

## Street Name and Numbering policy

This Policy is formed from four pieces of legislation:  
London Building Acts (Amendment) Act 1939 Part II.  
London Government Act 1963 Section 43(1) (a) & (2).  
London Government Order 1965 Article 3 (11).  
Local Government Act 1985 Schedule 8 Section 14 (1) (a).

# Street Name and Numbering Policy

## Contents

1. Introduction
2. Roles and Responsibilities
3. Statutory Context
4. Consultation and Engagement
5. Naming of Streets and buildings
6. Numbering buildings and postcodes
7. Procedure for all new developments
8. Procedure for address changes
9. Procedure to name/re-name an existing street
10. Charging for Street Naming and Numbering

## **1. Introduction**

- 1.1. The London Borough of Barking and Dagenham has a statutory duty to ensure all streets are named and properties numbered. This is in accordance with the Towns Improvement Clauses Act 1847. The effective implementation of property naming and numbering is essential for locating properties, particularly for postal and emergency services.
- 1.2. This policy aims to provide clear guidance to developers and residents on the London Borough of Barking and Dagenham's approach to the effective allocation of street naming and property numbering, whilst ensuring legislative requirements are met.
- 1.3. Anyone wishing to:
  - change the name or number of their property
  - create an address for a new property or development
  - name a new road or change the name of a roadshould apply using the application form on our website, following the procedures detailed in this policy.
- 1.4. Be First offers two routes to naming: Fast Track and Bespoke. Please see the SNN Application Routes flow chart in Chapter 4 for an explanation of these routes.

## **2. Roles and Responsibilities**

- 2.1. The naming and numbering of streets and buildings in the London Borough of Barking and Dagenham [LBBD], is controlled under The London Building Act 1939 Part II. Be First Regeneration Limited [Be First] is a limited company wholly owned by LBBD and is commissioned to provide the statutory Street Naming and Numbering (SNN) function in partnership with the Council.
- 2.2. The Council has a legal responsibility to make sure that any new street names, building names and numbers are allocated logically. This is essential for:
  - The public finding where they want to go.
  - Reliable delivery of services and products
  - Emergency services finding a property
  - Consistency of property-based information across local government and within the user community
- 2.3. The Council is responsible for maintaining and updating a comprehensive address database, known as the Local Land & Property Gazetteer (LLPG), which contains all official addresses in the Borough. All changes made through the SNN process are included in the LLPG.
- 2.4. In addition to being used in the delivery of Council services the (LLPG) feeds into a national address database known as the National Land and Property Gazetteer (NLPG). The address data in the NLPG is continually updated by each local authority and aims to provide one definitive source of address data.
- 2.5. Royal Mail does not have any authority to issue or confirm official addresses. It is responsible for setting the post town and post code for a property. On occasions, Royal Mail may use a different locality detail for a 'postal address' to the official one contained on our register. Be First will do everything it can to ensure consistency between official address and postal address. However, an official address will be based on the geographical position of the property. Official addresses will be issued to comply with national addressing standards.
- 2.6. The Council offers pre-application advice for street and address naming, charged according to the scale of the development.
- 2.7. In the event the Council receives a proposal of a new street or building name, not featured on the pre-approved list, it will initially be screened by Be First's Street Naming and Numbering service before being issued for consultation to the London Fire Brigade, the Cabinet Member for Regeneration & Economic Development and the local Ward Councillors. The pre-approved list will then be shared for public consultation.
- 2.8. Where street names or numbers have been established without reference to us, the Council has the authority to issue Renaming or Renumbering Orders. If this is required a commensurate charge will be applied.

### **3. Statutory Context**

#### **New Streets and buildings**

- 3.1. The Council must be notified via Be First of proposed new street names. Detailed justification, for example historical context, is required when making an application, enabling any proposal to be carefully considered. We then have the power to object within six weeks in writing, giving the reason for objections. Please see section 7 for more detail.
- 3.2. If the Council objects to the proposed street name, then the person proposing the street name has 1 month to appeal to the Magistrates Court. In practice we will always aim to negotiate a mutually acceptable street name with the applicant as outlined in this policy.
- 3.3. If someone erects a street nameplate without complying with this section, they will be liable for a penalty fine as determined by the Magistrates Court.

