



Policy and Resources Committee

3 October 2019

Title	Street Naming and Numbering Policy
Report of	Chairman of the Policy and Resources Committee
Wards	All
Status	Public
Urgent	No
Key	Yes
Enclosures	Appendix 1 – Street Naming and Numbering Policy
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Summary

This report seeks to obtain approval for the proposed revised Street Naming and Numbering policy.

Officers Recommendations

1. That the Committee considers and approves the updated Street Naming and Numbering policy as listed in Appendix 1.

1. WHY THIS REPORT IS NEEDED

- 1.1 The revision of the policy is required to provide an up to date framework for the London Borough of Barnet to operate the Street Naming and Numbering function effectively and efficiently for the benefit of residents, the emergency services, businesses and visitors.
- 1.2 The proposed changes are compliant with existing legislation and considers further guidance from the London Fire Brigades Pre-Determined Attendance Section and national BS7666:2006 standard of addressing, as well as common practices nationwide.
- 1.3 The policy has not been updated since 2001 and needs to be updated to reflect revised guidelines from our emergency services.

2. REASONS FOR RECOMMENDATIONS

- 2.1 It is recommended that the Policy and Resources Committee approves the proposed revised Street Naming and Numbering policy, as the existing policy is out of date and does not reflect national best practice.
- 2.2 The revisions will greater enable Emergency Services and postal delivery services to find properties quickly and efficiently. This is particularly important given the ongoing delivery of new homes across the borough.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The alternative option is to not approve the new revised policy, however, this would result in the Council not delivering the Street Naming and Numbering functionality in accordance with national best practice. It could also lead to delays in finding properties in an emergency, as well as, residents experiencing significant addressing difficulties as they would be making application for names based on previous guidelines.

4. POST DECISION IMPLEMENTATION

- 4.1 If the Committee is so minded to approve the recommended revised Street Naming and Numbering policy it will be implemented into working practice and published on the Council's website as soon as practicably possible.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 Approval and implementation of the new policy for Street Naming and Numbering will support the Council's Corporate Plan for 2019-2024 in it's vision and strategy for the next 5 years with a number of priorities. The revised policy will ensure clear and updated guidance / instructions for developers to enable a smoother process for them to secure approval; helping developers to comply

with emergency services requirements for naming and numbering properties.

5.1.2 The specific corporate objectives it therefore contributes towards are:

- a) Supporting local business to thrive by streamlining access to the Council for businesses, and encouraging residents and local businesses to play an active role in shaping their high streets.
- b) Responsible delivery of major regeneration schemes to create a better place to live and work, whilst protecting and enhancing the borough and prioritising Barnet residents by increasing housing supply to ensure greater housing choice for residents.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

5.2.1 The implementation of the new policy will have no implications on resources.

5.3 Social Value

5.3.1 The Public Services (Social Value) Act 2012 is not applicable to this policy.

5.4 Legal and Constitutional References

5.4.1 The council's Constitution, Article 7 Committees, Forums, Working Groups and Partnerships, sets out the functions of the Policy and Resources Committee: To be responsible for amongst other things Strategic policy, finance and corporate risk management including recommending: Capital and Revenue Budget; Medium Term Financial Strategy: and Corporate Plan to Full Council.

5.5 Risk Management

5.5.1 The risks have been assessed and the main risk associated with not updating the Policy is the speed of response of the emergency services and delaying their ability to find addresses due to non-compliant addressing.

5.6 Equalities and Diversity

5.6.1 The 2010 Equality Act outlines the provisions of the Public-Sector Equalities Duty which requires Public Bodies to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010 advance equality of opportunity between people from different groups foster good relations between people from different groups. These have been considered with regard to the recommendation for authorisation to implement an updated SNN Policy and it is not considered that an Equalities Impact is required.

5.7 Corporate Parenting

5.7.1 In line with the Children and Social Work Act 2017, the council has a duty to consider Corporate Parenting Principles in decision-making across the council. There are no implications for Corporate Parenting in relation to this report.

5.8 Consultation and Engagement

5.8.1 Engagement has taken place with the London Fire Brigade and Local Land and Property Gazetteer Custodians within Barnet.

5.8 Insight

5.8.1 None in the context of this report.

6. BACKGROUND PAPERS

6.1 The existing policy was approved by Cabinet Committee on 15th October 2001. This policy provided a basic set of guidelines that incorporated the emergency services best practices.

Street Naming and Numbering Policy

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Contents

1. Purpose of Policy	2
2. Reasons for Street Naming and Numbering	2
3. When to Apply for Street Naming and Numbering	3
4. Street Naming and Numbering Legislation	4
5. The National Land and Property Gazetteer (NLPG)	5
6. Charging for Street Naming and Numbering	5
7. Postcodes	6
8. Consultation and Notifications	6
9. Naming of Streets	7
• New Street Naming Conventions	8
• Renaming of Existing Streets	10
• Naming of Existing Unnamed Streets	11
10. Naming of Buildings	11
• Naming of Buildings Conventions	12
• Renaming of Buildings Conventions	14
• Removal of Building Name	15
11. Numbering of Buildings	15
• Numbering Conventions	16
• Sub-Division Addresses	18
• Renumbering Existing Buildings	19
12. Confirmation of Address	20
13. Mail Delivery	20
14. Street Name Plates	20
15. Displaying Building Names and Numbers	21
16. Limit of Responsibility	22
17. Enforcement of Street Naming and Numbering	22
18. Claims of Compensation	24
19. Decision and Discretion	24
20. Scheme of Delegation	24
21. Disclaimer	25
22. Contact Details	25

