



Glasgow City Council - Street Naming and Numbering Guide

Introduction

This guide explains how the street naming and numbering service works and what you can expect of the service.

Customer care is important to Glasgow City Council and I would encourage and welcome any suggestions you have to further improve our service to you.

The Statutory Address Service

Glasgow City Council is responsible for the naming of streets and numbering of property in new developments. It is also responsible for the renaming or renumbering of existing properties and streets when required. Street Numbering is primarily to make finding an address easy for emergency services, postal workers, delivery persons and anyone else trying to find a particular property. For new addresses the allocation of an address is done long before occupation takes place, mortgages providers, gas, electricity, phone companies are all reliant on the provision of a statutory address before they will issue services to the properties so therefore it is important to create addresses as quickly as possible. Street Numbering can be applied for via this link [Street naming and Numbering](#) or by visiting www.glasgow.gov.uk.

The allocation of statutory addresses and is governed by Section 97 of the Civic Government (Scotland) Act 1982 empowers the Council to allocate statutory addresses.

Please Note: Developers do not have the authority to number properties and must adhere to the Statutory Official Address as decided by the Council.

The Council may, in relation to any street or road to which the public have access:

- give such name to it as they think fit;
- give each of the premises in it such distinguishing number as they think fit;
- alter that number when necessary; and
- require the developers or owner of each of the premises, by notice served on them, to affix or paint that number on their premises so that it is readily legible from the nearest part of the public place giving access to the premises.

In undertaking this function the primary consideration is public safety, ensuring that street names are not duplicated and that new streets and properties are named and numbered in a logical manner to facilitate easy identification in the event of an emergency.

Naming Streets

In making a choice for a new street name the Council intend, where possible, that it should relate to the historical use of the site, places or events associated with the area being developed, this will ensure we preserve history for future generations, reinforcing the sense of place.

The intention is that the name should:

- attempt to commemorate local history, places, events or culture and in particular any that pertain to the

site

- celebrate cultural diversity such as the Commonwealth Games village site using the names of Countries who have hosted the games in the past;
- commemorate national and international events;
- strengthen neighbourhood identity;
- recognise native wildlife, flora, fauna or natural features related to the community or Glasgow City Council as a whole.

Unique names will be allocated to separately accessed streets (except in circumstances where the introduction of a new name would create difficulties). Multiple use of the same prefix, distinguished only by a different suffix e.g. Road, Street, Avenue etc., is not normal procedure due to the confusion this can cause in emergency situations and will be avoided or limited.

- It is Glasgow City Council's practice not to use the proper names of people alive or dead.
- New street names should try to avoid duplicating any similar name already in use within Glasgow City Council and neighbouring authorities which are in the 'G' postcode area. Names should be easily understood over the telephone in the event of an emergency (they should be easy to spell and pronounce).
- The use of abbreviations, punctuation and similar sounding names will be limited where possible to avoid confusion.

Postcodes

Postcodes are issued solely by Royal Mail and a postal address is for the delivery of mail. Some properties which we give a name or number may not be recognised by Royal Mail as they do not receive mail e.g. goods delivery buildings, individual hospital buildings part of a larger hospital complex and churches. If flats are behind a closed front door and Royal Mail cannot access the flats individually they may add them to their multi residency file. Every property within Glasgow will be given the posttown of Glasgow unless otherwise directed by Royal Mail and will not hold locality information.

