

Executive Order on Road Names and Addresses

Pursuant to section 3(4), section 5(3), section 7(6), section 8(2), section 10(2), section 12(3), and section 14(6) of Act no. 136 of 1 February 2017 (the Address Act), and section 10(3) of Act no. 380 of 26 April 2017 on spatial data, and after consultation with Local Government Denmark, the following shall be laid down in accordance with section 1, no. 9, and section 4, nos. 1, 2, 4-7, 10 and 15 of Executive Order no. 263 of 10 April 2018 on transfer of powers to the Danish Agency for Data Supply and Efficiency:

Part 1

General

1.-(1) The address authority shall assign and register road names, addresses and supplementary town names in accordance with parts 2 and 4 of the Address Act and this Executive Order.

(2) Road names, addresses and supplementary town names shall be assigned so that any person can navigate in the simplest possible manner, including by means of navigation systems, and find the road or address that the person is looking for.

(3) Registration of assigned road names, addresses and supplementary town names shall be uniform, so that accurate and updated information on such names and addresses can be made available to citizens, businesses and the public administration.

(4) Assignment and registration of addresses is a practical matter which does not involve any changes in rights.

Definitions

2. For the purpose of this Executive Order:

- 1) Access point shall mean a geographical point at ground level representing the location of an address.
- 2) Address shall be a composite descriptive term which identifies and refers to a specific means of access to an unbuilt area, a building, part of a building, a technical facility, or similar.
- 3) Assign shall cover both the action by which a descriptive term, e.g. a road name, a supplementary town name or an address, is decided on for the first time, and the action by which an existing descriptive term is changed or withdrawn.
- 4) Working day shall mean each day of the week, except Saturdays, Sundays, public holidays, Constitution Day, Christmas Eve and New Year's Eve.
- 5) Land parcel shall mean an area identified by its cadastral number and association of homeowners.
- 6) Named road shall mean a connected traffic area which is independent of municipal borders and to which one road name has been assigned.

- 7) Combined real property shall mean one cadastral number or several cadastral numbers which pursuant to registration in the Cadastre must be kept together.
- 8) Road name shall mean a proper noun identifying and referring to a part of the network of roads or paths, or similar traffic areas and locations.
- 9) Road name line shall mean a geographical line representing the approximate course of a named road.
- 10) Road name area shall mean a geographical area representing the approximate location of a named road, so that it can be located in relation to other named roads nearby.
- 11) Road network shall mean the complete system of roads.
- 12) Road point shall mean a geographical point representing the place of a named road that gives access to a specific access point.

Part 2

Assignment of road names, etc.

Road names

3.-(1) According to section 3(1) of the Address Act, the address authority shall assign road names to all public roads and private common roads. This applies irrespective of whether addresses are to be linked to the road in question.

(2) According to section 3(2) of the Address Act, the address authority may assign road names to private roads and other traffic areas and other locations than public roads and private common roads. "Other traffic areas" shall mean, for example, private squares and open areas, as well as public and private paths. "Other locations" shall mean, for example, specially demarcated areas with no actual road network, such as small islands without roads, or natural areas with scattered housing and only trampled paths. A single road name may be assigned to such "other traffic areas and other locations" to refer to the entire traffic area or location and to form a basis for the addresses assigned.

4.-(1) When the address authority assigns road names to national roads and private roads, this shall be subject to section 4 of the Address Act.

(2) Road names shall be assigned such that, subject to the provisions in section 1(2), they designate a specified, contiguous traffic area.

(3) When a network of roads or paths consists of, or is planned to include, one or several branches or similar, the road names shall be assigned in compliance with the provisions in section 1(2), and such that house numbers can be assigned in an appropriate way and in accordance with the regulations in section 17(2) and (3).

(4) If a named road is divided by a permanent and physical arrangement which divides the traffic area for moving traffic into several separate parts, the address authority shall decide whether the previous naming of the road still complies with the provisions in section 1(2), or whether new road names shall be assigned to the separate parts of the road.

(5) If a named road crosses one or more municipal borders, or functions as the access road to addresses in a municipality other than the municipality in which the road is physically located, the road name shall be assigned according to an agreement between the address authorities in the municipalities concerned. Where relevant, this shall be subject to section 4 of the Address Act.

5.-(1) A road name may be composed of up to 40 characters. Abbreviations in road names should be avoided whenever possible.

(2) For every road name, a road name for addressing of up to 20 characters shall be assigned. For road names of 20 characters or less, the road name is identical with the road name for addressing. For road names of more than 20 characters, a road name for addressing shall be assigned by abbreviating the road name. The abbreviation shall include as many as possible of the 20 characters, and all words in the road name should be represented. Abbreviations at the beginning of road names for addressing should be avoided whenever possible to facilitate automatic alphabetic sorting.

