

Street Naming and Numbering  
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**STREET NAMING AND NUMBERING PROCEDURE, ADVICE AND REGULATIONS**

**London Government Act 1963, Section 43**  
**London Building Acts (Amendment) Act, 1939, Part II**  
**Local Government Act 1985, Schedule 8, Section 14 (1) (a)**

As the street naming and numbering authority, the Royal Borough of Greenwich requires all proposals for new street names, changes of names for streets or buildings, or changes in numbering, to be submitted to the Authority for approval prior to use.

**Procedure**

1. Street Naming and Numbering is a chargeable service. All fees are exempt from VAT. The table below indicates the unit cost for 2024/25 for each type of service:

<b>Charges for 2024/25 (wef 1 April 2024)</b>		
<b>Service</b>	<b>Price</b>	<b>Unit</b>
Street Naming	£560.00	per street
Building Naming	£572.00	per building
Building Address	£62.00	per unit
House Address	£62.00	per unit
Flat Address	£62.00	per unit
Business Address	£62.00	per unit

2. We will only accept an application for street naming and numbering once plans for your build are finalised.

To help minimise any delays, it would be helpful to submit as much supporting material as possible with your application, such as, full floor and site plans, which identify the main entrance points, a detailed description of the building and a location map.

Please note that, in cases of large sites requiring extensive consultation and where objections must be considered, it may be a lengthy procedure. It is therefore advisable to submit your application as early as possible, prior to the start of major building works and before the development is marketed. If an application is submitted to the Council at a late stage and is subsequently rejected, numerous problems can arise, especially if purchasers have bought properties marketed under an unapproved name.

Promotional literature should indicate to prospective purchasers that marketing names are not approved by the local authority and may not form part of the official address.

3. Incomplete applications may result in delay or initial refusal.

4. For applications relating to large sites, please note that:

for large blocks detailed floor level plans indicating main entrance points must be included,

all residential and commercial units must have unique plot numbers.

5. All applications for both naming and numbering are subject to both Council approval and a statutory consultation with:

- a. London Fire Brigade
- b. London Ambulance Service
- c. Royal Mail

6. Naming applications within built-up areas **may** be subject to a full public consultation.

- We may issue a full public consultation on applications that require naming a new street or building in an urbanized area where we are aware residents wish to register their comments.
- We will advise you whether a public consultation is necessary.
- A Notice of Intention will be posted in public locations in the vicinity of the site for one month, during which time local residents will be encouraged to voice opinions or raise objections about the proposed names, all of which Royal Greenwich will consider in making its decision.

7. In the event of objections which cannot be overcome through negotiation between the applicant and Council officers, then the matter will need to be presented to an appropriate Committee within Royal Greenwich for a decision.

8. Once a name or number is approved, a schedule of naming and numbering will be issued for signature indicating agreement of all parties. An invoice letter will be issued for the associated fees. Once the signed schedule and fees are received a Statutory Order will be issued confirming the official legal status of the new address.

9. It is the responsibility of the developer or owner to erect adequate signage on the building.

Signs depicting names must be readable from the street. Numbers must be affixed to each door and to the front of each dwelling. In the case of flats, the developer or owner must affix numbers both within each dwelling and on the block at street level.

Developers are responsible for ensuring that Street Name Plates/Numbers are erected on new build streets/dwellings BEFORE occupation.

10. Should you require changes to the naming and numbering of your development once we have issued an Order this will incur additional charges, up to the cost of the original application, as we may need to re-address the entire development.

11. In the event a developer has ignored a Street Naming and Numbering Order or if the Council identifies a problem caused by an existing address, the Council may undertake Compulsory Numbering, a process that mandates the use of a new address. Compulsory Numbering will incur charges if a developer has ignored a Street Naming and Numbering Order, but may be free of charge, at the discretion of the Council, only if undertaken to fix an existing problem or reduce confusion arising from an existing address.