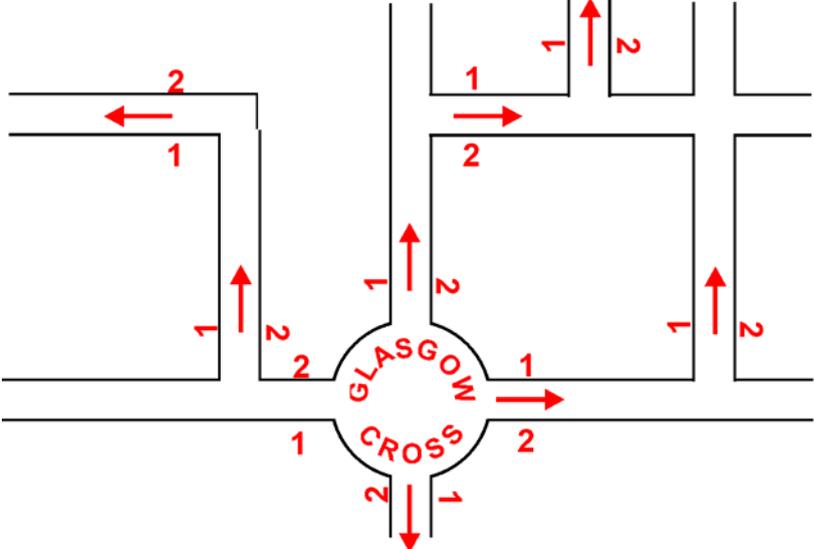
Once Royal Mail confirm the newly allocated postcodes for a new address a Statutory Notification of Postal Numbers email will be issued to all consultees held by Glasgow City Council, and listed at the end of this document, advising of the new statutory addresses which will include the postcode and Unique Property Reference Number (UPRN) of each individual property. The addresses will be added to Glasgow City Council's Corporate Address Gazetteer (CAG) which feeds into the One Scotland Gazetteer and is linked with the National Gazetteer covering England, Wales and Northern Ireland. Most companies who use address data get the information directly from Royal Mail or a product which holds an address from the local Council's CAG matched with a Royal Mail address so any non-official addresses will not show and will not be able to be used to gain a service.

We number caravans we part of a registered official site and as long as the caravan is a person's official residence Royal Mail will insert the individual vans to the Postal Address File (PAF).

Numbering Conventions

1. General Numbering

Glasgow Cross is taken as the centre of the city (origin). Numbers increase in a direction away from the origin. The general rule is odd numbers on the left hand side of the street and even numbers on the right hand side. For subsequent streets, numbers increase in a direction away from the adjoining main street nearest the origin. This process continues until all streets are covered. See diagrammatic illustration below.



In exceptional circumstances, for example in a cul-de-sac or where it is unlikely a street will ever be extended or made a through road, consecutive numbers should be allocated commencing with no.1 on the left and numbering clockwise. Omission of number 13 is standard practice in all circumstances.

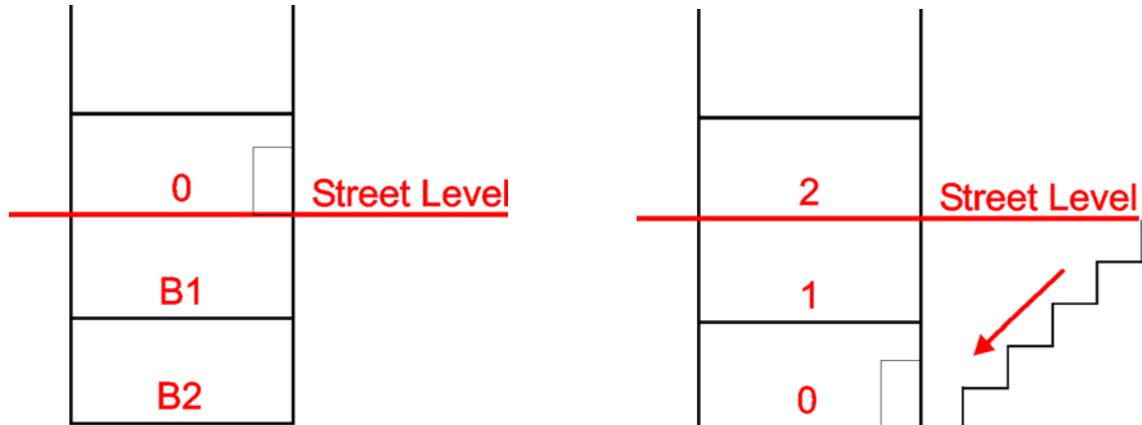
2. Gap Sites Numbering

Where a gap site is being developed, individual numbers should be allocated wherever possible. However, where this is not possible, (for example the demolition of tenement blocks being replaced by main door dwellings) a suitable suffix should be allocated.



3. Property Floor Levels

Floor Level 0 should be assigned to the floor level having the lowest access point from/to the building. Any floors below 0 and only accessible via floor 0 should be classed as basements and designated B1, B2,etc. and floors above 0 designated 1,2,...etc. Note that in some cases Floor Level 0 will not be the level from which the building's postal address is derived.