(3) Road names and road names for addressing shall be assigned in accordance with official Danish spelling established by the Danish Language Council. Characters that may be included in road names and road names for addressing are capital letters and small letters from the Danish alphabet (a-å), ä, é, ö, ü, the numbers 0-9, space, hyphen, full stop, and apostrophe. Roman numerals using capital letters may also be included in road names and road names for addressing.

(4) When the address authority assigns a new road name containing an existing place name, and this place name has been registered in the Danish Place-Name Committee's list of Danish place names, the address authority shall use the form of the place name specified in this list in the road name.

Uniqueness of road names

6.-(1) According to section 3(3) of the Address Act, a road name that already exists within a postcode area may not be assigned to another road within the same postcode area. Furthermore, a road name may not be assigned when an identical or almost identical road name has been reserved, cf. section 8, within the same postcode area.

(2) A new road name may not be assigned when an identical or almost identical road name has already been reserved, cf. section 8, or assigned to another named road within a radius of 15 km.

(3) Two road names shall be considered identical if they only differ from each other in terms of

- 1) spelling differences that are not reflected in pronunciation differences,
- 2) presence or absence of genitive -s,
- 3) definite or indefinite form,
- 4) the same words being written as one or several words,
- 5) the same words being abbreviated or written out in full,
- 6) alternative spellings of the same word, or
- 7) close variants or derivatives of the same word.

(4) Road names are considered almost identical if there is an immediate risk of confusion when the names are pronounced quickly and normally.

(5) To ensure the uniqueness of road names, the address authority may, either on its own or in collaboration with other municipalities within a major urban area, catchment area or similar, lay down additional rules or agree on other arrangements, in addition to those described in subsections (1)-(4) above.

Road name lines and road name areas

7.-(1) For each named road, the address authority shall assign a road name line, cf. however, subsections (2) and (3). The road name line shall be positioned so that it represents the approximate geographical course of the named road.

(2) If the course or extent of a named road has not yet been determined, a road name area representing the approximate geographical location of the road shall be assigned instead. Once the course of the named road is subsequently determined, the address authority shall change the road name area to a road name line, cf. subsection (1).

(3) If a road name has been assigned to a traffic area or a location which is not a public road, private common road, private road, or public or private path, a road name area shall be assigned to the named road corresponding to the area covered by the traffic area or location.

Reservation of road names

8.-(1) The address authority may reserve road names in the Danish Address Register for later use. Sections 5 and 6 shall also apply to road names for which reservations are requested. A road name that has been reserved may cover part or all of the area of a municipality.

(2) Reservation of a road name generally lasts for up to three years, but can then be extended several times. A road name can be reserved for a maximum of 12 years.

Road codes

9.-(1) Each named road in a municipality is assigned a road code in the Danish Address Register. However, if a named road crosses more than one municipality, a road code shall be assigned for each of these. The road code comprises four digits between 0001-9899.

(2) In combination with the four-digit municipality code from the Ministry for Economic Affairs and the Interior, the road code constitutes a unique identification of the named road code in the relevant municipality. There may only be one road code for each named road in the municipality, and each road code in the municipality may only be linked to one named road.

(3) Road codes may not be changed. If a new or changed road name is assigned to a municipality's part of a named road, the originally assigned road code shall be maintained. If the road name of part of a municipality's part of a named road is changed, only the new road name shall be assigned a new road code.

(4) If two named roads are combined into one road within a municipality, such that only one of the road names remains, the road code for this road name shall be maintained. If, within a municipality, two named roads are combined into one road such that both road names are abolished and replaced by a new name, the road code to which the highest number of addresses are linked shall be maintained.

Timing of assignment of road name, etc.

10.-(1) Road names shall be assigned as early as possible. In connection with planning, parcellation or urban development of a new area, assignment of road names shall be commenced when the address authority has adequate knowledge to preliminarily assess which named roads will be located in the area, and their road name lines or road name areas.

(2) In the period until the road name has been decided, the temporarily named road shall be identified by means of a road name line or a road name area, the road code assigned and any temporary identifier determined by the address authority.

(3) The address authority shall decide from which date the named road and the assigned road name shall apply.

Part 3

Supplementary town names

11.-(1) The address authority may assign supplementary town names to be included in all addresses located within the geographically demarcated area covered by the supplementary town name, cf. subsection (5).

(2) A supplementary town name may be an actual town name or another local place name, e.g. the name of a town district or an island. Supplementary town names shall be assigned in accordance with official Danish spelling established by the Danish Language Council, or the Danish Place-Name Committee's list of Danish place names, if the place name is registered therein. Abbreviations should be avoided whenever possible.

(3) A supplementary town name may be composed of up to 34 characters. Characters may be capital letters and small letters from the Danish alphabet (a-å), ä, é, ö, ü, the numbers 0-9, space, hyphen, full stop, and apostrophe. Roman numerals using capital letters may be included in supplementary town name.

(4) A supplementary town name shall be assigned such that it can be distinguished from the name of the relevant postcode area (postal district).

