



London Building Act (Amendment) Act 1939 Part II

## Street Naming & Numbering guidelines for the London Borough of Merton



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# What is Street Naming & Numbering?

Naming and numbering of properties and streets is a statutory function for Councils and all decisions relating to street naming and numbering are controlled by local authorities. The purpose of this control is to make sure that any new addresses and street names are allocated logically, thus enabling the Emergency Services to locate individuals in urgent need of medical attention and the effective delivery of mail.

All addresses created by this authority must be compliant with the British Standard for Addressing (BS7666) and the London Fire Brigade Guidelines for Street Naming & Numbering. Addresses must;

- Be clear, unambiguous and logical
- Retain a numbering system that is sequential
- Avoid duplication of words already officially applied to existing addresses

All building works resultant in the creation of addressable units (commercial or residential) are subject to Street Naming & Numbering. Not retrieving an official address from your local authority may result in the following;

- Utilities not being connected
- Postal issues
- The occupant(s) not being locatable in the event of an emergency
- Fines and Prosecution

# How do I apply for Street Naming & Numbering?

Please visit our web page and complete an online application;

<http://www.merton.gov.uk/environment/land/streetnumberingandnaming.htm>

You are strongly advised to submit your application at least three months in advance of the expected completion date. Late applications can result in delays to utilities connections etc.

It can take between 2 and 4 weeks to complete the addressing works of a small to medium sized development. Larger developments, and those that incorporate a new street, can take between 8 to 10 weeks to finalise.

It is essential that you supply the most up to date floor plan(s) with your application. The plans must show the street entrance(s) to the building.

If you have any queries regarding the application process please contact us at [street.numbering@merton.gov.uk](mailto:street.numbering@merton.gov.uk).

# Charging Schedule

The Street Naming & Numbering charges for 2016/17 are as follows;

Type	Cost Per Unit
Address a Residential Unit	£125.00
Address a Commercial Unit	£125.00
Naming a building	£240.00
Naming a Street	£310.00
Re-naming a building	£240.00
Re-naming a street	£400.00
Retrospective addressing	£187.50
Addressing a parcel of land	£65.00
Addressing a large block i.e. hotel	£600.00
Notification of demolition	£125.00
Copy of a document	£60.00
Plot to numbering schedule	£43.00
Research time	£30.00ph

## Example

Conversion of a three level building to form two shops on the ground floor, 4 flats on the first floor, 4 flats on the second floor and the addition of a building name:-

	Unit Cost	Units	Overall Cost
Residential Units	£125.00	8	£1000.00
Commercial Unit	£125.00	2	£250.00
Naming of Building	£240.00	1	£240.00
			£1490.00

# Addressing New Properties

All new properties have to be addressed in accordance with the British Standard 7666 (BS7666). Local authorities must adhere to the Standard to ensure that there is a single approach to address creation in England, Scotland and Wales, thus alleviating and potential for delay or inconvenience to the Emergency and Postal Services.

Some of the main rules for address creation are stated below;

- a). All new properties must be numbered.
- b). There will be no sanction given to the avoidance of any numbers i.e. 13, and a proper sequence must be maintained.
- c). Buildings are to be 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.
- d). If a building has entrances in more than one street and it is a multi-occupancy building where each entrance leads to a separate occupier, then each entrance will be numbered in the appropriate road.
- e). Flats are numbered sequentially i.e. Flat 1 and upwards. Other variations i.e. Flat A or Ground Floor Flat are prohibited.
- f). Where no other alternative is available the use of an appropriate suffix is advised i.e. 1a, 1b, 1c etc.

# Naming a building

The Street Naming & Numbering Team will approach the Emergency Services to seek their approval for the use of a building name. If a naming proposal is rejected by the Emergency Services then it cannot be used under any circumstances.

