Regulation and Planning
Policy Committee

Monday 20 March 2017

9.30am, Colman Room
South Norfolk House, Cygnet Court, Long Stratton,
Norfolk, NR15 2XE

If you have any special requirements in order to attend this meeting, please let us know in advance.

Large print version can be made available

Contact Claire White on 01508 533669 or democracy@s-norfolk.gov.uk
Members of the
Regulation and Planning Policy Committee:

Cllr Colin Foulger (Chairman)
Cllr Barry Duffin (Vice Chairman)
Cllr David Goldson
Cllr Murray Gray
Cllr Lisa Neal
Cllr Vic Thomson
Cllr Kevin Worsley

This meeting may be filmed, recorded or photographed by the public; however anyone who wishes to do so must inform the chairman and ensure it is done in a non-disruptive and public manner. Please review the Council's guidance on filming and recording meetings available in the meeting room.
1. To report apologies for absence and identify substitute voting members (if any);

2. To deal with any items of business the Chairman decides should be considered as matters of urgency pursuant to Section 100B (4) (b) of the Local Government Act, 1972. Urgent business may only be taken if, "by reason of special circumstances" (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency;

3. To receive Declarations of Interest from Members; (see guidance attached page 6)

4. To confirm the minutes of the Planning Policy and Regulation Policy Committee held on 26 January 2017; (attached – page 7)

5. Greater Norwich Local Plan Progress Report; (report attached – page 13)

6. Advice Note on Proposals for Self-Build and Custom-Build Housing; (report attached – page 17)

7. Introduction of Charges for Street Naming and Numbering and Review of the Street Naming and Numbering Policy and Acts used for service (report attached – page 27)

8. Forward Work Programme; (report attached – page 48)
Working Style of Cabinet Policy Committees

Member Leadership
Members of the Committees will take the lead in understanding the direction provided by Cabinet and delivering work to Cabinet requirements. Whilst recognising political allegiances, members will work in a collaborative manner with officers and cabinet portfolio holders to consider the relevant issues when developing Council policy.

Collaborative Working
All meetings of the Committees will be constructive and conducted in a spirit of mutual respect and trust. Officers will commit to supplying meetings with information relevant to making informed decisions on policies and matters. Members will commit to thoroughly reading and understanding papers, raising questions that are pertinent to the issues at stake. Members will, where feasible, agree definable actions to be taken forward by officers to develop policy, rather than having items for noting or simply to discuss.

Frequency and Nature of Meeting
Each Committee would usually have 3 formal, public meetings per year. In assessing items delegated by Cabinet for review, the Committee may decide that it wishes to meet on a more or less frequent basis.

The Committee may also hold informal meetings should it require in order to progress specific items in detail. However, if the Committee is meeting to determine whether to refer items for Cabinet approval, the meeting should follow the Council’s Standing Orders and thus be subject to a formal agenda, be held in public and the meeting recorded.

Informal meetings may be held in any manner suitable for conducting business (e.g. via meeting, conference call, circulation of information via e-mail, or site visits); while relevant information will be supplied by officers where appropriate, these meetings will not be subject to a formal agenda or minutes. Where business of the Committee is undertaken through informal meeting, all members of the Committee will be provided opportunity to participate. Members will expect to be able to participate in a free and frank exchange of views when deliberating subjects.
Training
Members commit to undertaking development – for example, attending formal training sessions, or reading relevant background material, in order to properly equip themselves to deliver their expected role fully.

Accountability
The Policy Committees will be accountable to Cabinet. They will not be able to make decisions themselves, but can recommend decisions to Cabinet. Cabinet may review whether the Committees are discharging their duties effectively, and may receive progress reports on how the Policy Committee is working to discharge its duties.

Work Programmes
The Work Programmes for the Policy Committee will be established by Cabinet. Members of the Committee will not be able to raise items to be included in the work programme. Where topics have been identified for inclusion in the work programme, the Committee will work to identify how it will discharge its responsibilities, including the resources required to do so.

Managing Time
However the Committee is meeting, it will attempt to conclude the business of each meeting in reasonable time. The Chairman will be responsible for ensuring the meeting stays focused on pertinent issue, and does not become side-tracked on issues that are not relevant to the policy under consideration, or those that should be discussed by a separate committee.
DECLARATIONS OF INTEREST AT MEETINGS

Members are asked to declare any interests they have in the meeting. Members are required to identify the nature of the interest and the agenda item to which it relates.

- In the case of other interests, the member may speak and vote on the matter.
- If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed.
- If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting.
- Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.
- In any case, members have the right to remove themselves from the meeting or the voting if they consider, in the circumstances, it is appropriate to do so.

Should Members have any concerns relating to interests they have, they are encouraged to contact the Monitoring Officer (or Deputy) or another member of the Democratic Services Team in advance of the meeting.
Regulation and Planning Policy Committee

Minutes of a meeting of the Regulation and Planning Policy Committee held at South Norfolk House, Long Stratton on Thursday 26 January 2017 at 3.00 pm

Committee Members Present: Councilors: C Foulger (Chairman), B Duffin, M Gray, L Neal, V Thomson and K Worsley

Cabinet Members in Attendance: Councilors: J Fuller and L Hornby

Apologies: Councillor D Goldson
Other members present Councillor V Bell

Officers in Attendance: The Planning Policy Manager (A Nicholls) and the Development Manager (H Mellors)

9. DECLARATIONS OF INTEREST

The following members declared an “other” interest, in relation to minute no. 11, the Greater Norwich Local Plan Progress Report.

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<th>Member</th>
<th>Reason for Interest</th>
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<tr>
<td>Cllr J Fuller</td>
<td>Members of the Greater Norwich Development Partnership</td>
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<tr>
<td>Cllr C Foulger</td>
<td>Board</td>
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<td>Cllr L Hornby</td>
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10. MINUTES

The minutes of the meeting held on Monday 21 November 2016, were agreed as a correct record and signed by the Chairman.

11. GREATER NORWICH LOCAL PLAN PROGRESS REPORT

Members considered the report of the Planning Policy Manager, which invited the Committee to note and comment on the contents of the Greater Norwich Local Plan (GNLP) reports, to be discussed at the Greater Norwich Development Partnership (GNDP) Board meeting on 30 January 2017.

The Planning Policy Manager drew attention to the key issues arising from the GNDP reports.

The Committee noted that the Vision and Objectives had been amended significantly since it was last considered by the GNDP. The Planning Policy Manager explained that more locally distinctive detail would be added to the objectives as new GNLP evidence emerged.

Cllr M Gray suggested that the Environment Objective was not clear, referring to the phrase “minimise contributors and adapt to climate change”. He suggested that this be replaced with “to mitigate against and adapt to climate change”. The Planning Policy Manager explained that the objectives were not set in stone, and could evolve in time.

Referring to communications with the media and public, members queried what constituted a “local matter”. The Planning Policy Manager explained that this would be considered on a case by case basis, however, if a matter referred purely to a site in South Norfolk, it would be more than likely a local matter, and South Norfolk Council would comment as appropriate. The Chairman of the GNDP would be responsible for commenting on broader GNLP policy issues.

In response to queries regarding the GNLP Newsletter, the Planning Policy Manager explained that the intention was to issue it electronically on a quarterly basis. The newsletter would be produced at officer level, and would detail progress and development of the Local Plan. Members welcomed this form of communication, but stressed the need for it to be written in plain English.
During discussion, it was suggested that the GNDP website required attention, to avoid confusion with the GNGB (Greater Norwich Growth Board) and members stressed the need to ensure that GNDP papers were easily accessible to the public.

It was

RESOLVED:

That the comments made be noted and that they be fed back to the GNDP at its meeting on 30 January 2017 by the three GNDP members.

12. **Joint Core Strategy Annual (Authority) Monitoring Report 2015-16**

Members considered the report of the Planning Policy Manager, which sought comments on the contents of the 2015-16 Joint Core Strategy Annual Monitoring Report.

The Planning Policy Manager explained that the Monitoring Report had been produced jointly by the three district councils; South Norfolk, Norwich and Broadland, working alongside Norfolk County Council. The document was a legal requirement, but was also a useful tool in assessing whether policies in the Local Plan were working effectively, and to identify trends.

