

CYNGOR CAERDYDD  
CARDIFF COUNCIL

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POLISI  
ENW  
STRYDOEDD

STREET  
NAMING  
POLICY

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This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

## **1 Introduction**

### **1.1 Policy Statement**

- 1.1.1. The aim of this document is to provide advice and guidance to developers and existing property owners about the Street Naming and Numbering policy of Cardiff Council (“the Council”).
- 1.1.2. The naming and numbering of streets and properties in Cardiff is controlled by the Council under the provisions of the Public Health Act 1925 – Sections 17 to 19 (Naming of Streets and Alteration and Indication of Street Names).
- 1.1.3. The purpose of this control is to ensure that the allocation of new or amended street and property names and/or numbers are logical and applied in a consistent manner.
- 1.1.4 Street naming and numbering has a number of important functions, for example, wayfinding, efficient delivery of mail and ensuring the emergency services can locate properties quickly.
- 1.1.5 Street naming is also a key element of place-making, and it is important in the context of the Council’s commitments to the Well-being of Future Generations Act, Welsh Language Standards and Historic Environment (Wales) Act 2016.
- 1.1.6 The Council has historically operated the following standards relating to street naming:
  - In the city centre, core routes into the city centre and the Cardiff Bay area (see Appendix 1 Boundary Map), street naming is bilingual with both Welsh and English on street name plates. There is a historical precedent for this approach and the guiding principle is that these streets are shared streets, as opposed to the city’s purely residential streets. This maintains consistency with other shared public spaces under the Council’s control such as parks and public buildings and allows residents to navigate the capital’s busiest streets in the language of their choice.
  - Outside of this area, existing street names are not required to be bilingual.
- 1.1.7 The Council has a commitment to ensure that it works towards parity between the number of Welsh street names and English street names across the city. Monitoring of street names will be carried out.

### **1.2 Welsh Language Considerations**

- 1.2.1. Since the Council has the right to decide on the names of new streets, it recognises the importance of considering local opinion. The policy in relation to new street names will therefore be to adopt a Welsh name that is consistent with the local heritage and history of the area. This will remove the issues of English to Welsh translations for street names. The Council will also utilise the external academic expertise of the Bilingual Cardiff Welsh Place/Street Names

Panel when deciding on new names. Names will need to be decided in line with the Council's governance procedures. The use of street names in other languages may be considered in exceptional circumstances, where a street name would clearly reflect and be congruent with specific local historical, cultural and linguistic associations and considerations and following consultation with the Street Names Panel and local communities/stakeholders.

- 1.2.2. With the exception of those street names considered 'bilingual' by the Council under 1.1.6, there will be no change to existing street names and these will remain in the 'known' language to mitigate potential confusion.
- 1.2.3. The Council has statutory responsibilities and powers to maintain accurate and updated lists of the names of towns, villages, communities and wards as well as new developments. In each case, the Council will ensure that the lists are of a high standard and will conduct an audit of the list that it maintains to ensure standardisation where necessary. Additionally, the Welsh Language Commissioner has responsibility for standardising Welsh place-names. Useful reference documents include the [List of Standardised Welsh Placenames](#) and the [Guidelines for Standardising Welsh Place-names](#), both published on the Welsh Language Commissioner's [website](#).
- 1.2.4 Any bilingual street name plate signs will display the Welsh language above the English language when new or replacement signs are required.

### **1.3 Well-being of Future Generations**

- 1.3.1. The Well-being of Future Generations (Wales) Act 2015 is about improving the social, economic, environment and cultural well-being of Wales. It sets out seven national well-being goals, including 'A Wales of vibrant culture and thriving Welsh Language'. Ensuring that the naming of streets in Cardiff reflects local heritage, with names for new developments which are historically, culturally and linguistically linked, will play an important role in delivering this well-being goal.

### **1.4 Importance of Street Naming and Numbering**

- 1.4.1. Street naming and numbering allows a unique identity to be assigned to a street and subsequently any associated property which may be accessed via the street.
- 1.4.2. The registration of a property is becoming an increasingly important issue. Maintaining a comprehensive, consistent and high standard for the naming of streets and numbering or naming properties is essential as it allows:
  - Emergency Services to find a property quickly – delays can cost lives and money
  - Efficient delivery of mail
  - Visitors to locate their destination
  - Reliable delivery of services and products

- Records of service providers to be kept in an effective manner
- Companies to accept an address for official purposes in providing telecom services, insurance, banking, credit rating and the like.

