

# BRAUNSTONE TOWN COUNCIL

*Darren Tilley - Executive Officer & Town Clerk*

Braunstone Civic Centre, Kingsway,  
Braunstone Town, Leicester LE3 2PP  
Tel: (0116) 2899270 Fax: (0116) 2824785 (24hr answerphone)

## NOTICE OF MEETING

### PUBLIC INSPECTION OF PLANS AND PARTICIPATION

1. The Planning Applications can be inspected at the offices of Blaby District Council to whom representations should be made and they are also available Blaby District Council's website at [www.blaby.gov.uk](http://www.blaby.gov.uk) under Planning Application Search
2. A list of the applications to be considered by the Town Council's Plans & Environment Committee are listed on the Town Council's website [www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk) under Planning & Environment Services, Inspection of Local Planning Applications.
3. The applications will be considered by the Braunstone Town Council's Plans and Environment Committee, which may make its own observations and forward them to the relevant Planning Authority.
4. Braunstone Town Council and Blaby District Council have introduced procedures to enable applicants, objectors and supporters to speak on applications brought before their relevant Committees.

19<sup>th</sup> March 2015

The next meeting of Braunstone Town Council's Plans & Environment Committee will be held Thursday 19<sup>th</sup> March 2015 at 7.00pm for the transaction of the business as set out below.

Yours sincerely,



Executive Officer & Town Clerk

### AGENDA

1. Apologies

2. Disclosures of Interest

To receive Disclosures of Interest (not previously disclosed) in respect of items on this Agenda:- i) Disclosable Pecuniary Interests, ii) Other Interests (Non-Pecuniary)

3. Public Participation

Members of the public may make representations, give evidence or answer questions in connection with items included on the agenda (Standing Order 13f and 75). At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.

The time allowed for each member of the public to make representation, give evidence, or ask questions will be restricted to 3 minutes. Where there is a group of members of public wishing to make the same representations, present the same evidence or ask the same questions, the group must appoint one representative to speak on their behalf and he/she will be restricted to within 3 minutes.

Public participation sessions will be ordered by the Chairperson as part of his/her role in presiding over the meeting and conducted in accordance with the Council's Standing Orders.

4. **Report of the Meeting held 26<sup>th</sup> February 2015**  
To receive the Report of the Meeting held on 26<sup>th</sup> February 2015
5. **Planning Applications – To Note the Action Taken Under Delegated Powers**  
**RECOMMENDED:** That the action taken under Standing Order No.71(c) in forwarding observations to Blaby District Council be approved (Enclosed)
6. **Planning Applications**  
To agree observations on planning applications received (Enclosed)
7. **Planning Application 15/0111/HPD, 45 Cleveleys Avenue**  
To receive feedback from Mr W Wright on the above planning application (Enclosed)
8. **Blaby District Council – Revised Street Naming & Numbering Policy**  
To note that the District Council was consulting on its Street Naming and Numbering Policy (Enclosed)
9. **Lubbesthorpe Strategic Consultative Board**  
To receive an update concerning design codes and to consider issues for the meeting of the Board on 16<sup>th</sup> April 2015
10. **Termination of the Meeting**

**NOTE:**

**CRIME & DISORDER ACT 1998 (SECTION 17)** – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

**EQUALITIES ACT 2010**

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

**BRAUNSTONE TOWN COUNCIL**

**CURRENT PLANNING APPLICATIONS**

**PLANS & ENVIRONMENT COMMITTEE, 19<sup>TH</sup> MARCH 2015**

5. **Planning Applications dealt with Under Delegated Powers**  
No planning applications dealt with under delegated powers.

6. **Planning Applications**

15/0237/1/HH 27 Una Avenue. Single storey storage building to rear garden.



Date: 02 March 2015  
My Ref: JH/ZW  
Your Ref:  
Contact: Julian Howarth  
Tel No: 0116 272 7534  
Fax No: 0116 272 7599  
Email: building.control@blaby.gov.uk

Relevant Parish Councillor  
Or  
Ward Member  
And  
Royal Mail

Dear Sir/Madam,

**Re. New Street Naming and Numbering Policy for Blaby District Council**

I am writing to inform you that Blaby Building Control is on behalf of the Council updating its existing 'Street Naming and Numbering Policy' so that it reflects current working and charging arrangements in addition to ensuring that the policy is brought up to date.

