



Address Management Service
First Floor
York House Annex
Richmond Road
Twickenham TW1 3AA
Please read the notes on the reverse BEFORE completing this form

Street Naming and Numbering

London Building Acts (Amendment) Act 1939 Part II

London Government Act 1963 Section 43(1)(a) and (2)

Fee Cheque/Cash: £

Receipt No. issued:

Payee:

1

APPLICANT'S DETAILS

Mr/Mrs/Ms/Miss _____

Tel: _____

Address _____

Mobile: _____

Email: _____

2

SITE ADDRESS

(Please provide site plan showing each entrance in red)

Description of works and purpose for which building is to be used for, and an estimated occupation date

4

Please indicate which of the following applies to you in relation to the building or buildings affected:

Freeholder	Of whole site	<input type="checkbox"/>
	Of part of the site	<input type="checkbox"/>
Leaseholder	Of all of the site	<input type="checkbox"/>
	Of part of the site	<input type="checkbox"/>
Occupier (tenant or other)		<input type="checkbox"/>

- If you are not the Freeholder of the property, you must attach a separate document giving the Freeholder's contact details and their written permission for you to apply for the new name or number.
- If the building is in multiple occupation, or you are not the only Freeholder, please attach details of all the other residents and Freeholders affected by this application. (To confirm that all residents and Freeholders have been consulted before assigning a new address).

5

PREFERRED NAME/ADDRESS: (If applying for a new name, please supply 3 alternatives and give reasons for choices. Preference will be given for names with historical or local relevance)

Plot No. (if new build)	House No.	Floor location (if Flat(s))	Street	Postcode (if known)
Example: Plot 1	Flat 1, 13	(ground floor level)	Any Street, Any Town	Any postcode
Example: Plot 2	Flat 2, 13	(1 st floor level)	Any Street, Any Town	Any postcode

6

Planning App Number:

Building Control Number:

7

CHARGES (Please read overleaf)

Payment enclosed with this application (Cheques made payable to London Borough of Richmond upon Thames)

If you wish to pay by credit card or debit card you must use our [online form](#)

£

8

In case of query I would prefer you contact me by :

Letter Telephone Mobile Email

Name _____

Signature _____

Date _____

CHARGES

- New house/unit (single) £211.50
- New housing development £211.50 (plus £28.00 per unit)
- New property name/commercial £281.50
- Change of name £139.00
- Re-name road/street £211.50 (plus £55.50 per unit)

NAMING AND NUMBERING OF STREETS AND BUILDINGS

The naming and numbering of streets and buildings is controlled by the Council under the London Building Acts (Amendment) Act 1939 Part II and the London Government Act 1963 Section 43(1)(a) and (2). The purpose of this control is to make sure that any new street names and building names and numbers are allocated logically with a view to ensuring, amongst other things, that emergency service vehicles (ambulances and fire appliances) are able to speedily locate any address to which they may be summoned.

As far as street naming proposals are concerned the Council is happy for developers or occupiers to propose their own preferred addresses for consideration; however it is recommended that more than one suggestion for a new name should be put forward just in case one fails to meet the criteria. Please note that it is desirable that any suggested road name should have some connection with the area.

If you have difficulty selecting an appropriate name and would like advice on local history in order to make a relevant choice (this is recommended), please contact the Local Studies Librarian, Miss V J Baxter at Richmond Library, Old Town Hall, Whittaker Avenue, Richmond, TW9 1TP (Tel: 020 8940 5529).

If your proposals comply with the Council's **Guidelines For Street Naming and Numbering** (pages 3 and 4) and do not meet with any objection from the Emergency Services and The Royal Mail, the new address will be formally allocated and all relevant bodies will be notified, including Ordnance Survey, Land Registry etc. Re-naming or Re-numbering Orders will be issued by the Council where necessary. The Council's decision is final.

GENERAL

The key to quick and easy identification of addresses by the emergency services is to have unique names. In this regard, name duplication is not going to be approved. So if a street is named, then that name will not be allowed to be repeated in a building name, terrace name or mews name. A marketing name, as chosen by a developer, then may not get approved in the final property addresses.

It should also be noted that the process is to establish a unique, unambiguous and logical address for each property in the Borough that will last well beyond any marketing campaign for the initial sale of the property.

Another aspect of the name selection which is considered in allocating street names, linked again to the emergency services, is the selection of names that can easily be understood over the telephone in the event of an emergency (they should be easy to spell and pronounce). The adoption of names having no more than three syllables and, wherever possible, little scope for ambiguity in spelling is favoured for this reason.

Property with number and name

Where a property has a number, it must be used and displayed. Where a name has been allocated as well as a number, this must always be used with the number. It cannot be regarded as an alternative.

Use of No. 13

All numbers including 13 must be used in the property sequence. Applications to omit any number from a numbering sequence for whatever reason will be refused

Private garages/similar buildings

Private garages and similar buildings used only for housing cars, etc are not usually numbered.

Entrance in more than one street

Buildings (including those on corner sites) are to be numbered according to the street in which the main entrance is to be found and the manipulation of numbering in order to secure a 'prestige' address or to avoid an address which is thought to have undesired associations will not be sanctioned.

If a commercial building has entrances in more than one street but it is a multiple occupancy building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on the circumstances, for a house divided into flats.

A newly named building may not have more than one number allocated within the same road.

New residential buildings will be allocated one sequential number within the road.

Flats to be numbered internally from number 1 upwards using all numbers (expected numbering example: Flat 1, 13 Smith Street). **Not** Flat A, 13 Smith Street **nor** 13A Smith Street as this is the expected numbering for "Erection of houses following demolition of existing house" (see Guidelines for Street Naming and Numbering point 4).

