STREET NAMING AND NUMBERING
GUIDANCE NOTES

It is important that your property is easily located – particularly by delivery and, more importantly, emergency services. For this reason Local Authorities carry out a street naming and numbering process for properties within their area. In Copeland this service is provided by the Planning Policy section, and is FREE OF CHARGE*.

For individual properties

If you are planning to name your property, or change the name of your property, a check will be made by the Council for duplication or similarity with existing properties within the same postal district. Should your chosen name be acceptable the Council will inform a list of statutory consultees, in order that your address is formally registered.

However, where a numbering system can be provided, this method of identifying properties is normally favoured by the Council. It allows far easier location of properties by delivery and emergency services.

Changes of address arising from the sale of a property

Unfortunately, due to issues of ownership, the Council cannot change the name of a property before a sale is completed. This process must be requested by the actual owner of the property, and so the Council cannot deal with requests from potential purchasers.

Addition of a house name to an existing address

The Council would not normally allow an existing number to be dropped in favour of a house name, as this would affect the logic of a numbering system and thus cause confusion. The addition of a house name would normally only be permitted when the existing number is retained within the address and remains clearly displayed upon the property. The usual checks for duplication or similarity would still apply.

For new developments

If you wish to request a street name (or names) for a development a formal process will need to be followed. The relevant Parish Council will be consulted, and the final decision rests with Copeland Borough Council’s Planning Panel. Again, duplication and similarity with existing addresses should be avoided. In the case of new developments the Council should be provided with a site plan (to a suitable scale) on an A3 sheet, and a number of suggestions for possible names for each road or cu-de-sac within the development. The Council and Parish Councils normally favour names with a local connection, such as those related to the history of the site. Advice can be obtained from the Planning Policy section.

* At the time of writing, this may be subject to change.
1 In order that no confusion arises, resulting in lost post etc. in the case of duplicated or similar names the Council will refuse to process the address, meaning it will not be registered. Alternative names will be sought from the applicant.

2 Within the same postcode area, for example: CA28 for Whitehaven, LA18 for Millom. Please note, however, that while the Council makes every effort to undertake a thorough search of known addresses, the responsibility for avoiding duplication or similarity rests with the owner of the property. Where a case of duplication or similarity regarding addresses comes to light the most recently adopted address is normally expected to be altered, in order to obviate any possible confusion.


The Council will not inform any other interested parties, this remains your responsibility. Please also be aware that Royal Mail is responsible for issuing postcodes and deciding which post town appears within your address (i.e. which local post office is responsible for deliveries to your property). Even in cases where a plot of land is known to have had a postcode in the past, this may be subject to change and a new postcode may be issued. The Council cannot influence this process.

If you would like to register a new or amended address please fill out the Application Form. Once the Application Form has been completed please send to;

Street Naming and Numbering FAO Planning Policy
Copeland Borough Council
The Copeland Centre
Catherine Street
WHITEHAVEN
Cumbria
CA28 7SJ

Or email: streetnaming@copeland.gov.uk

All requests should state ownership of the property in question and be signed. (To insert an electronic signature you will need to select the Fill & Sign tab on the right of the screen on adobe reader and select Place Signature. You can then either insert a file that has your signature, or select draw my signature and then draw your signature into the white box, then click accept and place your signature into the signature box on the application form.)

If you have any queries please do not hesitate to contact me on: 01946 598436

Date: 4th August 2015