

PROPOSAL TO CHARGE FOR

STREET NAMING AND NUMBERING

Highway Records & Address Management
Sheffield City Council
Version 1.6
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DOCUMENT CONTROL

| Date | Version | Author | Changes |
|-----------|---------|-----------|---|
| 1 Oct 21 | 0.1 | E Gillatt | Initial draft for review |
| 6 Oct 21 | 1.0 | E Gillatt | Amendments following review |
| 11 Oct 21 | 1.1 | E Gillatt | Amendment to wording of background section |
| 16 Nov 21 | 1.2 | E Gillatt | Amendment to clarify discretionary services |
| 10 Jan 22 | 1.3 | E Gillatt | Updated following review by Legal Services |
| 21 Mar 22 | 1.4 | E Gillatt | Amended to include more recent application statistics |
| 23 May 22 | 1.5 | E Gillatt | Amended to include proposed charges against historic apps |
| 28 Jun 22 | 1.6 | E Gillatt | Updated fees following review by Finance |

BACKGROUND

Local authorities have a statutory duty to ensure that streets are named and properties are numbered under sections 64 and 65 of the Town Improvement Clauses Act 1847 ('TICA 1847').

A considerable amount of resource is required to provide the Street Naming & Numbering (SNN) service. Given the financial challenges brought about by the pandemic, the need to minimise costs and maximise cost recovery across the council, this is a timely opportunity to review the need for charging.

At present, Sheffield City Council (SCC) uses its powers available under Sections 64 and 65 of the TICA 1847 to control the naming and numbering of streets and buildings. This is done pursuant to the aforementioned duty.

Although authorities are not permitted to charge for the elements of the service which are carried out pursuant to its duty, a fee can be charged to cover administration costs unrelated to the carrying out of the duty. The costs associated with the provision of other discretionary services may also be recovered by virtue of Section 93 of the Local Government Act 2003.

Furthermore, other powers are available to SCC which relate to the naming of streets and which may be used rather than those under the TICA 1847. If a decision is made to adopt these powers, their use would be entirely separate to those which the Council might use pursuant to its duties. The powers are available under sections 17 to 19 of the Public Health Act 1925.

Any charges proposed as part of the SNN service would therefore relate to discretionary services including, but not limited to:

1. Liaison with Royal Mail to update PAF (Postcode Address File) and obtain postcodes
2. Notification and provision of paperwork to the applicant
3. Notification and provision of paperwork to a mailing list of additional internal & external services
4. Amending approved addresses at new developments where updated plans are submitted by the developer
5. Making non-essential address changes at the request of the resident (e.g. adding a property name)
6. Challenges to existing official naming and numbering schemes
7. Provision of paperwork to confirm existing addresses
8. Investigation & resolution of other queries

Though points 1 to 4 are discretionary, SCC consider them to be an essential part of the process as otherwise new home buyers will be reliant on developers notifying the external bodies e.g. Royal Mail and utilities. There is no legislation that requires developers or homeowners to contact these organisations but failing to do so will likely lead to delivery issues (not having a recognised Royal Mail address) and also difficulty obtaining connections from utilities e.g. Broadband/telephone connection.

CURRENT POSITION

SCC does not currently charge for any aspect of the Street Naming and Numbering service.

An application response time is not advertised but, with the exception of large or complex sites, the work will generally be completed within 10 working days.

In the year ending February 2022, SNN processed 296 applications which resulted in the allocation of 2400 new addresses and 9 new street names. A breakdown of these applications can be found in Appendix B.

BENEFITS

- Provide additional income on a cost recovery basis for the council
- Ensure that provision of the discretionary element of the service can continue
- Raise awareness of the SNN service and its value to the council
- May dissuade some residents from making unnecessary changes for vanity reasons

CONSIDERATIONS

- Additional time taken to calculate and process collection of fees
- Currently, some developers fail to apply for new addresses and do not respond to requests to apply. It is anticipated that the frequency of this scenario would increase if charges were introduced. Some developers may choose not to pay and the onus will then fall on future residents to apply and on SNN to resolve any issues which arise from the lack of an address
- Some applications may be subject to exemptions or concessions (such as the example above). An objective assessment of these cases will be required
- Increased expectation levels of applicants could lead to complaints or requests for compensation if services levels are not met or errors are made

PROPOSED CHARGES

It is proposed that the council should implement a new SNN charging process.