(5) The address authority shall geographically demarcate the supplementary town name area to ensure that it is located within the municipal borders. The area may consist of one or more areas, each of which may contain gaps. The area of a supplementary town name may not overlap the area of another supplementary town name.

(6) The address authority shall decide from which date the supplementary town name assigned shall apply.

Part 4

Addresses

Address identifier

12.-(1) When assigning an address, the address authority shall determine which road name and house number, and, if relevant, floor identifier and door identifier, to be included in the address identifier in order to specify the means of access to the building or part of a building, land parcel etc. to which the address belongs. For each address, the complete address identifier shall be unique.

(2) The road name of the address shall refer to the named road that gives access to the address. Where several options exist, the address authority shall determine which road should be considered the access road, taking into account the right of way, as well as any other factual conditions.

(3) The house number of the address shall refer to the exterior access, i.e. the entrance door or similar, to the building in which the address is located. If the entrance door gives access to several addresses, the house number shall be shared by these addresses.

(4) If the address is part of a technical facility or similar, the house number shall refer to the means of access to the facility, as if the facility were a building. If the address is part of an unbuilt area, the house number shall refer to the means of access to this area, i.e. driveway, gate or similar.

(5) If the exterior access is by means of an external stairway that forms part of the building, the starting point of the stairway at ground level shall be considered the entrance door to which the house number shall be assigned. If several entrance doors, external stairs or similar give access to the same addresses, the house number shall be assigned such that it refers to the most important means of access.

(6) The floor identifier and the door identifier of the address specify the means of access to the address inside the building, i.e. the floor on which the address is located, and possibly the door on a given floor to which the address belongs.

(7) If there is only one address on a given floor, the door identifier may be omitted. For single-family houses, terrace houses and similar to which only one address has been assigned, no floor identifier or door identifier shall be assigned.

(8) When assigning the address, the address authority shall check whether the address is located within the intended postal district and, where relevant, within the intended area of a supplementary town name.

Access point

13.-(1) For each address, the address authority shall assign an access point representing the location of the exterior means of access to which the house number refers, cf. section 12(3) or (4). If the house number is shared by several addresses, only one access point shall be positioned.

(2) The access point shall be positioned within approx. three meters of the perimeter of the building or land parcel to which the address belongs, cf. section 12(3) or (4). If the building or land parcel has more than one

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access point, these access points should be positioned such that they match the location of the relevant entrance doors or similar to the greatest possible extent.

(3) If the address is part of a free-standing technical facility, cf. section 35, the access point shall be positioned as if the facility were a building, in the best possible way.

Road point

14.-(1) For each access point, the address authority shall assign a road point.

(2) The road point shall be positioned such that it represents the place on the named road that gives access to the address, cf. however subsection (3).

(3) In connection with driveways, the road point shall be positioned on the general road network. On islands with no actual road network, the road point shall be positioned at the place of call closest to the address.

Timing of assignment of addresses

15.-(1) If, pursuant to sections 26-35, the address authority assesses that addresses are to be assigned, the assignment of addresses shall be commenced as early as possible, and at the time when the address authority obtains adequate knowledge to preliminarily assess which addresses with associated access points and road points should be assigned. For example, in connection with parcellation, cadastral registration, new construction, conversion, and change of use of existing buildings or facilities, it may be relevant to commence the assignment of addresses early.

(2) A preliminary address can be identified solely by means of the associated access point and road point, until the road name, house number and possibly a floor identifier and door identifier to be included in the address have been assigned.

(3) The address authority shall decide from which date the address assigned shall apply.

Part 5

Assignment of house numbers, floor identifiers and door identifiers

House numbers

16.-(1) The address authority shall assign house numbers. When the address authority assigns house numbers on national roads and private roads, this shall be subject to section 4(1), (2) and (4) of the Address Act. If the address authority has information that a property, a building or a technical facility, etc. is being used by the Ministry of Defence or the Ministry of Justice, assignment of house numbers shall be subject to section 4(3) and (4) of the Address Act.

(2) A house number may include up to four characters. A house number shall always include a number between 1 and 999, which may be supplemented by one capital letter from A to Z, without spaces between the number and the letter. If a letter is included, it shall form part of the house number. House numbers with and

without letters shall have equal status. However, due to the risk of confusion, the letters I, J, O and Q may not be used in new house numbers, or when changing a house number.

(3) In ascending order, a house number without a letter shall be considered lower than the same identifier with a letter, after which alphabetical order shall be applied, cf. however, section 18(5).

17.-(1) House numbers shall be assigned such that each house number only occurs once for each named road.

(2) House numbers shall be assigned in ascending order along the road, with odd numbers on the left side of the road, seen from where the house numbers start, and even numbers on the right side of the road, cf. however section 18. If houses in a given area have already been numbered according to the opposite principle, this should, however, be continued.

(3) If a named road has one or more branches, the provision in subsection (2) shall be applied such that, based on the primary part of the road, an imaginary central axis or dividing line is established, from where the odd and even house numbers are distributed, cf. however section 18.

