



POLICY - NAMING OF STREETS AND NUMBERING OF PROPERTIES

A. NAMING OF STREETS

1 INTRODUCTION

- 1.1 The Local Government (Miscellaneous Provisions) (NI) Order 1995 affords Council a discretion to name streets within its district. Ballymoney Borough Council will exercise that discretion.
- 1.2 It is a policy of Ballymoney Borough Council to name all streets in its district.
- 1.3 "Street" includes any road, square, court, alley, passage or lane, which has on one or both sides a more or less continuous and regular row of houses or other buildings.
- 1.4 Any person who obscures, pulls down or defaces a street nameplate showing the name of the street approved by Council is guilty of an offence and is liable on summary conviction to a fine not exceeding level 2 on the standard scale.
- 1.5 Any person who erects a street nameplate in any street without the authorisation of Ballymoney Borough Council is guilty of an offence and is liable on summary conviction to a fine not exceeding level 2 on the standard scale.

2 TYPES OF NAMES

- 2.1 This policy document sets out formal policy and guidelines for the benefit of developers and their agents or other interested parties on the nature and types of street names Ballymoney Borough Council will accept or reject.

2.2 Street names connected with the local townland

It is the policy of Ballymoney Borough Council that an application for a street name should, first and foremost, show some connection with the local townland in which the street is located (e.g. the history, heritage or environment of the townland).

2.3 Naming of streets after individuals

An application to name a street after any living individual will not be accepted. In exceptional circumstances Ballymoney Borough Council will consider an application to name a street after a deceased individual that had prominent associations with the

district or part of the district or who contributed in some way to the life of the district, or national or international life.

2.4 Naming streets to mark historical or political events

Ballymoney Borough Council will consider an application to name a street to mark some historic or political event.

2.5 Naming streets after places

Ballymoney Borough Council will consider an application to name a street after places or locations, whether within the district or nationally or internationally. It is unlikely however that any application to name a street, where such names might be perceived to be based on an imagined social distinction, will be accepted. Examples of such potentially unacceptable names would include “Wuthering Heights”, “Windermere Downs”, “Malvern Brook” etc.

2.6 Use of suffixes

Although Ballymoney Borough Council will normally require the use of a suffix (e.g. “street”, “road”, “park”) an application for a single name will be considered.

2.7 Inaccurate use of words

Ballymoney Borough Council is unlikely to accept, for example, the use of the word “Mews” when a street is not a mews.

2.7.1 Exotic names

Ballymoney Borough Council is unlikely to accept exotic sounding names such as “Ye Olde Oak Tree”.

3 APPLICATION PROCEDURE FOR APPROVAL OF STREET NAMING

3.1 All developers, their agents or other interested parties must have regard to this policy before submitting an application for street naming.

3.2 An application for street naming must be made on the prescribed application form, giving a reason for the preferred name and any alternative suggestions.

3.3 Developers must make application for street naming of any new development at the earliest possible date and before a development is advertised, as an advertised name may well be rejected, causing difficulties for the developer and purchasers of property in the development.

3.4 Upon receipt of an application, the proposed name(s) will be checked with Royal Mail (and adjacent district Councils in boundary situations) for duplication or similar spelling or sounding names, prior to the approval or rejection.

4 NOTIFICATION OR REJECTION

- 4.1 If Council rejects proposals for a street name, the applicant will be notified and the reasons given for such rejection. The applicant will be invited to submit an alternative proposed name and an alternative might be suggested by Council.

5 NOTIFICATION OF APPROVAL

- 5.1 Once Council approves a street name, details will be entered in the Streets Register and the following persons and bodies notified:-
The Applicant
Royal Mail, Postcode Section
Ordnance Survey
Ambulance Service
Northern Ireland Fire & Rescue Service
Police Service of Northern Ireland
N E Health & Social Services Board
N E Education & Library Board
District Registrar, Births Marriages & Deaths
Relevant Council departments
Pointer

6 ERECTION OF STREET NAMEPLATES

- 6.1 Upon approval of a street name, Ballymoney Borough Council will erect a street nameplate at a preferred location at each end of the street or, in the case of a new development, the developer will erect the initial street nameplate in a format agreed by Council.

7 ERECTION OF STREET NAMEPLATES IN A LANGUAGE OTHER THAN ENGLISH

7.1 INTRODUCTION

The legislation also gives Ballymoney Borough Council discretion to erect a street nameplate showing the name of a street in a language other than English, in addition to the street nameplate showing the name of the street in English.

8 INITIATION PROCEDURE FOR ERECTION OF A STREET NAMEPLATE IN A LANGUAGE OTHER THAN ENGLISH

- 8.1 Either Council or the occupiers of premises in a street may initiate procedures for the erection of a street nameplate in a street in a language other than English.
- 8.2 Council will have regard to any views on the proposal expressed by the occupiers of premises in the street in question.

- 8.3 The occupiers of premises will be regarded, in the case of dwellings, as every person normally resident in premises in the street and aged not less than 18 years. Commercial premises, hotel guests, hospital staff, patients and the like are excluded from this definition.
- 8.4 The views expressed by occupiers will be ascertained as set out below.

External Initiation

- 8.5 An occupier of premises in a street may apply to Ballymoney Borough Council in writing to have a street nameplate erected in the street in a language other than English and specifying such language. Where the request is accompanied by evidence by way of a petition, individual letters of support or otherwise, that there is support for the request from occupiers of a majority of the premises in the street, the Council will initiate a consultation exercise as set out below.
- 8.6 Ballymoney Borough Council will write to each occupier of premises in the street advising each of the application and inviting comment by completion and return within 28 days of a prepaid pro-forma letter.
- 8.7 The responses from the survey will be analysed and reported to the relevant Council committee, which will consider the application and make a recommendation to Council. Where two thirds or more of respondents to the survey support the erection of a sign in a language other than English and that language is either Irish or Ulster Scots, Council will normally agree the request.
- 8.8 If the application is approved, the procedure set out at Section A, 5-6 inclusive, will be implemented.
- 8.9 If the application is rejected, the applicant will be notified and reasons given for the rejection.

Council Initiation

- 8.10 Ballymoney Borough Council may resolve, in principle, to erect a street nameplate in a language other than English, specifying the language, in a named street(s).
- 8.11 The procedure set out in paragraphs 8.5 – 8.10 inclusive will then be implemented.

B. NUMBERING OF PROPERTIES

- 9.1 Where Ballymoney Borough Council has approved a street name and a street nameplate has been erected, the occupier of each premises in the street must number the premises with the number approved by Council.
- 9.2 If an occupier of premises fails to number the premises as required by Council, Council may serve notice on the said occupier requiring compliance within seven days, failing which the said occupier may be liable on summary conviction to a fine not exceeding

- level 2 on the standard scale. In addition, Ballymoney Borough Council may number the premises and recover the costs of so doing from the occupier as a debt.
- 9.3 Occupiers of premises in a street should ensure that numbers, when displayed, are easily identified and read.
- 9.4 The name of an individual property has no standing; the property will be identified only by its number and the street in which it is situated.
- 9.5 Roads, streets, drives or similar shall be numbered with odd numbers on the right hand side and even numbers on left hand side. Cul-de-sacs, however, may be numbered consecutively.
- 9.6 When allocating postal numbers, number 13 to be omitted.