As a valued existing consultee in this process I would welcome any comments that you may have on the new draft policy as per the attached PDF document.

Please ensure any comments are made in writing or by email as referred to above before the 23<sup>rd</sup> March 2015 and that they are addressed to the Street Naming and Numbering Officer within Building Control.

Should you wish to discuss this matter then please do not hesitate to contact me.

Yours faithfully

*Julian Howarth*

Julian Howarth MCABE  
Building Control Manager







## **Blaby District Council: Street Naming and Numbering Policy**

**Version 1: March 2015**

### **Introduction**

1. The naming and numbering of streets and buildings within Blaby District is the responsibility of Blaby District Council. The Council is the only organisation with the authority to name and number new or to amend existing streets and properties within the district.
2. Due to their close working relationship with developers and others carrying out development it is Building Control which undertakes this function on behalf of the Council.
3. The purpose of street naming and numbering is to ensure that any new or amended street, building name and/or property numbers are allocated in a logical and consistent manner. Organisations such as the Royal Mail, Emergency Services, delivery companies as well as the general public need an efficient and accurate means of locating and referencing properties. The Royal Mail will not allocate a post code until they receive official notification of new or amended addresses from the Council.

### **Purpose**

4. The purpose of this policy is to provide clear and transparent guidance to developers, parish councils and elected members in relation to street naming and numbering procedures.

### **Legislation**

5. The legislation covering England and Wales in respect of naming of streets and numbering properties is contained in:
  - a. Section 64 and 65 of The Town Improvement Clauses Act 1847
  - b. Section 21 of The Public Health Act 1907
  - c. Section 17, 18 and 19 of The Public Health Act 1925
  - d. Section 19 of The Leicestershire Act 1985
  - e. The Local Government Act 2003 (Section 93)

## **Charges for Street Naming and Numbering**

6. Blaby District Council will charge for this service. The developer, an individual or a company, that is paying for the service will have preference when it comes to determining names, so long as their choice is in accordance with the policy and its detailed operational protocol.
7. Charges will be reviewed annually as part of the Council's budget process.
8. There are seven types of charges that apply for this service.
  - a. Additional / amendment / removal of property names (both for residential and commercial properties).
  - b. New development on an existing street (numbering of properties only required).
  - c. New developments which include naming of new streets (naming of streets and numbering of properties).
  - d. Renumbering of schemes following notification by a developer (after the notification of numbering issued).
  - e. Written confirmation of an allocated official address.
  - f. Numbering of new apartment complex.
  - g. Street renaming at residents request.
9. Council will not charge for its Street Naming and Numbering Service in the following circumstances:
  - a. The developer chooses to use Blaby District Council's Building Control Services to carry out the full Building Control function for the site in question.
  - b. Properties, that have been previously officially named or numbered by the Council, are experiencing difficulty in receiving post or deliveries etc.

## **Procedural Guidance (General)**

10. A document detailing the operational process, to assist businesses and the community through the process, has been prepared and will be published on the Council's website (Street Naming and Numbering Operational Guidance 2015). Shown below are the basics of this process.
11. Anyone seeking an address change or the creation of an address for a new property must apply to the Council in writing or by email following the procedures outlined in this policy.
12. Housing developers and other applicants are welcome to submit street names for consideration. It is recommended however that more than one suggestion is put forward in case the suggestion fails to meet the Council's criteria specified in the operational guidance document. It is desirable that any suggestions for street



and building names reflect the local history or geography of the area or have some relevant connection with the area. Names put forward must avoid duplication with existing street names in the area.