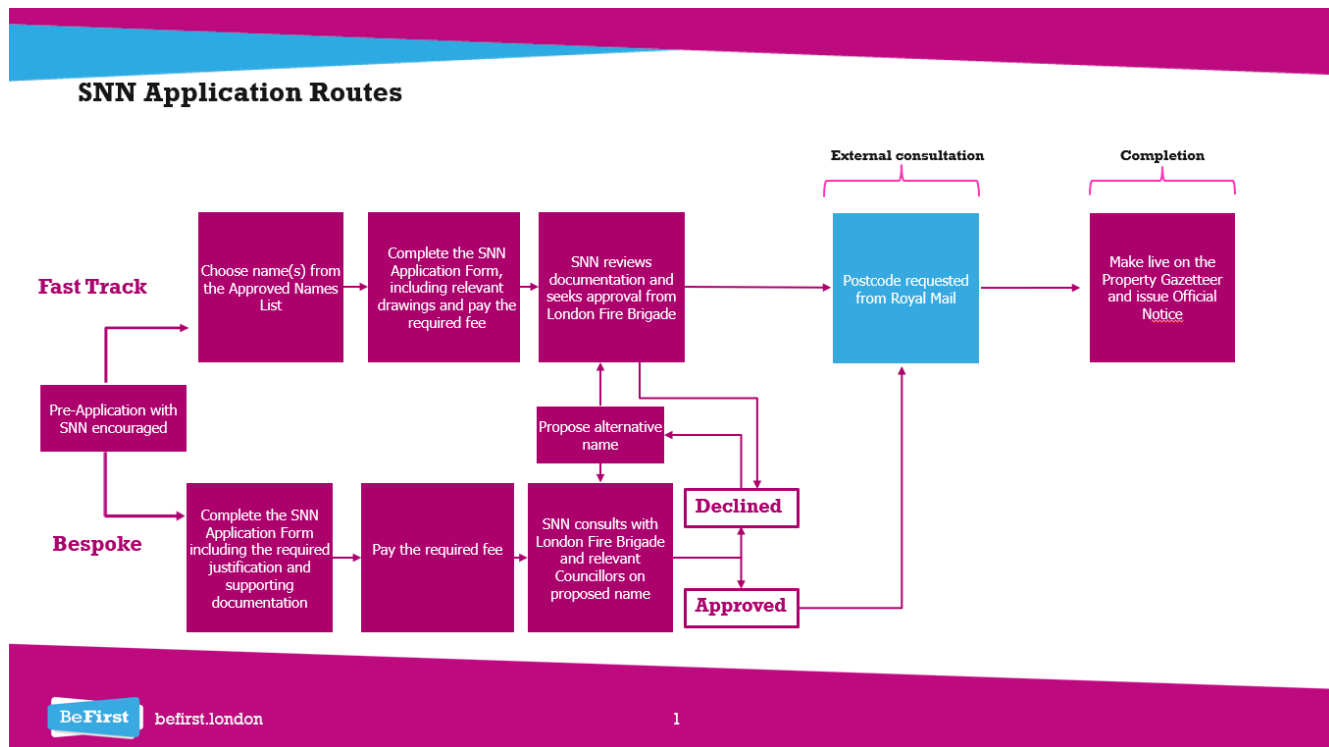
#### **Existing Streets**

- 3.4. The Council has the power to alter the street name of any street, or any part of a street.
- 3.5. The Council must give 1 months' notice before making an order and it **must** be posted at each end of the street or the affected part. This notice must set out the details of where people can appeal to if they are aggrieved by the proposed change.
- 3.6. Any appeal against a proposed change would need to be made to the Magistrates Court within 21 days of posting of the notice. Under section 18 we **can** alter the **name and numbers** of any street, if there is a particular need to do so and if an appeal has not been lodged.
- 3.7. In such instances and prior to issuing this notice, we will consult with, and work in conjunction with interested parties such as the emergency services.

### **4. Consultation and Engagement**

- 4.1. The choice of street names can help to strengthen local identity and increase civic pride for local residents. The Council encourages the use of street and building names that reinforce local/historical character.
- 4.2. Be First on the Council's behalf, will engage with the Residents Advisory Board (or similar local group) who will be consulted on the themes they want to see celebrated through the borough's regeneration projects and development. These themes will be reflected in an Approved Names List.

- 4.3. The Approved Names List will be reviewed annually in consultation with the Leader of the Council and Lead Member for Regeneration & Economic Development.
- 4.4. Where an area, field, or previous building has a historical association with a particular name, activity, or anything else (such as a geographical or natural feature) the Council aims to preserve this in all aspects of new developments. Be First will work with developers to ensure that these aspects are considered.
- 4.5. There are two routes for making a Street Naming and Numbering application. **Fast Track** and **Bespoke**. Please see flow chart.



