

Circular on Addresses

(Attention all municipal councils)

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Pursuant to section 3f in the law of Building and Dwelling Registration, cf. consolidate Act no. 767 of 12. September 2002 it is hereby established:

Chapter 1

General rules

1. - (1) The municipality establishes addresses in accordance with §§ 3a-3e in the law on building and housing registration. Addresses are established with regard to helping citizens, authorities, utilities and others to orient themselves and to locate the properties, buildings, main entrances, housing or business entities in question.
- (2) According to the rules in this circular, addresses must be assigned to all built-on properties with access to a public road or a private common road as well to all properties which are divided with a view to building development etc. and which have access to such roads.
- (3) Furthermore, according to this circular addresses can be assigned to lots or areas which will be divided or built on according to planning, as well as to technical facilities.
- (4) In case the municipal council finds it appropriate to assign addresses to other areas which are used for urban purposes, parks and sports grounds as well as for green areas, pull-ins, landmarks, mooring spaces etc., the rules of this circular should be followed, so that the considerations mentioned under subsection 1 are adhered to.
- (5) No specific addresses should be assigned to road areas, path areas, open spaces or to agricultural or forestry areas, natural habitats etc. for which there are no building planning.
- (6) When information becomes available to a municipal council that a certain property, building or technical facility etc. is used by the Ministry of Defence, Home Affairs or Justice, the address in question is assigned by the municipal council after negotiation with the relevant ministry. Addresses are only assigned to buildings or technical facilities etc. which are situated on properties used by these ministries if the buildings or technical facilities etc. from the point of view of public security interests can be registered in the Building and Dwelling Register (BDR).

2 - (1) An access address is identified by the name of the access road plus a corresponding address number, including a possible letter. The municipal council decides which road name should form part of the access address.

(2) A unit address is identified by the access address plus a floor identification with a possible door identification.

(3) The municipal council is charged with ensuring that the total number of access addresses and unit addresses are unique and assigned in accordance with the rules in sections 3-4.

(4) Road names are assigned by the municipal council according to the rules in chapter 2, cf., though, sections 7 and 8.

(5) Address numbers including a possible letter are assigned by the municipal council in accordance with the rules in chapter 3, cf., though, sections 7 and 8.

(6) Floor identification and door identification are assigned according to the rules in chapter 4.

(7) Road names for main roads and highways are assigned by the municipal council after negotiation with the relevant road board (or perhaps committee). Address numbers for main roads and highways are assigned by the municipal council after agreement with the relevant road board.

(8) If the municipal council assigns road names to private common roads, internal roads, market places, squares and the like, this must be done in consultation with the individual property owner. The assignment of address numbers on the basis of the road names in question must also be done in consultation with the property owner. However, there is no constraint on the part of the municipal council to reach an agreement with the property owner.

3 - (1) In the case of buildings in which one or more dwellings or business entities are registered in the BDR, each main entrance (entrance door, stairway or the like) giving access to the entity in question must be assigned an individual access address.

(2) Individual access addresses may also be assigned to other entrance doors, stairways and the like which do not constitute the main access to one or more entities. Furthermore, access addresses can be assigned to technical facilities as well as to those lots and areas mentioned in section 1, subsections 3 and 4.

(3) However, each built-on property which has access to a public road or a private common road, and each property which has been divided with a view to building development and which has access to such roads must have assigned at least one access address, cf. sections 1 or 2.

4 - (1) Each dwelling entity and each business entity which is registered in the BDR must have assigned an entity address which uniquely identifies the location of the entity in the building, cf., though, section 20, subsection 2.

(2) Entity addresses may be assigned to internal entrance doors, hall doors or the like within a building, even if these do not give access to a dwelling or business entity.

5 - (1) All the access and entity addresses assigned by the municipal council must be registered in the BDR with corresponding Cross Reference Register (CRR). Access and entity addresses may be registered by automatic transfer of already established address information from the Municipal Property Data System (PDS), including the Copenhagen Municipal Property Data System.

(2) For each new registration of an access address and for each registration of a change in an access address identification, information about the date of the establishment, change or cancellation of the address must be noted with a view to updating the address information in other registers.

(3) For each access address the land parcel number of the address is registered. It is further registered which building, technical facility, main access (entrance door, stairway or the like) the access address is linked to.

(4) For each entity address it is registered which access address it is linked to, and which dwelling or business entity it may be linked to, cf. section 4, subsection 2.

(5) In consideration of the continuity of the address registration, each access address may be identified by a national, unique and automatically computed digit(al) code (constant primary key) which is independent of the assigned road name and address number.

(6) When assigning access addresses, the municipal council must ensure that the Civil Registration System's (CRS) Street Gazetteer includes information about which parish, electoral district, post code and postal district each address belongs to, cf. the Ministry of Home Affairs' circular about updating and maintenance of the CRS's road and dwelling register.

6 - (1) For each access address a registration is made of the geographic co-ordinates to the address point which must be located within the land parcel number or within the building which the address, according to section 5, subsection 3, pertains to.

