



**West Devon  
Borough  
Council**

# **Street Naming and Numbering Policy and Procedure**

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## **West Devon Borough Council Street Naming and Numbering Policy Document**

The naming and numbering of streets and buildings within West Devon is a Statutory function of West Devon Borough Council (the Council) and is covered by Sections 17 and 19 of the Public Health Act 1925 (which was formally adopted by the Council (Minute No. 65(a) 1975/76)) and Sections 64 and 65 of the Town Improvement Clauses Act 1847 in relation to numbering only (which was formally adopted by the Council (**Minute No. to be confirmed**)). Decisions on these matters are made and controlled by the Council.

The purpose of this control is to make sure that any new street names and numbers are allocated logically with a view to ensuring, amongst other things, the effective delivery of mail and that emergency service vehicles are able to locate any address to which they may be summoned.

**Anyone wishing to change the name or number of their property, seeking an address for a new property or wishing to change the name of an existing street, should apply in writing to the Council following the procedures detailed in this policy.**

As far as street naming proposals are concerned, the Council encourages developers or owners to propose their own preferred names for consideration. However, it is recommended that more than one suggestion for a new name should be put forward, just in case one fails to meet the Council's criteria outlined in this policy. It is desirable that any suggested road names should have some connection with the area.

If proposals comply with the Policy on Street Naming and Numbering and, for street names, do not meet with an objection from the appropriate Town/Parish Council or the Royal Mail Address Management Centre, the new address will be formally allocated and all relevant bodies will be notified by the Council. See Appendix A for a list of those informed.

To aid emergency services the Council will endeavour to ensure that, where appropriate, if a street name has street signs relating to that name, all properties accessed off it will be officially addressed to include that street name and also where appropriate, all new properties will be numbered.

## **Statutory Context**

### **Town Improvement Clauses Act 1847 Section 64**

The Council will cause to be put up, or have painted, the numbers to properties as we think fit.

### **Town Improvement Clauses Act 1847 Section 65**

The Occupiers of houses and other buildings in streets must mark them with such numbers as the Council approve, and they **must** renew them whenever the Council thinks it reasonably necessary.

### **Public Health Act 1925 Section 17**

Provides for the Council to be informed of proposed street names by any person naming a street, with the power to object to a street name within one month.

### **Public Health Act 1925 Section 19**

The Council will cause to paint or mark up the name of a street and alter or renew such inscription of the name of any street if and when the name of the street is altered or the inscription becomes illegible.

Provides for the Council to penalise any person who pulls down any inscription of the name of a street or sets up a different name of a street.

### **Local Government Act 2003**

Local Authorities have the power to charge for discretionary services where there is no other power to charge provided that the charge does not exceed the cost of providing the service.

## Naming Streets and Numbering Dwellings

The Council has a responsibility to ensure that street names are named and displayed. Should any person destroy, deface or put up another name or number other than the official street name or number, then that person shall be liable to a fine under the provision of Section 19 of the Public Health Act 1925.

The Council will name and number streets and dwellings in line with the Local Land and Property Gazetteer (LLPG) and Street Naming and Numbering (SNN) data entry conventions for the National Land and Property Gazetteer (NLPG). Following these conventions ensures our practices are compliant with the British Standard BS7666:2006

Ensuring the Council has a comprehensive Street Naming and Numbering Policy that complies with BS7666:2006 is important to ensure:-

- Emergency Services can find a property quickly – delays cost lives and money
- Mail is delivered efficiently
- Visitors can easily find where they want to go
- There is a reliable delivery of services and products
- Service providers have up to date and accurate records; poor record keeping is only a disadvantage to the customer
- The Council will bill the right person, in the right property, at the right time for Council Tax and National Non-Domestic Rates (NNDR)

Property developers suggest names for new streets. These will be received by the Council and checked against the criteria, then forwarded to the Town/Parish Council as appropriate for consideration. The Town/Parish Council will consider the name and may approve it or suggest another name. If another name is suggested then the Council will forward this suggestion to the developer for consideration. Once both parties are in agreement the Council will officially allocate the street name.