Analysis of the fees charged by other local authorities has shown a wide range of fees and charging structures with little consistency. However, examples from local authorities in South Yorkshire and other core cities have been included in Appendix A for comparison.

The proposed fees are shown in the table below and the process and level of fee will be reviewed after an initial 12 month period. The fees will also be subject to an annual review covering inflation (in line with the Retail Price Index), overheads and staffing costs.

| | Scenario | # Addresses | Fee |
|---|---------------------------------|--------------------|------------|
| 1 | Add name to existing property | Per Property | £90 |
| 2 | New & amended addresses | 1 | £90 |
| | | 2 to 5 | £120 |
| | | 6 to 25 | £225 |
| | | 26 to 75 | £500 |
| | | 76+ | £950 |
| 3 | New street | Per Street | £75 |
| 4 | Revision to scheme by developer | 1 | £115 |
| | | 2 to 5 | £155 |
| | | 6 to 25 | £295 |
| | | 26 to 75 | £650 |
| | | 76+ | £1,235 |
| 5 | Other enquiries | | £60/hour |

Scenario 1 - A fully discretionary service with the full cost charged to the applicant.

Scenarios 2 & 3 - Based on average timings for small developments of less than 10 properties. Additional effort is required for larger and more complex sites. Both scenarios include elements of statutory work which is not chargeable. The fee relates only to the discretionary tasks undertaken.

Scenario 4 - A fully discretionary service with the full cost charged to the applicant, although some elements of the original work can be reused.

Scenario 5 - Other enquiries will be assessed and charged at an hourly rate where appropriate. The applicant will be advised of the effort involved and the applicable fee before any work is started.

Appendix C shows additional supporting information.

Charges will be applied to external & internally generated new developments.

It is estimated that the service will raise in the region of £40,000 annually. This will be dependent on the type, volume and complexity of applications. See Appendix D for details of the fees which would have been generated from historic applications.

Fees will be collected via the existing online functionality prior to starting work on the application. Other payment methods may be offered in exceptional circumstances.

Appendix A: Examples of the charging structures of other Local Authorities

Local Authorities in the South Yorkshire region:

| LOCAL AUTHORITY | NEW ADDRESS/RE-ADDRESS | | | FEE COMPARISON (# Adds) | | | NEW STREET ❖ | | DEVELOPER AMENDMENT | | | ADD NAME † |
|---|------------------------|---------|----------|-------------------------|------|------|--------------|-------------------|---------------------|---------|----------|------------|
| | # Addresses | Fixed £ | £ / Unit | 1 | 10 | 100 | # Addresses | Fixed £ | # Addresses | Fixed £ | £ / Unit | Fixed £ |
| BARNSELY ❖ includes fee for addresses on new street | 1 | £55 | - | £55 | £110 | £220 | 1 | £80 | 1 | £55 | - | £0 |
| | 2 to 5 | £90 | - | | | | 2 to 5 | £110 | 2 to 5 | £90 | - | |
| | 6 to 10 | £110 | - | | | | 6 to 10 | £155 | 6 to 10 | £110 | - | |
| | 11 to 50 | £165 | - | | | | 11 to 50 | £220 | 11 to 50 | £165 | - | |
| | 51+ | £220 | - | | | | 51+ | £300 | 51+ | £220 | - | |
| ROTHERHAM Rounded to whole £ | 1 | £66 | £0 | £66 | £122 | £712 | All | £77 per street | 1 | £66 | £0 | £51 |
| | 2 to 5 | £92 | £0 | | | | | | 2 to 5 | £92 | £0 | |
| | 6 to 10 | £122 | £0 | | | | | | 6 to 10 | £122 | £0 | |
| | 11+ | £256 | £5 | | | | | | 11+ | £256 | £5 | |

