



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 A NEW ROAD NAME OR CHANGING AN EXISTING ROAD NAME

APPLICANT DETAILS

NAME OF APPLICANT

ADDRESS

.....Postcode:

TELEPHONE NO:

EMAIL ADDRESS.....

OWNER AGENT LEASEHOLDER TENANT

TO ADD OR AMEND A ROAD NAME OR FOOTWAY

ROAD FOOTWAY

DESCRIPTION OF LOCATION OF ROAD OR FOOTWAY.....

REASON FOR RE-NAMING:

PROPOSED NEW ROAD NAMES: (ALL SUBJECT TO APPROVAL – THE ROAD NAME PREFIXES CANNOT BE NAMES ALREADY USED IN EXISTING ROADS 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.

WILL ANY EXISTING PROPERTIES BE AFFECTED BY THE NAMING OF THIS ROAD?

ADDRESSES OF PROPERTIES AFFECTED.....
.....
.....

HAVE THE OCCUPIERS OF THESE PREMISES BEEN CONSULTED? YES NO

HAVE OCCUPIERS PROVIDED WRITTEN APPROVAL YES NO

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 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. A SITE LOCATION PLANS MUST BE SUBMITTED WITH YOUR APPLICATION CLEARLY SHOWING ANY PREMISES THAT MAY BE AFFECTED BY THIS NEW ROAD NAME.
2. TO CHANGE A ROAD NAME THERE MUST BE AN ACCEPTABLE AND SUFFICIENT REASON TO DO SO.
3. THE NEW ROAD NAME SUFFIX MUST BE SUITABLE FOR THE TYPE OF ROAD IT IS TO BE USED FOR AND MUST BE AN APPROVED ROAD NAME SUFFIX
4. ALL NEW ROAD 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. 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.
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. IF CONSULTATION IS REQUIRED WITH RESIDENTS THIS MAY TAKE CONSIDERABLY LONGER.
7. 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
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 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.



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STREET NAMING AND NUMBERING FEES FROM 1ST APRIL 2022

NEW STREET NAME WITHOUT ANY NEW DWELLINGS OR UNITS	£ 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

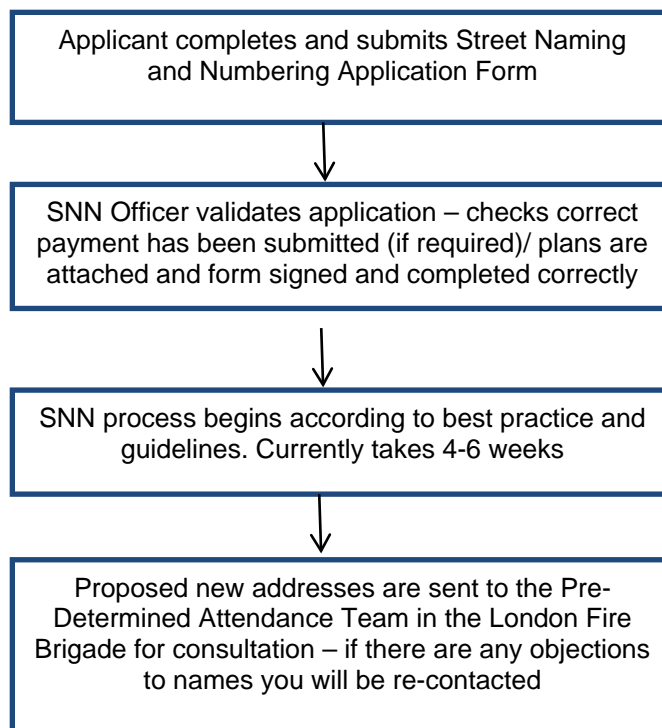
BIC NWBKGB2L
Currency is Pound Sterling (GBP).



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Street Naming & Numbering Process





Once approved by the PDA Team, the addresses are sent to Royal Mail to issue a postcode and update their Postal Address File if complete or their Not Yet Built File if under construction or to be constructed.



Once Royal Mail has issued the postcode, the SNN is completed. Notification of the addresses are issued to the applicant, Royal Mail, Emergency Services, Land Registry and other Council Departments



The addresses are added to the Local Land and Property and Street Gazetteer



If the property/properties are still under construction, they will be put into Royal Mail's "Not Yet Built" File. Once the property is ready to be lived in, it is the **developer's responsibility** to transfer the address to Royal Mail's live file contacting them on the telephone number provided.