In cases where both parties cannot agree on a street name, the decision will be made under delegated authority by the Head of Service.

All costs for the erection of street nameplates will be borne by the property developer. There are Street Nameplate Specifications and Installation Guidelines available (please see Appendix C) and the Council will inform the developer of this.

Maintenance of street nameplates becomes the Council's responsibility once a street has been adopted.

It is not lawful to erect a street nameplate until the street name has been confirmed in writing by the Council.

## Criteria for Naming Streets

The Street Naming and Numbering (SNN) Officer will use these guidelines when agreeing a new number or address. Developers and Town/Parish Councils should follow these guidelines for any suggested street names: -

- New street names should try to avoid duplicating any similar name already in use in a town/village or in the same postcode area. A variation in the terminal words, for example, 'street', 'road', 'avenue' will not be accepted as sufficient reason to duplicate a name. A common request is to repeat existing names in a new road or building titles. This is not allowed as it can have a detrimental effect in an emergency.
- Street names should, where possible, reflect the history or geography of the site or area.
- Street names should not be difficult to pronounce or awkward to spell.
- Street names must not cause offence and will be verified by the Street Naming and Numbering Officer to ensure that they do not cause offence, having particular regard to race, disability, gender, age, faith & belief and sexual orientation.
- Street names that could be construed as advertising will not be allowed.
- The use of North, East, South or West is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicular access between the two.
- Phonetically similar names within a postal area should be avoided.
- The use of a name that relates to a living or deceased person should be avoided.

**All new street names should ideally end with one of the following suffixes:-**

Street, Road, Avenue, Drive, Way, Grove, Lane, Gardens, Place, Crescent, Court, Close, Square, Hill, Circus, Vale, Rise, Row, Wharf, Mews.

**All new pedestrian ways should ideally end with one of the following suffixes:-**

Walk, Path, Way.

**Further notes:-**

For private houses it is sufficient that the name should not repeat the name of the road or that of any house or building in the same postcode area: see **Procedure for Address Changes** below.

## **Criteria for assigning a new Postal Address**

After receiving a request for an address for a property/properties, which currently do not have an address, the Council will first check for approved planning permission or building control approval. If this has been granted then the procedure to create a new address will commence. The Council will not address properties without the relevant planning permissions and will only address properties once the foundations have been laid on site. The reason for this is to ensure the numbering sequence of any street is not compromised and addresses are not created in error.

Issuing an address to properties without planning permission will have no bearing on planning matters or be capable of being used in support of any planning appeal. The Council will still add the property to the Local Land and Property Gazetteer (LLPG) and Council Tax or NNDR will be payable

### **Agricultural Land**

Agricultural land parcels will be added to the Council's LLPG. They will be flagged as non-postal addresses. This is to assist emergency response and create a unique record for future use.

The Council will only request an official address from Royal Mail where there is an operational requirement to do so or the Council believes the property is being used for permanent residency. Such addresses will have to meet Royal Mail's requirements for secure delivery points.

The Street Naming and Numbering Officer will inform our Enforcement Section about any believed change of use of the land.

## Postal Address Format

For clarification, official postal addresses always take the following format:-

<b>Any Ltd</b>	Company or Organisation Name (if applicable)
<b>123 Any Street</b>	Postal Number/Name of Street
<b>Anywhere</b>	Locality (if applicable)
<b>ANYTOWN</b>	POST TOWN
<b>Devon</b>	County
<b>PL00 0AA</b>	Postcode

When an approved address is agreed by all parties, Royal Mail will confirm a postcode. The maintenance and any future changes to this postcode are the responsibility of the Royal Mail.

Localities within an official postal address are the responsibility of Royal Mail. Where applicants object to a locality name in their address, the Street Naming & Numbering Officer will advise them to consult Royal Mail, who has a procedure laid down in their Code of Practice by the Postal Services Commission for adding or amending locality details.