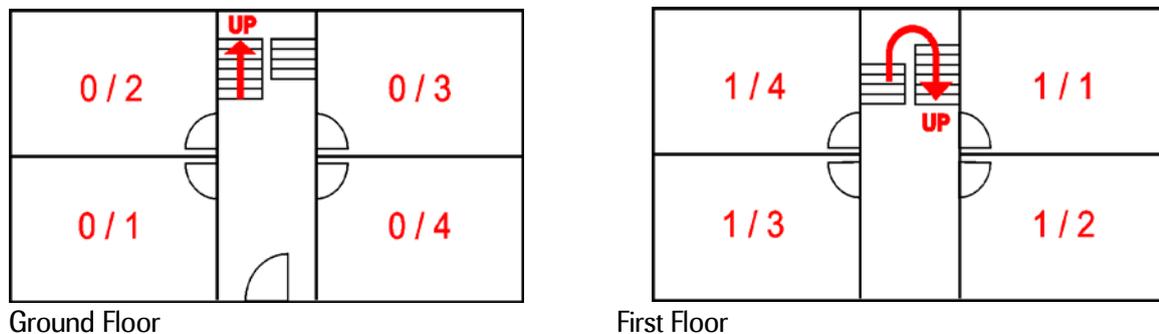


4. Residential Property Sub-Division

Where a property is subdivided a relevant unique number should be allocated wherever possible. If this is not possible, the numbers should be derived by adding an appropriate suffix to each one of the properties. For example the subdivision of number 10 would result in the allocation of numbers 10A and 10B. In the same way, if a basement property is formed then a relevant suffix should be allocated to both the ground and the basement property.

5. Residential Property – Flat Numbering

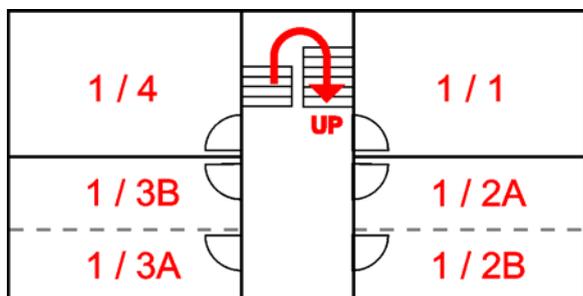
All flats with a common entrance should, wherever possible, be numbered in a clockwise direction with the first flat number being the first from the left on each landing.



Where there is only one flat on each floor it should be numbered as first from left i.e. 0/1, 1/1 etc. There may be some exceptions to this rule, for example where there are mezzanine levels. House numbers in these cases may be used but only as a last resort.

6. Residential Property – Sub-Divided Flats

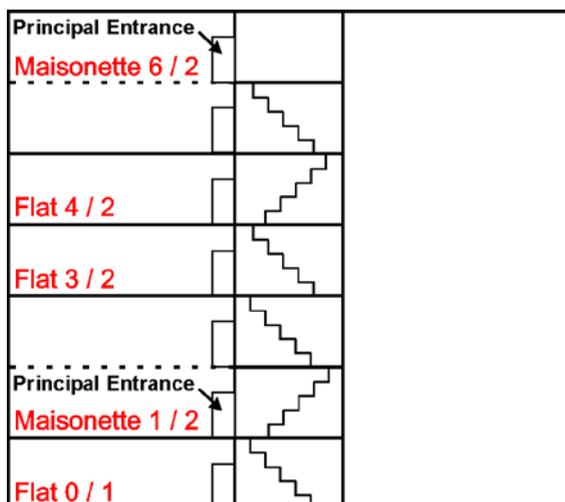
Where a flat already allocated with a flat number becomes sub divided, new flat numbers should be allocated within the confines of the established flat numbering.



First Floor Sub-division

7. Maisonettes (flats on more than one storey)

Maisonettes should always be numbered to the floor level containing their principal entrance. There may be floor levels where there is no principal entrance to any maisonette or flat, however these floor levels must be counted to allow for possible future sub-division of maisonettes into flats.



8. Retail/Commercial Main Door Property Conjunction

Where retail/commercial units are conjoined a number must be allocated from the existing numbering. This should be done in relation to the access point of the premises we will never hold a range address such as 18-20 High Street, this allows for future sub-division.



