

**HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title/Subject Matter:** **STREET NAMING AND NUMBERING –  
IMPLEMENTATION OF CHARGES**

**Meeting/Date:** Cabinet – 19 October 2013

**Executive Portfolio:** Cllr Tysoe (Environment)

**Report by:** **Head of Environmental Management**

**Ward(s) affected:** All Wards

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**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 1<sup>st</sup> April 2014.

**Recommendation:**

Cabinet are recommended to agree that the proposed fees be charged for this service from 1<sup>st</sup> 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. These charges give an anticipated £11,215 per year, dependent on the number of applications received.

#### 4. COMMENTS OF OVERVIEW & SCRUTINY PANEL

4.1 The Overview and Scrutiny Panel (Environmental Well-Being) has recommended the Cabinet to approve the introduction of charges for Street Naming and Numbering services subject to confirmation by the Head of Legal and Democratic Services that the Council has the power to make such charges.

#### 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 1<sup>st</sup> January 2014 on our website and in all correspondence. The charges will apply to all applications received from the 1<sup>st</sup> April 2014

## **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 The Head of Legal and Estates has advised that the power to charge falls under Section 93 of the Local Government Act 2003. This sets out that a local authority may charge for discretionary services. Discretionary services are those services that an authority has the power but not a duty to provide. An authority may charge where the person who receives the service has agreed to its provision and the charge must not exceed the cost of providing the service.

- 8.2 The Council cannot charge for mandatory elements of the street naming services (Section 17 Public Health Act 1925) since the duty to provide this service is not discretionary, but it can charge for elements of the naming and numbering function (which are a discretionary service) by virtue of Section 64 and 65 of the 1847 Act coupled with Section 93 of the 2003 Act.

## **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.

## **BACKGROUND PAPERS**

**None**

## **CONTACT OFFICER**

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