1.4.3 Reference should be made to Local Development Plan (LDP) Policy KP5: Good Quality and Sustainable Design, which outlines requirements for new developments in terms of legibility and place-making, to ensure that they “make a positive contribution to the creation of distinctive communities, places and spaces” (LDP 2006 – 2026, p.64). The Cardiff Residential Design Guide SPG (January 2017) also sets out in detail the issues that a design for new residential development in Cardiff should address as it seeks planning permission.

### **1.5 Who is responsible for Street Naming and Numbering?**

- 1.5.1. The Council has statutory responsibilities and powers, within the context of adoptive legislation, for the naming of streets, alteration of street names and indication of street names. The Council also has additional discretionary powers to provide a number or name to a property.
- 1.5.2. It should be noted that Royal Mail has no statutory responsibilities or powers either to name a street or to name, number, rename or renumber a property.
- 1.5.3. Royal Mail has sole responsibility for assigning a postcode following liaison and notification of new or amended address details by the Council.
- 1.5.4. The Council as the statutory naming and numbering authority undertakes appropriate checks within the Corporate Address Gazetteer and wider consultation and liaison with Royal Mail who are responsible for the Postcode Address File (PAF) in regard to new property and/or street names. This minimises potential duplication and confusion and ensures that a consistent and unambiguous approach is adopted across Cardiff.
- 1.5.5 On receipt of applications for street naming, following advisory input from the Street Names Panel consultation will be carried out with the cabinet member whose portfolio this falls under and Royal Mail, plus all wards members and community councils, where appropriate. For more detail, please see Appendix 2 (Street Naming and Numbering Process Map). Any decisions in respect of street naming applications shall be made in line with the Council’s Scheme of Delegations. In the event of concerns being raised regarding an application for a proposed street name not being accepted, the officer with delegated authority will work with the relevant parties and cabinet member to identify a suitable alternative. If it is not possible to reach an agreement, the decision may be referred to Cabinet.

## **2 Street Naming and Numbering – Guidance for Applicants**

### **2.1 When to Apply**

2.1.1. Applications for Street Naming and Numbering services should be made by:

- Individuals or organisations wishing to add a name to an existing numbered only property
- Individuals or organisations wishing to rename an existing named property
- Individuals or developers building new properties which include new residential properties, commercial premises, industrial units and the like
- Individuals or developers wishing to amend layouts for new developments that have already gone through the formal naming and numbering process
- Individuals or developers undertaking conversions of existing properties which will result in the creation of new residential properties or business premises. This will include existing buildings which are sub-divided into flats or offices, barns converted into residences and the splitting of commercial units
- Residents wishing to rename a street
- Individuals and businesses seeking confirmation of an address.

2.1.2. Applicants should consult with the Council at the earliest opportunity to avoid potential delays. Applications should be submitted as soon as possible after formal planning consent and/or building regulation approval for the proposal has been granted.

### **2.2 How to Apply and Costs**

2.2.1 Applications should be made online at <https://cardiffhighways.startraqdom.com/login/new>. Applicants will need to register on the system and then select 'Street Naming & Numbering' from the drop down list.

2.2.2. All requests for Street Naming and Numbering services must include an appropriately scaled location plan (to a scale no less than 1:1250) and in the case of new developments, a layout plan indicating plot numbers and the position of the properties in relation to the geographical surroundings.

2.2.3 Charges for Street Naming and Numbering services are based on the number of streets, blocks, units and floors in a development. For the appropriate fees, please refer to the Council's [website](#).

## **3 Street Naming and Numbering for New Developments**

### **3.1 General Principle**

3.1.1. Cardiff has a significant historical background and therefore to ensure preservation of this heritage, preference will be given to naming schemes with an historical and local context. The Council has a naming panel with external expertise to facilitate, advise and suggest options for all naming matters

concerning new developments (see also 1.2.1). Appropriate resources, such as the [List of Historic Place-names](#), should also be referred to.

- 3.1.2. If no historical link can be established directly to the land under development then adjacent areas may be explored for ideas.
- 3.1.3. In the event that no historical or local context can be determined, and the proposed development consists of a network of streets or buildings, a theme may be suggested. Again, care should be taken to ensure that any proposed theme meets the protocols contained in this document.

