

Guidance Notes

Postal Addresses and Street Names

The accurate addressing of properties is becoming an increasingly important issue for many organisations. All public sector organisations including Local Government, Police, Fire and Rescue and Ambulance Services are reliant upon accurate address data to locate clients and deliver services in the most efficient manner possible.

The Address Management Team within Cheshire East Council processes requests for changes to existing postal addresses as well as requests for new postal addresses. As part of this process Royal Mail is contacted to obtain a postcode and the new address/es are added to the Local Land and Property Gazetteer (LLPG). As well as using the LLPG internally to support service delivery the Council also provides the LLPG data to the national addressing organization, 'Geoplace' who use it to compile the National Land and Property Gazetteer and supply national level address data to other public sector organisations.

The Council advises applicants to consider proposals to street naming and numbering as soon as possible after obtaining planning permission. This is to ensure that the process of obtaining postal addresses and postcodes proceeds quickly. If this is not done and a property is not 'registered' it will not appear within the LLPG and the owner or occupier may have difficulty in receiving mail, goods and services from a variety of sources including utilities connections.

Who should apply?

- Individuals or developers building new houses, commercial or industrial premises.
- Individuals or developers undertaking conversions of residential, commercial or industrial premises which will result in the creation of new addresses.
- Individuals or developers who wish to alter an existing address.

How can we apply?

Requests should be made to us in writing. This can be done by filling in one of our online application forms, the request will then be automatically sent to the address management inbox. Alternatively an email or letter can be sent to the following addresses:

addressmanagement@cheshireeast.gov.uk

Address Management
Development Management
Cheshire East Council
Municipal Buildings
Earle Street
Crewe
CW1 2BJ

Tel: 01270 686770

Address Management Services Street Naming and Property Numbering



You will also need to submit a scaled plan showing the location and full extent of the development. **This service is now chargeable; please see our website for the latest fees schedule.**

Requests for new street names

Where new roads are to be constructed developers will need to make suggestions these will then be assessed against our street naming and numbering policy. This includes rules regarding duplicating existing road names and naming after people, but please see section 6 of our policy for detailed rules of what is and isn't acceptable as a street name.

Local Ward and Parish Councilors are always consulted on a new street prior to any approval. You can apply for a new street name in the same way as postal addresses.

Properties with names (on un-numbered streets)

If your property is on a street which has no property-numbering sequence, the property name will form part of the official address. Naming a new property or changing the name of an existing property will need our approval. It could cause confusion if more than one property in close proximity has the same name. Emergency services could also be delayed in locating your property.

Properties with postal numbers and a name

If you have a postal number for your property and wish to give it a name as well, the name may only be used on an informal basis. A property name cannot replace a property number as this causes problems for deliveries and the emergency services. You can display the name on your property, as long as you also display the number, and use the name in the address along with the postal number, but your property will always be officially known by the number. If you wish the name to be officially recorded in the LLPG you should apply to us in the normal way.

Postal numbers will be allocated to all developments (including a block of flats) on a numbered street. No new naming/numbering will be allocated so as to avoid an existing street naming and numbering sequence.

Please note reference to the name Royal or any names relating to the Royal Family need approval from the Cabinet Office before the name can be issued.

All new addresses are allocated in line with British Standard 7666.