



Breckland District Council

**Local Land & Property Gazetteer  
incorporating  
Street Naming & Numbering**

**January 2014**

**Spatial Information**

Version 1.8

## Document Control and History

Version Control			
Issue No.	Author	Issue Date	Reasons for Issue
0.1	J Elliott	19 Apr 2008	First Draft
0.2	J Elliott	07 Aug 2008	Second Draft – Snn Officer
1.0	J Elliott	18 Aug 2008	Final Copy
1.1	J Elliott	19 Dec 2008	Alterations from OSC
			Adopted - Full Council Feb 2009
1.2	J Elliott	08 Aug 2013	Aligned with South Holland DC
1.3	P Adams	23-10-2013	Minor changes and agreed proposals from Snn officer
1.4	P Adams	24-10-2013	Minor changes and alterations
1.5	J Elliott	10-12-2013	Changes to suit GP committee recommendations
1.6	P Adams	19-12-2013	Changes to suit GP committee recommendations
1.7	P Adams	08-01-2014	Changes to suit GP committee recommendations
<u>1.8</u>	<u>J Elliott</u>	<u>08-04-2014</u>	<u>Minor changes to clarify points</u>

Approval of draft and final approval process		
Issue No.	Approval Process	Date
1.4	Consultation with Portfolio holder and Assistant Director of Commissioning	24-10-2013
1.8	Minor changes made to confirm clarification of similar house names within a locality	10-04-2014

<sup>1</sup> Revision Schedule			
Issue No.	Cycle	Job Title	Next Due

<sup>2</sup> Added to Policy Register		
Yes/No	Policy Officer Signature and Date	Authors Signature and Date

<sup>1</sup> This section should be completed if policy needs to be revised before next approval process, e.g. LJCC wish to have some words amended

<sup>2</sup> Once this section has all been signed this then needs to be pdf and forwarded onto the Policy Officer

<sup>3</sup> Removed from Policy Register		
Yes	Policy Officer Signature and Date	Signature and Date

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<sup>3</sup> Date of when policy has been removed from Policy Register – a good practice guide will be put in place whereby when a Policy is no longer deemed acceptable or required it will be presented at the original board just for reference.

<sup>4</sup> The contents are field updated so that when the document is complete you simply right click on the table above click on Update Field and click on numbers only.

## **Introduction**

The term “Parish Council”, used throughout this document, refers to either a Parish or a Town Council within the Breckland District boundary. The term “street”, used throughout this document, refers to a street, road, lane, close or any other type roadway used by vehicles and also refers to any path/walkway used by pedestrians/cyclists. The term “town”, used throughout this document, refers to a Town, Village or Locality (defined hamlet). The term “vicinity”, used within this document, refers to a distance of 500 meters for the parish’s of Attleborough, Dereham, Swaffham, Thetford and Watton and a distance of 1000 meters for any other parish.

There are a number of national and local drivers that make it necessary for the Council to define and implement a Policy for address management:

Breckland Council has a Legal duty under the Data Co-operation Agreement (DCA) to have, maintain, continually improve and actively promote the use of its Local Land and Property Gazetteer (LLPG) which must be THE definitive master address list of all land and property within the Authority area.

The Town Improvement Clauses Act 1847 (Sections 64 & 65) and Public Health Act 1925 (Sections 17 to 19 inclusive) place a statutory duty on the Council to supply and maintain correct addressing for every property within the Authority area. This includes re-naming and re-numbering of properties and streets.

The provision of correct address information, via the LLPG, is of critical importance to the Emergency Services and is essential to numerous other organisations, local/central government services and the convenience/safety of the general public.

The LLPG is a key building block in the Authority’s’ Customer Service Improvement Programme and is a prerequisite for a number of other Government initiatives.

## **Scope – Policy Aim**

The aim of this policy is to provide a workable framework for Breckland District Council to operate its Local Land & Property Gazetteer incorporating the street naming and numbering function, effectively and efficiently according to set procedures and performance standards, for the benefit of the residents of and visitors to Breckland.

