



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

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Internal Use Only

Year:

SNN Ref:

If your application is for a New Build/development or Conversion, please ensure you complete all sections, provide a copy of your granted planning approval (decision notice) and site/floor plans.

1. Full address of property requiring name/numbering:

2. Proposed name buildings:

(only use this section if you are adding or amending a name, please supply a minimum of 2 names)

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)

For all New Build/development or conversion applications, please supply the following **mandatory** documents/plans with your application:

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

SNN
application
2025/26Street Naming and Numbering
Digital Services | Digital, Data and The Customer Experience | Resources and Transformation**Applicant Details**

Full Name:

Full Address:

Telephone: Company name:

Email:

Fees

Application Type	Fee
Application for renaming an existing road with properties	£303.02 plus £43.14 per property
Naming or renaming of house / block of flats / commercial premises	£260.00
Creation of a new road	£260.00
Numbering: 1-5 units	£265.00 per unit
Numbering: 6-20 units	£45.00 per unit
Numbering: 21-50 units	£47.00 per unit
Numbering: 51 - 75 units	£50.00 per unit
Numbering over 75 units	£55.00 per unit
Certificate of naming/numbering/historic documents	£129.30

The fees stated above are only applicable from 01/04/2025 to 31/03/26, as fees and charges change each year.

Payment can be made via the Council website; www.harrow.gov.uk

From the home page, go to Make a Payment - Highways (8th option) – Street/House Name/Number Application (6th option).

Please ensure you use the address as a reference or the application number we provide.

Examples of how to calculate fees:

Conversion with one external entrance and 2 units = £260 x 2

Conversion with separate external entrances and 1 new unit = £260 (as original address remains) Development of 5 units = £265 x 5

Development of 20 units on existing road, using existing building name = (£265 x 5) + (£45 x 15) Development of 45 units on existing road with new building name = (£265 x 5) + (£45 x 15) + (£47 x 25) + £260

Development of 72 units on new road with 2x new building names = (£265 x 5) + (£45 x 15) + (£47 x 30) + (£50 x 12) + £260 + (£260 x 2)

Development of 210 units on 2x new roads with 3x new building names = (£265 x 5) + (£45 x 15) + (£47 x 30) + (£50 x 15) + (£55 x 135) + (£260 x 2) + (£260 x 3)

Important information

Consultation

A consultation is required when adding a new name or re-naming a unit. The consultation lasts 28 days in which Royal Mail and Emergency Services either approve or reject your proposed names. Where all proposed names are rejected, a new consultation must start.

Postcode allocation: Where new postcodes are required (large developments) we will need to confirm the correct postcodes with Royal Mail. Please allow extra time for this.

Royal Mail

Royal Mail will add the address as 'Not Yet Built' if the property is vacant. You can let Royal Mail know the property is complete and the address(es) should be made live by completing their online form at <https://www.royalmail.com/personal/receiving-mail/update-your-address>

Alternatively, you can contact us once the property becomes occupied so that we can arrange for Royal Mail to make the address visible on PAF (Postcode Address Finder).

Landlord meters

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.

Your information

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

All Street naming and numbering applications are processed following the guidelines of the SNN Code of Practice. We may not address the properties how you would like.

For more information, please visit www.harrow.gov.uk and download our guidance document.

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.