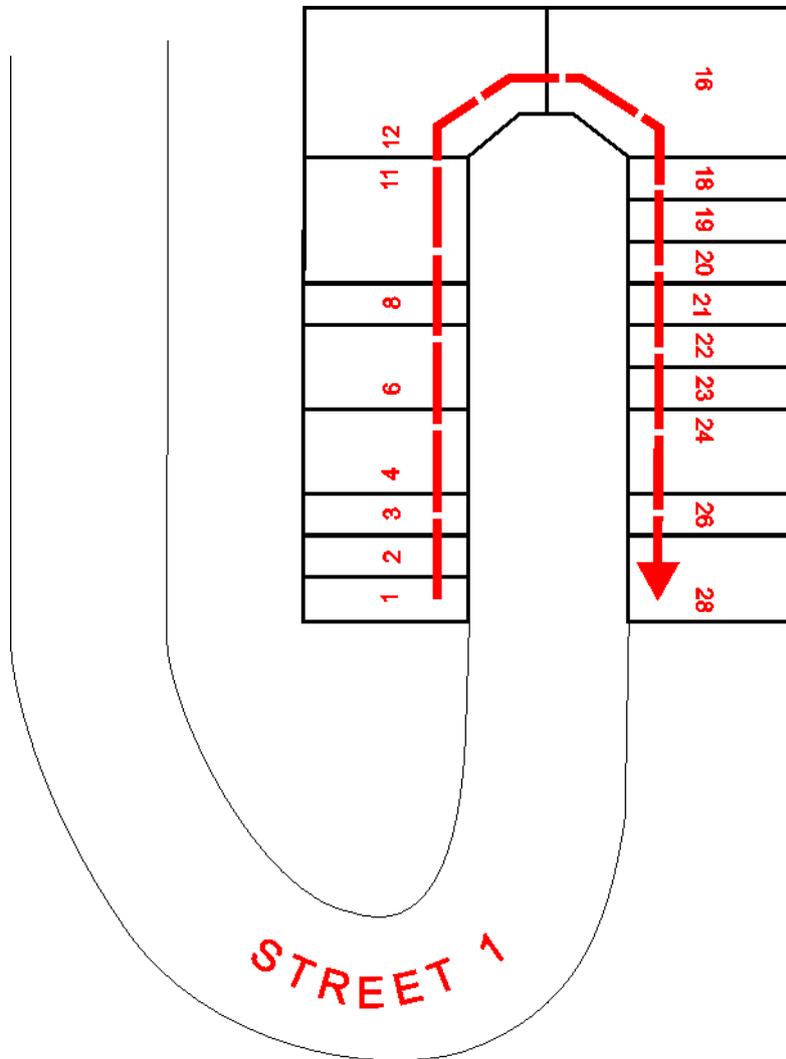
First Floor

### 13. 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.

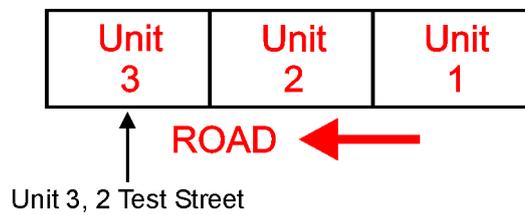


## 14. Industrial Units

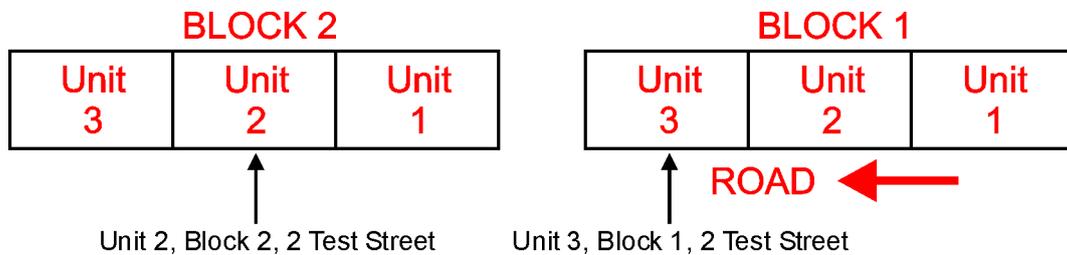
Where possible a separate number should be allocated to each individual unit.



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.