## **Legislation or Executive Summary**

The Council has a duty to ensure that all roads in the Breckland District are named and all properties numbered or named. The responsibility for dealing with applications for street naming and numbering, or re-naming, or renumbering will be administered by the Spatial Information team who will ensure that this information is relayed to appropriate organisations. To ensure that the service is operated effectively and efficiently it is necessary to set out procedures and performance

standards. The District Council requires street name plates to be clearly legible and to conform to the Council's agreed specification. Clearly legible street name plates are essential for the emergency and postal services as well as for the convenience and safety of the general public. It should be remembered that street name plates need to be legible by night as well as by day.

## **<sup>5</sup>Policy Consultation and Consideration**

No Consultation has been undertaken however the policy has been updated to take into account the latest national requirements and to align with various procedures as stated in the SNN Policy for South Holland.

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<sup>5</sup> Consultation – Unison  
Consideration – Equalities, Carbon Management, Health & Safety Legal and Financial

## <sup>6</sup>Policy Statement

### 1. General Statements

- 1.1. For the purpose of its functions in relation to street naming and numbering, this Council in accordance with section 180 and schedule 14 of the Local Government Act 1972 resolves to adopt the provisions of the following two Acts:
  - 1.1.1. The “Public Health Act 1925 – sections 17 to 19 inclusive” generally deals with street naming & re-naming and the display of street names. Breckland will therefore adopt this act for this purpose.
  - 1.1.2. The “Towns Improvement Clauses Act 1847 - sections 64 & 65” generally deals with house numbering/ re-numbering and the display of that property number. Breckland will therefore adopt this act for this purpose.
- 1.2. Breckland Council has a legally binding duty to provide and continually improve it’s LLPG (the official Council master address list) and it has a statutory duty to provide a Street Naming & Numbering (SNN) service. These two duties ensure that within the Breckland District boundary all streets are named and property/land is named/numbered and this includes re-numbering/re-naming as appropriate.
- 1.3. The LLPG feeds into a national address system, the National Land & Property Gazetteer (NLPG) which informs the Emergency Services, other national organisations and numerous government services as well as countless internet address systems. It is of prime importance for the Authority and essential to the public to insure that the data held within the LLPG together with the LLPG/SNN services are maintained to the required high standards and continually improved wherever possible.
- 1.4. The LLPG will be updated, maintained, managed and improved by the Spatial Information (SI) team within Breckland Council, in accordance with the latest version of the rules/guidance documents as issued by the NLPG.
- 1.5. The LLPG will contain Breckland’s Authority Street Gazetteer (ASG). The LLPG will form the basis for Breckland’s Street Naming & Numbering (SNN) service as it contains all the relevant ASG and address information.
- 1.6. Breckland Council will ensure that the software/hardware is sufficient to deliver the LLPG & SNN service effectively and to comply with the latest requirements of the service and the NLPG.
- 1.7. The LLPG will contain all property (commercial & residential) addresses which are located within the Breckland District Boundary and, as required under the DCA, it will be expanded to include all “Objects Without Postal Addresses” (OWPAs) and any necessary Land Parcels. OWAPs would be named woods, statues, play areas, park benches and any other areas/objects/properties that do not have postal addresses but that either the Council or the Emergency Services would need to know about or have an interest in.
- 1.8. As required under the DCA, the LLPG will also contain Address Change Information (ACI). This includes: house name additions/changes,

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<sup>6</sup> Please use ‘numbering’ for all bullet point sections.

demolitions, splits and merges, organisation name changes and all new development as well as historical information. New developments will be recorded throughout their lifecycle, starting with potential sites at Planning Application decision stage, going on to plots at commencement on site, on to official addresses and finally historicising/demolition.

