

Putting Residents First



LONDON BOROUGH OF
HARROW

Street Naming and Numbering (SNN) document

Street Naming and Numbering
Parking & Network Management
Environmental Services
Place Directorate

London Borough of Harrow, Forward Drive, Harrow, HA3 8FL

Email: snn@harrow.gov.uk

Website: www.harrow.gov.uk

Telephone: 0208 736 6072

May 2024

Contents

	Page No.
1. Introduction	3
2. Street Naming and Numbering (SNN) Applications	3
3. Developments	4
4. Street Naming and Numbering Process & Timescales	6
5. Planning, LLPG, Council Tax, Waste Services, Elections	7
6. Street & Property Numbering Conventions	8
7. Renaming and Renumbering of Streets or Buildings	9
8. Street Nameplates	9
9. Displaying property names and numbers	9
10. Legislations	10
11. Further Information and Contact details	10
12. Glossary	11

1. Introduction

1.1 Street naming and numbering is a statutory function carried out by all local authorities. Every local authority is responsible for address creation and liaising with Royal Mail, emergency services and internal departments.

The appropriate naming of streets, and the naming and numbering of buildings in streets, forms the basis for identifying property related information. This is important to enable effective responses to emergencies by ambulance, police, and fire services the delivery of post by the Royal Mail and courier services.

By law, we must formally approve all proposals for new street names and changes to street names before they are brought into use.

1.2 The legislative powers that enable the London Borough of Harrow to carry out this requirement are contained under sections 17 to 19 of the 1925 Public Health Act and under section 8 of the 1987 West Glamorgan Act. The 1987 Act amends sections 64 and 65 of the 1847 Town Improvements Clauses Act. London Building Acts 1939.

1.3 As the Street Naming and Numbering authority, our decision on naming and numbering is final.

2. Street Naming and Numbering (SNN) Applications

2.1 Applications can be made using the Authority's SNN application form, which is available for download via our website www.harrow.gov.uk

2.2 SNN applications must be made when new addresses are needed or when addresses of existing properties need to be modified. Applications must also be made if a new road name or names are required.

Examples of when applications are required;

- New development, providing new roads and new residential/commercial properties;
- New development providing new residential/commercial properties only;
- A conversion from a single dwelling into multiple dwellings;
- A conversion of a garage/outbuilding providing a new self-contained property;
- Adding a name to an existing property;
- Confirmation of an existing address.

2.3 Applications for new property numbering should only be made once work has commenced on site and when properties are at advanced stage of construction.

2.4 Unless stated otherwise, all applications forms must be returned with;

- Granted planning approval (copy of your decision notice);
- Site plans
- Floor plans
- Relevant fees

2.5 The fees for undertaking SNN services cover the costs incurred for extra work that is carried out at the discretion of the Authority. This includes working with Royal Mail, informing various bodies and confirming addresses in appropriate format. The 'marking up' of drawings and the preparation of numbering schedules that are used whilst confirming new addresses is also covered by the charges.

Up to date fees can be found online at www.harrow.gov.uk under Street Naming and Numbering or on the application form. Please ensure you download the latest application form via our website.

3. Developments

3.1 Developers are urged to apply for addresses at least **three months** prior to the expected build completion date or dates of a property or properties.

3.2 Developers of large sites are advised to stage work in phases and consider the expected flow of property numbering so that the projected numbering of properties will not become fragmented should changes to layout be made.

3.3 Developers should be aware that charges will apply when changes to layout causes renaming or renumbering to be carried out by the Authority. These charges will only apply where notification has already been issued to a developer and where previous notification(s) are affected.

Developers must inform the Street Naming and Numbering Officer at the earliest opportunity of any changes to site layouts that will affect street naming and/or numbering.

3.4 Developers are also advised that a charge will be incurred for extra work entailed in connection with the required notification of Royal Mail and various other bodies of the removal of addresses should properties not be built. This however applies only in those circumstances where addresses have already been confirmed to a developer by Council in a previous notification(s).

3.5 Properties must be numbered on site as per the plot to postal sent with the Confirmation Notice

3.6 Developers must provide 2-3 names per new road/block for consultation. Please note the consultation times for naming of new roads or blocks. Please also view our approve suffixes for new roads/buildings. Please be aware that;

- New street names, wherever possible, should be relevant to the area in question and be based on historical events, natural features or landmarks;
- Names based on famous people (not living) who have association with the area may also be considered. Permission from family members or estate administrators may be required;
- Street names must be in English;
- Names should be easy to pronounce and spell;
- Names considered to be obscene or racist will be unacceptable;
- Names must not conflict with other existing road names used within the Authority;
- Names with different suffixes are not acceptable i.e. Dylan Court, Dylan Drive etc.
- Where roads become permanently severed due to development or events then one part of the road should be renamed completely;
- The use of North, South, East or West (as in Heatherton Road North or Heatherton Road South) is not normally acceptable, except where the road is long and is bisected by a major junction;
- Street names starting with 'The' will not be accepted;
- Where existing streets are extended then the existing road name should continue to be used wherever possible.