### **3.2 Use of Unofficial Marketing Titles**

- 3.2.1. In order to ensure that naming reflects the local historical, cultural and linguistic heritage, the Council will encourage developers to consult with local communities at an early stage in the development process. Where naming is considered at an early stage, it may be inappropriate to use unofficial marketing titles.
- 3.2.2. The adoption of 'marketing' titles will not be permitted in creating attractive 'unofficial' locality or village names.
- 3.2.3. It is therefore advisable for developers to be cautious in the use of development names for marketing purposes if the name has not been agreed in advance.
- 3.2.4. It should also be pointed out in literature distributed to prospective purchasers that any marketing names are subject to approval and therefore may change.

### **3.3 Proposed Themes**

- 3.3.1. A developer proposing a theme for a new development should consider the following:
  - The suggested street or building name(s) should have a proven historical or local context and a link directly to the development site or adjacent area
  - The naming of streets or buildings after specific individuals can be a somewhat subjective issue. The policy will therefore be to only include an individual or person's name, either past or present, in approved naming schemes if an appropriate historic or legacy link can be established
  - The only exception will be in such instances where historic geographic locations are referred to as proper names i.e. Kimberley Park, John's Wood etc. The suggested street or property naming scheme will not be the same or similar to any existing names in Cardiff to avoid possible confusion

- Where no historical or local context can be established and a network of streets or buildings will be created, the developer may submit a suggested theme, with appropriate reasons, for consideration
- Suggested street or building names which are aesthetically unsuitable should be avoided, for example, Gaswork Road, Tip House, references to Twll and Tomen/Domen etc. Suggested Street or building names which are capable of deliberate misinterpretation should be avoided, for example Hoare Road, Typple Avenue, Quare Street etc. Where there are compelling historical reasons to keep or include such an element in a street name, agreement on the merits of this needs to be secured through consultation with the naming panel
- Suggested street or building names that could be considered in contravention of the Equality Act 2010 or construed as offensive or obscene will not be accepted under any circumstance
- Subsidiary names (e.g. a row of buildings within an already named road being called ‘...Terrace’), should be avoided if possible.

## **4 Approving Naming and Numbering Schemes**

### **4.1 Street Names**

4.1.1. All new street names should start with one of the following prefixes in the case of Welsh language translations (suffixes in the case of English translations) applied in the following context, however this is not an exhaustive list and in exceptional circumstances alternatives may be permitted.

<b>Prefixes</b>	<b>English translation</b>	<b>Meaning</b>
Heol	Road	for any major road or thoroughfare
Rhodfa / Coedlan	Avenue	for any road or thoroughfare
Rhodfa	Drive	for any road or thoroughfare
Stryd / Heol	Street	for any road or thoroughfare
Ffordd / Heol	Way	for any road or thoroughfare
Llwyn	Grove	for residential roads
Stablau	Mews	for residential roads
Plas / Maes	Place	for residential roads
Tai	Villas	for residential roads
Gerddi	Gardens	for residential roads (provided there is no confusion with local open space)
Clos	Close	for cul de sac only
Cwrt / Llys	Court	for cul de sac and residential blocks only



Pen	End	for cul de sac only
Cylch	Circle	for roads with same start and end point
Cilgant	Crescent	for a crescent shaped road
Sgwâr	Square	for a square only
Teras / Rhodfa	Terrace	for a terrace of houses
Bryn / Rhiw	Hill	for hillside road only
Crib	Ridge	for hillside road only
Rhiw / Tyle	Rise	for hillside road only
Rhes / Stryd	Row	for residential roads in appropriate circumstance
Bro / Glyn	Vale	for residential roads in appropriate circumstance
Golwg	View	for residential roads in appropriate circumstance
Comin	Common	for roads in appropriate circumstance
Rhodfa	Parade	for roads in appropriate circumstance
Parc	Park	for roads in appropriate circumstance
Trem	Reach	for roads in appropriate circumstance
Lôn / Lôn Gefn	Lane	for any road or thoroughfare in a rural area (or in appropriate circumstance)
Dôl	Meadow	for any road or thoroughfare in a rural area
Dôl	Mead	as an alternative to above
Coedlan / Glyn	Dene	for roads with historic link to wooded valley
Glanfa	Wharf	for roads parallel or adjacent to navigable waterways
Cylchfan	Circus	for a large roundabout
Ffordd / Rhodfa	Walk	for pedestrian ways
Llwybr	Path	for pedestrian ways
Llwybr Troed	Footpath	for pedestrian ways
Rhandy	Annexe	for a single development
Pont	Bridge	in appropriate circumstance
Ffordd Osgoi	Bypass	for roads in appropriate circumstance
Cornel	Corner	for roads in appropriate circumstance
Cwrs	Course	for roads in appropriate circumstance
Crib	Crest or Ridge	for roads in appropriate circumstance
Croesfan	Crossing	for roads in appropriate circumstance