- 1.9. The LLPG is the source of information for the National address list (known as the NLPG). The NLPG is Central Government's definitive address list and is used by the Emergency Services, Valuation Office, Electoral Registration, Royal Mail, Public utilities, Land Registry and can now be used by other third party organisations, delivery & satellite navigation companies, insurance services and internet address systems. Therefore the Council will ensure that all Address Change Information, locally gathered within the LLPG, is sent on to the NLPG at intervals as defined under the DCA.
- 1.10. The procedures will be regularly reviewed in order to provide a fast, proactive, efficient service that meets NLPG/DCA and public requirements.
- 1.11. Breckland Council will adopt the LLPG as THE definitive master address list of all land and property within the Authority District boundary.
- 1.12. The LLPG will be the only source of address creation or modification for all addresses that lie within the Breckland District boundary. No other Council system will be allowed to create or modify any such official address until it has first been validated against the LLPG or validated by a member of the Spatial Information team.
- 1.13. Breckland Council will actively promote the use of its LLPG and actively seek to connect all appropriate Council systems to the LLPG. Where this is not possible the relevant system should primarily use the LLPG address as given.
- 1.14. Breckland Council must have a nominated "LLPG Custodian" to manage the LLPG and a nominated "Street Naming & Numbering Officer" (SNN Officer). The manager of the Spatial Information Team will be the LLPG Custodian and he/she will nominate an appropriate officer to be the named SNN Officer.
- 1.15. The LLPG feeds into a Nationally used system and therefore the LLPG must be maintained in accordance with the requirements as set out in the DCA which incorporates British Standards and Best Practice guidelines. The LLPG and SNN service must comply with the Councils "LLPG\_SNN\_Procedures" document.
- 1.16. Breckland Council, where requested by the owner/resident, will make a nominal charge in order to recover administration costs for the "re-naming of an existing property" or "to add a name to an existing property that has already been officially numbered" or "to remove a name and have only a property number" or "add a number to a named property".
- 1.17. Breckland Council will make a nominal charge in order to recover additional administration costs where developers make revisions to property layouts/numbers after they have been officially named & numbered.
- 1.18. Breckland Council is the Legal Street Naming Authority and as such it determines the house name/number, the Street name, the Locality and the Parish. Royal Mail have the legal duty to add the Postal Town and Post Code to our addresses and further more they must not and should not change the address from that which the Council has agreed. The LLPG is the definitive district address list and therefore the Council is best placed to allocate street

names to avoid possible conflict. It has been nationally agreed between the NLPG and Royal Mail that all address information will now go through the Royal Mail Central Addressing Unit for them to disseminate out to their Local Sorting Offices etc. For these reasons, consultation on suitability of street names with Royal Mail will only occur when required by the Spatial Information Team to resolve a specific issue.

- 1.19. Breckland Council does not give any compensation to any property owners/businesses affected by any change in their official address.
- 1.20. The resident/owner or developer can appeal against a decision of the Council by going through the Council's complaints procedure.

## 2. Guidance / Procedures

### **Street Name Choice**

- 2.1. The suffix part of the proposed street name (ie; close, way, road, drive, walk etc) will not form part of the consultation with Developer and/or Parish Council. The suffix will be determined by the Spatial Information Team.
- 2.2. It is recommended that Parish Councils should adopt the fast track method of street naming by agreeing with the Spatial Information (SI) team an "Approved Street Name List". These preferred lists allow the SI team to agree in advance a list of acceptable preferred street names that the parish council are happy with. The preferred list will contain no more than 50% of person names. The preferred lists would be updated and added to, as and when necessary by the parish councils in consultation with the SI team and historical links could still be made to specific sites at the point when Breckland Council consult on planning applications. The preferred list would then be given to developers as a method of fast tracking the street name process into just a few days. However it should be noted that the developer has the right not to use this list, as long as the suggested name/s are in accordance with the policy.
- 2.3. Although permitted, Breckland Council would recommend that when suggesting names for streets, the use of the name of a local prominent person is to be avoided. It is felt that a better and more fitting tribute to the local person would be to have a plaque placed in an appropriate position that can give some details about that person and their good deeds, rather than a street name plate that just gives a name and says nothing more about the person or what they did. If the developer/parish insists on using a local person name then it will be the responsibility of the developer/parish to seek approval from the majority of living relatives and local residents to avoid causing any ill feeling about using the local name and that information will be passed to the Spatial Information team for verification. Furthermore only the first name or surname will be used and not both for the following reasons;
  - 2.3.1. It avoids the possible occurrence of future information coming to light that may then taint that specific road name based on an individual and give rise to costly street rename procedures for both residents and Council alike.
  - 2.3.2. This negates the need for Breckland Council to obtain official written permission from the majority of living relatives based on initial evidence from the developer or parish.
- 2.4. The inclusion of "s" on the ends of street names will not be allowed unless it forms part of the persons/family official name (ie; Eccles, Kearns, Morris,

Nicholls etc). Street names that could be construed as either a possessive or plural will not be allowed.

