



Nottingham

City Council

ADDRESS MANAGEMENT

GIS Team

CORPORATE STREET NAMING AND NUMBERING POLICY DOCUMENT

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1 DEFINITIONS

- 1.1 All references to 'the Council' relate to Nottingham City Council.
- 1.2 All references to the 'occupier' relate to the person or persons responsible for paying Council Tax or Business Rates at the property.
- 1.3 All references to the 'owner' relate to the person or persons who are the freehold owners of the property or anyone registered at the Land Registry with an occupational interest in the property.
- 1.4 All references to the 'developer' relate to the person or persons with financial responsibility for the development of land, and may or may not be the applicant as stated on the Planning Application form.
- 1.5 The 'SNN Officer' is the relevant officer operating in the recognised role of SNN Officer as required by the 'Data Entry Conventions and Best Practice for the National Land and Property Gazetteer' (GeoPlace LLP). The role holder is responsible for undertaking Street Naming and Numbering duties and generating address change intelligence, which is incorporated into the Local Land and Property Gazetteer. This role in the Council is carried out by the Address Management Team.
- 1.6 All references to the 'Director' relate to the Corporate Director of Development and Growth, who has delegated powers to carry out the Street Naming and Numbering requirements of the Public Health Act 1925.

2 INTRODUCTION

- 2.1 This policy covers Nottingham City Council's approach to Street Naming and Numbering (SNN), which comprises the naming of streets and numbering/naming of buildings. SNN is a vital part of the Address Management function, which involves the maintenance of the Council's address database of properties within Nottingham City, the Local Land and Property Gazetteer. To ensure that the service is operated effectively and efficiently, it is necessary to set out procedures, guidance and standards.
- 2.2 This policy has been prepared in line with national standards for property addressing and referencing (Data Entry Conventions and Best Practice for the National Land and Property Gazetteer: GeoPlace LLP).
- 2.3 Nottingham City Council has legal powers for SNN, under Sections 17, 18 and 19 of the Public Health Act 1925, which was adopted by the Council in July 1961. Individuals and developers must not allocate their own building numbers, building names (if no number is allocated) or street names. Address suggestions should be presented to the Council, so that they can be considered and an agreed address be officially assigned.
- 2.4 The allocation and maintenance of postcodes is the responsibility of Royal Mail. Royal Mail allocates a postcode and post town to any property that they consider can receive mail.
- 2.5 The purpose of an address is to provide a unique geographical description for a property, so that it can be identified and located spatially. A single version of an address should therefore be used by all parties and it is the Council's legal responsibility to define the official address.
- 2.6 The address information that is created by the Council feeds into national databases that many organisations, such as the emergency services, rely on. It is therefore essential that the addresses are sensible, created in good time, displayed on the property and then used consistently.
- 2.7 The primary consideration should be that postal addresses provide the occupier of a property with a unique address for service delivery, which does not have the potential to cause ambiguity, misunderstanding or confusion with another address.

3 PROCEDURE FOR NAMING OF NEW STREETS

- 3.1 Under the Public Health Act 1925, the developer may suggest a street name and give notice to the Council of the proposed name. The Council has one month in which to object. If the Council objects to a street name proposed by the developer, the developer may appeal to the Magistrates Court.
- 3.2 In practice, most developers enter into discussion with the Council, after providing street name suggestions. The developer should follow guidance given in *Appendix A* on suggesting street names, as well as guidelines given in Section 3, below. The SNN Officer may provide suggestions to the developer if they have identified any historic street names and/or an existing name theme.
- 3.3 The SNN Officer will normally submit any shortlists of street name suggestions to the relevant Ward Councillors, who should be given 14 days in which to provide comments. The Ward Councillors may either recommend or object to suggestions, and within an extended timescale agreed with the developer, they may choose to consult more widely with community groups, or offer their own alternatives. The Ward Councillors must give reasonable grounds for objecting to suggestions from the developer or SNN Officer.
- 3.4 The relevant Council Officer for the local neighbourhood may also be contacted to discuss suggestions. If any representations about street names are received from local residents, these will be considered by the SNN Officer.
- 3.5 Any name suggestions will be considered against criteria, as outlined in *Appendix A* and Section 3 below. The SNN Officer will check any name suggestions for duplicates against the Council's address database (Local Land and Property Gazetteer) and will check the national address database (National Land and Property Gazetteer) for duplicate names within neighbouring districts.
- 3.6 Suitable suggestions from the above parties will ultimately be selected by the SNN Officer and agreement will be sought with the developer. In the event of unresolved disagreement, the Director, who has delegated powers to approve street names, will take a final decision and there will be no right of appeal. All interested parties should be informed of the chosen name(s).