(2) The address point should be positioned three meters into the relevant building calculated from the middle of the longest side of the building closest to the road which forms part of the address. For buildings with more than one access address, the address points are allocated so that they correspond as well as possible to the location of the entrances or stairways in question.

(3) For unbuilt properties the address point is positioned so that it lies within the area designated by the land parcel number.

(4) The correct registration of co-ordinates is based on the best possible map material accessible to the municipal council. The co-ordinate system used is "System 34/45" (~ Danish National Reference System), or the municipal council may choose another geographic reference system by agreement with the Minister of Economic and Business Affairs.

(5) The co-ordinates are updated at least once a year.

Chapter 2

Road name and road code

7 - (1) Road names are assigned to all public roads, private common roads, squares and market places etc., including motorways, whether or not the name of the road in question will form part of any address.

(2) Road names are also assigned to public paths and private roads, internal roads, paths, squares, market places etc., if the names in question are going to form part of any address.

(3) A particular delimited geographic area which do not have a proper road network may be assigned a name with a view to assigning addresses. In that case, the area name replaces the road name. Examples of such areas are allotment societies or holiday villages without a road network, large-scale business or institution areas with many buildings, smaller islands without a road network, large-scale sports facilities etc.

(4) In case the municipal council finds it appropriate, in accordance with section 1, subsection 1, road names may be assigned to other existing roads, paths, squares, market places, bridges etc. than those mentioned in subsection 1-3.

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

(4) For road names of more than 20 characters, the road name for addressing 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.

As a general rule, road names for addressing are assigned in accordance with the Danish Language Council's guide lines for the spelling of road names.

(5) To aim at uniqueness in the address identification, a road name or a road name for addressing which already appears within a municipality may not be assigned to another road or the like within the same municipality. To avoid the possibility of mistakes, similar sounding road names should not occur within the same postal district.

(6) If, as an exception, the same road name should occur in more than one place within the same municipality or postal district, a supplementary town name should be assigned together with the road name, cf. section 10.

(7) Roads which cross municipality boundaries should, as far as possible, be assigned the same road name, spelled in the same way, in all the municipalities.

9 - (1) For each road name, a road code is assigned. The road code should always have four digits which should be located in the interval between 0001 and 9899.

(2) The road code together with the three-digit municipal code issued by the Ministry of Home Affairs form a unique identification of the road name etc. in question. Thus, there may be only one road code for each road name in the municipality, just as there may be only one road name linked to each road code within the municipality.

(3) With a view to the continuity of the address registration, an assigned road code may not be changed. If a road changes its name in its entirety, that road must keep its originally assigned road code. If a part of a road changes its name, that part of the road which gets a new name must be assigned a new road code.

10 - (1) For each road name, one or more supplementary town names of up to 34 characters may be assigned. As a town name may be used a proper town name or another local place name which specifies the address identification.

(2) A town name must be assigned, if the road name and the municipality code or the postcode and the postal district, cf. section 8, subsection 6, are not sufficient to indicate uniquely the location of the road in question. Town names or place names which form the name of the postal district in question may not be used as a supplementary town name.

(3) A town name may be assigned to the road in its entirety or to certain parts of the road (address number intervals) with a view to clarifying the location and course of the road within the municipality.

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

11 - (1) Road names, road addressing names, road codes and town names must be registered in the Civil Registration System's Street Gazetteer according to the Ministry of Home Affairs' circular on updating and maintenance of the CRS' Street and Dwelling Gazetteer. The registration must be done two weeks at the latest after the road name in question has been assigned.

(2) Road names and road codes are assigned and registered in connection with the approval of division plans, land use plans and the like. In consideration of the civil and property registration, the activity of the utilities, mapping etc., road names and road codes should be assigned and registered as early as possible. Until the road name is assigned, a new road can be registered in the CRS's Street Gazetteer as "unnamed road" instead of with a road name.

(3) Road names, road addressing names, road codes, town names etc. entered in the CRS's Street Gazetteer must be available to the municipal council by automatic or other means of transfer for registration of addresses, buildings, dwellings and technical facilities in the Building and Dwelling Register. There must be no discrepancy between the

registrations of the data in question in the CRS's Street Gazetteer and the Building and Dwelling Register.

Chapter 3

Address numbers

12 - (1) Address numbers consist of up to four characters. The address number itself must be a figure from 1 to 999. Where there is a need, one letter can be added from A to Z. The letters I, J, O and Q, however, should not be used because of the possibilities of mistakes.

(2) No other identifier can be used in connection with the address number like, for instance, quarter identification, block identification, building numbers or gateway identification or the like, as these are not included in the address identification in the Building and Dwelling Register or the Civil Registration System.

13 - (1) Address numbers are assigned in such a way that the total access address identification (municipality code, road code, address number and possible letter) is unique and expedient.

(2) Address numbers are assigned consecutively and in ascending odd and even number and letter order along the road in question. Address numbers consisting solely of a figure are accounted lower than the same figure with a letter attached, for instance: 14, 14A, 14B etc.