Pant	Dale	for roads in appropriate circumstance
Ystâd	Estate	in appropriate circumstance
Ffordd Gyflym	Expressway	for roads in appropriate circumstance
Cae	Field	for roads in appropriate circumstance
Gwastatir	Flats	in appropriate circumstance
Rhyd	Ford	for roads in appropriate circumstance
Coed (or Coedwig)	Forest	in appropriate circumstance
Gardd (or Gerddi)	Garden(s)	in appropriate circumstance
Porth	Gateway or Port	in appropriate circumstance
Lawnt (or Clwt)	Green	in appropriate circumstance
Llwyn or Gelli	Grove	in appropriate circumstance
Harbwr	Harbour	in appropriate circumstance
Trum	Heights	in appropriate circumstance
Ynys	Isle or Island	in appropriate circumstance
Cnwc	Knoll or Hillock	in appropriate circumstance
Loc	Lock	in appropriate circumstance
Porthordy (or Porthdy or Caban)	Lodge	in appropriate circumstance
Maenor (Maenordy)	Manor	in appropriate circumstance
Melin	Mill	in appropriate circumstance
Mynydd	Mount	in appropriate circumstance
Perllan	Orchard	in appropriate circumstance
Trosffordd	Overpass	in appropriate circumstance
Parcfordd	Parkway	in appropriate circumstance
Tramwyfa	Passage	in appropriate circumstance
Tyrpeg (or Tollborth)	Turnpike (or Pike)	in appropriate circumstance
Pinwydd	Pines	in appropriate circumstance
Trwyn (or Penrhyn)	Point or Peninsula	in appropriate circumstance
Gorffwysfa	Rest	in appropriate circumstance
Glan	Shore	in appropriate circumstance
Ffynnon /Ffynhonnau	Well(s)	in appropriate circumstance
Esgair	Spur (of hill/mountain)	in appropriate circumstance
Copa	Summit	in appropriate circumstance
Tanffordd	Underpass	in appropriate circumstance
Traphont	Viaduct	in appropriate circumstance
Golygfa	Vista	in appropriate circumstance
Golwg (or Trem)	View	in appropriate circumstance
Ffrwd	Spring(s)	in appropriate circumstance

Allt	Hill (large wooded hill)	in appropriate circumstance
Rhos	Moor; Heath	in appropriate circumstance
Sŵn	Sound(s) or Chime	in appropriate circumstance
Basn	Basin	in appropriate circumstance
Capel	Chapel	in appropriate circumstance
Arglawdd or Torlan	Embankment or Bank (of River)	in appropriate circumstance
Morfa or Cors	Salt marsh or inland marsh	in appropriate circumstance
Gwastadeddau	Levels	in appropriate circumstance

4.1.2. The use of North, South, East or West as a suffix is generally not acceptable. However, it is acknowledged that in exceptional circumstances it may be appropriate to do so to facilitate identification.

## 4.2 Property Numbering Sequence

4.2.1. The following protocols will be applied to new development schemes:

- Short cul-de-sac and small-scale development will be numbered consecutively in a clockwise direction. Longer cul-de-sac development will again be numbered with odd property numbers allocated to the left and even property numbers allocated to the right
- Where a street numbering sequence may not exist, predominantly in rural areas, it will be appropriate to allocate agreed property names. However, all approved property names will be addressed directly to the nearest officially designated street name to enable emergency services to locate a property quickly
- Infill development (new properties built between existing properties or in the grounds of an existing property) on a numbered street will be given the same house number as the property preceding the infill followed by a suffix of 'A', 'B'. For example 24A, 24B etc
- Properties, in particular those occupying corner sites, will be numbered or named according to the street in which the main entrance is accessed and located. The manipulation of property names or numbers in order to secure a more prestigious address or to avoid an address, which is thought to have undesired associations, will not be permitted
- Blocks of flats and apartments may be given a name but each individual flat or apartment will be numbered consecutively. The naming panel can advise on naming within developments

- All commercial properties should be individually numbered or named apart from exceptional circumstance where the business or organisation name is the only way of uniquely identifying the property.

### **4.3 Shopping Centres, Retail Parks and Industrial Estates**

4.3.1. In order to minimize confusion, the address of each commercial property will be a sustainable address that can be re-used regardless of the business or organisation that occupies the property. Appropriate unit numbers will be allocated which will remain constant even in the event that the business who occupies the premises should change. The unit number should be displayed prominently on each building.