4 GUIDANCE ON CHOICE OF STREET NAMES

- 4.1 The SNN Officer will use the following guidelines when agreeing a new street name. Councillors should follow these guidelines for any names they wish to suggest. A version of these guidelines is also available for developers.
- 4.2 Duplication of names in the same area or within close proximity of the same name in another borough is not normally permitted. The use of the same name with different street name suffixes (e.g. Orchard Drive, Orchard Close) is included in this definition of duplication.
- 4.3 Names should not sound like existing street names within the Nottingham area to avoid confusion. For example, Mill Close and Hill Close.
- 4.4 Where possible, street names should reflect the past history or current geography of the area. For example, where an area or previous building has names or certain activities historically associated with it, it is recommended to preserve these in street names.
- 4.5 The name should not be difficult to pronounce or spell for the majority of users, as this may cause confusion in an emergency situation or result in demands for a change of address from occupiers.
- 4.6 Commercial names that could be considered as advertising will not be permitted.
- 4.7 Use of punctuation will normally be avoided.
- 4.8 New street names should not end in "s", as this can cause confusion in the use of the name as either a possessive or plural. Street names should not normally commence with the word "The".
- 4.9 Words of more than three syllables and the use of more than two words (excluding the street name suffix) should be avoided.
- 4.10 The use of names of living persons is not permitted. This is in order to avoid causing offence either by inclusion or exclusion and accounting for future changes in public opinion. The use of the name of a deceased person may be proposed to honour and commemorate noteworthy persons associated with the local area. In this case, written acceptance from the person's family or estate administrators should normally be obtained prior to approval.
- 4.11 Names will not be used if they or their combination with numbers could be considered offensive, rude, obscene, racist or which would contravene any aspect of the Council's equal opportunities policies.

- 4.12 The use of street names that include numbers will not normally be used. For example, 20 Seven Foot Lane sounds the same as 27 Foot Lane.
- 4.13 The consent of the Lord Chamberlain's office must be obtained if a name with any reference to the Royal family or the use of the word 'Royal' is suggested.
- 4.14 Where several streets are involved, a theme linking the names should be used to help identify the area e.g. historic uses.
- 4.15 The SNN Officer will make the final decision on how many streets are involved and the order of property numbers. The decision must be based on causing the least confusion to occupiers, services and visitors. New street names should not be assigned to new developments when such developments can satisfactorily be included in the current numbering scheme of any existing street.
- 4.16 Developers who use a marketing name for a site must make it clear to any prospective purchasers that it is not part of an official postal address.
- 4.17 Street names should have an appropriate suffix, which must be descriptive of the street, e.g. 'Close' to indicate a cul-de-sac. In general, the following advice and guidelines should be considered for street name suffixes:

For any through route: Lane, Road, Street, Avenue

Where appropriate:

Bank	streets on a hill or adjacent to a waterway
Boulevard	straight streets of reasonable length
Circus	circular streets
Close	a cul-de-sac
Crescent	crescent-shaped streets
Drive	streets of reasonable length
Gardens	residential streets
Grove	short, tree-lined streets
Hill	streets on a hill
Mews	residential streets
Place	a cul-de-sac
Rise	residential streets on a hill
Square	square-shaped streets
Vale	residential streets of reasonable length
Way	streets of reasonable length
Wharf	streets adjacent to a waterway or lake

