

Newry, Mourne and Down District Council

Procedure for Change of Name of a Street or Road

Purpose

The purpose of this procedure is to provide guidelines for the renaming of existing streets or roads. The object of this procedure is to help maintain a consistent approach to street naming across the whole Council area.

Procedure

The procedures for seeking and assessing the views of occupiers and the criteria to be applied in deciding whether to rename a street or road are as follows.

1. Upon receipt of a petition, signed by not less than 50% of the residents (based on 1 resident per household over the age of 18) of any given street or road, the Council will consider a survey of the residents of the street or road in regard to the name change. Requests are to be made to the Licensing Section of the Economy, Regeneration and Tourism Department.
2. The proposed name must meet the criteria set down in the Development Naming, Postal Numbering and Erection of Nameplates Policy.
3. If the Licensing Section considers the new name conforms to the criteria, local area councillors and the Council's Irish Language Section will then be consulted for their comments.
4. Where the foregoing request has been received the Council will canvass, by post, the residents of all the properties that are listed on the Electoral Register and the Pointer Data address system of that street or the part of a street affected, seeking their views on the request to change the name of the street. The survey shall be carried out by the Council's Licensing Section.
5. Replies will be by way of a pre-paid envelope and must be returned by the date specified in the correspondence. Only those replies received from residents by that date will be taken into consideration. The process will be administered in accordance with the principles of the Data Protection Act. All information will be treated in accordance with the Act.
6. Where **ALL** of the residents have indicated that they are in favour of the proposed street name change, then the proposal will be presented to the Director of the Economy, Regeneration and Tourism Department for approval.
7. Where **ANY** of the responding residents have indicated that they are not in favour of the name change or any of the consultees have not responded, then the proposal will be presented to the Director of the Economy, Regeneration and Tourism Department with a recommendation **NOT** to change the name.

8. If the request is refused any further request will not be considered until the expiry of a 12-month period from the date of refusal.
9. When a decision has been taken to rename a street, the nameplate erected will be in line with Council policy.
10. Where an application to have an existing street renamed is not approved by the Director of the Economy, Regeneration and Tourism Department or by not reaching the required 100% in favour of the name change, then the residents will be notified.
11. Where the Department considers a request from the emergency services, mail delivery services or other statutory bodies who have difficulty locating the street, they shall notify the residents of the street as per. 4 above. The procedure for renaming shall be followed as outlined in 1-10 above.
12. Where it is proposed to erect a nameplate within the 30 MPH zone, a nameplate (white lettering with a blue background) should be erected and a nameplate (black lettering with a white background) should be erected outside the 30 MPH zone.
13. Where a new nameplate is erected, the decision to remove an existing nameplate is to be made by the Licensing Section where they deem it necessary to do so.
14. Where it is proposed to erect a nameplate on the wall of a residential property, the permission must be sought from the occupier of the property to do so.
15. Where it is proposed to erect a nameplate on the wall of a commercial property, permission is not required from the occupier. However, the occupier must be advised in relation to the proposal to erect a nameplate on the property. Within 5 days of receiving a notification to erect a nameplate, an occupier of a commercial premises may submit a request in writing for a dual-language nameplate. In this case the request will be dealt with under that procedure.
16. Old historical nameplates are to remain in place where they are fitted to an existing wall (or dwelling) where they will not affect directional issues. This is at the discretion of the Licensing Section.