



From mountain to sea

Street naming and numbering Manual

June 2022



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21 June 2022	March 2022	Section on dealing with requests to name roads when this is not unnecessary for addressing purposes

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1 Introduction

A clear and logical street naming and numbering system is essential to ensure the effective delivery of mail and, even more importantly, that properties can be quickly and accurately located by emergency services.

This manual sets out how Aberdeenshire Council will use its statutory powers with regards to the naming and numbering of streets in accordance with its *Street Naming and Numbering Policy* and how requests for changes will be dealt with.

1.1 Legal & Policy Background

Aberdeenshire Council's *Street Naming and Numbering Policy* commits the council to involving local ward members in the street naming process and to undertake street numbering in a logical and consistent manner.

This *Street Naming and Numbering Manual* is directly referred to in the Policy and the requirements contained within this manual shall be mandatory across Aberdeenshire for new commercial and residential developments as well as existing roads.

Under Section 97 of the Civic Government (Scotland) Act 1982,

A local authority may, in relation to any road in their area—

(a) give such name to it as they think fit;

(b) after advertising in a newspaper circulating in their area any proposal to alter its name and taking into account any representations thereupon made to them within 28 days after the date of the first publication of the advertisement, alter any such name;

(c) affix, paint or mark its name on any premises, fence, lamp post, pole or other structure in it so as to be readily legible to members of the public there, and erect poles or other structures there for that purpose;

(d) give each of the premises in it such distinguishing number as they think fit; alter that number when necessary; and require the owner of each of the premises, by notice served on him, to affix or paint that number on his premises so that it is readily legible from the nearest part of the public place giving access to the premises.

For the purposes of this section, a road is defined as “any way (other than a waterway) over which there is a public right of passage”. Accordingly, this statutory power applies to trunk roads and private roads in addition to roads adopted or to be adopted by Aberdeenshire Council. It would not apply however to private accesses.

Aberdeenshire Council is not responsible for the allocation of addresses to post towns or postcodes but consults with Royal Mail on these matters.

A street gazetteer of all roads in Aberdeenshire is maintained by the Council and new streets will be added to the gazetteer. When a street is adopted by the Council, it is also added to the *List of Public Roads*¹ which the Council has a statutory duty to maintain. A corporate address gazetteer (CAG) of all properties in Aberdeenshire is also maintained by the Council and regularly uploaded to the national One Scotland Gazetteer (OSG)² which provides the definitive address database for all properties across Scotland.

¹ <http://publications.aberdeenshire.gov.uk/dataset/statutory-list-of-public-roads>

² <https://osg.scot/portal/>

2 Naming of Streets

2.1 Street-Naming Process

Where new streets are to be built, the developer should complete and submit (following approval of a building warrant application) an *Address Request Form for Multiple Properties*³ along with the required plans to begin the street-naming process. Applicants are welcome to suggest for consideration any names they feel would be appropriate for the streets in their development when completing the form.

It should be noted that the street-naming process can be lengthy, and developers should ensure that they allow enough time to comply with the requirement of having street name plates installed prior to the occupation of the first property served by that road.

2.1.1 Consultation

When a new street name is required the local Aberdeenshire Council ward members and, where one exists, the local community council will be consulted on any proposed name and invited to suggest an alternative appropriate name if preferred. (Where the developer has not proposed an appropriate name the Roads Development Manager will suggest an appropriate name in line with the guidance in this manual.) The consultation period for ward members and the community council shall be six weeks. If no responses are received during this period, the Roads Development Manager shall approve the name consulted on.

Where the suggested name clearly refers⁴ to an individual person still alive or having died within the last 100 years the individual or, where the individual is deceased, any known relatives of that individual should be contacted, normally by the Area Manager, to seek their approval prior to the matter being decided by the appropriate Area Committee. The proposer should have contacted the person/family so that the Council's approach is not coming out of the blue.

Where an appropriate name has been proposed by a community council or ward member and there is no disagreement over it between the community council and the majority of responding ward members then the Roads Development Manager can (subject to 2.1.1.1) approve that name without referring the matter to the area committee.

2.1.1.1 Circumstances which will require the matter to be referred to an area committee

In any of the following circumstances the matter will be reported to the relevant area committee for a final decision:

- Where there is a difference of views between the community council and the majority of responses from the local ward councillors;

³ <https://www.aberdeenshire.gov.uk/roads-and-travel/roads/naming-and-numbering/>

⁴ E.g. "Maria Gordon Street" would be clearly identifiable with an individual while "Gordon Street" would not.

