

Statutory order on Road Names and Addresses

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Pursuant to section 3c and 3f in the law of Building and Dwelling Registration, cf. Consolidate Act no. 767 of September 12th 2002, as changed by section 2 in law no. 406 of May 28th 2003, section 1 in law no. 601 of June 24th 2005 and section 1 in law no. 1429 of December 21st 2005, it is hereby established:

Chapter 1

Purpose

Section 1. The municipality assigns and registers road names and addresses according to sections 3a-3e in the law on building and dwelling registration.

(2) Road names and addresses are assigned with regard to helping citizens, authorities, utilities, emergency response services and others to orient themselves and to locate the road, property, building, main entrance, dwelling or business entity etc. in question in the easiest possible way. In this order, assigning means the act whereby a new address designation takes effect (for instance a new road name), as well as the act whereby an existing designation is changed or cancelled.

(3) The registration of the designated road names and addresses has as its purpose to ensure that correct information on the subject may be available in a uniform way to citizens, the business community and the public administration.

Conditions of Authority

Section 2. Based on information from the Postal Service (Post Danmark), the National Agency for Enterprise and Construction ensures that information about post codes and their geographical delimitation is available in digital form to the municipal council as well as to other users of the address system.

Section 3. The municipal council is the address authority and is responsible for the total number of road names and addresses in the municipality.

(2) Road names are assigned by the municipal council according to the rules in Chapter 2, cf., though, subsections 4-7 in this section.

(3) Access addresses and entity addresses are assigned by the municipal council according to the rules in Chapter 3 and 4, cf., though, subsections 4-7 in this section.

(4) As regards main roads, road names are assigned by the municipal council after negotiation with the Road Directorate. The municipal council can only assign access addresses for main roads with the consent of the Road Directorate.

(5) If the municipal council, in accordance with section 4, subsections 2-3, assigns road names to internal, private roads, or if the municipal council assigns access addresses to such road names, this must be done in consultation with the individual property owners. However, there is no constraint on the part of the municipal council to reach an agreement with the property owner.

(6) When information becomes available to a municipal council that a certain property, building or technical facility etc. is used by the Ministries of Defense or Justice, the road name and address in question are assigned by the municipal council after negotiation with the relevant ministry.

(7) No addresses are assigned to buildings or facilities etc. which are situated on properties used by the ministries mentioned in subsection 6, and which from the point of view of public security interests cannot be registered in the Building and Dwelling Register (BDR).

Chapter 2

Road Names

Section 4. Road names must be assigned to all public and private common roads, regardless of whether the road name in question will appear in access addresses.

(2) If the municipal council considers it appropriate, cf. section 1, subsection 2, road names can be assigned to other traffic areas than those mentioned in section 4 subsection 1, including public paths and internal, private roads.

(3) Furthermore, road names can be assigned to special geographically delimited areas which do not have a proper network of roads, such as allotment societies, smaller islands without a road network, large-scale sports facilities etc.

Section 5. Road names must be assigned so that, in accordance with section 1, subsection 2, they designate a specified, continuous traffic area.

(2) When a network of roads or paths consists of or is planned to be constructed with one or more ramifications or the like, the road names must be assigned in accordance with section 1, subsection 2, so that access addresses with matching address numbers can be assigned in an appropriate way in accordance with the rules in section 16, subsections 2-3.

(3) In case a named road is split up by a permanent and physical arrangement whereby the traffic area for vehicular traffic is split up in several separate parts, the municipal council must decide whether the existing naming of the road still meets the conditions in section 1, subsection 2, or if new road names should be assigned to the separate parts of the road.

Section 6. A road name may be composed of up to 40 characters.

(2) The road name is assigned in accordance with the Danish Language Council's guide lines for the spelling of road names.

(3) For each road name is also assigned an abbreviated road name, a so-called addressing road name of up to 20 characters. For road names of 20 characters or less, the road name is also the addressing road name.