For pedestrian routes: Walk, Way

5 NUMBERING SEQUENCE

- 5.1 The Council has the legal power to assign numbers to all new buildings. The number is legally required to be displayed by the owner or developer under the Towns Improvements Clauses Act 1847. The SNN Officer's decision is final.
- 5.2 The Council must number all new property development regardless of development type. The exception to this rule is if new properties require an address on an existing Street Name where no numbering exists, in which case the property will require a building name.
- 5.3 Two buildings on the same street must not have the same number.
- 5.4 All properties must be addressed to the street that provides the main access to the property, which is generally the street that the front door of the property faces.
- 5.5 Properties on corner plots are therefore normally numbered to the street where pedestrian access is gained, unless the SNN Officer considers that this would cause confusion.
- 5.6 All numbers, including the number 13, will normally be included, unless any are requested by the developer to be omitted.
- 5.7 Through streets are numbered ascending from the most important Street from which they lead. National guidance is to number odds on the left and evens on the right when travelling away from the start of the street or from the city centre.
- 5.8 A cul-de-sac is usually numbered sequentially in a clockwise direction starting with number 1 on the left-hand side of the entrance to the cul-de-sac. Where it is apparent there is a possibility of a cul-de-sac being extended at some time in the future and where it is appropriate, the sides will be numbered as odds and evens.
- 5.9 If open space, undeveloped or un-numbered areas exist along a length of street it is usual to leave spare numbers at the SNN Officer's discretion. This does not imply that future development is expected or will be allowed.

- 5.10 If a new property, formed by new build or sub-division of an existing property, is created on a numbered street and there are no spare numbers, then letter suffixes will be used. This is to avoid re-numbering existing properties. Infill plots (properties built between existing properties, or in the grounds of an existing property), will normally be given the same property number before the infill followed by suffix of "A", "B" etc. e.g. 24 will be followed by 24A, 24B etc. Where letter suffixes are used, this should be in addition to the whole number; For example, it is better to use 24, 24A and 24B, than to use 24A, 24B and 24C.
- 5.11 If it is considered that the use of letter suffixes could lead to confusion, a large infill development of properties may be assigned a name such as Mews, Row, Terrace, Villas with consecutive numbers. This name will be a name for the block of properties, not a separate street name. Where this option is also unsuitable, it may become necessary to renumber some or all of the existing properties in the area but this would be done as a last resort due to the considerable inconvenience caused by re-addressing.
- 5.12 Buildings divided into separate units, where each unit has a separate ground floor entrance, should be allocated a separate number on the street for each unit, e.g. 24A, 24B, 24C etc. Where the units are accessed via a shared ground floor entrance, they should be numbered internally, e.g. Flat 1 24, Flat 2 24, Unit 1 24, Unit 2 24 etc. A suitable prefix should always be used with preference given to Flat or Apartment for residential properties, Unit, Suite or Office for commercial properties.
- 5.13 Flats should normally be numbered consecutively from the ground floor upwards, following the order in which flats are reached when progressing up a staircase. Flats should be numbered consecutively within each part of the block served by a separate entrance, i.e. numbered depending on their ground floor entrance if there is no access between blocks.
- 5.14 The floor level may be incorporated in the number, e.g. ground floor would be G01, G02, basement would be LG01, LG02, first floor would be 101, 102, 103 etc, second floor would be 201, 202, 203 etc. Punctuation should be avoided e.g. Flat 1.01, Suite 1/01 as this often causes confusion if omitted or not recognised by computer systems. The chosen option should be the most logical for occupiers, visitors and emergency services.
- 5.15 Where commercial units are merged, a number should be allocated from the existing numbering. This should be done in relation to the new access point for the premises. For example, if 2 High Street merges with 4 High Street and the entrance to number 4 is retained, the new address should be 4 High Street, but 2-4 High Street would be acceptable.

- 5.16 Generally, if a building is demolished and a single new property constructed, then the existing number is reused, but this still requires the new address to be registered following the usual procedure.
- 5.17 If additional plots are added to a proposed development at a later date (e.g. due to a revised layout) and amending the numbers is not deemed to be feasible, these plots will normally be allocated existing numbering with suffixes of "A", "B" etc. e.g. 24A, 24B.
- 5.18 In some cases, for example the development of a large block of flats, a building name may be assigned in addition to the building number. The number is the main identifier for the building and must be used, but a building name may also be assigned if it meets the advice in Section 5 below.