4.3.2. Shopping Centres, Arcades or Malls:

A name will be agreed and each shop or unit within will be required to have its own unique number. The street from which the building is deemed to have its main or primary access will be the street used in the official address. Alternative access points will be recorded in the Council's Corporate Address Gazetteer and supplied accordingly to both internal and external stakeholder partners.

4.3.3. Retail Parks and Open Air Shopping Precincts:

A name will be agreed with the Council for the park or precinct. The protocols will be as defined above. For example: Unit A, James Square, Ely.

4.3.4. Industrial Estates:

Where appropriate a name will be given to an industrial estate. Each individual unit or yard will be required to have a unique number. The protocols outlined above will apply.

4.3.5. If the shopping centre, arcade, mall, Retail Park or shopping precinct comprises of more than one officially named street, and these streets are deemed to require appropriate naming, the properties will be numbered to the street from which they are accessed. Therefore an approved locality will be assigned to assist in identification.

4.3.6. It should be noted that names for Shopping Centres, Retail Parks and Industrial Estates etc are subject to the same principles as those outlined for street or building names which are set out in Sections 2 and 3. It is recommended that contact is made with the Street Naming & Numbering team at the earliest stage of development so proposed naming and numbering schemes can be agreed from the outset.

### **4.4 Activation of New Addresses**

4.4.1. When a new development has been approved, addresses are created by the Council as 'provisional' entities. The details of the proposed development are

shared with Royal Mail who subsequently 'hold and record' the addresses on their 'Not Yet Built' address database. To avoid any issues of post being sent to non-existent properties the addresses are not activated until occupation or the properties are near completion and therefore are able to receive postal services.

- 4.4.2. As each property nears completion the developer will be required to notify Royal Mail to ensure that the appropriate records are moved from their 'Not Yet Built' database into the Postcode Address File (PAF) making it available for general use and referencing across the United Kingdom.

#### **4.5 Adding a Name to an Existing Numbered Property**

- 4.5.1. The allocation of a property name may be permitted where an existing numbering scheme is in place. The name will be in addition to the number and is not a replacement. The name must not already be in use by any other property, nor sound too similar to any other property name, in the area. A detailed check will be undertaken on receipt of the application to avoid duplication and names that could be construed as offensive, discriminatory or obscene, or are open to misinterpretation, will not be accepted.

#### **4.6 Renaming an Existing Named Property**

- 4.6.1. The name of an existing named property may be changed. The proposed name must not already be in use by any other property, nor sound too similar to any other property name, in the area. A detailed check will be undertaken on receipt of the application to avoid duplication and names that could be construed as offensive, discriminatory or obscene, or are open to misinterpretation, will not be accepted. Where existing names have particular historic or linguistic significance, renaming may be discouraged. Further guidance is available in the annex to the [Historic Environment Records in Wales: Compilation and Use document](#).

#### **4.7 Converting an Existing Building**

- 4.7.1. The conversion or sub-division of a residential property resulting in a single point of entry from which all the flats are accessed will be numbered rather than described or lettered. For example, Flat 1 as opposed to First Floor Flat or Flat A.
- 4.7.2. A merged property will utilise the numbers of the original properties where premises numbers are used. For example, the merging of two properties at 4 High Street and 6 High Street or Unit 1 Trading Estate and Unit 2 Trading Estate will result in new addresses of 4-6 High Street and Unit 1-2 Trading Estate respectively.

#### **4.8 Street Renaming**

- 4.8.1. The alteration of a street name in Cardiff is undertaken within the provision of the Public Health Act 1925, Section 18 ~ Alteration of a street name.

- 4.8.2. The Council by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
- 4.8.3. In the event that an existing street name is required to be altered or a street name is assigned to a street to which a name has not been previously given existing residents will be consulted.
- 4.8.4. Where residents request the naming or renaming of an existing street and where two thirds of residents are in agreement, an application may be made to change the name of a street. The application will require specific reasons in relation to the request which will include the choice of the new name. The new name must adhere to the principles set out within this policy.

#### **4.9 Re-numbering existing properties/buildings or re-naming a street**

- 4.9.1. The re-numbering of existing property(s) will be considered when changes occur which give rise (or are likely to give rise) to problems for the delivery of services or issues identified by the emergency services. The process can be time consuming and can result in additional cost, disruption or inconvenience to individual occupiers, and so should be avoided wherever possible.
- 4.9.2. For new developments within an existing street the use of suffixes, or re-numbering where just a few properties are affected, is preferable to wholesale re-numbering of a street. However, this is not always possible and the re-naming of streets and renumbering of properties will be at the discretion of the Council.

