

Renfrewshire Council

Street Naming and Numbering Protocol



May 2024

Renfrewshire Council

Street Naming and Numbering Protocol

1 Introduction

- 1.1 The power to name and number streets, to alter these, and 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.
- 1.2 The powers are delegated to the Head of Economy and Development within the Chief Executive's Service - along with the daily management of the Council's Corporate Address Gazetteer, which allocates a Unique Property Reference Number (UPRN) to each property.

2 Street Naming and Numbering Requests

- 2.1 Requests for Street Naming and Numbering broadly fall into two groups:
 - (a) Requests for a new street number(s) within an existing street. This is usually a technical issue and in normal circumstances will be determined by the Head of Economy and Development.
 - (b) Requests for street naming and numbering of new developments. This will require the issuing of a new street name which will be the subject of consultation. The procedure for this is set out below.

3 Street Naming and Numbering – New Developments

- 3.1 In circumstances where a development will result in the creation of a new road, the Head of Economy and Development will consult with the local elected members, the local community council(s), and tenants and residents' associations operating in the area, for their views on a suitable name. The consultees will be informed of any names suggested by the developer and any alternatives which the Head of Economy and Development considers appropriate.
- 3.2 The consultees identified above will have a period of 10 working days to advise of comments. If no comment has been received following this period, a reminder will be sent with a further five working days provided for representations.
- 3.3 Where there are multiple suggestions for new street names, the Head of Economy and Development will engage with consultees to reach an agreed name. If an agreement cannot be reached, the Head of Economy and Development, in consultation with the Convenor of the Planning and Climate Change Policy Board, shall determine which names are allocated to new streets.
- 3.4 In considering new street names, the Head of Economy and Development will take account of the following:
 - Names associated with the site or area where the new street is to be located. These could reflect, for example, past uses of the site, nearby landmarks, or people or events associated with the site or area.
 - The continuation of a street naming theme already in use in the area.

- The use of a series of thematically linked names e.g., birds/animals, trees, rivers/lochs, with a connection to Renfrewshire.
- The commemoration of a local, national, or international event, or a sporting event or triumph.
- Avoid of street names that may be considered controversial or offensive.
- Avoid street names that are difficult to spell or pronounce or be overlong, or otherwise cause confusion.
- Avoid street names including punctuation e.g., apostrophes, hyphens, and abbreviations.
- Avoid street names that are already in use in the same settlement or that sound like street names in use in that settlement (e.g., Parker Street and Barker Street).
- Developer's marketing names will not be used in addresses.

3.5 The street "surname" (i.e., the latter part of the name – such as "Avenue", "Grove", or "Way") should reflect the topography and layout of the street. For example:

- Road, Street, Way, and Drive for through and distributor roads
- Avenue for tree-lined roads
- Circle, Oval, Crescent, or Square may be used to reflect the geometry of a street.
- Terrace may be used if the street contains terraced houses.
- Court may be used for a block of flats.
- Place may be used for a cul-de-sac.
- Grove or Gardens may be used in appropriate circumstances.
- Rise or Heights may be used for hillside or elevated streets.

The above approach will encourage consistency in naming throughout Renfrewshire.

3.6 The number '13' will not be used in street numbering.

3.7 Once street names and property numbers have been agreed, postcodes will be requested from Royal Mail. The full postal addresses and a site layout will then be distributed to our standard Street Naming and Numbering contacts (e.g., emergency services, utilities, and Royal Mail), enabling them to update their records – thus helping ensure consistency of addressing across all organisations.

4 Renaming and Renumbering Procedure

4.1 Where confusion or error has arisen over street numbering and the Council is requested to resolve this, the Head of Economy and Development will seek to secure a solution with minimum disruption to all parties. Action to change street names and / or numbers will only be taken where there is a clear and unavoidable need to resolve an anomaly.

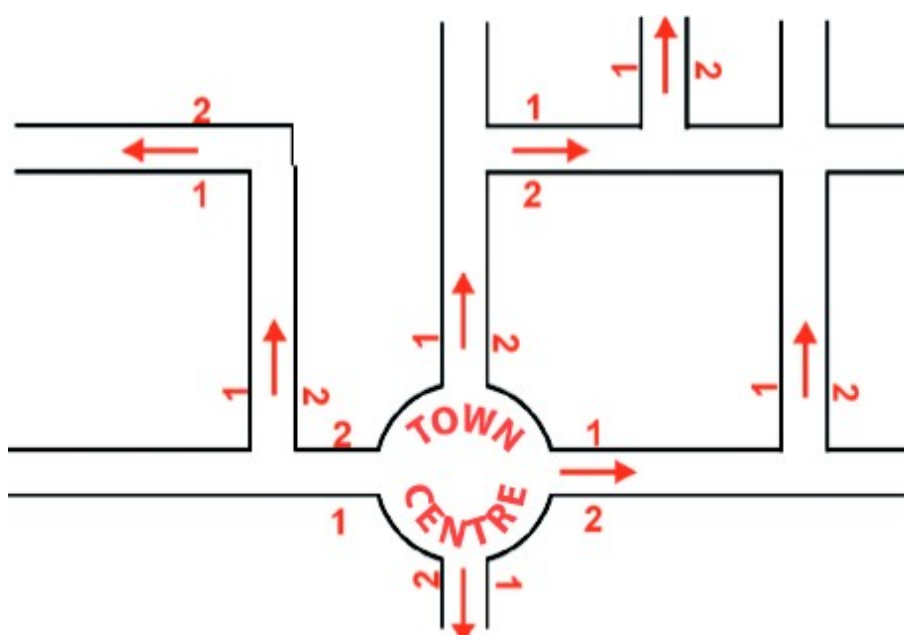
4.2 Where the renaming of a street is required, the Civic Government (Scotland) Act 1982 requires a public notification exercise to be undertaken. In addition to an advertisement required under the provisions of the Act, the Head of Economy and Development will consult with elected members, community councils, and tenants and residents' associations within the area the proposal is located.

Before a final decision to rename a street is undertaken, the Head of Economy and Development will take account of representations received. Where a proposal for renaming or renumbering is likely to have a significant effect, the Head of Economy and Development may consider seeking reimbursement of costs where appropriate.

5 Street Naming and Numbering Conventions

Property Numbering

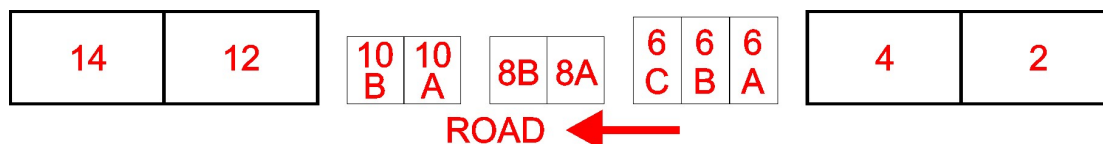
The centre of the town or village is taken as the starting point (origin) for all numbering. Numbers increase in a direction away from the origin. The general rule is odd numbers on the left-hand side of the street and even numbers on the right-hand side. For subsequent streets, numbers increase in a 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.

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.



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[#]

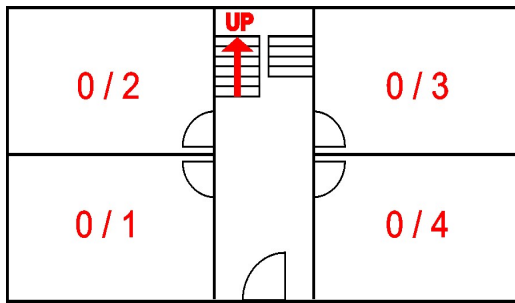
Where a property is subdivided a relevant unique number should be allocated wherever possible. If this is not possible, the numbers should be derived by adding an appropriate suffix to each one of the properties. For example, the subdivision of number 10 would result in the allocation of numbers 10A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

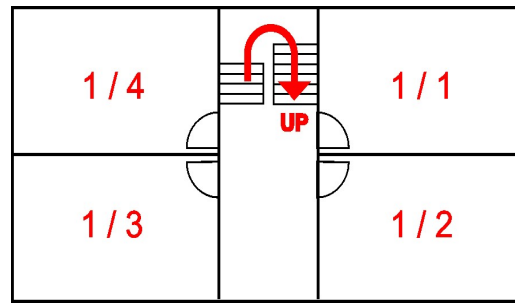
[#] Note difference for Retail/Commercial Main Door Property Sub-Division. (See section 9)

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.