Members were pleased to note that affordable housing completions totalled 32% in South Norfolk, although completions across the three councils together were below target. In response to a query regarding starter homes, officers explained that these were currently viewed as affordable tenure, although this was not in perpetuity, but for a period of 5-8 years. Further detailed government guidance was awaited on this.

The Committee noted that although housebuilding activity was increasing in the Norwich Policy Area, it remained short of a five-year land supply, when assessed against Joint Core Strategy targets. Based on the most recent available estimates, the land supply in the Norwich Policy Area as at 1 April 2016 (the end of 2015/16) was 93.9%, or 4.7 years. The rural areas in South Norfolk did, however, have a 39.6 years’ supply of sites. Members suggested that as a consistent deliverer in the rural areas, a side letter should be published alongside the Monitoring Report, stating as such. This was important evidence that could be supplied when defending future appeals. Discussion followed with regard to other Norfolk authorities, and it was noted that both
North Norfolk and Kings Lynn and West Norfolk Councils had a 5 year land supply. Breckland District Council had also declared that it also had a 5 year land supply, although this was yet to be tested at appeal.

Referring to the loss of office space in Norwich city centre, the Planning Policy Manager explained that much of what was available, was not of grade A standard, and would be expensive to convert. Members noted that such space continued to grow in both Broadland and South Norfolk.

The Planning Policy Manager explained that almost all large allocations in South Norfolk had come forward for development, which was a good indication that the sites approved in the last Local Plan were the right ones. Members did however acknowledge that delivery was just as important as providing the permissions, and discussion followed concerning how the Council could stimulate this delivery. Members queried the expiry time set for permissions, and whether “step in” rights could be applied to allocations coming forward in the new Local Plan. The Development Manager explained that generally, applicants/developers were given three years to commence work on permissions. With regard to “step in” rights, she explained that a legal opinion would need to be sought. Members also suggested that larger sites could be broken in to smaller sites, to make them more manageable and more likely to be delivered sooner, but the Development Manager explained that the Council could not insist on this. Cllr Fuller informed the Committee that the larger developers were not currently signing off developments of more than 500, and this need to be borne in mind, when allocating sites in the new Local Plan.

RESOLVED:

To note the key conclusions of the 2015/16 Joint Core Strategy Annual (Authority) Monitoring Report.

13. **IMPROVING PLANNING PERFORMANCE – DCLG NEW TARGETS**

The Development Manager updated members on the changes proposed by the Department for Communities and Local Government to the Designation Scheme for local planning authorities. She outlined the following proposed new standards:
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<th>Measure</th>
<th>Current Threshold</th>
<th>2018 Proposed Threshold</th>
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<tr>
<td>Applications for major developments made within the statutory period</td>
<td>50%</td>
<td>60%</td>
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<tr>
<td>(13 wks/16 wks with EIA) or an extended period agreed in writing with</td>
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<td>the applicant</td>
<td></td>
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<tr>
<td>Applications for non-major development made within the statutory</td>
<td>65%</td>
<td>70%</td>
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<tr>
<td>determination period (8 wks or an extended period agreed in writing</td>
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<td>with the applicant</td>
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<td></td>
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<tr>
<td>Quality of major and non-major applications</td>
<td>No measure</td>
<td>10% of total decisions</td>
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<tr>
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<td></td>
<td>during the period</td>
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<td>being overturned at</td>
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<td>appeal.</td>
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With regard to the speed of assessing major developments, the Development Manager informed members that the Council’s performance averaged out at 96% over the last 2 years, and therefore the proposed changes did not present a risk to the Council. Members also noted that the proposed measure on the quality of major and non-major applications, did not present a risk due to the number of decisions involved.

Discussion followed concerning the delays that could occur due to the speed of responses from some statutory consultees. The Development Manager explained that these delays could impact on the decision making process but were few and far between and where delays did occur, they are raised with the statutory consultee and where necessary raised at director level.

Members also queried the reporting mechanism for performance, suggesting that the Development Management Committee would benefit from regular updates. The Development Manager reminded the Committee that this information was reported to Cabinet on a quarterly basis, with all members having access to the relevant reports, and this was noted by members. Cllr L Neal stated that the Director of Growth and Localism had agreed to investigate whether housing land supply figures could be reported on a more regular basis (six-monthly or quarterly) to the Scrutiny Committee. Officers stated that this would depend on whether it was possible to obtain in-year figures covering all the Greater Norwich councils (in order to report a whole Norwich Policy Area figure), and members noted that this could prove problematic.
14. **Work Programme**

Members noted the Committee’s future work programme.

(The meeting concluded at 4.34 p.m.)

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Chairman
Greater Norwich Local Plan Progress Report

Report of the Planning Policy Manager
Cabinet Member: John Fuller, Economy and External Affairs

CONTACT
Adam Nicholls
anicholls@s-norfolk.gov.uk
1. Introduction

1.1 The Greater Norwich Development Partnership (GNDP) was re-constituted in September 2016 to oversee the production of the Greater Norwich Local Plan (GNLP).

1.2 The fourth meeting of the (GNDP) Board will take place on 23rd March 2017. As with previous meetings, the Committee is being asked to note and comment on the contents of the papers the GNDP Board will consider, with the Council’s three GNDP representatives, Cllrs Fuller, Hornby and Foulger, presenting the Committee’s views at the GNDP Board meeting.

2. Background

2.1 The first three meetings of the re-constituted GNDP Board took place in September and November 2016 and January 2017 (see www.gnlp.org.uk for the papers). There were substantive papers considered on 30th January on:

- Communications Protocol; and
- Draft GNLP Strapline, Vision and Objectives.

2.2 The Committee commented on these papers at the last meeting on 26th January 2017 (see the minutes of that meeting).

3. Current position

3.1 The 23rd March GNDP Board meeting will consider two main papers:
   - A GNLP update paper, summarising the progress made to date, with a focus on evidence gathering; and
   - Consultation options for the Regulation 18 stage of the GNLP.
Committee members are asked to download and read the papers from the GNLP website (www.gnlp.org.uk); they will be available from 15\textsuperscript{th} March 2017 and they will not be published in hard copy or attached to this committee paper.

4. Risks and implications arising

4.1 The financial impact of preparing the GNLP is allowed for in the current budget, and will be planned for in future years’ budgets too.

4.2 The most significant risks to the production of the GNDP are unforeseen events and significant changes to Government policy, causing delays. These risks are being regularly assessed and updated. The Housing White Paper was published in February, and will have very significant implications for strategic planning, albeit that full details of many changes will not be known until later in the year or even early 2018.

4.3 Whilst the GNLP will have significant environmental impacts, these will be assessed through a Sustainability Appraisal and Habitats Regulations Assessment and at this early stage of plan-making, the environmental effects are very limited.

4.4 The equalities implications of the GNLP will be considered through an Equalities Impact Assessment.

4.5 The GNLP in general, and the implications of this report in particular, are not expected to have any impact on crime and disorder.

5. Other options

5.1 As comments are explicitly being sought on the contents of the 23\textsuperscript{rd} March GNDP Board papers, there are no other options.
6. Recommendation

6.1 The Committee is asked to note and comment on the 23rd March 2017 Greater Norwich Development Partnership Board reports (with the three GNDP Board members making these comments at the GNDP Board meeting), and in particular the following elements of those reports (which will be set out in the Recommendations of the GNDP Board reports):

i) The recommendation to run the Regulation 18 public consultation in autumn 2017; and

ii) The suggested general contents of the June GNDP Board Report on the broad strategy for the distribution of housing and employment land.
Advice Note on Proposals for Self-Build and Custom-Build Housing

Report of the Senior Planning Officer
Cabinet Member: Cllr John Fuller, The Economy and External Affairs

CONTACT
Simon Marjoram, 01508 533810
smarjoram@s-norfolk.gov.uk
1. Introduction

1.1 The 24 October 2016 Cabinet considered a report on the update of the Local Development Scheme (LDS) for the South Norfolk Local Plan which included the possibility of preparing a Supplementary Planning Document (SPD) on Self- and Custom-Build Housing. Subsequently, the 21 November 2016 Planning Policy and Regulation Policy Committee considered a report on the possible scope of various SPDs, which concluded that Self- and Custom-Build be developed as an Advice Note, rather than a formal SPD. In addition, the 5 December 2016 Cabinet considered a report on the Self-Build and Custom Housebuilding Register, which has established how the register is operated in South Norfolk.

1.2 The Advice Note, attached at Appendix A, draws together in one place a range of information on from various sources relating to the register, planning policy, development management, and Community Infrastructure Levy (CIL) and Section 106 (S106) contributions. The intention is to make it easier for those proposing a self-build or custom-housebuilding scheme to navigate the available information, which is currently distributed across the different sections of the Council’s website, and to highlight various issues to help prospective self-builders bring forward proposals which accord with the Council’s requirements.

2. Background

2.1 The Government has been keen for some years to encourage an increased proportion of housing development to come forward as self- or custom-build units. The Council is a strong supporter of self- and custom-building, as evidenced by it being chosen by the Government to be one of the 11 Vanguard authorities on self-build in 2014. The Council is keen to work with landowners and developers to increase the number of custom- and self-build dwellings permitted and delivered in the district as part of an overall increase in housing delivery.

2.2 Various pieces of legislation covering self- and custom-build have been enacted which make some specific requirements of local authorities. These include the requirements to keep a register of those seeking a serviced plot, requirements to permit a sufficient number of plots that could be delivered as self-build within given timescales, and requirements to consider self-build across other functions and activates of the Council. The importance of self-build has been re-emphasised through the recently published Housing White Paper ‘Fixing our broken housing market’ (February 2017). The White Paper notes that this sector can provide quickly-delivered, high-quality (sometimes innovative) homes, that better meet people’s needs and provides low-risk opportunities
for small builders; it goes on to set out various measures to improve access to finance and land for potential custom- and self-builders.

3. Proposals

3.1 Various aspects of self- and custom-Building are already covered by information that is available on the Council’s website; this Advice Note aims to bring the information together in one place in an easy-to-follow format. Broadly the Note covers:
  • Where/how to register interest in acquiring a serviced, self-build plot;
  • The relevance of the Council’s Local Plan policies and ensuring the proposals achieve a high quality of sustainable development;
  • Ensuring that there is a balance between allowing self-builders to tailor homes to suit their requirements and maintaining a high standard of design;
  • Advice on claiming the CIL exemption for self-Build;
  • Highlighting other considerations which may be useful to consider as part of the process of developing a proposal and planning application.

3.2 As an Advice Note, rather than a formal SPD, the contents can be updated relatively simply to reflect changes in circumstances: for example, should the exemption from CIL change as part of the wider CIL review being undertaken by Government, this could be reflected in the Advice Note by bringing an update back to the relevant Committee(s).

4. Risks and implications arising

4.1 As the Advice Note is pulling together information which is already available in the public domain, there are not considered to be any risks arising from its publication. The intention is for the note to guide prospective self-builders to the available information with the ultimate aim of them being able to achieve higher quality proposals which accord with the Council’s requirements. The Government’s Housing White Paper notes (paragraph 3.18) that ‘if we do not believe local authorities are taking sufficient action to promote opportunities for custom-building and self-building, we will consider taking further action including possible changes to
as such an Advice Note which helps self- and custom-builders bring forward suitable proposals could assist in meeting the Government’s aspirations.

5. Other options

5.1 The main options are (a) to pursue a more formal Supplementary Planning Document (SPD) or (b) not to produce either the Advice Note or SPD.

5.2 As noted in the report, the aim of the Advice Note is to pull together a range of information into a single, easy-to-follow format which is also relatively straightforward to update as circumstances change. The Advice Note does not make any additional requirements of potential self-builders, but does seek to guide them towards making suitable proposals that meet with the Council’s exiting requirements. Because the requirements made by Government via recent legislation are likely to be met through existing mechanisms, principally the continued permitting a significant numbers of smaller, windfall sites across the District, a more formal SPD is no longer considered necessary, and as stated above in para 1.1, this was agreed by the Planning Policy and Regulation Policy Committee in November 2016. As such, the Advice Note is considered to strike a suitable balance between relying on the information that is already currently available and putting that into a more useable format.

6. Recommendation

6.1 Regulation and Planning Policy Committee recommend that Cabinet:

- Agree the ‘Advice note on proposals Custom- and Self-Build Housing (March 2017)’, attached as Appendix A, for publication on the ‘Custom and Self Build Homes’ page of the Council’s website;
- Authorise the Director of Growth & Localism, in consultation with the Leader, to finalise any desired wording changes prior to publishing the Advice Note.
Advice Note on proposals for Custom and Self-Build Housing (March 2017)

1. Background

1.1. The Government has put in place a series of Acts and Regulations which require Local Authorities to support increasing the number of developments which come forward as custom and self-build properties. South Norfolk Council was part of the national Vanguard Project for delivering self-build and it is keen to support appropriate proposals.

1.2. Self- and custom-build can cover a broad spectrum, from people undertaking self-build projects themselves for affordability reasons (generating so-called ‘sweat equity’) to those wanting ‘aspirational’ homes. There are various types of potential self-build, including (1) individuals or associations of individuals applying for their own self-build plot(s), (2) land owners/developers providing plots for sale either as standalone self-build developments or (3) as part of a larger mixed tenure development or (4) affordable self-build units on ‘exceptions’ sites. The broad principles for these types of development (suitable locations, criteria against which applications will be assessed, affordable housing requirements etc.) are already covered under a range of adopted Local Plan policies.

1.3. For the purposes of this Advice Note, custom and self-build dwellings share the same definition1 and the terms are used interchangeably. The practical difference is that custom-build is where a person commissions a specialist developer to help to design, build and deliver their own home, while self-build is where a person is more directly involved in delivering and constructing their home themselves (for example, doing their own brick-laying and plumbing).

1.4. This Advice Note aims to highlight some of the key issues that need to be taken into account when someone is considering/proposing a custom-build development and signposts useful information which is already available on the Council's website, with direct links to relevant pages.

1  Government definition from the Self-build and Custom Housebuilding Act 2015 (as amended): ‘Self build and custom housebuilding’ means the building or completion by - a) Individuals; b) associations of individuals; or c) persons working with or for individuals or associations of individuals, of houses to be occupied as homes by those individuals. But it does not include the building of a house on a plot acquired from a person who builds the house wholly or mainly to plans or specifications decided or offered by that person.”
2. Registering your interest in a self-build plot

2.1. In line with the Government’s requirements, the Council keeps a register of those people interested in acquiring a serviced plot for self-build development within South Norfolk, known as the ‘self-build and custom housebuilding register’. Currently most people register as individuals, although groups of individuals can also register as an association. At 30 October each year the Council will take the number of people who have been added to the register in the previous 12 months and this will form the basis of the requirement the Council will address over the following three years. At 30 October 2016, 112 people were on the register, and the Council will therefore need to ensure sufficient plots that could be used for self-build are granted permission by 30 October 2019; these will need to be serviced plots or plots which can, in the opinion of the Council, be provided with the services before the permission expires.

2.2. The Council applies ‘local connection criteria’, meaning that the register is in two parts; those who meet the local connection criteria are on Part 1 whilst others are in Part 2. The Government requires Councils to ensure that sufficient plots that could be delivered as self-build are permitted to meet the numbers on Part 1 of the Register (but not Part 2). At present the Council makes no charge for being on the register and whilst the registration form (which is used by several Norfolk authorities) asks about the budget available to the self-builder for delivering the self-build, it does not currently use this as a criterion for being on the register. Full details of the local connection criteria and how to be added to the register are on the [self-build page of the website](#).

3. Location of proposals

3.1. The Government and the Council are keen to promote self-build development within the overall framework of achieving sustainable development. Proposals will need to be in accordance with national and local policy and the fact that the proposal is for self-build will be a material consideration and given appropriate weight in the planning balance when making a decision. Whilst the registration form asks a number of questions about the type of plots and property being sought by those registering, the Council is
not required to match the suitable sites that come forward with those requests; however, the Council will seek to meet self-builders’ requirements where these are consistent with other local and national policies.

3.2. The Council has an adopted Local Plan which sets Development Boundaries for a wide range of settlements across the district. The majority of these can be found in the Site Specific Allocations and Policies Document, whilst Long Stratton and Wymondham are covered by separate Area Action Plans. The Council is broadly supportive of sites coming forward within those Development Boundaries. Proposals within boundaries will need to be considered in the context of a range of criteria, including (but not limited to): design, access, residential amenity, impact on environmental and heritage assets, and drainage/flood risk. The Local Plan also details circumstances where dwellings can be located outside Boundaries, such as where they are part of the conversion of an existing building or replace a current dwelling. A range of policies in the Council’s Development Management Policies document will be relevant, depending on the location and nature of the specific proposal. In terms of assessing proposals, potential applicants may find it useful to consider the pre-application service offered by the Council. Through the pre-application service the Council will alert all of those proposing smaller residential developments, of up to 5 units, of the possibility of bringing some or all of the site forward as self-build. For larger developments the Council will also encourage promoters to consider self-build as part of the overall mix of properties.

3.3. In order to provide a variety of development types in South Norfolk, the Council has made a number of smaller allocations in the Site Specific Allocations document, many of which are still undeveloped and which could be particularly suitable for self-build. It is possible that some (or parts of some) larger allocations or existing sites with outline planning permission may also be suitable for an element of self-build. The Council is currently working on a new Local Plan, jointly with Broadland District and Norwich City Councils, and potential self-builders may wish to put sites forward to be considered for inclusion in the emerging Greater Norwich Local Plan. In addition to Local Plans, a number of South Norfolk parish councils have already undertaken Neighbourhood Plans; a Neighbourhood Plan must be in general conformity with the strategic policies of the Local Plan, but could allocate additional sites, make amendments to the development boundary or introduce a new policy to facilitate self-build. Consequently self-builders may wish to contact the relevant parish council to find out whether a Neighbourhood Plan is being considered; contact details can be found on the Town and Parish Councils page of the South Norfolk website.
3.4. The Council publishes annually a list of all planning permissions which have yet to be completed, called the ‘Residential Land Availability’ (RLA). This is available on the Monitoring section of the Planning Policy page of the Council’s website. The RLA includes details of numerous smaller sites (set out by parish) which may provide a source for those seeking available and suitable locations. Details of what each permission is for can be found by using the application reference at the Council’s online applications page.

4. Design

4.1. Many self-build applications will come forward in the same way as those for other housing and the same requirements will be made in terms of achieving an appropriate design. However, the benefits of self-build include delivering properties tailored to the requirements of the self-builder and potentially providing a greater variety of design. Advice on key considerations can be found in the Development Management Policies part of the Local Plan and the South Norfolk Place-Making Guide. Where self-build units form part of a larger scheme, it may well be useful to include a requirement for a design code at the outline permission stage, so that the constituent units come forward in a coherent (but not prescriptive) manner and achieve the requirement of Development Management Policy DM 3.8 ‘to achieve high quality design and positive improvement from all development’. A design code could include specifying the minimum requirements in terms of plot form, density, minimum/maximum floorspaces, building line/frontages, parking arrangements, massing and specific building/townscape features etc. Further advice can be sought through the Council’s pre-application process.

4.2. An alternative approach may be to have a more specific design code and overriding vision document for a group of houses to be designed to have a more harmonious appearance as a distinctive group, but with freedom to selectively ‘pick and mix’ design elements to meet individual plot purchaser/self-builders requirements at the build stage. Such an approach could be design led and coordinated by an architectural practice for example and may be desirable in areas of greater contextual sensitivity such as being close to listed buildings or conservation areas, or being very visible within areas of open countryside.
5. Community Infrastructure Levy

5.1. One of the ways in which self-build housing is supported is through exemption from Community Infrastructure Levy (CIL). This exemption is not automatically applied and needs to be claimed by the applicant before the commencement of development. The exemption cannot be retrospectively claimed after construction of the house has started. There are two main considerations to ensure that the CIL exemption can successfully be claimed:

- **Phasing** - If the development includes more than one dwelling, then either the self-build exemption needs to be claimed for all of the self-build houses before any of the development is started, or the development needs a phasing condition as part of the planning permission, so that each self-build unit is a separate phase and the need for an exception is not triggered until development of that phase is ready to commence;

- **Evidence** - The potential evidence which must be provided to claim the exemption is set out below:

5.2. In terms of phasing the development, advice can be sought from the Council's Planning Officers through the pre-application process or as part of the determination of the planning application itself. The Council would strongly encourage consideration be given to this issue before the submission of an application. In particular, consideration will need to be given as to whether the implementation of shared infrastructure, such as an access road, would need to be phased separately before any of the dwellings are commenced.

5.3. In terms of the evidence that is needed to claim the self-build exemption from CIL, this is set out by Government. In summary, this must include:

- Proof of the date of completion – a copy of the building completion or compliance certificate for the home issued by Building Control

- Proof of ownership – a copy of the title deeds (freehold or leasehold)
• Proof of occupation of the dwelling as the applicant’s principal residence – a Council Tax certificate – and two further proofs of occupation of the home as a principal residence (a utility bill, bank statement or confirmation that the applicant is on the local electoral roll).

In addition to the above, applicants must also provide a copy of one of the following:
• An approved claim from HM Revenue and Customs under ‘VAT431: VAT refunds for DIY housebuilders’; or
• A Specialist Self Build Warranty; or
• An approved Self Build Mortgage from a bank or building society.

5.4. Further details can be found on the [CIL pages](#) of the Council’s website, which are updated regularly.

5.5. The Government’s Housing White Paper ‘Fixing our broken housing market’ (February 2017) has committed to ‘ensure the exemption from the Community Infrastructure Levy for self-build remains in place while longer term reforms to the system of developer contributions are being explored’.

6. **Other contributions to infrastructure**

6.1. Whilst self-build units are not required to pay any CIL, the overall development may trigger other infrastructure requirements. Amongst other things, those proposing larger schemes will need to consider whether there will be a need to provide affordable housing units, and children’s play space/recreational space. The Council can provide guidance on the up-to-date requirements at the time an application is proposed to be submitted. The Council will work with the applicants to ensure that requirements do not undermine the viability of the development.

**South Norfolk Council**

March 2017
Introduction of charges for Street Naming and Numbering and review of the Street Naming and Numbering Policy and Acts used for service
1. Introduction

1.1 The Council currently carries out its street naming and numbering function under the provisions of the Town Improvement Clauses Act 1857 and the Public Health Act 1925 under its adopted Street Naming and Numbering Policy (Adopted 19 April 2010). As these are adopted powers, rather than mandatory, the Council is able to levy charges under section 93 of the Local Government Act 2003 (charging for discretionary services).

1.2 In October, Cabinet agreed that in future, the Council should review those services where we are, and are not charging, and ensure that where we have decided to charge for a service, we seek to recover the costs of providing it. The street naming and numbering process involves a considerable amount of resource in terms of staff time and associated costs and Officers consider it is appropriate to recover such costs from service users. The Business Plan 2017 – 2018 sets out at P9 that we would conduct a feasibility study into introducing fees for the street naming and numbering service.

1.3 In conjunction with the introduction of these charges it is also proposed to update the Adopted Street Naming and Numbering Policy to include details of the proposed charges and to clarify a number of elements, particularly in relation to the specific sections of the legislation being used to administer the service.

2. Background

2.1 The Street Naming and Numbering Service maintains the Local Land and Property Gazetteer which is the only definitive source of property address data in England. Under national agreements, all addresses are created and maintained by Local Authorities in accordance with agreed standards (BS7666) and are uploaded on a daily basis to a national hub. Information is shared with a wide range of internal and external service providers and data sets are continually updated to ensure accuracy and matching.

2.2 Councils are the only body with the authority to create and amend addresses. (other than providing post codes the Royal Mail has no role in relation to addressing properties). Information from the Gazetteer is used for services such as the Electoral Roll, Council Tax and Business Rates, Waste Collection, emergency services, Ordnance Survey and the Royal Mail.

2.3 The existing street naming and numbering policy was adopted in 2010 and sets out the Council’s procedure for the naming and numbering of new streets and properties together with the renaming of existing streets and properties. In preparing for the
introduction of charges, it will be necessary to update the current policy and it is proposed to clarify the precise sections of the acts being used to administer the service.

2.4 The service currently employs one full time post which is responsible for the street naming and number function together with maintaining the gazetteer. To date the Council has not charged for any part of this service other than the provision of street nameplates for new streets, however this is usually undertaken by the developer themselves.

3. Current Position/Findings

3.1 The streets naming and numbering function involves the following activities:
- Naming of streets on new developments
- Allocation of property numbers on new developments
- Naming and numbering of commercial developments
- Re numbering of schemes following amendments to layouts
- Re naming or re numbering of existing properties
- Re naming of existing roads
- Confirmation of official addresses.

3.2 The above activities involve liaising with Parish Councils and Royal Mail and notification of the outcome to a range of organisations including the emergency services.

3.3 Over the last 12 months, the Council has received 163 applications for the naming and numbering of properties and new road with requests ranging from single properties to large housing developments. There are a number of significant residential developments which have recently been granted planning permission and where development has now commenced (eg. South Wymondham, North Hethersett). As such, it is likely that the demand for the service is likely to increase and it is therefore reasonable for the Authority to seek to recover the costs of providing this service. Appendix 1 shows the nature and number of applications the Council receives on an annual basis for the numbering of properties and naming of streets. The table also includes the charges which are proposed, which has been based on an analysis of the time taken to undertake these functions, together with the predicted income based on the annual number of applications.

3.4 Attached at Appendix 2 is an analysis of the charges which are levied by the neighbouring Authorities and comparable Authorities. There is a wide variety in the charging schedules, but to allow for comparison, each Authority’s charges has been shown relative to South Norfolk Council’s proposed charges.
3.5 Annual direct staff costs in this service are in the region of £37,400 when central costs such as management, IT, etc are included. The suggested fees are based on a ‘not for profit’ fee which relates the level of fee to the work required to provide the service.

3.6 If it is agreed to introduce charges for the street naming and numbering service, it will be necessary to update the street naming and numbering policy to set out the circumstances where charges will apply and the scale of those charges. In addition, during the preparation of this report, clarification was sought regarding the legislation the Council uses to undertake the Street naming and numbering function. The Local Government Act 1972 requires Local Authorities to choose which legislation they intend to utilise and make a formal resolution to adopt that chosen legislation. The Council’s records and minutes from historic meetings have been investigated but there is no evidence of a formal adoption of any legislation which should be followed in respect of the Street naming and numbering service. It is therefore proposed that this should be clarified in the updated policy.

3.7 It is therefore proposed to take the opportunity to update the policy specifically with regard to:

- Details of what the charges cover (see Section 1.2, 1.3 and Section 11 of the draft policy)
- Clarification of the Acts which are being used for the purpose of the Street naming and numbering function of the Council
- The use of marketing names for developments (see paragraph 2.8 of the draft policy)
- The use of people’s names in street names (see section 4 of the draft policy)

3.8 A copy of the amended street naming and numbering policy is attached at Appendix 3

4. Proposals

4.1 Officers have monitored the number and nature of applications which have been received over the last 12 months and have analysed the time taken to undertake the street naming and numbering function for the different scale of applications. Officers have also reviewed the charging schedules operated by neighbouring Authorities and have considered charging schedules of comparable authorities as defined by CIPFA. The charges set out in Appendix 1 are considered to be reasonably related to the cost of administering this element of the Gazetteer and Addressing Officers post and are comparable with adjacent Authorities (Appendix 2).
Review of Street naming and numbering policy

Introduction of charges
4.2  At the same time as introducing charges for this service it is appropriate to update the Street naming and numbering policy. A draft policy is attached at Appendix 3 and Section 1.2, 1.3 and Section 11 set out the scope of the fees and scale of fees respectively.

Clarification of Acts being used
4.3  As set out above, there is no evidence of a formal adoption of any legislation which should be followed in respect of the Street naming and numbering service.
4.4  In light of the new policy which has been drafted and the proposal to introduce charges for the service it is considered prudent to reassess the options open to the Local Authority from the available legislation and for Cabinet to adopt the most appropriate legislation in respect of these functions moving forward.
4.5  The streetnaming and numbering function is covered by several Acts (sections 64 & 65 of the Towns Improvement Clauses Act 1847, section 21 of the Public Health Act 1907 and Sections 17-19 of the Public Health Acts 1925,). Elements of these acts duplicate provisions and as such, the Council needs to confirm which sections they are using for the different functions. A summary of the provisions is attached at Appendix 4 together with the reasoning for the proposed sections to be used in relation to the powers to name a street, to alter a street name, to identify a building (property numbers), to identify a street (street nameplates), penalties for using an unapproved number or streetname, penalties for damage to street signs and the requirement for occupiers to mark their house with a number. It is concluded that the Council should adopt Sections 64 and 65 of the Town Improvement Clauses Act 1847 and section 17 and 18 of the Public Health Act 1925

The use of marketing names for developments
4.6  Section 2.8 of the draft report updates advice relating to the use of marketing names for residential developments and the confusion that this can cause for future occupiers if the road names are subsequently different to the marketing name.

The use of people’s names in streetnames
4.7  Section 4 updates the Council’s policy on the use of people’s names in streetnames. To date the Council has avoided the use of living people’s names, however there have been occasions where it has been considered that an individual has made a significant contribution to the locality or to a particular field of specialism (ie research). It is recommended that in such cases only the first or last name of the individual should be used to avoid the possibility of future events resulting in requests for a street to be renamed (eg the named person commits a crime in the future).
5. Risks and implications arising

5.1 Charging for the street naming and numbering service has become common practice as indicated by the comparison details shown in Appendix B. The major housebuilders will be used to charges for this service through their contact with other charging Authorities.

5.2 There is a minor risk that small scale developers and individual householders will not notify the Authority, particularly in relation to changing the name of a property, however, it is likely that the householder would soon encounter difficulties with deliveries, credit checks etc. In addition, where it is identified that a property has not formally changed its name, this is enforceable under the provisions of the Town Improvement Clauses Act 1847.

5.3 With regard to the revisions to the street naming and numbering policy and clarification relating to the Acts being used, this will reduce uncertainty should the Council need to enforce addressing issues in the future.

6. Other options (if necessary)

6.1 The Council could continue to provide the street naming and numbering service for free. This would not help to reduce the operating costs of this service which are likely to rise in future due to increased demand.

6.2 With regard to the revisions to the street naming and numbering policy and clarification relating to the Acts being used, the Council could continue with the current policy, but this could create difficulties should the Council need to enforce addressing issues in the future.

7. Recommendation

7.1 To agree in principle that for the purposes of street naming and numbering, the Council adopts Sections 64 and 65 of the Town Improvement Clauses Act 1847 and section 17 and 18 of the Public Health Act 1925 subject to referral to Cabinet

7.2 To agree in principle the introduction of charges from 1 May 2017 as set out in Appendix 1 subject to referral to Cabinet

7.3 To agree in principle the revisions to the Street Naming and Numbering Policy with effect from 1 May 2017 subject to referral to Cabinet
<table>
<thead>
<tr>
<th>Service</th>
<th>No received in 12 months</th>
<th>SNC Proposed charges</th>
<th>Potential SNC income</th>
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<tr>
<td><strong>New Developments</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1 plot</td>
<td>54</td>
<td>£100</td>
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<td>2-5 plots</td>
<td>12</td>
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<td>6-10 plots</td>
<td>2</td>
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<tr>
<td>11-20 plots</td>
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<td>£500</td>
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</tr>
<tr>
<td>21-50 plots</td>
<td>2</td>
<td>£1,000</td>
<td>£2,000</td>
</tr>
<tr>
<td>51-100 plots</td>
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<td>£3,000</td>
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<td><strong>Property Name change / add alias</strong></td>
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<td><strong>Confirmation of Address</strong></td>
<td></td>
<td>No charge</td>
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</tr>
<tr>
<td><strong>Renaming Street</strong></td>
<td></td>
<td>No charge</td>
<td></td>
</tr>
<tr>
<td><strong>Potential income</strong></td>
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## Appendix 2