New Access →



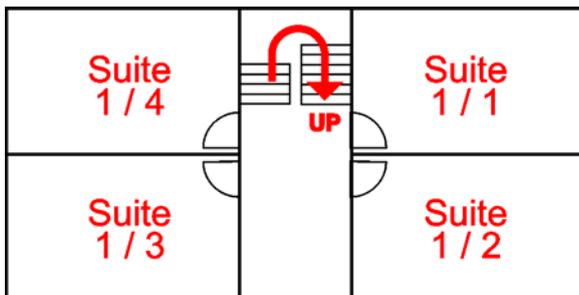
9. Retail/Commercial Main Door Property Sub-Division

Where a retail/commercial property is sub divided a unique number should be allocated where possible. If this is not possible the current occupier should **retain the original number** and the new occupier will have a suffixed number.



Generally the current occupier in a retail/commercial subdivision will want to retain the original number as he/she will have made an investment in business stationery etc. with his original address.

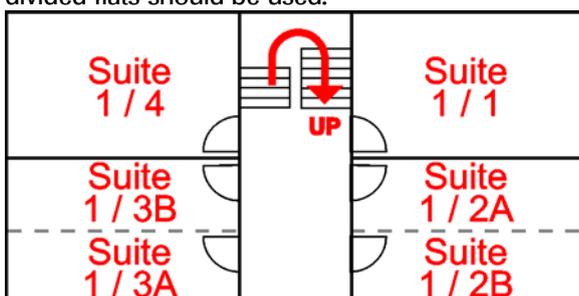
Retail/Commercial Sub-Property Numbering should follow exactly the same convention as Residential Property Flat Numbering as previously indicated. Substitute the word Flat with Suite.



First Floor

10. Retail/Commercial Sub-Property – Sub-Division

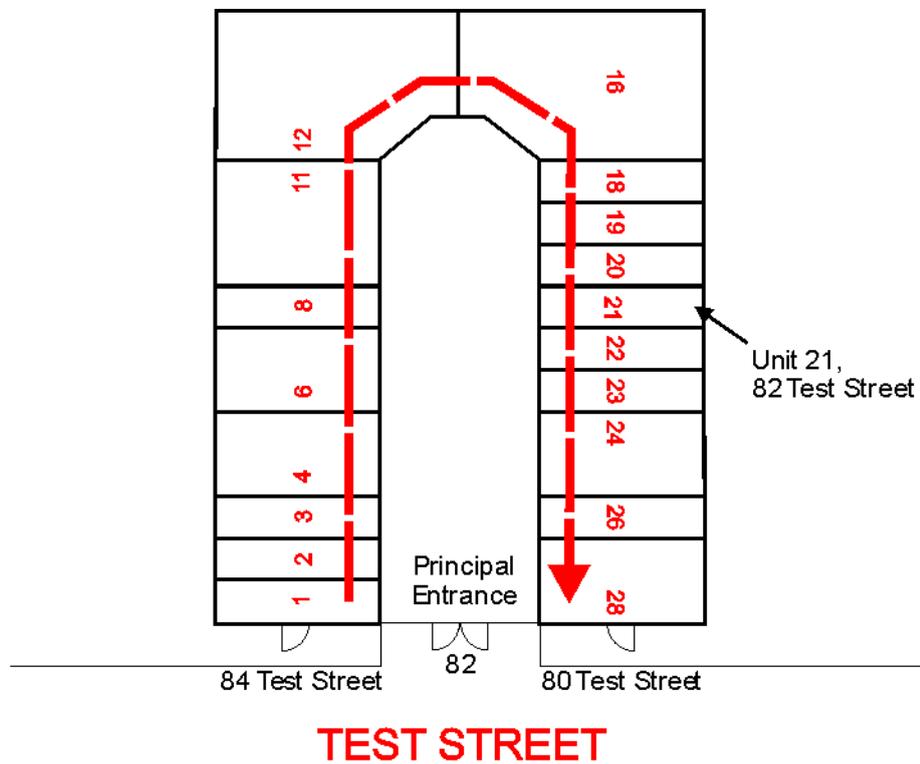
Where a retail/commercial property suite is sub divided the same convention as Residential Property Sub-divided flats should be used.



