



<b>Title of Report:</b>	<b>Road Name Change Request – Hillside Road Garvagh to Chapel Lane Garvagh</b>
<b>Committee Report Submitted To:</b>	<b>Environmental Services Committee</b>
<b>Date of Meeting:</b>	<b>13<sup>th</sup> December 2022</b>
<b>For Decision or For Information</b>	<b>For Decision</b>

<b>Linkage to Council Strategy (2021-25)</b>	
Strategic Theme	<b>Healthy, Active &amp; Engaged Communities</b>
Outcome	<b>Implementation of Statutory Requirements</b>
Lead Officer	<b>Head of Health and Built Environment</b>

<b>Budgetary Considerations</b>	
Cost of Proposal	N/A
Included in Current Year Estimates	YES/NO N/A
Capital/Revenue	N/A
Code	N/A
Staffing Costs	N/A

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No N/A	Date:
	EQIA Required and Completed:	Yes/No N/A	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No N/A	Date:
	RNA Required and Completed:	Yes/No N/A	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No N/A	Date:
	DPIA Required and Completed:	Yes/No N/A	Date:

## **1.0 Purpose of Report**

- 1.1 The purpose of this report is for members to consider a request for a change in road name from Hillside Road, Garvagh to Chapel Lane, Garvagh.

## **2.0 Background**

- 2.1 Correspondence was received on 25<sup>th</sup> February 2022 requesting the road name Hillside Road, Garvagh be changed to Chapel Lane, Garvagh (redacted letter attached as Appendix A). The correspondence included signatures supporting the request, appearing to be from one member of each residency on the road.

- 2.2 In accordance with the Renaming or Re-numbering Procedure detailed in Section 4.3 of Councils Street Naming & Property Numbering Policy and Procedures (attached as Appendix B) the following steps were carried out to investigate the request and assess the level of support among residents.

- Names of all residents on the street were collated from the NI Electoral Register. The Register contained thirty-six residents with addresses on Hillside Road, Garvagh.
- A questionnaire was issued to each of the thirty-six residents to establish support for the name change (Appendix C). The questionnaire also explained the potential financial consequences of any change.
- All respondents replied with thirty-five of the respondents agreeing to the name change and one respondent disagreed.
- The Policy threshold of at least 66% of those in agreement was achieved therefore Council were permitted to further determine the request.

## **3.0 Considerations for Council**

- 3.1 The Policy requires Council to take cognisance of all respondents on the street and to only permit a name change when there is significant reason to do so. In this respect -

- All residents are not in favour of the proposed name change.
- Ordinance Survey maps dated 1952-1967 indicate the road name as Hillside Road (Appendix D).
- Health and Built Environment holds no records of Royal Mail delivery issues at Hillside Road.
- Health and Built Environment holds no records of emergency service response issues at Hillside Road.

- Health and Built Environment hold no records of complaints from residents relating to address issues.
- Land and Property Services Pointer database does not hold any record of another Chapel Lane road name in the Borough.
- Land and Property Services Rates Department do not hold any record of another Chapel Lane road name in the Borough.
- Royal Mail do not hold any record of another Chapel Lane road name in the Borough.
- Grove Road Garvagh, located within the general locality also appears to be colloquially known as Chapel Lane (Appendix E - Planning Service data).

3.2 In summary not all residents are in favour of changing the road name. A road name change would require a change to all official records relating to all properties and land on the road. Residents would be required to change all legal documentation related to their address some of which may incur charges e.g. property deeds, mortgage/loans, driving licence, bank details, utility bills etc.

3.3 No issues with emergency services response or Royal Mail delivery have been identified however there is a nearby road which also appears to be colloquially known as Chapel Lane which potentially could lead to confusion in the future. Members particular attention is drawn to Appendix I (pages 16 -18) of the policy which states the following (extract):

***(a) Naming Streets and Buildings***

- (i) New street names should not duplicate any similar name already in use in the District or neighbouring Districts.*
- (vi) Avoid having two phonetically similar names within a postal area and, if possible, within a District, e.g. Churchill Road and Birch Hill Road.*

***(c) Renaming or Renumbering Streets and Buildings***

*Renaming/renumbering existing streets and buildings is normally only considered when changes occur which give rise (or are likely to give rise) to delivery of similar problems for the occupiers, Post Office, Emergency Services etc. There is no express provision for this under the legislation and thus any such proposal would be carried out in consultation with all parties affected by the changes.*

#### 4.0 **Recommendation**

**It is recommended** is that members make a recommendation to Council that Council do not approve the request for a road name change from Hillside Road, Garvagh to Chapel Lane, Garvagh as there is no significant reason to do so.

Causeway Coast and Glens Borough Council  
Council Headquarters  
Cloonavin  
66 Portstewart Road  
COLERAINE  
BT52 1EY



TO WHOM IT MAY CONCERN

Dear Sir/Madam

Enclosed please find signed petition by all householders on Hillside Road, Garvagh BT51 5DH requesting road name change from Hillside Road to Chapel Lane.

For many generations this road was known as 'Chapel Lane', as it was a lane with a chapel at the end of it, and it is still called this by the residents. The name change took place many years ago with no consultation with residents.

I would be grateful if you could start this process. I can be contacted at any time on [REDACTED] with regard to this matter.

Thanking you for your help in this matter.

Yours faithfully

[REDACTED]

[REDACTED]

[REDACTED] Hillside Road, Garvagh BT51 5DH



# Causeway Coast and Glens Borough Council

## STREET NAMING AND PROPERTY NUMBERING POLICY AND PROCEDURES

Adopted by Council	<i>(March, 2015)</i>	
Revised & Amended	<i>(21<sup>st</sup> May, 2015)</i>	<i>(Nicky Matthews Martin McCook,)</i>
Adopted by Council	<i>(June, 2015)</i>	
Revised & Amended	<i>(19<sup>th</sup> August, 2015)</i>	<i>(Martin McCook)</i>
Adopted by Council		
Revised & Amended	<i>(16<sup>th</sup> September, 2015)</i>	<i>(Martin McCook)</i>
Revised & Amended	<i>(27<sup>th</sup> October, 2015)</i>	<i>(Martin McCook)</i>

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## **1.0 INTRODUCTION**

- 1.1** The primary purpose of this local authority function is to provide Causeway Coast and Glens Borough Council with adequate street naming and numbering of buildings to help way-finding by the inhabitants, visitors and people who work in the area and to assist the easy identification of premises by emergency services, postal services and utility providers.
  
- 1.2** Responsibility for delivery of the service rest with the Health and Built Environment Department within the Environmental Services Directorate, where there is daily contact with local residences as well as developers.
  
- 1.3** In undertaking these functions the primary consideration for Causeway Coast and Glens Borough Council is public safety, ensuring that street names are not duplicated and that streets and properties are named and numbered to facilitate easy identification in the event of an emergency

## 2.0 POLICY STATEMENT

**2.1** The Local Government (Miscellaneous Provisions) (NI) Order 1995 affords Council discretion to approve numbers, name streets and provide street signage including street names expressed in languages other than English.

**2.2** Causeway Coast and Glens Borough Council will endeavour to exercise these discretionary powers in a fair and equitable manner to the reasonable satisfaction of all stakeholders. The needs and requests of all members of the community will be taken into account in accordance with Causeway Coast and Glens Borough Councils statutory duties and responsibilities under the following legislation:-

- The Local Government (Miscellaneous Provisions) (NI) Order 1995;
- Section 75 of the Northern Ireland Act; and,
- European Charter For Regional or Minority Languages.

This policy is primarily to ensure Causeway Coast and Glens Borough Council carries out its statutory role under the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995. The policy indicates how Causeway Coast and Glens Borough Council will actively introduce procedures for carrying out street naming and property numbering as well as dealing with dual naming street naming all in accordance with the above Order.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Mayor  
Causeway Coast and Glens Borough Council

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Executive,  
Causeway Coast and Glens Borough Council

## **3.0 SERVICE DELIVERY**

- 3.1** An ability to readily identify properties and being confident that buildings are properly numbered and streets are properly named plays a key role in the efficient and effective value for money services provided by Causeway Coast and Glens Borough Council.
  
- 3.2** A properly administered system for addressing in Causeway Coast and Glens Borough Council is also crucial in enabling the delivery of an equitable property taxation system such as the current system for rating.
  
- 3.3** The allocation of statutory addresses has an important role in relation to the Government's commitment to improved service delivery through the linking of various organisations' datasets with a common infrastructure based on a definitive list of national addresses. Many service providers require address details before customers can access products.

## 4.0 IMPLEMENTATION PROCEDURES

### 4.1 New Property Procedure - New Developments

4.1.1 On making an application for Building Regulations Approval, the Health and Built Environment Department will advise applicants or agents acting on their behalf whenever their application or development requires an application to approve a name and numbering schedule. This application form (see **Appendix III**) should be accompanied by 2No. copies of a location plan indicating the site locality and 2No. copies of site plan indicating the development layout.

This is particularly relevant for large multi-unit developments to avoid the preparation and distribution of promotional literature which includes names that may not have been approved and may not be acceptable. Consultation for the naming and numbering of new developments will only be necessary with the applicant or their agent, as there will be no other person(s) with a legal responsibility for the dwelling(s) at the time when the street naming application is made.