The guidelines below set out the Council's criteria for Street Naming and Numbering – variations from the general rule are sometimes allowed but only where it is considered that the 'public safety' objectives are not put at risk.

GUIDELINES FOR STREET NAMING AND NUMBERING

1. Naming Streets and buildings

New street or building names should not duplicate any similar name already in use in a borough or neighbouring boroughs. A variation in the suffix, e.g., 'street', 'road', 'avenue', etc., should not be accepted as sufficient reason to duplicate a name.

Names of more than three syllables should be avoided and this precludes the use of two words except in special cases.

Subsidiary names, such as a row of buildings within an already named road being called '..... Terrace/Parade', should only be used in roads of short length.

All new street names should end with one of the following suffixes:

Street	Close	Grove	Road
Avenue	Crescent	Hill	Row
Boulevard	Dene	Lane	Square
Broadway	Drive	Mead	Vale
Circus	Gardens	Mews	View
Place	Reach	Rise	Way
		Yard	Wharf

Not acceptable suffixes

End	Court	Cross	Side
Path	Walk	Park	Meadow
Gate	Common		

All new pedestrian walkways should end with one of the following suffixes:

Walk
Path

No street or building name to start with 'The'.

All new building names should end with one of the following suffixes:

Apartments	Building(s)	Centre	Court
Heights	House	Lodge	Mansions
Point	Studio(s)	Tower	Villas

For private houses the name should not repeat the name of any other road or any other house or building in the surrounding area.

The use of North, East, South or West (as in Alfred Road North and Alfred Road South, or East or West) is only acceptable where the road is continuous and passes over a major junction.

Avoid having two phonetically similar sounding names within a postal area or within a borough, e.g. Churchill Road and Birch Hill Road.

Avoid misleading or unsuitable names such as Tip House, Access Way, or names open to misinterpretation like Tennis Court, Dead End Road etc.

It should be remembered that a new name should be completely different from any already in use in the area. (A change in the terminal word is not considered a different name: 'Chestnut Close' would not be allowed if there was already a 'Chestnut Road').

2. Numbering new streets

A new street should be numbered with even numbers on one side and odd numbers on the other, with the exception that for a cul-de-sac consecutive numbering in a clockwise direction is preferred.

3. Erection of new block of flats

Expected numbering example:

Flat 1 (ground floor), Flat 2 (1st floor), Flat 3 (3rd floor), etc, 25 High Street

Reason: In residential dwellings (e.g. blocks of flats) it is usual to give a street number to each dwelling where the block is up to six storeys in height (*including the floors on which they are located*). When the block exceeds this height or there are not sufficient numbers available because of existing development, it should be given a name and number in the street. Developers are advised that on each floor the numbering should be in a clockwise direction, where this is possible, or alternatively to consult the Royal Mail. When flats are numbered internally, they should be numbered not lettered (expected numbering example: Flat 1, 13 Smith Street). **Not** Flat A, 13 Smith Street **nor** 13A Smith Street as this is the expected numbering for "Erection of houses following demolition of existing house" (see point 4 below).

4. Erection of houses following demolition of existing house

Expected numbering example:

25, 25A, 25B and 25C High Street

Reason: The Act permits the use of numbers followed by letters or fractions (Section 11(2)). These are needed, for instance, when one large house in a road is demolished and replaced by (say) four smaller houses. To include the new houses in the numbering sequence would involve re-numbering all the higher numbered houses on that side of the road. If a considerable number of other houses would be affected then to avoid this each new house should be given the number of the old house with either A, B, C or D added.

5. Changing name of un-numbered house

For private houses in existing un-numbered roads it is essential that the houses are officially allocated names which are registered with the emergency services. Anyone wishing to change the name of their un-numbered house must also apply to the Council. The proposed name will then go out to consultation with the Royal Mail, and the emergency services. Please bear in mind that objections/ observations may be raised if part of the proposed new name is a duplication of a named road/house in the surrounding area, as this could cause confusion and possibly delay when attending an emergency incident.

6. Adding house name to existing number

A house name can be added to a property that has already been officially numbered, but the house number **must** be retained in the address and displayed on the property. Therefore this Council does not have to be consulted with adding a house name to an existing number, but you may wish to contact the Royal Mail to discuss.

7. House conversion to flats

Expected numbering example:

When flats are numbered internally, they should be numbered not lettered (expected numbering example: Flat 1, 13 Smith Street). **Not** Flat A, 13 Smith Street **nor** 13A Smith Street as this is the expected numbering for "Erection of houses following demolition of existing house" (see point 4 above).

8. Re-naming or re-numbering of streets and buildings

Re-naming/re-numbering existing streets and buildings is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the occupiers, the Royal Mail, Emergency Services, etc. The positions of the access and front doors will be considered in the detail of each case. The occupiers of houses on corners occasionally apply to change their addresses from one road to the other because they have altered their main access door to the house so that the entrance is facing an adjoining street. Buildings (including those on corner sites) are numbered according to the street in which the main entrance is found and the manipulation of numbering in order to secure a "prestige" address or to avoid an address, which is thought to have undesired associations, will not be sanctioned.

PERSONAL INFORMATION POLICY

The Council will use your details, the information about your dealings with the Council and the information about you available to the Council ('your information') to:

Deal with your requests and administer its departmental functions (e.g. to assist with the processing of your Building Regulations application)

Meet its statutory obligations

Prevent and detect fraud

Conduct surveys and research

Contact you with information about activities and events involving the Council or with offers which it thinks may be of interest to you

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other departments within the Council (including the elected members), central government departments, law enforcement agencies, statutory and judicial bodies, community service providers and contractors that process data on its behalf.