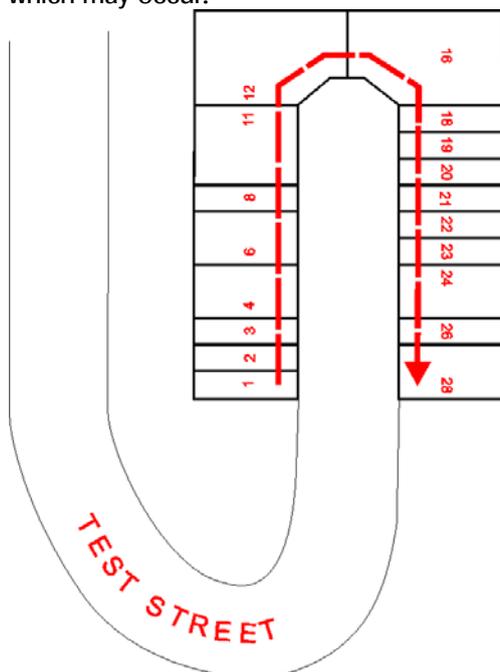
First Floor Sub-division

11. Shopping Centres

Where a shopping centre has been erected on a named street a suitable street number should be allocated, and the units within it uniquely identified by level and unit numbers. Where a single occupation will cover a large or conjoined unit a gap should be left in the numbering in order to accommodate any future sub division which may occur. Where a unit has a street entrance of its own, a street number should be allocated in the normal fashion.

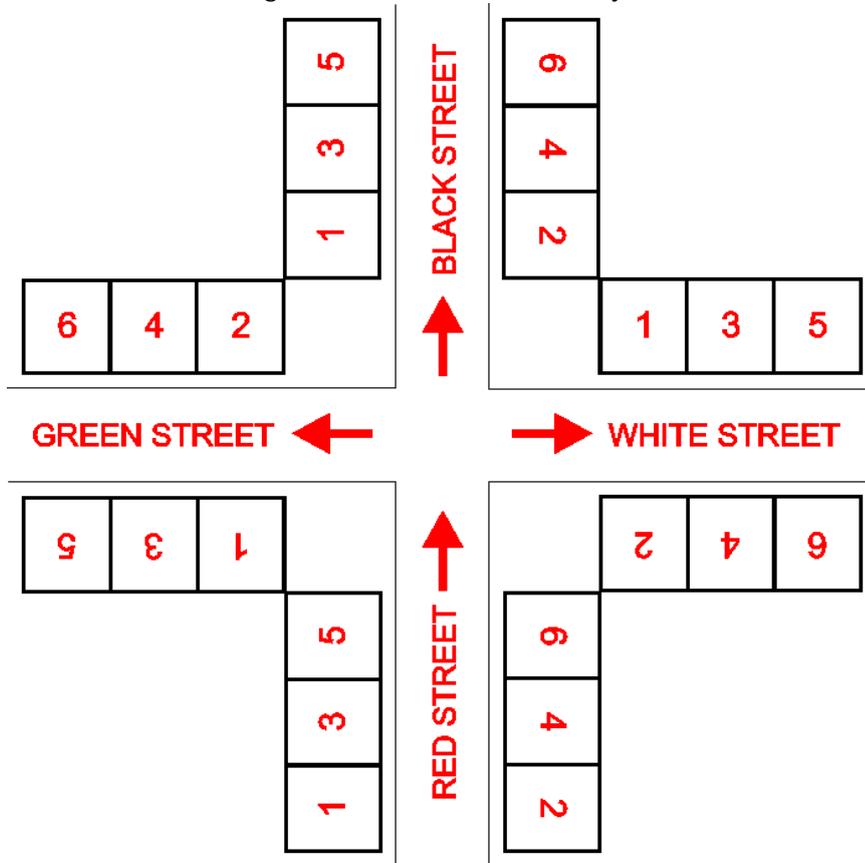


Where a new road is named as a result of a shopping centre development. An appropriate street number should be allocated, bearing in mind any future development which may occur in the area. The units within it should be uniquely identified by level and unit numbers. Where a single occupation will cover a large or conjoined unit a gap should be left in the numbering in order to accommodate any future sub division which may occur.