However, the applicants will be reminded that postal addresses are not geographically accurate descriptions, but routing instructions for Royal Mail staff and they can and do contain names for villages, towns and cities that may be several miles away from the actual location of their property.

For further information about addresses, you are advised to read the Royal Mail's guidance, which can be found on their website: [www.royalmail.com](http://www.royalmail.com).



## Guidelines for Numbering Buildings

A new street should be numbered with the odd numbers on the left and the even numbers on the right from the entrance of the street.

In the case of a small cul-de-sac, consecutive numbering in a clockwise direction is preferred.

Private garages and similar buildings used for housing cars, etc, should not be numbered.

All numbers should be used in the proper sequence. The number 13 will be included unless a request is made to exclude it. Once numbered, the Council will not normally re-number properties. A property will only be renumbered where there is proof of consistent delivery problems.

Where an existing street or similar is to be extended, it would be appropriate to continue to use the same street name. This will include the continuation of the street numbering.

Buildings (including those on corner plots) will be numbered (or named) according to the street in which the main entrance is to be found.

If a building has entrances in more than one street, is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats.

In residential buildings (i.e. a block of flats), it is acceptable to give a postal number to each dwelling where the block is up to six storeys in height. When the block exceeds this height or there are insufficient numbers available because of existing development, it should be given a name and numbered separately internally. Such building names will be put through the same criteria for issuing house names.

Where a property is sub-divided, ie. in the case of flats and apartments, individual properties should always be numbered or suffixed with a letter rather than described (i.e. Flat 1 or Flat A used rather than First Floor Flat). Where numbered properties are sub-divided, it is preferred that individual units retain the number of the 'parent' property (i.e. Flat 1, 36 High Street).

Royal Mail will only register properties which have their own entrance and/or their own secure letter box. Sometimes this can cause problems as people think their address/flat should be registered. If mail for a building is delivered to a single letter box, and occupants then collect their own mail, Royal Mail class this as a 'building in multiple occupation' and will only register the parent building and not individual flat numbering schemes within the building.

Legislation permits the use of numbers followed by letters. These will be suitable, for example, when one large house in a road is demolished and replaced by (say) four new smaller houses. To include the new houses in the existing numbered sequence of the road would involve renumbering all the higher numbered houses on the side of the road affected by the proposal. This is something that the Council would be

very reluctant to do. To avoid this situation, the new houses should be given the number of the old house with A, B, C or D added (i.e. 21A, 21B, 21C, 21D).

Where new houses are built in an existing road, where properties are named rather than numbered, it is essential that the houses be officially allocated names. The name should not repeat the name of the road or that of any house or building in the area. It should also be sufficiently different to other property names used locally. This situation normally applies on roads where there has been no formal property numbering scheme.

New properties in streets where the existing properties are numbered will be allocated a new number. Individual properties are generally built on infill land, large gardens, or on the site of previously demolished properties. These will be numbered within the existing sequence if possible and letter suffixes (e.g. 16A) will be used if necessary. Where building takes place on the site of a demolished property, the new building will inherit the existing number.

Where two or more properties on a numbered street are merged, the numbers of the original properties should normally be retained. For example, 4 and 6 Fore Street being combined would become 4-6 Fore Street. There are, however, instances where it may be considered appropriate to use a single number. Each case will be considered on its own merits.

Where a property has a number, it must be used and displayed. Where an application is made to add a name to a property with a number, the number must always be included. The number cannot be removed from the official postal address and it cannot be regarded as an alternative. This applies to both domestic and commercial property.

The Council will not normally register company/business names as part of an address unless the company name is the only way uniquely to identify the property in question.

The Council is not responsible for the erection or maintenance of nameplates on buildings or for directional signs to individual properties or groups of houses (these are the responsibility of the owner(s)). The Council is also not responsible for traffic or highway directional signs – this is the responsibility of Devon County Council, County Hall, Topsham Road, Exeter, EX2 4QD. Telephone 0845 155 1004. Email [customer@devon.gov.uk](mailto:customer@devon.gov.uk).