Ground Floor

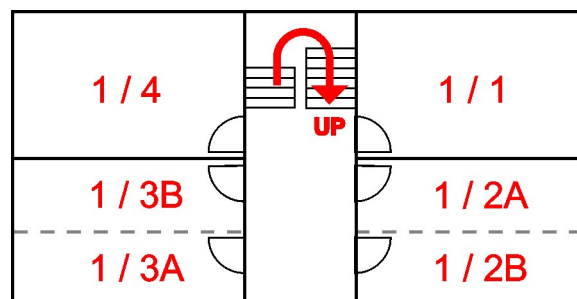


First Floor

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

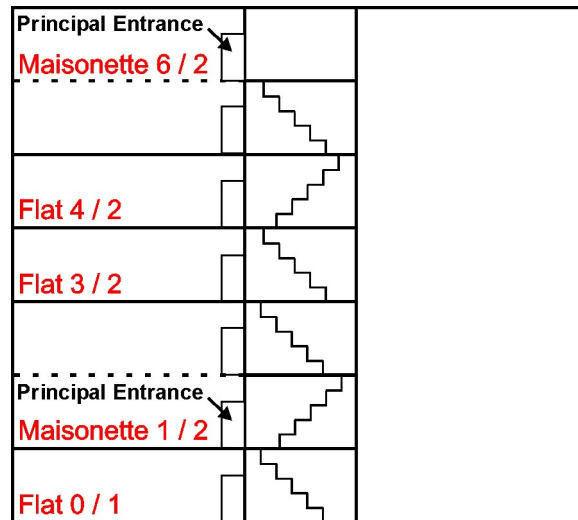
Where a flat already allocated with a flat number becomes sub divided, new flat numbers should be allocated within the confines of the established flat numbering.



First Floor Sub-division

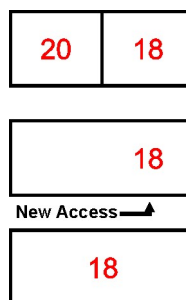
Residential Property – Maisonettes

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 subdivision of maisonettes into flats.



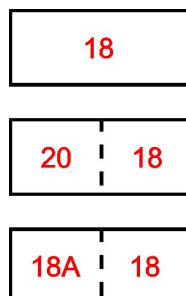
Retail / Commercial Main Door Property Conjoining

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.



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[#]** and the new occupier will have a suffixed number.

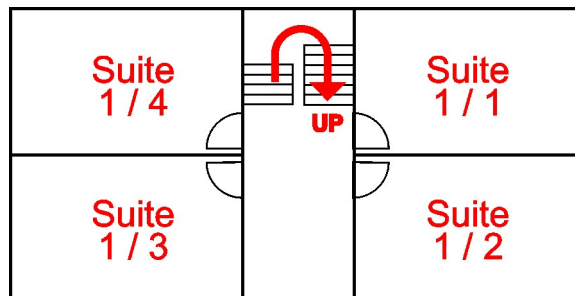


[#]Generally, the current occupier in a retail / commercial subdivision will want to retain the original number as they will have made an investment in business stationery etc. with their original address.

** Note difference for Residential Property Sub-Division.*

Retail / Commercial Sub-Property Numbering

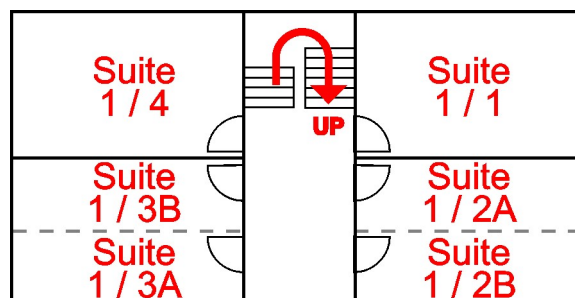
Retail / Commercial Sub-Property Numbering should follow the same convention as Residential Property Flat Numbering as set out in section 5. Substitute the word Flat with Unit / Suite as appropriate.



First Floor

Retail / Commercial Sub-Property – Sub-Division

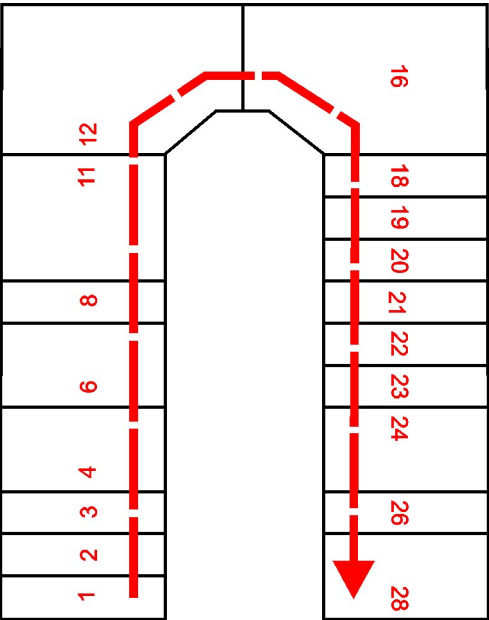
Where a retail / commercial property unit is sub divided the same convention as Residential Property Sub-divided flats should be used. (See section 6).



