

**Public
Key Decision - Yes**

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Street Naming And Numbering – Implementation Of Charges

Meeting/Date: Cabinet – 19th October 2013
Overview and Scrutiny Panel (Environmental Wellbeing) -
8th October 2013

Executive Portfolio: Cllr Tysoe (Environment)

Report by: Head of Environmental Management

Ward(s) affected: All Wards

Executive Summary:

This Council does not presently charge for its Street Naming and Numbering services although most other adjoining Councils do. This reports sets out proposed charges for this service, which would be effective from 1st April 2013.

Recommendation:

Cabinet are recommended to agree that the proposed fees be charged for this service from 1st April 2014.

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1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 This Council carries out its Street Naming and Numbering duties as required under Sections 17, 18 and 19 of the Public Health Act 1925. Under the Act the Council has to provide street names for new streets and to number new properties.
- 1.2 The Act also gives the Council the duty to maintain and replace damaged, missing or eligible street name plates.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 When a new development is proposed, the developer contacts the District Council requesting that numbers be provided for the new properties and that the relevant notifications of these numbers be sent out. If a new street name is also required, the suggestion for a new name rests with the developer although they are encouraged to discuss this with the local Parish Council. The District Council will only name the street where no name is suggested.
- 2.2 Where properties have a house name as part of their address, the owners can request that a name registered against that property is changed. The District Council checks its suitability and will then issue the notifications to the relevant authorities.
- 2.3 The Council can be requested to change the name of a street or issue a new name for parts of a street. This is also a power covered by the Act.
- 2.4 The Public Health Act makes no mention of charging for the street naming and numbering service. But other local councils are now charging for all their street naming and numbering services from the initial naming and numbering through to making amendments. Presently charging authorities include East Cambs, South Cambs, Cambridge City, Central Bedford, Corby, Luton and East Herts.
- 2.5 The maintenance of the name plates has to be carried out by the council with no recharges and a separate budget exists for this work.
- 2.6 In order to bring in new charges for services, approval of Cabinet is required.

3. OPTIONS CONSIDERED/ANALYSIS

- 3.1 It is considered that appropriate charges should be made for the following services:
- Naming and numbering of new developments
 - Making amendments to naming and numbering schemes once issued if requested by the developer.
 - Changing the name of a property where the owner requires this to be notified to the authorities
 - Renaming of a street where requested by residents or a parish council
 - Supplying of plans to solicitors or other bodies

3.2 The proposed charges are shown below:

SERVICE	COST	APPROX NO. IN YEAR	EXPECTED INCOME
Existing property – name change	£50	32	£1600
Name added to numbered property	£30	10	£ 300
New Developments –naming and numbering scheme:			
1 Plot	£ 50	30	£ 150
2 - 5 plots	£ 75	67	£ 5025
6 - 10 plots	£100	6	£ 600
11 - 25 plots	£150	7	£ 1050
26 - 50 plots	£200	2	£ 400
51-100 plots	£400	1	£ 400
101 + plots	£500 +£10 Per additional property	1	£ 500
New developments - amendments to street names and numbering after developer redesign	£200 + £10 property	1	£ 300
Renaming of existing streets (street name plates to be recharged separately)	£250 + £10 per affected property	1 + 4 properties	£ 290
Supplying of extra plans	£30	20	£ 600

3.3 Because of the legislative framework the income from these charges is not allowed to exceed the costs of providing the service. The rates shown are based on the hourly rate and average time to provide the service.

4. COMMENTS OF OVERVIEW & SCRUTINY PANEL

4.1 To be included after the Panel's meeting on 8th October 2013.

5. KEY IMPACTS/RISKS? HOW WILL THEY BE ADDRESSED?

5.1 This initiative will help to reduce the cost of running the service by providing income.

5.2 Most developers already pay for this service throughout the County and it is considered that this reasonable proposal will be accepted by them.

6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

6.1 Once approved by Cabinet, these charges will be advertised from the 1st January 2014 on our website and in all correspondence. The charges will apply to all applications received from the 1st April 2013.

7. LINK TO THE LEADERSHIP DIRECTION

- 7.1 This proposal will help to reduce the cost of running the service by providing income.

8. LEGAL IMPLICATIONS

- 8.1 These charges are already applied in adjoining Councils.

9. REASONS FOR THE RECOMMENDED DECISIONS

- 9.1 Officers are being urged to minimise all cost and look to reasonably maximise income. By charging for this service, income will be received for this work which helps to deliver sustainable growth.

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