APPENDIX A – Legislation

APPENDIX B – Applying for Street Naming and Numbering – Applicant’s Guidance

APPENDIX C – Conventions and Best Practice Addressing Classifications

APPENDIX D – Frequently Asked Questions

APPENDIX E – Distribution List

APPENDIX F – Official Address Vs. Postal Address

APPENDIX G – Glossary

APPENDIX H – References

1. Purpose of Policy

- 1.1. This policy provides a framework for the London Borough of Barnet to operate the Street Naming and Numbering function effectively and efficiently for the benefit of residents, the emergency services, businesses and visitors. It will also act as a guide for developers when considering new names for streets and/or buildings and the numbering of buildings.
- 1.2. The London Borough of Barnet is the Street Naming and Numbering Authority and is the only organisation that can create or change addresses within its boundaries. Under the London Building Acts (Amendment) Act, 1939 (referred to as the 1939 Act), the Local Authority has the legal responsibility to ensure that streets are named and buildings are numbered and has the powers to approve or reject street and building address suggestions submitted by developers.
- 1.3. This policy defines:
 - (i) Legal framework for operation of the Street Naming and Numbering service
 - (ii) Protocols for determining official street names, building names and building numbers
- 1.4. The Local Authority defines all elements of an address, with the exception of the postcode and post town. The numbers and names assigned to buildings and the official names assigned to streets are the Intellectual Property of the authority.
- 1.5. Our Street Naming and Numbering service will:
 - Assign street names and street numbers to new and existing streets, houses and buildings
 - Carry out renaming and renumbering of streets, houses and buildings
 - Liaise with the London Emergency Services and Royal Mail to ensure that any proposed names or street numbers do not cause confusion to these services in carrying out their duties
- 1.6. The conditions in this policy may be perceived to be restrictive, however, the policy's purpose is intended to create logical addressing that provides clear and swift identification without ambiguity or confusion, especially in the event of an emergency situation.
- 1.7. The London Borough of Barnet is aware of current address anomalies within the borough, which have caused problems and the intention is that these will be corrected as opportunities arise by following the conventions laid out in this policy.

2. Reasons for Street Naming and Numbering

- 2.1. Street Naming and Numbering is an important function that allows the Local Authority to maintain a comprehensive and accurate address database covering all street and properties within the borough. In turn this enables:
 - Emergency Services to find a property quickly and efficiently
 - Post to be delivered efficiently
 - Visitors to locate their destination
 - Records of service providers to be kept in an efficient manner
 - All of the Local Authority's departments to work from one official address base
 - Reliable delivery of services and goods by courier companies

- Companies to accept an address for official purposes. For example, insurance, credit rating, contract acceptance

2.2. Legal transactions associated with buildings can be withheld until a street name and street number can identify the building. For instance, utility companies will not generally connect their services until such time as the Local Authority has given an Official Address to the building. Many developers also often forget to formally submit an application to Street Naming and Numbering requesting new streets to be named and buildings to be numbered until it becomes urgent, sometimes causing a delay in the sale of properties.

3. When to apply for Street Naming and Numbering

- 3.1. Anyone seeking an address change or the creation of an address for a new street and/or building should apply to the Local Authority, preferably electronically, following the procedures detailed in this policy. For full details on how to apply, see Appendix B.
- 3.2. It should be noted that the Street Naming and Numbering process can be a lengthy one. Therefore, it is advisable to submit an application as early as possible in the proposal stage, preferably before works commence and ideally before an unofficial name has been marketed or legal documents drafted.
- 3.3. Where applications are submitted to the Local Authority at a late stage and are subsequently rejected, as proposed addressing does not conform to this policy, numerous problems can arise, especially if purchasers have brought properties marketed under an unapproved name. Promotional literature should indicate to prospective purchasers that marketing names are subject to approval and may change. It is, therefore, advisable to be cautious in the use of names for marketing purposes if the name has not been authorised by the Local Authority.
- 3.4. On receipt of an application, you will receive an acknowledgment and an estimated length of time required for the Street Naming and Numbering process to be completed. The time taken for an application is dependent on a number of factors, such as the complexity of the site and the potential need to carry out consultation(s). Major development/redevelopment sites, depending on size, generally take longer as the process is often dependent on new street names being approved. The process is lengthened further if there are any objections to any part of the proposal. Straightforward changes of addresses or request for new addresses can usually be processed in 5-6 weeks.
- 3.5. The following is required for applications relating to larger sites, alongside submission of an application form:
 - A location plan clearly identifying the new scheme in relation to any existing streets
 - Any requirements for new streets must include georeferenced CAD drawings and the road adoption status must be identified, e.g. private or adopted (maintained by the relevant Highway Authority)
 - A detailed plan of the development clearly marked with the plot numbers of the proposed scheme
 - Internal floor layout plans for developments which are subdivided at floor level, e.g. a block of flats or commercial/industrial units
 - Where there are subdivisions, main entrances of each unit/plot must be clearly marked

- All residential and commercial units must have unique plot numbers and an accommodation schedule should be provided
- 3.6. Applications for both naming and numbering are subject to the Local Authority approval and statutory consultation with:
1. London Fire Brigade
 2. Royal Mail
- 3.7. Street naming applications within built-up areas may be subject to full public consultation:
- Where a new road name is being sought, we will issue a full public consultation where a Notice of Intention will be posted in a public location in the vicinity of the site. This notice will stay in place for one month and during this time local residents will be encouraged to voice opinions or raise objections about the proposed name(s), all of which the Local Authority will consider in making its decision.
- 3.8. In the event of objections, which cannot be overcome through negotiation between the applicant and the Local Authority Street Naming and Numbering Officer, the matter will be presented to the Service Director for a decision.
- 3.9. Where a developer/owner has ignored a Street Naming and Numbering Decision Notice or where it has been identified that there is a problem caused by an existing address, the Local Authority 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 Decision Notice but may, however, be free of charge at the discretion of the Local Authority, if undertaken to fix an existing problem or reduce confusion arising from an existing address.
- 3.10. 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.

4. Street Naming and Numbering Legislation

- 4.1. As a London borough, Barnet is granted Street Naming and Numbering authority by Part II of the London Building Acts (Amendment) Act 1939. This was amended by Section 43(1) of the London Government Act 1963, which extended the remit of the Act to the whole of Greater London (instead of just Inner London as before). In 1985, with the elimination of the Greater London Council (Local Government Act 1985, Schedule 8, Section 14 (1) (a)), the entirety of street naming and numbering was transferred to the London Local Authorities, where it remains today.
- 4.2. The Legislation under which naming and numbering can be carried out is:
- The London Building Acts (Amendment) Act 1939, Part II
 - London Government Act 1963, Section 43
 - Local Government Act 1985, Schedule 8, Section 14 (1)
 - The Local Government Act 2003 s93

5. The National Land and Property Gazetteer (NLPG)

- 5.1. The NLPG is the authoritative national address database, which provides definitive sources of publicly owned spatial address and street data and is updated on a continual basis by every Local Authority in England and Wales, the bodies with statutory responsibility for street naming and numbering.
- 5.2. The London Borough of Barnet is committed to this initiative through its Local Land and Property Gazetteer (LLPG), which contains records for real world objects, such as streets and buildings providing daily updates to the national database.
- 5.3. The address records held by the London Borough of Barnet conform to the national BS7666:2006 standard of addressing as laid down by Central Government and reflect the geographical location of the property.
- 5.4. Each property is allocated a Unique Property Reference Number (UPRN). The UPRN is the unique identifier for every addressable location in Great Britain, which enables all information relating to a property to be gathered together. It provides a comprehensive, complete and consistent identifier throughout a property's lifecycle – from planning permission or street naming through to demolition. This identifier is required to carry out a Local Land Charges search when you wish to buy or sell a property.
- 5.5. The NLPG in turn, forms the core source of address information for AddressBase, a product suite marketed by Ordnance Survey and used by a range of public and private organisations.