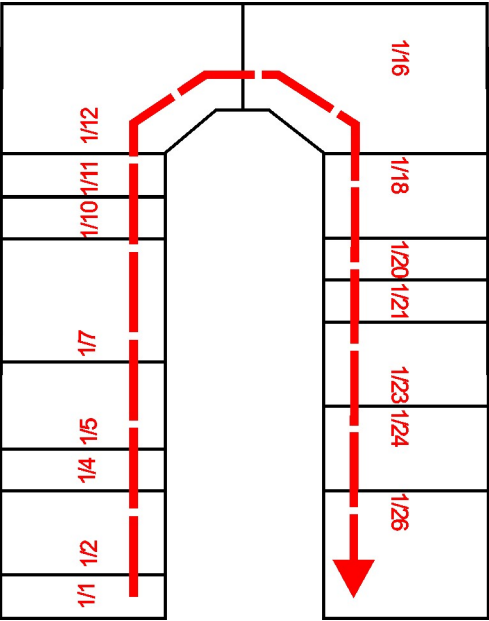
First Floor Sub-division

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 subdivision, 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.



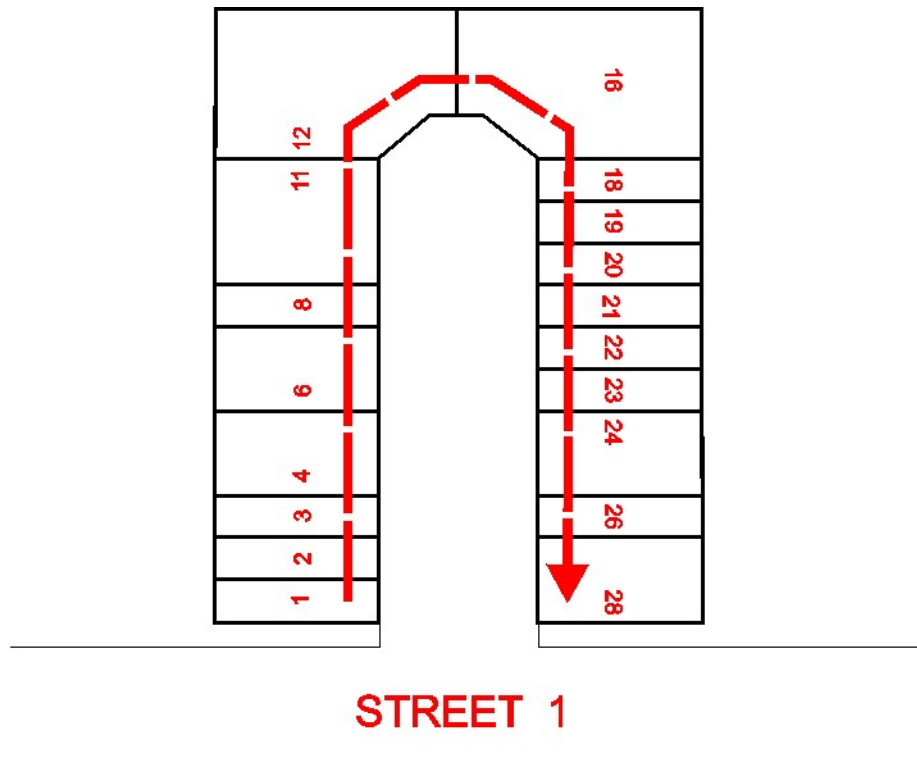
Ground Floor



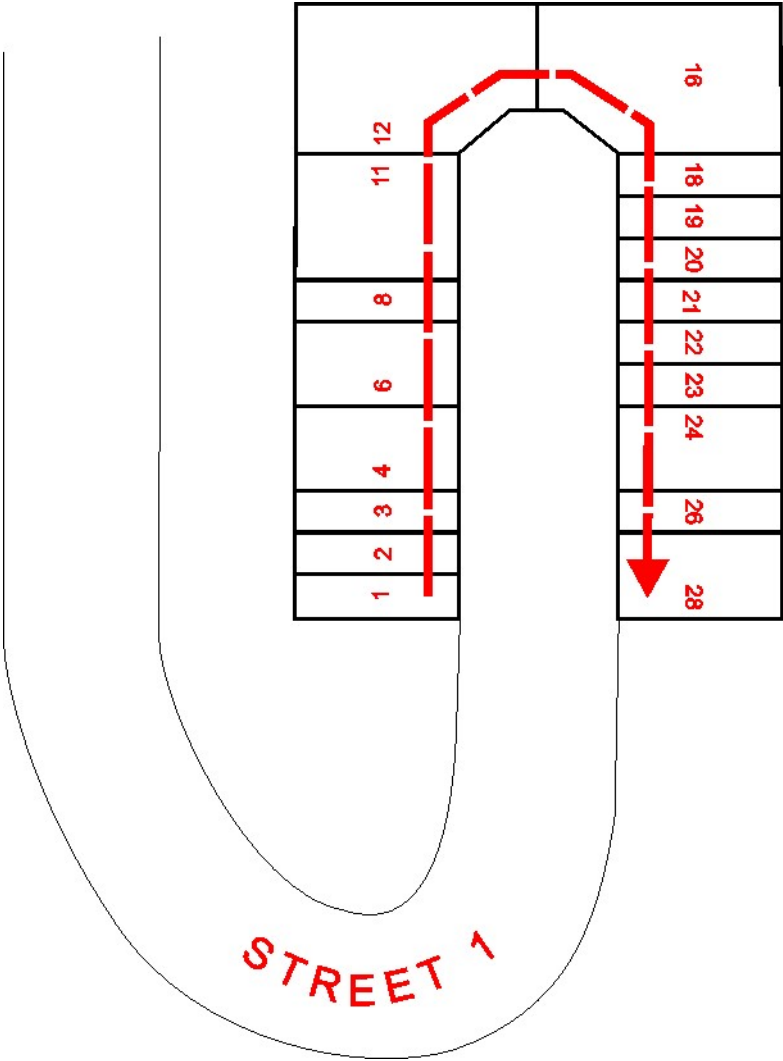
First Floor

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 to accommodate any future subdivision 