3.7 Sales and marketing teams should make clear to prospective purchasers that the

marketing names used by developers may not become a street name and may therefore not form part of the final address of a property. Sales and marketing literature should state this.

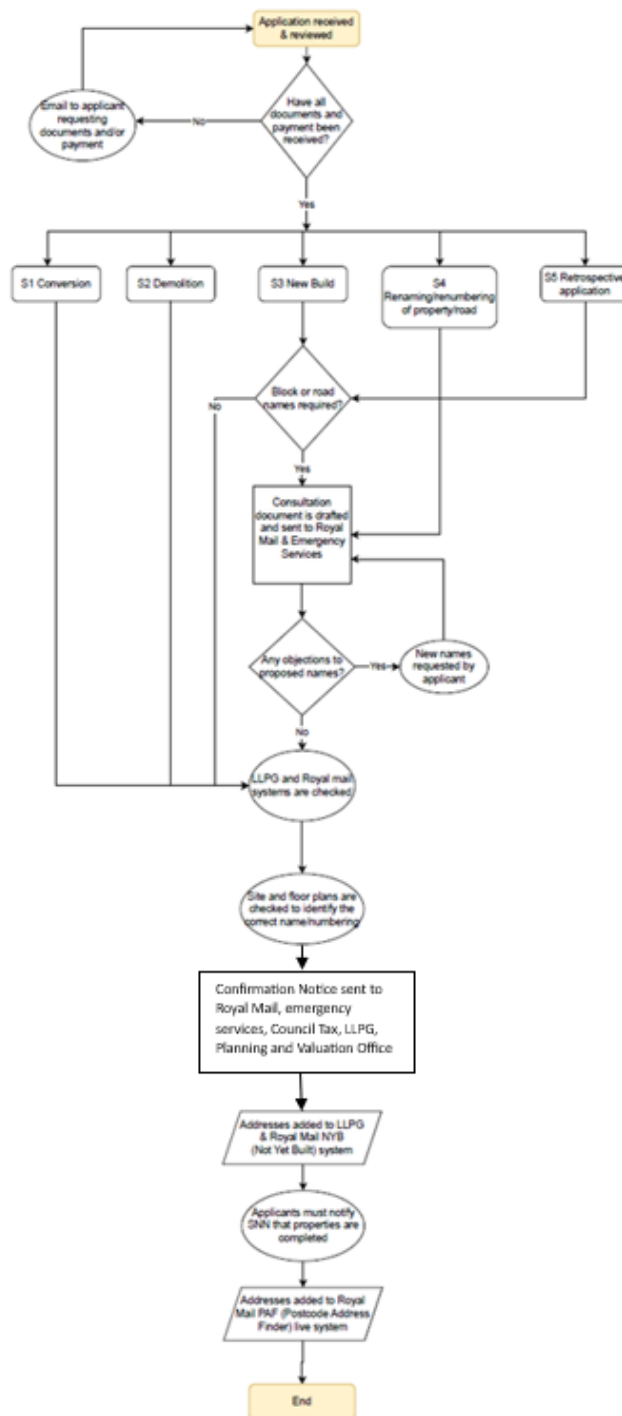
3.8 Once new road naming on development schemes has been agreed, developers will be responsible for erecting street nameplates.

3.9 Please be aware that postcodes for new developments must be confirmed by Royal Mail first, please allow extra time for this.

3.10 The following information should be included with applications;

1. A site location plan (typically 1:1250 or 1:2500)
2. A block plan or plans that identify plot numbers and the outline of all new properties;
3. Floor plans must also be included as necessary i.e. for blocks of flats;
4. Plans must have clear outlines of the number of bedrooms for unit;
5. All property numbering shown on submitted drawings will be deemed as plot numbers until such time that the Authority confirms naming and numbering
6. The expected completion date must be specified.