6 CHANGING OR ASSIGNING BUILDING NAMES TO PROPERTIES WITHOUT A NUMBER

- 6.1 Whilst the Council will always seek to number properties, there are properties in the city that have not been numbered and are known by their property name. The Council will normally allow occupiers to change the property name providing that there is no conflict with any other address. However, the Council will always strongly resist changing historic, established or landmark names. Where a suitable number can be assigned, the Council will always advise that it should be used. The normal application procedure must be followed.
- 6.2 For premises used for business, the Council can record the organisation name in its database, but this does not constitute a building name and does not form part of the official address. The building name must be different from the name of the business so that the property is provided with a unique identity that is not dependent on the use of the organisation's name. The address therefore continues to be effective even if the organisation changes. Similarly, the building name for a residential property must be different from the owner or occupier's name.
- 6.3 The building name should have a suitable suffix that makes it clear that it refers to a building. Examples of suitable building name suffixes, which should reflect the nature of the building, are House, Court, Building, View, Point, Centre, Chambers, Lodge, Studios.
- 6.4 The building name must not duplicate a name on the same street, and for a larger building such as a block of flats or offices, the name must not duplicate an existing building name used elsewhere in the city. Duplicate building names will also be avoided in any another situation where this may cause confusion.
- 6.5 Building names should follow the guidance points given for new street names in *Appendix A*.

7 ADDING NAMES TO PROPERTIES WITH AN EXISTING NUMBER

- 7.1 If a property already has a postal number but the occupier wishes to allocate a name as well, the name may only be used on an informal basis and will not be registered as part of the official address by the Council, as this does not fall within our statutory duty. An additional name will not be registered officially because a future occupier may not wish to use the name and because it may lead to omitting postal numbers in place of the name, which causes complications for mail delivery and emergency services. The occupier may erect a name plaque on the property and quote the name in the address along with the postal number, but the name must not replace the number, which must always be displayed. If the Council is informed of the additional name, the SNN Officer will notify Royal Mail of this and normally record the name as an alternative address within the address database.
- 7.2 Building names should follow the guidelines in the points above.
- 7.3 It is not permitted to remove a property number and to replace this with a property name.

8 ALLOCATION OF NUMBERS TO PROPERTIES WITH NAMES ONLY

- 8.1 The Council will consider requests from emergency services, Councillors or members of the general public to allocate numbers to properties that only have names. The Council will also take other opportunities, where the address can be improved and, especially where the property is only identified by the organisation name, to recommend strongly that numbers be allocated to named properties even if no request has been received.
- 8.2 Consultation will be carried out with occupiers/owners, and providing there is no refusal to accept a number, the SNN Officer will make the final decision.

9 RE-NUMBERING A GROUP OF EXISTING PROPERTIES OR RE-NAMING A STREET

- 9.1 Re-numbering/re-naming a group of existing properties or re-naming streets may cause costs and/or disruption to individual occupiers and wherever possible should be avoided. For new development within an existing street the use of suffixes of A, B etc. is preferable to the entire re-numbering of a street. However, this is not always possible and the re-naming of streets and re-numbering of properties will be at the discretion of the SNN Officer.
- 9.2 Re-numbering/re-naming existing properties or re-naming streets is normally only considered when changes occur, such as the inclusion of a new development, which are likely to give rise to problems for the emergency services, or where an existing scheme is causing problems with property location. Before any consideration will be given to changing an existing scheme the following issues must normally be satisfied:
- There is a clearly identified problem.
 - The problem cannot be overcome by the reasonable display of existing property numbers and/or street names.
 - The problem can be fully resolved by re-numbering properties and/or re-naming streets in accordance with the statutory procedure.
 - At least two-thirds of occupiers on each street, whose addresses are to be changed, agree with the proposal.
- 9.3 To gauge the opinions of occupiers on a change proposed by the Council, the Council will consult directly with all occupiers, either by letter, door-to-door, or by phone where appropriate. The freeholder should also be consulted if this is different to the occupier. The length of the initial consultation will be 30 days, but if the response rate is considered to be too low, additional time may be taken to re-attempt to contact those who have not responded. Emergency services may be asked to comment and consultation may be carried out with the Director and/or Ward Councillors.
- 9.4 An Order of the Council must be made for re-naming a street. Notices will be displayed on that street under Section 18 Public Health Act 1925 and will remain in place for 30 days before an Order changing the name will be made. If an appeal is made to the Magistrates Court within 21 days of the display date of the notice, the Council must wait until that appeal is heard. There is no right of appeal for a re-numbering scheme.