- 4.6. Be First will maintain an Approved Names List for use with the **Fast Track Route**. This list will have been consulted on and approved by the relevant Councillors.
- 4.7. Where developers of large-scale developments wish to pursue the **Bespoke Route** of proposing alternative names for consideration, early discussions with local residents and the Street Naming and Numbering Team will be expected.
- 4.8. When the **Bespoke Route** is followed, proposed names will be initially screened by the Street Naming and Numbering Team before being issued for consultation to the London Fire Brigade, Lead Member for Regeneration & Economic Development, and the local Ward Councillors.

## **5. Naming of streets**

The following guidelines should be considered when seeking a new number or address.

- 5.1. For the Fast Track route, we encourage use of the approved list of names, available on the SNN section of our website. These names have been pre-approved by the Councillors. For the Bespoke route, the Council are willing for developers or owners to propose their own preferred names for consideration.
- 5.2. For larger developments, comprising three or more streets, thematic names are to be used so that areas are easily identified.
- 5.3. New street names must not duplicate or be similar to an existing name within the Borough or neighbouring borough.

A variation in the terminal word, for example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name. It is common to request to repeat existing names in a new road or building title (for example a request for "St Mary's Close" off an existing St Mary's Way, near St Mary's Church). This can have a detrimental effect in an emergency situation and will be refused. This is in line with Government guidance found in [Circular 3/93](#).

- 5.4. Street names should not be difficult to pronounce or awkward to spell. Both Street and building names should not start with 'The' or end with 's' if the 's' suggests a plural such as 'Lanes'.
- 5.5. New street names should ideally end with one of the following suffixes, taking care to reflect the specific meaning of the suffix:
  - Street (any thoroughfare)
  - Road (any thoroughfare)
  - Way (any thoroughfare)
  - Avenue (residential roads usually tree lined)
  - Drive (residential roads)
  - Grove (residential roads usually in woody areas)
  - Lane (residential roads usually narrow, often rural)
  - Gardens (residential roads) - subject to there being no confusion with any local open space
  - Place (residential roads)
  - Crescent (crescent shaped road only)
  - Close (cul-de-sac only)
  - Square (square only)
  - Hill (hillside road only)
  - Circus (a large roundabout)
  - Rise (residential roads on a gradient or hill)
  - Row (residential roads usually serving a terrace of houses)
  - Wharf (residential roads associated with water or shore side areas)
  - Mews (residential roads usually a small terraced street, alley or courtyard)
  - Dene (residential roads usually by a deep, wooded valley)
  - Mead (residential roads usually a former grassland site or adjacent to a field)
  - Reach (residential roads leading to a river)
  - Vale (residential roads in a valley or basin)
  - View (residential roads with a vista or panoramic outlook)

- 5.6. All new pedestrian ways should end with one of the following suffixes:
- Walk
  - Path
  - Way
  - Footpath
  - Alley
  - Approach
  - Passage
  - Mall

#### Exceptions

Single or dual names without suffixes are acceptable in appropriate places (for example, Broadway for major roads only) such names will have to be appropriate for the locality.

- 5.7. For private houses the name should not repeat the name of the road or that of any other house or building in the same postcode area.
- 5.8. 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. It is not acceptable when the road is in two separate parts with no vehicular access between the two.
- 5.9. We will avoid having two phonetically similar names within a postal area and, if possible, within the borough. For example, Churchill Road and Birch Hill Road. New road names will not be considered if they phonetically replicate another that already exists.
- 5.10. The use of a name of a living person will not be approved. If the name is of a person who is deceased, it should be at least ten years since their death unless exceptional circumstances justify a shorter period. Each case will be considered on its own merit.
- 5.11. The use of a name which relates to a deceased person will require justification, together with written agreement from the next of kin or family.
- 5.12. Names relating to people should ideally have some connection to the area where the street is to be located or be on the SNN approved names list. Any historically sensitive connections associated with a name will render it unacceptable.
- 5.13. Where any request is received, including those relating to a deceased person, the proposed name will be initially screened by the Street Naming and Numbering service. It will then be considered as part of the annual review of the Approved Names List, in consultation with the Leader of the Council, the Cabinet Member for Regeneration & Economic Development and the local Ward Councillors.

