

**POLICY DOCUMENT FOR THE STREET NAMING AND NUMBERING IN THE BOROUGH
OF IPSWICH****Introduction**

Ipswich Borough Council is responsible for street naming and numbering within the borough of Ipswich.

Street naming and numbering is an Executive function which is delegated, under the Council's Constitution, to the Operations Manager for Legal Services to exercise.

The purpose of this document is to set down the criteria which should be taken into account in naming and renaming streets and numbering and renumbering properties.

New street names need to be acceptable to the Local Authority

New street names are subject to a consultation process with ward Councillors, Ipswich Borough Council's Conservation Officer, neighbouring local authorities and Royal Mail to avoid duplication or similar sounding street names in close proximity.

Consultation

Ipswich Borough Council consults with the following parties when proposing a new street name: -

- Development Management Portfolio Holder
- Legal Services Portfolio Holder
- Royal Mail
- Ward Councillors for the area of development.
- Neighbouring Local Authorities – Babergh District Council, Mid Suffolk District Council and Suffolk Coastal District Council.
- The family of the deceased (if they can be traced) when it is proposed that a street be named after their relation.

Street Naming

- A street will not be named after any living person or a person who has died within the last 25 years without approval from a meeting of Executive
- The Council will seek to preserve an historic link to the previous use of the site (e.g. Crane – Crane Boulevard).
- In an area where there is an existing theme (e.g. Chantry – flowers) the Council will seek to continue the theme with any new street name.
- In a large development of several new streets, a consistent theme would be sought to link the streets together and create an identity for the new area.
- The street should not promote an active organisation or individual.
- Street names should not be difficult to spell or awkward to pronounce.
- New street names should not duplicate names or be very similar to other street names already in use within the borough.
- Names that could give offence or could lead to the vandalism of street name plates are not used.
- Street name suffixes are not essential but when used should be descriptive of the type of road (e.g. for a cul-de-sac use Close or Court).
- Renaming of an existing street will only happen where there is a compelling reason to rename due to the inconvenience caused to existing businesses and residents. The affected businesses and residents must be consulted before any decision to rename is taken.
- Aesthetically unsuitable names (e.g. Sewer Lane) or ones which could be deliberately misinterpreted should be avoided.
- No punctuation is to be used in a new street name (e.g. St Mary's Gardens).
- The Borough reserves the right to reject a submitted name if it is deemed unsuitable.

Street Numbering

- All new properties built must be issued with a street number.
- New streets are numbered from the town centre outwards, in a logical sequence with the odd numbers on the left hand side of the street and even numbers on the right hand side.
- Where there are no whole numbers available in a street, for example if a house has been built between two existing properties, a suffix will be used (e.g. 1A).
- Renumbering of a street will only take place if absolutely necessary. The affected businesses and residents must be consulted before any renumbering scheme is issued.
- The developer is consulted at an early stage on whether the number 13 is used in their development.