

<b>NAME OF COMMITTEE</b>	<b>Community Services Committee</b>
<b>DATE</b>	<b>11 March 2014</b>
<b>REPORT TITLE</b>	<b>Street Naming &amp; Numbering – Policy &amp; the Introduction of Charging</b>
<b>Report of</b>	<b>Head of Corporate Services and Assistant Elections/Member Support Officer</b>
<b>WARDS AFFECTED</b>	<b>All Wards</b>

**Summary of report:** The report proposes a formal Street Naming & Numbering Policy for West Devon and the introduction of charges for the discretionary element of the service.

**Financial implications:**

There are no direct financial costs arising from this report.

Currently, the Street Naming & Numbering service is provided free of charge. However, if charges were levied for changes to house names, changes to street names and new developments, it is estimated that the Council could raise income on average in the region of £7,500 per annum (figure based on the past three years – see table in 2.2 of this report).

**RECOMMENDATIONS:**

That the Committee **RECOMMENDS** that Council:

1. Adopts sections 64 and 65 of the Town Improvement Clauses Act 1847 (in relation to numbering only);
2. Approves the West Devon Street Naming & Numbering policy (as attached at Appendix A); and.
3. Agree to the introduction of charging for the discretionary element of the Street Naming & Numbering service, ie: -
  - i) £21 per property for changes to house names;
  - ii) £37 per property for changes to street names;
  - iii) £36 per property for new developments (notification process only)
  - iv) That these charges are reviewed annually

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## 1. BACKGROUND

- 1.1 In West Devon the Street Naming and Numbering service is currently provided to developers and the public free of charge. However, many Devon authorities now charge for various elements of the service, including South Hams District Council, and it has been suggested that it is an area that officers should investigate with regard to raising income. A table of the charges made by other Devon Authorities is set out in Appendix B.
- 1.2 A formal Policy has been drawn up to cover the implementation of these charges as well as setting out the procedures for the street naming and numbering function, and is attached at Appendix A.

## 2. ISSUES FOR CONSIDERATION

- 2.1 As part of the shared services programme, it was considered expedient to ensure that the policy and charging system for Street Naming & Numbering in West Devon was in line with that of South Hams, as the work involved is largely the same in both authorities.
- 2.2 To give Members an idea of the potential income that could be raised by introducing charging, the following table highlights the approximate number of Street Naming and Numbering requests dealt with by West Devon in the last three years: -

	2010/2011	2011/2012	2012/2013	Suggested Charge
<b>House Name Changes</b>	36	30	29	£21.00 per property
<b>Street Name Changes</b>	0	0	0	£37.00 per property
<b>New Developments (two or more properties)</b>	140	55	382	£36.00 per property
<b>TOTAL POTENTIAL INCOME</b>	£5,796	£2,610	£14,361	

- 2.3 It is worth noting that the potential income generated is largely dependent on the number of requests received from developers building new properties. In 2012/2013, for example, a request was received to 'name and number' a large new development in Okehampton which consisted of 297 properties.
- 2.4 The Council can only legally charge (on a cost recovery basis) for the discretionary part of the service; it cannot charge for a service it is obliged to provide under statute.
- With regard to new developments, the charge is for the notification of the addresses to departments/agencies on behalf of the developer, not the actual naming and numbering process which is a statutory function of the Council.
- 2.5 With regard to House Name Changes, this will include where people wish to give their property a name although the house already has a number. This is known

as an 'alias' name as it is not permitted to drop a number from an address once allocated.

2.6 The above table shows that we have not received any requests to change a street name (or name an unnamed street) within the past three years. This would only be considered as a last resort if all other avenues to alleviate address difficulties had been explored.

2.7 It is proposed that, if charges were introduced, they should be reviewed annually.

### **3. LEGAL IMPLICATIONS**

3.1 West Devon Borough Council has adopted provisions of the Public Health Act 1925 in relation to Street Naming & Numbering (Minute No. 65(a) 1975/76). Under section 17 of the Act, a person proposing to name an un-named street must give notice of it to the local authority which has the right to object to the name.

3.2 It is not evident that the Council adopted sections 64 and 65 of the Town Improvement Clauses Act 1847; therefore in order to allow recovery of costs (in relation to numbering of houses) the recommendation is to formally adopt these provisions. The date on which the adoption takes effect is one month after the Council formally adopts the provisions.

3.3 The Council is also required to publish a Notice of its intentions to adopt sections 64 and 65 of the Town Improvement Clauses Act 1847 in a local paper for two consecutive weeks and notify all parish councils and parish meetings. This has been done and no correspondence was received in connection with the Notice.

3.2 Until 2003, this service had to be provided free of charge. However, under Section 93 of the Local Government Act 2003 local authorities were given the power to introduce charges for discretionary services where there was no power to charge provided that "taking one financial year with another, the income from charges ..... does not exceed the costs of provision" (S.93.3). Therefore, the Council is not entitled to make money by charging for this service but is entitled to cover its costs.

### **4. FINANCIAL IMPLICATIONS**

4.1 There are no direct financial costs arising from this report, save those for the publication of the Notice in the local paper of £183.60 + vat.

4.2 If the charges are agreed, it will mean additional income for the Council in the region of £7,500 per annum on average.

4.3 Charges are based on the following: -

	House Name Change	Street Name Change	New Development
Average time taken (hours)	1.20	2.12	2.08
Cost at £17.40/hour*	£20.85	£36.90	£36.20
Rounded	<b>£21.00</b>	<b>£37.00</b>	<b>£36.00</b>

\*Based on gross hourly rate of main post holder plus overheads (costs recovery basis only)

## 5. RISK MANAGEMENT

5.1 The Risk Management implications are shown at the end of this report in the Strategic Risks Template.

## 6. OTHER CONSIDERATIONS

<b>Corporate priorities engaged:</b>	Community Life & Economy
<b>Statutory powers:</b>	Sections 17 & 19 of the Public Health Act 1925 64 and 65 of the Town Improvement Clauses Act 1847 Section 93 of the Local Government Act 2003
<b>Considerations of equality and human rights:</b>	Adopting a formal Street Naming & Numbering policy will ensure that all requests to use the service will be treated fairly and without discrimination. There will be no impact on any human right.
<b>Biodiversity considerations:</b>	Not applicable
<b>Sustainability considerations:</b>	Not applicable
<b>Crime and disorder implications:</b>	Not applicable
<b>Background papers:</b>	South Hams Street Naming & Numbering Policy, South Hams Executive Report – Proposal to Charge for Street Naming and Numbering Services – 8 October 2009 Communities of Practice for Public Services – online forum for Street Naming & Numbering Officers
<b>Appendices attached:</b>	Appendix A = West Devon Borough Council's Draft Street Naming and Numbering Policy and Procedure Appendix B = Devon Authorities Charges for Street Naming & Numbering

## STRATEGIC RISKS TEMPLATE

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
1	No formal Street Naming & Numbering Policy	Without a formal policy, the Council would have less control over the appropriate creation of new addresses and changes of property names	3	2	6	↔	By following the procedures in a formal Street Naming & Numbering policy the Council will be able to provide an efficient service which informs the Local Land and Property Gazetteer of new addresses and address changes within the Borough	Street Naming & Numbering Officer
2	Street Naming & Numbering income generation	Requests to the Street Naming & Numbering service cannot be guaranteed and often depends on the rate of development in the Borough	2	3	6	↔	It is not possible to control the amount of requests received for the service. Therefore, it is not possible to control the amount of income generated if charges were introduced	Street Naming & Numbering Officer