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 because 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 to accommodate any future subdivision which may occur.

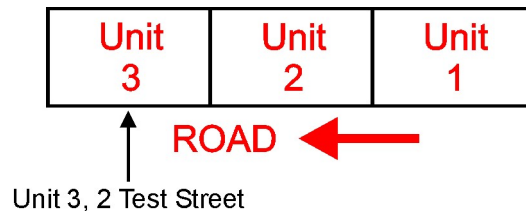


Industrial Units

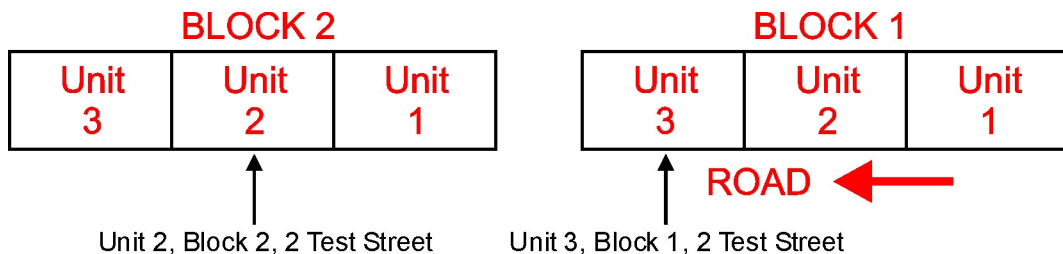
Where possible a separate number should be allocated to each individual unit.



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.