(4) For road names of more than 20 characters, the addressing road name is assigned as an abbreviation of the road name. By the abbreviation, as many as possible of the 20 characters must be used, and all the words in the road name must be represented in the abbreviated version. Abbreviations in the beginning of the name should be avoided in order to facilitate automatic alphabetical sorting.

Uniqueness of road names

Section 7. A new road name may not be assigned when the same or an almost identically sounding road name has already been assigned to another named road within the postal district in question.

(2) A new road name may not be assigned when the same or an almost identically sounding road name has already been assigned to another named road within a radius of 10 kms.

(3) Two road names are accounted the same, if they only differ by

1. differences in spelling which do not correspond to differences in pronunciation,
2. presence or absence of genitive-s,
3. definite or indefinite inflection,
4. writing the same name in one or more words,
5. abbreviation or writing out in full of the same word,
6. alternative ways of writing the same word or
7. close variants or derivations of the same word.

(4) Road names are regarded as almost identically sounding, when it is a reasonable assumption that they can be confused by normal quick pronunciation.

(5) When a part of a road network crosses the boundary between two municipalities, it is counted as one named road if the road name is the same, and if the assigned address numbers are in ascending order in one direction. The spelling of both the road name and the addressing road name must be the same in the two municipalities.

(6) The municipal council can, on its own or in collaboration with other municipalities within a larger urban area, a surrounding area or the like, establish further rules or agree on other measures surplus to those mentioned in sections 1-5 in order to ensure the uniqueness of the road names.

Road codes (Street codes)

Section 8. Every named road in the municipality is assigned a road code (street code). The road code must always have four digits which should be located in the interval between 0001 and 9899.

(2) The road code together with the municipal code issued by the Ministry of Home Affairs, which consists of a zero and three digits, form a unique identification of the named road with its corresponding road name. There can only be one road code for every named road in the municipality, and every road code must be linked to only one named road.

(3) An assigned road code may not be changed. If a new or changed road name is assigned to the named road in its entirety, the originally assigned road code must be conserved. If the road name of part of the named road is changed, a new road code must be assigned only to the new road name.

Supplementary town names

Section 9. The municipal council can assign one or more supplementary town names to every named road to clarify the location of the road and the corresponding addresses. A supplementary town name may be assigned to the road name in its entirety or to parts of the road name (address number intervals).

(2) A supplementary town name may be composed of up to 34 characters. As town name may be used a proper town name or some other local place name which is appropriate for defining the address designation. A supplementary town name should be assigned so that it may be distinguished from the postal district in question.

(3) As a rule, supplementary town names should be assigned in accordance with ordinary orthography and the Place-Name Committee's list of Danish place names.

(4) When an existing road name appears more than once within the postal district in question, the municipal council must assign a supplementary town name to each of these in order to reduce the risk of mistakes.

The timing of the assignment of road names etc.

Section 10. Road names and road codes should be assigned as early as possible. For a new road, the road code can be assigned before the road name, so that the road code may be used as identification in the period until the name of the road is finally assigned.

(2) In connection with the assignment of a road name, a specific date must be set for the new designation to take effect.

Chapter 3

Access addresses

Section 11. Specific access addresses must be assigned to entrance or stairway doors which constitute the main access from the outside to one or more BDR dwelling or business entities. When the main access to the entities in question is by an outside stairway which is part of the building, the first step from the ground is counted as stairway door to which the access address should be attached.

(2) Specific access addresses may be assigned to other entrance or stairway doors etc. to a building than those mentioned in subsection 1.

(3) Furthermore, specific access addresses may be assigned to indicate particular access roads to built-up areas, to areas where parcelling out or building development are planned to take place, as well as to other undeveloped areas or facilities as for instance recreative areas, playgrounds, sports facilities, pull-ins, objects of interest, mooring spaces etc.

(4) For each built-up lot and for each lot which is parcelled out with regard to development, at least one specific access address must be assigned according to the rules in subsections 1-3, cf., though, section 3, subsections 6-7.