13. Suggestions that comply with the Council's policy on street naming and numbering will be formally allocated and all relevant bodies will be notified by the Council. The Council reserves the right to make changes as deemed necessary, but will consult with parish councils, ward members and Royal Mail. .
14. Where street names or previous numbers have been established without reference to the Council, the Council has the authority to issue renaming or renumbering orders, under Section 64 of The Town Improvement Clauses Act 1847.
15. Council will try to ensure that if a street has a name and has street signage relating to that name, all the addresses of properties accessed from that street will include the street name and be appropriately numbered.
16. Council has the legal responsibility to ensure that streets are named and properties numbered and has the authority to approve or reject property and street names that are submitted if they are considered unsuitable.
17. The Council will follow best practice and will name and number streets and dwellings in accordance with the Local Land and Property Gazetteer (LLPG) and Street Naming and Numbering (SNN) data entry conventions for the National Land and Property Gazetteer (NLPG). Following these conventions ensures the Council's practices are compliant with British Standard BS 7666.2006 confirming the precise identification of a property or plot of land.
18. Allocation of post codes is managed by Royal Mail and must be confirmed by them.
19. For clarification, official postal addresses always take the following format:

<b>Company</b>	Company or organisation name (if applicable)
<b>123 Street Name</b>	Postal number / name of street
<b>Anywhere</b>	Locality or sub-town (if applicable)
<b>Any Town</b>	Postal Town
<b>County</b>	County
<b>LL00 0AA</b>	Post Code
20. When an approved address is agreed by all parties, Royal Mail will confirm a post code. The maintenance and any future changes to this post code is the responsibility of Royal Mail.
21. The responsibility for dealing with street naming and numbering applications, renaming or renumbering is administered by the Building Control Section within

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## Right of Appeal

22. In the event that agreement cannot be reached over names chosen, the Council's Street Name and Numbering Officer (SNNO) will follow the policy and make a reasoned decision on the name to be used.
23. In exceptional circumstances a developer and a parish council (or other parties who have an interest in a street name or number) have the right to appeal the SNNO's decision..
24. In the event of an appeal, the services' Group Manager, together with the Portfolio Holder; will make a decision on the name to be used. Their decision will be final.

## Document Control

Document Title	Street Name & Numbering Policy	Date approved	
Version	1 March 2015	Date Modified	
Review due	1 March 2018		
Author	Julian Howarth	Sign & Date	
Owning Service	Regulatory		
Equality Impact Assessment	20 January 2015	20 January 2015	
	Issue found		

## **Street Name and Numbering Operational Guidance 2015**

1. Following submission and acceptance (including payment of the relevant fee) of an application form the Street Naming and Numbering Officers ( SNNO) will check that the names put forward for a development/street or building name comply with this street naming and numbering policy.
2. Any names suggested (by the developer or individual making the application) that comply with the Council's Policy will then form part of the consultation process with Royal Mail, Parish Councils and Ward Councillors for them to either accept or make a sustainable objection to (examples of sustainable objections and special circumstances are listed in **Appendix 2**).
3. All consultees have 14 days from receipt of the consultation to make their comments known. Comments should be sent in writing to the SNNO within 14 days from being consulted.
4. The SNNO upon being notified of any objections or special circumstances by the consultees which are found to be sustainable will notify the applicant for reconsideration or further name suggestions.
5. Once a development has been named and numbered, notification emails/letters of confirmation will be sent out to all consultees and those official bodies that are affected by the naming and numbering process (examples of those bodies currently consulted after the naming and numbering process are contained in **Appendix 1**).
6. In circumstances where the applicant does not offer any names for consideration, the Council's SNNO will seek suitable names from the local Parish Council where the development is to take place and carry out the usual consultation process.

### **Street Naming and Numbering Charges**

7. Blaby District Council will charge for this service.. (See **Appendix 3 – Charging Schedule for Street Naming and Numbering Service**).
8. There are seven types of charges that apply for this service.
  - a) Additional / amendment / removal of property names (both for residential and commercial properties).
  - b) New development on existing street (numbering of properties only required).
  - c) New developments to include naming of new streets (naming of streets and numbering of properties).
  - d) Renumbering of schemes following notification by a developer (after the notification of numbering issued).
  - e) Written confirmation of official address allocated.
  - f) Numbering of new a apartment complex.

- g) Street renaming at residents request.
- 9. Council will not charge for its Street Naming and Numbering Service in the following circumstances:
  - a. the developer chooses to use Blaby District Council's Building Control Services to carry out the full Building Control function for the site in question.
  - b. Properties, that have been previously officially named or numbered by the Council, are experiencing difficulty in receiving post or deliveries etc.