(4) For dead-end and one-way roads and similar, the ascending order of house numbers shall start at the end of the road connected to the general road network that gives access to the road. For other roads, the ascending order of house numbers should start at the end of the road closest to the centre of the relevant town, or at the end of the road connected to the most significant part of the general road network.

(5) When assigning house numbers, some numbers may be skipped so that, in the event of future construction, densification and similar along the named road, additional house numbers can be inserted without this leading to a change in house numbers already assigned.

(6) The provisions in subsections (1)-(5) shall apply irrespective of whether the named road, cf. section 4(5), crosses more than one municipality.

(7) For named roads crossing more than one municipality, the relevant address authorities should agree on the intervals of house numbers attached to each of the municipalities.

18.-(1) If land parcels or built-up areas are positioned such that, in the opinion of the address authority, the regulations in section 17(2) and (3) are not suitable for systematic and logical house numbering, house numbers in the whole area may, by way of exception, be assigned in ordinary ascending order, without taking account of even and odd numbers.

(2) Subsection (1) shall also apply to existing built-up areas in which house numbers have been assigned in ordinary ascending order, without taking account of even and odd numbers, if the address authority assesses that the existing house numbers provide sufficiently systematic and logical house numbering.

(3) A precondition for applying subsections (1) and (2) is that the ordinary ascending house numbering includes all addresses on the named road, and that arrangements are made to minimise the risk of misunderstandings, for example through overview signs or direction signs showing the house number intervals etc. used.

(4) If a road is changed into a dead-end or one-way road or similar after house numbers have been assigned to the road, the address authority may decide to derogate from the regulation in section 17(4), 1st clause, thus

maintaining the existing house numbering if, in the opinion of the address authority, this is not contrary to the considerations in section 1(2).

(5) If the address authority finds that special circumstances so warrant, the regulation in section 17(2), cf. section 16(3), may be derogated from when the relevant house numbers, with and without letters, belong to the same building or closely connected buildings. A precondition for this is that arrangements are made to minimise the risk of misunderstandings, for example clearly visible signs.

(6) For areas in which the existing house numbers were assigned prior to 7 May 2018, the regulations in section 17(2) may be derogated from if, in the opinion of the address authority, the house numbering in the area is functional and not contrary to the considerations in section 1(2). A precondition for this is that arrangements are made to minimise the risk of misunderstandings, for example clearly visible signs.

External stairs and access balconies

19. If a building is designed such that an access balcony, corridor or similar gives access to the upper floors, while ground-floor units are accessed directly from ground level, addresses on the ground floor shall be assigned separate house numbers for each entrance. For the upper floors, separate house numbers shall be assigned to the doors, internal staircases, or external stairs, that give access to the upper floors, and subsequently, a floor identifier and a door identifier shall be assigned to each unit pursuant to sections 20, 22 and 23.

Floor identifier

20.-(1) Floor identifiers shall be as follows:

- 1) *k/* shall refer to the basement floor,
- 2) *st* shall refer to the ground floor,
- 3) *1* shall refer to the first storey or floor (*1. sal* or *1. etage*)
- 4) *2* shall refer to the second storey or floor (*2. sal* or *2. etage*)
- 5) *3* shall refer to the third storey or floor (*3. sal* or *3. etage*), etc.

(2) The ground floor or storey is the storey at which the floor follows or is slightly above ground level.

(3) In buildings with several basement floors, the following identifiers shall be applied:

- 1) *k/* shall refer to the basement floor immediately below the ground floor,
- 2) *k2* shall refer to the basement floor immediately below *k/*, and
- 3) *k3* shall refer to the basement floor immediately below *k2*, etc.

(4) Shopping centres, universities, university colleges, hospitals and other large building complexes may use the terms *plan* or *niveau* (level) interchangeably with the terms *sal* or *etage* (floor/storey) on signs and in other communication materials.

(5) For shopping centres, universities, university colleges, hospitals and other large building complexes used for corporate or institutional purposes, the address authority may decide, irrespective of subsections (1)-(3), that only the floor identifiers 1, 2, 3, etc. be used, with the identifier 1 being used for the lowest floor, irrespective of

where it is located in relation to ground level. The identifiers 0 and -1, -2, -3, etc. may not be used as floor identifiers in addresses.

Floor identifier signage

21. If the address authority assesses that people may have difficulties localising which floor they are on in a building, the address authority may require that the owner put up and maintain a sign or similar at one or several places in the common access area of each floor. Such sign or similar shall, in a visible and easily understandable way, display the floor identifier assigned.

Door identifier

22.-(1) Unless the address authority, cf. section 23, decides otherwise, the door identifier shall be assigned on the basis of the common access area of the relevant floor, i.e. the common entrance area, floor landing, access balcony, corridor or similar where the door is located.

(2) If there is only one address in the common access area of the floor, the door identifier may be omitted, cf. however section 23.