6. Charging for the Street Naming and Numbering Service

- 6.1. The power to charge falls under Section 93 of the Local Government Act 2003.
- 6.2. For current Street Naming and Numbering fees and charges, please refer to the London Borough of Barnet's website www.barnet.gov.uk
- 6.3. For Street Naming and Numbering these charges cover:
 - Consultation and liaison with other external organisations, such as Royal Mail and the Emergency Services
 - The Naming and Numbering of new buildings (including conversions)
 - Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken
 - Notifications to those organisations listed in Appendix E
 - Confirmation of addresses previously issued
 - Challenges to existing official names, numbers or addresses held within the Street Naming and Numbering records
- 6.4. These charges are to be paid prior to any change of address being made to a building. Changes made without contacting the London Borough of Barnet will not be officially recognised and will not be registered with services and organisations listed in Appendix E. They will be classed as a street naming and numbering contravention.
- 6.5. Fees and charges applicable for the Street Naming and Numbering service will be reviewed annually during the Local Authorities budget setting process and publicised

through the London Borough of Barnet's agreed communication channels including the website.

- 6.6. Additional charges will be incurred, up to the cost of the original application, if changes to the naming and numbering of a development need to be made once a Decision Notice has been issued.

7. Postcodes

- 7.1. An important element of addressing is the postcode. The Postcode allocation is the responsibility of Royal Mail, not the Local Authority. It identifies a number of postal delivery points and postal towns as defined by Royal Mail.
- 7.2. Royal Mail will only allocate a postcode on receipt of an official naming and numbering notification from the Local Authority. Once allocated, the address and postcode will be held in 'reserve', or as Royal Mail list it 'Not Yet Built' (NYB), until either the developer or owner notifies them that the property is occupied. Details of how to activate an address will be present in the official Street Naming and Numbering Decision Notice.
- 7.3. The London Borough of Barnet undertakes this process on the applicant's behalf and informs them and other interested parties once completed. The maintenance of postcode information and any future change to individual postcodes or postcode sectors is the responsibility of Royal Mail. The Local Authority accepts no responsibility or liability for the omission of postcode or post town information, nor of any failure of services arising from this omission.
- 7.4. Royal Mail do not publish addresses that have not been activated and/or unoccupied on their website. This means that, in certain cases, buildings that have been Officially Addressed by the Local Authority may not be visible to everyone using Royal Mail's website to validate an address. It may also mean that other organisations using their address database, Postcode Address File (PAF), will not be able to validate addresses.
- 7.5. Developers, owners and tenants should be aware that their building might not have the same postcodes as the surrounding or existing properties.
- 7.6. The Official Address, as held by the Local Authority, may differ to that held by Royal Mail, as their business needs and requirements differ. PAF is specifically designed to support the delivery of postal delivery services and Royal Mail do not accept any responsibility or liability for the use of PAF for any other purpose or intended use outside of the delivery of these services.
- 7.7. On average, there are 15 delivery points per postcode. However, this can vary between 1 and, in some cases, 100. There will never be more than 100 Delivery Points per Postcode.

8. Consultation and Notifications

- 8.1. It is a requirement that all London Boroughs consult with the Emergency Services before proceeding with any amendment or additions to street and building names. It is the function of the London Fire Brigade's Pre-Determined Attendance (PDA) Section to act as a liaison for all of the London Boroughs in respect of all Street

Naming and Numbering applications. Therefore, all proposed street and/or building names are sent for consultation, and the London Borough of Barnet will only accept the proposed names after approval is received.

- 8.2. For applications including a new street name(s) where there has been no objection from the London Fire Brigade's PDA Section, a Notice of Intention will be posted in a public location in the vicinity of the site for 28 days, allowing for objections to the name from the general public. If an objection is received within the deadline and the London Borough of Barnet upholds the objection, the process will need to re-commence and a new name be submitted from the owner/developer under guidance from the Street Naming and Numbering Officer. In the event of an objection being potentially contentious, the decision will be referred to the Service Director for final decision.
- 8.3. There are no statutory requirements for Local Authorities to provide details of changes to existing or new developments to any external organisation. However, it is recognised that the provision and sharing of this information facilitates better service delivery to the residents and business communities. Therefore, the Local Authority will notify the Emergency Services and Royal Mail via the NLPG hub, Local Authority bodies via internal emails and to external organisations listed in Appendix E.

9. Naming of Streets

- 9.1. The following street naming conventions are based upon the historic context of the London Borough of Barnet, national best practice and are designed to reflect comments from consultees, including the London Fire Brigade and Royal Mail.
- 9.2. Proposals for street names from developers and the public are welcome for consideration. However, it is recommended that more than one suggestion be put forward in case the primary suggestion fails to comply with this policy. It is advised that the developer, listed in preference order, for each proposed new street to negate objections, suggests at least three street names.
- 9.3. On receipt of an application for the naming of a new street(s), along with a site location plan and the appropriate fee, the London Borough of Barnet will check to ensure that the proposal is in accordance with the below Street Naming conventions and, if not, the Street Naming and Numbering Officer will contact the developer directly and advise.
- 9.4. If suggestions conform and do not meet with an objection(s) from the London Fire Brigade on behalf of the Emergency Services and our LLPG Custodian, a public Notice of Intention will be posted at the site of the new street, allowing 28 days for any objections to be submitted.
- 9.5. If an objection is received within the time period and the London Borough of Barnet upholds the objection, the developer will be informed of the objection and the reasoning, along with a request for further suggestion(s). Once received, the process will need to re-commence.
- 9.6. If no valid objections or responses are received within the consultation period, a Decision Notice with the street name(s) will be sent to the developer. However, if the application also requests the numbering of new a building(s) to be allocated on this new street, then it will not be until Royal Mail have confirmed the allocated postcode that a Decision Notice will be issued.

- 9.7. In the event of an objection(s), which cannot be overcome through negotiation between the developer and the Street Naming and Numbering Officer, the matter will be presented to the Service Director for a decision.
- 9.7.1. Previous street naming anomalies are not to be repeated. There are current anomalies in the London Borough of Barnet, which have caused problems and the intention is that these will be corrected as opportunities arise by following the conventions laid out in this policy.
- 9.8.
- 9.9. The Street Naming and Numbering Officer will use the following conventions when agreeing if a new street name is acceptable. Property developers and Councillors should follow these conventions for any names they wish to suggest.

