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28/02/2022

# Street Naming and Numbering policy

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RUNNYMEDE BOROUGH COUNCIL

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# 1.0 Introduction

- 1.01 This Policy outlines a framework for how Runnymede Borough Council executes its statutory function for Street Naming and Numbering in Runnymede.
- 1.02 The Council is given statutory authority for naming and numbering of properties and streets in the Borough by Section 17,18 & 19 of the Public Health Act 1925 and section 64 & 65 of the Town Improvement Clauses Act 1847 for the numbering of houses and buildings.
- 1.03 The Council is responsible for all decisions relating to street naming and numbering (SNN) and has the sole authority for the final approval. This is to ensure that any new addresses and street names are allocated logically, thus enabling the emergency services to quickly locate an address, and the effective delivery of postal and other services.
- 1.04 Applications for developments can be made to the Council as soon as the necessary planning and building regulation approvals are obtained. Street Naming and Numbering applications for New Developments will only be accepted if submitted with approved planning application number from the Council.
- 1.05 Any building works that require an address to be created will be subject to Street Naming & Numbering process.
- 1.06 Applications are subject to consultation with other required bodies including Royal Mail. Royal Mail is responsible for assigning postcodes to addresses.
- 1.07 All addresses created by the Council must be compliant with the British Standard for Addressing (BS7666) and guidance provided by GeoPlace Data Entry Conventions and Best Practice for Addresses’.
- 1.08 Anyone wishing to change the name or number of their property; or seeking an address for a new property should apply online in the first instance. Alternatively, an applicant may apply in writing (to include email) to the Street Name and Numbering Services of the Council following the procedures detailed in this policy. The applicant must be the legal owner of the property or legal representative acting on the owner’s behalf.
- 1.09 If an application is considered invalid, the applicant will be notified with reason of objection.
- 1.10 For any other matters not covered within this policy the applicant’s recommendation will be considered but this will be at the discretion of the SNN officer.

## 2.0 Naming Streets – procedure

- 2.01 Procedure for naming streets is subject to Section 17 of the Public Health Act 1925. The Act gives developers of a new street the right to name that street.
- 2.02 The developer of a street must give notice of the proposed name to Runnymede Borough Council in the form of the Street Name & Numbering (SNN) application. The Council has the right to object to the proposed name or to start required consultation process for naming the street as per section 2.04.
- 2.03 The SNN application will include the following information or documents as required:
- a) Street name suggestions accompanied by reason for name(s) being proposed. We recommend that a list of multiple names in order of preference is proposed for further consultation. This will reduce delays in case the preferred choice is not acceptable to the consultees.
  - b) the approved planning application number (in the format RU.12/1234)
  - c) location plan(s) showing the location of each new street(s) in relation to existing streets
  - d) layout plan(s) showing the extent of each proposed street(s).
  - e) site plan(s) showing where each new property will be accessed from so that the property can be addressed to the correct street.
  - f) plan(s) to include up-to-date plot numbers.
  - g) floor plan(s) to show each floor for any plots for blocks of flats or internal units.
- If the application does not provide the required information and documents covered in points a – g above, the Council will inform the applicant to provide them. If not provided after getting the information the Council can serve an objection notice in writing, which may render the application invalid. If plans are changed during the application process, the applicant must submit updated plans to the Council immediately.
- 2.04 The developer of street(s) is requested to provide more than one name in order of preference for each new street being proposed. The suggested street names should be accompanied by reasons why the names have been proposed. The suggestions must be in line with Section 2.1 of this Policy. If the name conforms and Council has no objection it will forward the name proposal to the Ward Councilors and historic societies for consultation. If the name does not conform with Section 2.1 of the policy, the Council will serve an objection notice in writing and request new suggestions from the applicant.

