

**BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**

**RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS**

This is a record of a decision taken by an officers under delegated powers and where necessary taken in consultation with members and officers.

<b>REPORT TITLE:</b>	Revised Street Naming and Numbering fees
<b>OPEN/EXEMPT</b>	Open
<b>LEAD OFFICER</b>	Lee Osler
<b>IS DECISION SUBJECT TO CALL IN?:</b>	<del>If Exec decision then yes.</del> If non Exec decision then no. <del>If Urgent decision then no — need to provide reasons.</del>
<b>DATE DECISION ADVERTISED:</b>	
<b>DATE OF DECISION:</b>	
<b>DEADLINE FOR CALL IN:</b>	
<b>PRE-SCREENING EQUALITY IMPACT ASSESSMENT COMPLETED:</b>	YES/NO

<p><b>Delegated Power</b> Specify the particular delegated power being exercised by reference to the Scheme of Delegation or the Council body minute and date.</p> <p>Section 7.10 Scales of fees and charges within the Council's control states that the Council has delegated authority to the Executive Director of the appropriate services (in consultation with the Chief Finance Officer, the relevant portfolio holder and the Leader) to vary the charges having regard to market conditions and the Council's policy framework.</p>
<p><b>Decision Taken</b> Specify precise details of the decision taken.</p> <p>Following discussions with Cllr J Moriarty, Cabinet Member for Development and Regeneration, it was agreed that the street naming and numbering fees should be revised along with the categories for the range of plot numbers.</p>
<p><b>Reasons for the Decision</b> Specify all reasons for taking the decision</p> <p>To better reflect the time taken to process requests for new property addresses, primarily following the development of new dwellings.</p>
<p><b>Details of alternative options, if any, considered and rejected.</b></p> <p>Leave the fees unchanged and carry on subsidising this function</p>

**Any declarations of interest and details of any dispensations granted in respect of interests (in relation to officers and any Members consulted).**

N/A

**List of Background papers**

Copy of revised fee schedule with a proposed implementation date of 1 January 2024

**Authorisation**

Post Held – Assistant Director, Environment and Planning

Signature 

Date – 21<sup>st</sup> November 2023

**Consultation with members/officers**

**If the decision is taken following consultation with the members/officers, please give details:**

The proposed changes have been discussed at Portfolio meetings with Cllr Moriarty and a subsequent follow up meeting with Cllr Moriarty, outside of the weekly Portfolio meetings.

**Name of Members/officers consulted:**

Cllr J Moriarty, Cabinet Member for Development and Regeneration

Stuart Ashworth, Assistant Director, Environment and Planning

**Signed by Member/officer as consulted:**

  
Date – 21<sup>st</sup> November 2023

**Pre-Screening Equality Impact Assessment**

Borough Council of  
**King's Lynn & West Norfolk**



Name of policy/service/function		Street Naming and Numbering fees				
Is this a new or existing policy/ service/function?		New <del>/</del> Existing (delete as appropriate)				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations		Increase existing street naming and numbering fees				
<b>Question</b>		<b>Answer</b>				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>			Positive	Negative	Neutral	Unsure
		Age			X	
		Disability			X	
		Gender			X	
		Gender Re-assignment			X	
		Marriage/civil partnership			X	
		Pregnancy & maternity			X	
		Race			X	
		Religion or belief			X	
		Sexual orientation			X	
Other (eg low income)			X			
<b>Question</b>		<b>Answer</b>		<b>Comments</b>		
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?		Yes <del>/</del> No				
3. Could this policy/service be perceived as impacting on communities differently?		Yes <del>/</del> No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?		Yes <del>/</del> No				
5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section		Yes / No		<b>Actions: N/A</b>  <b>Actions agreed by EWG member:</b> <b>Name .....</b>		
<b>Assessment completed by:</b> Name - Lee Osler						
<b>Job title</b> - Office Manager, Environment and Planning		<b>Date</b> – 21 <sup>st</sup> November 2023				
<p><b>Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.</b></p>						

## Charging schedule for street naming and numbering – 1 January 2024

### New Addresses

Service	Fee
Numbering / naming of new properties (including industrial units).	
1 Plot	£70.00
2 – 19 Plots	£35.00 per plot
20 – 39 Plots	£30.00 per plot
40 – 59 Plots	£25.00 per plot
60+ Plots	£20.00 per plot

### Existing Addresses

Service	Fee
Individual re number / individual house name or re-name including notification.	£70.00
Development re-number due to change in plot numbers or plot positions including notification.	
1 Plot	£70.00
2 – 19 Plots	£35.00 per plot
20 – 39 Plots	£30.00 per plot
40 – 59 Plots	£25.00 per plot
60+ Plots	£20.00 per plot
Rename of Street where requested by residents including notification. Street nameplates would be extra, see below:	£500.00

### Other

Service	Fee
Installation of new street nameplates.	£200.00 per nameplate
Confirmation of address to solicitors / conveyance's / owner or occupier.	£70.00 per notification