

# Street name with properties

2

Application forms

Information required

Application channels

Receive and validate application

Application rules

Validate and recommend new street name

Street name validation rules

Approval process

Governance rules

Approve

Governance rules

Allocate property numbering sequence or property name

Property number name validation rules

Issue approved document

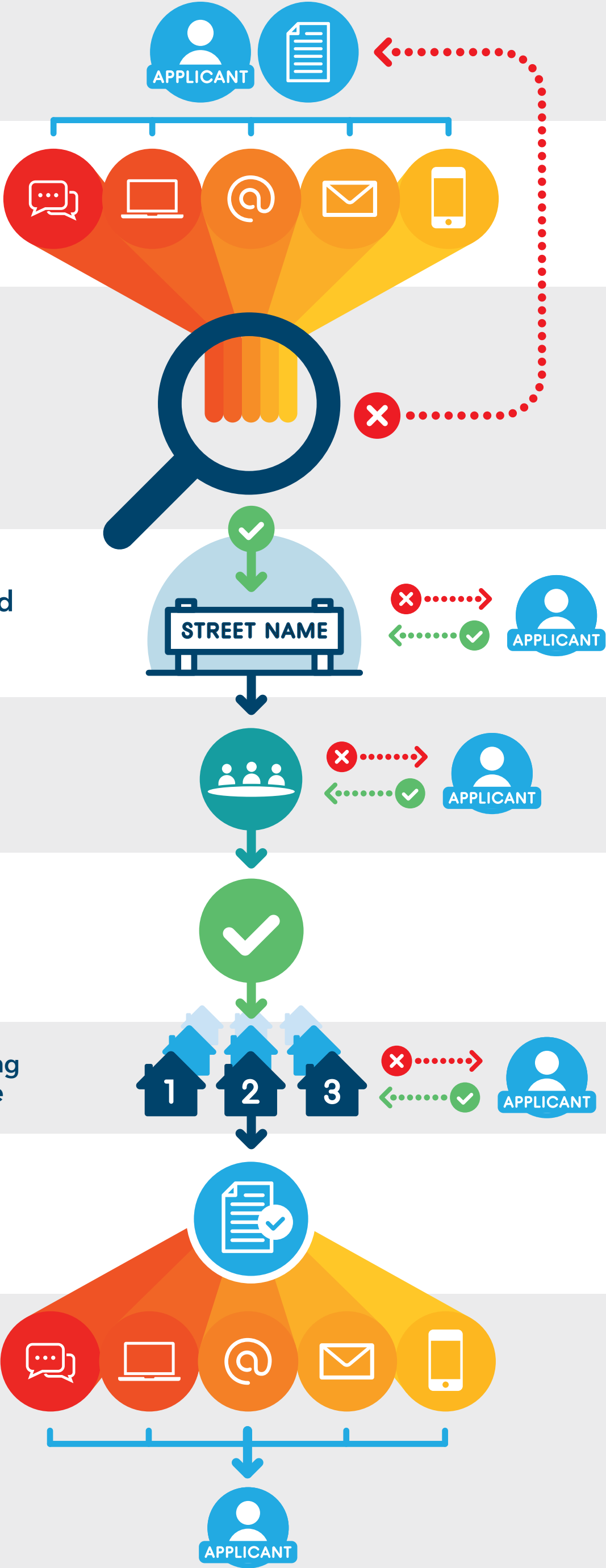
Governance rules

Output channels

Governance rules



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## Application forms

- Comply with the SNN Code of Practice and should include the following required information: contact name, contact address, contact e-mail address, telephone number, type of application, type of development, location of development, location/layout plan, planning reference number and the suggested street names.
- Should be available and accessible on authorities website

## Application channels

- Completed application forms can be submitted by various means including online forms, direct e-mail, telephone, post and social media.

## Receive and validate application

- Validate applications in line with your authority's timescales policies. Applications should be validated against all required information, appropriate planning approvals and building regulations.
- Reject application if information is missing

## Validate suggested street name or recommend new street name

- Validate suggested street name against SNN Code of Practice (includes duplication, living people, awkward spelling or pronunciation problems, rude names, construed as marketing/advertising etc) including appropriate street name suffixes.
- Validate suggested street name against authority's policies and governance process.
- Identify required location of street name plate in accordance with SNN Code of Practice.
- Advise applicant if street name rejected and negotiate/suggest appropriate alternative.
- If no street name is suggested recommend to the applicant appropriate street name that complies with SNN Code of Practice and authority's policies.

## Approval process

- Seek approval for validated/recommended street name. Approval should include any consultation processes contained in the Code of Practice and/or adopted under your authority's governance process.
- Any objections should only be made in accordance with SNN Code of Practice and authority's street naming policies.
- Any alternative suggested street name should comply with the SNN Code of Practice and authority's policies.
- Advise applicant if validated/recommended street name is rejected. Negotiate alternative suggested street name.

## Approve

- Document formal approval decision in accordance with your authority's governance process.
- Approval documents can include delegated decisions or Cabinet/Committee reports and should comply with the SNN Code of Practice. They should include document title, matter, type and location, development name, approved street name, reason for street names, plan of new street names or renaming of existing street, decision, date decision taken, file/document reference number, place of inspection and signature, name and date of approving officer.

## Allocate property numbering sequence or property name

- Allocate property numbering sequence in accordance with the SNN Code of Practice. This should include numbering on the street that provides the main pedestrian entrance, odds on the left and evens on the right, consecutive numbering in a clockwise direction for small cul-de-sacs etc.
- When it is not possible to allocate a property numbering sequence, validate any suggested property names against SNN Code of Practice (includes duplication, duplication with street names, awkward spelling or pronunciation problems, rude or misleading names, construed as marketing/advertising etc).
- Advise applicant if property name rejected and negotiate/suggest appropriate alternative.
- If no property name is suggested recommend to the applicant appropriate property name that complies with SNN Code of Practice and authority's policies.

## Approved allocation document

- Produce street name approved allocation document in accordance with the SNN Code of Practice. Document should include document title and date, applicant, development name (if applicable), approved street name, plan of new street name or renaming of existing street (includes location of required street name plates), specification of street name plates and File/document reference number.
- Produce property numbering sequence and/or property naming allocation document in accordance with the SNN Code of Practice. Document should include document title and date, applicant, development name (if applicable), plot to property number/name table or list, plan of plot to property number/name (including internal plans for properties), and File/document reference number.

## Output channels

- Issue approved allocation document by various means including direct e-mail, telephone, post, social media and online portal.