Section 12. In connection with the assignment of an access address, the municipal council indicates which postal district the address is located in, and assigns the named road which is to give access, as well as the address number which according to the rules in sections 16-17 must be linked to the address. If there are several possibilities, the municipal council decides which road is to be regarded as giving access, and which address number is to be used.

(2) The municipal council may decide that an existing and permanent farm name, building name or similar name of the premises, which may be composed of up to 34 characters, should be linked to the access address in question.

(3) If circumstances arise, or if the municipal council becomes aware of circumstances which change the preconditions of the postal code, road name or address number which, according to subsection 1, pertains to the address, the municipal council must make the necessary changes.

Address point

Section 13. Each access address is linked to a point (the address point) which must be located within the confines of the lot, respectively the building, which the address, according to section 11, pertains to.

(2) If the access address pertains to a building, cf. section 11, subsection 1 or 2, the address point should be positioned three meters into this, calculated from the middle of the longest side of the building closest to the named road to which the address pertains. For buildings with more than one access address, the address points should be allocated so that they correspond as well as possible to the location of the entrance doors in question.

(3) If the access address pertains to an area or facility, cf. section 11, subsection 3, the address point is allocated to indicate the best possible access to or location of the premises.

The timing of the assignation

Section 14. In connection with development, conversion or changed use of existing buildings or facilities, the access addresses should be assigned as early as possible, after the finished version, disposal or usage is known.

(2) In connection with parcelling out, development, construction work etc. with regard to building on an unbuilt plot, at least one access address should be assigned as early as possible in order to facilitate an emergency alert, cf. section 11, subsection 4.

(3) In connection with the assignment of an access address, a definite date for when the new designation comes into effect must be given out of consideration for the involved citizens, businesses or authorities.

Address numbers

Section 15. Address numbers are composed of up to four characters. An address number is always composed of a number in the interval between 1 and 999 which may be supplemented by a capital letter from A to Z. Because of the risk of mistakes, the letters I, J, O and Q should not be used.

(2) A possible letter forms part of the address number. Address numbers with and without letters are equal. In a series an address number without a letter is accounted lower than the same number with a letter.

(3) The municipal council assigns the address number, and they can, according to section 12, subsection 3, decide to change an existing address number, including adding a letter.

Section 16. Address numbers are assigned to each individual access address, so that each address number only appears once on the named road in question.

(2) Address numbers are assigned consecutively in ascending order along the road, so that odd address numbers are used on the left side of the road seen from the start of the address numbers, while even address numbers are used on the right side of the road, cf., though, subsections 6-8. If the numbering of addresses in the area in question has already been done according to the reverse principle, this should, however, still be followed.

(3) When a named road is constructed with one or more ramifications, the regulation in subsection 2 is used so that with starting point in the primary part of the road, an imaginary central axis or dividing line is laid down from which the odd and even address numbers are distributed.

(4) For blind alleys and the like, address numbers should start at the end of the road which is connected to the rest of the road network. For other roads, address numbers should start at the end of the road which is closest to the town centre in question, or at the end of the road which is connected to the most important part of the surrounding road network.

(5) The assignation of address numbers can be done with gaps in the numbering, so that in case of future development, concentration etc. along the named road, further address numbers may be fitted in without disturbing the already assigned address numbers.

(6) If an entire development is constructed in such a way that the rules in subsections 2-3 in the view of the municipal council are not appropriate for creating a systematic and logical address numbering, the address numbers in the area in question can, as an exception, be assigned in ordinary ascending order without regard to even or odd numbers.

(7) Subsection 6 may also be used in allotment areas, co-operative holiday villages, amusement parks or similar delimited areas with many smaller buildings, utility entities or facilities.

(8) The condition for using subsections 6-7 is that the ordinary, ascending order of address numbering includes all the access addresses on the named road, and that measures are taken to minimize the risk of mistakes, for example by putting up key or reference maps which indicate the address number intervals used etc.