## Procedure for New Developments

The property developer should not give any postal addresses, including postcode, to potential occupiers, either directly or indirectly (e.g. via solicitors or estate agents) before the Council has issued formal approval. The Council will not be liable for any costs or damages caused by failure to comply with this.

Developers should always apply directly to the Council at the earliest opportunity for new postal addresses, i.e. as soon as development starts on site.

### For Roadways to be adopted by the Highway Authority

To register new development addresses developers should apply in writing by sending in a covering letter/email or completing the 'Allocation of Official Postal Address' form (Appendix B), setting out the full details of the proposal. A development is considered to be two or more dwellings or properties.

**As from (to be confirmed), all applications must be accompanied by the fee of £36.00 per property.**

All proposals must also be accompanied by a site location plan - this should be at a minimum scale of 1:2500 and should contain sufficient detail to accurately locate properties. The confirmed layout drawing showing the road layout, plot numbers and any suggested house numbers (or names) is the most appropriate plan (for convenience a maximum size of A3 is preferred). For developments that include flats, internal layout plans are also required.

The applicant or developer may suggest a possible name or names for any new street(s). Several suggestions for names can be made in case the Council, Royal Mail or the Town/Parish Council object.

The proposed street names are then passed to the relevant Town/Parish Council for approval. Town/Parish Councils can at this stage suggest their own names that conform to our Policy.

Town/Parish Councils will contact us once the members have considered any proposal and within 21 days from the date of consultation. If the Town/Parish Council objects to the proposal, with a valid reason, the Council will consult with the developer. Where the developer and the Town/Parish Council cannot agree, final approval of street names is made under delegated authority by the Head of Service.

The developer will cover the initial costs of street nameplates and ensure they adhere to West Devon Borough Council's specification and installation guidelines (Appendix C). Normal street sign practice is to erect one sign at the entrance to a street; however, two signs may be more appropriate where there is access to a busy street, or where visibility is restricted. Where appropriate, additional information regarding access to other streets may also be added e.g. 'Leading to ...'. Each case will be considered on its merits and road safety should be a primary consideration.

The Council will cover maintenance costs after the street nameplate has been erected in accordance with the installation guidelines (Appendix C) and appropriate specification. On occasions, street nameplates may become damaged or defaced and will require replacement. Anyone needing to report a problem with a street nameplate should contact Environmental Services, West Devon Borough Council, Kilworthy Park, Tavistock, Devon, PL19 0BZ, telephone 01822 813600 or email [services@westdevon.gov.uk](mailto:services@westdevon.gov.uk)

Numbering of the new street(s) will be carried out following guidelines within this policy. All properties on newly named streets will be allocated numbers. All new properties on existing streets will be numbered if possible unless existing properties on that street all have official dwelling names and no numbers, or it is an infill development.

Where the development is an infill development on an existing street the Council will number the properties wherever possible, and suffix the number with a letter as appropriate in order to accurately define the location of the property on the street.

Where the street does not have an existing numbering scheme, the developer should suggest property names. The property name must comply with the guidance set out in this policy.

When numbering and naming is complete the Council will contact the Royal Mail who will allocate the postcode to the address, and add the property to their 'not yet built' file.

Once the Royal Mail has allocated the postcode, the Council will write to the developer with official confirmation of the full postal address. Information will also be given regarding whom to contact within the Council for advice on the erection of street nameplates and specification details.

The Council will notify users who have requested address change information and supply a plan indicating the location of all the properties. A list of those notified is shown in Appendix A.

Where developers have not applied for an address and occupation of the property has taken place, the Council will endeavour to contact the owner or developer and ask for an official application to be submitted to us. If an application is not received within four weeks of the Council contacting them, the Council will allocate an address. If, at a later stage, the owner wishes to change the property name they will have to follow the official procedure to make the change and a charge will be made.