- 2.5. Any new street name suggestion will be subject to validation checks by the Spatial Information Team. The LLPG feeds into a National system and is therefore governed by rules/guidance on allowable street names. The suggested street name will be invalid and rejected if it; is offensive, has a hidden meaning, could be misconstrued, would give rise to spelling or pronunciation difficulties, contains punctuation. Furthermore the suggested street name must not duplicate or sound/look similar to an existing street within the same postal town or within the vicinity of that street.
- 2.6. Any new street name must not duplicate or be similar to any name of any property either on the street or within the vicinity of that street.
- 2.7. Any new street name that could encourage defacing of nameplates will be avoided.

### **Naming New Streets**

- 2.8. The submission for any new street name will come from the developer and must be in either written or email format. A verbal submission of the street name will not be accepted. If the developer declines to submit a name then the Parish will be asked to submit and the developer cannot then object to the chosen name. Should the Parish also decline to submit, the Spatial Information Team will submit the name that will be considered and approved by the relevant Portfolio holder for the service and neither the developer nor the Parish can object. Submission from either the developer or Parish will need to be submitted by the given date specified by the Spatial team.
- 2.9. It is advised that as soon as building works commence on site, the developers or owners contact the Spatial Information Team to determine the number of streets required and if the relevant parish has a preferred street name list. The preferred list enables the street name process to be fast-tracked and completed in a matter of days. However this doesn't preclude the developer from submitting their own alternatives.
- 2.10. If a preferred list exists then the developer should be made aware of the list to enable them to consider these as their options. If the names selected are from the list, then the application will be approved within a couple of days and confirmed out to all parties. However the developer has the right to submit suggested street names, not on the list, direct to Breckland Council but this will be subject to validation checks and the "Council Proforma" process.
- 2.11. If the parish does not have a list, then it is suggested that the developer should seek local parish opinion on possible street names for the number of streets as defined by the Spatial Information Team. A minimum of three names per street in preference order is required just in case any names duplicate existing names within the postal town. If agreement is reached on a name with the local parish, the suggested name then needs to be submitted by the developer to Breckland for validation checks. If however the developer and the parish cannot agree a name then the developer has the right to submit their own choice of names, direct to Breckland Council for validation checks and the "Council Proforma" process.
- 2.12. If the suggested name/s fail to pass the validation checks then the developer and/or Parish will be informed and they will have to restart the process of

name choice and re-submit new street names to Breckland Council. If the suggested street name/s passes the validity checks then the approved name/s would be confirmed out to all parties.

- 2.13. Council Proforma Process – Where appropriate Breckland Council will send the consultation proforma to the relevant parish for their official comments. At the same time a copy of the proforma will be sent to the appropriate ward member/s for their information. The Parish has 10 working days in which to return the completed proforma to the Spatial Information team, failure to do so would result in the suggested name being approved by default. The Parish/Town Council can only object to the suggested name if it is invalid (see Street Name Choice above) however any comments on the returned proforma would be noted and passed back to the developer for reconsideration. Should the developer wish to then revert to the Parish suggestion this name would be approved following a confirmation email from the developer. However if the developer wished to proceed with their original suggestion then this original suggestion would be approved.