- 2.05 If the proposed name is objected by the Council or Ward Councilors the developer will be sent the 'notice of objection'. The developer may appeal to the Magistrates Court within 21 days after receiving the notice of objection. Alternatively, the developer can submit a new name proposal.
- 2.06 Developers can leave the choosing of new street names or ask for suggestions from the Council. The Council will allow Ward Councilors to make suggestions and confirm with developer if they are happy with any of the names put forward.
- 2.07 If Ward Councilors have no objections or do not respond within the defined timescale (usually 10 working days), then the Council having legislative authority will give final approval for the street name proposal and send it to Royal Mail for further consultation.
- 2.08 Royal Mail usually have 10 working days for the consultation period to put forward any objection. If there is any objection from Royal Mail, the Council will send out an objection notice requesting new suggestions from the applicant.
- 2.09 If Royal Mail have no objections, they will allocate postcodes for each property requested within the accepted street(s). Then the Council approves the accepted name(s) and address(es) and circulates the new address details to a list of essential service providers.

## 2.1 Naming new streets - rules

The following rules must be noted and adhered to when proposing new street names:

- 2.1.1 The Council has sole legislative authority for the final approval of a street name.
- 2.1.2 Named streets should contain 5 dwellings or more except in some exceptional circumstances. The Council's policy is not to allocate a name to a street that has less than five properties but where possible to number logically with suffix, if necessary, as part of an existing street.
  - a) If additional new properties are added to an unnamed street which takes the total number of properties to 5 or more, a new street name will be allocated.

The original properties will be given the choice as to whether to amend their addresses to reflect the new street name free of charge or maintain their existing address.
- 2.1.3 Where a new street is an extension of an existing street it is not normally necessary to give that section a new name.
- 2.1.4 Street name proposals that have a historical/local connection to the area are preferred. As per Section 2.0.4 the applicant is encouraged to submit more than one street name suggestion for each new street being proposed.
- 2.1.5 Proposals for street names must not duplicate any street name that already exists in the surrounding area. A variation in suffix i.e., street, road, or avenue, will not be accepted as reason enough to duplicate a name. The Council will check street name proposals against existing street names for duplication or any possible conflict as outlined above.
- 2.1.6 Street name proposals must not contravene any aspect of the Council's equality policy objectives. Street names must not cause offence, particularly regarding race, nationality, disability, gender, age, marital status, parental status, faith and belief and sexual orientation.
- 2.1.7 Street names proposed must not be phonetically similar to existing street names within a postal area and should not cause spelling or pronunciation problems.
- 2.1.8 The use of a name of a living person in a street name proposal will not be accepted by the Council.

- 2.1.9 The use of a name of a recently deceased person in a street name proposal should also be avoided. Consideration will be given to the possible sensitivities that may arise from naming streets after public figures, and to the possibility that the public perception of a deceased person may change in the future. However, names may be considered in the following circumstances:
- a) The person whose name was proposed lived in the town, locality or ward or have a significant and demonstrable connection to the site in question and;
  - b) also served that community in some charitable or civic functions.
- Proposed street names of this type will also be checked with local historical societies and the relevant Ward Councilors.
- 2.1.10 Where the name proposed commemorates a person who has living descendants who themselves knew the person to be commemorated, permission should be sought from these descendants. Where the name proposed commemorates a person who has no surviving relatives who knew them personally, then permission does not need to be sought from their descendants, and the applicant should simply provide a justification of their suitability as a name.
- 2.1.11 The Council will not adopt unofficial 'marketing' titles used by the developers for sales purposes. Buyers of properties should be made aware of this and that the official name and addresses will be issued by the Council.
- 2.1.12 Street name proposals that include the word 'Royal' or have Royal connotations, will require the developer to get consent from the Lord Chamberlain's office before applying. [Please visit The Lord Chamberlain's Website for further information](#)
- 2.1.13 The use of the word 'The' as a prefix to a street name proposal will not be accepted by the Council.
- 2.1.14 Street names must not include numbers that can cause confusion (example, "20 Five Summerfields Close").
- 2.1.15 [Geoplace data entry convention](#) (DEC) clearly states that proposed new street names must not include punctuation, such as ampersands (&), commas (,), full stops (.) and quotation marks (") must not be used in new street names.