(3) If there are two or three entrance doors in the common access area of a floor, the side identifiers *tv* (left), *th* (right) or *mf* (centre) shall indicate the relative locations of the doors seen from the perspective of arriving at the floor. In a staircase, the perspective at the top step, just before the floor landing, shall determine the identifiers as follows:

- 1) *tv* shall be assigned to the door on the left,
- 2) *th* shall be assigned to the door on the right, and
- 3) *mf* shall be assigned to the centre door, between the other two doors.

(4) If there are four or more entrance doors in the common entrance area of a floor, door numbers of up to four digits shall be used instead of side identifiers. Starting with 1, doors shall be assigned numbers in ascending order from left to right. Door numbers may not include leading zeros.

(5) In the event of changes to the number of entrance doors, for example as a result of joining or dividing flats, the address authority shall ensure that all entrance doors in the common access area have been assigned a side identifier or a door number, cf. subsections (1)-(4).

23.-(1) Following a proposal by the owner, the address authority may assign a systematic identifier to all doors in the building or part thereof, instead of the side identifiers or door numbers described in section 22(3) and (4).

(2) Irrespective of subsection (1), the address authority may assign a systematic identifier to all doors which differs from the identifier proposed by the owner under subsection (1), if the address authority assesses that the proposed door identifiers are not suitable to clearly indicate the location of the relevant doors.

(3) A systematic door identifier may include a maximum of four characters. The characters may be small letters from a to z, the numbers 0-9 and hyphens. However, leading zeros may not be included in the door

identifier. In order to prevent confusion between the door identifier and the house number, letters should precede numbers whenever possible.

Door identifier signage

24.-(1) If the address authority has assigned a systematic identifier for all doors in a building in accordance with section 23, the owner shall place and maintain a sign or similar on or at each door, which clearly displays the door identifier assigned.

(2) If the address authority assesses that the common access areas in a building are designed such that it will be difficult for an emergency crew, for example, to localise the relevant doors solely by means of a side identifier or a door identifier assigned in accordance with section 22, the address authority may require signage in accordance with the regulations in subsection (1).

Part 6

Assignment of addresses

25. When the address authority assigns addresses to properties, buildings or technical facilities used by the Ministry of Defence or the Ministry of Justice, this shall be subject to section 7(3) of the Address Act.

General regulations for when addresses shall be assigned

26.-(1) To each land parcel that has been built on, or which is planned to be built on, or which has been parcelled out with the intention of being built on, the address authority shall assign at least one separate address pursuant to the regulations in subsections (2)-(5).

(2) According to section 7(2) of the Address Act, the address authority shall assign one separate address to each dwelling. A dwelling shall mean a unit that has been registered for residential purposes in the Danish Building and Dwelling Register (BBR). Irrespective of the 1st clause, more than one address may be assigned to a dwelling if

- 1) part of the dwelling is used for corporate purposes, and this part has a separate entrance door, or
- 2) the dwelling has a considerable size, and has one or more separate entrance doors used for goods deliveries, as a staff entrance, or similar.

(3) The address authority shall assign at least one separate address to each owner-occupied flat.

(4) The address authority may also assign separate addresses to buildings or parts of buildings, in addition to the situations mentioned in subsections (2) and (3), cf. however, sections 28-34.

(5) Furthermore, separate addresses may be assigned to other parts of built-up areas or facilities, areas which are planned to be parcelled out or built up, and other unbuilt areas or facilities, cf. however sections 35 and 36.

(6) The address authority may not cancel an address which constitutes a separate address for buildings, owner-occupied flats or units registered in the Danish Building and Dwelling Register (BBR).

Multi-storey buildings

27. In addition to the general regulations on assigning addresses in section 26, if, with regard to multi-storey buildings, the address authority so decides, the address authority may assign an address which only includes a road name and a house number, so that the address can serve as a general designation of the means of access, for example to a shop unit or similar at street level, cf. section 30(5) and (6), or another building or facility on the land parcel to which no separate address has been assigned.

Allotment areas

28.-(1) In allotment areas which are governed by the Allotment Gardens Act and in which construction of actual housing on individual plots of land is permitted, the address authority shall assign separate addresses to each plot of land, as well as to shared functions such as grocers, small shops, facilities for joint activities and similar. The house numbers assigned shall be displayed by clearly visible signs at each plot of land and on shared functions.

(2) In allotment gardens which are governed by the Allotment Gardens Act and in which construction of housing is not permitted, apart from tool sheds and similar, the address authority shall assign at least one address indicating the main entrance to the area.

(3) In allotment areas, the address authority shall assign road names in one of the following ways:

- 1) A road name is assigned to each internal road or path in the area.
- 2) The name of the area is assigned as a road name for the whole area.
- 3) Addresses in the area use the road name of the road giving access to the area.

(4) When a road name has been assigned in accordance with subsection (3), no. 1 or 2, the individual house numbers may be assigned in ordinary ascending order, without taking even or odd numbers into account, cf. section 18.

