

LONDON BOROUGH OF HAVERING STREET NAMING AND NUMBERING POLICY

Local Authorities have a legal responsibility to ensure that streets and roads are named and that properties are numbered. All Local Authorities maintain a Local Land and Property Gazetteer (LLPG) and send regular updates to the National Land and Property Gazetteer (NLPG).

Individuals and Developers must not allocate property or street names or property numbers in the London Borough of Havering without following the requirements in this policy. This policy has been prepared based on the Street Naming and Numbering powers contained in the London Buildings Acts (Amendment) Act 1939 and amending legislation, the Street Naming and Numbering Best Practice Guidelines and BS 7666 (2006).

The following policy guidelines have been established and will be followed for street naming and numbering at the discretion of the London Borough of Havering:

Naming streets and buildings:

1. New street or building name prefixes should not duplicate any similar name already in use in the borough or neighbouring boroughs.
2. Names of more than three syllables should be avoided and this precludes the use of two words except in special cases.
3. 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.
4. All street names should end with one of the following:

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

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

Path	Walk
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6. No street or building name is to start with, 'The'.
7. All new building names should end with one of the following suffixes:

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

8. For new private house names no name should duplicate the name of any other road or any other house or building in the surrounding area.
9. The use of North, East, South or West as in (Upminster Road South and Upminster Road North, or East or West) is only acceptable where the road is continuous and passes over a major junction.
10. Avoid having phonetically sounding name within the postal area or within a borough, e.g. Churchill Road and Birch Hill Road.
11. Avoid misleading or unsuitable names such as Tip House, Access Way, or names open to misinterpretation like Tennis Court, Dead End Road etc.

The numbering of streets and buildings:

1. 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.
2. Private garages and similar buildings used for housing cars, etc. should not be numbered.
3. There should be no sanction given to the avoidance of any numbers e.g. 13, and a proper sequence should be maintained.
4. 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 should not be sanctioned.
5. If a commercial building has entrances in more than one street but 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.
6. A newly named building may not have more than one number allocated within the same road.
7. New residential buildings will be allocated one sequential number within the road. Flats are to be numbered internally from number 1 upwards in a clockwise direction with the no avoidance of numbers.

8. The Act permits the use of numbers followed by letters or fractions (Section 11(2)). These are needed, for instance, when one large old house in a road is demolished and replaced by (say) four smaller houses. To include the new houses in the numbered sequence would involve renumbering 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 houses should be given the number of the old house with either, A, B, C, D added.

Renaming or Renumbering of Streets and Buildings

Renaming / renumbering existing streets and buildings are normally only considered in exceptional circumstances when changes occur which may cause problems for the occupiers, Emergency Services and Royal Mail.

The street naming and numbering process:

After an application has been received the London Borough of Havering as the naming authority issues the postal addresses which will be arranged at its discretion according to the Street Naming and Numbering policy guidelines and legislation. A fee is payable for this service. This information is then forwarded on to Royal Mail to update their live postal address file if the properties are ready for occupation or their Not Yet Built File if the properties are still under construction. Please be aware that Royal Mail issue the post codes for the new addresses not the Council. Also if a property has a number within the street they are addressed within and a house name the address will only show on the Royal Mail web site with its street number. The house name will be held as an alias. If the property has no numbering the house name will show.

Once a post code has been issued by Royal Mail the Street Naming and Numbering process is then completed by the Council's Street Naming and Numbering Officer and the new address information is circulated to relevant statutory authorities included Emergency Services, Land Registry, Royal Mail, National land and Property Gazetteer and the relevant internal departments. The new address information is also confirmed to the applicant. The process takes around 4-6 weeks depending on the volume of requests being dealt with at any one time.

If a property is not officially street named and numbered by the Council the occupiers are likely to experience significant difficulties. Occupiers moving into properties that have not been officially registered may be using incorrect addresses and they may experience the following problems:

- Possible delays/ failures to be located by Emergency Services should an emergency situation arise potentially causing loss of life

- Disruptions/ failures in postal and general deliveries
- Delay/ failure to access council services: e.g. parking permits, refuse collection, getting on the electoral role
- Delay/ Failure in getting utilities connected
- Delay/ failure to sign up for schools or doctors
- Delay/ failure in setting up financial services e.g. banks, building societies, insurance companies etc.
- The post code in use by the occupier could be potentially incorrect as it would not have been issued by Royal Mail.

If an unregistered property is brought to the Council's attention (through registering for other council services such as Council tax, parking permits etc.) it will contact the owner/ occupier of the property to begin the Street Naming and Numbering process. If it is the case that a resident is living in a property and requires a postal address and this accommodation does not have appropriate planning permission a postal address will still be arranged if a new address is applied for, but with a disclaimer issued in the letter sent to the applicant at the end of the process as follows:-

“I would like to bring to your attention that this address has been set up for the purposes for the Emergency Services, Utility Services and the general public locating the property. It is a provisional address. It does do not convey any permission, license or statutory authority other than that under Part II of the London Buildings Act (Amendment) Act 1939 (as amended). You may require further a separate authorisation from the Council for the accommodation in the form of planning permission and/ or Building Control consent”

A similar disclaimer will be added when a separate address is arranged for an Annexe:

“I would like to bring to your attention that although a new postal address has been issued for this annexe it does not confer any other authorisation other than the existence of a postal address. You may require further a separate authorisation from the Council for the accommodation in the form of planning permission and/ or Building Control consent if the annexe is to be occupied independently of the main house and has facilities within it that would enable this to happen.”

However the addressing for these cases must still meet with the requirements of this policy and best practice guidance for street naming and numbering. The Council as the Naming Authority have the powers to enforce decisions regarding Street Naming and Numbering. Any costs incurred for stationery, etc. regarding

Street Naming and Numbering will be the responsibility of the developer or freeholder.

Once the Street Naming and Numbering process has been completed any marked out/ numbered floor layout plans and plot to postal schedules should be checked carefully and the Council should be contacted as soon as possible should any amendments be required. The numbering advised in any plot to postal schedules and marked on numbered plans should be adhered to as these are the official numbers allocated to the new properties. Any amendments should not be made to any of these documents without prior [notification – approval] from the Council. Failure to adhere to any [information – numbering] provided by the Council which may result in re-numbering of the development will incur further fees for the Street Naming and Numbering process.”