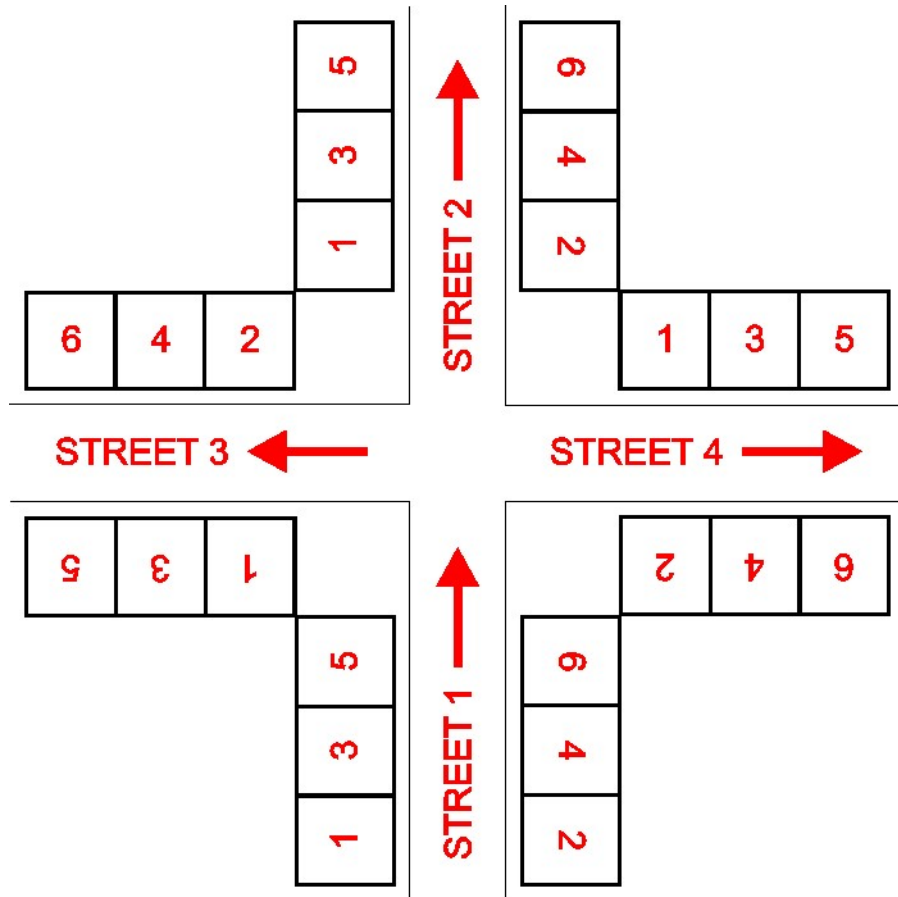


Where more than one block of units exists within the same property number a block identifier should be allocated.

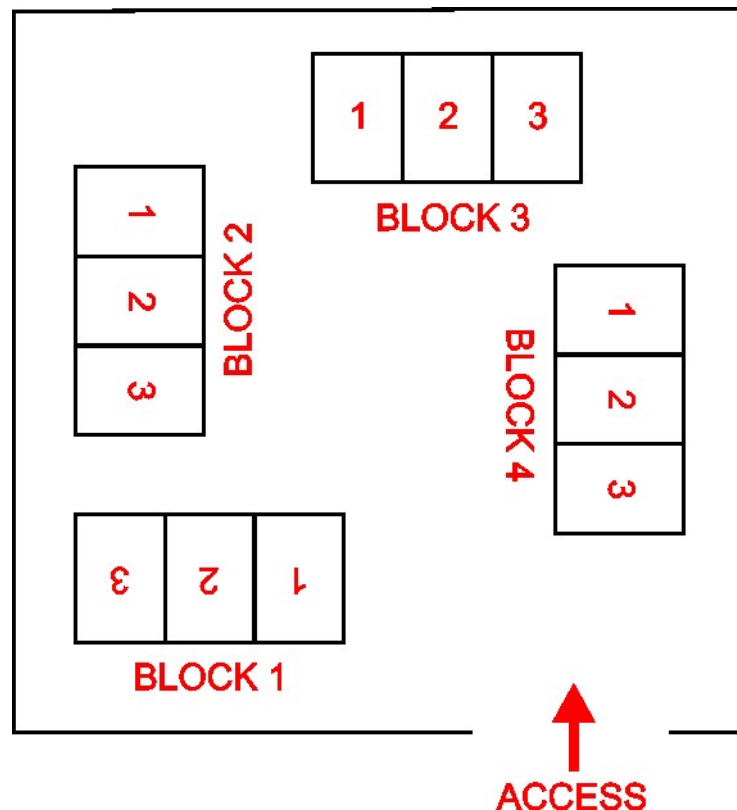


Industrial Estates

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 to accommodate any future subdivision 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 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 Street Naming and Numbering within Economy and Development so that consistency can be maintained. If there are any other queries on the above conventions and their relationship to the Corporate Address Gazetteer, please contact the Street Naming and Numbering Team using one of the following:

- **email:** addressenquiries@renfrewshire.gov.uk
- **phone:** 0300 300 0144
- **call or write to:**

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Paisley
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