

# Planning Advice Note 7

Department of Planning and Transportation.

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## STREET NAMING



## and NUMBERING



**DEPARTMENT OF PLANNING AND TRANSPORTATION  
CITY OF LONDON**

**Planning Advice Note 7**

**ADVICE ON NAMING AND NUMBERING OF STREETS AND  
BUILDINGS**

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## **1. Introduction.**

The appropriate naming of streets, and naming and numbering of buildings is essential for:

- Way finding by the public.
- Delivery of post by the Royal Mail and courier services.
- Fast responses to emergencies by ambulance, police, and fire services.
- Record keeping, e.g. legal transactions, taxation, planning permissions.

To ensure the appropriate naming and numbering of streets and buildings there is a statutory process carried out by the City of London Corporation under the London Buildings Act (Amendment) Act 1939. The City of London Corporation is committed to a procedure to update address information accurately and efficiently, and makes regular submissions of this data to the National Land and Property Gazetteer (NLPG) where it is available to the public as part of a national dataset of authorised addresses.

The Street Naming and Numbering process is integrated with the Department's Information Service Area Key Deliverables, to which the City of London Corporation is fully committed.

It is important that the property names and numbers are appropriate, and are displayed in an appropriate manner. The City of London Corporation has powers to authorise names and numbers, and ensure that the authorised name and number is displayed in an appropriate manner. The purpose of this Planning Advice Note is to provide guidance to developers and building owners / occupiers on the naming and numbering of streets and buildings. It is relevant both to new developments, and existing streets and buildings. As a general rule the City will require a new address application for all new development. The renaming / renumbering of existing streets and buildings is normally only made when convenient for owners and occupiers or to overcome existing anomalies.

## **2. Statutory Context and the National Land and Property Gazetteer.**

### **Introduction**

A statute requires local authorities to undertake the process of street naming and numbering. Authorised addresses are then submitted to the NLPG where they are available to the public as part of a national database.

### **Statutory Context**

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 of London must by law be sent to the City of London Corporation for approval prior to being brought into use. There are four principal pieces of legislation and statutory instrument that apply to the Naming and Numbering of Streets and Buildings in London:

- London Building Acts (Amendment) Act 1939 Part II.
- London Government Act 1963 Section 43(1) (a) & (2).
- London Government Order 1965 Article 3 (11).
- Local Government Act 1985 Schedule 8 Section 14 (1) (a).

These documents give local authorities responsibility for:

- Appropriate naming and numbering of streets and buildings.
- Consultation with relevant bodies.
- Informing all owners/occupiers of naming and numbering orders.
- Erecting the names of public streets and ensuring that the names and/or numbers of buildings are displayed by the owners in accordance with the Regulations.

### **National Land and Property Gazetteer**

The National Land and Property Gazetteer (NLPG) <http://www.nlpg.org.uk/nlpg/welcome.htm> covers the whole of England and Wales and contains more than 30 million residential, business and non-mailing addresses. It is a comprehensive and continually updated database of address data from the local authority with legal responsibility for street naming and numbering of property.

The NLPG uses the British Standard BS7666 to ensure data format consistency across the country. Each record has a unique property reference number (UPRN) which provides a reference key to join related address records across different datasets.

**British Standard 7666.**

Both the National Street Gazetteer (NSG) and National and Property Gazetteer (NLPG) will be updated to include relevant authorisations made by the City Corporation for both street naming, and building naming and numbering. The entries to the NSG and NLPG will be made in accordance with British Standard 7666; "Spatial data-sets for geographical referencing".

All City of London Corporation street naming and numbering orders will include the relevant UPRN (Unique Property Reference Number) and Ordnance Survey map reference. An example can be viewed in Appendix 1.

### 3. Street Naming and Numbering Procedure.

#### Introduction

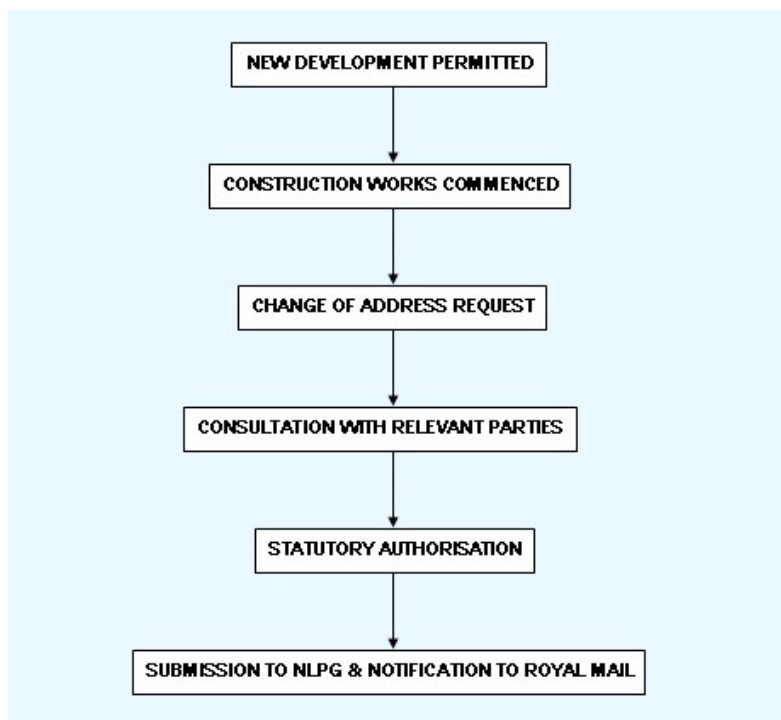
The street naming and numbering process is relevant where there is a site redevelopment or a request for change of address. The procedure is set out in Figure 1.

