

HUNTINGDONSHIRE DISTRICT COUNCIL

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

Meeting/Date: Cabinet – 23 January 2014

Executive Portfolio: Cllr Tysoe (Environment)

Report by: **Environmental Management Service Manager**

Ward(s) affected: All Wards

Executive Summary:

This Council does not presently charge for any of its Street Naming and Numbering services although most other adjoining Councils do. The Council cannot charge for the basic work but can charge for the administration and the distribution of the data. This report sets out two options for charges for this service, which would be effective from 1st April 2014.

Recommendation:

Cabinet are recommended to agree to implement fees for this service from 1st April 2014, and to decide which option they wish to implement. Below are two options for charging for these parts of the service. Option A reflects the charges of the adjacent authorities, where as Option B will maximise income but is still based on justifiable administration costs. The yearly income will be £12565 and £14990 respectively:

SERVICE	OPTION A	OPTION B
Existing property – name change	£50	£50
Name added to numbered property	£30	£30
New Developments –naming and numbering scheme:		
1 Plot	£ 50	£ 50
2 - 5 plots	£ 75	£ 100
6 - 10 plots	£100	£150
11 - 25 plots	£150	£200
26 - 50 plots	£200	£250
51-100 plots	£400	£400
101 + plots	£500 +£10 Per additional property	£500 +£10 Per additional property
New developments - amendments to street names and numbering after developer redesign	£200 + £10 property	£200 + £10 property

Renaming of existing streets (street name plates to be recharged separately)	£250 + £10 per affected property	£250 + £10 per affected property
Supplying of extra plans	£30	£30

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. The Town Improvements Clauses Act 1847, Sections 64 and 65 is also relevant to this service
- 1.2 The 1925 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 does not allow for the charging for the initial street naming service but charges can be made for issuing the information to authorities and for any amendments. Other local councils are now charging for this part of their street naming and numbering services. Presently charging authorities include East Cambs, South Cambs, Cambridge City, Central Bedford, Corby, Luton and East Herts. It is therefore not possible to recover all the costs of this service.
- 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:
- Any pure administration costs and the issuing of information to the relevant authorities for the initial naming and numbering of new developments
 - All costs for making amendments to naming and numbering schemes once issued if requested by the developer.
 - All costs for changing the name of a numbered property where the owner requires this to be notified to the authorities
 - All costs for renaming of a street where requested by residents or a parish council
 - All costs for supplying of plans to solicitors or other bodies

3.2 Because of the legislative framework the income from these charges is not allowed to exceed the costs of providing the service. Below are two options for charging for these parts of the service. Option A reflects the charges of the adjacent authorities, where as option 2 will maximise income but is still based on justifiable administration costs.

The number of each item is based on information from the last two years. These can go up or down from this estimate depending on the development taking place.

SERVICE	APPROX NO. IN YEAR	OPTION A	EXPECTED INCOME	OPTION B	EXPECTED INCOME
Existing property – name change	32	£50	£1600	£50	£1600
Name added to numbered property	10	£30	£ 300	£30	£ 300
New Developments – naming and numbering scheme:					
1 Plot	30	£ 50	£ 1500	£ 50	£ 1500
2 - 5 plots	67	£ 75	£ 5025	£ 100	£ 6700
6 - 10 plots	6	£100	£ 600	£150	£ 900
11 - 25 plots	7	£150	£ 1050	£200	£ 1400
26 - 50 plots	2	£200	£ 400	£250	£ 500
51-100 plots	1	£400	£ 400	£400	£ 400
101 + plots	1	£500	£ 500	£500	£ 500
		+£10 Per additional property		+£10 Per additional property	
New developments - amendments to street names and numbering after developer redesign	1 + 10 props	£200 + £10 property	£ 300	£200 + £10 property	£ 300
Renaming of existing streets (street name plates to be recharged separately)	1 + 4 properties	£250 + £10 per affected property	£ 290	£250 + £10 per affected property	£ 290
Supplying of extra plans	20	£30	£ 600	£30	£ 600
TOTAL INCOME			£12,565		£14,990

These costs are not subject to VAT

3.3 These charges give an anticipated £12,565 or £14,990 per year, dependent on the number of applications received and the option chosen.

- 3.4 The Option A charges are comparable to the other adjacent local authorities and Option B are higher than adjacent but comparable with some other local authorities.
- 3.5 This income only reflects part of the total staff costs of the service as it is not possible to charge for all the naming and numbering service as explain in section 2.4 above. It is estimated that 10% of the technical staff's time is spent on administration of the service. Also part of the service is for the checking and replacement of the street name signs which cannot be recharged,
- 3.6 It may be possible to increase these charges but they might be challenged as they would be out of line with other local authorities and show our administration costs to be too high. They can be reconsidered after 12 months to assess one years income and then new recommendations made.

4. COMMENTS OF OVERVIEW & SCRUTINY PANEL

- 4.1 The Panel questioned the legislative provision for charging for the service and in doing so, requested the Head of Legal and Democratic Services to confirm that the Council had the powers to make such charges. Whereupon, it was

RESOLVED

that, subject to confirmation being received from the Head of Legal and Democratic Services that the Council has the power to make such charges, the Cabinet be recommended to approve the introduction of charges for Street Naming and Numbering services as set out in paragraph 3.2 of the report now submitted.

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
- 5.3 If costs are raised higher than other local authorities, challenges might be made.

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 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. RESOURCE IMPLICATIONS

- 9.1 The report has noted that the Council cannot charge for the initial street naming service but can for all subsequent elements i.e. changes to street names and numbering.
- 9.2 The budget for the entire service is in excess of £142,000; however, the cost relating to street name changes and associated administration is estimated to be £13,578.
- 9.3 Based on current volumes, it is clearly evident that the expected income for Option A will not cover costs, but will provide a fair contribution whereas Option B will exceed costs.

10. REASONS FOR THE RECOMMENDED DECISIONS

- 10.1 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.
- 10.2 The report gives two options for charging, A or B. Cabinet could implement Option A now and monitor the challenges to the charges, and reassess in 12 months time, or implement Option B from 1st April 2014.

BACKGROUND PAPERS

None

CONTACT OFFICER

Name/Job Title **Chris Allen, Project and Assets Manager**
Tel No. **☎ 01480 388380**

TABLE 1 - SHOWING CHARGES FROM ADJACENT DISTRICT COUNCILS

	Hunts DC Option A	HDC Option B	E Cambs	S Cambs	Cambs City	Central beds	Braintree	Corby	E Herts	Luton BC
Property new name	50	50	50	30	30	60	25	80	50	50
Naming of street	250 + 10 per prop	250 +10 prop	150	250+5 per property		301+60 per property	100 + 25 per property	275		100 +10 per property
Numbering 1 props	50	50	50	50	50			110 + 15 per plot	50	50 +10 per property
2 -5 props	75	100	75	75	75	180	25	110 + 15 per plot	100	
6-10	100	150	100	100	100		20 per plot	110 + 15 per plot	200	
11-25	150	200	150	175	175	301	20 per plot	110 + 10 per plot	200	
26-50	200	250	200	250	250	752 (26- 75)	15 per plot	110 + 10 per plot	500(26- 75)	
51-100	400	400	400	400	40	997 (76+)	10 per plot	110 + 10 per plot	700 (76+)	
101+	500+10 per prop	500+10 per prop	750	500+10 per prop	500+10 per plot					
Renumbering of estate	200 + 10 per prop	200 + 10 per prop	100+10 per property	100+10 per prop	100+10 per plot					
Info to solicitors	30	30		25	25		30			