2.1.16 All street name proposals should end with one of the following preferred suffixes:

- Avenue (for residential streets)
- Close (for a cul-de-sac only)
- Court (only in conjunction with another suffix in this list)
- Crescent (for crescent shaped streets)
- Drive (for residential streets)
- Field(s) (for residential streets subject to there being no confusion with any local open space)
- Garden(s) (for residential streets subject to there being no confusion with any local open space)
- Green (only in conjunction with another suffix in this list)
- Grove (for residential streets)
- Heath (for residential streets)
- Hill (for hillside streets only)
- Lane (for residential streets)
- Mead (for residential streets)
- Meadow(s) (for residential streets subject to there being no confusion with any local open space)
- Mews (for residential streets)
- Parade (for any thoroughfare)
- Path (pedestrian only routes)
- Place (for residential streets)
- Rise (for residential streets)
- Road (for any major thoroughfare)
- Square (for a square only)
- Street
- View (for residential streets)
- Walk (pedestrian only routes)
- Way (for any major thoroughfare, preference for a pedestrian way)
- Yard (for residential streets on former commercial sites)



2.1.17 The use of the suffix North, East, South or West (such as Clockhouse Lane East) is only acceptable where the street is continuous and passes over a major junction. It is not acceptable when the street is in two separate parts with no vehicular access between the two.

## 2.2 Renaming a street

- 2.2.1 Procedure for re-naming streets is subject to [Section 18 of the Public Health Act 1925](#) and gives the Council the authority to change an existing street name, or assign a name to any street or part of a street that has not been given a name.
- 2.2.2 Changing a street name can cause a great deal of inconvenience for residents and some temporary confusion for emergency services, visitors and those making deliveries. Therefore, it should be avoided wherever possible and without good reason.
- 2.2.3 The Council may consider applications to rename a street if:
- a) street name in question is causing confusion for the emergency and postal services.
  - b) the sub-division or construction of properties in a street leads to a confused numbering scheme
  - c) The street name currently conflicts with Section 2.1 of this Policy.
  - d) at least two thirds of the residents support the changes.
- 2.2.4 The application for renaming a street should be submitted to the Council in writing alongside a list of all affected property owner's names, their signatures, and the address to be considered for change. The proposed change must have the backing of at least two thirds of the residents/owners (not tenants) affected on the street and a signature from each to support this. The Council may consider the case as a last resort option in exceptional circumstances listed in paragraph 2.2.3
- 2.2.5 Any resident who objects to the proposal has the right of appeal to a Magistrates Court. This process can be time consuming and the applicant(s) or the residents requesting the changes will need to cover the costs. These costs will depend on the individual circumstances of each request.
- 2.2.6 If an application for renaming a street is verified successfully and the street re-name proposal conforms to Section 2.1 of this Policy. The next stage will be the consultation process as in Section 2.0 of this Policy. If there is no objection from the consultation, the Council will issue the notice of the intended changes under Section 18 Public Health Act 1925, which will be displayed on that street and will remain in place for at least 30 days before the changes are made.
- 2.2.7 Any person aggrieved by the intended order may, within 21 days after the posting of the notice, appeal to a petty sessional court. If an appeal is made to a magistrate, the Council will wait until that appeal is heard.
- 2.2.8 If the Magistrate Court decides in favor of the Council, the Council will

then consult with Royal Mail. If there is no objection from Royal Mail and postcodes are allocated for all the affected properties in the renamed street, the Council then approves the renaming of the street and all the new postal addresses for the properties.

- 2.2.9 Once the new name is finalised, occupiers will be informed a week before the new name comes into effect, (this will be at least 6 weeks from the date of the Notice) to allow residents time to re-organise their personal correspondence etc.
- 2.2.10 An official plan will be produced with the accepted street name and the property addresses and circulated to the relevant parties as in 2.09.

## 2.3 Street nameplates

- 2.3.1 [Section 19 of the Public Health Act 1925](#) gives the Council the statutory power to enforce the displaying of street name plates.
- 2.3.2 Once a street name has been approved, it is the developer's responsibility to erect the initial street nameplate. New Street nameplates must meet the Council's specifications. All costs for the erection of street nameplates for new streets will be borne by the property developer.
- 2.3.3 There is a recommended specification for the nameplates and their preferred locations in the street. The Council must be contacted for advice before both ordering and erection of the nameplates. For advice location and specifications of the correct new street nameplates, please contact the Council's SNN Team at [streetname-number@runnymede.gov.uk](mailto:streetname-number@runnymede.gov.uk) or call 01932 838383.
- 2.3.4 If the name plate does not meet the Council's specifications, the Council can serve a notice to replace it and charge for the new nameplate and replacement service.
- 2.3.5 Once the initial street nameplate is erected by the developer and the street has been officially adopted under a Section 38 Agreement by the Highway Authority, the Council will take over responsibility for maintaining all nameplates.

## 3.0 General rules for numbering properties

- 3.0.1 If the developer builds new properties and a new street is created, all properties on the new street will be numbered with even numbers on the right-hand side and odd numbers on the left-hand side ascending away from the town centre or the main residential area.
- 3.0.2 Properties in a new street that is a cul-de-sac will be numbered in a consecutive manner in a clockwise direction.
- 3.0.3 When considering the numbering of properties in a new street, the Council will consider potential future developments including street extensions. The Council should be made aware of the potential to extend a street in the future as early as possible in the process. The Council may omit numbers when numbering, for example, to allow for them to be used in the future when a new property is built in between two existing properties to help maintain proper sequencing.
- 3.0.4 New properties built on an existing street that only contains numbered properties, will be numbered into the existing sequence. This includes infills covered in Section 3.2.
- 3.0.5 If an existing street contains a mix of named and numbered properties, the Council has the final decision on whether new developments are named or numbered.
- 3.0.6 Applications for multiple properties must include current site plans showing plot numbers, plans showing the floor levels for any plots for blocks of flats, and where each new property will be accessed from so that it can be addressed to the correct street.
- 3.0.7 If the plans do not provide all the information and documents as in 3.0.6 above, the Council will serve a written notice, which will request the correct information and documents supplied within a specified timeframe or the application will become invalid. If plans are changed during the process, new plans must be submitted to the Council immediately.
- 3.0.8 In circumstances where an existing street is to be extended and an application proposing a new street name has been requested, the Council may deem using the existing street name more suitable. The subsequent numbering of the extension would follow the numbering of the existing street.
- 3.0.9 Properties will be numbered in a proper sequence and it must be maintained. In the interest of equality and diversity no numbers will be omitted from a numbering sequence. Many cultures have lucky and unlucky numbers, but it is not possible to take them into account in a property numbering scheme.

- 3.0.10 The manipulation of numbering in order to secure a 'prestige' address or to avoid an address which is thought to have undesired associations will not be sanctioned. Once numbered we will not normally re-number properties. We will only renumber a property where there can be shown to be consistent delivery problems or issues with the emergency services.
- 3.0.11 Properties (including those on corner sites) are to be numbered according to the street in which the main entrance is found.
- 3.0.12 If a property has entrances in more than one street and it is a multi-occupancy building where each entrance leads to a separate occupier, then each entrance will be numbered in the appropriate street.
- 3.0.13 If a numbered property has been added a name, it will be considered as an alias and can only be used with the property number, not as a replacement of it. The number will be the primary address and must always be included in the address.
- 3.0.14 If a property is numbered and has got a name (alias), the application made to remove the number will be refused. The Council will enforce those where numbers are not being displayed.
- 3.0.15 If a property is demolished, then the existing numbering sequence is retained and reused for any new development on the grounds of the original location site, as far as possible. However, if a new street is created on the site, then new address and numbering may be considered after taking Section 2.1.2, 2.1.3 and 3.0.8 into account.
- 3.0.16 If a property such as a single house in a street is demolished and replaced by several smaller houses. To include the new houses in the numbered road sequence would involve renumbering all the higher numbered properties on that side of the road, which is unacceptable. To avoid the issue of renumbering, it is legally permissible that each new house will be given the number of the old house with a suffix of either A, B, C, D and so on.
- 3.0.17 If additional plots are added to a proposed development later, such as a revised layout for example, and the existing properties are occupied. The additional plots may be allocated existing numbering with suffixes of "A" and "B", example 15A and 15B. If no properties are occupied the existing plots can be renumbered to incorporate numbering for the additional plots.
- 3.0.18 Private garages and similar outbuildings will not be numbered.
- 3.0.19 Annexes to buildings e.g. granny flats or ancillary accommodation, will be given the prefix 'Annex'. The rest of the address will be the same as the parent property e.g. Annex, 12 Station Road.