Chapter 4

Entity addresses

Section 17. Specific entity addresses are assigned to doors which constitute the main access to a single dwelling, business or utility entity which is registered in the BDR. The entity address consists of the designations of the corresponding access address, that is, post code, road name

and address number as well as a possible floor and door identification which is assigned according to the rules in this chapter.

(2) In one-family houses, row houses etc. where the outer entrance door also constitutes the entrance to a single dwelling, business or utility entity, the entity address is identical to the access address, wherefore no floor or door identification is used.

(3) Specific entity addresses, apart from those mentioned in subsection 1, may be assigned to other doors which are situated in a common access area in the building, as for instance a common entrance area, a landing, an access balcony, a corridor or the like, no matter that the door does not give access to an entity.

(4) The floor and door identification of each access address must be assigned so that they are unique. If circumstances arise, or if the municipal council becomes aware of circumstances which change the preconditions of an already assigned floor or door identification, the municipal council must change these.

(5) In new developments, conversions or changed use of existing buildings, the entity address should be assigned as early as possible, and at the latest when the finished version, disposal or usage is known.

Floor identification

Section 18. The floor identification indicates which floor the door is situated on. Only the following floor identifications may be used:

- kl for basement (Danish "kælder")
- st for ground-floor (Danish "stue")
- 1 for 1. floor
- 2 for 2. floor
- 3 for 3. floor etc.

The ground-floor is the floor where access to the entities is located at or immediately over ground level.

(2) In buildings with several basement floors, the following identification is used:

- kl for the basement floor immediately under the ground-floor,
- k2 for the basement floor immediately under kl,
- k3 for the basement floor immediately under k2 etc.

Door identification

Section 19. Unless the municipal council in accordance with section 20 decides otherwise, the door identification is assigned with starting point in the common access area on the floor in question, that is, the common entrance area, the floor landing, the access balcony, the corridor etc. in which the door is situated.

(2) If there is only one door in the common access area on the floor, no door identification is assigned.

(3) If there are 2 or 3 doors in the common access area on the floor, the side identifications tv (Danish "til venstre" = to the left), th (Danish "til højre" = to the right) or mf (Danish "midt for" = in the middle) are used to indicate the relative position of the door viewed from the entrance direction. In a stairway the direction as seen from the top step before the landing is used.

- tv is assigned to the first door on the left hand,
- th is assigned to the first door on the right hand,
- mf is assigned to a possible third door between the two others.

(4) If there are 4 or more entrance doors in the common access area on the floor, door numbers are used in stead of side identification, composed of up to 4 digits. First door on the left hand is assigned door number 1, the following door is assigned door number 2, the next door number 3 and so on.

(5) If there are changes in the number of doors, for instance as the result of joining or dividing flats, the municipal council must ensure that all doors in the common access area are assigned side identification or door numbers, cf. subsections 1-4.

Section 20. After proposal from the property owner, the municipal council can approve a systematic identification of all doors in the building or a part of it in stead of the side identification or door numbers mentioned in section 19, subsections 3-4.

(2) The municipal council can without regard to subsection 1 assign a systematic identification of all doors, if they consider that side identification or door numbers are not appropriate for clearly indicating the position of the doors in question.

(3) A systematic door identification may be composed of up to a total of 4 characters. To avoid the door identification being mistaken for address numbers, letters should as far as possible appear before numbers.

Section 21. When the municipal council according to section 20 has assigned a systematic identification of all the doors in a building, the owner must post and maintain a sign or the like on every door which clearly indicates the assigned identification.

(2) If the municipal council considers that the common access areas in a building are constructed in such a way that it will be difficult for, for instance, an emergency team to locate the doors in question by side identification or door number alone, they can demand a sign posting according to the rules in subsection 1.

Chapter 5

Special builtup areas

Section 22. In allotment areas, co-operative holiday villages, amusement parks or similar delimited areas with many smaller buildings, utility entities or facilities, the municipal council can assign the name of the estate or the area as the road name for the whole area. In such areas, the address numbers, according to section 16, subsections 6-8, may be assigned in ordinary ascending order without regard to even or odd numbers.