### **Property Numbers & Names**

- 2.14. Breckland Council has a duty to maintain and update the official address list for all property and land within its district and this includes the property name where one exists or is agreed. A proposed property name will be invalid and rejected if it; is offensive, has a hidden meaning, could be misconstrued, would give rise to spelling or pronunciation difficulties and it must not duplicate or be similar to an existing property name on a same/similar street name that is within the same postal town and/or must not be within the vicinity of a same/similar property name. If a property name is invalid or rejected Breckland Council will not enter it onto the official address list. If the property does not have a number and the property name is invalid/rejected then a suitable temporary holding name/address will be created and used by Breckland Council until a valid property name is agreed.
- 2.15. Mandatory numbering will be applied to all new properties and applied to existing properties during any renumbering. On occasion there may be exemptions to this process however these will be at the discretion of the Council.
- 2.16. Any new name for a property that will no longer be part of the original holding/ownership can be similar to that of the original (ie; barn conversion sold at Heff Farm could not be Heff Barn but Heff Lodge would be allowed)
- 2.17. Breckland Council will not exclude the number 13 in any new development or in any subsequent re-numbering of an existing street.
- 2.18. All new streets will be numbered so that odd property numbers are on the left and even numbers on the right, running from the start of the street to the end. The streets should start nearest to the town centre and radiate outwards. Side roads should be numbered in ascending order from the main road. In the case of Cul-de-sacs it might be more appropriate to number the properties sequentially, in a clockwise direction.
- 2.19. Any property with an existing number shall not be allowed to remove that number from their address unless this is in conflict with a similar address and is causing the occupants problems with postal deliveries or could cause problems for the Emergency Services in locating the property.

- 2.20. Any new property name will not repeat the name of any street on which they sit or the name of any street within the vicinity.
- 2.21. All houses, offices, business establishments and other premises should display their property number or if there is no number they should display their property name, so as to be in a position which is clearly visible from the road. Ideally there should be a good colour contrast between the numerals/letters and the background to make it easy to read from the road, with numerals/letters at least 62mm in size.
- 2.22. On occasion action may be required to ensure that property numbers and names are correctly displayed. Initially, an informal approach will be attempted to resolve the issue. If however this fails to achieve a satisfactory solution, the authority may undertake necessary work to provide and install property numbers/names and the associated costs would be recovered from the property owners.

### **Naming & Re-naming Existing Streets**

- 2.23. Due to the upset caused to the property owners the council will only undertake this measure; if the existing name is now offensive/inappropriate, if there is a duplicate/similar name which now causes problems, if it is a historical problem, if there is no present official name for the street or if the Emergency Services request it. In all cases the request must be written either in letter or email form, it must include a reason for the request and must be backed up by some evidence.
- 2.24. If the initial request came via the Emergency Services and there are properties on the street that pay Council Tax or Non-Domestic Rates then the Council will canvass opinion of all those affected properties of its intention to rename the street giving the reason why. Following consultation a report with recommendation will be submitted to the Service Manager for consultation with the appropriate Portfolio holder and ward member to enable a decision to be made and returned within 5 working days from submission. If the Council reject the proposed change then the process will be stopped and all parties informed. If not, an official notice will be placed in the street giving details of the intention to apply the new street name with provisional date. If there are no properties on the street that pay Council Tax or Non-Domestic Rates then resident consultation and report will not need to be done but only an official notice will be placed in the street giving details of the intention to apply the new street name with provisional date.
- 2.25. If the initial request did not come via the Emergency Services and there are properties on the street that pay Council Tax or Non-Domestic Rates then the Council will canvass opinion of all those affected properties of its intention to rename the street giving the reason why. Following consultation if enough properties object (see "Objection Table") to the proposed change then the process will be stopped and all parties informed. If not a report with recommendation will be submitted to the Service Manager for consultation with the appropriate Portfolio holder and ward member to enable a decision to be made and returned within 5 working days from submission. If the decision approves the name/rename, an official notice will be placed in the street giving details of the intention to apply the new street name with provisional date. If there are no properties on the street that pay Council Tax or Non-Domestic Rates then resident consultation and report will not be done but only an official notice will be placed in the street giving details of the intention to apply the new street name with provisional date.

- 2.26. From the date that the notice is placed in the street any person aggrieved by this intended notice can appeal to the petty sessional court within twenty-one days. If after the twenty-one days appeal period there has been no appeal then the spatial Information Team will complete the process to have the street name officially changed on the effective date. The effective date will be 25 working days after the provisional date given in the street notice. Breckland Council will re-inform all those properties affected, giving details of the new address and effective dates, as well as installing the new street name plates, on or as near as possible to the effective date.

### **Re-Numbering & Re-Naming Existing Properties**

- 2.27. Under the Town Improvement Clauses Act 1847 Breckland Council can re-number properties as we deem necessary, however due to the upset caused to the property owners the council will only undertake this measure in the following circumstances providing that the request is written either in letter or email form.