- Where the suggested name is that of an individual person who is alive or who has died in the last 100 years;
- Where the proposed name would not be in accordance with the requirements or guidance in this manual;
- Where the naming of a street is not necessary for addressing purposes (see 2.1.2);
- Where the name of a street is proposed as a tribute and, in the opinion of the Roads Development Manager, it would be more appropriate for this recognition to be conferred by the area committee rather than officers; or
- Where, in the opinion of the Roads Development Manager, the proposed name may be contentious.

2.1.2 *Requests to Name Streets When a Name is not Needed for Addressing Purposes*

Occasionally requests are made regarding the possibility of naming a section of road which would not normally require to be named. While this is not encouraged, there may be limited circumstances when it is acceptable. Such requests will only be considered where these are supported by (and submitted through) either the local community council or at least one of the local ward members, and the requestor agrees to meet the costs incurred by the council in erecting the standard street nameplates. Proposed names will be checked for acceptability before being following the consultation process described in section 2.1.1 (community councils will not require to be re-consulted on names proposed by themselves). In all cases area committee approval shall be required before a name is given to a street which would not normally be named.

2.2 The Good Street-Naming Guide

2.2.1 *Suitable Names*

Street names should ideally have a meaningful connection with the area. They could relate to, for example, geographical features, historical events, former land uses, local wildlife, or notable residents from the past. Where a cluster of streets are being named it may be appropriate to consider a common theme for those streets (existing examples include the tops of Bennachie in Inverurie and 18th/19th century whaling ships in Peterhead).

2.2.1.1 **Avoid similar names**

It is important to ensure that new street names are distinctive and unique in their location. Any new street name should not duplicate that of another within the same postcode district (there are 4 instances of *Harbour Road* in AB42). Similarly sounding names, and names with significant duplication of words which could lead to confusion, should also be avoided within the same town or village (e.g. *Broadshade Avenue* and *Broadstraik Avenue* in Westhill, and *Duthie Road* and *Duthie Webster Road* in Tarves).

2.2.2 *Language*

Street names can be in English, Scots (Doric) or Gaelic where appropriate to the local context. The approved name will be the only version of a name regardless of its

source language and no official status shall be given to different-language versions of a name.

<p>CAIRNADROCHIT <i>ROCKY HILL OF THE BRIDGE</i> <i>Steeny Hill o' the Brig</i></p>	✘	<p>CAIRNADROCHIT</p>	✔
<p>SILVER GARDENS <i>SILLER GAIRDENS</i> <i>Gàrraidhean Airgid</i></p>	✘	<p>SILVER GARDENS</p>	✔
<p>LANG STRACHT <i>LONG STRAIGHT</i> <i>Dìreach Fada</i></p>	✘	<p>LANG STRACHT</p>	✔

Names must be formed only from letters from the conventional English alphabet and spaces. Numerals, punctuation marks and other non-alphabetic characters may not be used. Care must be exercised when including numbers in a street name to avoid any confusion when referring to house numbers (e.g. *20 Three Crowns Road*).

2.2.3 Suffixes

A new street names does not have to have a suffix but where they are used the suffix should be appropriate for the character of that street (see Table 2.1). Single word names such as "*Baddiefurrow*" in Inverurie or "*Croftland*" in Pitmedden can be acceptable.

2.2.3.1 Avoid multiple uses of the same stem

The stem of a street name should only be used in a single street name in any town or village. The use of a common stem in multiple street names with varying suffixes in the same settlement (e.g. *Broadstraik Avenue/ Brae/ Close/ Crescent/ Drive/ Gardens/ Grove/ Place/ Road* in Westhill) can be problematic for emergency services and must be avoided.

2.2.3.2 Avoid ill-suited alliteration

Restraint should be applied when using suffixes which share the same first letter with the other words in the name. Ill-suited alliteration, such as "*Catto Crescent*" (a straight cul-de-sac) in Peterhead and the treeless "*Annand Avenue*" in Ellon, must be avoided.

2.3 When Should a Separate Street Name be Provided?

For new developments, single street names should be given to uninterrupted lengths of to-be-developed road. New side streets should not have the same name on either

side of a dividing main road however it can be appropriate for a main route to be named as one street even if it includes roundabouts forming junctions with more minor roads.