9.10. **New Street Naming Conventions**

- 9.10.1. To help reinforce local/historical character, the London Borough of Barnet encourages street name suggestions that reflect the area's history, where possible.
- 9.10.2. When assigning a new street name in an area where existing streets have a theme, the name should, if possible, be in keeping with this.
- 9.10.3. On larger developments, comprising three or more streets, thematic names are to be used so that areas are easily identified.
- 9.10.4. If a 'local' name is not suitable, there is no reason why an alternative attractive name cannot be chosen.
- 9.10.5. New street names should not duplicate any similar name already in use within the Borough, neighbouring Boroughs or Emergency Services zones. A variation on the last word, the suffix, e.g. 'Street', 'Road', 'Avenue', will not be accepted as sufficient reason to duplicate a name. For example, if there is already a Margaret Road, Margaret Street will not be considered. This will be objected to as it can have a detrimental effect in an emergency situation.
- 9.10.6. Experience has shown that streets with few buildings are not well known and consequently difficult to find. Therefore, a new street name will not be allocated where there are less than three buildings to be numbered in the new street.
- 9.10.7. Street names with phonetically similar names within the same post town should be avoided, and if possible, within the borough, for example, Churchill Road and Birch Hill Road.
- 9.10.8. Street names should not be difficult to pronounce or awkward to spell as this may lead to confusion in an emergency situation or result in demands for a change of address from occupiers. Words with more than three syllables must not be used and this precludes the use of two words, except in special cases.
- 9.10.9. Street names must not commence with the word "The" and end with 's' where it could be construed as either possessive or plural.

- 9.10.10. All punctuation will be considered but avoided where possible within street names and addresses, as in practice, it can lead to variations in the use of punctuations, which can cause confusion.
- 9.10.11. Street names that may be considered or construed as obscene, racist or which would contravene any aspect of the Council's Equal Opportunities policies will not be accepted.
- 9.10.12. All new street names should end with an appropriate suffix, which distinguishes a street from a building name or locality. The following list recommends usual practice:

Any street	Road, Way
Any thoroughfare	Street
Residential street	Avenue, Boulevard, Drive, Grove, Lane, Place
Small street, alley or courtyard	Mews
Any street, subject to there being no confusion with local open space	Gardens
For a crescent shaped road	Crescent
For a cul-de-sac ONLY	Close
For a hillside road ONLY	Hill
For a square ONLY	Square
For a large roundabout	Circus
Public square or promenade	Parade
For a line of terraced houses not facing on to an existing named street	Terrace
Residential roads – only for exceptional circumstances	Vale, Rise, Row, Mead, Wharf, Dene
Pedestrian access ONLY	Walk, Path
For open spaces ONLY, where it doesn't duplicate surrounding areas for Parks	Green
For a street often lined with shops and closed to vehicles	Mall

- 9.10.13. The following suffixes will not be accepted for new streets:

End, Court, Cross, Side, Park, Meadow, Gate or Common

- 9.10.14. All new pedestrian ways are to end in one of the following suffixes: Walk, Path, Way or Passage
- 9.10.15. Street names without a suffix will not be approved. This is further to specific advice from the Emergency Services, as these types of addresses can lead to confusion and delayed service response time.
- 9.10.16. In instances where the recommended suffix clashes with other conventions within this policy, an alternative suffix will need to be used, for example, Mill Hill would not be acceptable.
- 9.10.17. The use of North, East, South or West is only acceptable where the street is continuous and passes over a major junction. It is not acceptable when the street is in two separate parts with no vehicular access between the two. In such a case half should be renamed.

- 9.10.18. The use of a name, which relates to people either living or deceased, should be avoided if possible. Personal names, which relate to developers' personal friends or relatives, will not be accepted. In order to avoid causing offence, either by inclusion or exclusion, no street shall be named after any living person.
- 9.10.19. For applications to name a street after a deceased person, written permission must be obtained from the person's family or estate administrators and provided to the London Borough of Barnet. In order to be considered the individual in question should:
 - Have been dead for 20 years or have passed the centenary of their birth;
 - Have a significant and demonstrated connection to the site in question.
- 9.10.20. The London Borough of Barnet must obtain permission from The Lord Chamberlain's Office for the use of any street name with a 'Royal' connotation e.g. Royal, Queen, Duke, Princess, Prince, etc. For full details on the terms of use of Royal names, please visit https://www.royal.uk/sites/default/files/media/royal_arms_blue_booklet20152.pdf
- 9.10.21. Where a new street is an extension of an existing street, it is not normally necessary to give that section a new name, although on occasion this will be necessary.
- 9.10.22. The use of street names that can be construed as advertising or for the use of commercial gain are not acceptable.
- 9.10.23. The London Borough of Barnet reserves the right to object to any suggested street names deemed to be inappropriate.

9.11. Renaming of Existing Streets

- 9.11.1. Renaming of a street is a very time consuming process and may cause costs and/or disruption to individual occupiers and owners and should, wherever possible, be avoided. Hence, it is usually only done as a last resort, i.e. only if the existing name is causing consistent confusion and delay in locating the street for the Emergency Services, or if the layout of the street is changed. The renaming will be considered by the Service Director before residents and Ward Councillors involved are consulted.
- 9.11.2. Please note that the London Borough of Barnet has no legal obligation to reimburse owners/occupiers of buildings in which the street is officially renamed.
- 9.11.3. Where an existing street is dissected by the construction of a new street, the London Borough of Barnet may choose to rename either or both parts of the existing street. Consultation will be undertaken in these circumstances.
- 9.11.4. It should be appreciated that changing a street name can cause a great deal of inconvenience for residents. The London Borough of Barnet is therefore reluctant to make changes as a last resort. Before making any changes we will consult all residents affected by the proposals.
- 9.11.5. Where the need for renaming of a street is required, the proposed name must follow the naming conventions laid out in Section 9.9 'New Street Naming Conventions'.

- 9.11.6. When renaming a street, as much warning as is practicably possible will be given. The Decision Notice will be issued to owners/occupiers giving a specific date on which the new Street name comes into effect. This will be at least 4 weeks from the date of the Notice.