4. Procedure



Timescales

Receipt of application / email queries within 5-10 working days

Conversion: completed and confirmed within 4 weeks of receipt

Development: completed and confirmed within 8-12 weeks, subject to consultation periods

Naming/re-naming a property: completed and confirmed within 6-8 weeks

Applications to add a name or create a new road, must go through a 28 day consultation with Royal Mail and emergency service. If names are rejected and new names are proposed, the consultation period starts again. We advise multiple suggested names are provided.

5. Planning, LLPG, LSG, Council Tax, Waste Services, Elections, Royal Mail

5.1 Every Street Naming and Numbering application must include the appropriate planning permission, unless stated otherwise. Confirmation that no planning permission is required will need to be submitted with the application.

Please email planning.applications@harrow.gov.uk

5.2 Local Land & Property Gazetteer (LLPG) is a database of address information that is maintained by a Local Authority. Each Local Authority has a regulatory requirement to maintain this local gazetteer. Each LLPG forms part of a national database, the National Land & Property Gazetteer (NLPG), into which it feeds.

All new property and address information is recorded directly into the LLPG and then the NLPG.

A Confirmation Notice is sent to the LLPG officer to inform them of new official address, es.

5.3 Local Street Gazetteer (LSG) is a database of street information that is maintained by a Local Authority. Each Local Authority has a regulatory requirement to maintain this local gazetteer. Each LSG forms part of a national database, the National Street Gazetteer (NSG), into which it feeds.

All new roads and information on each road is recorded directly into the LSG and then the NSG.

The LLPG custodian and LSG custodian work closely with GeoPlace, who are responsible for collating, managing and maintaining the primary UK authoritative geospatial address and street data.

5.4 Council Tax will also be sent a copy of the Confirmation Notice.

If a Street Naming and Numbering application has not been received, Council Tax may assign a temporary address in order to assign the correct Council Tax banding for the new property. Please note, this is not the official address and will not be registered with Royal Mail.

5.5 In order to receive services such as Waste collection, report issues online or be registered with Elections, a Street Naming and Numbering application must be received and the official address(es) confirmed.

5.6 Royal Mail will be sent a copy of the Confirmation Notice, the address(es) will be registered on their Not Yet Built system until confirmation that the properties/units are now completed. Please ensure you email snn@harrow.gov.uk and inform us of completion, we will contact Royal Mail and request the address(es) are made live and adding to their PAF (Postcode Address Finder) system.

You can check if the address(es) are live by visiting <https://www.royalmail.com/find-a-postcode>

6. Street & Property Numbering Conventions

6.1 Logical property numbering is important to aid emergency services should assistance be required. The following numbering conventions are used by this Authority:

1. The Authority will endeavor to number all new property development. Exceptions apply where in existing streets no numbering scheme is in use.
2. Main roads are numbered so that when travelling away from the centre of a town odd numbers are on the left-hand side and even numbers are on the right, unless an already established numbering scheme is different.
3. Side roads are numbered ascending from the most important road that they lead off.
4. Clockwise sequential numbering is preferred for a cul-de-sac, unless further development is envisaged. Then an odd and even numbering scheme will be applied.
5. All numbers should be used. Requests to omit numbers (i.e. no.13) will be refused.
6. Private garages and similar buildings should not be numbered.
7. Properties will be numbered according to the street off which the main entrance is found. This includes corner properties. Manipulation of numbering to secure prestigious addresses or to avoid undesirable addresses will not be allowed.
8. If a building has entrances in more than one street the entrance considered to be the main entrance will be used to form the basis for street naming and numbering.
9. Buildings which contain multiple premises, e.g. a block of flats, where feasible should be named and the main building numbered. Individual internal properties within it should be numbered separately.
10. The internal numbering of premises within buildings should start at the lowest point, with number 1 being the first property on the left when entering the lowest floor. Numbering should continue clockwise and upward.
11. Infill development on existing streets will include a suffix to the premise number (i.e.21A) where no consecutive available number exists in the current numbering scheme.
12. Subdivision of residential property is always numbered rather than described or lettered, i.e. Flat 1 used rather than 'First Floor Flat' or 'Flat A'
13. For a conversion of a residential property, if there is only one external entrance to the building, the use of Flats 1, 2 etc. will be used.
14. Properties known by name only are permissible if no street numbering scheme has been established in a street. There must be no duplication of a property name in a street or in the surrounding areas at rural locations.
15. A change to a property name will only be permitted following Authority approval. A formal consultation with Royal Mail and emergency services must be carried out to ensure that name duplication or conflicts do not occur.
16. A property numbered on a street that has an established numbering scheme cannot change to a name only. A name may be added provided that the name does not conflict with other properties in the street or with existing nearby properties at rural locations.