### SNC Proposed charges

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<tr>
<th>New Developments</th>
<th>SNC Proposed</th>
<th>North Norfolk</th>
<th>Norwich City Council</th>
<th>Broadland</th>
<th>Kings Lynn &amp; West Norfolk</th>
<th>Great Yarmouth</th>
<th>Breckland</th>
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<td>£100</td>
<td>£80</td>
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<td>£45</td>
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<td>no charges</td>
</tr>
<tr>
<td>2-5 plots</td>
<td>£200 (£80 per plot)</td>
<td>£160- £400</td>
<td>No charges</td>
<td>no charges</td>
<td>£45</td>
<td>No charges</td>
<td>no charges</td>
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<tr>
<td>6-10 plots</td>
<td>£300 (£70 per plot)</td>
<td>£420- £700</td>
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<td>no charges</td>
<td>£90</td>
<td>No charges</td>
<td>no charges</td>
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<tr>
<td>11-20 plots</td>
<td>£500 (£80 per plot)</td>
<td>£660- £1,200</td>
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<td>£135</td>
<td>No charges</td>
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<tr>
<td>21-50 plots</td>
<td>£1,000 (£80 per plot)</td>
<td>£1,260- £1,500</td>
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<td>no charges</td>
<td>£135</td>
<td>No charges</td>
<td>no charges</td>
</tr>
<tr>
<td>51-100 plots</td>
<td>£1,500 £1,500</td>
<td>No charges</td>
<td>no charges</td>
<td>£180</td>
<td>No charges</td>
<td>no charges</td>
<td>no charges</td>
</tr>
<tr>
<td>101+ plots</td>
<td>£1,500 £1,500</td>
<td>No charges</td>
<td>no charges</td>
<td>£180</td>
<td>No charges</td>
<td>no charges</td>
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<tr>
<td>Naming New Street</td>
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<td>Property Name change / add alias</td>
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<td>£25</td>
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<td>no charges</td>
<td>£45</td>
<td>£40</td>
<td>£36</td>
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<td>Changes to Layouts after SNN process completed</td>
<td>No charge</td>
<td>No charges</td>
<td>No charges</td>
<td>no charges</td>
<td>Up to £180</td>
<td>No charges</td>
<td>£144 - £241</td>
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<tr>
<td>Confirmation of Address</td>
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<td>No charges</td>
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<td>no charges</td>
<td>£45</td>
<td>No charges</td>
<td>no charges</td>
</tr>
<tr>
<td>Renaming Street</td>
<td>No charge</td>
<td>No charges</td>
<td>No charges</td>
<td>£400</td>
<td>No charges</td>
<td>no charges</td>
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### New Developments

<table>
<thead>
<tr>
<th>East Suffolk</th>
<th>Babergh</th>
<th>East Cambridge</th>
<th>Mid Suffolk</th>
<th>Derbyshire Dales</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 plot</td>
<td>no charges</td>
<td>£100</td>
<td>£50</td>
<td>£100</td>
</tr>
<tr>
<td>2-5 plots</td>
<td>no charges</td>
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<td>£75</td>
<td>£200</td>
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<tr>
<td>6-10 plots</td>
<td>no charges</td>
<td>£300</td>
<td>£100</td>
<td>£300</td>
</tr>
<tr>
<td>11-20 plots</td>
<td>no charges</td>
<td>£500</td>
<td>£150</td>
<td>£500</td>
</tr>
<tr>
<td>21-50 plots</td>
<td>no charges</td>
<td>£1,000</td>
<td>£250</td>
<td>£1,000</td>
</tr>
<tr>
<td>51-100 plots</td>
<td>no charges</td>
<td>£1,500</td>
<td>£400</td>
<td>£1,500</td>
</tr>
<tr>
<td>101+ plots</td>
<td>no charges</td>
<td>£1,500 +£10 per plot over a 100</td>
<td>500 +£10 per plot over 100</td>
<td>£1,500</td>
</tr>
<tr>
<td>Naming New Street</td>
<td>No charges</td>
<td>No charges</td>
<td>£150</td>
<td>£150</td>
</tr>
<tr>
<td>Property Name change / add alias</td>
<td>£35</td>
<td>£100</td>
<td>£50</td>
<td>£100</td>
</tr>
<tr>
<td>Changes to Layouts after SNN process completed</td>
<td>£70 per plot</td>
<td>no charges</td>
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<tr>
<td>Renaming Street</td>
<td>no charges</td>
<td>no charges</td>
<td>no charges</td>
<td>£150 + numbering charge per plot affected</td>
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</tbody>
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Street Naming and Numbering Policy

South Norfolk Council
Summary
The document describes the Council’s policy for its functions regarding Street Naming and Numbering and give details on our standards for street name plates.

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Document Details
Author Kim Styles: Gazetteer and Addressing Officer
Reviewed by
Approved by
Approval date
Next review date

Document History

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</tbody>
</table>
1 Introduction

1.1 Any new development or alterations to existing developments will require Planning and/or Building Regulations approval. This will also give rise for the need to name streets and number properties by South Norfolk District Council (hereafter known as “the Council”), the only authority with the powers to do these tasks.

1.2 The naming and numbering of streets and buildings is a Statutory Function of the Council and the Council has adopted and is covered by Sections 17- 18 49 of the Public Health Acts 1925 and by sections 64 & 65 of the Towns Improvement Clauses Act 1847. The purpose of this control is to make sure that any new street names, building names and numbers are allocated logically with a view to ensuring, amongst other things, that emergency service vehicles are able to speedily locate any address to which they may be summoned; and the effective delivery of mail. The council has introduced a scale of charges for this function, under Section 93 of the Local Government Act 2003.

The charges cover:-

- Consultation and liaising with external organisations such as Royal Mail.
- The process of naming or numbering of new properties (including conversions & alias).
- Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
- Notifications to organisations listed in Section 3.5.
- Confirmation of addresses.

1.3 These charges are to be paid in advance. Changes made without contacting the Council will not be entered onto either the National Gazetteer or the Postal Address file and therefore may not be registered with services and organisations listed in Section 3.5. Please see Section 11 for current fees.

1.4 The address of a property is becoming a very important issue. The emergency services and the general public need an efficient and accurate means of locating and referencing properties.

1.5 The purpose of this document is to provide advice to developers and building occupiers on the naming and numbering policy of the Council. The Council is happy for developers or occupiers to propose names for consideration, alternatively the council can contact the relevant parish or town council for their road name suggestions on the developer’s behalf. It is suggested that more than one new name is submitted, and that the names proposed meet the criteria set out in Sections 4 – 6 below. The Council’s decision ultimately is final.

2 Applying for a new address

2.1 Applications should be made by individuals or developers covering all new buildings, including new houses, commercial or industrial premises, Or:
Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.

2.2 Applications for new addresses should be submitted as soon as possible after planning permission has been granted. This is important, as utility companies are often reluctant to install services where an official address has not been allocated.

2.3 Applications can be made by completing the application form that can be downloaded from https://www.south-norfolk.gov.uk/street-naming-and-house-numbering.

2.4 The following information should be provided by the developer:

- A location plan clearly identifying the new scheme, in relation to any existing streets or means of access.
- A detailed approved plan of the development (site layout plan) clearly marked with the plot numbers of the proposed scheme. This plan must indicate the postal delivery point for each property and the main entrance (if different) in relation to the adjacent highway.
- An internal layout, if appropriate, for developments that are sub-divided at unit or floor level, e.g. a block of flats. The main entrance to the flats shall be clearly marked in relation to the adjacent highway.
- Eastings and Northings for each building

2.5 The completed form & plans should be sent to LLPG@s-norfolk.gov.uk or posted to Street Naming and Numbering South Norfolk Council South Norfolk House Cygnet Court Long Stratton Norwich NR15 2XE

2.6 Where possible, we are happy take location plans and site layout plans from the associated planning application, but to do this, you must send us the appropriate planning application number & the correct drawing numbers.

2.7 If an application for naming and/or numbering is submitted at a late stage of the development, problems could arise, especially if the application is rejected and purchasers have bought properties marketed under an unofficial marketing title. It should be made clear in any marketing literature distributed to prospective purchasers that marketing names for developments are subject to approval, and therefore liable to change. Some occupiers could feel aggrieved by the loss of a supposedly prestigious address and its replacement with an address that meets the Council’s guidelines as set out in this document.

2.8 Developers must be aware that marketing names for developments are not to be confused with street names. It should be made clear in the literature distributed to purchasers that marketing names for the development may not form part of the final official address for the property. The Council reserves the right in all circumstances
to replace a marketing name with a street name of it’s choosing. If an application for naming and/or numbering is submitted at a late stage of the development, problems could arise, especially if the application is rejected and purchasers have bought properties marketed under an unofficial marketing title.

3 Procedure

3.1 Once an application for naming has been received, the Council will check that there is no duplication of existing street names within the geographic location.

