

Sarah Groom

From: addressqueries <addressqueries@midsussex.gov.uk>
Sent: 12 August 2025 11:52
To: ParishClerks
Subject: MSDC Street Naming & Numbering Policy consultation
Attachments: SNN_Policy_Revised_20250812.pdf

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To Mid Sussex Parish Clerks,

I am contacting you regarding the Mid Sussex District Council Street Naming & Numbering Policy, first adopted in 2010. The adopted policy is available on our website: www.midsussex.gov.uk/streetnaming

The District Council is currently reviewing the policy in the light of legislative change and has taken the opportunity to refresh and revise the rest of the policy text based on experience over the past fifteen years.

The principle changes being made are as follows:

- Inserting specific arrangements for changing the name of a street. This arises from provisions set out in the Levelling Up and Regeneration Act 2023 that had the effect of disapplying the provisions of the Public Health Acts Amendment Act 1907, which has been used by the District Council in the past. The District Council is seeking to re-apply the provisions of the 1907 Act at a local level.
- Clarifying the role of local councils. The previous policy did allude to this, but wording was scattered across the policy. The role of the local council has now been brought into a single section and highlights to developers the necessity of working with yourselves when suggesting street names.
- Guidance around ancillary wording that the District Council will permit on street nameplates.
- A provision prohibiting attachments to street nameplates. This has been unwritten policy for some time, but has now been inserted into the published policy.

The District Council values the role of local councils in providing street names for developments that reflect and help preserve the history of local areas. We are therefore initiating a consultation with yourselves on the revised policy text and would welcome your Council's comments.

The consultation period is open for 28 days from the date of this email. I would be grateful if you can return your response to: addressqueries@midsussex.gov.uk

If you have any questions about the revised policy then please reply to the above email address, or alternatively you can speak to my manager, Keith Stanton on 01444 477492.

We look forward to receiving your responses.

Kind regards,

Linda Symes (Mrs)
Street Naming & Numbering Officer
Mid Sussex District Council
01444 477175
linda.symes@midsussex.gov.uk

Street naming and numbering policy

Adopted January 2010

Revised August 2025

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1.0 Definitions

- 1.1 References to 'the Council' mean Mid Sussex District Council.
- 1.2 References to 'local council' mean the relevant town or parish council.

2.0 Introduction

- 2.1 The appropriate naming of streets, and naming and numbering of buildings forms the basis for identifying property related information for the purposes of :-
 - 2.1.1 Record keeping e.g. legal transactions, taxation.
 - 2.1.2 Delivery of post by the Royal Mail and courier services.
 - 2.1.3 Responses to emergencies by ambulance, police, and fire services.
 - 2.1.4 Delivery of central and local government services
- 2.2 This document sets out the Council's approach to its street naming and numbering obligations and provides guidance to developers and building occupiers on the naming and numbering of streets and buildings.

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- 2.3 Mid Sussex District Council have the legal powers to allocate street names and building numbers, and ensure that the allocated name and number is displayed in an appropriate manner.
- 2.4 The guidelines are relevant both to new developments, and the renaming/renumbering of existing streets and buildings. The Council will require a submission for all new developments. The renaming/renumbering of existing streets and buildings is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the occupiers, post services, or emergency services.

3.0 Statutory context

- 3.1 Mid Sussex District Council is the street naming and numbering authority. The Council has a statutory duty to ensure that any new development is properly assessed and provided with street names and property numbers where the Council considers it is necessary.
- 3.2 The principal piece of legislation that applies to the naming and numbering of streets and buildings in the Mid Sussex area is the Towns Improvement Clauses Act 1847, Section 64 & 65, which the Council has adopted pursuant to the Local Government Act 1972 Schedule 14, Part II, Section 24 & 25. This includes responsibility for erecting the names of streets and ensuring that the numbers of buildings are displayed by the owners.
- 3.3 The Council uses Department for Transport Circular Roads 3/93 as the basis for its approach in respect to the design and installation of street nameplates.
- 3.4 Amendments to street names are governed by the Levelling-up and Regeneration Act 2023, Section 81.
- 3.5 The Council is also obliged to maintain a central database of street names and property addresses (the Local Land and Property Gazetteer) using the British Standard for addressing, BS7666. All addresses created must adhere to this standard.
- 3.6 The Council does not have statutory powers relating to property naming. Property names are a matter for property owners.