#### **Guidelines for Property Addressing**

- 10. When numbering properties on new streets, the Council will seek to do so in the most logical manner with consideration given to potential future developments.
- 11. All new property development will be numbered rather than named. Exceptions may apply in existing streets where no numbering scheme exists.
- 12. New streets will be numbered with odd numbers on the left hand side and even numbers on the right hand side, commencing from the primary entrance to the street. Where the street is a thoroughfare between two other streets, the numbering shall commence at the end of the street nearest the centre of the town or village.
- 13. Consecutive numbering in a clockwise direction may be used in a cul-de-sac or close or in a situation where there is no scope for future development in the street.
- 14. The number of a property will be allocated to the street onto which the front door faces. If the front door provides no direct access from that street, an exception may be made.
- 15. All numbers will be used in the proper sequence. The number 13 will be excluded from any numbering sequence.
- 16. Once numbered, the Council will not normally renumber properties. The Council will only renumber a property or properties where it can be shown that there are consistent delivery problems.
- 17. Where an existing street is to be extended, the same street name will be used. This will include the continuation of the street numbering.
- 18. Flats and units will be given individual numbers where possible; the sequence of the numbering will depend on the access point to the front doors of the individual premises. The word flat in any form is not acceptable in the principle property name or as part of the property name.
- 19. If a building has entrances in more than one street, is multi-occupied and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats.

20. When a numbered property is converted into flats, the flats should be allocated suffixes A, B etc. Example being first floor flat at 20 Main Street, will be 20a Main Street. A numbering sequence such as Flat A, Flat B or Suite 1 or 2 and descriptive names such as 'First Floor Flat' will be avoided. The same will apply for units, apartments and other forms of property sub-division.
21. If a block of flats are built in the middle of a numbered street and cannot be integrated into the current numbering of the street, a name will be given to the block and flats numbered internally e.g. Almond House, High Street.
22. At locations where for example, a large house within a road is demolished, to be replaced by (e.g.) 4 new smaller houses the new smaller houses should be given the number of the old house with A, B, C or D added (i.e. 12A, 12B, 12C, 12D).
23. When new properties are built on an existing street, typical as an infill development, and there are no available numbers to use whilst retaining the current sequence, a letter shall be used as a suffix, e.g. 12A. Where a building is located on a site of a demolished property, the new building will inherit the existing building number.
24. Where two or more properties on a numbered street are merged, one of the numbers of the original properties should be retained. For example, 7 and 9 High Street being combined would become 7 or 9 High Street.
25. New street names will not be provided for the sole purpose of avoiding numbers with a suffix.
26. A business name will not take the place of a number or a building name.
27. Private garages and buildings used for the storage of vehicles and similar purposes will not be numbered.
28. A piece of land such as a farmer's field cannot be given an official address, only property on that piece of land can have a conventional address enabling mail delivery and services.
29. Buildings that have been erected or converted without the benefit of Planning/Building Regulations approvals will not be given an official number or name until they obtain the relevant permissions.
30. On a street without numbers, a name will be allocated to a new property. The name of the property must not repeat the name of the road or that of any house or building in the area. It should be sufficiently different to other property names used locally and where possible should reflect the history of the area or acknowledge the local geography.
31. Royal Mail will only register properties which have their own entrance and or their own secure letter box. Sometimes, this can cause problems as residents think that their address/flat should be registered. If mail for a building is delivered to a single letter box and occupants then collect their own mail, Royal Mail class

this as a building in multiple occupancy and will only register the parent building and not individual flat numbering schemes within the building.

### **Guidelines for Street Naming**

32. The SNNO will use these guidelines when agreeing to a new number or address. Property developers should follow these guidelines for any names they wish to suggest.
33. New street names should try to avoid duplicating any similar name already in use in the same village or same post code. A variation on the terminal words for example 'street', 'road', 'avenue' will not be accepted as sufficient reason to duplicate a street name. This could lead to difficulties in an emergency situation.
34. The Council will encourage and promote street names that reflect local geography or historical significance in the area.
35. Street names should not be difficult to pronounce or awkward to spell.
36. Phonetically similar names within the same post code area and parish should be avoided e.g. Churchill Road and Birch Hill Road.
37. No street or building name shall start with 'The'.
38. Street names must not cause offence having particular regard to race, disability, gender, age, faith, belief and sexual orientation.
39. Street names that may be open to re-interpretation by graffiti or shortening of the name must be avoided.
40. Any street names that promote a company, service or product will not be permitted. Names based on a developer's trading name are seen as advertising and are not acceptable.
41. Naming a street after a living person is not permitted, in order to avoid offence either by inclusion or exclusion of an individual name. Only exceptional circumstances will be given consideration.
42. New street names shall exclude 's' where it can be construed as either a possessive or plural.
43. Street names must not contain numeric characters.
44. Words of more than three syllables and the use of more than two words shall be avoided.
45. The creation of an address in order to secure a 'prestige' address or to avoid an address which is thought to be undesirable will not be allowed.
46. While not an exhaustive list, new street names should ideally end with one of the suffixes included in **Appendix 4**.

