



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 REGISTERING AN EXISTING ADDRESS

APPLICANT DETAILS

NAME OF APPLICANT

ADDRESS

.....Postcode:

TELEPHONE NO:

EMAIL ADDRESS.....

OWNER AGENT LEASEHOLDER TENANT

ADDRESS TO BE REGISTERED – FEE IS £75 – UNLESS PROOF IS PROVIDED THAT ADDRESS HAS BEEN IN USE IN EXCESS OF 5 YEARS – PLEASE NOTE ANY EXISTING ADDRESSES IN USE MUST COMPLY WITH STREET NAMING AND NUMBERING BEST PRACTICE GUIDELINES

ADDRESS.....

.....

.....

COMMERCIAL RESIDENTIAL

EXISTING ADDRESS

TIME LIVED AT ADDRESS

TYPE OF PROPERTY:

HOUSE FLAT COMMERCIAL UNIT CARAVAN ANNEXE OTHER

AGENTS NAME _____

SIGNATURE _____ DATE _____

OWNERS NAME _____

SIGNATURE _____ DATE _____

Havering 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)

PROOF OF TIME LIVED AT ADDRESS/ EXISTENCE OF ADDRESS (ACCEPTED DOCUMENTS OF PROOF ARE, A LAND REGISTRY TITLE SHOWING THE ADDRESS, A COUNCIL TAX BILL OR UTILITY BILL SHOWING THE ADDRESS IS USE)

GUIDELINES FOR COMPLETING YOUR APPLICATION:

1. ALL THE DOCUMENTS REQUESTED ABOVE MUST BE INCLUDED WITH YOUR APPLICATION. DOCUMENTS REQUIRED A SITE LOCATION PLAN, 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. FOR FEE WAIVER DOCUMENTS MUST BE PROVIDED THAT PROVE THE ADDRESS HAS BEEN IN USE IN EXCESS OF 5 YEARS OTHERWISE THE £75 FEE WILL APPLY.
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.
4. 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@havering.gov.uk to check the correct fee



STREET NAMING AND NUMBERING FEES FROM 1ST APRIL 2022

REGISTRATION OF EXISTING POSTAL ADDRESS - RESIDENTIAL OR COMMERCIAL BUILDING NAME

REGISTRATION OF EXISTING POSTAL ADDRESS

£ 75.00

UNLESS SUFFICIENT EVIDENCE THAT THE POSTAL ADDRESS HAS BEEN USED IN EXCESS OF 5 YEARS THIS FEE WILL APPLY.

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