2.27.1. The Emergency Services request it.

2.27.2. The Spatial Information team request it, providing in all cases that it is backed up by some evidence, to rectify an extreme situation of conflicting addresses, a confusing existing numbering scheme or the inclusion of numbers within a street of named properties.

2.27.3. The Parish Council request it, only after the Parish Council has consulted with the affected properties and achieved a majority (see "Objection Table") of affected properties in favour of the change. Evidence from the Parish Council of the consultation and results will be required and may be validated.

- 2.28. Prior to making the revised numbering scheme for the street official, a report with recommendation will be submitted to the Service Manager for consultation with the appropriate Portfolio holder and ward member to enable a decision to be returned within 5 working days from submission. If the decision is in agreement to renumber then the Spatial Information team will write to all affected properties on the street as well as the Parish/Town Council and other appropriate bodies giving the reason why together with details of the new addresses and effective dates. The effective date will be 25 working days after the provisional date given in the "Street Letter". Breckland Council will re-inform all those properties affected, giving details of the new address and effective dates, as well as installing the new street name plates, on or as near as possible to the effective date. The new property numbers should be provided by and installed on or as near as possible to the effective date by the property owners at their expense. If the decision is in objection to the renumber then the process will be stopped and all parties informed.

- 2.29. A survey by the Council may be carried out after a period of 25 working days to ascertain the level of implementation. Where necessary a communication will be sent to occupiers not complying with the numbering scheme of their legal duty to do so. If however this fails to achieve a satisfactory solution, the authority may undertake necessary work to provide and install property numbers and the associated costs would be recovered from the property owners.

- 2.30. Any property owner wishing to re-name an existing property or to add a name to an existing property that has already been officially numbered or to

remove a property name and have only a property number, or to add a property number to a named property, must use the "Change of Property Name" application form.

### **Street Name Plates**

- 2.31. Following agreement on the street name(s) for new developments the developer/owner will be issued with guidelines for the manufacture and installation of new signs. The cost of the signs will be borne by the developer/owner. The number, position and type of sign(s) to be installed will be agreed with the Spatial Information team prior to any installation. The installation of the signs will take place when the first property in the relevant street/development is occupied. If this is not carried out within 14 days of occupation by the first resident, the Council can take any necessary steps to have this done. If it becomes necessary for the Council to supply and install any signs, the full cost including administrative charges will be recharged to the developer/owner.
- 2.32. Street name plates should normally be mounted on new posts or walls/buildings if necessary and located at the nearest point to the highway boundary or back edge of the footway. The street nameplate specification is available from the Spatial Information Team.
- 2.33. In accordance with the Public Health Act 1925 and Department of Transport circular 3/93 the Council has the right to install signs on private properties or business walls etc in the interest of public safety. There is no legal obligation to notify owners but, out of courtesy, the Council will consult with the interested parties where ever possible before fixing any signs to private property.
- 2.34. Where possible, name plates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway and do not block the line of sight for emerging traffic.
- 2.35. All new road signage within the District leading to a dead-end will have a NO THROUGH ROUTE sign included within the sign to indicate this.
- 2.36. Breckland Council will repair, maintain and renew existing street nameplates as and when required and will supply/install any nameplates for existing named streets where they are missing.
- 2.37. Where an existing street name plate is damaged, and the person or persons responsible is known, then the cost of replacing the sign, including any administrative charges, may be recovered from them.
- 2.38. Where a request is made from a resident or Parish to reposition/reword an existing street name plate that was correctly positioned, Breckland Council may undertake the work, at the discretion of the Spatial Information team. The cost of replacing the sign, including any administrative charges, will be recovered from the requestor.

### **Objection Table**

- 2.39. The table below shows the minimum number of objections required in order to stop an appropriate street rename or appropriate renumbering process.

Objection Rules - Process will be stopped.
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Number of Properties	Number of Objections Required to Stop Process
1	1 property to object
2	1 or more properties to object
3	2 or more properties to object
4	2 or more properties to object
5 and over	More than 25% of properties to object

# Implementation

## Actions to Implement this Policy

Formally adopt the two Acts, as listed below, in order to undertake the SNN service.

