

Street Naming and Numbering Guidance

Over time Dartford Borough Council (DBC) has set precedents for names that are acceptable for new streets and buildings. While there is no national definitive list of acceptable types of road name, DBC has incorporated advice given by the Royal Mail and the Fire Brigade. The focus of this advice is to facilitate speedy and accurate mail delivery and to minimise errors and delays in finding an address for the emergency services.

Naming

1. If a name refers to a person or event, there should be a connection to the Borough.
2. The names of living people should not be used in order to avoid the possibility of any future negative publicity.
3. If family names (of deceased persons only) are to be considered, permission must be obtained from any living relatives before submitting the name for consultation.
4. Names which follow a theme (usually in developments with several new roads) should reflect the history or environment, either locally or across Kent.
5. Names which are difficult to pronounce or spell should not be used.
6. Names which may be deemed offensive in terms of race, faith/religion, gender, disability, age, sexual orientation or are inappropriate language must not be used.
7. Street names or building names should not duplicate existing names, especially if they fall within the same postcode sector. A postcode sector is identified by the first character of the second part of a postcode e.g. DA2 2**.
8. Phonetically similar names should be avoided e.g. having Churchill Close then creating new road named as Birch Hill Close.
9. A traditionally descriptive name can be used in certain circumstances. Examples in the Borough are High Street and Station Approach.
10. The street suffix should be appropriate to the road e.g. Crescent, Circle and Close should only be used if they reflect the shape of the road. This is in keeping with guidance issued by the Fire Brigade. Suitable suffixes are shown at the end of this guidance.
11. If a road is split, e.g. in case of stopping up order, the separate parts of the road should have different names. This is to avoid situations such as the Emergency Services entering the road from the incorrect end.
12. Using compass points (North, South, East & West) at the end of road names is only acceptable on continuous roads which pass over major junctions, e.g, Marsh Street North.

Numbering

1. Numbering should be clockwise in a cul-de-sac. Otherwise, numbering will usually follow odds on the left and evens on the right from the start of the road which is usually the end accessed via the nearest important road.
2. Numbers are allocated in numerical order without exception. Numbers with a superstitious connotation will not be excluded e.g. 4 or 13.
3. Properties will be numbered from the road on which the main property entrance is situated. The only exception to this may be with flat conversions.
4. Where a block of flats is built within an existing street, it should be named and given a street number then numbered from '1' e.g. '1 Eglinton House, 108 Swanscombe Street'. Numbering will usually be clockwise within the building unless this does not provide a sensible delivery order for postal services. In a new development which contains both flats and houses, the numbering can be continuous if appropriate.
5. Flat conversion numbering will be based on the Conventions and Best Practice as published by National Land & Property Gazetteer.

6. The word 'flat' should only be used when describing a property and not as part of the official allocated address. There may be exceptional situations when this is unavoidable.
7. Any names given to a property as part of the address should be used in conjunction with the street number and not in place of it.

Postcodes

Postcodes are allocated by Royal Mail and Dartford Borough Council has no control over what new postcodes will be

Acceptable Road & Building Suffix

Street Suffix	
Avenue	(Normally tree-lined)
Boulevard	(Main Roads and Thoroughfares)
Circle / Circus	(Circular Shaped road only)
Close	(Cul-de-Sac only)
Crescent	(Crescent shaped roads)
Dene	
Drive	
End	(No through roads only)
Fields	(Unless there is confusion with a local public space)
Gardens	(Unless there is confusion with a local public space)
Grove	
Hill	(Hillside road only)
Lane	
Mead	
Mews	(Stable conversions, less than 10 buildings)
No Suffix	(Main Roads Only, e.g. Broadway)
Path	(Pedestrian only roads)
Place	
Rise	(On or leading to high ground)
Road	(Main Road and Thoroughfares)
Square	(Square only)
Street	(Main Road and Thoroughfares)
Vale	
View	
Walk	(Pedestrian only roads)
Way	(Pedestrian only roads)
Wharf	(Roads near water)

Building Suffix	
Apartments	(usually five storeys or higher with more than 10 apartments)
Court	
Heights	(usually five storeys or higher)
House	
Lodge	
Mansions	
Point	(usually five storeys or higher)
Towers	(usually five storeys or higher)
Villas	