7. Renaming and Renumbering of Streets or Buildings

7.1 It may be necessary on rare occasions to name/rename and/or number/renumber streets. Or, it may become necessary to number/renumber individual premises situated within a building. The situations where this can occur are where:

1. A street has no known name.
2. Confusion has arisen as to the correct name to be used for a street
3. A mixture of both named and numbered properties in a street requires formal numbering to be introduced in order to regularize addresses.
4. Infill properties have caused numbering to become fragmented and illogical.
5. Property numbering within a building is illogical and is causing confusion.

7.2 Residents, occupiers and property owners will be informed and consulted if any renaming and/or renumbering is to take place.

7.3 At least a two thirds majority of resident and property owner consent will be required before any renaming proposals are considered. The Authority's decision will be final.

7.4 Property owners and residents will be informed in writing of any changes that are made. The Authority will inform Royal Mail, emergency services and various bodies and organisations of any changes that take place.

8. Street Nameplates

8.1 Street nameplates must be erected by developers before properties are occupied.

8.2 Details of locations and specification for street nameplates will be conveyed to developers when street naming and numbering notifications are issued by the Authority.

8.3 If a developer fails to erect nameplates and properties become occupied, then the Authority will erect nameplates. Developers will be charged for all costs incurred.

8.4 Developers may request that the Authority erect required nameplates within development sites. To this end developers should contact the Highways department (highways@harrow.gov.uk) to obtain a quote.

9. Displaying property names and numbers

The following Regulations, made by the London County Council on 29 July 1952, under Section 12 of the London Building Acts (Amendment) Act 1939, relating to the marking of numbers and names of buildings, are now applicable to this Borough.

1) Every number or name, or number and name of any building in any street, way, place, row or houses or block of buildings within the Administrative County of London shall be marked:-

- a) On the building, the entrance gate, boundary wall or fence immediately adjacent to the gate or entrance of such building, or in such other position as to be clearly visible from the street or way in which the building is situate.
- b) With numerals or lettering of such colour as to contrast with the background against which they are displayed.
- c) With numerals or letters of sufficient size to read them clearly visible from the street or way in which the building is situate.
- d) In durable, non-absorbent material, which expression shall be deemed to include

paint.

2) Where the number of name, or number and name, is marked on the building to which it relates, such number or name, or number and name, shall not be more than 20 feet above the level of the ground.

3) Where the number or name, or number and name, is marked in a position other than on the building to which it relates, such number or name, or number and name, shall be not more than 8 feet or less than 2 feet 6 inches above the level of the ground.

4) The numerals of which any number is composed shall be Arabic in character.

10. Legislations

London Building Acts (Amendment) Act 1939 (1939 Act)

Local Government Act 1985

Local Government Act 2003

11. Further Information & Contact details

11.1 For postcode information always use the Royal Mail's Postcode Finder website (<https://www.royalmail.com/find-a-postcode>).

11.2 Find your official geographic property address by using the website <https://www.findmyaddress.co.uk/search>

Please note, whilst every effort is made to ensure the accuracy of your address, we can't always guarantee this. We are however continually improving our data to ensure its accuracy.

If you spot a problem with our address data (for example, incorrect coordinates, postcode or a spelling issue) then please let us know. Please provide as much detail as possible as this will help us investigate the issue more thoroughly.

11.3 For council tax enquires, please visit <https://www.harrow.gov.uk/CouncilTaxEnquiries>

11.4 For Waste collection enquires, please visit <https://www.harrow.gov.uk/bins-waste-recycling>

11.5 For Electoral Registration enquires, please visit <https://www.harrow.gov.uk/elections/individual-electoral-registration>

11.6 For information on Planning Applications, please visit <https://www.harrow.gov.uk/planning-developments/planning-applications-advice-service>

11.7 For more information on GeoPlace and how they maintain address and street data, please visit <https://www.geoplace.co.uk/>

11.8 For information on London Fire Brigade guidelines, please visit <https://www.snn.geoplace.co.uk/street-and-building-names-in-london>

12. Glossary

SNN	Street Naming and Numbering
LLPG	Local Land and Property Gazetteer - Local authority list of addresses within its boundary
NLPG	National Land and Property Gazetteer – Amalgamation of all LLPGs to form a national address list
UPRN	Unique number given to each property or piece of land to which an address will be applied. The address may change but the UPRN remains the same
USRN	Unique Street Reference Number – Unique number given to each street
NYB	Not Yet Built – Royal Mail address database
PAF	Postcode Address Finder – Royal Mail live address database