

Street Naming and Numbering



Introduction

What is Street Naming and Numbering?

Street Naming and Numbering is a statutory service Maidstone Borough Council undertakes to issue and officially register postal addresses within the borough. The council have adopted the provisions of Sections 17 and 18 of the Public Health Act 1925 which relates to the issue of street naming and alteration of street names; and the County of Kent Act 1981 which relates to the numbering of properties to fulfil this statutory service.

If a property does not have an official postal address it will not be registered on any database and therefore no one will know the property actually exists.

The issue and official registration of a postal address has become essential with the introduction of computerized databases. Organizations such as the Kent Fire Service, Kent Police and the Ambulance Service require the registration of all properties in the borough to enable them to keep their databases up-to-date with address information in the case of an emergency call out.

If a property is not registered it is likely the occupants will experience problems applying for utility services, mortgages, credit cards, house & car insurance, broadband services, mobile phones and ordering goods and services on line because all checks require the registration of the postal address.

When a property is officially registered the postal address is confirmed and entered onto the Royal Mail database. It is the Royal Mail database that all other organizations purchase address information from to update their own individual databases.

It is the duty of the Local Authority to issue the postal numbering and naming of streets in the borough and register the details with Royal Mail. Requests for registration of a postal address applied direct to Royal Mail will be referred back to the Council to officially register. It is the responsibility of Royal Mail to allocate the postcodes.

If you would like to check to see if your address is registered on Royal Mail's database please visit <http://www.royalmail.com/postcode-finder>

Is there a charge for this service?

Maidstone Borough Council started charging for the Street Naming and Numbering Service from 1st June 2012 under the provisions of Section 93 of the Local Government Act 2003.

Please refer to the Schedule of Charges for the service you require.

How do I apply?

We have an application form you will need to complete. You can use this form to register postal addresses for new builds, new developments, the addition of a property name, a property name change, register an existing but previously unregistered postal address and to register the conversion of a property into flats. We will post a copy of the application form to you or you can apply online on the Maidstone Borough Council website, alternatively you may download a copy of the application form.

How do I pay?

You can pay in a number of ways. If you complete the online form you can pay online using our secure Capita Payments Portal. You can pay by cheque with your completed paper application or you can pay with cash using the kiosks in Maidstone Borough Council's Gateway located in King Street, Maidstone.

Please make cheques payable to 'Maidstone Borough Council' and write 'Street Naming and Numbering' on the reverse of the cheque.

Who do the Council Notify after registering an address?

Following the official registration of postal addresses the Council notify the following statutory authorities and request they update their databases with the new address information:

- The Land Registry
- Kent Police
- Kent Ambulance Headquarters
- Kent Fire Services
- Ordnance Survey
- Geographers A-Z Maps
- Valuation Office
- BT Newsites PP1
- EDF Energy
- Southern Water Authority
- Centrica (British Gas)
- South East Water
- Scotia Gas Networks
- Royal Mail Address Development Team
- Royal Mail Delivery Office (Maidstone)
- Maidstone Borough Council - Electoral Registration
- Maidstone Borough Council - Council Tax
- NLPG (National Land and Property Gazetteer)

What is the NLPG (National Land and Property Gazetteer)?

The National Land and Property Gazetteer, abbreviated to the NLPG, is a Government run initiative which is an address infrastructure that provides the most definitive register of land and property in the UK.

Every Local Authority in England and Wales maintain their own Local Land and Property Gazetteer (LLPG) for their district and these individual gazetteers are exported to provide local address information to the NLPG hub.

Every street is issued with a Unique Street Reference Number (USRN) and every property and piece of land are assigned a Unique Property Reference Number (UPRN) these provide a reference key so related address records across different datasets can be linked together.

Until recently the UK had not held one single database of address information in the country which meant in some cases different sources held postal addresses in different formats. A slight variation in a postal address can cause the creation of duplicate addresses on different databases but can actually refer to one property. It is therefore vital that every property is registered with one correct postal address and issued with a Unique Property Reference Number (UPRN).

It is the Local Authority's Street Naming and Numbering department that have the statutory responsibility to maintain and create Unique Property Reference Numbers (UPRN) for every single property in the UK and continuously export up-to-date address information to the NLPG.

How do I make a 'reserved' postal address 'live' on the Royal Mail website?

Postal addresses for new builds and new developments under construction are registered on the Royal Mail 'Not Yet Built' (NYB) Database. This database holds 'reserved' postal addresses which when Royal Mail are advised get transferred to the 'live' database known as PAF (Postcode Address File). Only occupied properties which are receiving the delivery of mail are listed on the 'live' PAF (Postcode Address File) which can be viewed on the Royal Mail Website.

Unless the Street Naming and Numbering Officer is advised the property to be registered is already occupied, the postal address for a new build will be registered on Royal Mail's 'reserved' postal address 'Not Yet Built' database.

To make a postal address live, **please ring Royal Mail on 08456 011110** and select option key 3 for the Maintenance Team. Advise the operator that you wish to make a 'reserved' address 'live' on PAF. You will need to provide them with the postcode and then confirm the new property postal address. Royal Mail will advise you that the new postal address will show on their website in 24-48 hours.

How long will it take before my registered address shows on databases and Sat Navs?

This is entirely down to how often individual companies decide to update their own databases. It could be any length of time from a few months up to two years.

If you do experience any problems with, for example, online services/service providers; as long as the postal address is registered as a 'live' postal address on Royal Mail's PAF (Postcode Address File) you can advise them to check the Royal Mail website which will confirm your postal address exists and they should be able to update their individual databases manually.