9.12. Naming of Existing Unnamed Streets

- 9.12.1. The naming of an unnamed existing street will be considered if:
- The lack of name is causing delay in locating the street. This can be a problem even though there are no buildings addressed in the street.
 - There is difficulty in the location of the buildings, which are using the nearest named street as their address. These can be private access roads.
- 9.12.2. When an existing unnamed street is to be named, the proposed names must follow that naming conventions as laid out in Section 9.9 'New Street Naming Conventions'.
- 9.12.3. When naming a previous unnamed street, as much warning as is practically possible will be given to those who will be affected by the change. The change may result in buildings being readdressed to the new street name. Owners/occupiers will be consulted and a Decision Notice will be issued to owners/occupiers, giving a specific date on which the new address will come into effect. This will be at least 4 weeks from the date of the Notice.

10. Naming of Buildings

- 10.1. The following building naming conventions are based upon the historic context of the London Borough of Barnet, national best practice, and are designed to reflect comments from consultees including the London Fire Brigade and Royal Mail.
- 10.2. It is not necessary to name a building, as every building should have a street number and street name, which are sufficient for finding and mail delivery purposes. However, building names can reinforce identity, e.g. when building a block of flats, it is an additional way for the block to be identified.
- 10.3. Proposals for building names from developers and the public are welcome for consideration. However, it is recommended that more than one suggestion be put forward in case the primary suggestion fails to comply with this policy. It is advised that at least three building names are suggested, listed in order of preference, for each proposed new building by the developer to negate objections.
- 10.4. On receipt of an application for a building name(s), along with a site location plan clearly identifying the entrance to the building(s) from the street and the appropriate fee, the London Borough of Barnet will check to ensure that the proposal is in accordance with the below building naming conventions. If not, the Street Naming and Numbering Officer will contact the developer directly and advise.
- 10.5. If suggestions conform and do not meet with an objection(s) from the London Fire Brigade on behalf of the Emergency Services, a Decision Notice with the new building name will be sent to the developer. However, if the application also requests the numbering of new buildings, a Decision Notice will not be issued until Royal Mail have confirmed the allocation of postcode.

- 10.6. The allocation of a building name is under the condition that the name will be in addition to the existing street number and not a replacement. The street number should always be displayed on the building and quoted as part of the address in all correspondence.
- 10.7. Previous numbering anomalies are not to be repeated. There are current anomalies in the London Borough of Barnet, which have caused problems and the intention is that these will be corrected as opportunities arise by following the conventions laid out in this policy.
- 10.8. The Street Naming and Numbering Officer will use the following conventions when deciding if a new building name is acceptable. Property developers and Councillors should follow these conventions for any names they wish to suggest.

10.9. Naming of Buildings Conventions

- 10.9.1. To help reinforce local/historical character, the London Borough of Barnet encourages building name suggestions that reflect the area's history, where possible.
- 10.9.2. When assigning a new building name in an area where existing buildings have a theme, the name should, if possible, be in keeping with this.
- 10.9.3. If a 'local' name is not suitable, there is no reason why an attractive name cannot be chosen.
- 10.9.4. On larger developments comprising two or more buildings with multiple occupancy, thematic names are to be used so that areas are easily identified, whilst their components are distinctive.
- 10.9.5. New building names should not duplicate any similar name already in use within the borough, neighbouring boroughs or Emergency Services zones. This includes the duplication of not only building names, but also street and geographic areas names. A variation in the suffix, e.g. 'Court', 'House', etc., will not be accepted as sufficient reason to duplicate a name, neither will a different spelling of the same word, such as Littleberrys and Littleberries.
- 10.9.6. Building names with phonetically similar names within a postal area are to be avoided, and if possible, within the borough, for example, Churchill House and Birchill House.
- 10.9.7. Names must not be duplicated within an address, e.g. Hendon House, Hendon Way.
- 10.9.8. Building names should not be difficult to pronounce or awkward to spell, as this may lead to confusion in an emergency situation or result in demands for a change of address from occupiers. Words of more than three syllables must not be used and this precludes the use of two words except in special cases.
- 10.9.9. No building name shall commence with the word "The" and end with 's' where it could be construed as either possessive or plural.

- 10.9.10. All punctuation will be considered but avoided where possible within street names and addresses, as in practice, it can lead to variations in the use of punctuations, which can cause confusion.
- 10.9.11. Building names that may be considered or construed as obscene, racist or which would contravene any aspect of the Council's Equal Opportunities policies will not be accepted.
- 10.9.12. All new building names for residential, commercial and industrial use must end with one of the following suffixes:

Residential ONLY	Court, Lodge, Apartments, Mansion, Villas
Residential ONLY – High Block	Point
Residential or Commercial ONLY	House, Buildings
Residential or Commercial ONLY – High Block – 6 plus storeys	Tower, Heights
Mixed Business/Residential ONLY	Studios

- 10.9.13. For specialist buildings, such as Commercial Attractions, Retail, Emergency Services, Educational, etc., see Appendix C for conventions and best practice addressing, as specific suffixes should be allocated to facilitate easy identification of buildings and their relevant use.
- 10.9.14. Building names without a suffix will not be approved. This is further to specific advice from the Emergency Services, as these types of addresses can lead to confusion and delayed service response times.
- 10.9.15. The use of North, East, South or West is not permissible.
- 10.9.16. The use of a building name, which relates to people either living or deceased, should be avoided if possible. Personal names, which relate to developers' personal friends or relatives, will not be accepted. In order to avoid causing offence either by inclusion or exclusion, no building shall be named after any living person.
- 10.9.17. For applications to name a building(s) after deceased person, written permission must be obtained from the person's family or estate administrators and provided to the London Borough of Barnet. In order to be considered, the individual in question should:
- Have been dead for 20 years or have passed the centenary of their birth;
 - Have a significant and demonstrated connection to the site in question.
- 10.9.18. The London Borough of Barnet must obtain permission from The Lord Chamberlain's Office for the use of any building name with a 'Royal' connotation e.g. Royal, Queen, Duke, Princess, Prince, etc. For full details on the terms of use of Royal names, please visit https://www.royal.uk/sites/default/files/media/royal_arms_blue_booklet20152.pdf
- 10.9.19. The use of building names that can be construed as advertising or for the use of commercial gain are not acceptable.

- 10.9.20. Naming a building after a company is only acceptable if the company no longer occupies the building and there is a positive local association and does not cause confusion.
- 10.9.21. For commercial buildings, a business name shall not take the place of a street number or a building name and will not be recorded as part of the Official Address. However, these details can be held within the Royal Mail database. To add a company name, please visit www.royalmail.com and complete a 'Name Change Request Form.'
- 10.9.22. No numbers are to be used within the name of a building.
- 10.9.23. If a street number does not exist, the building being named/renamed must be allocated a street number within the street that the entrance to the building lies.
- 10.9.24. Subsidiary names, such as a row of buildings within an already named street being called '..... Terrace/Parade', should only be used where there is no other alternative numbering sequence that can be used. For example, on an existing street that does not have a numbering sequence.
- 10.9.25. A named building may not have more than one street number in the same street. For example, Smith House, 1 High Street and Smith House, 10 High Street.
- 10.9.26. A named building cannot have more than one street name allocated to it. For example, if the building is on a corner, it cannot be known as Smith House on both High Street and Commercial Street.
- 10.9.27. The London Borough of Barnet reserves the right to object to any suggested building names deemed to be inappropriate.