4.1.2 The applicant, or agent acting on their behalf, is asked to provide a number of alternative name proposals for a new development which should not duplicate or give rise to confusion, with any other names in the locality. **Considerable favour will be given by Council to proposed names which can provide a social, historical, geographical or topographical link to the characteristics of the area.**

4.1.3 An application for street naming must be made on the prescribed application form as set out in Appendix III, giving a reason for the preferred name and a second and third preference. The application should also be accompanied with 2No. copies of a location map and 2No. copies of a site plan.

- 4.1.4** Following receipt of an application for the naming of a street, the Health and Built Environment Department will consult with the Royal Mail Address Management Unit to check for duplication of any name proposal with existing names within that postal area. If the Royal Mail confirms duplication or has concerns about a name proposed, that name will **not** be considered for approval.
- 4.1.5** On receipt of correspondence from the Royal Mail that they have no objection to the name proposals, (by Email, fax or written confirmation), Causeway Coast and Glens Borough Council (Health and Built Environment Department) will give consideration to the named proposal. It should be noted that the Causeway Coast and Glens Borough Council do not have to accept any named proposal put forward by the applicant and may propose an alternative name of their choosing.
- 4.1.6** Following agreement of the named proposal, Causeway Coast and Glens Borough Council (Health and Built Environment Department) will notify applicants, or agents acting on their behalf.
- 4.1.7** In the event that a name proposal is unacceptable Causeway Coast and Glens Borough Council (Health and Built Environment Department) may either request the applicant to submit a further name or may name the street / development and notify the applicant accordingly.
- 4.1.8** Following agreement of a development name, the Health and Built Environment Department in consultation with the applicant will provide a Postal Numbering Schedule.
- 4.1.9** The Royal Mail Address Management Unit will be asked to provide an official Postcode associated with this new development. Once this information is received the Royal Mail and other relevant agencies and the applicant will all be notified by the Health and Built Environment

Department, of the official Postal Name, Number and Postcode for a new development.

#### **4.2 New Property Procedure - New Individual Properties**

**4.2.1** Where an individual property requires a postal number, the applicant or agent acting on their behalf will be advised at the commencement of the building works that Causeway Coast and Glens Borough Council has the legal responsibility of issuing postal numbers. In considering the individual property number the Health and Built Environment Department will take account of existing postal numbering along the street and will provide a suitable postal number for the individual property that will be numerically sequenced with those existing properties. Written confirmation of the new Postal Number will be provided to the Royal Mail and other relevant agencies such as the Pointer Group and then to the individual concerned.

**4.2.2** The letter to the individual indicating the new Postal Number will also contain a telephone number to activate the new Postal Number on the Royal Mail system to ensure deliveries can commence to the individual property.

#### **4.3 Renaming or Re-numbering Procedure**

**4.3.1** There are occasions where existing naming and numbering is found to be unsatisfactory and changes need to be made. Complaints may come from various sources and all will be properly investigated before deciding on a course of action. Causeway Coast and Glens Borough Council (Health and Built Environment Department) may with the consent of two thirds in number of residents aged over 18 and identified on the electoral register, in any street, plus the owners or tenants in actual possession of commercial premises, but not

employees in such premises, consider a request to alter the name of such a street.

**4.3.2** If it is decided that renaming or re-numbering maybe necessary, the Royal Mail, and other relevant agencies will be consulted and proposals agreed.

**4.3.3** Observations from all persons affected by a renaming or renumbering proposal are then sought. This shall be by writing to the affected occupiers or where this is not possible by notification in the press and the erection of public notices.

**4.3.4** Following the expiry of 28 days, a decision will be made by Causeway Coast and Glens Borough Council (Health and Built Environment Department), taking into account objections and other observations received.

#### **4.4 Replacement of Street Name Plates**

**4.4.1** Causeway Coast and Glens Borough Council may at its sole discretion decide to replace street name plates that have been removed or defaced.

**4.4.2** Where Causeway Coast and Glens Borough Council decides to replace a name plate, Causeway Coast and Glens Borough Council (Health and Built Environment Department) shall initiate proceedings to recover costs from the culprits where such culprits can be clearly identified.

**4.4.3** Where Causeway Coast and Glens Borough Council decides to replace a name plate, the name shall be spelled out exactly as before.

**4.4.4** Name plates missing or defaced from Housing Executive properties or streets comprising 50% or more Housing Executive properties shall in the first instance be referred to the Housing Executive for replacement.

#### **4.5 Numbering of Properties**

**4.5.1** Where Causeway Coast and Glens Borough Council has approved a street name and erected a street nameplate, the occupier of each premise in the street must number the premises with the number approved by Causeway Coast and Glens Borough Council (Health and Built Environment Department).

**4.5.2** Occupiers of premises in a street should ensure that numbers displayed are easily identified and read.

**4.5.3** The name of an individual property has no standing; the property will be identified only by its number and the street in which it is situated.

## **5.0 Dual Language Street Signs**

### **5.1 Introduction**

The legislation requires Causeway Coast and Glens Borough Council, in deciding whether and how to exercise its discretion to erect a street name in a language other than English, to take account of the views of the occupiers of premises in the street.

For the purposes of this policy occupiers shall be taken to be any person aged over 18 and whose name appears in the current Electoral register plus the owners or tenants in actual possession of commercial premises, but not employees in such premises.

These policy proposals are designed to promote consistent and reasonable responses and due consideration must be given to the particular circumstances of each application.

The non-English name of a street will not form part of the description of land or address of any person in accordance with the 1995 Order.

## **5.2 Procedure**

The procedures for seeking and assessing the views of occupiers and the criteria to be applied in deciding whether to erect a street sign in a language other than English are as follows:

- i) Only applications supported by a petition representing not less than one third of the people appearing on the Electoral Register of the street for which the application is made will be progressed.
- ii) Where the foregoing requirements have been met Causeway Coast and Glens Borough Council will canvass by post all people aged over 18 and appearing on the present Electoral Register of that street and Councillors within the District Electoral Area as automatic consultees to seek their views on the request to erect a street sign in a second specific language. This letter is designed so as to make the expression of views as simple as possible. Reply will be by way of a pre-paid envelope and should be returned within 28days of receipt.

A copy of the sample letter is in **Appendix IV**.

- iii) Where two thirds or more of the occupiers appearing on the electoral register have indicated that they are in favour of the erection of a second language street sign, Causeway Coast and Glens Borough Council (Health and Built Environment Department) will give due consideration to the request and determine whether, and how, to exercise its discretion to erect a street name in a language other than

English, taking into account all available information pertaining to the proposal.

- iv) Consideration will be given to streets where majority opinion on whether to have a second language street sign may differ between readily identifiable, substantial lengths of streets. In these circumstances consideration will be given to the erection of dual language nameplates in those substantial portions of the street where the required two thirds or more of occupiers have expressed a wish for such a nameplate.
- v) When a decision has been taken to erect a street sign in a second language the translation from English to that second language will be carried out by an independent, competent Body such as the Language Department at Queen's University. The second language will not be used to express the name of the street for statutory purposes.
- vi) With regard to the design and placing of the street signs the second language sign shall be located immediately below the English version.
- vii) Where an application to have an existing street name expressed in a second language is not approved, the resident/s making the original request will be notified. Any further applications for naming in a second language will not be considered until the expiry of a 5 year period from the date of refusal as it is thought unlikely that the opinion of the occupants of any street would change to an extent where this result would be overturned in any less a period.

### **5.3 Procedure for removal of a street sign in a language other than English**

**5.3.1** A situation could arise, for example, where there has been a change in demographics over a period of time, where the presence of a sign in a language other than English is found to be unsatisfactory and changes

need to be made. Complaints may come from various sources and all will be properly investigated before deciding on a course of action. Causeway Coast and Glens Borough Council (Health and Built Environment Department) may with the consent of two thirds in number of residents aged over 18 and identified on the electoral register, in any street, plus the owners or tenants in actual possession of commercial premises, but not employees in such premises, consider a request to remove an existing street sign in a language other than English.

- 5.3.2** Observations from all persons affected by the removal of the particular sign in a language other than English will then be sought. This shall be by writing to the affected occupiers or where this is not possible by notification in the press and the erection of public notices.
- 5.3.3** Following the expiry of 28 days, a decision will be made by Causeway Coast and Glens Borough Council (Health and Built Environment Department), taking into account objections and other observations received.

## **6.0 Enforcement**

- 6.1** On occasion it is necessary to consider enforcement action to ensure the display of official street names and postal numbers. In line with our enforcement policy informal action will in all cases be pursued in an attempt to resolve the matter. If however, persuasion fails to achieve results action will normally be taken under Article 11 of the *Local Government (Miscellaneous Provisions) (NI) Order 1995*.

*(Article 11, paragraph 5) Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995* provides that:-

“Any person, who obscures, pulls down, defaces any official nameplate or erects in any street a nameplate showing as the name of the street a name different from the official street name or erects in any street any nameplate purporting to show the name of the street, without authorisation of the Council, shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.”