The main rules for naming buildings are listed below;

- a). No building name can start with the word "The".
- b). 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

- c). Building names must not repeat the name of any other road or building in the surrounding area.
- d). Please avoid the use of phonetically similar sounding names within the same postal area i.e. Churchill House and Birch Hill House.
- e). Please avoid misleading or unsuitable names i.e. Tip House or Tennis Court.

# Naming a Street

The Street Naming & Numbering Team is legally required to undertake a public consultation for a period of 28 days prior to implementing a new approved street name.

The main rules for street naming are listed below;

- a). New street names must not duplicate an existing street or building name within the borough. A variation in suffix i.e. street, road or avenue, will not be accepted as a sufficient reason to duplicate a name.
- b). No street name can start with the word "The".
- c). Unacceptable suffixes for new street names are;

End	Court
Cross	Side
Path	Walk
Park	Meadow
Gate	Common

- d). Acceptable suffixes for new street names are;

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

# Re-naming and Re-numbering

Re-naming or re-numbering is only considered when changes occur which give rise (or are likely to give rise) to problems for the occupiers and/or the Emergency and Postal Services.

The local authority will always try to re-name or re-number with the approval of the property owner. However, it does possess powers to enforce changes to an address even without the approval of the property owner.

Below are some examples of why a local authority might enforce an alteration to an address;

## **Example 1**

A property located on a junction undergoes development and the front entrance is moved from one street to the next.

The local authority will re-address the property to ensure that it is addressed off of the street from which it is now accessed.

## **Example 2**

The upper floors of a row of shops are converted into flats and all of the flats are accessed from the rear. To get to the rear you have to go down a neighboring street. The flats are occupied and unsanctioned addressing is used. The addresses refer to the street on which the shops are located.

The local authority will re-address the flats using suitable addresses on the neighboring street.

# The Address Creation Process and What Happens Next

The address creation process begins upon receipt of your application and payment. No applications are processed prior to payment.

Once the addresses are authorised by the Authority Address Custodian they will be entered into the Local Land & Property Gazetteer (LLPG). The LLPG directly feeds into the National Land & Property Gazetteer (NLPG) on a nightly basis. The NLPG is the only official source for addresses so it is essentially this countries national address database. Its contents are made available to all businesses and organisations located within England, Scotland and Wales via a product called AddressBase.

The Authority Address Custodian will supply you with an Assigning Order. This document will note the full and official address. The full address will be inclusive of a postal code which will be obtained from Royal Mail.

A variant of the Assigning Order will be distributed internally within the local authority and externally to the likes of Royal Mail, Valuation Office and the Emergency Services. Key Council systems and other address databases, such as Postal Address File (PAF) are updated with the new information.

Where appropriate the Authority Address Custodian will distribute floor plans tagged with the new numbering sequence or a separate document linking the new addresses to plot numbers.

# What are my legal obligations?

You must approach the Authority Address Custodian for an official address and you cannot create addresses without the prior approval of the named Custodian at your local authority.

Royal Mail will refuse to accept new addresses unless they are provided by an official source.

Not retrieving an official address may result in the eventual occupants experiencing postal issues and there may be a delay in locating them in the event of an emergency.

Below is a list of your main legal obligations;

- a). You are legally required to adopt the official address and failing to do so may result in enforcement action.
- b). Entrances must be clearly marked with the assigned name and/or number.
- c). When the development is complete and ready for occupation you must inform the Authority Address Custodian so this information can be passed on to all relevant parties.

For example; Royal Mail will need to know when the properties are occupied so the addresses can be moved from their provisional address database into their live addresses database.

## Useful Contact Information

The Street Naming & Numbering function is administered by the named Authority Address Custodian and falls under the Corporate Services Division.

London Borough of Merton  
Authority Address Custodian  
7<sup>th</sup> Floor, Merton Civic Centre  
London Road  
Morden  
SM4 5DX

Tel: 020 8545 3265

Email: [street.numbering@merton.gov.uk](mailto:street.numbering@merton.gov.uk)