- 5.14. Any proposed street names that may be considered or construed as obscene, racist or which would contravene any aspect of the Council's Equal Opportunities policies will not be accepted.

### **Street Nameplates**

- 5.15. The developer is responsible for the initial costs of providing the street nameplates.
- 5.16. When a re-naming application has been successful, the applicant will be expected to provide the council with the appropriate funds to replace the street nameplate/s.

### **6. Numbering buildings**

- 6.1. All properties on newly named streets will be allocated numbers.
- 6.2. A new street will be numbered from the start of the street with:
- even numbers on the RIGHT side
  - odd numbers on the LEFT
  - where the new street is a cul-de-sac, numbering will run consecutively in a clockwise direction.

The start of a street will be determined by the nearest main or major road that it joins. In the case of a major road, it will start from the point nearest the town travelling away from the town and the numbering rules above will be applied.

- 6.3. Private garages and similar buildings used for housing cars will not be numbered.
- 6.4. A proper sequence shall be maintained. Applications to omit any number from a numbering sequence, for whatever reason, will be refused. Once numbering has been applied and the first issue of official addresses confirmed, it will not be possible to remove it without an application for renumbering and the appropriate fee paid.
- 6.5. We will only renumber a property where there can be shown to be consistent delivery problems.
- 6.6. If a multiple occupancy building has entrances in more than one street, then each entrance will be numbered in the appropriate road.
- 6.7. Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found. 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.
- 6.8. In residential buildings with multiple flats, the block will be given a name and number, and the flats within it will be numbered separately internally. Such names will be treated in the same way as house names.



- 6.9. New flats will be numbered rather than described or lettered. Therefore, the Council will not assign new flat descriptions such as 'Flat A' or '1A', 'Ground Floor Flat' or 'Penthouse'. Any new flat addresses will take the format Flat 1.
- 6.10. Conversion of existing properties into flats will follow 6.9 except where the property already includes flat descriptions or letters. The Council will strive to be consistent with existing addressing.
- 6.11. The numbering of flats will start from the bottom in ascending order. In blocks of flats, numbering should follow the natural circulation of the building. The lowest number should appear on the left-hand side nearest to the main entrance to the building and continue clockwise for that floor. On subsequent floors above the ground floor, numbering should continue adjacent to the main stair core or lifts. The direction of circulation of the numbering should be maintained going upwards throughout the building floors.
- 6.12. If a new development forms part of an existing street, it will be numbered sequentially into an existing numbering system. If the development is an infill site and there are no spare numbers within the sequence, then letters will be used as part of the address (i.e. 10A, 10B, 10C etc.). Naming infill properties rather than numbering then will not be approved.
- 6.13. We will endeavour to avoid using suffixes to numbers wherever possible. For new developments where additional properties have been requested after initial numbering, and the development remains unoccupied, we will only renumber the entire street on receipt of a formal request and the required fee.
- 6.14. If you require a name to be officially recognised for a numbered property, you will need to make an application to us. We will ensure that a property of the same name doesn't already exist within the same area.

Please note, where a property has a name and a number, many databases can only output the official element of the property address, which would usually be the number. The name would only be held as an alias to the number in some cases.

- 6.15. Where a property has a number, it must be used **and** displayed. Where a name has been chosen to a property with a number, the number must always be included. The name cannot be regarded as an alternative.
- 6.16. Commercial properties/units are required to follow the same guidance as domestic developments. Where commercial units haven't previously been allocated a number or a name, we will apply a number or name to provide a consistent primary identifier. Ideally, organizational or trading names will not be used as the only means of identifying a property/unit due to the frequency in which these can change.
- 6.17. When commercial units or residential properties are converted and/or subdivided, an application should be made to us for the new units to be given official addresses.

- 6.18. This guidance has been established under the appropriate legislation to ensure consistent record keeping, reduction of costs, to aid delivery of mail and the fast and accurate response of the emergency services.

## **Postcodes**

- 6.19. When an official address is agreed and issued by us, we will send it to Royal Mail for them to confirm a postcode.
- 6.20. The maintenance and any future changes to the postcode are Royal Mail's responsibility.
- 6.21. The application of a postcode is the responsibility of Royal Mail. If a property requiring a postcode does not meet Royal Mail's criteria for a postal address and a postcode is refused, we do not have any power to change this decision.
- 6.22. Royal Mail will not allocate postcodes to addresses that will not be receiving mail. This is because a postal address (postcode) is purely a routing instruction for the postal delivery staff to deliver mail efficiently on behalf of Royal Mail.
- 6.23. Royal Mail will only take instruction from us to add an address to their Postal Address File and grant it a postcode.