If an application is submitted to the City at a late stage and is subsequently rejected, numerous problems can arise, especially if purchasers have bought properties marketed under an unapproved name. It is therefore advisable to be cautious in the use of the names for marketing purposes if the name has not been authorised. It should be pointed out in the literature distributed to prospective purchasers, for example, that marketing names are subject to approval and thus to possible change. An early application is encouraged to avoid problems later.

The time taken for a street naming and numbering application to be authorised depends on a number of factors. Further explanation with relation to consultation procedures is given on page 8.

Guidance on street naming and numbering conventions is set out in Section 4.

**Figure 1. Street Naming and Numbering Procedure.**



### **New Development or Change of Address**

Any new development (scenario 1) or change of address (scenario 2) requires a street naming and numbering authorisation.

#### **Scenario 1 – Site redevelopment.**

Site redevelopments require planning permission. Applications for new names and numbers are encouraged at the demolition stage or early stages of construction works of the development. The City of London Corporation appreciates that for marketing purposes applicants may wish to pursue appropriate naming and numbering of the development prior to site construction works commencing. Informal consultations can be undertaken at this stage to establish whether or not a proposed address is likely to be acceptable to key consultees. HOWEVER the City cannot officially authorise the new street name, number or building name until the site in question is under construction and the old building and address no longer exist. Otherwise the unacceptable situation could arise of the same site having more than one authorised address.

#### **Scenario 2 – Change of existing name or number on an existing structure.**

The process is exactly the same as above, though the application is not dependent on construction works taking place on site. Applicants will need to show that they are acting with the permission of the site owner and that they have informed site occupiers of the proposed change of address.

### **Submission of Application Form**

To ensure clarity and accuracy, an application should consist of:

- Application form.
- Layout / site plan indicating entrances and access points.
- Confirmation from the freeholder of permission to rename or renumber.

The application form is available on the City of London Internet Site

[http://www.cityoflondon.gov.uk/Corporation/our\\_services/development\\_planning/planning/street\\_naming.htm](http://www.cityoflondon.gov.uk/Corporation/our_services/development_planning/planning/street_naming.htm)

The information required is:

- Applicant.
- Nature of the proposed change to an address or new address including current and proposed addresses.
- Relevant planning permission.
- Details of freeholder.

- Declaration from applicant that they are the relevant party acting with permission of the owner of the site.

Appendix 2 gives a good example submitted for a residential redevelopment at Lime Street. This includes relevant photographs and a site plan.

### **Consultation Process**

The **numbering of a property** within a street is allocated by the City of London Corporation in conformance with numbering conventions. The general rule is to ensure sequential numbering with no duplicate numbers. Proposed departures from this rule will be subject to additional consultation.

For the **naming of buildings and streets** the current consultation practice is built upon many years of experience and feedback from interested parties. The following parties will be consulted for the following reasons:

(a) For the effective identification of an address in an emergency

- Fire Brigade;
- Ambulance Services;
- Commissioner of Police;

The City of London Corporation "Planning Advice Note 7: Street Naming and Numbering" incorporates the guidelines set out by the London Fire Brigade in the "Naming and Numbering of Streets and Buildings" June 2008. The City of London Corporation will follow these guidelines and will also consult the London Fire Brigade specifically when seeking further guidance on interpretation and on the implications for responses to emergency situations.

(b) To ensure effective delivery of post consultations are with Royal Mail.

(c) To ensure accurate recording of property related information. City Corporation Departments and relevant parties are consulted to ensure consistency with administrative records and the historic context of the site.

If any of the consulted parties object to the name(s) or numbers proposed, then the applicant will be advised accordingly and invited to suggest an alternative address.

For Street Names, if there are no objections from relevant parties then a 'Notice of Intention' is posted on site for one month to allow local residents and business the opportunity to raise objections, which the City Corporation is obliged to consider. If there are no objections new street names are

**authorised by the City Planning Officer under delegated powers. In the event of there being objections which cannot be overcome by negotiation, then the matter is reported to the City's Planning and Transportation Committee for consideration and decision.**

## **4. Street Naming and Numbering Conventions.**

### **Introduction**

The street naming and numbering conventions are based upon the historic context of the City of London, national best practice, and the constructive comments received from consultees.

### **The History of the City of London**

The City is the historic core from which the rest of London developed and it has a rich heritage. The City of London Corporation recognises this historic context and takes opportunities to re-enforce it when carrying out its street and building naming responsibilities.

Further information on the history of the City of London's streets can be found in:

(a) *Bradley, S. & Pevsner, N. (1997) THE BUILDINGS OF ENGLAND: LONDON 1: THE CITY OF LONDON. (Penguin: Harmondsworth)*

(b) *British History Online – A DICTIONARY OF LONDON. “Historical notes of streets and buildings in the City of London, including references to other relevant sources.” Web page can be accessed from: <http://www.british-history.ac.uk/source.asp?pubid=3>*

### **Street and Building Naming Conventions**

On receipt of an application for a new street/building name, the City Corporation **checks** to ensure that the proposal meets the key principles below:

- Does not duplicate existing names, and
- Is in accordance with general naming conventions, street naming conventions, and building naming and numbering conventions (as set out below).

Street and building naming and numbering in the City of London is designed to be **consistent with its history**, and to reflect the **comments from other parties** including the Fire Brigade and the Royal Mail.

Further details and examples of street naming conventions are set out in Appendix 4.

Building names should clearly end with an appropriate suffix to minimise confusion in response to emergency situations. For example, responding to an emergency at “Defoe House” makes it clear to the parties involved it is building and not a locality named Defoe.

A general list of typical building name suffixes is set out below:-

Apartments, Building(s), Centre, Court, Heights, House, Lodge, Mansion, Point, Studio(s), Tower, Villas.

For specialist building uses such as Conference Centres, Public Houses, and Hotels such suffixes are recommended to facilitate easy identification of the building and its relevant use.

**Building Numbering Conventions.**

When numbering a building the following conventions are considered:

- (a) Buildings (including those on corner sites) are 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 thought to have undesired associations is not appropriate.
- (b) A named building may not have more than one number in the same street. This can, however, cover a range of numbers (for example 8-10).
- (c) A new street should be numbered with the even numbers on one side and the odd numbers on the other, except that for a cul-de-sac where consecutive numbering in a clockwise direction is preferred. In the City of London, this is more relevant with regard to the sequencing of new developments. Previous numbering anomalies are not to be repeated. There are current anomalies in the City of London which have caused problems and the intention is that these will be corrected as opportunities arise.
- (d) A proper number sequence should be maintained and particular numbers shall not be omitted from a sequence, e.g. 13 or 4.
- (e) If a building has entrances in more than one street, then each entrance should be numbered according to the street it faces.
- (f) Use of numbers followed by letters occurs when a site is subdivided and there are no extra numbers available. For example, when one large old house in a road is demolished and replaced by four smaller houses. To include the new houses in the numbered sequence would involve renumbering all the higher numbered houses on that side of the road. If a considerable number of other houses would be affected, then to avoid this each new house is given the number of the old house with either A, B, C or D added.

(g) In blocks of flats it is usual to give a street number to each dwelling where the block is up to six storeys in height. When the block exceeds this height or there are not sufficient free numbers available because of the existing development, the block should be given a name or number in the street. The numbering of flats within a named or numbered building is outside the local authority powers. However, developers are advised that on each floor the numbering should be in a clockwise direction. When flats are numbered internally they should be numbered not lettered (i.e., Flat 2, 21 Smith Street, not Flat A, 21 Smith Street and not 21a Smith Street which might already be used by an adjoining building).

(h) Numbering of addresses will be numeric as opposed to textual. For example an address should be 1 Smith Street as opposed to One Smith Street. The reasoning is that the use of textual descriptions are likely to cause confusion in terms of data entry and data retrieval on information systems, delays in responding to emergency situations (London Fire Brigade), and cause confusion in terms of mail delivery (Royal Mail). This policy is in line with advice provided by the relevant Consultees.

## **5. Display of Names and Numbers.**

### **Display of Names and Numbers.**

The regulations made by the London County Council on 29th July, 1952, under section 12 of the London Building Acts (Amendment) Act, 1939, 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 incident.

The relevant number, name, or the combination of number and name should be **clearly displayed** adjacent to the entrance, or clearly displayed upon the building structure. It should be of appropriate size and of a contrasting colour with the background, and should be at a convenient height. Detailed guidance is set out in Appendix 5.

Applicants should pay particular attention to display of addresses on retail premises and listed buildings and should be aware that the display may be subject to advertisement control.

- (a) **Retail:** Of particular concern is the number of shops not adequately displaying the appropriate name and number. For information on the design of new shop fronts reference should be made to the City Corporation's publication "Shopfronts ... a design Review", available from the Department of Planning and Transportation .
- (b) **Listed buildings:** If the building is Listed then the proposed display may affect the special character of the building. Even relatively small-scale displays or alterations may require listed building consent. Advice is available from the Development (Design) Section in the Department of Planning and Transportation.
- (c) **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. Advice is available from the Development Development (Design) Section in the Department of Planning and Transportation.

A link to the Planning Guidance and Advice pages is set out below -

**[http://www.cityoflondon.gov.uk/Corporation/LGNL\\_Services/Environment\\_and\\_planning/Planning/Planning\\_policy/Planning+guidance+and+advice.htm](http://www.cityoflondon.gov.uk/Corporation/LGNL_Services/Environment_and_planning/Planning/Planning_policy/Planning+guidance+and+advice.htm)**

**Display of Street Plates**

The City of London Corporation is responsible for the display of street plates on Highways Maintainable at Public Expense and City Walkways. If you have queries relating to the display of street plates please contact the Highways Improvement and Traffic Schemes officer.

The responsibility for display of names on permissive paths land lies with the owner. Advice can be obtained from the Highways Improvement and Traffic Schemes officer.

**Enforcement Procedures**

The normal approach of the City of London Corporation is to encourage occupiers to display the correct name / number in an appropriate manner. Where it is evident that failure to do so could result in failure of postal delivery services or emergency services to identify the premises, then the City Corporation will consider undertaking appropriate enforcement action.

The London Building Acts (Amendment) Act 1939, allows Councils (in appropriate circumstances) to affix approved street numbers to buildings and to recover costs incurred. In addition, the provisions of the Act result in offences being committed when owners or occupiers remove, cover or obliterate street numbers.

## **6. Further Information and Advice**

### **Street Naming and Numbering**

#### Officer contacts

Stuart O'Callaghan : Telephone 020 7332 1843

Hannah Brooks: Telephone 020 7332 3486

E-mail: [5030SN&N@cityoflondon.gov.uk](mailto:5030SN&N@cityoflondon.gov.uk)

#### Internet Site:

[http://www.cityoflondon.gov.uk/Corporation/our\\_services/development\\_planning/planning/street\\_naming.htm](http://www.cityoflondon.gov.uk/Corporation/our_services/development_planning/planning/street_naming.htm)

Queries, requests for further information and applications for a new name or number can be made to:

Monitoring and Information Team  
Department of Planning and Transportation  
City of London  
PO Box 270  
Guildhall  
London  
EC2P 2EJ

### **Display of Street Plates**

#### Officer Contact

Bob Broughton: Telephone 020 7332 3578

Email: [Bob.Broughton@cityoflondon.gov.uk](mailto:Bob.Broughton@cityoflondon.gov.uk)

Highways Improvement and Traffic Schemes

Department of Environmental Services

PO Box 270

Guildhall

London

EC2P 2EJ

**The City of London Corporation is the Local Authority for the financial and commercial heart of Britain, the City of London.**

## **Appendix 1. Example of a Street Naming and Numbering Order.**

A street naming and numbering order (Authorisation) will be sent as a hard copy to the applicant, and an electronic copy (Notification) sent to all relevant parties, including Royal Mail Address Development Centre, Emergency Services, Land Registry, Ordnance Survey etc., so that they may update their systems accordingly.

The order (authorisation letter) is split into 4 sections.

Firstly, the details of the previous site address(es) and description, followed by the address(es) being authorised.

The second section provides a drawing reference and a map of the area in question, highlighting where the entrance(s) of the authorised addresses will be located.

The third section acts as a reminder that the appropriate names and/or numbers should be displayed as per the guidelines. It also provides contact details for Royal Mail so that a new postcode may be obtained.

The final section should be returned by the applicant to acknowledge receipt of the City of London's official order. It is known as the "Compliance with Authorisation Notice".

Please view overleaf for an example of a typical street naming and numbering order.

**Figure 2. Street Naming and Numbering Authorisation / Order.**

**Department of Planning & Transportation**  
 Peter Wynne Rees BSc, BA(Ch), BTP, RIBA, FRTP, FRSA  
 The City Planning Officer

  
**CITY  
OF  
LONDON**

Telephone 020 7332 1843  
 Email 50305N&N  
 @cityoflondon.gov.uk

Our ref H8/City6.12/202  
 Date 1 May 2009

You are hereby notified in pursuance of the London Building Acts (Amendment) Act 1939 - Naming and Numbering of Buildings Part II, of the following details:

The previous site and address descriptions listed below will cease to be the authorised addresses:

Description	Existing address
Offices and retail units	8-13 Lime Street London

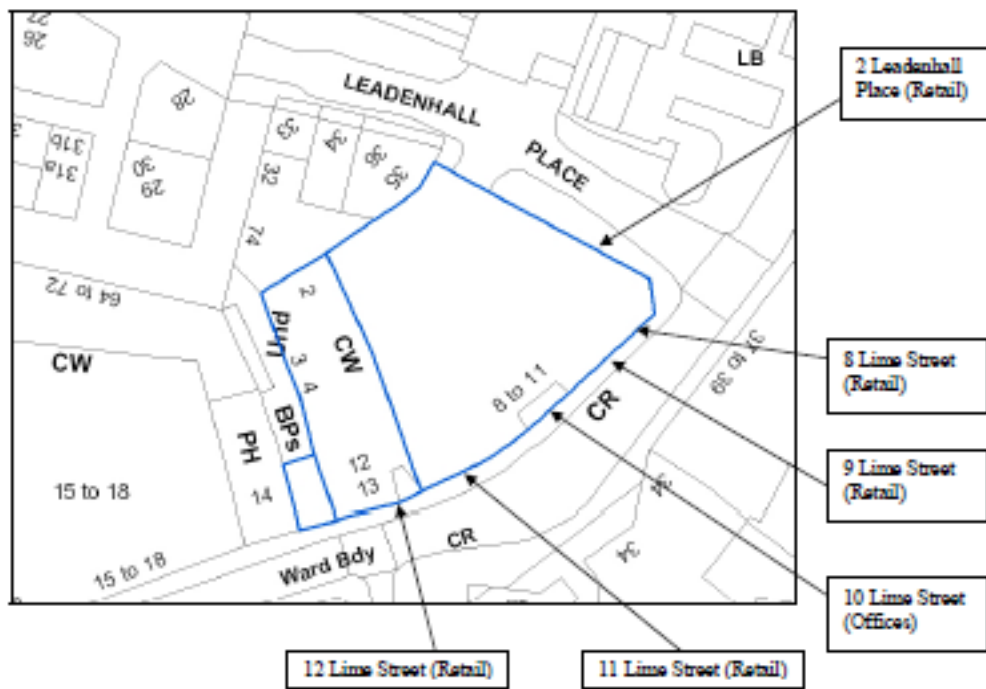
The following will become the authorised addresses, as highlighted on drawing reference *LIMEST0012*, from 26 May 2011:

Description	Authorized address
Retail Unit D	8 Lime Street London EC3
Retail Unit C	9 Lime Street London EC3
Offices	10 Lime Street London EC3
Retail Unit B	11 Lime Street London EC3
Retail Unit A	12 Lime Street London EC3
Retail Unit E	2 Leadenhall Place London EC3

Map Reference: TQ - 533136, 181020  
 National Land and Property Gazetteer Unique Property Reference Number  
 (NLPG, UPRN): 000095509905-000095509907, 000095510841-000095510843

City of London PO Box 270, Guildhall, London EC2P 2EJ  
 Switchboard 020 7606 3030  
 www.cityoflondon.gov.uk

Drawing Reference: **LIMEST0012**



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If you require further details reference can be made on the City of London's internet site to Planning Application 05/00995/FULL.

[http://www.planning.cityoflondon.gov.uk/tdc/DcApplication/application\\_searchform.aspx](http://www.planning.cityoflondon.gov.uk/tdc/DcApplication/application_searchform.aspx)

The development description: Demolition of existing buildings and erection of a single building at basement, lower ground, ground and 1st -7th floors with plant, providing retail ( Class A1, A2, A3 and/ or A4 ) and office (Class B1) accommodation

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I would draw your attention to the fact that the names and numbers should be appropriately displayed in accordance with the 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. In this respect I would be grateful if you could complete the attached pro-forma when this Notice has been complied with.

Royal Mail has been advised of the change to the address description. A new postcode may be obtained from:

Royal Mail  
Address Management Centre  
Admiral House  
2 Admiral Way  
Doxford International Business Park  
SUNDERLAND SR3 3XW

or

Telephone: 08456 011110, option 3 then option 1

Quote the authorisation reference from the City of London Corporation.

If you have any further queries Stuart O'Callaghan is dealing with this matter.

Yours sincerely

Stuart O'Callaghan  
Team Leader Monitoring and Information  
Department of Planning and Transportation

**Naming and numbering of buildings - Compliance with Authorisation Notice**

I confirm that the assigned addresses as detailed below are now displayed in accordance with the 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.

Description	Authorized address
Retail Unit D	8 Lime Street London EC3
Retail Unit C	9 Lime Street London EC3
Offices	10 Lime Street London EC3
Retail Unit B	11 Lime Street London EC3
Retail Unit A	12 Lime Street London EC3
Retail Unit E	2 Leadenhall Place London EC3

Signature :	
Name in full:	
Official position:	
Company:	
Address:	

Please return:  
Attention of: Stuart O'Callaghan  
Planning Policy Section  
Department of Planning and Transportation  
CITY OF LONDON  
PO Box 270  
Guildhall  
London EC2P 2EJ

## **Appendix 2. Example of a Good Practice Application Form.**

A valid application should include:

- Covering letter / e-mail (possibly with justification for the application)
- Application form pages
- Site plan (to scale 1: 1250) showing the location of entrances and access points
- Permission of the owner (freeholder) of the property in question
- A list of the current and proposed addresses
- Contact details
- Relevant planning permission reference (if applicable)

Please view the example below.

Figure 3. Street Naming and Numbering Application Form.



**STREET NAMING & NUMBERING: BUILDING NAMING & NEW ADDRESSES**

APPLICATION FORM FOR NEW OR CHANGES TO NAMING AND NUMBERING OF STREETS AND BUILDINGS IN ACCORDANCE WITH THE LONDON BUILDING ACTS (AMENDMENT) ACT 1939 PART II NAMING AND NUMBERING OF STREETS, BUILDINGS, ETC.

APPLICANT DETAILS	
NAME:	[REDACTED]
ADDRESS:	[REDACTED]
TELEPHONE:	[REDACTED]
E-MAIL:	[REDACTED]

NATURE OF THE PROPOSED CHANGE TO AN ADDRESS OR NEW ADDRESS
TWO EXISTING COMMERCIAL BUILDINGS HAVE BEEN DEMOLISHED AND REPLACED WITH A SINGLE BUILDING COMPRISING OFFICE AND FIVE RETAIL UNITS.

CURRENT ADDRESS(ES)*	PROPOSED ADDRESS(ES)
8-11 LIME STREET	8 Line Street: Retail Unit D
	9 Line Street: - " C
12-13 LIME STREET	10 Line Street: Office
	11 Line Street: Retail Unit B
	12 Line Street: - " A
	2 Leadenhall Place: - " E.

\*PLEASE STATE CURRENT ADDRESS WHEN AVAILABLE, OTHERWISE STATE ASSUMED ADDRESS OR LOCATION OF APPLICATION SITE.

\*IN PLANNING ADVICE NOTE 7 "STREET NAMING AND NUMBERING", THE CITY OF LONDON CORPORATION ENCOURAGES THE NEED TO REFLECT A HISTORIC CONTEXT WHEN NAMING AND NUMBERING STREETS AND BUILDINGS.

<b>OWNER OF THE APPLICATION SITE</b> [Redacted]
--

<b>DECLARATION</b> I / WE HEREBY APPLY TO THE CITY OF LONDON CORPORATION FOR A NEW OR CHANGED ADDRESS(ES) AS DETAILED IN THE ABOVE APPLICATION AND ON THE ACCOMPANYING DOCUMENTATION.  I / WE HAVE PERMISSION FROM THE OWNER OF THE APPLICATION SITE TO APPLY FOR A NEW OR CHANGED ADDRESS(ES) AS DETAILED IN THE ABOVE APPLICATION AND ON THE ACCOMPANYING DOCUMENTATION.  SIGNED [Redacted]  DATE <u>23 April 2009</u>
---

<b>PLEASE SEND THIS APPLICATION FORM TO</b> STUART O'CALLAGHAN MONITORING AND INFORMATION TEAM PLANNING POLICY SECTION DEPARTMENT OF PLANNING AND TRANSPORTATION CITY OF LONDON CORPORATION PO BOX 270 GUILDHALL LONDON EC2P 2EJ  OR VIA E-MAIL: 5030SN&N@cityoflondon.gov.uk
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## **Appendix 3. Examples of Complications Arising in Street Naming and Numbering Cases.**

### **Major redevelopment sites.**

Major redevelopment sites, depending on the size, generally take longer to complete in terms of street naming and numbering authorisation as the process is usually dependent on the new street names being approved. The process is lengthened further if there are objections to any part of the proposal.

### **Retention of anomalous historic addresses.**

There are a number of addresses in the City of London that have retained addresses from before 1890, when the street naming and numbering records began. For example, the City of London received an application for the authorisation of 5½ Adams Court. The area was redeveloped in 2003 as the “Lion Plaza” site, where the Adams Court addresses were authorised as 1, 2-3, 4-5 and 6. However, 5½ is a historic number on the site, the building is listed and the fascia sign showing 5½ remains.

### **Avoidance of a logical numbering sequence.**

There have been cases where a block of flats has not been addressed according to the guidelines. There are flats in the City of London that are addressed “Flat A, Flat B, Flat C, etc”, as opposed to the recommended sequence of “Flat 1, Flat 2, Flat 3 etc”. Another anomaly is where flats are numbered but omit certain numbers. A common example is the omitting of “Flat 13” in the numbering sequence – this has become more common in the City of London in recent years. This can cause confusion for mail delivery and emergency services responding to call-outs.

The main reason for such anomalies in the addressing system is the fact that flats are marketed before the City Corporation is informed about their existence. Applications come in late in the process, by which stage many of the flats have been sold with a particular flat number causing practical difficulties with third parties if further changes are sought.

**Historicisation of old and creation of new addresses.**

The City of London Corporation received an application to rename Bank Buildings, 1–2 Lothbury. The applicant wished to end use of the building name “Bank Buildings” and call the entrance “1 Lothbury”.

When one address is replaced by another, it becomes an historic address in the Local Land and Property Gazetteer for the City of London. Updates are submitted to the national hub (i.e. the National Land and Property Gazetteer) and the City of London keeps this data in a system which records all property history for relevant address and site searches. In this example, “Bank Buildings” would be retained in the City of London’s records as an historic address, with “1 Lothbury” displayed on the site as a current address.

**Maintaining an historic address even though the street has long since disappeared.**

An applicant was keen to keep an office entrance address to a site redevelopment as “6 Broad Street Place”. The street “Broad Street Place” had not existed in the City of London for some time, and no other addresses existed on it anymore.

The address “6 Broad Street Place” is deeply etched into the stonework above the office entrance. This is believed to date from the original construction of the façade at the turn of the 20<sup>th</sup> century. It was considered that this carved address was an integral part of the retained façade and therefore this anomalous historic address was retained for the office entrance on this occasion. Other entrances to the redevelopment were given modern street numbers consistent with the current streets.

Where an address is long established, there is generally a preference to retain such an address, provided that it does not cause confusion.

**Display of a Number in Numeric or Textual Format**

There have been several instances where the number has been displayed in textual format e.g. One. This has caused confusion in terms of mail delivery and identifying the property location. Thus the formal street naming and numbering authorisation will be for numeric e.g. 1. It is strongly recommended that the property address should be displayed in numeric format to avoid confusion.

## **Appendix 4. Street Naming Conventions.**

When suggesting a name for a street the following conventions should be considered:

(a) New street names should **not duplicate** any similar name already in use in the area. A variation in the terminal word, e.g., 'street', 'road', 'avenue', etc., will not normally be distinctive enough.

(b) Street names **should not be difficult to pronounce or awkward to spell**. Words of more than three syllables should generally be avoided.

(c) **Subsidiary names** should not be used, e.g. a row of buildings within an already named street being called '.....Terrace') should not be used.

(d) New street names should normally end with one of the following suffixes:

**Street** (For any street)

**Road \*** (For major roads)

\*The suffix Road has not been used in the City of London. The exception is Goswell Road which was inherited by the City of London in the London borough boundary changes of 1994.

**Way**

**Broadway**

**Avenue**

**Lane**

**Gardens** (Subject to there being no confusion with any local open space)

**Place**

**Crescent** (For a crescent-shaped street)

**Close** (For a cul-de-sac only)

**Square** (For a square only)

**Hill** (For a steep street only)

**Circus** (For a large roundabout)

**Terrace** (For a terrace of houses, provided it is not a subsidiary name).

**Rise** (For exceptional use on steep ground)

**Wharf** (On or near the Riverfront)

Other suffixes may be acceptable provided that they are consistent with the character and function of the street.

There are many examples of historic suffixes that would not be consistent with current naming conventions. These include Austin Friars, Bevis Marks, Tower Royal, Cloth Fair and Old Bailey. Such

street names reflect the historic nature of the City's street patterns and practices. The City of London Corporation uses the street naming process to re-enforce local/historic character and encourages suggestions that reflect an area's history. See the Dictionary of London website or the Pevsner guide to the City of London for ideas.

(e) **New pedestrian ways** should normally end with one of the following **suffixes**:

Walk.

Path.

Way.

Alley.

Passage.

(f) The use of the suffix **North, South, East or West** (as in Alfred Street North and Alfred Street South) is not acceptable when the street is in two separate parts with no vehicular access between the two. In such a case one half should be completely renamed.

(g) Avoid having **two phonetically** similar names within a postal area and, if possible, within the City, e.g. Churchill Street and Birchill Street. The consultation process with emergency services will normally eliminate this potential problem as objections are raised.

(h) Street names that **previously existed within the City of London can be reinstated**, if there is no duplication with current street names.

(i) Renaming an existing street will require full support from owners and occupiers on that street and no objections to its renaming. A **strong justification for renaming** a street would need to be provided because of the potential inconvenience to existing occupiers.

(j) No street name should start with **'The'**.

## **Appendix 5. Display of Address Guidelines.**

The City of London Corporation strongly encourages the display of relevant numbers for postal and emergency services. The display of address guidelines will be illustrated with a few examples.