Holiday centres etc.

29.-(1) In addition to the general regulations regarding assignment of addresses in section 26, the specific regulations in subsections (2) and (3) below shall apply to properties that are used for common holiday activities, as holiday centres or similar, and that comprise several buildings spread out over an area with its own internal road or path network.

(2) At least one address shall be assigned for each exterior entrance door that serves as the primary means of access to a holiday home, to a production unit, cf. section 4 of the Danish Act on the Central Business Register, or to a function to which the public has access, or a function that may be subject to public supervision.

(3) Road names shall be assigned in one of the following ways:

- 1) A road name is assigned to each internal road or path in the area.
- 2) A single road name is assigned for the whole area.
- 3) Addresses in the area use the road name of the road giving access to the area.

(4) When a road name has been assigned in accordance with subsection (3), no. 1 or 2, the individual house numbers may be assigned in ordinary ascending order, without taking even or odd numbers into account, cf. section 18.

Properties used by several businesses

30.-(1) In addition to the general regulations regarding assignment of addresses in section 26, the specific regulations in subsections (2)-(5) below shall apply to properties that are used by several businesses. In this context "several businesses" shall mean several production units (P units), cf. section 4 of the Danish Act on the Central Business Register, that are not controlled by the same legal entity (Central Business Register (CVR) no.), cf. section 3 of the Danish Act on the Central Business Register, or by legal entities in the same group, cf. section 5, no. 19, of the Danish Companies Act.

(2) At least one address shall be assigned for each exterior entrance door that serves as the primary means of access to a production unit or to a function to which the public has access, or that may be subject to public supervision.

(3) If an entrance door, cf. subsection (2), provides access to several floors, at least one address per floor shall be assigned. If only one address is assigned to a floor, a door identifier shall not be assigned.

(4) Subsections (1)-(3) shall not apply to liberal professions, including hairdressing, day-care and similar, which are practised from a dwelling registered in the Danish Building and Dwelling Register (BBR), and the nature of which is such that they can ordinarily be practiced in connection with a dwelling.

(5) Irrespective of subsection (2), the address authority may decide that no separate address shall be assigned to entrance doors in specially demarcated areas to which the means of access is restricted and controlled, e.g. amusement parks.

(6) Irrespective of subsection (2), the address authority may decide that no separate address shall be assigned to entrance doors which give access to shop units or similar from the front of the building, facing the road, if the front of the building already has another entrance door or a door to a staircase to which a house number and one or more addresses have been assigned.

(7) If the address authority applies the regulation in subsection (6), an address comprising only a road name and house number shall be assigned to the numbered entrance door or staircase door so that the relevant shop units can use this address.

Shopping centres

31.-(1) In addition to the general regulations regarding assignment of addresses in section 26, the specific regulations in subsections (2)-(4) below shall apply to properties used commercially as shopping centres or similar.

(2) At least one address shall be assigned for each entrance door that serves as the primary means of access to the centre or to other functions to which the public has access, or that may be subject to public supervision.

(3) For each shop unit or similar located in the shopping centre, at least one separate address shall be assigned.

(4) The address authority may decide that addresses in the entire shopping centre be assigned floor identifiers pursuant to the special regulations in section 20(5). Furthermore, the address authority may decide that an existing systematic identifier for individual shop units or similar in the shopping centre be used as door identifiers for the addresses, cf. the provisions in sections 23-24.

Hospitals, universities, university colleges and similar

32.-(1) In addition to the general regulations regarding assignment of addresses in section 26, the following specific regulations in subsections (2) and (3) shall apply to hospitals, universities, university colleges and similar.

(2) At least one address shall be assigned for each exterior entrance door that serves as the primary means of access to a production unit, cf. section 4 of the Danish Act on the Central Business Register, to a function to which the public has access, to another primary function, or to a function that may be subject to public supervision.

(3) If the relevant entrance door provides access to several floors, at least one address per floor shall be assigned. If only one address is assigned to a floor, a door identifier shall not be assigned.

Other institutions etc.

33.-(1) In addition to the general regulations regarding assignment of addresses in section 26, the following specific regulations in subsections (2) and (3) shall apply to properties that are used by more than one public or private institution.

(2) At least one address shall be assigned for each exterior entrance door when this door serves as the primary means of access to a function to which the public has access, or serves as a production unit, cf. section 4 of the Danish Act on the Central Business Register, or that may be subject to public supervision.

(3) A separate address shall be assigned to outdoor facilities on the property, such as playgrounds and sports facilities, when these are not located adjacent to a building to which an address has been assigned.

Port areas and houseboats

34.-(1) In addition to the general regulations regarding assignment of addresses in section 26, the following specific regulations in subsections (2)-(4) shall apply to port areas, irrespective of whether these are privately or publicly owned.

(2) At least one address shall be assigned for each exterior entrance door that serves as the primary means of access to a production unit, cf. section 4 of the Danish Act on the Central Business Register, or to a function to which the public has access, or a function that may be subject to public supervision.