- 9.5 When re-naming a street, as much warning as is practicable will be given to the occupiers, normally with a minimum of 6 weeks to allow occupiers time to re-organise their personal correspondence etc. and also take into account the need to arrange any change to their property's deeds. Occupiers will also normally be reminded a week before the new name comes into effect.
- 9.6 Notification will be provided to all relevant parties giving details of the changes.

10 THE COUNCIL'S RESPONSIBILITIES

10.1 The Council is not responsible for:

- Correspondence and deliveries not being delivered to the correct address. Any complaints should be directed to Royal Mail, Customer Services.
- The address being unavailable on databases used by third parties, including Internet based ones.

11 RESPONSIBILITY FOR DISPLAYING NUMBERS, NAMES AND STREET NAMEPLATES

11.1 It is the responsibility of the building owners or developers to display and maintain the property numbers and/or names and this is enforceable under the Public Health Act 1925. The signage should be of an appropriate size, and of a contrasting colour with the background, and should be at a convenient height

11.2 Where a property has been officially numbered/named, it is an offence not to display the lawfully assigned number/name on the property. Initially, an informal approach will be attempted to resolve the issue. If however this fails to achieve a satisfactory solution, the Council may undertake the remedial works in default and recover the associated expenses from the owner.

11.3 Where a street is created within a new development, all costs for the erection of new street name plates will be paid for by the property developer. There is a Council specification for the plates and their locations, and the authority's Highway Design team should be contacted for advice. Maintenance of street name plates becomes the responsibility of Nottingham City Council if the street is adopted.

12 CHARGING FOR DISCRETIONARY SERVICES

12.1 The Council will not normally charge for Street Naming and Numbering work. However, in cases where work is discretionary or additional then a fee will apply. Discretionary services are those that are considered to be additional to the normal responsibilities or work that is legally required. This includes re-doing work due to changes in plot numbers and re-numbering/re-naming existing properties. See *Appendix A* for full details of the current charging fees. The scale of charges are subject to review and approval at the discretion of the Director.

13 CLAIMS FOR COMPENSATION

13.1 The Council is not liable for any claims for compensation arising directly or indirectly from the naming of streets, re-naming of streets, numbering/naming, or re-numbering/re-naming of properties.

14 DECISION AND DISCRETION

14.1 The Council's decision is final for the naming of streets, renaming of streets, numbering/naming or re-numbering/re-naming of properties and it is at the discretion of the SNN Officer. However, in cases where any objections can be and have been lodged with the Magistrates Court then the decision of the Court will be upheld.

15 CONTACT DETAILS

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0115 8765012

Appendix A: Charges for discretionary services

The Council will not normally charge for Street Naming and Numbering work. However, in cases where work is discretionary or additional then a fee will apply.

Discretionary services are those that are considered to be additional to our normal responsibilities or what is legally required. As detailed in the table below, this includes re-doing work due to changes in plot numbers, and re-numbering/re-naming existing properties.

When a request is made for a discretionary service, the Address Management team will advise the total fee required and payment must then be made before the team undertakes any work.

Payment can be made either by debit or credit card over the phone, or an invoice can be raised if required.

Schedule of Charges:

<i>Service</i>	<i>Fee</i>
Written confirmation of official address(es) by letter or email	£24
Re-naming or re-numbering properties	£48 per address plus £24 per hour for any site visit
Amendment to officially agreed addresses due to change in plot number, plot position, building number or name	£60 plus £6 per address
Re-naming a street or an un-numbered block of properties	£300 plus £5 per address

Please note that the scale of charges are subject to review and approval at the discretion of the Director.

Please note that VAT is not applicable to charges made in respect of Street Naming and Numbering.