4.0 The role of local councils

Street names

- 4.1 It is the policy of the Council to fully involve local councils in the street naming process. Local councils have an important role to play in ensuring that new street names have local support and are relevant to the area and its history.
- 4.2 The Council will always consult with the relevant local council over proposed street names. In cases where there is difference between the name submitted by a developer and that preferred by the local council, the Council will generally support the adoption of the name proposed by the local council.

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- 4.3 While developers are welcome to submit their own suggestions for street names, they are strongly advised to consult with the relevant local council before doing so. Early consultation with a local council can prevent delays to the street naming process.
- 4.4 Local councils shall only agree to, or provide, the principle element of a street name. The application of appropriate suffixes shall be reserved to the Council. This is to allow flexibility in the application of names, particularly on larger multi street developments.

Property names

- 4.5 The Council will not consult when a proposal is received to add or change a property name. Where a new named development, such as a block of flats, is proposed, local councils are advised to contact the developer directly if they wish to have a dialogue over possible naming options.

5.0 The role of the Royal Mail

- 5.1 The Royal Mail's role in address creation is to provide a valid postal code. Their postal data products such as PAF™ are used by the majority of consumer service providers and private delivery firms and so non inclusion within Royal Mail data can lead to considerable problems for occupiers. The Council will always consult with the Royal Mail on applications for street naming & numbering.

6.0 Applications for street naming and numbering

- 6.1 The Council should be contacted at the earliest possible stage of a proposal, preferably before building work commences. If an application is submitted to the Council at a late stage and is subsequently rejected, numerous problems can arise, particularly if purchasers have bought properties marketed under an unapproved name.
- 6.2 Developers must be aware that marketing names are not to be confused with street names. It should be pointed out in the literature distributed to purchasers that marketing names used for the development may not form part of the final postal address. The Council reserves the right in all circumstances to replace a marketing name with a street name/s of its choosing.
- 6.3 In order to process an application for street naming and numbering, the Council will require the following:
 - 6.3.1 A detailed layout plan of the development clearly marked with the plot numbers of the proposed scheme. This plan must indicate the main entry point for each property in context with the adjacent street.
 - 6.3.2 Detailed floor plans for blocks of flats, clearly marked with plot numbers. The main entrance to the flats shall be clearly marked in relation to the adjacent street.

7.0 Consultation procedure

- 7.1 Suggestions for road names may be submitted by the developer for consideration. The Council will then consult the following:

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- 7.1.1 Relevant local councils;
- 7.1.2 Royal Mail;
- 7.1.3 Other council departments and organisations as necessary.

8.0 Street naming

8.1 When naming a street the Council will give consideration to the following criteria:

- 8.1.1 The name should reflect the history and heritage of the land intended for development. If no suitable historical name can be found for the land then other sources or themes may be utilized;
- 8.1.2 The name must not duplicate an existing name within the same postal area;
- 8.1.3 The name should not be phonetically to similar names within the same postal area;
- 8.1.4 With the sole exception of the immediate royal family, the use of the names of living persons will not be permitted, as the future conduct of individuals cannot be guaranteed;
- 8.1.5 Deceased persons names should only be used where there is a historical connection to the locality. An appropriate amount of time shall have elapsed following a death before a name shall be considered. Permission of the family should normally be obtained;
- 8.1.6 The name should not be difficult to pronounce or awkward to spell;
- 8.1.7 Concerns relating to perceived prestige or property value are not material considerations;
- 8.1.8 Names should not be perceived to have more than one meaning or be offensive;
- 8.1.9 New street names will generally have a suffix applied from the following (non exhaustive) list, unless a proposed name is considered by the Council to be naturally self terminating:

Acre	Avenue	Bank	Bower
Brow	Chase	Close	Coppice
Copse	Corner	Court	Crescent
Croft	Cross	Dell	Dene
Drive	End	Field	Gardens
Gate	Glade	Glebe	Grange
Green	Grove	Heath	Hill
Hollow	Holt	Knowle	Lane
Mead	Meadow	Mews	Mill
Orchard	Parade	Park	Path ¹
Place	Platt	Rest	Ride
Ridge	Rise	Road	Row
Shaw	Spinney	Square	Street ²
Terrace	Twitten ¹	Vale	View
Villas	Walk ¹	Warren	Way
Weald	Willows	Wood	

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¹ Normally applicable where the principle access is pedestrian (non vehicular)