3.2 The Council will check that the proposed street names accord with the General Naming Conventions, Street Naming Conventions and Building Naming and Numbering Conventions as outlined in Sections 4 – 6 of this document.

3.3 The Council will informally consult with the relevant Parish or Town Council. Where a name is not proposed by a developer, the Council will request the relevant Parish or Town Council to suggest street names. A temporary holding objection may be lodged by the Council in the meantime. We aim to have a reply back within 21 days.

3.4 For new streets the Council will inform the Royal Mail of the name(s) that has/have been agreed and the numbering of the properties on the street(s). The Royal Mail is responsible for allocating appropriate post code(s) & post town.

3.5 The Council will also periodically notify the following organisation of changes to property names, property numbering and new streets

- The Emergency Services
- Norfolk County Council
- The Valuation Office
- Ordnance Survey
- CNC Building Control
- SNC Departments

3.6 We will not normally inform utility companies, they are commercial organisations and can obtain information from other sources.

3.7 Ultimately, the Council has the right to object to any name proposed for a new street by the owner or developer by giving notice of objection within one month. The proposer may then within 21 days after service of the notice of objection appeal to a Magistrates Court.

4 General Naming Conventions

- Street names should not be difficult to pronounce or awkward to spell.
- In order to avoid offence either by inclusion or exclusion of an individual’s name, the name of living persons should be avoided except in exceptional circumstances, when the council may be willing to relax this convention. In order to avoid offence either by inclusion or exclusion of an individual name. It is also used to prevent an interested party naming a road after themselves. Where the naming is proposed posthumously, agreement from the person’s family or estate administrators should be obtained by the applicant and a copy sent to the Council attached to the application.
this convention where it can be demonstrated that a community consensus exists in favour of a name of a living person. Only the first or last name will be used and not both to avoid the possible occurrence of future information coming to light that may taint that specific road name and give rise to costly street name procedures for both residents and council alike.

- The street names should, where possible, reflect the history or geography of the site or area.
- Street names that could be construed as advertising should be avoided.
- Street names that could be considered offensive should be avoided.
- The use of North, South, East or West (as in Norwich Road North and Norwich Road South) should be avoided when the road is in two separate parts. In such a case, one half should be completely renamed.
- Phonetically similar names within an area should be avoided (i.e. Norwich Road and Norwich Close, or Churchill Road and Birchill Road).

5 Street Naming Conventions

5.1 When naming new streets, the following conventions should be considered.

All new street names should end with one of the following:

- Avenue (for residential roads)
- Circus (for a roundabout only)
- Close (for a cul-de-sac only)
- Court (for a cul-de-sac only)
- Crescent (for a crescent shaped road)
- Drive (for residential roads)
- Gardens (for residential roads – subject to there being no confusion with local open space)
- Grove (for residential roads)
- Hill (usually for residential roads, particularly if there is a hill in the area)
- Lane (for development of a historic by-way or residential roads)
- Mead (for residential roads)
- Mews (for residential roads)
- Place (for residential roads)
- Rise (for residential roads)
- Road (for any thoroughfare)
- Row (for residential roads)
- Square (for a square only)
- Street (for any thoroughfare)
- Vale (for residential roads in exceptional circumstances)
• Walk (for residential roads in exceptional circumstances)
• Way (for major roads and residential roads)

5.2 All pedestrian ways should have the following suffixes:
• Walk
• Path
• Way

5.3 In addition to the above, we are happy to use historic names as the suffix for a road, such as Loke, Pightle, Drift and others with a Norfolk connection.

6. **Building Naming and Numbering Conventions**

6.1 When naming / numbering a new building, the following conventions should be considered:

• A new street should be numbered with even numbers on one side and odd numbers on the other, except in the case of a cul-de-sac, where consecutive numbering in a clockwise direction is preferred. A proper sequence shall be maintained using all numbers without omissions.

• Buildings (including those on corner sites) are numbered according to the street on which the main entrance is found. The manipulation of numbering in order to secure a "prestige" address or to avoid an address will not be sanctioned.

• For dwellings in existing unnumbered roads it is essential that they are officially allocated names, which are registered with the emergency services. Anyone wishing to change the name of an unnumbered property must also apply to this Council using the renaming application form (See Section 7).

• Where a property has a number, it must be clearly displayed. Where a name has been chosen for a property with a number, only the number will form part of the official address. The name cannot be regarded officially as an alternative. This is enforceable under *Towns Improvement Clauses Act 1847 Public Health Act 1925*.  

• Where an existing street or similar is to be extended, it would normally be appropriate to continue to use the same street name. This would include the continuation of the street numbering.

• If a building has entrances in more than one street, and is a multi-occupied building with each entrance leading to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats.

• In residential buildings (i.e. a block of flats), it is usual to give a street number to each dwelling where the block is up to six storeys in height. When the block exceeds this height or there are not sufficient numbers available because of existing development, it should be given a name and numbered separately internally.
• The use of numbers followed by letters is permissible. These may be needed, for example, when one large property is demolished and replaced by a number of new properties. The Council is loathed to renumber existing properties (see Section 7); therefore the new premises will be given a number followed by a letter. This will be allocated by adding a letter to the lower of the two numbers on either side of the development. For example, a new property between 4 and 6 (evens only) would be allocated 4A, not 6A.

• The use of letters will not be sanctioned if the new development were to be situated before the numbering scheme commencing. For example, if 4 houses were built prior to the first property number 2, the new dwellings would not become 2A, 2B, 2C and 2D, but four individual property names would be requested.

• Private garages and ancillary buildings used for housing cars, etc, will not be numbered.

7 Changing a Property Name

7.1 Where there is no formal street numbering system a property name forms part of the postal address. Occasionally, requests are made to change this name.

7.2 In these cases, the owner should fill out an application form and send to the Council indicating:

• The existing house name, address and postcode.
• The proposed new name.
• A plan showing the exact location of the property.

7.3 A check will be made to ensure there is no other property in the geographic area with the name or similar name. It is normal practice to seek the views of Royal Mail for their advice on the proposed name. This may result in the proposal not being supported.

7.4 Once approved the council will inform Royal Mail of the revised name and appropriate other services will also be informed, see Section 3

7.5 We will accept only applications for renaming if you are the freeholder of the property. If you are the leaseholder, tenant, occupant or one of a number of occupants we will require written confirmation from the freeholder giving consent for the property to be renamed. Please note when you complete the application form you are confirming that you have the legal right to request renaming. It will be necessary to submit any written consent required at the same time the application is submitted.

8 Renaming and Renumbering of Existing Streets and Buildings

8.1 On rare occasions, it may be necessary to rename or renumber an existing street. This is usually only done as a last resort when:

• There is either no official name or there is confusion over a street’s name and/or numbering
• A group of residents are unhappy with their street name- (costs incurred by this process will be payable to the Council by each of the residents of the streets before the renaming is completed, please see section 11)
• New properties are built and there is a need for other properties to be renumbered to accommodate the new properties

8.2 The number of named-only properties in a street is deemed to be causing confusion for visitors, delivery or emergency services.

8.3 Residents of the affected street will be consulted, and their views will be taken into account. We will also consult the Royal Mail.

9. Naming of unnamed roads

9.1 The Council has a duty to ensure all roads within the district are officially named.

9.2 If there are any unnamed roads within the district the Council will informally consult with the appropriate parish/town council to agree the name for such roads.

9.3 We will also informally consult town and parish councils where necessary when there is the need for local knowledge regarding anything to do with existing street names, e.g. where specified streets start and finish.

9.4 There are also many instances where a road has been formally named by the Council but does not appear on Royal Mail’s Postal Address file. We will try and resolve these discrepancies wherever possible.

9.5 We will formally publicise in accordance with the Public Health Act 1925 any alteration of a name or any assigning of a name being proposed by the Council by order. Any person aggrieved may appeal to a Magistrates Court within 21 days of posting up of the notice.

9.6 In all cases we will keep the Royal Mail informed of any changes which need to be reflected in their Postal Address file.

10. Street Nameplates

10.1 Every street must be clearly signposted with nameplates positioned at principal junctions so as to be easily readable by both pedestrians and drivers.

10.2 Developers can either provide and install these plates themselves, in accordance with the Council's Design Guide and Specification, or can have them produced and installed and be re-charged for the cost of doing so.