### **For Roadways NOT to be adopted by the Highway Authority**

The above procedures apply but the Council will not consult with the Town/Parish Council on behalf of the developer, the Council will ask the developer to consult with the Town/Parish Council directly as a matter of courtesy before submitting a proposed street name to the Council.

## Procedure for Changing or Adding a Property Name

To change the name of a property, or add an official 'alias name' to a property, the procedure below must be followed. The Royal Mail does not accept name changes from anyone other than a Local Authority.

To request a change to a property name the owner must complete the relevant application form, supply a location plan and pay the appropriate fee.

**To make an application the owner of the property must complete the 'Allocation of Official Postal Address' application form (Appendix B).**

The application can be submitted by the following methods:

By Post – Please send the application form, cheque and a plan to the Street Naming and Numbering Officer, West Devon Borough Council, Kilworthy Park, Tavistock, Devon, PL19 0BZ

By Email – Please send the application form and plan to [HouseNamingWD@westdevon.gov.uk](mailto:HouseNamingWD@westdevon.gov.uk), and supply contact details in order for a payment to be made using our debit/credit card system.

**Requests can only be accepted from the owners of properties and not tenants.**

**All applications must be accompanied by a site location plan - this should be at a minimum scale of 1:2500 and should contain sufficient detail to accurately locate the property.**

**As from (to be confirmed), all applications must be accompanied by the fee of £21.00 per property.**

The Council cannot formally change a property name where the property is in the process of being purchased, ie until exchange of contracts has been completed, although the Council can give guidance on the acceptability of a chosen name change, in principal, before exchange of contracts.

A check is made by the Council to ensure there are no other properties in the locality with the same name. Under no circumstances will the Council allow a replicated house name in the same postal area; the Street Naming & Numbering Officer can refuse such names. The Council also strongly recommends against using similar sounding names, although these requests will not normally be refused. The Royal Mail cannot guarantee mail delivery if the Council's advice is ignored.

Under no circumstances will the Council allow a name that is offensive, or can be construed as offensive.

If the property already has a house number, it is not permitted to replace the number with a name. However the Council will allow you to add an 'alias name' to the address. The name will be held by the Royal Mail on their 'alias file' and will not form part of the official address. The alias name can only be used with the property number, not as a replacement of it.

Once all the checks have been satisfactorily completed, and the necessary fees received, the Council will change the name of the property and advise the relevant parties detailed on Appendix A.

The Council will then confirm the new official postal address in writing to the owner of the property.

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## **Procedure to Rename an Existing Street, Renumber Properties or Name a Street that was previously Un-named**

Town/Parish Councils may from time to time request that the Council rename an existing street or name a street that was previously un-named. Town/Parish Councils can only make such a request if they can demonstrate that the owners/residents of all affected properties have been consulted and at least two-thirds are in agreement to the change.

Applications can also be received by the Council direct from the residents but it is considered a courtesy to liaise with the Town/Parish Council before submitting an application to the Council.

**To make an application a covering letter, setting out the full details of the proposal including signatures of the residents affected, should be sent to the Street Naming and Numbering Officer.**

**All proposals must be accompanied by a site location plan indicating the full length of the street to be named.**

**As from (to be confirmed), all applications must be accompanied by the fee of £37.00 per property**

If the proposal is approved a Notice will be erected on site and lodged with the Clerk to the Justices for one month whereby objections to the proposal can be received. After consideration a decision will be made on whether to approve the proposal by the Resources Committee.

Once approved the Council will confirm the new street name is acceptable with the Royal Mail. The Royal Mail may issue a new postcode for the street.

The Council will advise the residents/owners of their new official postal address as well as those Authorities detailed on Appendix A.

All costs associated with a change of address will be met by the owners/residents themselves.

All costs associated with providing and erecting street nameplates, except in exceptional circumstances, will be met by the residents/owners of the street or the Town/Parish Council as appropriate. Once erected the Council will maintain the street nameplate.