#### **4.10 Notification of Address Change Intelligence to Internal and External Partners**

- 4.10.1. On completion of an application for Street Naming and Numbering, the Council will include the following partners as part of the formal notification process. The list is not exhaustive and additional partners may be added as required.
- All Internal Council Service Areas
  - South Wales Police
  - Welsh Ambulance Service Trust
  - South Wales Fire & Rescue
  - Wales NHS
  - Ordnance Survey
  - Royal Mail
  - The Valuation Office Agency
  - Land Registry
  - Dwr Cymru
  - Severn Trent
  - National Land and Property Gazetteer
  - Electoral Services
  - Open Reach

- Utilities
- Western Power.

## **5 Cardiff Council Corporate Address Gazetteer**

- 5.1.1. There are two primary sources of address information in use across the UK.
- 5.1.2. As a local authority, the Council are required to manage and maintain a Corporate Address and Street Gazetteer with regular change updates being provided to the respective National Address and Street Gazetteer central hub.
- 5.1.3. The Corporate Address and Street Gazetteers, which are managed and maintained by all local and unitary authorities across Wales, England and Scotland, are the keystone for the on-going development and delivery of the national address infrastructure programme for Great Britain.
- 5.1.4. The National Address and Street Gazetteer are managed by GeoPlace (a public sector limited liability partnership between the Local Government Association and Ordnance Survey) providing definitive and up-to-date sources of publicly owned spatial address and street data.
- 5.1.5. The National Gazetteers are recognised as critical components for the development of a comprehensive register of accurate address and street information for both the public and private sectors.
- 5.1.6. The Corporate Gazetteers comply with the British Standard BS7666 – Spatial Datasets for Geographical Referencing Part 1 and 2 and the National Data Entry Convention Guidelines as agreed by the designated maintaining authorities.
- 5.1.7. The addresses contained within the Corporate Address Gazetteer may differ to those held by Royal Mail as they are required to underpin differing business requirements and needs.
- 5.1.8. The Royal Mail postcode address file (PAF) is specifically designed to support the delivery of postal delivery services and Royal Mail do not accept any responsibility or liability for the use of PAF for any other purpose or intended use outside of the delivery of these services.
- 5.1.9. The Corporate Address Gazetteer is intended to facilitate the accurate delivery of all services and is based on the actual geographic location of the property but also includes post town as used by Royal Mail.
- 5.1.10. In addition, the Corporate Address Gazetteer includes additional non-postal objects such as development and agricultural land, woodlands, parks, churches, public conveniences, to name but a few which are not encompassed within PAF.
- 5.1.11. The Council's Corporate Address Gazetteer is the primary address register used in the delivery of Council services.

## Appendix 1 - City Centre and Cardiff Bay Boundary





## Appendix 2 Street Naming and Numbering Process Map

1. Register for the Cardiff Highways online system:  
<https://cardiffhighways.startraqdome.com/login/new>
2. Submit an application online to request:
  - Creation of new street name(s)
  - New development / New address(es)
  - New property name(s) and/or numbers
  - Amendment to development layout
  - Renaming an existing street at the residents request
  - Changes to existing properties
  - Renaming and/or renumbering existing properties
  - Confirmation of an address
3. Fees will be confirmed in writing to the applicant via email.
4. When payment is received, the Street Referencing function can commence.
5. Where appropriate, consultation should be carried out with stakeholders and local communities at the earliest opportunity, in line with the Council's Street Naming Policy.
6. Applications consisting of new roads/streets will be sent to the Bilingual Cardiff Welsh Place/Street Names Panel for comment and advisory input.
7. Following appropriate research, feedback from the panel will be provided to the Street Naming & Numbering Officer who will consult with Royal Mail/the appropriate Cabinet member/Local Ward Members/Community Councils.
8. Following consultation with Royal Mail/the appropriate Cabinet member/Local Ward Members/Community Councils, the names & numbers will be allocated a plot and number plan.
9. An Authorisation Report will be completed officially allocating the new street names to the development.
10. The Council will prepare the street referencing information and send it to Royal Mail for their approval and postcode confirmation.
11. When approval is given by Royal Mail and they have confirmed the postcode, the Council will notify internal and external stakeholders.
12. Email confirmation will be sent to the applicant.
13. Application will be closed.