**6.2** In addition the said Order provides that:-

Where the occupier of a house or building fails to ensure that it is marked with the number approved by the council – the Council may serve on him a notice requiring him to comply with the notice within 7 days from the date on which the notice is served.

If that person fails to comply with the notice they shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

The Council may do anything which he has failed to do and in addition may recover from that person summarily as a civil debt any expenses thereby reasonably incurred.

## **7.0 Finance**

**7.1** As the erection of street signs and registration of postal numbering are statutory functions the Council will not levy a charge in administering these functions. Where an application for written confirmation of Postal Numbering is made, a Numbering Certificate will be issued by the Council.

- 7.2** The existence and condition of street nameplates will be monitored by officers on a regular basis and repair or replacement carried out. Where signage has been subject to vandalism, repairs will be made or replacement signage erected

## **8.0 EVALUATION AND REVIEW OF THE POLICY**

Causeway Coast and Glens Borough Council (Health and Built Environment Department) will review the policy on an annual basis to take account of any general changes that may be required. The Health and Built Environment Department will also review the policy in respect of any legislative changes that have been introduced.

## **9.0 SECTION 75 EQUALITY AND GOOD RELATIONS**

Causeway Coast and Glens Borough Council is fully committed to meeting its obligations in relation to Equality and Good Relations under Section 75 of the Northern Ireland Act. This policy will be screened using Section 75 guidelines and will be subjected to an Equality Impact Assessment if found necessary as a result of the screening process.

## **10.0 CONTACT DETAILS**

Any issues or queries relating to this policy should be addressed to:

The Health and Built Environment Department  
Environmental Services Directorate  
Causeway Coast and Glens Borough Council

**POLICY GUIDELINES**

In the Causeway Coast and Glens Borough Council area, the following policy guidelines have been established and followed over many years:

**(a) Naming Streets and Buildings**

- (i) New street names should not duplicate any similar name already in use in the District or neighbouring Districts. A variation in the terminal word, i.e. 'street', 'road', 'avenue', etc, may not be accepted as sufficient reason to duplicate a name, other than where streets are adjacent or within one development.
- (ii) Subsidiary names (e.g. a row of buildings within an already named road being called '.....Terrace') should not be used.
- (iii) All new street names should end with one of the following suffixes:-

Street		for any road
Road	}	for major roads
Way	}	
Road	}	for residential roads
Avenue	}	
Drive	}	
Grove	}	
Lane	}	
Gardens	}	
		(subject to there being no confusion with any local open space)
Mews	-	for houses around an open yard or along a laneway
Place	-	for a square with houses
Link	-	for a road linking two roads
Crescent	-	for a crescent shaped road
Close	-	for a cul-de-sac only
Square	-	for a square only
Hill	-	for a hillside road only
Circus	-	for a large roundabout
Terrace	-	for a terrace of houses (provided it is not a subsidiary name)
Court	-	for apartments or houses around an open yard.

The above list is not exhaustive and all decisions on names remain within the authority of the Council.

- (iv) Avoid aesthetically unsuitable names such as Abattoir Road, Tip Lane, or names capable of deliberate misinterpretation.
- (v) The use of North, East, South or West (as in Alfred Road North and Alfred Road South) (or East, West) is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicular access between the two. In such a case one half should be completely renamed.
- (vi) Avoid having two phonetically similar names within a postal area and, if possible, within a District, e.g. Churchill Road and Birch Hill Road.
- (vii) The inclusion of secondary names on signage is permitted whereby the secondary name provides useful reference to a place of non commercial public use eg. school, church. The siting of secondary names shall only be by request, with additional costs to be forwarded to the place of referral.
- (viii) Naming of streets with names of persons still alive shall only be allowed where that person has undertaken a deed or act that the Council deems has brought honour to the District.

(b) **The Numbering of Buildings**

- (i) A new street should be numbered with even numbers on one side and odd numbers on the other.
- (ii) Private garages and similar buildings used only for housing vehicles, etc, should not be numbered.
- (iii) Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found and the manipulation of numbering in order to secure a 'prestige' address or to avoid an address which is thought to have undesired associations should not be sanctioned.
- (iv) If a building has entrances in more than one street, but is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on the circumstances, for a house divided into flats.
- (v) A **named** building is not under the control of the Legislation and may have more than one number in one street.

- (vii) Postcodes are the responsibility of Royal Mail Address Unit.
- (viii) In residential buildings (e.g. blocks of flats) it is usual to give a street number to each dwelling where the block is up to six storeys in height. When the block exceeds this height or there are not sufficient numbers available because of existing development, it should be given a name and number in the street. The numbering of flats within a named or numbered building is outside the scope of these powers, but developers may be advised that on each floor the numbering should be in a clockwise direction where this is possible, or alternatively to consult the local District Postmaster.
- (ix) When one large old house in a road is demolished and replaced by (say) four smaller houses or in rural situations where all available numbers are taken up it may be necessary to include alpha-numeric references. E.g. 34A, 34B, 34C.