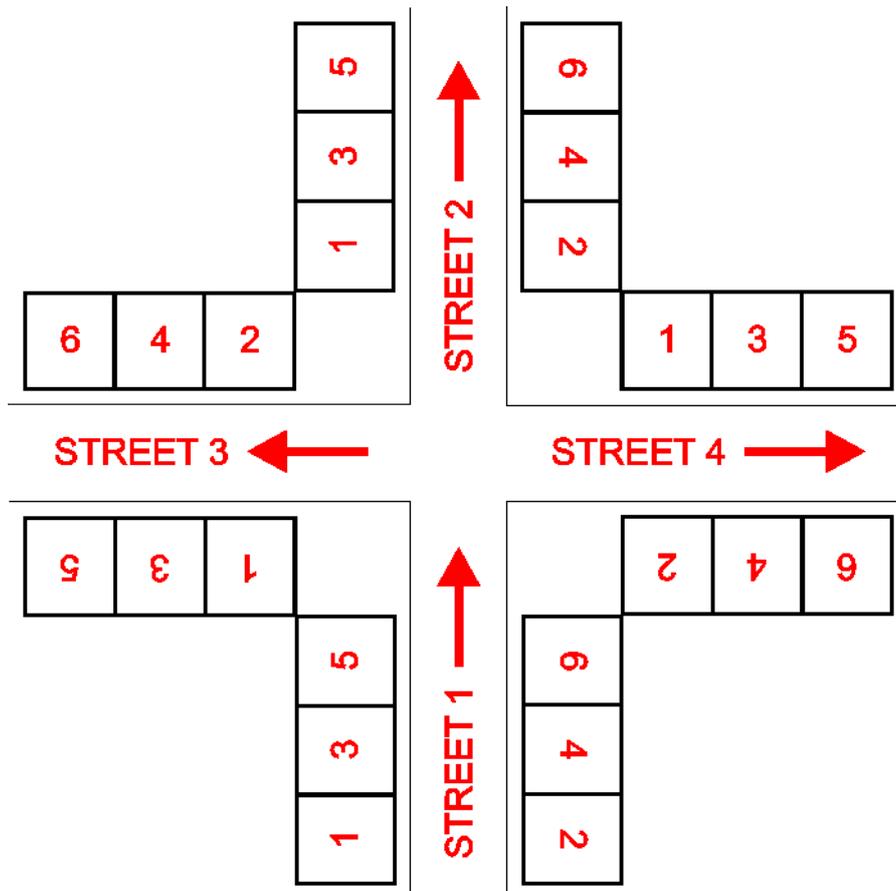


Where more than one block of units exists within the same property number a block identifier should be allocated.

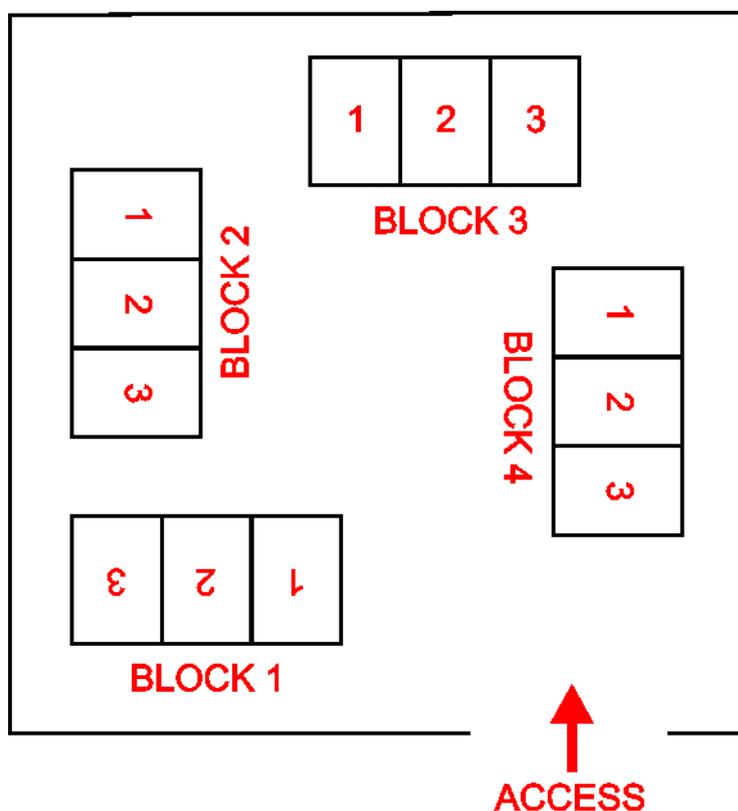


## 15. Industrial Estates

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.



### Further Information

The above detail should cover most eventualities. However, some exceptions may arise. In these cases, reference should be made to the Street Naming and Numbering Team within Development and Housing Services - so that consistent procedures can be maintained. If there are any other queries on the above conventions and their relationship to the BS7666 Land and Property Gazetteer, please contact the Street Naming and Numbering Team using one of the following:

- **email:** [pt@renfrewshire.gov.uk](mailto:pt@renfrewshire.gov.uk)
- **phone:** 0300 300 0144
- **fax:** 0141 618 7935
- **call or write to:**  
Development and Housing Services  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1JD