SOLIHULL MBC

GUIDELINES ON ROAD NAMING AND PROPERTY ADDRESSING

- Road naming proposals should include approval from the relevant Parish Council and Ward Members, a reason for the choice of name, a plan showing the street to which the name applies identifying property entrances, location of letterboxes and a list of relevant parties having an interest in the street with their agreement to the choice of name. In the absence of any of this information the application will not be processed.

- Names should have a local connection, historically, geographically or culturally.

- Names of living people should not be used.

- Names should not have a commercial connection.

- Names should not be duplicated within the borough.

- The name proposed will be checked for compliance with Council policy and if necessary the Developer asked to suggest other names.

- The Council will allocate numbers to properties and register formal postal addresses.

- All numbers will be used in the proper sequence (excluding 13).

- Council policy is to restrict registered postal addresses to a road name and number if possible.

- Where there is not a gap in the existing numbering to use a new sequential number, we will use a suffix such as A, B, C etc. along with the nearest adjacent property number (i.e. 12A, 12B, 12C etc.).

- Completed applications and payment should be returned at least 15 weeks prior to properties becoming occupied.

- The installation and procurement of street nameplates is the responsibility of the developer and must be to SMBC specification.

- The property developer must not give any postal addresses, including the postcode, to potential occupiers, either directly or indirectly (e.g. via solicitors or estate agents) before the official naming and numbering

scheme has been issued by the Council. The Council will not be liable for any costs of damages caused by failure to comply with this.