10.10. Renaming of Buildings

- 10.10.1. Renaming of a building can be applied for through the submission of a Street Naming and Numbering application. When making a request to change the name of a building, the proposed name must follow the building naming conventions laid out in Section 10.9 'Naming of Buildings Conventions'.
- 10.10.2. Should the request be to rename a block of flats, all owners/occupiers must be in agreement with the proposed change before submitting an application to the Street Naming and Numbering department.
- 10.10.3. Compulsory renaming of a building may occur where it can be shown that the existing building name is causing consistent confusion or delays in locating the building for the Emergency Services. The Service Director will consider the renaming before the residents involved are consulted. Should the decision be made that the building should be renamed, residents will be invited to put forward name suggestions. The proposed names must follow the building naming conventions laid out in Section 10.9 'Naming of Buildings Conventions'.
- 10.10.4. Please note that the London Borough of Barnet has no legal obligation to reimburse owners/occupiers of buildings when the building name is being officially changed.

- 10.10.5. When compulsorily renaming a building, as much warning as is practicably possible will be given. A Decision Notice will be issued to owners/occupiers giving a specific date on which the new building name comes into effect. This will be at least 4 weeks from the date of the Decision Notice.

10.11. Removal of Building Name

- 10.11.1. To remove a building name from an Official Address, an application should be submitted to the Street Naming and Numbering department. Once a Decision Notice has been issued, the information regarding the removal of the building name will be notified to Royal Mail, the Emergency Services via the NLPG hub, Local Authority bodies via internal emails and to external organisations listed in Appendix E.
- 10.11.2. Compulsory removal of a building name may occur where it can be shown that the existing building name is causing consistent confusion or delays in locating the building for the Emergency Services. The Service Director will consider the removal of the name before residents involved are consulted. Should the decision be made that the name should be removed from the building, the residents may be invited to put forward name suggestions if a replacement name is required.
- 10.11.3. Please note that the London Borough of Barnet has no legal obligation to reimburse owners/occupiers of building when the building name is being officially removed.
- 10.11.4. When compulsorily removing a name from a building, as much warning as is practicably possible will be given. A Decision Notice will be issued to owners/occupiers giving a specific date on which the building name will no longer be applicable. This will be at least 4 weeks from the date of the Decision Notice.

11. Numbering of Buildings

- 11.1. The Local Authority retains absolute discretion in the allocation of street numbers. Only the Local Authority can allocate street numbers within a street.
- 11.2. The Street Naming and Numbering Officer will consider the location and means of access to each external entrance using the information on the application form and the plan(s) provided by the applicant.
- 11.3. The Local Authority has the power to assign numbers to houses and buildings 'as they think fit' and require the street number to be displayed (Section 6: London Building Acts (Amendment) Act, 1939 – Part II).
- 11.4. On receipt of an application to number a building(s), along with a site location plan and appropriate fee, the London Borough of Barnet will check the proposal against the numbering conventions listed in this policy. The Street Naming and Numbering Officer will allocate new street numbers to each plot and send them to Royal Mail for consultation and allocation of the Postcode. Once confirmed, a Decision Notice will be issued and for any applications with over 5 units, a plot to postal schedule will also be issued, that should be followed.
- 11.5. The Street Naming and Numbering Officer will use the following conventions when allocating a street number.

11.6. Numbering Conventions

- 11.6.1. Buildings in a street should be numbered with even numbers on one side and odd numbers on the other side. Convention requires number one always to be on the left-hand side of a street from the direction of the principal existing road.
- 11.6.2. However, cul-de-sacs are usually numbered sequentially in a clockwise direction, starting with number one on the left-hand side of the entrance to the cul-de-sac. Where it appears that there is a possibility for the cul-de-sac to be extended at some point in the future, it shall be numbered on both sides with odds and evens rather than sequential to allow for the numbering scheme to be extended at a future date.
- 11.6.3. Through roads are numbered odds and evens ascending from the principal existing street, which will be determined by the Street Naming and Numbering Officer.
- 11.6.4. All buildings within the borough should be allocated a street number.
- 11.6.5. A proper numbering sequence shall be maintained, starting with the number 1. In the interest of equality and diversity, no numbers will be omitted from a numbering sequence. Omission of numbers can cause confusion in a range of instances, including Emergency Services responses, mail delivery and third party identification of all flats or units in a building.
- 11.6.6. Buildings are numbered according to the street in which the main entrance can be found. The manipulation of numbering in order to secure a 'prestige' address or to avoid an address, which is thought to have undesired associations, will not be sanctioned.
- 11.6.7. Buildings on corner plots are numbered within the street towards which the main entrance faces. This is to enable buildings to be located quickly and easily. If pedestrian access is not possible from that street, the building may be numbered with the street giving access. Occupier's preference will not be a relevant consideration.
- 11.6.8. If a building has entrances in more than one street, each entrance should be numbered in the appropriate street. Exceptions may be made, depending on the circumstance, for a house divided into flats. This is common in corner buildings where there may be entrances from two separate roads.
- 11.6.9. The London Borough of Barnet will use numbers followed by letter suffixes only where there are no alternatives and to avoid the renumbering of other buildings in the existing streets/buildings.
- 11.6.10. Infill developments, buildings built between existing buildings or on the grounds of an existing building, will be given the same street number where possible and include a suffix to the street number if no consecutive number is available in the current numbering scheme or if more numbers are required than are available. For example, it will be the number of the building before the infill followed by a suffix of 'A', 'B', etc. e.g. 24A, 24B, etc. If a building is built before the first existing building (No. 1 or No. 2) in an existing street, the new dwelling(s) will be allocated 1A, 1B or 2A, 2B, etc. Creating an additional street name will sometimes be considered where a logical numbering sequence cannot be found.