# 3.1 Rules for Numbering Flats

- 3.1.1 The parent building should be given a name and/or number (in logical sequence within the street) and each internal flat will be numbered sequentially in a clockwise manner from the entrance point, starting at the lowest floor level and increasing upwards with a prefix of 'Flat' or 'Apartment'. This numbering method is generally for large developments. Block names must meet the criteria of Section 4.0.
- 3.1.2 New flats or apartments will be numbered rather than lettered or described. The Council will not assign descriptions such as 'Flat A' or '1A', 'Ground Floor Flat' and instead will use Flat 1 or Apartment 1 to address the property. If a name has been given to the block of flats no prefixes are required.
- 3.1.3 Conversion of existing properties into flats will be addressed according to the two scenarios below:
- a) If the flats have separate main entrances, then a lettering format will be used. For example, house number 15 will become 15 & 15A or 15A & 15B.
  - b) If the flats share the main entrance, then a numbering format will be used. For example, house number 15 will become Flat 1, 15 & Flat 2, 15.
- 3.1.4 Exemptions to 3.13 will be where property already includes flat descriptions or letters.

## 3.2 Rules for numbering infill properties

3.2.1 Properties built on infill land between existing properties, in gardens, or on the site of a demolished property, will be numbered within the existing numbering sequence of the land site they are built on. The same house number will be used but the addressing and numbering format will depend on the main entrance to the property. See the two scenarios below:

- a) If two or more properties now exist on the original site and have separate main entrances (direct access to the street) then the same house number will be used before the infill existed and will now be accompanied by suffix “A”, “B” where possible. Example, house number 15 will become 15 & 15A or 15A & 15B.
- b) If two or more properties now exist on the original site, but one or more properties do not have direct access to the street (even if the new property is separate) then the same house number before the infill existed will be used but now be accompanied by prefix “Flat 1”.

Example, if house 15, gets a dwelling built in the garden and access to the dwelling will require access through house 15’s main entrance, then that will be classed as a shared entrance and house 15 will remain as house 15 and the new dwelling that does not have direct access will be addressed Flat 1, 15.

3.2.2 Two buildings in one street may not have the same number, unless accompanied by a suffix.

3.2.3 If more new numbers are required than numbers available in the existing sequence, the Council will consider creating an additional new street.

3.2.4 If a property is demolished and new property is built in its place, the new development will retain the number of the demolished property and will include suffixes as mentioned in Section 3.2.1 if necessary.

3.2.5 If several properties are converted or demolished and rebuilt into one, the new property should include the numbering range. For example, 1 Station Road and 3 Station Road will become 1-3 Station Road. If this is not possible one of the previous numbers will be used and address will become 1 Station Road or 3 Station Road.



## 3.3 Renumbering properties in an existing street

- 3.3.1 Renumbering properties can cause a great deal of inconvenience for residents and some temporary confusion for emergency services, visitors and those making deliveries. Therefore, the Council is reluctant to make changes without good reason and an application for renumbering will only be considered if:
- a) the name or the numbering is causing confusion for the emergency services or Royal Mail
  - b) the sub-division or construction of properties in a street leads to a confused numbering scheme
  - c) The existing street numbering currently conflicts with Section 3.0 of this Policy.
  - d) at least two thirds of the residents support the changes
- 3.3.2 If the Council is satisfied with the application, has merit and can proceed, the applicant will be responsible for canvassing the owners of the properties addressed to the street in question and conduct a ballot.
- 3.3.3 The results of the ballot must be submitted to the Council in writing alongside a list of owner's names, their signatures, and the addresses to be considered for change.
- 3.3.4 We will not normally charge for renumbering if there are no appeals.
- 3.3.5 To change the street numbering at least two thirds of the residents must support the changes; however, the voice of the minority will be heard, if reasonable, but no compensations or other forms of benefits are granted.
- 3.3.6 If at least two-thirds of the residents reach an agreement, then the Council will consult with Royal Mail. If Royal Mail has no objection, the changes will be implemented.
- 3.3.7 There is no right of appeal or requirement for formal consultation. If the Council decides on renumbering of properties, we will send notification letters to owners or occupiers of those properties. The notification letter will give a specific date on which the renumbering comes into effect. The time to comply with change and display the new number is one week; however, Runnymede Borough Council will normally allow four weeks for the new number to be displayed.
- 3.3.8 Sections 64 and 65 of the Towns Improvement Clauses Act 1847 allows a Local Authority to require buildings to be marked with the allocated number in such a way as to make the mark legible from the street; and keep the view of the mark from the street unobstructed to such an extent as is practicable. Failure to do so may result in a fine.

