



For office use - updated 31st March 2022 Our Reference

SNN _____ / _____

RECEIVED

London Building Acts (Amendment) Act 1939, Part II

Local Government Act 1985 (Schedule 8, 14/1)

Street Naming and Numbering Officer
Local Land Charges

London Borough of Havering
Town Hall, Main Road
Romford
RM1 3BB – tel: 01708 432473
Email
streetnamingandnumbering@havering.gov.uk

APPLICATION FORM FOR SUB-DIVISION/OR MERGER OF EXISTING POSTAL ADDRESS- SUBJECT TO THERE BEING NO NEW BUILD PROPERTIES

APPLICANT DETAILS

NAME OF APPLICANT

ADDRESS

.....Postcode:

TELEPHONE NO:

EMAIL ADDRESS.....

OWNER AGENT LEASEHOLDER TENANT

ADDRESS TO BE DIVIDED

EXITING ADDRESS TO BE DIVIDED/ MERGED.....

.....

.....

REQUIRED ADDRESS/ES

.....

.....

COMMERCIAL RESIDENTIAL

TYPE OF PROPERTY:

HOUSE FLAT COMMERCIAL UNIT CARAVAN ANNEXE OTHER

AGENTS NAME _____

SIGNATURE _____ DATE _____

OWNERS NAME _____

SIGNATURE _____ DATE _____

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PLEASE SEE ATTACHED SHEET FOR GUIDELINES FOR COMPLETING YOUR APPLICATION AND OUR LIST OF OUR STREET NAMING AND NUMBERING SERVICES AND THE FEES THAT APPLY.

CHECK LIST: PLEASE ENSURE THAT YOU HAVE INCLUDED ALL OF THE FOLLOWING SO YOUR APPLICATION IS NOT HELD UP

SITE LOCATION PLAN COPY OF PAYMENT TRANSFER PROOF OF OWNERSHIP

OWNERS AUTHORISATION (IF NOT OWNER)

THERE IS NO FEE FOR THIS SERVICE

GUIDELINES FOR COMPLETING YOUR APPLICATION:

1. ALL THE DOCUMENTS REQUESTED ABOVE MUST BE INCLUDED WITH YOUR APPLICATION. DOCUMENTS REQUIRED A SITE LOCATION PLA, COPY OF THE PAYMENTS TRANSFER FOR THE FEES AND PROOF OF OWNERSHIP, WHICH NEEDS TO BE A COPY OF THE LAND RREGISTRY TITLE SHOWING THE OWNERS NAME, OR A COPY OF A LEGAL AGREEMENT OR SOLICITORS OWNER CONFIRMING THE OWNERS NAME.
2. THERE IS NO FEE REQUIRED FOR THIS SERVICE
3. THE PROCESS CAN TAKE BETWEEN 8-10 WEEKS TO COMPLETE DEPENDING ON WORKLOAD. THIS TURN-AROUND TIME WILL COMMENCE FROM THE START OF RECEIVING A FULLY COMPLETED APPLICATION AND PAYMENT.