## Renaming Streets

47. The Council is empowered under legislation covering street naming and numbering to forcibly rename streets and consider an application to rename a street. The changing of a street name or sequence of property numbering shall be avoided, unless there is specific and sufficient reason to do so. This may come in the form of new developments in the street.
48. The Council will pursue alternative solutions and only change the name or numbering sequence as a last resort. In the event that the street name or numbering needs to be changed the following steps will be taken:
  - a) Consultation to take place with all affected property owners. Two thirds of the owners must be in favour of the proposed change to proceed.
  - b) All costs associated with a change to a street name or numbering sequence instigated by the property owners must be met by the individual property owners affected by the changes.
  - c) Consultation to take place with Royal Mail, Parish Council and Ward Members.

## Installation of Street Nameplates

49. Council is responsible for the replacement and repair of street nameplates in its own administrative area. Nameplates will usually be erected and replaced whenever required taking into account both financial restraints and requirement.
50. Nameplates erected within the District of Blaby will be as per nameplate specification (see Appendix 5).
51. On new developments the initial installation and associated costs of the street nameplates will be the responsibility of the developer. It is expected that street nameplates will be provided prior to first occupation of the development. Once the street has been adopted the maintenance of the nameplate will become the responsibility of the Local Authority.
52. If a scheme is to be developed in phases, the naming and numbering scheme will be issued only for the released phases.
53. 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 on the intersection of the kerb lines but where this is not practicable the distance may be varied up to a maximum of 6m.
54. Street nameplates 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.

55. Street name plates should be clear and unambiguous to allow for easy identification. This would normally preclude the use of unusual colours and non-essential information, such as the Parish name or postcode or any additional information, for example cul-de-sac or no through road.
56. 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 the traffic emerging from the road may be sufficient, except where the road name changes or where it is thought that paragraph 79 would apply.
57. At T-junctions a main street name plate should be placed directly opposite the traffic approaching from the side road.
58. Where the street name changes at a point other than a cross-road, both names should be displayed at the point of change.
59. 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.
60. 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.
61. Where it might reasonably be expected, for example at intervals only on straight lengths of road or at intersections or T-junctions, it may be useful to incorporate on the name plate, information indicating street numbers on either side of the intersection.
62. 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 mention in paragraph 78 above, or where it will frequently be obscured by pedestrian movement and cannot be mounted at the 2.5m height).
63. The name plates should be fixed that there is a clear space of at least 300 mm 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.

64. 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.
65. Duplication of street names and of nearly similar street names should be avoided within one postal area or Parish.
66. Street names may be displayed in panels in bollards facing footways as an addition to, but not as a replacement for, other name plates.

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## Appendix 1

List of Persons / Official Bodies / Members who are to be consulted over Street Naming and Numbering matters.

### Application Stage

Developer or Applicant

Ward Councillors - Relevant Council

Parish Council - Relevant Council

Royal Mail (as below)

### Acceptance Stage

Ms Karen Partridge  
Department of Environment and Transport Infrastructure  
Planning, Leicestershire County Council, County Hall,  
Glenfield, Leicester.

BT (Openreach) Newsites  
pp 3D3, 2 Castle Wharf, Canal Street, Nottingham NG1 7BT

Chief Fire Officer  
Leicestershire Fire & Rescue Service, Risk Management  
Group, Southern Fire Station, Meridian East, Leicester  
LE19 1WZ

Mr C Newton  
East Midlands Ambulance Service, NHS Trust, Trust HQ,  
Beechdale Road, Nottingham NG8 3LL

Severn Trent Water Ltd  
New Connections, P O Box 51, Raynesway, Derby DE21 7UZ

Western Power  
Toll End Road, Tipton, West Midlands DY4 0HH

M Pancholi &  
S Fernandes  
Valuation Office, Enkalon House, 92, Regent Road, Leicester,  
LE1 7DD.

