

# CHANGE TO OR ADDITIONAL SIGN Guidance



Requests for changes to an existing sign or for provision of a new additional street name sign are to be made to Babergh and Mid Suffolk District Councils who will consider the request and arrange for an alteration. Requests will only be considered from a Parish or Town council.

## 1. The Importance of maintaining a good street naming and numbering system

Maintaining a good street naming and numbering system is important as it allows:

- Emergency services to find a property quickly.
- Post, goods and services to be delivered efficiently.
- Destinations to be easily located.

Where it is felt that a street name sign is not performing as intended, an application can be made for a replacement street name sign to the authority. **Please note that the provision of street name signs and changes to them can only be carried out by the Local Authority Street Naming and Numbering Service of Babergh and Mid Suffolk District Councils.** No other department of the local authority or any other organisation/company is able to agree to the provision of or to change a street name sign.

## 2. Making an application and the process

An application will only be accepted from a Parish or Town council. If a resident or group of residents feel there is a need for a new or changed sign, they will need to ask their Parish or Town Council to make the application on their behalf.

Application form (ACS1) is to be filled in and submitted to the Street Naming and Numbering Service with any additional information. Upon receipt we will review the request and make a decision as to what action, if any, may be undertaken.

Where it is agreed the sign needs to be replaced or a new sign may be provided, details and costs will be confirmed with the Parish or Town Council. Written agreement to pay these specific costs will be needed before the sign is ordered. Once the installation is complete an invoice will be sent.

### ADDITIONAL OR CHANGE TO STREET NAME SIGN PROCESS

Application form received by Street Naming & Numbering Service

The application is reviewed by the Street Naming and Numbering Service

Applicant consulted on contents of sign to be installed and costs confirmed.

Sign ordered and fixed in position

**Timescale:** Approximately 4-6 Weeks



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### 3. If you are a resident

As stated earlier, application can only be made by your Parish or Town Council. If as a resident or group of residents you feel there is a need for changes to a street sign, you will need to approach your Parish or Town Council with your concerns and ask them if they are willing to make an application to us.

**If you do not know the contact details for your parish or town council, please contact Customer Service Direct on 0300 123 400.**

### 4. Damaged or dilapidated street signs

Where street name signs are damaged or are in a dilapidated condition, there is no need for any formal application, please just contact us on 01449 724510 or email us at [address.management@babberghmidsuffolk.gov.uk](mailto:address.management@babberghmidsuffolk.gov.uk) and provide details of the sign and its location.

### 5. Street Name Sign Standards in Babergh and Mid Suffolk

When an application is made, we will assess the proposal and decide what action, if any, is to be taken. The text and layout of any proposed sign will be decided by reference to relevant local and national standards but is ultimately at the discretion of Babergh and Mid Suffolk District Councils, whose decision is final. However, to ensure the original perceived problem is resolved we need to fully know the reasons for making the application.

If any proposal is not appropriate or does not meet the relevant standards, we will advise accordingly and discuss possible acceptable alternatives.

You do not need to be familiar with the relevant standards; however, if you wish to view them, a full guide to the specification for new signs is available on the Street Naming and Numbering Service web pages at: [www.babergh.gov.uk](http://www.babergh.gov.uk) or [www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk)

### 6. Charges for Applications

There are no administrative charges for this type of application made by a Parish or Town Council; however, the Parish or Town Council is required to finance the supply and installation of any change to an existing sign or provision of a new sign requested by them. We will not place any orders for signs until we have written confirmation of acceptance to pay for the specific costs involved.

### Submission Checklist

Completed Application Form  Location Plan & Photograph  Additional Relevant Information

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If you would like this document in another language or format, or if you require the services of an interpreter, please contact us.

Jeżeli chcieliby Państwo otrzymać ten dokument w innym języku lub w innym Formacie albo jeżeli potrzebna jest pomoc tłumacza, to prosimy o kontakt z nami.

إذا أردت هذه الوثيقة بلغة أخرى أو بطريقة أخرى، أو إذا كنت بحاجة إلى خدمات مترجم، فنرجو أن تقوم بالاتصال بنا.

Jei pageidaujate gauti šį dokumentą kita kalba ar kitu formatu, arba jei jums Reikia vertėjo paslaugų, kreipkitės į mus.

### Babergh Building Control and Mid Suffolk Building Control

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General enquiries telephone: 01449 724510  
Email: [address.management@babberghmidsuffolk.gov.uk](mailto:address.management@babberghmidsuffolk.gov.uk)

[www.babergh.gov.uk](http://www.babergh.gov.uk)  
[www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk)