

## **STREET NAMING AND NUMBERING GUIDELINES: SUMMARY.**

The City of London Corporation is the street naming and numbering authority for the City of London. All proposals for new street names/changes of name in the City area must be sent to the City of London Corporation for approval prior to being brought into use.

### **When to Apply**

It should be noted that the above procedure can be a lengthy one, between receipt of an application and the issue of a Statutory Order. It is therefore advisable to consult the City of London Corporation at the earliest possible stage of a proposal, preferably before building work commences, and ideally before a name has been marketed or legal documentation drafted.

If an application is submitted to the City of London Corporation at a late stage and is subsequently rejected, numerous problems can arise, especially if purchasers have bought properties marketed under an unapproved name and/or number.

Regulations require numbers and names to be displayed in an appropriate manner. This was introduced to ensure that buildings are clearly identified for the convenience of the public, and in order that the emergency services may attend and react efficiently when called to an accident or other incident.

Of particular concern to the City of London Corporation is the number of shops not adequately displaying the appropriate name and number. For information on the design of new shop shopfronts reference should be made to the City of London Corporation's publication "Shopfronts ... a design Review", available from the Department of Planning and Transportation.

In addition to these guidelines, developers and building owners should be aware that planning permission may be required in the following instances:

- **Listed Buildings:** if the proposed display would affect the special character of the building. Even relatively small-scale displays or alterations may require listed building consent.
- **Advertisement Control:** it is possible that a display may be deemed to be a sign requiring consent under the Town and Country Planning (Control of Advertisements) Regulations 1992.

**Before you take any action it is imperative that you read the full details available in Planning Advice Note 7: Street Naming and Numbering.**