## **7. Procedure for all new developments**

There are two routes for naming: Fast Track and Bespoke (as shown in the diagram)

Please apply using the application form on our SNN webpage and include the necessary supporting documentation.

### **We are not liable for any costs or damages caused by any failure to comply**

- 7.1. Be First will consult over the proposed road name(s) and undertake any negotiations to resolve any issues that may arise regarding the proposed name. However, if there is a dispute then Be First will raise an objection to the proposed name within six weeks of receiving the request for naming. Notice of the grounds on which the applicant can appeal our objection, will be included.
- 7.2. Numbering of new streets will be carried out following the procedure set out in section 6.
- 7.3. All new properties on existing streets will be numbered unless the existing properties on that street are named, or in other exceptional circumstances as set out in section 6.

- 7.4. House names alone are not favoured by us or the emergency services. A number better identifies the location of a property in a road. The house number and/or name must be prominently displayed so it can be easily read from the highway.
- 7.5. Failure to notify us that your development requires an official address will result in the properties not being formally registered by us or notified to Royal Mail. This will lead to problems with deliveries of mail, as well as obtaining goods and services to the properties concerned. The reason for this is that Royal Mail will not have the addresses on their database and therefore the companies that use address management intelligence from Royal Mail will interpret that the properties do not exist. If you are experiencing any of these problems, please do not hesitate to contact us to see how we can help.

## **8. Procedure for address changes**

### **Numbered properties**

- 8.1. If the property has a number or is located on a numbered street, it will not normally be possible to replace the number with a name.
- 8.2. If you require a name to be officially recognised for a numbered property, you will need to make an application to us. We will ensure that a property of the same name doesn't already exist within the same area. The name will then be held officially against the numbered property.
- 8.3. Requests to replace property numbers with names will only be considered where it can be shown that the current numbering system causes delivery problems and that all properties affected have been consulted and are in agreement with the proposal.

### **Changing the name of your property**

- 8.4. We will check every proposal to ensure an existing property in the same area is not already using the name or similar.
- 8.5. Anyone wishing to change the name of their unnumbered house must apply to us.
- 8.6. Requests are to be made by application. The following information must be provided:
  - the existing house name, address, and postcode
  - the proposed new name/s
  - a plan showing the exact location of the property
- 8.7. Requests can only be accepted from the owners of properties and not tenants. Tenants wishing to change the name of their property should make their request to the property owner.

- 8.8. We cannot formally change a property name where the property is in the process of being purchased, until exchange of contracts. Evidence of exchange of contracts will be required.
- 8.9. We can offer guidance on the acceptability of a chosen name before exchange, but we would recommend that proposed names are not used until official confirmation has been issued by us.
- 8.10. Once an application has been successful, we will change the name of the property on the official register and confirm the change in writing to you.

## **9. Procedure to name/re-name an existing street**

- 9.1. The presumption is that applications to re-name existing streets will be refused, only being considered in exceptional circumstances.
- 9.2. If an individual or company wishes to change a street name, following a review of the application to confirm that it is valid, an estimated cost for the process will be issued. The cost of the process will need to be met by the applicant, with the estimated amount cleared in full before the process begins.
- 9.3. Partial renaming of streets will not be accepted.
- 9.4. The following will be taken into consideration before deciding whether to make the order to make a change or not, and every point must be satisfied before renaming can be processed.
  - Community engagement providing overwhelmingly positive feedback.
  - Local resident ballot results with over 80 percent approval of the change.
  - Thorough screening of the appropriateness of the name.
  - The resulting Place Making being relevant to the local area and the wider Borough.
  - Relevance of the name being requested to the area.
  - Reason for the request.
  - Guidance within the policy for naming streets.

## **10. Charging for Street Naming and Numbering.**

- 10.1. There is no charge for approving new street names or numbers. There is however a charge for the notification of internal and external organisations and other administration work involved in the processing of street naming and numbering which is reflected in our charging schedule.
- 10.2. We reserve the right to charge for changing any naming or numbering schedules which have previously been submitted and processed which are then subject to change by the developer.

- 10.3. Fees are listed on the Street Naming and Numbering application form on the LBBD Street Naming and Numbering pages of the London Borough of Barking and Dagenham's [website](#)