Cul-de-sacs should be given their own street name where they are longer than 40m in length or contain more than six addressable properties.



Table 2.1 The 20 commonest street-name suffixes in Aberdeenshire and their appropriate usage

Suffix	Appropriate usage
Avenue	A road lined with trees
Brae	An inclined road on a hillside
Circle	A road of (at least roughly) circular shape
Close	A short, narrow cul-de-sac
Court	A short street enclosed by buildings on three sides
Crescent	A street which curves in one direction
Drive	A thoroughfare vehicles may use to access other streets
Gardens	A road which includes or abuts a publicly accessible area of formal horticulture
Grove	A road featuring a cluster of trees or adjoining a wooded area
Lane	A narrow road fronted by buildings or walls, or in the countryside
Park	A road that contains or runs through playing fields, recreational areas or country gardens or parks
Place	A short residential road.
Road	Any road which permits the passage of vehicles
Square	A road that forms a square or stubby rectangle
Street	A road with footways and buildings on both sides
Terrace	A street with terraced houses or with houses set up above the road level
View	A road with properties on one side but an open aspect on the other
Walk	A pedestrian through route with restricted access for vehicles
Way	A thoroughfare linking to other streets (may also be used for longer pedestrian or cycle routes)
Wynd	A narrow side street or lane, often following a winding course

3 Street Nameplates

3.1 General

Street Name Plates shall have a white microprismatic background to BS EN 12899-1 with a blue transparent overlay film, cut-out lettering and no border. The font shall be 88mm Kindersley with letter spacing increased by 60%.

Subject to approval, in environmentally sensitive areas such as conservation areas the overlay film may be non-transparent black.



The sign shall be erected on 50mm diameter posts so that the top of the sign is no more than 1 metre above the adjacent road and set between 3 and 5 metres back from the junction line.

Where nameplates have to be mounted on buildings, they shall be fixed at a height of 2.5m to the underside of the sign to reduce the risk of vandalism.

In order to avoid sign clutter and potentially confusing or distracting motorists by providing more text than can be quickly read (see Figure 3.1) street nameplates should generally only contain the name of the street on which they are placed. There are however there are certain circumstances where additional information may be presented.

Figure 3.1 – too much information



For cul-de-sacs a no-through-road-to-vehicular-traffic patch may be included on the right-hand side of a nameplate. This symbol is a prescribed traffic sign, and its colours, dimensions and proportions must comply with those set out in *the Traffic Signs Regulations and General Directions 2016*.



The wording “LEADING TO” should only be used on a street nameplate where all the following conditions apply:

- the street is a cul-de-sac;
- no more than two other named streets are accessed by the named street; and
- the sign includes a no-through-road-to-vehicular-traffic patch.

The text height of “LEADING TO” shall be 44mm high and the names of the other streets 70mm high.

While it should be avoided for new developments, there can be situations in existing roads where a change in street name occurs between junctions. In such instances both street names should appear on a single street nameplate with arrows indicating where each name applies.



Similarly, the layout and street-naming strategy for new developments should be such that there is no need to include house number details on street nameplates. This may be necessary however in some existing named streets, for example when its geometry is altered, and in such instances the text height for the number information should be 44mm.



Developers will be advised of their responsibility to arrange for the supply and erection of appropriate street nameplates, when applying for road construction consent, and will be required to meet the costs involved. When the Council decides to name an existing road, or a request is made to the Council for a street name and the Council agrees to this request, the Council will meet the cost of supplying and erecting a street nameplate.

The Council will also arrange for and fund the repair or replacement of damaged or missing street nameplates. Old street nameplates should be removed when replacements are provided.



3.2 Provision and Positioning

Street name plates will be required at all road junctions. These items are essential to allow emergency services to navigate around new housing developments and are potentially lifesaving features.