(3) Odd address numbers are used on the left side of the road viewed from the starting point of the numbering, while even address numbers are used on the right side of the road, cf., though, Section 16, subsection 2. If the numbering in the area in question has been done already according to the opposite system, this should be followed throughout.

(4) The address numbering starts in that end of the road which is closest to the middle of the town in question. For blind alleys and the like, the lowest address numbers are assigned at that end of the road which is connected to the rest of the road net.

14 - (1) Address numbering should be done as soon as possible, and at the latest when building permission for building development, conversion etc. is granted.

15 - (1) In an urban area with sparse new building which is done successively, for instance in new developments and the like, the address numbering is done in accordance with the principles mentioned in Section 13, so that the address numbering becomes consecutive in the finally built-up area.

(2) Properties which may be built on must also be numbered in the consecutive address number series in accordance with the principles in Section 13.

(3) As regards sparsely built-up areas, the address numbering may be done with gaps in the consecutive numbering.

16 - (1) As regards new developments and the re-numbering of existing buildings, address numbers should not be supplemented with a following letter unless the special character of the building or other special circumstances make it necessary.

(2) Allotment societies, holiday villages, industrial areas with many buildings and buildings on smaller islands without a proper road net are assigned address numbers without letters as far as possible. In such areas the rules in Section 13, subsection 2 about the use of even and odd address numbers may also be departed from, so that the numbering is consecutive from 1 and upwards.

17 - (1) As regards address numbering in building blocks which are situated at unnamed internal accesses in an area between two named roads which both give access to the individual blocks, the road is chosen to which the blocks are most naturally connected. The choice must take into consideration which approach gives the shortest access road. The address numbers should be inserted consecutively, cf. section 13, subsection 2, into the address number series of the road in question.

18 - (1) In access balcony buildings, corridor buildings or other buildings where several main entrances or stairways give access to the same dwelling or business entities, an access number is assigned only to the entrance or stairway which is identified as the main entrance.

(2) In access balcony buildings with direct access from the road to the dwellings on the ground-floor, the entrances on the ground-floor are numbered consecutively with odd or even address numbers, if possible without the use of letter combinations. The stairway to the balcony access is also numbered in the number series, and the dwellings on the upper floors are identified by the address number of the stairway, a floor identification and a side or door number, cf. Sections 20-22.

19 - (1) Cross buildings and other buildings whose only access from the road is through a gateway or the like in the buildings in front are numbered as part of the row of buildings to which they are naturally connected, so that the numbering in such cases is also consecutive, cf. Section 13, subsection 2.

Chapter 4

Floor and door identification

20 - (1) Entrance doors and the like are assigned floor and side or door number identification, so that the entity address appropriately identifies the siting of that entrance door into the building which gives access to the dwelling or business entity, utility entity or the like in question.

(2) In one-family houses, row houses, agricultural holdings and the like where the main entrance of the building is the entrance to a single dwelling or business entity, no floor or side or door identification is assigned. In such buildings, the entity address is identical to the access address.

Floor identification

21 - (1) The floor identification consists of up to two characters which indicate the floor of an entrance door or hall door on the stairway.

(2) In buildings with several floors, only the following floor identification may be used:

- KL for Basement (Danish "kælder")
- ST for Ground-floor (Danish "stue")
- 1 for 1st floor
- 2 for 2nd floor
- 3 for 3rd floor
- 4 for 4th floor etc.

The ground-floor is the floor whose floor level is flush with or slightly above street level.

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

- KL (Danish "kælder") for the basement floor immediately below the ground-floor
- K2 for the basement floor immediately below KL
- K3 for the basement floor immediately below K2 etc.

Side identification or door numbers

22 - (1) In buildings with access to several dwelling or business entities, utility entities etc. on each floor, side and door number identification is used to indicate the siting on the floor of the entrance door in question. If there is only one door on the floor, neither side nor door number identification is used.

(2) On floors with two or three entrance doors, the side identification TV (Da.: "Til Venstre" ~ To the left), MF (Da.: "Midtfor" ~ In the middle) or TH (Da.: "Til Højre" ~ To the right) is used to indicate the position of the entrance door viewed from the top step before the landing. The identification TV is used for the entrance door to the far left viewed from the top step before the landing. The identification MF is used for the entrance door furthest to the right. On floors with three entities, MF is used for the third entity which lies between the two other entities.

(3) On floors with four or more entrance doors, door numbers of up to four digits are used instead of side identification. The entrance door to the far left viewed from the top step before the landing is assigned door number 1, the entrance door to the right of this door, number 2, the following door, number 3, etc.

(4) The municipal council can authorize the use of a systematic identification of all entrance doors instead of the side or door number identification assigned according to subsection 2 or 3. It is a condition, though, that the owner of the property posts and maintains a sign or the like on each entrance door with the door identification approved by the municipal council. The door identification, which can consist of numbers or letters, may include a maximum of 4 characters.

Chapter 5

Coming into force

23 - (1) The circular comes into force January 1. 2003

(2) The points 17-25 in Circular number 6 of 6. January 1977 on the establishing of building and dwelling registration are abolished.

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