The following guidelines apply:

1. Every number, name, or number and name, of any building in any street, **shall be marked:-**

a) On the building, the entrance gate, boundary wall or fence immediately adjacent to the gate or entrance of such a building, or in such other position as to be clearly visible from the street in which the building is situated.

**Figure 4. 37-39 Houndsditch.**



b) With numerals or letters of sufficient size to render them clearly visible from the street in which the building is situated.

Figure 5. 49 Bow Lane.



c) With numerals or lettering of such colour as to contrast with the background against which they are displayed.

**Figure 6. Prospero House, 6 Portsoken Street.**



2. Where the number or name, or number and name, is marked on the building to which it relates, such number or name, or number and name, shall be not more than 7 metres above the level of the ground.

**Figure 7. River House, 119–121 Minorities.**



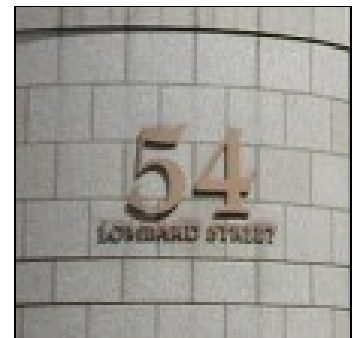
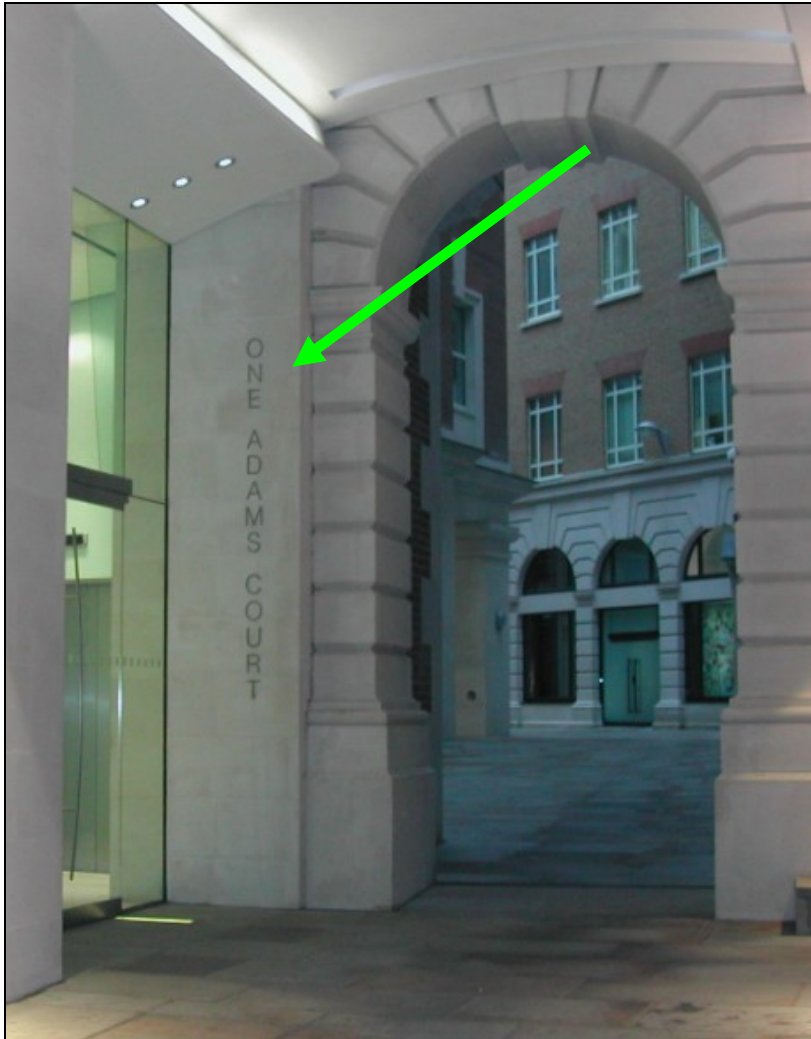
3. Where the number or name, or number and name, is marked in a position other than on the building on which it relates, such number or name, or number and name, shall be not more than 2.44 metres or less than 0.75 metres above the ground.

**Figure 8. Cliffords Inn, Fetter Lane.**



4. The numerals of which any number is composed shall be Arabic in character (i.e. 1, 2, 3, 4, not I, II, III, IV.) The example below shows 54 Lombard Street. Numbers can be displayed in letter form if the applicant so desires, as the following example of “One Adams Court” illustrates. However we would advise that the display of numbers should be displayed in Arabic numerals.

**Figure 9. 1 Adams Court / 54 Lombard Street.**



The above guidance does not apply to theatres or music halls, or premises, which on the date of the passing of London Building Acts (Amendment) Act 1939 were licensed for the sale of intoxicating liquor for consumption on the premises.

**Version: 3**

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