(c) **Renaming or Renumbering Streets and Buildings**

Renaming/renumbering existing streets and buildings is normally only considered when changes occur which give rise (or are likely to give rise) to delivery of similar problems for the occupiers, Post Office, Emergency Services etc. There is no express provision for this under the legislation and thus any such proposal would be carried out in consultation with all parties affected by the changes.

## **RECOMMENDATIONS FOR THE INSTALLATION OF STREET NAME PLATES**

1. Street name plates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The name plate should normally be within 3m of the intersection of the kerb lines, but where this is not practicable the distance may be varied up to a maximum of 6m.
2. Street names plates should be mounted so that the lower edge of the plate is approximately 1m above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5m where obscuration is a problem. They should never be lower than 600mm or higher than 3.6m.
3. Name plates should normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes, or where it is thought that paragraph 8 would apply.
4. At T-junctions a main street name plate should be placed directly opposite the traffic approaching from the side road.
5. Where the street name changes at a point other than a cross-road, both names should be displayed at the point of change and many Local Authorities have found it useful to include arrows to indicate clearly to which parts of the street the name refers.
6. On straight lengths of road without intersections, name plates should be repeated at reasonable intervals with priority given to such places as bus and railway stations, and opposite entrances to well frequented sites such as car parks.
7. Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.
8. Where it might reasonably be expected, for example at intervals only on straight lengths of road or at intersections or T-junctions, many Local Authorities have found it useful to incorporate, on the name plate, information indicating street numbers on either side of the intersection.
9. Whenever practical, street name plates should be mounted on walls, buildings or other boundary structures at the back edge of the footpath. Post mounting or finger mounting should only be used where normal mounting does not make the plate conspicuous (e.g. where an important

side road has a narrow entrance or in the exceptional circumstances mentioned in paragraph 7 above, or where it will frequently be obscured by pedestrian movement and cannot be mounted at the 2.5m height).

10. The name plates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Where possible greater clearance should be provided. Care should be taken to keep the view of name plates free from obstruction by trees or other growth.
11. Where possible, name plates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.

# Causeway Coast and Glens Borough Council

## **STREET NAMING AND PROPERTY NUMBERING POLICY AND PROCEDURES**

### **(Application Form – New Developments)**

I  
(name).....

Of (contact address)  
.....  
.....

Phone Number:  
.....

being the developer of a housing/commercial/housing and commercial\* development

at (development  
location).....  
.....

**DO HEREBY** apply to Causeway Coast and Glens Borough Council for authority to name the street(s) in the said proposed development as follows:-

**1. First Preference:**  
.....

**2. Second Preference:**  
.....

**3. Third Preference:**  
.....

I confirm that I have read and I am familiar with the Street Naming and Property Numbering Policy and Procedures of Causeway Coast and Glens Borough Council (Copy available on the website – [www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk) – or a hard copy is available on request)

I believe that the street name(s) hereby applied for by me, in order of preference, are in accordance with that policy on the following grounds:

**First Preference (reason for name):**

.....  
.....

**Second Preference (reason for name):**

.....  
.....

**Third Preference (reason for name):**

.....  
.....

I acknowledge the sole right of Causeway Coast and Glens Borough Council to authorise the use of any street name in its district, pursuant to Article 11 of the Local Government (Miscellaneous Provisions) (NI) Order 1995. I also acknowledge it to be an offence to erect in any street any nameplate purporting to show the name of the street without the authorisation of the said Causeway Coast and Glens Borough Council.

I enclose 2No. copies a location map and 2No. copies of a site plan of the proposed development.

**SIGNED:**

.....

**DATED:**

.....

Location Map Enclosed (2No. copies)

Site Plan Enclosed (2No. copies)

\* Delete as appropriate.

# Causeway Coast and Glens Borough Council

## **REQUEST TO ERECT STREET NAMEPLATE AT**

**(Insert Street Name) IN BOTH ENGLISH AND (Insert Other Language)**

I agree to street nameplates being erected by Causeway Coast and Glens  
Borough Council

for ..... in both English and (Other Language).

I do not agree to the street nameplates being erected by Causeway Coast and  
Glens Borough Council

for ..... in both English and (Other Language).

