

Naming and numbering policy and charges

Street naming and numbering

South Oxfordshire District Council is the Street Naming and Numbering authority for this district within Oxfordshire. It carries out these functions under the provisions of the Oxfordshire Act 1985.

The council should be contacted if:

- a developer requires addresses for a new property or properties
- a property owner wants to renumber an existing numbered property or rename an existing named property.

Why use the council to number/name your property?

The address of a property is becoming an increasingly important issue. More organisations, postal and emergency services, credit reference agencies and the general public need an efficient means of locating, referencing and authenticating properties.

The council has a statutory duty to number new houses and developments and name new streets, and will consequently provide an applicant with a dwelling number under the above act. It cannot be stressed enough how important it is for properties to be formally street named and numbered as the emergency services, statutory undertakers (gas, electricity, water and telephone companies) all locate the properties by the information we provide.

Upon receipt of an application, with the appropriate fee as set out below, we will undertake this service on your behalf. We will notify organisations of new address changes by issuing a precise location plan containing the new or changed address details. The organisations we notify include: Royal Mail, Police, Fire, Ambulance, Electoral Registration, Council Tax, Ordnance Survey and Land Registry.

Cost of the service

We will aim to process individual applications within 10 working days; however, larger numbering schemes will take longer and the applicant will be notified of this at the initial stage and be kept informed during the process.

Item	Detail	Charge
Existing properties	Change a house name or another part of the address.	£28.35
New properties	Naming and numbering 1 to 2 units	£28.35
	Naming and numbering 3 to 4 units	£42.00
	Naming and numbering 5 to 10 units	£55.65
	Naming and numbering 11 to 20 units	£69.30
	Naming and numbering 21 to 30 units	£82.95
	Naming and numbering 31 to 40 units	£96.60
	Naming and numbering 41 to 50 units	£110.25
	For every additional 10 units above 50	Add £13.65

Street Naming Policy

- It is the responsibility of the developer to provide street name plates at the locations set out by the Street Naming and Numbering Service on the street name plate location and content plan provided.
- Advice on specification will also be provided by the council.

Street Numbering Policy

- New streets will be numbered with odd numbers on the left and even numbers on the right unless it's a cul-de-sac, then it may be numbered sequentially in a clockwise direction.
- The use of numbers followed by letters may be considered for infill.
- The council's numbering scheme is final.
- Properties will be numbered in relation to the road in which their primary pedestrian access is located.

Street Naming and Numbering procedure – Information for developers

- Developers should contact the council as soon as they commence work on site.
- The developer will need to provide:

1. a pdf plan of the layout of the development showing all properties and roads on the development with plot numbers and property points of access marked on.
2. separate plans for blocks of flats with the plot numbers marked on all floor plans.
3. if desired, a list of potential street names for consideration.

What the council will do

- ask the relevant town or parish council to consider names put forward by the developer or to put forward their own street name suggestions.
- where agreement cannot be reached between the relevant town or parish council and the developer, the matter will be determined by the Ward Councillor or Group Leaders.
- where a street name or section of existing named street needs to be changed or an existing unnamed street needs to be named and agreement cannot be reached between the district council and residents affected by the change, the matter will be determined by the relevant committee.
- ask Royal Mail to confirm the new addresses and issue new post codes for all the new streets. New addresses are reserved on Royal Mail's Not Yet Built (NYB) file until the properties are ready for occupation.
- Royal Mail's confirmation and new post codes are passed onto the developer.

Contact details - Street naming and numbering

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