

Application for Street Naming and Numbering

Date of Application:

- S1 - Conversion
- S2 - Demolition (removal of existing name/number)
- S3 - New Build/development
- S4 - Renaming/renumbering of property/road
- S5 - Retrospective application

Internal Use Only

Year:

SNN Ref:

If your application is for a New Development or Conversion please ensure you complete all sections & provide a copy of your granted planning approval.

1. Location of development, site of conversion or property including number of entrances:

2. Proposed name and number of building:

3. Granted planning permission number reference:

4. How many units/flats:

5. How many entrances:
(Entrances located at street level, not internal)

- 5.1 If communal, how many letterboxes:
(Located at street level, not internal)

Please supply the following **Mandatory** items with your application:

- Site Plan
- Floor Plan
- Copy of planning approval
- Relevant fee

If a new development, renaming or adding of a name to an existing property please supply 3 additional names that will be used in the event that the proposed has been objected to by the London Fire Brigade or Royal Mail.

Applicant Details

Full Name

Full Address

Telephone Mobile

Email

Application Type	Fee
Adding alias/name	£220.90
Application for numbering property (per property)	£220.90
Application for naming a road (applicant choice of name adhering to SNN policy with LFB approval)	£257.46 plus £36.65 per property
Naming or renaming of house or block of flats (applicants choice of name adhering to SNN Policy and approval of LFB)	£220.90
Naming or renaming of commercial premises (applicants choice of name adhering to SNN Policy and approval of LFB)	£220.90
Numbering: 1 plot	£127.60
Numbering: 2-20 plots	£65.00 per unit
Numbering: 21-50 plots	£1,287.30 + £25.70 per unit
Numbering: over 50 plots	£2,066.40 + £19.40 per unit
Certificate of naming/numbering/historic documents	£109.80

Payment can be made via cheque, made payable to London Borough of Harrow or via the Council website;
www.harrow.gov.uk.

From the home page, go to Make a Payment - Highways (8th option) – Street/ House Name/ No Application (6th option. Please ensure you use the address as a reference or the application no. we provide.

Note.

Please bear in mind that the Royal Mail will add the address as 'Not Yet Built' if the property is vacant. You will need to contact us once the property becomes occupied so that we can arrange for the Royal Mail to make the address visible on PAF.

Please be aware that there is a 28 day consultation period for certain applications, if any proposed name results in an objection the consultation period will restart.

The following policy guidelines apply:

**LONDON BUILDING ACTS (AMENDMENT) ACT 1939 - PART 2 LONDON
GOVERNMENT ACT 1963 SECTION 43
LOCAL GOVERNMENT ACT 1985 (SCHEDULE 8, 14(1))**

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

Not acceptable street naming suffixes:

End, Court, Cross, Side, Path, Walk, Park, Meadow, Gate or Common.

All new building names should end with one of the following suffixes, No street or building name to start with, 'The':

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

Please note that we are unable to register separate addresses for landlord meters, you will need to use the block postcode and address where needed to inform utility companies.

Large developments with multiple phases should be consulted on prior to application submissions, this is to enable the authority to better assess the needs of the development and number with consideration.

Harrow Council collects and uses personal information about you when you contact us. For more information about how we use this information please see our privacy notice at www.harrow.gov.uk/privacy