Mr A Collinson &  
Ms C Altringham  
Royal Mail, Address Development Team, Admiral  
House, 2 Admiral Way, Doxford International Business Park,  
Sunderland SR3 3XW

Ward Councillors - Relevant Council

Parish Council - Relevant Council

Leics. Land Registry  
Westbridge Place, Leicester, LE3 5DR. (Blaby District Team).

**Internal Memo**  
Revenues Mailbox  
Revenues Recovery Officer  
Refuse & Recycling Supervisor  
Waste Management Administrator  
Electoral Services Mailbox  
Land Charges Mailbox  
Systems Administrator

## Appendix 2

This list of examples is not an exhaustive list of sustainable objections nor is it an exhaustive list of special circumstances warranting acceptance but they are typical examples.

### Examples of Sustainable Objections

- 1 That the suggested names quite clearly do not comply with the street naming and numbering policy.
- 2 That although the name complies with the policy it should not be formalised because it does not take into account special circumstances.
- 3 That although the name may comply with the policy the Royal Mail have objected as they are of the opinion that the naming and numbering scheme may lead to postal delivery problems.
- 4 That the original information provided by the applicant or developers was not accurate or was misleading.
- 5 That the Street Naming and Numbering Officer did not give the consultees the full 14 days for them to raise their objections prior to naming a road/building etc.
- 6 Despite the suggested name complying with Councils street naming and numbering policy the name would be considered inappropriate in the circumstances.

### Special Circumstances

- 1 That the development will be located near or adjacent to a significant event, that has significant historical links that warrants that this event or person should be recognised by the name of a street or where appropriate building.
- 2 An item that the Street Naming and Numbering Officer might not have reasonably foreseen or predicted that may have a significant adverse impact if the chosen name is formalised.
- 3 Any other significant circumstances that the Group Manager along with the Portfolio Holder deem to be special circumstances. That may warrant a deviation from the street naming and numbering policy.

### Appendix 3

Charging Schedule for Street Naming and Numbering Service.

#### **STREET NAMING AND NUMBERING CHARGES**

From 1<sup>st</sup> April 2012 Blaby District Council is introducing charges for the recovery of costs incurred whilst carrying out its statutory street naming and numbering function.

Where the developer has chosen to use Blaby Building Control Services to carry out the full Building Control function on the development the charges for street numbering and naming will be waived.

#### **Fees and Charges (Recovery)**

	£
Renaming/renumbering of existing property	40.00
Naming/numbering of one to five properties	40.00 each
Naming/numbering for more than five plots	20.00 each additional plot
Naming of a street	150.00 each
Change to a development after notification	50.00 admin fee plus £15 per plot
Street re-naming at residents' request	250.00 plus all compensation met by applicant with two thirds majority agreement from residents
Written confirmation of postal address details	25.00
Numbering of new flat complex	25.00 per plot

#### **Notes**

1. After notification means after the Council has renamed the street.
2. Compensation relates to monies paid to residents to help them pay for the cost of informing all parties that they correspond with, regarding the change to their address.
3. Where the developer has chosen to use Blaby Building Control Services to carry out the full Building Control function on the development the charges for street numbering and naming will be waived.
4. The charges will be renewed annually as part of the Councils fees and charges setting process.

## Appendix 4

Street –	for major roads / thoroughfare
Road –	for major roads / thoroughfare
Way –	for major roads / thoroughfare
Terrace –	a group of attached properties not a thoroughfare
Row –	a group of attached properties not a thoroughfare
Avenue –	for residential roads (usually tree lined)
Drive –	for residential roads
Grove –	for residential roads (usually area of trees)
Lane –	for residential roads
'Rise' or 'Rising' –	for residential roads (usually upward rising hillside)
Place –	for residential roads
Vale –	for residential roads (usually near water/stream)
Wharf –	for residential roads (usually near sea water)
Gardens –	for residential roads (avoid local open space area)
Green –	for residential roads (near open space)
Meadow –	for residential roads (near lowland meadow)
Wood –	for residential roads (near woodland)
Crescent –	for a crescent shaped road
'Court' or 'Close' –	for a cul-de-sac only
Square –	for a square only
'Hill' or 'Heights' –	for a hillside road or multi-storey building (Heights)
'Walk' or 'Path' –	for a pedestrian way
Mews –	row of dwellings converted or built to look like stable/farm development