# 4.0 General rules for naming properties

- 4.0.1 The Council has sole legal authority for the final approval of a property name.
- 4.0.2 The Council will number all new property developments. However, if an existing street has no numbering scheme, the Council will consider creating a numbering scheme if it causes no issues for existing property owners and occupiers.
- 4.0.3 If implementing a new numbering scheme is not possible, developments in existing unnumbered streets can be officially allocated names.
- 4.0.4 Applications for a property name proposal should be submitted with three suggested property names for each new development or property being proposed.
- 4.0.5 Applications for a property name proposal must include current site plans showing plot numbers, plans showing the floor levels for any plots for blocks of flats, and where each new property will be accessed from so that it can be addressed to the correct street.
- 4.0.6 If the plans do not provide the above details, the Council may serve a written notice, which will request the correct information and documents supplied within a specified timeframe or the application will become invalid. If any plans are changed during the process, new plans must be submitted to the Council immediately.
- 4.0.7 Property name proposals must not duplicate any part of a property name or street name that already exists in the surrounding area. Name proposals will be checked against the Council's database and in a consultation with Royal Mail.
- 4.0.8 Suggested name proposals should not contravene any aspect of the Council's equality policy statement and objectives. Property name proposals should not be capable of deliberate misinterpretation, rude, obscene, racist, phonetically similar to existing property names or cause spelling or pronunciation problems.
- 4.0.9 When proposing a property name for an existing numbered property the property number must always be retained and included in any address correspondence/communication. The property name cannot be regarded as an alternative to the number as in 3.0.13.
- 4.0.10 Property name proposals that contain the word 'Royal' or have Royal connotations, will require the developer to get consent from the Lord Chamberlain's office before applying. [Please visit The Lord Chamberlain's Website for further information](#)

- 4.0.11 All proposed names for blocks of flats or mixed-use properties should end with one of the following suffixes (although alternatives will be considered):
- Apartments
  - Building(s)
  - Centre
  - Court (flats only)
  - Heights
  - House
  - Lodge
  - Mansions
  - Point (flats only)
  - Tower
  - Wharf
  - View (flats only)
- 4.0.12 The proposed property name must not start with word 'The' and contain punctuations as advised by the [DEC](#).
- 4.0.13 The Council will not adopt unofficial 'marketing' titles used by developers. All proposed property names that can be construed to be used for advertising or commercial gain will not be accepted.
- 4.0.14 Applicants must not directly or indirectly provide provisional addresses or postcodes to prospective purchasers before an official Street Naming and Numbering notice has been issued by the Council. The Council will not cover any costs of applicants doing so.

## 5.0 Postcodes

- 5.0.1 The allocation of postcodes is the responsibility of Royal Mail. The Council will consult with Royal Mail to ensure that proposed addresses are acceptable and if there is no objection Royal Mail will assign a postcode.
- 5.0.2 Royal Mail is not responsible for creating addresses. Royal Mail's only role in address creation is allocating postcodes.
- 5.0.3 Royal Mail allocates postcodes solely for the purposes of mail delivery. It will not consider making changes to a postcode for other reasons, such as to help users of satellite navigation systems.
- 5.0.4 Royal Mail allocates postcodes for the only properties accessible or usually opened during the normal business hours on a regular basis, so such properties can have a postal address for the purpose of delivery of mails and services; however, a piece of land, e.g. a farmer's field or a storage yard, a barn cannot get a postal address.
- 5.0.5 Any complaints regarding the delivery of Royal Mail deliveries should be directed to Royal Mail.
- 5.0.6 If you receive large volumes of mail and require an individual postcode you should liaise with Royal Mail directly.