12. Retrospective numbering, undertaken when a developer has failed to apply for Street Naming and Numbering but requires addresses for an existing building, will be subject to charge.

13. Promotional literature should indicate to prospective purchasers that marketing names are subject to approval and may change. Any named or numbered site that fails to comply with the Street Naming and Numbering Order will be fined, according to Section 15 of the London Buildings Act 1939 (Amendment) Act.

## **Naming of Buildings**

1. You can download the Approved Names List from our website. This list consists of many names, arranged by geographic area that you may pick for your site. Names for both new street and new buildings must be chosen from this list.

2. The owner of a private house has a common law right to choose a name for it. If the building is a private house formal approval of the name is not required, so long as no objections are received regarding the use of the name. If the house has a postal number, the name carries no legal weight. Nevertheless, a name should not repeat the name of the road or that of any house nearby. In cases where assigning a number is not possible, a name would be subject to approval by the Council after a statutory consultation with Royal Mail, the London Fire Brigade and the London Ambulance Service. If the name of a house causes difficulties, then Section 11(3) of the London Buildings Act gives Royal Greenwich the right to rename.

3. If a building is used for business purposes a name must be chosen from the Approved Names List and must be submitted for approval. In the case of a name brought to the attention of the Council that is likely to cause confusion or difficulty, the Council will take steps to

ensure the adoption of a more suitable name.

### **Numbering of Streets and Buildings**

1. A new street should be numbered with even numbers on one side and odd numbers on the other side, except in a cul-de-sac, where consecutive numbering in a clockwise direction is preferred. Numbers should be clearly visible from the street.
2. In a Close, consecutive numbering in a clockwise direction is preferred. Care should be taken to avoid the use of subsidiary names (e.g. 'Row') in streets. Royal Greenwich must be consulted if no alternative appears possible.
3. Private garages and similar buildings used for storing cars, etc., should not be numbered.
4. There will be no sanction given to the avoidance of numbers, e.g. 13. A proper sequence should always be maintained in a street or road, irrespective of the form of sequential numbering (e.g., odds/evens or continuous numbering).
5. Buildings, including those on corner sites, are numbered according to the street in which the main entrance is located. The manipulation of numbering to secure a 'prestige' address or to avoid an address which is thought to have undesirable connections / associations will not be sanctioned.
6. If a building has entrances in more than one street but is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Royal Mail are opposed to the use of numbers in a side street or for a rear entrance to a building if a building name is to be used. Exceptions are sometimes made for goods entrances but in these cases a building name should not be used in the address.
7. In residential buildings (e.g. flats/apartments) it is usual to give a street number to each dwelling where the blocks are up to six storeys in height. When the block exceeds this height, the building may be given a name in addition to a street number.
8. When assigning internal numbering of flats/apartments within a named building, the starting point on the ground floor will be from the main entrance and continues in a clockwise direction. However, the starting point on the upper floors will be from the main stairwell.

Ground floor flats/apartments will be numbered using a letter prefix, e.g. G01, G02, G03, etc. Those on the upper floors will have the floor level as a prefix, e.g. 101, 201, 301, etc.

Internal flats/apartments will not be lettered (e.g. Flat A, 21 Smith Street nor 21A Smith Street, which may already be used by an adjoining infill building).

9. With regard to flats in blocks, please advise us at the outset whether each flat will have its own postal point or share a communal delivery arrangement. This will affect how Royal Mail lists the property.

These are needed, for instance, when one large old house in a road is demolished and replaced

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by perhaps 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 houses will be affected then to avoid this, each new house should be given the number of the old house with a letter (A, B, C, or D) added as a suffix. However, this method is generally discouraged as having a large number of properties with letter suffixes in the addresses could lead to confusion.

11. Renaming or renumbering existing streets and buildings is normally only considered when changes occur which give rise to (or are likely to give rise to) problems for the occupiers, Royal Mail, and /or the Emergency Services.