Sometimes, the Council may decide that in order to improve the delivery of mail, and the routing of emergency services, a street needs to be re-named, or re-numbered. The Council will only do this after consultation with the owners of the affected properties and will always give one month's notice in writing as detailed above. In these circumstances all costs associated with providing and erecting street nameplates will be met by the Council.

The Royal Mail may also approach the Council where they believe there is an operational necessity to make changes to addresses. The Council will only make

such changes where it believes there is a need, and after consultation with the residents/owners of the properties affected.

Any appeals should, in the first instance, be made to the Street Naming and Numbering Officer at the Council. If this is not satisfactorily dealt with, appeals should be directed through the formal complaints procedure. Details are available on the Council's website.

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## Charging for Street Naming and Numbering Service

The Council will charge for the Street Naming and Numbering process as specified below

Under Section 93 of the Local Government Act 2003, Local Authorities have the power to charge where they provide a service if they are authorised, but not required, to provide the service. The charge must not exceed the cost of providing the service.

For Street Naming and Numbering these charges, from (to be confirmed), are:-

- (1) £21.00 per property for changes to house names;
- (2) £37.00 per property for changes to street names;
- (3) £36.00 per property for naming new developments (for the notification process).

These charges have to be paid prior to any changes being made.

Changes made without contacting the Council will not be registered with services and organisations listed in Appendix A. These organisations will not be informed until payment is received. The Council cannot be held liable for mail delivery problems caused by failure to inform it of house name changes.

These charges will be reviewed on an annual basis.

The Council is keen to ensure all new developments are postally named and numbered correctly.

**Internal Departments**

Council Tax/National Non-Domestic Rates Department

Electoral Registration Department

Environmental Services Department

LLPG Custodian

Land Charges Department

Development Management Department (Planning)

**External Departments**

British Gas

BT Openreach

Devon and Cornwall Police

Devon County Council Highways Department

Devon County Council Land Charges Department

Devon & Somerset Fire and Rescue

Focsa Services Ltd

Geographer's A-Z Map Company

Plymouth & District Land Registry

Royal Mail Address Development Team and local sorting offices (x3)

South West Water

South Western Ambulance Service

Valuation Office

Wales & West Utilities

Western Power

## ALLOCATION OF OFFICIAL POSTAL ADDRESS

*The allocation of an official postal address is the responsibility of the Local Authority and **NOT** Royal Mail. Therefore, please complete this form and return to West Devon Borough Council (WDBC) with the appropriate payment (please see overleaf for a list of charges).*

### **NEW DEVELOPMENTS**

It is advisable that developers contact the Street Naming & Numbering Officer at an early stage with their suggested development name. For further advice and information please phone 01822 813525.

### **NEW BUILDING (Residential or Business)**

This can be a new build or a property conversion. All new properties **will** require an official postal address registered through WDBC.

### **CHANGE OF HOUSE NAME**

If the property does not have a postal number, (i.e. a house name only) the name change will need to be registered officially through WDBC. If the property has a postal number, this must be retained - however, you can incorporate an 'alias name' into the address if you wish.

Once an official postal address is confirmed, the emergency services and relevant departments are notified. You will need to notify all personal correspondence i.e. Banks, Building Societies and utility companies.

## **STREET NAMING AND NUMBERING – REGISTRATION OF OFFICIAL POSTAL ADDRESS**

### **Applicants details (Address to which correspondence will be sent)**

Name:	
Address:	
Daytime telephone number:	Email Address:

### **New Building/Development**

Address of development:
Planning Application No: <b>(Please attach a copy of an approved plan of the site)</b>
Proposed Address:
Anticipated occupation date:

### **Change of House Name**

Note: When a property has a postal number, you do not need to register a property name

Address:
Post Code:
Existing House Name:
Proposed House Name:

I confirm that I am the current legal owner of the above property/development, or that I have exchanged contracts and are due to complete on:     /     /

**Signed:**

**Date:**

(Appendix B)



**West Devon  
Borough  
Council**

**Please return the completed form to the Street Naming & Numbering Department at:-  
West Devon Borough Council, Kilworthy Park, Tavistock PL19 0BZ**

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Under Section 93 of the Local Government Act 2003, Local Authorities have the power to charge where they provide a service if they are authorised, but not required, to provide the service. The charge must not exceed the cost of providing the service.

For Street Naming and Numbering these charges, from (to be confirmed), are:-

- (1) £21.00 per property for changes to house names;
- (2) £37.00 per property for changes to street names;
- (3) £36.00 per property for naming new developments (for the notification process).

These charges have to be paid prior to any changes being made.

Changes made without contacting the Council will not be registered with internal and external services and organisations (please contact West Devon Borough Council's Street Naming & Numbering Department for a list of those notified). These organisations will not be informed until payment is received.

The Council cannot be held liable for mail delivery problems caused by failure to inform it of house name changes.

These charges will be reviewed on an annual basis.

**SPECIFICATION & INSTALLATION GUIDELINES FOR NEW STREET  
NAMEPLATES**

The signs provided by the developers are to be constructed and installed as follows. The post footing must be concreted in position, using a minimum cube of concrete measuring 400 x 400 x 400mm.

**Posts and sign board**

Posts to be 80mm by 80mm solid Plaswood recycled plastic in black, slotted to receive plank also in black Plaswood 30mm x 200mm x length.

Plank to be fixed to posts by two substantial capped bolts through the post at each end.

**Sign face**

Sign face to be made of anti-vandal polycarbonate attached to backing plank by adhesive and also a metal capping channel top and bottom, fixed to plank at five points top and bottom, as well as slotted into posts, and finished in black gloss.

Background to be non-reflective, non-glare, plain white.

Main lettering to be 100mm high, upper case, Times Roman (slightly laterally condensed) in black (or similar style to allow longer names to be fitted onto single depth board).

Subsidiary lettering above main street name to read "Borough of West Devon" in lower case letters, 30mm and 20mm high, in mid green.

Sign face to be edged in black, 12mm wide.

The signs must incorporate the following, where applicable:-

‘NO THROUGH ROAD’ symbol (Diagram 816. 1 of the Traffic Signs and General Directions - 1994).

‘LEADING TO.....’

Information relating to house numbers

If in doubt, please contact Theresa Fowles, Environment Services, Kilworthy Park, Tavistock, Devon, PL19 0BZ.

01822 813738

[tfowles@westdevon.gov.uk](mailto:tfowles@westdevon.gov.uk)

The signs are available from: -

Nibra Signs Limited

Unit 7

Duckmoor Road Industrial Estate

Duckmoor Road

Ashton

Bristol

BS3 2BJ

Telephone: - 0117 963 8531

NB: Signs from any other manufacturers will only be accepted and certified as correct if they equal or exceed the Councils standard specification.

**Further recommendations for installation (Extract from Dept' of Transport Circular Roads 3/93. 15 Dec 1993, Appendix 'A')**

- 1 Street nameplates should be fixed as near as possible to street corners, so as to be easily readable by drivers and pedestrians. The nameplate should normally be sited within 3 metres of the intersection of the kerb lines, but where this is not practicable, the distance may be varied up to a maximum of 6 metres.
- 2 Street nameplates should be mounted, so that the lower edge of the plate is approximately 1 metre above the ground, at sites where they are unlikely to be obscured by pedestrians or vehicles and approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
- 3 Nameplates should normally be fixed at each street corner. At minor cross roads, particularly in residential areas, one plate on each side of the street, positioned on the off side of traffic emerging from the road, may be sufficient, except where the road name changes or where it is thought that paragraph 8\* would apply. At major crossroads, nameplates will be necessary on both sides of each arm.

*\* Refers to installation of additional plates at intervals along long stretches of road, at intersections and 'T' junctions and the addition of information indicating house numbers etc.*