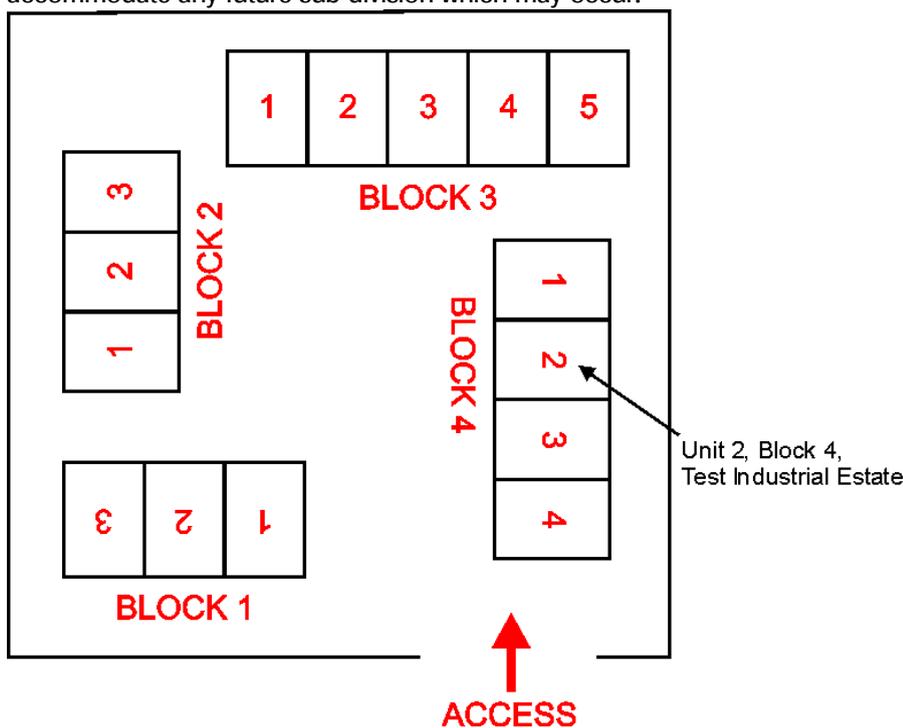


12. Industrial Estates

Where the internal roads within an industrial estate have been named. The normal procedure for street numbering should be applied. Where a single occupation will cover a large or conjoined unit, a gap should be left in the numbering in order to accommodate any future sub division which may occur.



Where the internal roads are unnamed and for access purposes only then a suitable street number should be allocated to the entire site and block and/or unit numbers allocated to the properties. Where a single occupation will cover a large or conjoined unit a gap should be left in the numbering in order to accommodate any future sub division which may occur.



13. Railway Stations

Where a railway station incorporates retail units street numbering should be as above for commercial properties. With an entry in the gazetteer for the concourse itself as follows. Where a railway station has no requirement for mail delivery and has no commercial property it should be identified on the system by station name only and attached to the Street that the main entrance such as position of ticket office.

14. Renumbering

- Renumbering of existing Properties will not be considered unless under exceptional circumstances and would have to be agreed with many parties before being amended. Unavoidable situations may occur from time to time where a street may have to be configured due to a development.
- The re naming of a Street would only be considered in exceptional circumstances when a development deems it necessary.

15. Street Name Plates

- All nameplates should be made in accordance with BS EN 12899:2007 and must be CE marked.
- Unless otherwise stated:
 - all signs shall be made from one panel of 3mm thick aluminium composite material, consisting of a polyethylene core and 0.3mm aluminium cover sheets;
 - all substrate shall be cut to ensure that signs are supplied to the finished dimensions stated; Tolerance to the overall dimension of each sign shall be up to +/-5mm;
 - the finished sign face shall be flat within a maximum tolerance of up to +/-0.5% in any direction; all sign face material must be UV stable and supported by a Manufacturers Declaration of Performance (MDoP);
 - all retro reflective sheeting, non-reflective film and overlay film must be supplied by the same manufacturer and be compatible with each other, intermixing of different manufacturers products/materials is not permitted;
 - specified text must be digitally printed.
 - Street Nameplate text should be coloured Black and font should be News Gothic Bold or Clarendon Bold with Drop Shadow and the 'x-heights' should be as follows: 70mm > 9 characters; or 50mm < 9 characters
 - Street nameplates should have a White background with Black border.
 - The reverse of each sign shall be non-reflective and show the manufacturer's name, number, date of manufacture and sign reference number in accordance with the appropriate standard and last the life time of the sign.