The “Towns Improvement Clauses Act 1847 - sections 64 & 65” generally deals with house numbering and will therefore be adopted for this purpose.

The “Public Health Act 1925 – sections 17 to 19 inclusive” generally deals with street naming & re-naming and will therefore be adopted for this purpose.

Undertake and provide the Local Land & Property Gazetteer service and Street Naming & Numbering service together with its maintenance and continual improvement, all in accordance with the requirements as set out in the DCA, which incorporates British Standards and Best Practice guidelines as well as the Council’s latest LLPG & SNN Procedures.

Keep the Procedures, Rules and Best Practice Guidelines under regular review.

Breckland Council will actively promote the use of its LLPG and this will be the only source of address creation or modification for all addresses that lie within the Breckland District boundary.

Breckland Council fully supports this policy document.

## Systems and Data to Which this Policy Applies

This policy applies to all systems that are used by the Council that hold address based data regarding land and property that lie within the Breckland District.

The Council is committed to moving to the use of NLPG/LLPG for all address related systems, via a Live link, in line with Government standards. During the transition period, some systems may not directly link or be able to hold their information in NLPG format. Within such systems and until such time that they are able to link, it is advisable that, wherever possible, they hold the UPRN against their data and that this data/UPRN is regularly maintained. The Spatial Information team can assist and advise on how to integrate your system with the LLPG. It is likely that a data matching exercise will need to be undertaken to associate each address with its UPRN and then periodic updates loaded in.

A ‘Service Level Agreement’ will be agreed with the relevant Service Area (or external organisation providing a service for the Council under contract). This Agreement will set out the property information supplied by the Spatial Information Team, the data to be notified by the User to update or correct property information and the arrangements for reconciling differences between the information held by the User’s system and the LLPG.

Where an existing address system uses “out-of-area” (outside our District boundary) addresses, then they should still use the UPRN but will have to seek additional help from the Spatial Information Team who will identify the correct UPRN for those addresses.

## General Restrictions

The LLPG contains specific compiled address information and ownership of this data is retained by the Council. The sale or distribution of the data by Users either to

external organisations or individuals or to other internal departments within the Council is specifically not permitted and subject to conditions set out in the DCA.

## Management Control and Organisation

The SNN and LLPG service is undertaken by the Spatial Information Team (Capita).

## Monitoring

The manager of Spatial Information Team will review this policy on an annual basis and if necessary it will be updated to reflect any new National Rules and Best Practice Guidelines regarding SNN & LLPG. The supplementary “LLPG\_SNN\_Procedures” document which adheres to the above policy will be reviewed and updated if required on a six monthly basis.

## <sup>7</sup>Related Policies and Strategies

None

## <sup>8</sup>Appendices

Glossary

ASG	Authority Street Gazetteer – Local Council list of all streets within its boundary. In Breckland’s case the ASG is fully incorporated within the LLPG and therefore should be regarded as one & the same.
LLPG	Local Land & Property Gazetteer – Local Council list of addresses within its boundary.
LSG	Local street Gazetteer – County Council list of all streets within its boundary compiled from all ASG information.
NLPG	National Land & Property Gazetteer – Amalgamation of all LLPGs to form a National Address list.
UPRN	Unique Property Reference Number – a unique number given to each property or piece of land to which an address will be applied. The address may change but the UPRN remains for all time.
DCA	Data Co-operation Agreement – Legally binding agreement that requires the Council to have/update an LLPG and allows the Council to use Ordnance Survey Maps.
NSG	National street Gazetteer – Amalgamation of all LSGs to form a National street list.
OWPAs	Objects Without Postal Addresses – ie; named woods, statues, play areas, park benches, bus shelters, commons and lay-bys etc.
SNN	Street Naming & Numbering – the function/service by which streets & property get an officially recognised address.

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<sup>7</sup> Please ensure that all Policies and Strategies are current and have been approved do not make reference to any which are not, this will be the author’s responsibility. Include year of approval.

<sup>8</sup> Appendices are to be attached at the end and only if relevant.