



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 STREET NAMING AND NUMBERING

NEW DEVELOPMENT

APPLICANT DETAILS

NAME OF APPLICANT

ADDRESS

.....Postcode:

TELEPHONE NO:

EMAIL ADDRESS.....

OWNER AGENT LEASEHOLDER TENANT

APPLYING TO REGISTER NEW BUILDS AND DEVELOPMENTS REQUIRING NEW ROAD AND BUILDING NAMES

SITE ADDRESS/ ADDRESS.....

.....

NUMBER OF NEW ADDRESSES REQUIRED

COMMERCIAL RESIDENTIAL

PLANNING APPLICATION NUMBER

BUILDING CONTROL REGULATION REFERENCE:

NEW SITE CONVERSION EXISTING ADDRESS

IS THE DEVELOPMENT: UNDER CONSTRUCTION NOT YET COMMENCED COMPLETED

TYPE OF NEW PROPERTIES:

HOUSES FLATS COMMERCIAL UNITS CARAVAN ANNEXE OTHER

IF A BLOCK OF FLATS IS A NEW BUILDING NAME REQUIRED: YES NO

NUMBER OF BLOCK OF FLATS

PLEASE MARK MAIN ENTRANCES FOR ALL BLOCKS OF FLATS

PROPOSED NEW BUILDING NAMES (ALL SUBJECT TO APPROVAL – PLEASE REFER TO ATTACHED GUIDELINES)

1.....

2.....

3.....

ADDRESS TYPE: NON-ADDRESSABLE ADDRESSABLE

WILL NEW PROPERTIES HAVE THEIR OWN POSTAL DELIVERY POINTS: YES NO

FOR DEVELOPMENTS REQUIRING NEW NAMED ROADS

IS A NEW ROAD NAME REQUIRED: YES NO

NUMBER OF NEW ROADS

PROPOSED NEW ROAD NAMES: (ALL SUBJECT TO APPROVAL – THE ROAD/ BUILDING NAME CANNOT BE NAMING PREFIXES ALREADY USE FOR ANY ROADS OR BUILDINGS WITHIN THE BOROUGH) IN DETERMINING A SUITABLE STREET NAME THE LOCAL AUTHORITY WILL APPLY THE APPROPRIATE GUIDELINES AND SEEK EVIDENCE FROM THE APPLICANT OF HOW THE PROPOSED STREET NAME IS LINKED TO LOCAL HISTORY. YOU ARE ADVISED TO CONSULT ANY LOCAL HISTORIC OR CIVIC GROUPS.

1.....

2.....

3.....

TYPE OF ROAD ACCESS: PEDESTRIAN VEHICULAR

WE NOW OFFER THE SERVICE OF RESEARCHING NEW NAMES WHICH WILL PROVIDED TO YOU ALREADY PRE-APPROVED. THE FEE FOR THIS SERVICE IS £144.00 (THIS IS NON-REFUNDABLE IF NAMES ARE NOT USED)

PLEASE INCLUDE A PLAN SHOWING THE SITE LOCATION, LAYOUT AND PLOT NUMBERS. ALL NEW PROPERTIES BUILDINGS SHOULD HAVE THEIR MAIN ENTRANCES MARKED AS THIS MAY AFFECT THE FINAL ADDRESS ALLOCATED TO THE NEW PROPERTY.

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 SITE LAYOUT PLAN FLOOR PLANS

CHEQUE/ POSTAL ORDER PROOF OF OWNERSHIP

OWNERS AUTHORISATION (IF NOT OWNER)

PROOF OF PAYMENT TRANSFER

GUIDELINES FOR COMPLETING YOUR STREET NAMING AND NUMBERING APPLICATION:

1. ALL PLANS MUST BE SUBMITTED WITH YOUR APPLICATION CLEARLY MARKING UP ENTRANCES TO THE NEW PROPERTIES. LAYOUT PLANS MUST BE MARKED CLEARLY WITH ANY PLOT NUMBERS SO A PLOT TO POSTAL SCHEDULE CAN BE PROVIDED.
2. NO NEW STREET OR BUILDING NAMES CAN BEGIN WITH "THE"
3. THE BUILDING OR ROAD NAME SUFFIX MUST BE SUITABLE FOR THE TYPE OF BUILDING/ ROAD IT IS TO BE USED FOR. (FOR EXAMPLE: OAK CLOSE, SUFFIX IS CLOSE)
4. ALL NEW BUILDING AND ROADS 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. ROADS MUST BE NUMBERED (CONS) SEQUENTIALLY WITH NO OMISSIONS OF ANY NUMBERS; OR ODDS ON ONE SIDE AND EVENS ON THE OTHERS ALSO WITH NO OMISSIONS OF ANY NUMBERS.
7. FLATS MUST BE NUMBERED SEQUENTIALLY FROM THE BOTTOM UPWARDS IN A CLOCKWISE MANNER; WITH NO OMISSIONS OF ANY NUMBERS
8. PLEASE SPECIFY IF THE NEW PROPERTIES WILL HAVE THEIR OWN POSTAL DELIVERY POINTS OR LETTER BOXES OR WHETHER THE POST WILL BE DELIVERED TO A CENTRAL DELIVERY POINT.
9. WE DO NOT ISSUE POSTCODES TO NEW ADDRESSES THIS IS CARRIED OUT BY ROYAL MAIL. ANY NEW ADDRESSES ARRANGED THAT ARE UNDER CONSTRUCTION WILL BE ADDED TO ROYAL MAIL NOT YET BUILT FILE (NYB) UNTIL READY FOR OCCUPATION. THEY WILL THEN NEED TO BE TRANSFERRED BY YOU ONTO THEIR LIVE POSTAL ADDRESS FILE. THE DETAILS OF HOW TO DO THIS WILL BE ON YOUR ADDRESS CONFIRMATION LETTER PROVIDED AT THE END OF THE PROCESS.
10. 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.
11. PLEASE USE BANK DETAILS SHOWN ON THE FEES PAGE TO TRANSFER THE FEES – IF YOU ARE UNSURE OF THE CORRECT FEE PLEASE EMAIL streetnamingandnumbering@havering.gov.uk
12. 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 APPLICATION FORM HAS BEEN RECEIVED.
13. 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.
14. 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.

STREET NAMING AND NUMBERING FEES FROM 1ST APRIL 2021

NEW RESIDENTIAL ADDRESSES – (BUILDING NAMES INCLUDED) IN AN EXISTING ROAD

1 DWELLING	£ 75.00
2-5 DWELLINGS	£ 93.00
6-25 DWELLINGS	£110.00
26-45 DWELLINGS	£226.00
46-100 DWELLINGS	£482.00
100+ PLOTS (PLUS AN EXTRA FEE OF £110.00 FOR EACH ADDITIONAL 10 DWELLINGS (OF PART THEREOF)	£812.00
ADDITIONAL FEE AS STATED ABOVE FOR ADDITIONAL 10 DWELLINGS OVER 100+ PLOTS	£110.00

NEW RESIDENTIAL ADDRESSES (BUILDING NAMES INCLUDED) PLUS SINGLE ROAD NAME

1-5 DWELLINGS	£157.00
6-25 DWELLINGS	£180.00
26-45 DWELLINGS	£289.00
46-100 DWELLINGS	£545.42
100+ PLOTS (PLUS AN EXTRA FEE OF £180 FOR EACH ADDITIONAL 10 DWELLINGS (PART THEREOF)	£876.00
ADDITIONAL FEE AS STATED ABOVE FOR ADDITIONAL 10 DWELLINGS OVER 100+ PLOTS	£180.00
FOR EACH ADDITIONAL ROAD NAME	£ 75.00

NEW COMMERCIAL/ INDUSTRIAL ADDRESSES (BUILDING NAME INCLUDED) IN AN EXISTING ROAD

1 UNIT	£ 75.00
2-5 UNITS	£ 93.00
6-10 UNITS	£110.00
11 UNITS PLUS	£156.00

NEW COMMERCIAL/ INDUSTRIAL ADDRESSES (BUILDING NAME INCLUDED) PLUS SINGLE ROAD NAME

1 UNIT	£ 93.00
2-5 UNITS	£110.00
6-10 UNITS	£133.00
11 UNITS PLUS	£180.00
FOR EACH ADDITIONAL ROAD NAME	£ 75.00

NEW STREET NAME WITHOUT ANY NEW DWELLINGS OR UNITS	£ 75.00
NAMING PARCEL OF LAND OR ADDING HOUSE NAME TO PROPERTY	£ 75.00
RE-NAMING AND EXISTING ROAD OR BUILDING (RESIDENTIAL, COMMERCIAL OR INDUSTRIAL) (PLUS AN EXTRA FEE OF £24.00 FOR EACH ADDITIONAL OR BUILDING AFFECTED)	£ 75.00
RESEARCH TIME: FLAT FEE FOR 2 HOUR RESEARCH INTO POSSIBLE BUILDING/ STREET NAMES	£ 24.00
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.	£144.00

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