If approved by Causeway Coast and Glens Borough Council the street  
nameplate will be in English and (Other Language) as follows:

**OTHER COMMENTS (if any):**

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---

---

**NAME:**

---

**ADDRESS:**

---

---

---

**SIGNATURE:**

---

**Please return in the prepaid envelope provided by not later than (DATE)**

**Record of changes to policy and procedure:-****21<sup>st</sup> May, 2015**

- References to “*Council*” throughout the document changed to, “*Causeway Coast and Glens Borough Council*”;
- Wording of Sections 4.1.5, 4.1.6, 4.17, 4.1.8, 4.3.4, 5.2(iii), 5.2(iv) and 5.2(viii) of the existing Street Naming and Property Numbering Policy and Procedures changed.
- Section 6 changed by omission of existing Section 6.1 and incorporating Sections 5.0, 5.1 and 5.2 relating to “Dual Language Street Signs” from Appendix V (Previously referred to as 6.0, 6.1 and 6.2).

**19<sup>th</sup> August, 2015**

- Page 2, Page numbers amended;
- Page 3, Para 1.2 “*Building Control Department*” changed to “*Environmental Services Directorate*”;
- Page 7, Para 4.1.9 “such as the Pointer Group” removed;
- Page 10, Para 5.1 “*Having regard to the significant resource consequences of administering the implications of the policy, the policy should be reactive in nature*” removed;
- Page 11, Para 5.2iii “*then the proposal will be put forward to Council for their consideration*” removed, and substituted with revised wording;
- Page 12, Section 5.2 “*Procedure for removal of a street sign in a language other than English*” added;
- Page 15, Para 10.0 Line, “*Environmental Services Directorate*” added to contact address;  
1995”;
- Page 23, Appendix IV changed ‘in both English and Irish’ to ‘in both English and (Other Language)’
- Page 24, Appendix V added “Record of changes to policy and procedure”.

**16<sup>th</sup> September, 2015**

- All references to “*Building Control Department*” removed from document and “*Health and Built Environment Department*” inserted in lieu.

**27<sup>th</sup> October 2015**

- Page 11, 5.2 ii) add 'Councillors within the District Electoral Area as automatic consultees'.
- Page 12, 5.2 iv) remove the word 'long'
- Page 12, 5.2 viii) replace '24 months period' within '5 year period'



**Causeway  
Coast & Glens  
Borough Council**

6th July 2022

Name  
Address  
Address

Dear Sir/Madam

Council have received a request to re-name your property address Chapel Lane Garvagh as opposed to Hillside Road Garvagh. The postal numbering sequence for any new road name will remain unchanged. Royal Mail may also decide to retain the current postcode.

Council is obliged to undertake a survey of all those residents on the street who are listed on the NI electoral register prior to progressing such a request. In this regard, please find attached questionnaire that should be returned to Council in the enclosed Freepost envelope to ensure Council receive the response no later than 5.00pm Friday 29th July 2022. Questionnaires received after the closing date will not be given consideration.

Council's Policy requires at least 2/3rds of persons on the electoral register to respond in favour of the proposed change before it proceeds to consider the re-naming request. If Council decide in favour of the change, it will facilitate administration of the process of change and the officially register the new road name with the relevant statutory authorities.

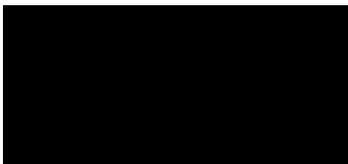
In the event Council agree to the name change, it should be noted responsibility for ensuring residents personal details are amended accordingly and payment of any associated costs, is the sole responsibility of the residents.

Council's decision on the matter will be communicated to all residents within 28 days of the questionnaire closing date.

Also find enclosed copy of Council's addressing Policy for further information on the process.

Any queries you can let me know.