As such the following criteria for the number of signs required at each style of junction is outlined below:

T – Junction

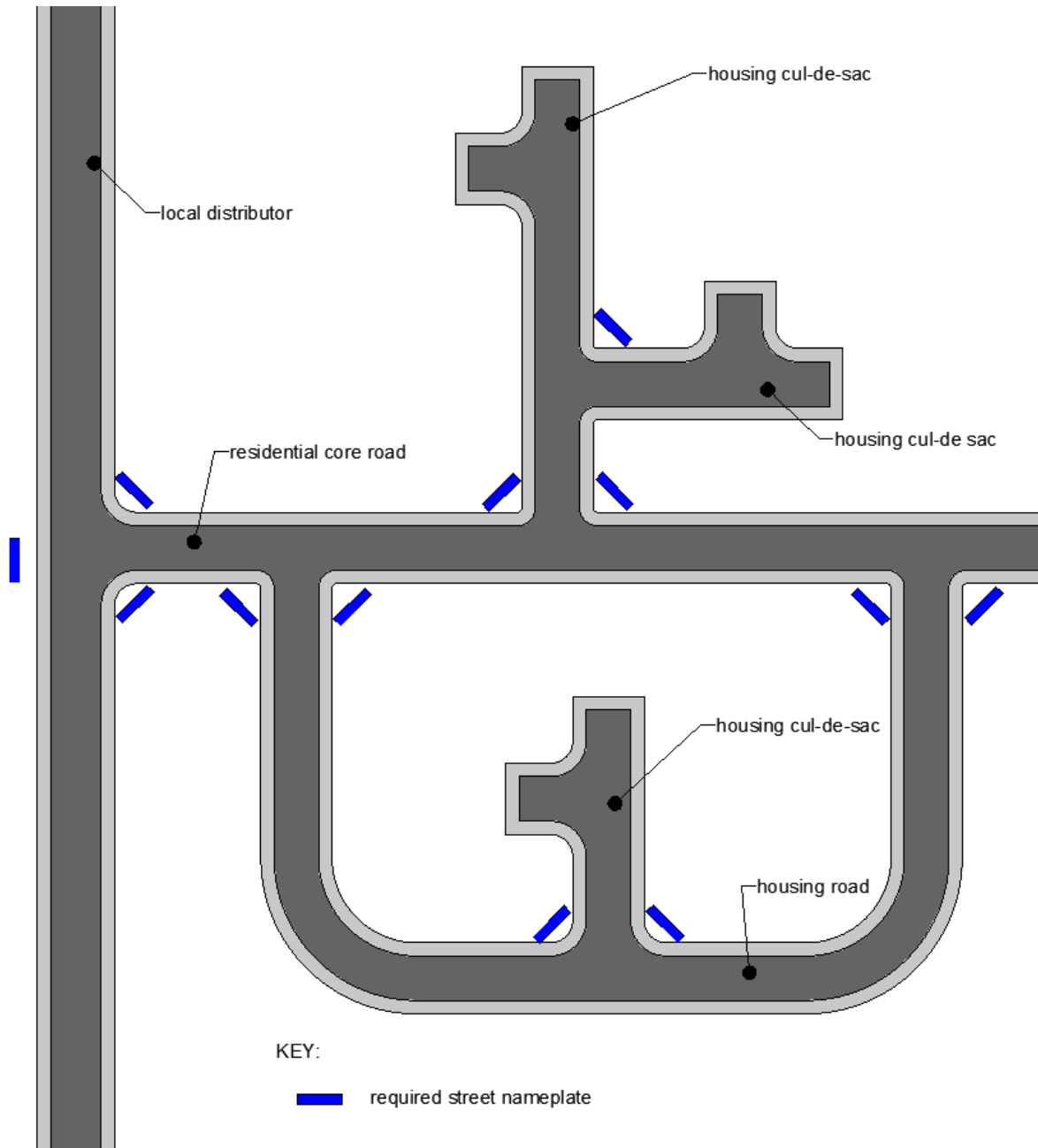
- At both radii of the minor road for vehicles turning into the minor road.
- Opposite the minor road junction for vehicles exiting the minor road. This is only to be provided if the main road is a LOCAL DISTRIBUTOR or above.

T – Junction off a Cul-de-sac

- As traffic will be predominately approaching the minor road from one direction then only one street name plate is required on the minor road. This should be placed on the radius of the minor road facing the oncoming traffic.

Figure 3.2 shows a typical layout for street nameplates.