10.3 The need to avoid unnecessary street furniture will always be a key consideration where practical. The site and location of street nameplates will, therefore, be carefully considered by officers for appropriateness.

10.4 The Council’s standard for street name plates is

11g aluminium pressed street nameplate 6” deep, with 3½” Kindersley letters in white and ½” white border on a black non-reflective background. The nameplate to include the “No through road” symbol, where appropriate.

Stands are manufactured from 40mm x 40mm x 3mm angle mild steel, galvanised. As an alternative, nameplates can be fixed on black (recycled) plastic posts and boards.
10.5 The Council will provide replacement nameplates where these have become damaged or broken.

10.6 The Council will also attempt to ensure that, in due course and subject to available resources, every populated road in the district will have nameplates.

10.7 Developers will normally be expected to pay for and install nameplates for all new streets to the Council’s design standard. The developer to also agree the proposed locations of the nameplates in consultation with the Council.

11. **Fees (excluding VAT)**

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<thead>
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<th>New Developments</th>
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<tr>
<td>1 plot</td>
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<td>£175</td>
</tr>
<tr>
<td>101+ plots</td>
<td>£200</td>
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</tbody>
</table>

| Naming New Street         | No charge |
| Property Name change / add alias | £40 |
| Changes to Layouts after SNN process completed | Charges at the same rate as set out above |
| Confirmation of Address   | No charge |
| Renaming Street           | No charge |

12. **The NLPG and LLPG**

12.1 The Council is responsible for maintaining information relating to South Norfolk the National Land and Property Gazetteer (NLPG). This is done by maintaining a Local Land and Property Gazetteer (LLPG) covering just the area of South Norfolk Council.

12.2 The LLPG and NLPG will be updated to include all authorised new street names, building names and numbering. These will be made in accordance with British Standard BS7666 “Spatial Data-sets for geographical referencing”.

12.3 The Council is not responsible for assigning post codes or post towns to addresses. The Royal Mail does this. Any queries about post codes or post towns can be dealt with by the Royal Mail by calling 0906 302 1222 (Postcode Enquiries) or via their website at [http://www.royalmail.com/portal/rm/](http://www.royalmail.com/portal/rm/).

**Further information and Advice**

For further advice on any aspect of street naming and numbering, please contact the Gazetteer and Addressing Officer on 01508 533811 or email: llpg@s-norfolk.gov.uk
| Appendix 4 |
|-----------------|-----------------|-----------------|----------------|----------------|
| **Power to name a street** | Yes and defines the process | Option 1 | Yes | Option 2 |
| **Power to alter street name** | Yes, with the consent of 2/3rds of the ratepayers affected | Yes with the erection of notices. Appeal to magistrates court | Yes with the erection of notices. Appeal to magistrates court | |
| **Power to identify buildings (property numbers)** | | Yes | |
| **Power to identify street (street nameplates)** | Yes, including attaching to buildings | Yes, including attaching to buildings | Yes, including attaching to buildings | |
| **Penalties for using an unapproved number or street name** | | | Yes | |
| **Penalties for damage to street sign** | Yes | Yes and also to numbers | Yes | |
| **Requirement for occupiers to mark their house with numbers** | | | Yes | |

**The power to name a new street**

1.1 The power to name a street is contained in Section 64 of the Town Improvement Clauses Act 1847 and Section 17 of the Public Health Act 1925. The provisions of Section 17 define a clear process and I consider should be adopted by Cabinet
The power to alter a street name

1.2 The power to alter a street name is contained in Section 21 of the Public Health Act 1907 and Section 18 of the Public Health Act 1925. Section 21 allows the Council to change a street name with the consent of two thirds of the rate payers and those liable to pay council tax on that street whilst Section 18 enables the Council to name a street without resident involvement other than the appeal process. Section 18 gives far more discretion to the Local Authority when faced with objections regarding street naming compared to Section 21 of the Public Health Act 1907. I consider that the most cost effective and efficient option is to use Section 18 of the Public Health Act 1925.

1.3 It should be noted that different sections of each act can be applied simultaneously, but it would be preferable for the local authority to have a consistent approach unless there is value in mixing legislation.

The power to identify a building (property numbers), to identify a street (street nameplates),

1.4 This provision is only in Section 64 of the Towns Improvement Clauses Act 1847

The Power to identify street (street name plates)

1.5 This is included in Section 64 of the Towns Improvement Clauses Act 1847, Section 21 of the Public Health Act 1907 and Section 19 of the Public Health Act 1925. The Public Health Act 1925, puts a duty on the local authority to cause the name of any street to be marked in a conspicuous position and renew the name when the name is altered or becomes illegible. As set out above, if the Council adopts Section 64 of the Towns Improvement Clauses Act 1847 for the purposes of altering the name of a street, then it may not wish to also use Section 21 of the Public Health Act 1907. Similarly, if the Council Adopts Section 19 of the Public Health Act 1925, it may not wish to use Section 64 of the Town Improvement Clauses Act 1847. The power to number properties is only contained in Section 64 and I therefore consider that given the wider powers of Section 64, that the Council should adopt this section.

1.6 The adopted streetnaming and numbering policy makes reference to Section 19 of the of the Public Health Act 1925 together with sections 64 and 65 of the Towns Improvement Clauses Act 1847 and should therefore be amended to refer only to the Town Improvement Clauses Act 1847 to ensure consistency.

Penalties for using an unapproved number or street name

1.7 Section 64 of the Town Improvement Clauses Act 1847 provides that it is an office to pull down, deface or put a different number or name. Section 21 of the Public Health Act 1907 creates an offence of altering a street name and section 19 of the Public Health Act 1925 further creates an offence to put up a different street name. The power to number properties is only
contained in Section 64 and I therefore consider that given the wider powers of Section 64, that the Council should adopt this section.

Penalties for damage to street sign

1.8 This is included in Section 64 of the Towns Improvement Clauses Act 1847, Section 21 of the Public Health Act 1907 and Section 19 of the Public Health Act 1925. As set out above, if the Council adopts Section 64 of the Towns Improvement Clauses Act 1847 for the purposes of altering the name of a street and to identify streets, then it may not wish to use Section 21 of the Public Health Act 1907. Similarly, if the Council Adopts Section 19 of the Public Health Act 1925 it may not wish to use Section 64 of the Town Improvement Clauses Act 1847. The power to number properties is only contained in Section 64 and I therefore consider that given the wider powers of Section 64, that the Council should adopt this section.

1.9 The adopted streetnaming and numbering policy makes reference to Section 19 of the of the Public Health Act 1925 together with sections 64 and 65 of the Towns Improvement Clauses Act 1847 and therefore be amended to refer only to the Town Improvement Clauses Act 1847 to ensure consistency.

Requirement for occupiers to renew the numbers of their houses

1.10 This provision is only in Section 64 of the Towns Improvement Clauses Act 1847.
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<thead>
<tr>
<th>Date of meeting</th>
<th>Subject</th>
<th>Officer / Responsible member</th>
<th>Objectives</th>
<th>Next stage</th>
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<td>Conservation Area Appraisals Review – Bawburgh, Dickleburgh, Hempnall, Mulbarton, Scole &amp; Tacolneston</td>
<td>CB</td>
<td>To recommend to Cabinet the new CAA boundary positions following formal consultation process and consider these responses</td>
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<td>As above</td>
<td>Norfolk Strategic Framework</td>
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<td>To consider and comment on the content of the first draft of the Norfolk Strategic Framework</td>
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<td>Formal June 17 (date tbc)</td>
<td>GNLP Progress Report</td>
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<td>Formal Sept/Oct 17</td>
<td>GNLP Preferred Directions</td>
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<td></td>
<td>Cabinet 30 October 2017</td>
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<tr>
<td>As above (date tba)</td>
<td>Conservation Area Appraisals Review – Bawburgh, Dickleburgh, Hempnall, Mulbarton, Scole &amp; Tacolneston</td>
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<td>Cabinet Dec 2017</td>
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<td>Cabinet</td>
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<tr>
<td>As and when appropriate</td>
<td>Responses to DCLG consultations</td>
<td>AN/HM</td>
<td>Report to policy committee if consultation time permits, if not agree any responses with Chair and Cabinet Members</td>
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