Yours faithfully



Senior Building Control Officer

Encs

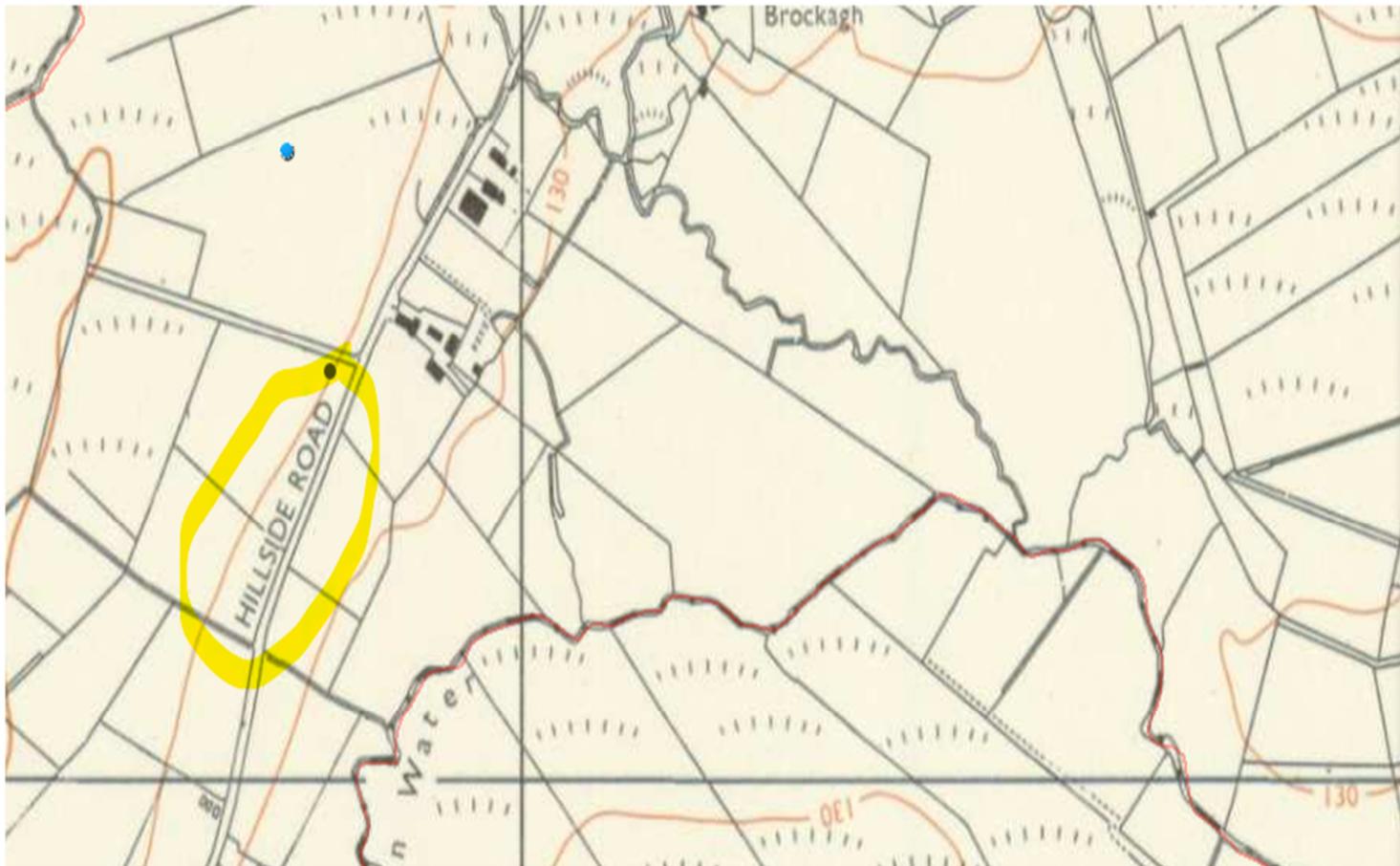
I agree to Hillside Road being changed to Chapel Lane Garvagh

I disagree to Hillside Road being changed to Chapel Lane Garvagh

Name:

Address

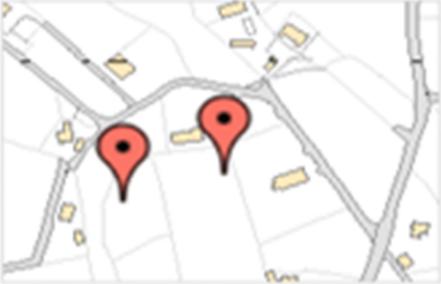
Appendix D



- Points of Interest
- OSNI 1:10 000 Metric Scale Irish Grid (1957 - 1986) Grid (
- OSNI Six Inch to One mile Irish Grid (1952 - 1967)
- OSNI Historical Fifth Edition (1919 - 1963)
- OSNI Historical Fourth Edition (1905 - 1957)
- OSNI Historical Third Edition ( 1900 - 1907)
- OSNI Historical Second Edition (1846 - 1862)
- OSNI Historical First Edition (1832 - 1846)

Sort by  Direction  Results per page

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<p><b>Single Dwelling &amp; Garage</b> Lands West of 101 Grove Road (Chapel Lane) Craigavole Garvagh Ref. No: C/2012/0381/O   Status: Permission Granted</p>	<p><b>Map Information</b></p> <p>The results on this page are shown on the map below. You can see more details by clicking on the search result on the left. Select 'Show results on large map' to see a more detailed map view of your search results.</p>  <p><a href="#">Show results on large map</a></p>
<p><b>Dwelling house</b> Lands west of 101 Grove Road, (Chapel Lane), Garvagh Ref. No: C/2004/0453/O   Status: Permission Granted</p>	