Figure 3.2: typical street nameplate layout



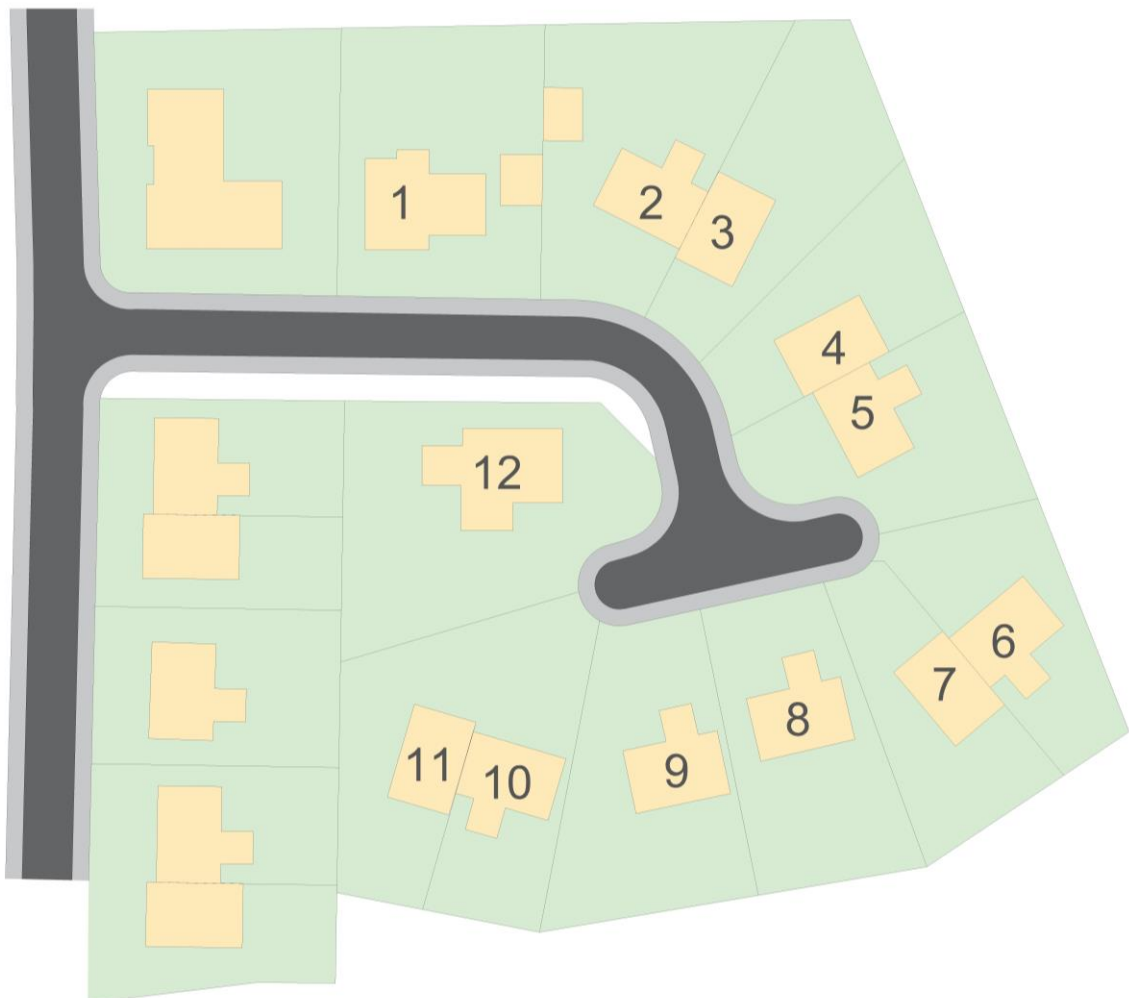
4 Numbering and Naming of Properties

4.1 Numbering of Properties

The numbering of properties does not require consultation and will be carried out by Council officers.

Properties on new streets will be numbered in a logical manner to facilitate easy identification. Development phasing (both planned and unplanned), street pattern and accesses will be considered when deciding the numbering plan. Numbering will start at the street from which access is gained. For streets with more than one access, numbering will normally start at the main access or that nearest to the settlement centre. When facing into the new street, odd numbers will be on the left in ascending order and even numbers will be on the right also in ascending order. Cul-de-sacs, not separately named, should continue the numbering sequence from the side of road they are situated on. For separately named cul-de-sacs where buildings close off the end of the street preventing any future expansion, properties shall be numbered consecutively in a clockwise direction (see Figure 4.1).

Figure 4.1: Numbering of a cul-de-sac which will not be subject to future extension



On existing streets, whole numbers will be used where possible and will fit any existing numbering scheme, although there may be cases where numbers have to be shared by the addition of an alphabetical suffix character (e.g. 6a, 6b, 6c).

