



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 ADDING A NEW HOUSE NAME OR NEW BUILDING NAME

APPLICANT DETAILS

NAME OF APPLICANT
ADDRESS
.....Postcode:
TELEPHONE NO:
EMAIL ADDRESS.....
OWNER AGENT LEASEHOLDER TENANT

NEW PROPOSED NAME

PROPOSED NEW NAMES ARE SUBJECT TO APPROVAL (DUPLICATED PREFIXES OF NAMES ALREADY IN THE BOROUGH ARE NOT ALLOWED)

1
2
3

WE ALSO OFFER THE SERVICE OF RESEARCHING NEW NAMES WHICH WILL PROVIDED TO YOU ALREADY PRE-APPROVED. THE FEE FOR THIS RESEARCH SERVICE IS £144.00 (THIS IS A FLAT FEE FOR 2 HOUR RESEARCH WHICH IS NON-REFUNDABLE IN THE EVENT THAT THE SUGGESTED NAME(S) ARE NOT SELECTED. ONE SET OF RESEARCH TO BE CARRIED OUT ON EACH APPLICATION SITE.

ADDRESS.....
.....
.....

COMMERCIAL RESIDENTIAL

NEW SITE CONVERSION EXISTING ADDRESS

TYPE OF PROPERTY:

HOUSE FLAT COMMERCIAL UNIT CARAVAN ANNEXE OTHER

AGENTS NAME _____

SIGNATURE _____ DATE _____

OWNERS NAME _____

SIGNATURE _____ DATE _____

Having Council's Privacy Notice can be found on our website Data Protection (https://www.havering.gov.uk/info/20044/council_data_and_spending/139/data_protection/2), which outlines your rights and how we collect, use, store, delete and protect your personal data

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)

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 REGISTRY TITLE SHOWING THE OWNERS NAME, OR A COPY OF A LEGAL AGREEMENT OR SOLICITORS OWNER CONFIRMING THE OWNERS NAME.
2. NO NEW STREET OR BUILDING NAMES CAN BEGIN WITH "THE"
3. THE BUILDING NAME SUFFIX MUST BE AN APPROVED BUILDING NAME SUFFIX AND SUITABLE FOR THE TYPE OF BUILDING IT IS TO BE USED FOR
4. ALL NEW BUILDING NAMES ARE SUBJECT TO APPROVAL AND ALL NEW NAMING PREFIXES MUST BE UNIQUE. (FOR EXAMPLE OAK CLOSE, PREFIX IS OAK) WE RESERVE THE RIGHT TO HAVE THE FINAL SAY IN WHETHER A NAME IS ACCEPTABLE AND THERE IS NO APPEALS PROCESS.
5. IF A NEW BUILDING NAME IS ATTACHED TO AN EXISTING PROPERTY THAT ALREADY HAS A STREET NUMBER IN ANY EXISTING ROAD THE EXISTING NUMBERING MUST ALWAYS BE RETAINED WITHIN THE ADDRESS.
6. 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.
7. PAYMENTS ARE TO BE TRANSFERRED USING THE BANKING DETAILS SHOWN ON THE FEES PAGE AND CONFIRMATION THAT THE PAYMENT MUST BE SENT WHEN SENDING IN THE COMPLETED APPLICATION FORM. IF YOU ARE UNSURE OF THE FEE REQUIRED PLEASE EMAIL streetnamingandnumbering@haverling.gov.uk to check the correct fee
8. PLEASE DO NOT ASK FOR ANY NAMES OR NUMBERS TO BE APPROVED BEFORE SUBMISSION OF YOUR APPLICATION. THIS WILL ONLY BE DONE ONCE A FULLY COMPLETED AND VALIDATED APPLICATION FORM HAS BEEN RECEIVED.
9. WE DO OFFER A PRE-APPROVED NAMING SERVICE WHICH WILL INVOLVE US RESEARCHING THE AREA OR LOOKING FOR TRENDS IN ROAD NAMES. THERE WILL BE A RESEARCH FEE OF £144.00; NO REFUNDS ARE AVAILABLE ONCE THIS SERVICE HAS BEEN CARRIED OUT IF THE NAMES ARE NOT TAKEN UP.
10. PLEASE NOTE IF AN EXISTING BUILDING NAME HAS A CHANGE OF USE, IT BECOMES A NEW APPLICATION, THEREFORE IT MAY NOT BE POSSIBLE TO RETAIN THE EXISTING BUILDING NAME FOLLOWING ON FROM CONSULTING WITH THE LONDON FIRE BRIGADE WHO MAY OBJECT TO THE EXISTING NAME WHICH MAY HAVE BEEN DUPLICATED IN THE PAST OR HAVE BEEN USED SINCE IN THE SURROUNDING AREA.



Havering

LONDON BOROUGH

STREET NAMING AND NUMBERING FEES FROM 1ST APRIL 2022

NEW RESIDENTIAL OR COMMERCIAL BUILDING NAME

ADDING OR CHANGING A HOUSE NAME TO PROPERTY	£ 75.00
RESEARCH TIME: FLAT FEE FOR 2 HOUR RESEARCH INTO POSSIBLE BUILDING/ STREET NAMES	£144.00
NON-REFUNDABLE IN THE EVENT THAT THE SUGGESTED NAME(S) ARE NOT SELECTED. ONE SET OF RESEARCH TO BE UNDERTAKEN ON EACH APPLICATION SITE ONLY.	

DETAILS FOR MAKING BACS PAYMENTS FOR PAYMENT OF FEES:

Below is London Borough of Havering's Bank Details, please can you ensure that the reference A533305164605026 is quoted otherwise we will not be able to trace the payment.

Bank Address:
National Westminster Bank
Romford Town Centre Branch
10 South Street
Romford
RM1 1RD

Account Name: the London Borough of Havering General Bank Account (LBH General A/C)

Sort Code: 60-18-01

Account Number: 14871734

IBAN GB27NWBK60180114871734

BIC NWBKGB2L

Currency is Pound Sterling (GBP).

Street Naming & Numbering Process

