



CABINET – 7TH JULY 2021

SUBJECT: STREET NAMING AND NUMBERING - PROPOSED CHARGE TO ADD/ RENAME/ REMOVE A RESIDENTIAL PROPERTY NAME

REPORT BY: CORPORATE DIRECTOR - ECONOMY AND ENVIRONMENT

1. PURPOSE OF REPORT

- 1.1 To seek Cabinet approval to introduce charges for adding / renaming / removing a name to an existing residential property.

2. SUMMARY

- 2.1 The Council provides a comprehensive Street Naming & Numbering service but no charge is currently levied for adding / renaming / removing a name to an existing residential property despite the fact that this discretionary service requires a significant amount of officer time and effort in terms of consultation, liaison and processing.
- 2.2 The Local Government Act 2003, brought about new devolved powers for Local Authorities to charge for non-statutory services and most Council's in Wales currently charge for this service.
- 2.3 The introduction of a charge of £100 will, therefore, ensure that provision of this non-statutory element of the service can continue, recover its costs and provide an opportunity for additional income to contribute to the maintenance of the current excellent level of service provided. Furthermore charging may also dissuade some owners from making unnecessary address changes.

3. RECOMMENDATIONS

- 3.1 That Cabinet resolves to adopt a charge for 'adding / renaming / removing the name of a property' to take effect from 1 August 2021.
- 3.2 That this charge be set at £100 which is considered to be an appropriate level linked to cost recovery.

4. REASONS FOR THE RECOMMENDATIONS

4.1 To seek approval to charge for adding / renaming / removing a name to an existing residential property.

5. THE REPORT

5.1 The Council provides a comprehensive Street Naming & Numbering service to applicants encompassing a broad spectrum of new development types and the renaming and renumbering of streets and properties. The naming of streets and property numbering within streets is a statutory function and does not involve any charges.

5.2 No charge is currently levied by the Council, for the discretionary service of adding / renaming / removing a name to an existing residential property which requires a significant amount additional ancillary work to be undertaken, including a significant amount of staff resource and effort in terms of consultation, liaison and processing.

5.3 The Local Government Act 2003, brought about new devolved powers for Local Authorities, amongst others these include, giving Councils new powers to trade and charge for non-statutory services (Section 93 of the Local Government Act 2003).

5.4 Benefits of charging include:

- Ensuring that provision of the non-statutory element of the service can continue by contributing to the cost of valuable and experienced members of staff within the team.
- Providing additional income.
- Ensuring an excellent level of service will be maintained.

In addition, charging for this service may dissuade some owners from making unnecessary changes to their address.

5.5 Several Local Authorities have introduced charges for this service and examples of Welsh Authority charges are detailed in Table 1.

Table 1: Residential naming charges in force in Wales

Local Authority	Cost
Anglesey	None
Blaenau Gwent	None
Bridgend	£34.80
Cardiff	£40.00
Ceredigion	£55.00
Conwy	£30.00
Flintshire	£70.00
Monmouthshire	£50.00
Neath Port Talbot	£30.00
Newport	£43.50
Pembrokeshire	£37.00
RCT	None
Swansea	£50.00
Torfaen	£25.00

Vale of Glamorgan	£100.00
-------------------	---------

- 5.6 Table 2 indicates the number of renaming cases for residential properties received by Caerphilly CBC by year.

Table 2: Service request per annum

Year	No of cases
2016	29
2017	35
2018	34
2019	23
2020	25
2021	19 to date

- 5.7 When changing a house name or adding a property name to a numbered property, officers will check the existing gazetteer and review every request to add or change an existing property name to identify similar names in the immediate vicinity. Names will be considered acceptable unless they are duplicated within the local area or are likely to cause offence. If the name is deemed to be unsuitable an alternative name is requested from the applicant and the process is repeated. The authority will then consult with the Royal Mail.
- 5.8 A property with a number must always use and display that number. Where a property has a name and an official number the number must always be included in the address and displayed on the property. The name cannot be regarded as an alternative. Any request to remove a number from an official address will be refused.
- 5.9 Once Royal Mail has responded, the authority will update the address to include the house name. Once the authority updates the address, there will be a short period of disruption while external agencies update their systems over which we have no control.
- 5.10 The Authority will notify the applicant and statutory undertakers by email of the change to the address.
- 5.11 Taking into account the resources required to add, rename or remove a name to an existing residential property and the charges levied by other Council's it is recommended that the fee be set at £100.00 which is considered to be an appropriate level to contribute to cost recovery.
- 5.12 The fees will be collected prior to the completion of the application using online payment.

6. ASSUMPTIONS

- 6.1 None.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 The introduction of fees for adding / renaming / removing a name to an existing residential property will have a neutral impact on many protected characteristics and people who are socio-economically disadvantaged.

- 7.2 The proposals will contribute to the maintenance of the existing excellent service and facilitate the delivery of the wellbeing objectives of the Wellbeing of Future Generation Act and the Corporate Plan.
- 7.3 The recommendations in this report will assist the Authority in its duties as a public body under the Well-being of Future Generation (Wales) Act 2015 to contribute of the well-being goals for Wales:
- A prosperous Wales
 - A resilient Wales
 - A healthier Wales
 - A more equal Wales
 - A Wales of cohesive communities
 - A Wales of vibrant culture and thriving Welsh Language
 - A globally responsible Wales
- 7.5 The recommendations of this report are also consistent with the five ways of working as defined within the sustainable development principle in the Act. The five ways of working of the sustainable development principle, listed in the Act are:
- Long Term – the proposals will assist the Authority in maintaining an excellent service by resourcing non-statutory elements.
 - Prevention – taking a more commercial approach to prevent resource issues from frustrating the delivery of statutory services.
 - Integration – allow an integrated service to be maintain through appropriate resourcing of non-statutory elements.
 - Collaboration – the proposals will facilitate collaboration through appropriate resourcing of non-statutory elements.
 - Involvement – the proposal will facilitate access to services by contributing to the maintenance of the service.
- 7.6 The proposal will maintain existing opportunities for citizens to use the Welsh language and will aim to ensure that the Welsh language is treated no less favourably than the English language.

8. FINANCIAL IMPLICATIONS

- 8.1 In charging for non-statutory services, the Authority has a duty to charge no more than the costs they incur in providing the service.
- 8.2 The revenue raised will help offset the costs of delivering the service. The cost of implementing the proposed charging regime will be contained within existing staff and budget resources.

9. PERSONNEL IMPLICATIONS

- 9.1 There are no specific personnel implications directly resulting from this report.

10. CONSULTATIONS

- 10.1 The draft report was distributed as detailed below. All comments received have been reflected in this version of the report.

11. STATUTORY POWER

11.1 The Local Government Acts 1998 and 2003.

Author: Ryan Thomas, Planning Services Manager

Consultees: Cllr Andrew Whitcombe, Cabinet Member for Sustainability, Planning and Fleet
Mark S. Williams, Corporate Director (Economy and Environment)
Rhian Kyte, Head of Planning and Regeneration
Stephen Harris, Head of Financial Services and Section 151 Officer
Robert Tranter, Head of Legal Services & Monitoring Officer
Lynne Donovan, Head of People Services

Appendices: Integrated Impact Assessment