Blocks of flats with a common access will be allocated a main street number or property name and individual flats will be given internal numbers or letters e.g. Flat 1, 34 Victoria Road, Ballater or 1 Kincardine Court, Arduthie Road, Stonehaven. Flats with a common access will have consecutive numbers or letters, with the lowest numbers on the lowest floor and the highest numbers on the highest floor.

Commercial properties will normally be allocated Unit numbers e.g. Unit 7, Enterprise Drive, Westhill Industrial Estate but may be given numbers if requested e.g. 1 Inverurie Retail Park, Oldmeldrum Road.

In all cases, the number 13 will be used where it fits into the logical numbering sequence.

4.2 Naming of Properties

Where a name or full address is proposed for a new single property, no consultations normally take place and the decision to accept it is taken by Council officers in consultation with Royal Mail. A name which is likely to cause offence or confusion will not be accepted. Temporary names such as "New House" or "Site One" will not be accepted.

Where a numbered property is given a name, the number will be retained as part of the official address. This applies to both residential and commercial properties e.g. Valkyrie, 17 Victoria Gardens or Vallourec & Mannesmann, 4 Prospect Place, Westhill Industrial Estate.

5 Completing Addresses

The Council has produced a list of localities and towns within Aberdeenshire and defined their geographic area, as represented by a set of mapped polygons. If a new property is located within a designated locality and/or town, the locality and town names will be added to the property address. A new address must correctly describe the geographical location of a property. The CAG Custodian will be consulted to ensure that all new addresses adhere to the British standard BS7666.

5.1 Royal Mail

If the new property will receive mail, the Royal Mail will be contacted and requested to complete the postal address by adding a post town and postcode. They will also ensure that the address will not cause confusion e.g. by avoiding duplicate property names within a unit postcode.

5.2 Corporate Address Gazetteer

Once the complete address has been agreed, the council's address gazetteer will be updated, and a communication issued to Council services and a number of external agencies advising them of the location and address of the new property.

6 Changing Addresses

6.1 Requested Changes

Property owners may request a change of address by submitting a change of address form⁵ along with a plan clearly indicating the location of the affected property. Where a change of property name is requested by the owner, no consultations normally take place and the decision to accept it is taken by Council officers. A name which is likely to cause offence or confusion will not be accepted.

When the need to rename a street or renumber buildings arises, (either if due to development, changes in layout, or if requested by residents, a local ward member or the local community council), the local Members, Community Council, and owners/tenants likely to be affected will be consulted. Royal Mail will also be consulted as a change of postcode may be triggered. Council officers will consider the results of the consultation exercise (which, for street name changes, will include a press notice followed by a 28-day period for any representations to be submitted). If the Roads Development Manager decides to proceed with the proposed change, a report will then be submitted to the relevant Area Committee for approval.

6.2 Changes Following Growth

Some settlements may initially be too small to warrant street names but as they develop, this situation can change and a decision may be taken by the Council to name roads within the settlement. A similar consultation exercise to that in section 2.1.1 will be carried out before a decision is made on whether to name the roads and

⁵ <https://www.aberdeenshire.gov.uk/roads-and-travel/roads/naming-and-numbering/>

on what the names should be. The inclusion of a settlement name in the Aberdeenshire Local Plan will trigger a review of the roads within that settlement.

Where development takes place on an unnamed road within a larger settlement, the Council may wish to allocate a name to the road. A similar consultation exercise to that in section 2.1.1 will be carried out before a decision is made on whether to name the road and what the name should be.

Where development extends beyond the limit of an existing named road and new property addresses are required, the Council may wish to extend the named section of road. New properties would also require to be numbered and/or named as appropriate. Existing properties accessed from the section of road previously unnamed, would require a change of address to incorporate the street name and possible number. In this situation the Council will issue statutory notices to all owners/tenants affected, giving them a minimum of three months' notice unless a shorter period is agreed.

The CAG Custodian will be consulted to ensure that a proposed change of address adheres to the British standard BS7666. Royal Mail will then be contacted to ensure that the postal address is still correct and that the address will not cause confusion.

7 Contact Details

Any enquiries should be directed to the Street Naming and Numbering team.

By email:

roadsdevelopmentenquiries@aberdeenshire.gov.uk

By post:

**Street Naming and Numbering
Infrastructure Services
Aberdeenshire Council
Gordon House
Blackhall Road
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