## Appendix 5

Nameplate	225mm white stone enamelled painted 3mm aluminium thick plate
Lettering	Die pressed 89mm kindersley black lettering raised for main sign
Lettering	District of Blaby lettering to be 25mm mot in purple to BS4800 located to top and central of plate
Border	12mm (varied) and black
Tray Frame	Galvanised anti-vandal A type 3mm thick tray frame with 18mm lip in black
Supports	50mm x 50mm black box section legs (1200mm long) with black plastic caps to top
Feet	150mm feet made from 40mm x 40mm x 5mm angle iron

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## **Admin - Braunstone Town Council**

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**From:** Bill Wright <billwright1@sky.com>  
**Sent:** 26 February 2015 10:53  
**To:** Admin - Braunstone Town Council  
**Subject:** Fw: Planning application 15/0111/HPD  
**Attachments:** prior approval notes.pdf

Good morning Darren/Jo

Can you please print copies for members for this evenings Plans meeting so everyone is aware of the planning applications answer from Blaby D.C.

Regards

Bill

----- Original Message -----

**From:** Laura Baldock

**To:** Bill Wright

**Sent:** Wednesday, February 18, 2015 3:59 PM

**Subject:** RE: Planning application 15/0111/HPD

Dear Mr Wright

**15/0111/HPD**

**45 Cleveleys Avenue Braunstone**

Thank you for your email.

This application is not a typical planning application. It is a prior approval application for notification of a proposed larger home extension. With this type of application the Applicant/Agent only has to submit the relevant application form and a location plan outlining the site. In this case the applicant has submitted more than what was actually required.

In terms of consultations we are only required to notify the adjoining neighbours with a direct boundary. The Parish Council are not consulted. I can only assume the Parish Council picked this application up from the Weekly List. I will however put your comments and the Parish's on the file.

To assist I attach the guidance from our website which explains it all in more detail which I hope you find helpful.

Any problems then please do not hesitate to contact me.

Regards

**Laura Baldock**  
**Planning Technician**

Telephone 0116 272 7621

VISIT OUR WEBSITE: [www.blaby.gov.uk](http://www.blaby.gov.uk)

Please save paper and only print out what is necessary

**From:** Bill Wright [mailto:billwright1@sky.com]  
**Sent:** 12 February 2015 15:59  
**To:** Laura Baldock  
**Subject:** Planning application 15/0111/1HPD

Dear Laura Baldock,

I have been asked by the chair of Plans and Environment to call in the above application, all we had to make a decision was a pencil drawing of what the extension might look like. Having looked at the property there is a single storey extension already in place, might this application also be retrospective.

Kind regards

Cllr Bill Wright  
Braunstone Town and Blaby District

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# NOTES ON OUR WEBSITE

## Guidance Notes for:

### Notification of a proposed larger Home Extension

*Town and Country Planning (General Permitted Development) Order 1995 (as amended)  
Schedule 2, part 1 (Class A.1(ea))*

This guidance note is to help home owners with the completion of the prior notification to notify a local planning authority of the intention to use the permitted development rights ([http://www.planningportal.gov.uk/uploads/neighbour\\_consultation\\_scheme\\_guidance\\_may13.pdf](http://www.planningportal.gov.uk/uploads/neighbour_consultation_scheme_guidance_may13.pdf)) to build a single-storey rear extension of greater than four metres up to eight metres for a detached house and greater than three metres up to six metres for any other type of house outside Article 1(5) land\* and sites of special scientific interest.

\*(Land within a National Park, the Broads, an area of outstanding natural beauty, an area designated as a conservation area and land within World Heritage Sites.)

A homeowner wishing to build a larger single-storey rear extension must notify the local planning authority by completing and submitting the **Notification of a proposed larger Home Extension**

([http://www.planningportal.gov.uk/uploads/1app/forms/notification\\_of\\_a\\_proposed\\_larger\\_home\\_extension.pdf](http://www.planningportal.gov.uk/uploads/1app/forms/notification_of_a_proposed_larger_home_extension.pdf)) and provide the necessary required information to inform this process.

