



City of Westminster

Cabinet Member Report

Meeting or Decision Maker:

Cabinet Member for Planning &
Economic Development

Date:

17 October 2022

Classification:

General Release

Title:

Amendments to Guidelines on Street
Naming and Numbering

Wards Affected:

All

Policy Context:

The guidelines will support the delivery of a fairer Westminster, by ensuring a consistent, transparent and clear approach to decision-making on numbering and naming of streets and buildings.

Key Decision:

No

Financial Summary:

No financial implications

Report of:

Director of Town Planning and Building
Control

1. Executive Summary

- 1.1 The council has a statutory responsibility for street and building naming and numbering under Part II of the London Building (Amendment) Act 1939. All proposals for new numbers or names for streets are considered using our published guidelines for Street Naming and Numbering which date from 1998. This report seeks agreement to a number of minor changes to these guidelines to ensure they provide an up to date framework for decision-making on this issue.

2. Recommendations

- 2.1 That the Cabinet Member for Planning and Economic Development agrees the amendments to the guidelines for Street Naming and Numbering as set out in Appendix One.
- 2.2 That the Director of Town Planning and Building Control be authorised to make future minor variation or addition to the guidelines where the need arises. Any substantive changes will be referred to the Cabinet Member for Planning and Economic Development for decision.

3. Reasons for Decision

- 3.1 To ensure up to date guidelines are in place which provide a clear, consistent and transparent approach to the consideration of applications for street and building naming and numbering.

4. Background, including Policy Context

- 4.1 As set out above, the council has published guidelines on Street and Building Naming and Numbering in Westminster. These were approved by the Environment and Planning Committee on 31st March 1998 and are in place to ensure new names are easily understood and minimise the chance of any confusion in emergency situations, by preventing address duplications or similarities in the local area.
- 4.2 An application is required to name or number any new development, subdivide an existing property, or change the name or number(s) of an existing property or development and decisions are based upon the use of these guidelines along with consultation with the emergency services and Royal Mail, local amenity societies, ward councillors and other bodies, when appropriate.
- 4.3 The current guidelines provide advice on both naming of new streets and buildings and renaming or renumbering of existing streets and buildings: They respond to requirements set out in the London Building Acts (Amendment) Act 1939 and their content is similar to that of other London boroughs and was

originally derived from GLC guidelines on this issue. It is also consistent with London Fire Brigade guidelines.

- 4.4 A number of minor amendments are proposed to the guidelines to bring these up to date, more clearly set out the application process and to allow for a degree of flexibility in naming of streets and buildings, where this is appropriate and justified. Main textual amendments proposed to existing guidance are marked in red at Appendix 1. Some text has also been reordered and formatted.

5. Financial Implications

- 5.1 There are no financial implications arising from this report.

6. Legal Implications

- 6.1 As noted above, the guidelines are based upon and consistent with Part II of the London Building Acts (Amendment) Act 1939. Since the abolition of the Greater London Council in 1985 and under the Local Government Act 1985 Schedule 8 Section 14 (1) (a), the functions were wholly devolved to London Boroughs who are responsible in law for the functions of naming and numbering streets and buildings throughout London.

7. Carbon Impact

- 7.1 There is no carbon impact associated with this decision.

8. Equalities Implications

- 8.1 Under the Equalities Act 2010 the council has a “public sector equality duty”. This means that in taking decisions and carrying out its functions it must have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct prohibited by the 2010 Act;
- to advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it; and to
 - foster good relations between persons who share a relevant protected characteristic and those who do not share it.

The council is also required to have due regard to the need to take steps to take account of disabled persons’ disabilities even where that involves more favourable treatment; to promote more positive attitudes toward disabled persons; and to encourage participation by disabled persons in public life. The 2010 Act states that “having due regard” to the need to promote equality of opportunity involves in particular having regard to:

- the need to remove or minimise disadvantages suffered by persons sharing a protected characteristic;

- take steps to meet the needs of persons sharing a protected characteristic that are connected with it;
- take steps to meet the needs of persons who share a protected characteristic that are different from those who do not; and
- encourage persons with a protected characteristic to participate in public life or any other activity in which participation by such persons is disproportionately low.

The courts have held that “due regard” in this context requires an analysis of the issue under consideration with the specific requirements set out above in mind. It does not require that considerations raised in the analysis should be decisive; it is for the decision-maker to decide what weight should be given to.

The guidelines have been prepared in accordance with the statutory provisions and to ensure a fair and transparent process is in place. The Council has had due regard to the Public Sector Equality Duty and does not consider that the decision to amend the guidelines has any Public Sector Equality Duty implications.

9. Consultation

- 9.1 The London Fire Brigade were consulted on changes to the guidelines and did not respond.

If you have any queries about this Report or wish to inspect any of the Background Papers, please contact:

jhamilton@westminster.gov.uk

APPENDICES

Appendix One - Proposed amended Street Naming and Numbering Guidelines


Appendix Two – Other implications

BACKGROUND PAPERS

Existing Street Naming and Numbering guidelines

For completion by the **Cabinet Member for Planning and Economic Development**
Declaration of Interest

I have no interest to declare in respect of this report

Signed:  Date: 17 October 2022
NAME: **Cllr Geoff Barraclough**

State nature of interest if any:

(N.B: If you have an interest, you should seek advice as to whether it is appropriate to make a decision in relation to this matter)

For the reasons set out above, I agree the recommendation(s) in the report entitled

Amendments to Guidelines on Street Naming and Numbering and reject any alternative options which are referred to but not recommended.

Signed: 

Cabinet Member for Planning and Economic Development

Date: 17 October 2022

If you have any additional comment which you would want actioned in connection with your decision you should discuss this with the report author and then set out your comment below before the report and this pro-forma is returned to the Secretariat for processing.

Additional comment:

If you do not wish to approve the recommendations, or wish to make an alternative decision, it is important that you consult the report author, the Director of Law, City Treasurer and, if there are resources implications, the Director of People Services

(or their representatives) so that (1) you can be made aware of any further relevant considerations that you should take into account before making the decision and (2) your reasons for the decision can be properly identified and recorded, as required by law.

Note to Cabinet Member: Your decision will now be published and copied to the Members of the relevant Policy & Scrutiny Committee. If the decision falls within the criteria for call-in, it will not be implemented until five working days have elapsed from publication to allow the Policy and Scrutiny Committee to decide whether it wishes to call the matter in.