(2) If the name of an allotment area is not assigned as road name, cf. subsection 1, the municipal council can assign the name of the area (the name of the allotment society or the like) as supplementary town name according to the rules in section 9 to each of the access addresses in the area.

(3) By allotment areas in subsections 1 and 2 are understood areas which are governed by the law on allotment societies.

(4) For buildings where several entrance doors, stairways or external stairs give access to the same access balcony, corridor or the like, the access address is assigned only to that access which is designated as main access.

(5) For buildings where an access balcony, corridor or the like give access to dwelling or business entities on the upper floors, and where there is direct access from outside to the corresponding entities on the ground-floor, a specific access address is assigned to each entrance door on the ground-floor, including to those doors, stairways or exterior stairs which give access to the upper floors, cf., though, subsection 4. For doors on the other floors entity addresses are assigned with floor and door identification, cf. sections 18-20.

Chapter 6

Registration of road names etc. in the Civil Registration System's Street Gazetteer

Section 23. The municipal council registers the assigned road names, addressing road names and road codes in the Civil Registration System's (CRS) Street Gazetteer according to the rules in the Ministry of Home Affairs's circular about updating and maintenance of the Civil Registration System's Street Gazetteer.

(2) According to the rules in the same circular, information about the location of all road names and access addresses in a specific postal district as well as information about possible assigned town names is also registered in the CRS Street Gazetteer.

(3) Out of consideration for the parties who, according to section 1, subsections 2 and 3, are dependent on the registration in the CRS Street Gazetteer, this must be done no later than 2 weeks after the road name in question has been assigned, and at the latest when the road name takes effect, cf. section 10, subsection 2. In the period until a new road name has been assigned, the corresponding road code can be registered with "unnamed road" or the like as temporary road name.

(4) In the period until January 1st 2010, by the time a road is registered in the CRS Street Gazetteer, the municipal council must inform a common electronic bulletin board issued by the National Agency for Enterprise and Construction about the named road's geographical location.

(5) Road names, addressing road names, road codes, post codes and town names as well as building or farm names in the CRS Street Gazetteer must be available by automatic transfer or the like to the municipality for address registration in the Building and Dwelling Register.

Registration of access and entity addresses in the Building and Dwelling Register

Section 24. The municipal council registers all assigned access and entity addresses in the Building and Dwelling Register (BDR). The registration must be done in immediate continuation of the assignment of the address designation in question, and concurrently with making the rest of the information available, cf. subsections 2-7.

(2) To each registration is linked information about the date when the assignment, change or cancellation in question take effect.

(3) For each access address it is registered which postal district the address is located in, which named road the address belongs to, as well as the assigned address number. For a period until the named road or address number is assigned, an access address can be registered without this information.

(4) For each access address it is registered which plot the address is located on, as well as which building, technical facility, access road and entrance door the access address is linked to.

(5) For each access address, information about the address point which according to the rules in section 13 represents the geographical position of the address must be registered in the BDR. As basis for the registration of the geographical coordinates (X,Y) to the address point, the best possible digital, base maps available to the municipality should be used. The coordinates are to be updated at least once a year.

(6) For each entity address it is registered which access address it is linked to, and which dwelling, business or utility entity it may possibly be linked to.

(7) For each access address and for each entity address a nationwide, unique and automatically created code (stable primary key) must be registered, which is independent of the other assigned designations.

Chapter 7

Taking effect

Section 25. The order takes effect on January 1st 2007.

(2) However, section 22, subsection 2, section 23, subsection 4 and section 24 does not take effect until July 1st 2007.

(3) Circular no. 137 of December 11th 2002 on addresses is cancelled. Sections 5 and 6, though, are upheld until July 1st 2007.

National Agency for Enterprise and Construction, December 12th 2006

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