² Not permissible within the boundary of Haywards Heath

9.0 Provision of street nameplates

Nameplates for new developments

- 9.1 The developer shall be responsible for providing the nameplates for a new street once the name has been agreed with the Council. New street nameplates must adhere to a specification provided by the Council. The specification for nameplates is available upon request.
- 9.2 Unless otherwise agreed with the Council, street nameplates should be positioned on each corner of the new road where it enters from the existing street scene. This is to ensure that the street name is immediately visible to road users approaching from either direction. Where a new street has multiple access points, then nameplates will be required at each access point.
- 9.3 Street name plates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The name plate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable the distance may be varied up to a maximum of 6 meters.
- 9.4 Street name plates should be mounted so that the lower edge of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
- 9.5 Where a developer fails to install the nameplates or provides nameplates that do not meet with the Council's written specification, then the Council reserves the right to carry out appropriate remedial work and charge the developer on a time and materials basis.

Local council street nameplate colour preferences

- 9.6 Each local council has expressed a preference as to the colour of the nameplates to be used within their area. A table is included as Appendix 1 to this policy that sets out these requirements.

Replacement and maintenance

- 9.7 Following installation, the Council will take over responsibility for the future maintenance and replacement of all street nameplates, provided they have been installed to the Council's specification.

Provision of street nameplates on private roads

- 9.8 The Towns Improvements Clauses Act 1847 draws no distinction between public and private roads. Whilst the initial provision of signage shall be the responsibility of the

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developer, the Council will undertake to repair and maintain street nameplates relating to private roads. This is to ensure that proper identification of streets can be maintained at all times, regardless of ownership.

- 9.9 Private residents associations are at liberty to install their own signage provided that it meets with a suitable and durable specification and does not in itself constitute a breach of planning control. Where a private residents association identifies itself to the Council, then the Council will be happy to work with that association to ensure that appropriate nameplates are provided.

Wording on street nameplates

- 9.10 The principle purpose of a street nameplate is to indicate the name of the street. Occasionally, it is necessary to add additional wording, but this wording shall be limited to displaying a statement of fact such as the term 'Private Road' where a street is not maintained at the public expense, directional arrows, official number clarification and occasional specific clarifications related to mixed private road and public footpath/bridleway. Exceptional wording may be included at the discretion of the Council.
- 9.11 The use of 'Leading to' shall be limited to three additional street names in a smaller text size. This is to prevent the creation of large unsightly signage that is impractical for drivers to read.
- 9.12 The statutory highways signage for no through roads, a 'T' plate, shall be used in preference to explicit wording in the majority of cases. The terms 'No through road' or 'Cul-de-sac' will only be used in exceptional circumstances.



- 9.13 The Council will not permit or support the use of wording that has the intention of restricting or directing the use of a street. Terms such as 'No parking', 'No turning' or 'Residents Only' will not be included on street nameplates. Restrictions on vehicular access are a separate matter of highways law and have their own dedicated signage.
- 9.14 The inclusion of property names on street nameplates is not permitted. This is to limit the liability to the Council for the cost of changing a sign at public expense when a private house name is changed.

Attachments to street nameplates

- 9.15 The Council does not permit any form of attachment to a street nameplate without its express written consent. The Council accepts no responsibility for, and reserves the right to remove, any attachment from a street nameplate without warning or consent. Signage so removed will be disposed of, and the Council will not entertain requests for compensation or replacement.

10.0 Building numbering

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- 10.1 The Council is responsible for the allocation of numbering of properties. Numbers are allocated to enable the easy and rapid location of buildings by both routine and emergency callers.
- 10.2 The Council will develop naming and numbering schemes for new developments having regard to:
 - 10.2.1 The nature of the development and its position within the existing street scene;
 - 10.2.2 The requirements for local authorities, as set out in the guide to 'Data Entry Conventions and Best Practice for Addresses published by Geoplace and available from <https://www.geoplace.co.uk/>
- 10.3 The primary focus of the numbering scheme is to ensure the development is easily identifiable, particularly to emergency services. Cosmetic concerns or those relating to perceived prestige or property value are not material considerations.
- 10.4 House numbers will be applied to all new developments. The use of names will only be considered in exceptional circumstances.
- 10.5 Properties will be numbered into the street from which they are primarily accessed. Primary access is generally taken to mean the front door. The Council will not entertain requests for properties to be numbered into adjacent streets unless there are exceptional circumstances such as emergency service access requirements.
- 10.6 Being a rural area, the use of property names is widespread. Where properties have a name and no number the Council has the power to create numbering schemes for existing roads and make residents use house numbers. Because of the disruption this may cause to residents, this would only be undertaken if significant problems with addressing were brought to the Council's attention.
- 10.7 Developers must not allocate property numbering.
- 10.8 Numbering sequences can be attributed in many different ways. The Council will generally adhere to the following conventions:
 - 10.8.1 As you enter a development, numbers should appear - odds on left, evens on right;
 - 10.8.2 Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found.
 - 10.8.3 If a small development, properties will be numbered consecutively e.g. 1- 8;
 - 10.8.4 If one or more dwellings are built between two others usually a suffix of 'a' 'b' 'c' etc. is added to the number;
 - 10.8.5 Blocks of flats may be given a name with each dwelling being numbered consecutively;
 - 10.8.6 Numbers with superstitious, religious, or cultural connotations will not be omitted;
 - 10.8.7 Gapping in the normal sequence of numbers may be permitted where the Council determines that there is scope for further development.

11.0 Building naming

- 11.1 The Council exercises no statutory control over the naming of buildings. However, residents and developers are strongly advised to contact the Council when adding a new name or changing an existing name to ensure that name is officially recognised. The Council consults with the Royal Mail to ensure the name is not duplicated within the local area. A name will not be officially recognised if it duplicates an existing name in the same postcode area or if it is likely to cause offence.
- 11.2 For existing properties, the addition of a house name is permitted where a numbering scheme is in place. It must be clear however, that the name is an addition to the number and not a replacement. The original number must be displayed on the property, and quoted within an address on all correspondence. Under no circumstances may a name replace a number as the primary form of address.

12.0 The display of names and numbers

- 12.1 Every number or name, or number and name, of any building in any street, way, place, row of houses or block shall be marked:-
- 12.1.1 On the building, the entrance gate, boundary wall or fence immediately adjacent to the gate or entrance of such a building, or in such other position as to be clearly visible from the street or way in which the building is situated.
 - 12.1.2 With numerals or lettering of such colour as to contrast with the background against which they are displayed.
 - 12.1.3 With numerals or letters of sufficient size to render them clearly visible from the street in which the building is situated.
 - 12.1.4 In a durable material, which shall be deemed to include paint.
- 12.2 The number or name, or number and name, shall ideally be marked not more than 3.6 metres or less than 0.75 metres above the ground.
- 12.3 The numerals of which any number is composed shall be Arabic in character.
- 12.4 In addition to these guidelines developers and building owners should be aware that planning permission maybe required in the following instances:
- 12.4.1 Listed buildings: if the proposed display would affect the special character of the building. Even relatively small-scale displays or alterations may require listed building consent;
 - 12.4.2 Advertisement Control: it is possible that a display may be deemed to be a sign requiring consent under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.
- 12.5 If you are in doubt about the display of the name and number you are advised to consult the regulations and contact the Planning Department for further advice.

13.0 Renaming of streets

- 13.1 On rare occasions, it may be necessary to rename a street, or part of a street. This is usually only carried out when:
- 13.1.1 There is confusion over a street's name;
 - 13.1.2 Residents of the street are unhappy with their street name;
 - 13.1.3 New development, or a significant change to the nature of the street compels the Council to consider changing the name.
- 13.2 Where a change is requested by residents, the Council will require initial evidence that 50% or more of the households and/or business premises on the street are supportive of the change before progressing the request. Evidence may be provided by way of individual letters or emails of representation, or by way of a signed petition. Names and addresses must be included and no anonymous submissions will be counted.
- 13.3 Irrespective of whether a change is being initiated by residents or the Council, the Council will undertake a formal written consultation with households and/or businesses on the street. The consultation will set out:
- 13.3.1 What change is being proposed;
 - 13.3.2 The reasons for making the change;
 - 13.3.3 Whether other options have been considered;
 - 13.3.4 The duration of the consultation period.
- 13.4 The Council will additionally consult with the local council and the Royal Mail.
- 13.5 Having considered the results of the consultation process, if the Council decides to progress a change to a street name, it will undertake a formal ballot of households and/or business premises on the street.
- 13.6 In order to permit the inclusion of businesses and to ensure that any decision is taken by those ultimately responsible for the properties on a street, the electorate shall be defined as follows:
- 13.6.1 One vote per household on the street, taken as meaning the registered Council Tax payer.
 - 13.6.2 One vote per business premise on the street, taken as meaning the registered National Non Domestic Rate payer.
- Tenants are strongly advised to consult with their landlord before casting their vote.
- 13.7 Where a simple majority of two thirds in number of the total electorate are in favour of making the proposed change, then the Council may consider changing the name of the street.