It is not possible to undertake this process retrospectively.

## Background

In May 2013, secondary legislation was laid before Parliament which increased the size of single-storey rear extensions which can be built under permitted development. It also introduced a light-touch neighbour notification scheme.

This guidance note provides information about how the scheme works.

X For a period of three years, between 30 May 2013 and 30 May 2016<sup>1</sup>, householders will be able to build larger single-storey rear extensions under permitted development. \*

The size limits will double from 4 metres to 8 metres for detached houses, and from 3 metres to 6 metres for all other houses.

These new larger extensions (i.e. if they extend between 4 and 8 metres, or between 3 and 6 metres) must go through the following process<sup>2</sup>:

1. A homeowner wishing to build a larger single-storey rear extension must notify the local planning authority and provide:

- a. a written description of the proposal which includes the length that the extension extends beyond the rear wall of the original house, the height at the eaves and the height at the highest point of the extension
- b. a plan of the site, showing the proposed development
- c. the addresses of any adjoining properties, including at the rear
- d. a contact address for the developer (the householder) and an email address if the developer is happy to receive correspondence by email

<sup>1</sup> See paragraph A.1(ea) of Class A, Part 1, Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995, as inserted by the Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013, available at [legislation.gov.uk](http://legislation.gov.uk).

<sup>2</sup> See paragraph A.4 of Class A, Part 1, Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995, as inserted by the Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013, available at [legislation.gov.uk](http://legislation.gov.uk).

A plan drawn to an identified scale will assist the authority in assessing your development proposal. Plans can be bought from one of our accredited suppliers using our Buy-a-plan service ([www.planningportal.gov.uk/buyaplan](http://www.planningportal.gov.uk/buyaplan)).

There is no fee in connection with this process.

2. The local authority may ask for further information if it needs it to make a decision about the impact of the development on the amenity of adjoining properties.

3. The local authority will serve a notice on adjoining owners or occupiers, i.e. those who share a boundary, including to the rear. This will give the address of the proposed development and describe it, including the information in 1(a) above. It will also set out:

- a. when the application was received, and when the 42-day determination period ends
- b. how long neighbours have to make objections (which must be a minimum of 21 days), and the date by which these must be received

A copy of this notice must also be sent to the developer.

4. If any adjoining neighbour raises an objection within the 21-day period, the local authority will take this into account and make a decision about whether the impact on the amenity of all adjoining properties is acceptable.

No other issues will be considered.

5. The development can go ahead if the local authority notifies the developer in writing either:

- a. that as no objections were received from adjoining neighbours it has not been necessary to consider the impact on amenity, or
- b. that following consideration, it has decided that the effect on the amenity of adjoining properties is acceptable

Please note: restrictions on permitted development for extensions continue to apply (<http://www.planningportal.gov.uk/permission/commonprojects/extensions/>)

6. If the local authority does not notify the developer of its decision within the 42-day determination period, the development may go ahead.

7. If approval is refused, the developer may appeal.

8. The extension must be built in accordance with the details approved by the local authority (or, if no objections were raised or the local authority has not notified the developer of its decision, the details submitted), unless the local authority agrees any changes in writing.

9. The development must accord with all other relevant limitations and conditions which apply to other rear extensions allowed under permitted development (<http://www.planningportal.gov.uk/permission/commonprojects/extensions/>).

These are set out in Class A, and include for example, the requirement that the extension must be constructed using materials of a similar appearance to those used in the construction of the rest of the house.

10. To benefit from these permitted development rights, the extension must be completed on or before 30 May 2016. The developer must notify the local authority in writing of the date of completion.

**15/0111/1HPD Mr D Sharman, 45 Cleveleys Avenue. Erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.7m for which the maximum height would be 3.4m and for which the height of the eaves would be 2.5m. *Blaby District Council's Planning Committee should undertake a site visit. The occupiers of the neighbouring properties should be fully consulted in connection with the proposals. There is insufficient information in the plans for the Town Council to make any further comment.***

Members noted that Mr W Wright would call-in the planning application under his capacity as a Blaby District Councillor owing to the lack of information provided by the application.