(3) If the relevant entrance door, cf. subsection (2), provides access to several floors, at least one address per floor shall be assigned. If only one address is assigned to a floor, a door identifier shall not be assigned.

(4) Where specific areas of the port area can in fact, or pursuant to planning or other regulation, be used for houseboats that are used for residential or business purposes, a sufficient number of addresses shall be assigned to ensure that each houseboat has a separate address. The address shall be assigned such that the access point is placed on the solid quay edge, wharf, jetty or similar from where there is access to the houseboat.

Technical facilities

35.-(1) In addition to the general regulations in section 26, separate addresses shall be assigned to large, free-standing technical facilities such as wind turbines, aerial masts or publicly owned toilet facilities.

(2) Subsection (1) shall apply correspondingly for main entrances to train stations, bus stations or request stops and for entrances and audience access points to car parks with public access that are part of a building or an underground construction.

(3) Subsections (1) and (2) shall not apply when the relevant facility is located in the immediate vicinity of a building and shares a means of access with a building to which an address has already been assigned.

Unbuilt areas etc.

36. The address authority may assign separate addresses to other unbuilt areas or facilities such as parks, green areas, playgrounds, sports grounds, lay-bys, cemeteries without buildings, attractions with public access, including associated car parks.

Temporary buildings etc.

37.-(1) In areas characterised by several small buildings, sheds, tents and similar of a temporary nature, and which are in fact used for residential purposes, the address authority may, as a practical measure, and taking into account the considerations in section 1(2), assign separate addresses.

(2) In the areas mentioned in subsection (1), addresses may be assigned to a number of poles set up along the access roads to the area instead of to the individual building or similar.

Part 7

Registration in the Danish Address Register

Registration of named roads

38.-(1) The address authority shall register in the Danish Address Register all named roads in the municipality, cf., however, subsection (7).

(2) For each named road, the address authority shall register the road name and the road name for addressing when these have been assigned. If the road name includes an abbreviation which is not pronounced as it is written, a pronounced road name shall also be registered.

While this translation was carried out by a professional translation agency, the text is to be regarded as an unofficial translation of *Bekendtgørelse nr. 271 af 13. april 2018 om vejnavne og adresser* (Executive Order no. 271 of 13 April 2018 on road names and addresses). Only the Danish document has legal validity.

May 2018, GlobalDenmark Translations

(3) For each named road, the address authority shall register and update information about the geographic location of the road using a road name line or a road name area, cf. section 7.

(4) When registering the named road, the Danish Address Register shall assign a unique identification code to the name, and this code shall be maintained throughout the lifetime of the named road.

(5) When registering the named road in a municipality, the Danish Address Register shall assign a road code to the named road together with a municipal code. The road code shall be maintained according to the regulations in section 9.

(6) When registering the named road, the Danish Address Register shall, on the basis of information from the Danish Administrative Geographical Division (DAGI), link information on which postcode(s) the road name concerns.

(7) If part of or the entire named road is located in a geographical area to which a supplementary town name has been assigned, cf. section 11(1), the Danish Address Register shall, on the basis of information from the Danish Administrative Geographical Division (DAGI), link information on the relevant supplementary town name for registration of the named road.

(8) If a named road crosses more than one municipality, cf. section 4(5), the municipalities concerned shall agree which municipality's address authority shall be responsible for carrying out the registrations mentioned in subsections (2) and (3). Each address authority may register the house number intervals that are available to the municipality for the relevant named road according to an agreement concluded pursuant to section 17(7).

Time course for registration of named roads

39.-(1) When assigning a new road name and when changing an existing road name, the address authority shall register the information mentioned in section 38(2) and (3) in the Danish Address Register when the information becomes available if the information has significant, new content.

(2) In the period until the information mentioned in section 38(2) and (3) becomes available and has been registered, and a decision has been made regarding the date of entry into force of the new road name, the registration shall have the status "preliminary". Until the road name has been assigned, a temporary designation determined by the address authority may be registered instead.

(3) Once the necessary information has been registered, and the date of entry into force of the road name has been decided, this date shall be registered. On the date of entry into force of the road name, the registration will be granted the status "applicable", cf., however, section 41.

(4) When determining that a named road shall be omitted from the named road portfolio of a municipality, the road shall be registered with the status "withdrawn" from and including the date on which the change enters into force.

(5) The address authority shall carry out the registrations in subsections (1)-(4) in the Danish Address Register by no later than five business days after the relevant information is available.

Registration of reserved road names

40.-(1) The address authority shall register in the Danish Address Register all road names that are reserved for later use, cf. section 8.

(2) For each road name that is reserved, the name and the geographical area in the municipality for which the road name is to be reserved shall be registered.

Waiting period for check of spelling

41. A named road can only gain status as "applicable" when the Danish Agency for Data Supply and Efficiency, through the Danish Address Register, has been informed about the road name and the road name for addressing and has not, within five business days, rejected the road name or the road name for addressing following a check of spelling.