The charge will not normally be applicable where the change causes the address to be significantly improved, e.g. adding a number to a property that currently only has a name. Requests must adhere to the Council's Street Naming and Numbering Policy Guidance.

Postcodes remain the responsibility of Royal Mail.

The right to charge fees under section 93 of the Local Government Act 2003 may or may not be exercised at the Council's discretion.

Appendix B: Guidance for developers on suggesting new street names and numbering schemes

Street names

Street name suggestions must meet the following criteria:

(Building names should follow the same guidance points)

1. Does not duplicate an existing street name in the city – this includes the use of the same name with different suffixes e.g. Orchard Drive and Orchard Close.
2. Does not sound too similar to an existing street name, e.g. Rodwell Close and Brodwell Close – this could cause problems for identification, for example in 999 calls.
3. Is not difficult to pronounce or spell.
4. Is not a commercial name that could be considered as advertising.
5. Does not begin with the word 'The'.
6. Does not end in 's' where confusion could be caused over whether the name is possessive or plural (so could cause confusion on whether it needs an apostrophe).
7. Is not the name of a living person.
8. Is not considered offensive.
9. Does not include a number – e.g. 20 Seven Foot Lane sounds the same as 27 Foot Lane.
10. Should reflect the history of the area, where appropriate – e.g. where a previous building had names or activities historically associated with it (see the weighting table below).
11. Should have an appropriate suffix which must be descriptive of the street – e.g. 'Close' to indicate a cul-de-sac.
12. Should use a theme where several names are involved, to help identify the area.

The following table indicates the Council's preference for the reasoning behind new street names.

Suggestions with as high a weighting as possible should be submitted. Consideration will be given to all sensible suggestions that are consistent with these guidelines. However, if suggestions with low weightings are received, the local Ward Councillors may wish to consult with the community or local historic groups to help provide name suggestions with a higher weighting, which would be preferred by the Street Naming and Numbering (SNN) Officer.

The SNN Officer may reject a name suggestion if there are other suitable names that are significantly higher in weighting. The SNN Officer will aim to reach agreement between the Developer and the Ward Councillors and will use the following weightings to help form a shortlist from the most appropriate names and decide between street name suggestions where necessary.

<i>Suggestion reasoning</i>	<i>Weighting</i>
Historic street name from the nearby vicinity	5
Name derived from site history	5
Existing theme of surrounding street names	4
Natural geography of the local area	4
Local connection, e.g. widely recognised notable local community figure, event or culture (A historic figure would normally take precedence over a recent figure. A local community figure may include a fallen member of the Armed Forces.)	3
City connection, e.g. widely recognised notable Nottingham figure, event or culture (a historic figure would normally take precedence over a recent figure)	2
Name suggested by the local community for a reason other than those stated above	1
Name suggested by the developer for a reason other than those stated above	1
National figure or event	1

Property numbers

Suggestions for property numbering should be guided by the following points:

1. All properties must be numbered to the street that serves as the main access to the property, which is generally the street that the front door of the property faces.
2. Properties should be numbered with odds on the left and evens on the right, when travelling from the start of a street.
3. A cul-de-sac should usually be numbered consecutively, in a clockwise direction.
4. If a new property is within a numbered street and there are no spare numbers, then letter suffixes will be used – e.g. 24, 24A, 24B.
5. Where internal units are accessed via a shared ground floor entrance, they should be numbered as e.g. Flat 1 24, Flat 2 24, etc.
6. A suitable prefix should always be used, such as 'Flat' or 'Apartment' for residential properties, 'Unit', 'Suite' or 'Office' for commercial properties.
7. Units should normally be numbered consecutively from the ground floor upwards, following the order in which they are reached.
8. Units should be numbered consecutively within each part of the block served by a separate entrance, i.e. numbered depending on their ground floor entrance if there is no access between blocks.
9. The floor level may be incorporated in the number, e.g. ground floor would be G01, G02, basement would be LG01, LG02, first floor would be 101, 102, 103 etc, second floor would be 201, 202, 203 etc, but punctuation should be avoided e.g. Flat 1.01, Flat 1/01.