- 11.6.11. New and existing buildings that are divided into separate flats or business premises, will be given one street number and a number suffix of '1', '2' etc. e.g. Flat 1, 25; Flat 2, 25 etc. Commercial premises will be allocated numbers and the prefix Unit, Office or Suite (for offices only).
- 11.6.12. Each self-contained sub-division with a separate external door (flats, offices, shops or any other) will be allocated its own distinguishing number. For example, where there is a commercial unit, a shop at ground floor level with its own entrance and two flats on the first and second floor above, with its own entrance to the flats, they will each have their own street number.
- 11.6.13. Merged buildings must adopt a previous addressable street number as their new street number. Therefore, the merging of two properties at '2 High Street' and '4 High Street' would result in a new record, which includes either the building number '2' or '4'. The Street Naming and Numbering Officer will decide this based on the location of the main entrance.
- 11.6.14. Two buildings in one street cannot have the same street number, unless accompanied by a suffix.
- 11.6.15. Where a building has been demolished the existing number sequence is, generally, retained and reused in any new development where possible. N.B. When a building is demolished, the address is historicised and before the new development commences, an application should be submitted to Street Naming and Numbering to re-register the address of the new building.
- 11.6.16. If additional plots are added to a proposed development at a later date, e.g. due to a revised layout and existing buildings are occupied the additional plots will be allocated existing numbering with suffixes of 'A', 'B' etc. e.g. 24A, 24B, etc. If no buildings are occupied, the existing plots will be renumbered to incorporate numbering for the additional plots. This rule would also apply for multiple addresses e.g. building with flats.
- 11.6.17. It is usual to leave spare numbers if open space or undeveloped areas exist along a length of street. The Local Authority shall reserve such numbers as it may consider desirable to allow for the possibility of later in-building or development.
- 11.6.18. Where a building has a number, it must be used and displayed. Where a building name has been given together with its official street number, the street number must always be included. The name alone cannot be regarded as alternative.
- 11.6.19. Depending on the size of the development, access and other factors, it may be appropriate to assign a new street name to a small development. Where a new street name is required, the proposed names must follow that naming conventions as laid out in Section 9.9 'New Street Naming Conventions'.
- 11.6.20. Private garages and similar buildings used for housing cars, and such like, will not be numbered.
- 11.6.21. Numbering of buildings will be numeric as opposed to textual. For example, 1 Smith Street as opposed to One Smith Street. The use of textual descriptions is likely to cause confusion in data entry and data retrieval on information systems.

- 11.6.22. Previous numbering anomalies are not to be repeated. There are current anomalies in the London Borough of Barnet, which have caused problems and the intention is that these will be corrected as opportunities arise by following the conventions laid out in this policy.
- 11.6.23. Once numbered, the Local Authority will not normally re-number buildings unless it can be shown that there is a consistent delivery problem or issues with Emergency Services. See Section 11.9 'Renumbering Existing Buildings' for full details.
- 11.6.24. A single occupancy property e.g. a commercial unit, may not have more than one street number in a street e.g. 110-115 High Road would not be acceptable. One number will be assigned e.g. 110 High Road, and if this is subdivided at a later date separate numbers will be used for each unit.

11.7. Sub-Division addresses

- 11.7.1. When flats are numbered internally or an existing building is converted into flats, the flats will be numbered not lettered, e.g. Flat 1, 24 and not Flat A, 24; nor 24A.
- 11.7.2. Internal building numbering begins with the first unit/sub-division on the left of the main entrance and continues in a clockwise direction. This process continues on subsequent levels from the first unit/sub-division to the left of the main access point for that level (stairwell). The London Fire Brigade also follow this convention, which allows for the Emergency Services to quickly and efficiently find properties.
- 11.7.3. Buildings that have more than one entrance in the same street, for example, where a building consists of several cores, should have the internal flats/units numbered in a clockwise direction within each part of the block served by a separate entrance: e.g. Flats 1-6 (Core 1), Flats 7-12 (Core 2), Flats 13-20 (Core 3) followed by the building name and street number. Should there be a break in the core entrances with commercial unit, the numbering sequence of the cores will be broken and street numbers will be allocated accordingly as decided by the Street Naming and Numbering Officer.
- 11.7.4. If a multiple occupation building, e.g. a block of flats, has entrances in more than one street and each entrance leads to separate occupiers, each entrance should be numbered in the appropriate street. This is because Royal Mail is opposed to a street number being used if the entrance point is in a different side street or the access is at the rear of the building.
- 11.7.5. With regards to flats in blocks, please advise the London Borough of Barnet at the outset whether each flat will have its own postal point. This will affect how Royal Mail lists the building.
- 11.7.6. Buildings that consist of flats but have only one shared communal delivery point are known by Royal Mail as 'Multi Occupancy' buildings and the Royal Mail would not show the individual flats on their Postcode Address File (PAF). The property address details would be held on the PAF using the main postal address and all the flats will be listed on the Royal Mail Multi Occupancy database, which is available for purchase by external companies.

- 11.7.7. The Local Authority's numbering sequence is final and the plot to postal schedule should be followed.
- 11.7.8. A newly named building may not have more than one number in one street.
- 11.7.9. For blocks of flats containing over 100 units, it should be noted that the postcodes will differ as Royal Mail can only hold 100 addresses per postal address, for example, Flats 1-100 will have one postcode and Flats 101-200 will have another.

11.8. Renumbering Existing Buildings

- 11.8.1. Renumbering of buildings is a very time-consuming process and may incur costs and/or disruption to individual occupiers and owners and wherever possible will be avoided. Hence it is usually only done as a last resort, i.e. if the existing numbers are causing consistent confusion and delay in locating the building for the Emergency Services.
- 11.8.2. Please note that the London Borough of Barnet has no legal obligation to reimburse owners/occupiers of buildings in which the renumbering is taking place.
- 11.8.3. Renumbering of buildings is only considered when infill developments are so great that street numbers to the new buildings cannot be allocated. The existing Street may then be subject to a renumbering scheme.
- 11.8.4. For a new development within an existing street the use of suffixes of 'A', 'B' etc., or renumbering where just a few properties are affected, is preferable to wholesale renumbering of a large street. However, this is not always possible and the renumbering of buildings will be at the discretion of the Service Director.
- 11.8.5. It should be appreciated that renumbering buildings can cause a great deal of inconvenience for residents. The London Borough of Barnet is therefore reluctant to make changes without a good reason. Before making any changes the London Borough of Barnet will consult with all residents affected by the proposals.
- 11.8.6. Where renumbering is involved, as much warning as is practicably possible will be given. A Decision Notice will be issued to owners/occupiers giving a specific date on which the new numbering comes into effect, this will be at least 4 weeks from the date of the Decision Notice.
- 11.8.7. Requests for renumbering can only be accepted from the owners of properties and not tenants. If the London Borough of Barnet is in any doubt that the applicant is not the owner, proof of ownership may be requested.