Registration of supplementary town name

42.-(1) The address authority shall register in the Danish Address Register all supplementary town names in the municipality. The Danish Address Register shall transfer the registration to the Danish Administrative Geographical Division (DAGI) in which they shall be stored.

(2) For each supplementary town name, the name and the geographical area for which the name is to apply shall be registered, cf. section 11.

Time of registration of supplementary town names

43. Registration of supplementary town names shall take place immediately after the relevant supplementary town name and its geographical demarcation have been assigned.

Registration of addresses

44.-(1) The address authority shall register in the Danish Address Register all addresses in the municipality.

(2) For each address, the address authority shall register to which named road the address belongs, the assigned house number as well as any floor identifier and any door identifier.

(3) For each address, the address authority shall register the access point and road point that have been assigned to the address, cf. sections 13 and 14. Where an access point is shared by several addresses, cf. section 13(1), 2nd clause, the access point and the road point shall only be registered once.

(4) If the address authority has applied the regulation in section 20(5) regarding floor identifiers from 1 and upwards in a large building complex, the address authority shall, for each of the relevant addresses, register which floors are basement floors pursuant to section 20(3).

(5) When registering a house number and an address, the Danish Address Register shall link a unique identification code to the house number and a unique identification code to the address. The identification code shall be maintained throughout the lifetime of the house number and the address.

(6) When registering the access point of the address, the Danish Address Register shall, on the basis of the Danish Administrative Geographical Division (DAGI), link information on the postcode as well as any supplementary town name that is included in the address.

(7) When registering to which named road the address belongs, the Danish Address Register shall link the municipal code and the road code of the named road to the address.

(8) When registering the access point of the address, the Danish Address Register shall, on the basis of the Danish Administrative Geographical Division (DAGI), link information on the municipality in which the address is located.

(9) When registering the access point of the address, the Danish Address Register shall, on the basis of the Cadastre, link information on the land parcel or possible preliminary land parcel in which the address is located.

(10) When registering the access point of the address, the Danish Address Register shall, on the basis of the Danish Building and Dwelling Register (BBR) or GeoDanmark, link information on the possible buildings or technical facilities to which the address belongs.

(11) When registering the access point of the address, the Danish Address Register shall, on the basis of the Danish Administrative Geographical Division (DAGI), link information on the election area, parish and election area of the local church council in which the address is located.

Time course for registration of addresses

45.-(1) When assigning a new address and when changing an existing address, the address authority shall register the information mentioned in section 44(2)-(5) in the Danish Address Register when the information becomes available and if the information has significant, new content.

(2) In the period until all information about the address becomes available and has been registered, and a decision has been made regarding the date of entry into force of the new address, the registration shall have the status "preliminary".

(3) Once the necessary information has been registered, and the date of entry into force of the address has been decided, this date shall be registered. On the date of entry into force of the address, the registration will have the status "applicable".

(4) If all the necessary information about the address is available, and if the address can enter into force immediately, the registration will have the status "applicable" at the same time as the address is registered.

(5) When determining that an address shall be omitted from the address portfolio of a municipality, the address shall be registered with the status "withdrawn" from and including the date on which the change shall enter into force, cf., however, section 26(6).

(6) The address authority shall carry out the registrations in subsections (1)-(4) in the Danish Address Register by no later than five business days after the relevant information is available.

Part 8

Changes to identifiers and correction of errors in the Danish Address Register

46.-(1) In the event that conditions occur, or the address authority becomes aware of conditions that change the preconditions for the identifiers which, cf. section 12(1)-(8), are included in the address, the address authority shall carry out the necessary changes.

(2) If the address authority becomes aware that existing road names and addresses have not been assigned in accordance with the regulations in this Executive Order, the address authority shall carry out the necessary changes, cf., however, subsection (3).

(3) With regard to older road names and addresses, the address authority may derogate from subsection (2), if the address authority assesses that the existing road names and addresses work and this does not conflict with the considerations in section 1(2).

(4) If the address authority becomes aware that the registrations in the Danish Address Register are not correct and updated, the address authority shall carry out the necessary changes.

Part 9

Disclosure obligation of owners

47.-(1) According to section 8(1) of the Address Act, owners of real property shall, upon request from the address authority, disclose information for use in the assignment of road names and addresses and for use in the registration of this information. If so requested by the address authority, owners shall provide documentation for the correctness of this information.

(2) Documentation may, depending on the specific circumstances, be plan views of the property and the location of buildings on the property as well as location of entrance doors and drawings of layout of buildings and floor plans of buildings.

Part 10

Entry into force

48.-(1) This Executive Order shall enter into force on 7 May 2018.

(2) Executive Order no. 436 of 2 May 2014 on road names and addresses shall be repealed.

The Danish Agency for Data Supply and Efficiency, 13 April 2018

Søren Reeberg Nielsen

/ Line Theil Elikofer