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The primary aim of good Street Naming and Numbering Policy (SNN) is to enable properties to be located quickly and easily. Birmingham City Council follows the [Data Entry Convention \(DEC\) to BS 7666-2:2006](#) for Addressing in discharging its powers and duties to name streets and number properties. The contents of the National Best

## 4.1. Street Naming Policy

Birmingham City Council uses the Data Entry Convention (DEC) to BS 7666-2:2006 for Addressing in discharging its powers and duties to name streets. The contents of the National Code of Practice for Street Naming and Numbering will also be incorporated in Birmingham's practices as it is released.

In the following sections, policy is shown in bold. Additional explanation is given in italics.

### 4.1.1. The current policy states:

### 4.1.2. Additions to Policy

The policy is supplemented with following criteria













#### 5.2.4. Commercial buildings.

Commercial buildings must be subject to numbering.

Numbering sequences will be as per residential premises. Where commercial premises have an entrance directly to a street, they will be allocated a number into that street. If there are insufficient numbers within the existing sequence suffixes will be used.

Where premises are subdivided internally a logical numbering sequence will be applied according to the internal layout of the building and the order in which units are approached

#### 5.2.5. Industrial buildings

Industrial buildings must be allocated a number onto a street.

It is not acceptable for industrial buildings to be addressed by the occupier's name alone.

#### 5.2.6. Public Buildings

Where possible new public buildings will be allocated a number to the street. Where no appropriate number is available or use of a number would cause confusion, the building will be named. This will include schools, places of worship, leisure facilities and other public buildings.

#### 5.2.7. High-Rise buildings

Buildings containing more than 10 self-contained units on one floor and are more than five storeys high may be numbered hotel style: e.g. on the ground floor would be flats G1 to G12; on the first floor, flats 101 to 112 ; on the second floor, flats 201 to 212 etc.

#### 5.2.8. Building Conversions

Building conversions will be numbered internally in a logical manner according to circulation within the building and the order in which the individual units are approached. In buildings containing a single internal corridor, units will be numbered to the r

### 5.2.9. Naming of Buildings

In rare circumstances buildings may be allocated a name but must always include the number in addressing. Where a name is required this must be submitted with the application. For example, the official address of The Rotunda is

The Rotunda, 150 New Street, Birmingham.

Where all existing properties on a street have names and no numbers, then a name only may be considered. However, numbers will always be offered and are recommended for use. In rare instances there is little documentation of early addressing and the original numbering pattern maybe obscured by later unofficial additions. In rare cases it may be necessary to issue a name only, but every attempt will be made to issue a number.

Names of buildings should have a link which has an historical, geographical, or cultural to link to the area. Buildings should not be named after living people.

Building names must not include punctuation or promote commercial purposes.

### 5.3. Recording of Numbering Decisions

Numbering is an executive function of the Council and all reports and background papers must be available for inspection at the Authority offices and on the Authority website with the exception of private reports. Decisions will be available for public inspection on the Council's website.

As soon as practicable after a SNN decision is taken by an Officer with delegated authority from the executive, the Officer must produce a written record of the decision containing the date, the decision taken, reasons, details of any alternatives considered and rejected and whether any elected member has declared a conflict of interest.

Written records of decisions and reports that must be available for public inspection must be retained in perpetuity.

Fees will be charged for applications and reviewed annually. Our existing fees can be found [here](#).