† £0 - either no fee or not required to advise the council

Local Authorities in Core Cities:

| LOCAL AUTHORITY | NEW ADDRESS/RE-ADDRESS | | | FEE COMPARISON (# Adds) | | | NEW STREET | | DEVELOPER AMENDMENT | | | ADD NAME † |
|-------------------|------------------------|---------|----------|-------------------------|------|--------|-------------|--------------------|---------------------|---------|----------|------------|
| | # Addresses | Fixed £ | £ / Unit | 1 | 10 | 100 | # Addresses | Fixed £ | # Addresses | Fixed £ | £ / Unit | Fixed £ |
| LEEDS | 1 | £84 | £0 | £84 | £210 | £1,470 | All | £0 | 1 | £136 | £0 | £90 |
| | 2+ | £84 | £14 | | | | | | 2+ | £136 | £20 | |
| MANCHESTER | 1 to 10 | £50 | £0 | £50 | £50 | £995 | All | £0 | £30 / hour | - | - | £0 |
| | 11+ | £50 | £10.50 | | | | | | | | | |
| BIRMINGHAM | 1 to 5 | £190 | - | £190 | £455 | £1,100 | All | £280 per street | 1 to 5 | £190 | - | £0 |
| | 6 to 25 | £455 | - | | | | | | 6 to 25 | £455 | - | |
| | 26 to 75 | £730 | - | | | | | | 26 to 75 | £730 | - | |
| | 76+ | £1,100 | - | | | | | | 76+ | £1,100 | - | |

† £0 - either no fee or not required to advise the council

Appendix B: Summary of SNN Requests for the 12-month period ending February 2022

Requests for SNN Work

| | |
|------------------|-----|
| Total # Requests | 296 |
|------------------|-----|

Breakdown of Applications for New or Amended Addresses

| Application Type | # |
|-----------------------------------|----------|
| New Addresses Allocated | 1594 |
| New Development Addresses Amended | 806 |
| New Streets Named | 9 |
| Add Residential Property Name | 19 |

Number of New Addresses per Application

| Number of Addresses Allocated | # Apps |
|--------------------------------------|---------------|
| 1 | 112 |
| 2 to 5 | 53 |
| 6 to 25 | 33 |
| 26 to 75 | 5 |
| 76+ | 5 |