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- 13.8 Where the Council agrees to change the name of a street, residents will be informed in writing of the new street name, the timeframe and arrangements for making the change and guidance on how to effect the change to their addresses.
- 13.9 In circumstances where a street or section of street has no registered Council Tax or National Non Domestic Rate payers, then the Council will consult with the local council only before making a change.

14.0 Renumbering of streets

- 14.1 On rare occasions, it may be necessary to renumber an existing numbered street, or add numbers to a street comprising named properties. This is usually only done as a last resort when:
- 14.1.1 New properties are built and there is a need for other properties to be renumbered to accommodate the new properties;
 - 14.1.2 The number of named-only properties in a street is deemed to be causing confusion for visitors, delivery or emergency services;
 - 14.1.3 A group of residents are unhappy with the naming/numbering used within their street.
- 14.2 In the first instance, the Council will attempt to work with all parties to effect a resolution by consensus. Normal consultations will be carried out with the local council and Royal Mail.
- 14.3 The Council may seek to impose a change where it can be demonstrated that it is required for reasons of proper public administration. A formal report will be brought before the appropriate committee for consideration and decision. Residents will be informed of this report and given the opportunity to make representations through the normal procedures outlined in the Council's constitution. The decision of the Council shall be final, and residents will be informed in writing of their new addresses if the Council decides to alter the numbering system in use.

15.0 Enforcement procedure

- 15.1 The Towns Improvement Clauses Act 1847, in appropriate circumstances, allows councils to affix approved street numbers to buildings and to recover costs incurred. In addition, the provisions of the Act result in offences being committed when owners or occupiers remove, cover or obliterate street names or numbers.
- 15.2 The normal council approach is to encourage occupiers to display the correct name / number in an appropriate manner. Where it is evident that failure to do so could result in failure of postal delivery services or emergency services to identify adequately the premises, then the Council may pursue enforcement action.

16.0 Further information and advice

- 16.1 For further information or advice may be obtained from:

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Street Naming & Numbering Officer
Mid Sussex District Council
Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

Email: addressqueries@midsussex.gov.uk
Website: <https://www.midsussex.gov.uk/streetnaming>
Tel: 01444 477175

- 16.2 Postcode enquiries should be directed in the first instance to the Royal Mail Address Management Centre.

17.0 References

- 17.1 The following documents were referred to by the Council in developing this policy:
- 17.1.1 Towns Improvement Clauses Act 1847 - Section 64 & 65
Public Health Acts Amendment Act 1907 - Section 21
Levelling-up and Regeneration Act 2023 – Section 81
<https://www.legislation.gov.uk/>
 - 17.1.2 Department for Transport Circular Roads 3/93
https://webarchive.nationalarchives.gov.uk/ukgwa/*/http://www.dft.gov.uk/pgr/roads/tpm/tal/circulars/ular393streetnameplatesa4055.pdf
 - 17.1.3 British Standard for addressing - BS7666
<https://knowledge.bsigroup.com/>
 - 17.1.4 Data Entry Conventions and Best Practice for Addresses
<https://www.geoplace.co.uk/>

Appendix 1

Colour preferences for street nameplate design for local councils.

PARISH	COLOUR PREFERENCE
Albourne	White lettering – green background
Ansty and Staplefield	White lettering – green background
Ardingly	White lettering – green background
Ashurst Wood	White lettering – green background
Balcombe	White lettering – green background
Bolney	White lettering – green background
Burgess Hill	Black lettering – white background
Cuckfield	Black lettering – white background
East Grinstead	Black lettering – white background
Fulking	White lettering – green background
Hassocks	White lettering – green background
Haywards Heath	Black lettering – white background
Horstead Keynes	White lettering – green background
Hurstpierpoint and Sayers Common	White lettering – green background
Lindfield	Black lettering – white background
Lindfield Rural	White lettering – green background
Newtimber	White lettering – green background
Poynings	White lettering – green background
Pyecombe	White lettering – green background
Slaugham	White lettering – green background
Turners Hill	White lettering – green background
Twineham	White lettering – green background
West Hoathly	White lettering – green background
Worth	White lettering – green background