Appendix C: List of SNN tasks for 4 scenarios and average timings*

| APPLICATION STAGE | TASK | DETAILS | NA | NS | DA | PN |
|--|----------------------------|---|-------------|-------------|-------------|-------------|
| Pre App Work | Letter to Apply (if req'd) | Find contact details create letter print to post/PDF to email | 15 | 15 | N/A | N/A |
| | Initial Enquiry | Respond to phone/email How to apply | 10 | 10 | N/A | 10 |
| Process Application | Validate Application | Acknowledge receipt Validate info received Request further info ❖ | 10 | 10 | 10 | 10 |
| | Log Application | Update SNN Log in Excel | 5 | 5 | 5 | 5 |
| | Validate Receipt of Fee | Estimated as process TBC | 15 | 15 | 15 | 15 |
| | Requested Names | Check suitability of any requested property/street names ❖ | 30 | 60 | 30 | 15 |
| | Allocate Addresses | Check & assign street name / property numbers/names ❖ | 30 | 60 | 30 | N/A |
| | | Liaison/negotiation with developer on large sites & subsequent rework ❖ | | | | N/A |
| | New Street Delegated Item | Delegated item letters. Save PDF | N/A | 30 | N/A | N/A |
| | | Proper officer review & approval | N/A | 20 | N/A | N/A |
| | Address Paperwork | Letter - create & save PDF ❖ | 10 | 10 | 10 | 10 |
| | | Location plan - print & annotate | 20 | 20 | 10 | 20 |
| | | Site / Floor plans - save, format & annotate ❖ | 45 | 45 | 30 | N/A |
| | | Plot to postal - create & save PDF ❖ | 15 | 15 | 10 | N/A |
| | | Combine all paperwork to form final PDF file | 5 | 5 | 5 | 5 |
| | Advise Royal Mail | Email PDF file. Await response & conf of PC before completing | 10 | 10 | 10 | 10 |
| | Update Paperwork | Update postcode on letter/plans/plot to postal ❖ | 10 | 20 | 10 | N/A |
| Finalise Application | Notification emails | Email PDF file to applicant | 10 | 10 | 10 | 10 |
| | | Email PDF file to mailing list | 5 | 5 | 5 | 5 |
| Post App Work | Filing | File emails & paperwork. Complete SNN Log in Excel | 15 | 15 | 15 | 15 |
| | Update GIS | Update development sites, plots, buildings, streets ❖ | 60 | 90 | 30 | N/A |
| | Add to Uniform | Add new address ❖ | 30 | 30 | N/A | N/A |
| | Update Uniform | Update existing address / make postal / add VOA data ❖ | 10 | 10 | 10 | 10 |
| TOTAL AVERAGE EFFORT (mins) | | | 360 | 500 | | |
| (hours) | | | 6.00 | 8.25 | | |
| TOTAL AVERAGE EFFORT DISCRETIONARY (mins) | | | 175 | 235 | 245 | 140 |
| (hours) | | | 3.00 | 4.25 | 4.00 | 2.25 |

| | |
|---------------|---------------------------|
| Statutory | |
| Discretionary | |
| NA | New Addresses |
| NS | New Street inc. Addresses |
| DA | Developer Amendment |
| PN | Add Property Name |

*Average timings as each case differs. Based on small developments (< 10 properties)
Additional effort required for large / complex developments for some tasks (marked ❖)

Appendix D: Proposed Charges Applied to Historic Applications

12-month period ending September 2021

| New Address | | #Apps | Total Chg | Dev Amendments | | #Apps | Total Chg | New Street | | Add Property Name | |
|-------------|------|-------|----------------|----------------|--------|-------|---------------|------------|--------|-------------------|----------------|
| 1 | £90 | 121 | £10,890 | 1 | £115 | 1 | £115 | 22 | £75 | 26 | £90 |
| 2 to 5 | £120 | 65 | £7,800 | 2 to 5 | £155 | 1 | £155 | | £1,650 | | £2,340 |
| 6 to 25 | £225 | 34 | £7,650 | 6 to 25 | £295 | 2 | £590 | | | | |
| 26 to 75 | £500 | 8 | £4,000 | 26 to 75 | £650 | 1 | £650 | | | | |
| 76+ | £950 | 10 | £9,500 | 76+ | £1,235 | 2 | £2,470 | | | | |
| | | | £39,840 | | | | £3,980 | | | | £47,810 |

12-month period ending February 2022

| New Address | | #Apps | Total Chg | Dev Amendments | | #Apps | Total Chg | New Street | | Add Property Name | |
|-------------|------|-------|----------------|----------------|--------|-------|---------------|------------|------|-------------------|----------------|
| 1 | £90 | 112 | £10,080 | 1 | £115 | 1 | £115 | 9 | £75 | 19 | £90 |
| 2 to 5 | £120 | 53 | £6,360 | 2 to 5 | £155 | 2 | £310 | | £675 | | £1,710 |
| 6 to 25 | £225 | 33 | £7,425 | 6 to 25 | £295 | 1 | £295 | | | | |
| 26 to 75 | £500 | 5 | £2,500 | 26 to 75 | £650 | 1 | £650 | | | | |
| 76+ | £950 | 5 | £4,750 | 76+ | £1,235 | 2 | £2,470 | | | | |
| | | | £31,115 | | | | £3,840 | | | | £37,340 |