12. Confirmation of Address

- 12.1. Where there is any confusion or should a query arise regarding a particular address, the matter will be investigated by the Street Naming and Numbering department and could lead to a Confirmation of Address Decision being issued.
- 12.2. The Local Land and Property Gazetteer (LLPG) consists of 'Basic Land and Property Unit' (BLPU) that represents a real world object within the Local Authority

boundaries. Historically, new BLPU's have been created based on intelligence gathered from information held across Council departments, for example, from Street Naming and Numbering decisions, Council Tax records, Non-Domestic Rates records, Electoral Registration services and external information. The LLPG is actively maintained from a range of sources, including in response to various local and national data cleansing and matching initiatives, to best reflect land and properties that exist within the borough. However, sometimes addresses that have been in existence for a long while may be recorded differently across different databases, e.g. the Local Land and Property Gazetteer, Royal Mail, Council Tax records, Land Registry. In this instance, the solution is for the Street Naming and Numbering department to issue a Confirmation of Address Decision where the address information will be notified to Royal Mail, the Emergency Services via the NLPG hub, and Local Authority bodies via internal emails and external organisations as listed in Appendix E.

- 12.3. It should be noted that, where historical addresses fall outside the scope this policy and are long established, there is generally a preference to retain such an address, provided that it does not cause confusion.

13. Mail Delivery

- 13.1. The delivery of mail is not the Local Authority's responsibility. If you are experiencing problems receiving your mail you should first check to see if you are using the correct Official Address and allocated postcode. Confirmation of an official address can be requested by emailing street.naming@barnet.gov.uk. If your address is being quoted correctly and you are still having problems you should contact the delivery manager at your local Royal Mail sorting office.
- 13.2. If your mail is misdirected and the problem relates to two buildings having the same street numbering or building name, the Local Authority will investigate further and try to rectify the matter. Please email street.naming@barnet.gov.uk with regard to this issue.
- 13.3. If post is being incorrectly put through your door you should contact the relevant Royal Mail sorting office for your area and ask to speak with the delivery manager.

14. Street Name Plates

- 14.1. The Local Authority is responsible for ensuring that street nameplates are provided and fitted in suitable positions for all public adopted streets. The statutory requirement is for a sign to be placed at the start and end of a street and it is vital in the event of an urgent situation that the Emergency Services can locate the street quickly.
- 14.2. The Local Authority is also responsible for the repair and maintenance of street nameplates for all public adopted streets when it becomes necessary due to accidental damage, vandalism or normal wear and tear.
- 14.3. In the case of a new development, however, the developer is required to provide and erect the initial street nameplate(s). These are purchased to the Local Authority's specification and the developer covers the costs. Where the street status remains private, the street nameplates shall be maintained by the developer or the residents (forum) until it is adopted.

- 14.4. Request for street nameplates on private roads should be made by phoning 020 8359 3555 or via email to highwayscorrespondence@barnet.gov.uk
- 14.5. No street nameplate should be erected until the Local Authority has confirmed the street name in writing.

15. Displaying Building Names and Numbers

- 15.1. Under Section 12 of the London Building Acts (Amendments (Act), 1939, street names and numbers are required to be displayed in an appropriate manner. This is 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.
- 15.2. The relevant street number, building name, or the combination of street number and building name should be clearly displayed and visible from the highway. This may mean street numbers being displayed on posts, gates or fences (and not necessarily the door of the building) to aid easy identification of the building, particularly in the event of an emergency.
- 15.3. The owner or occupier of a building shall affix and maintain an officially assigned street number allocated by the Local Authority to distinguish a particular building in a street.
- 15.4. Signs depicting names must be readable from the highway. In the case of flats, the developer/owner must affix numbers both within each dwelling and on the block at street level.
- 15.5. Applicants should pay particular attention to the display of addresses on retail premises and listed buildings and should be aware that the display may be subject to advertisement control.
- 15.6. Where the owner/occupier fails to display a street number and/or building name lawfully assigned, and there is a possibility of delay in locating the building or is causing inconvenience to other residents, the Local Authority shall serve a 30 days Notice to the owner/occupier of the building to display the correct number/name.
- 15.7. Where the Notice is not complied with, the Local Authority shall serve a Signage Direct Action Notice causing the name or number to be displayed on the building and recover the expenses from the owner or occupier of the building.

16. Limit of responsibility:

The Local Authority is not responsibly for the following:

- 16.1. The postcode. Only Royal Mail can allocate postcodes. Postcodes are only allocated to buildings that are either a residential dwelling or a bone fide business address. All buildings that are registered for business use need to be occupied during business hours and must have a mail delivery point that is secure and easily accessible for the delivery of mail. Royal Mail may amend postcodes when the number of properties in a new development exceeds the number of postcodes

available. Royal Mail may also reassign postcodes to properties in a development and surrounding area for consistency. In the event of change in postal address, Royal Mail will notify occupants of the change

- 16.2. Any complaints regarding correspondence and deliveries not being delivered to the correct address. These complaints should be directed to the relevant delivery company's customer service department.
- 16.3. Addresses being unavailable on databases used by third parties, such as retail outlets (including Internet based ones); Satellite Navigation Systems, Street Maps, etc.
- 16.4. Ordnance Survey maps or plans not featuring any buildings or streets.
- 16.5. Notifying anyone other than the services listed in Appendix E.
- 16.6. Billing Authority Reports (BAR). The Street Naming and Numbering department does **not** produce the Billing Authority Report. The Valuation Office Agency (VOA) is an executive agency that is sponsored by HM Revenues and Customs, which value properties and advice to support taxations and benefits. The VOA is **not** part of the Local Authority. Requests for BAR's should be issued by the Valuation Team within the London Borough of Barnet.
- 16.7. Council Tax records. It should be noted that addresses held on the Council Tax system are not necessarily the Official Address and only the Street Naming and Numbering department can advise on the Official Address.
- 16.8. The Street Naming and Numbering department is not responsible for the erection or replacement of road name plates, please contact Highways customer service on either 020 8359 3555 or email highwayscorrespondence@barnet.gov.uk

17. Enforcement of Street Naming and Numbering

- 17.1. In preparing this document, regards have been given to the adopted Development and Regulatory Service Enforcement Policy.
- 17.2. The London Borough of Barnet has the power to assign any name, where seen fit, to any street, whether that is a new street or a street with an existing name, or any row of houses or block of buildings under Section 6 of the London Building Acts (Amendment) Act 1939, Part II (see Appendix A). A one-month Notice of Intention will be given, allowing for objections to be made. Any objections received will be considered before the making of an Order to assign a new name.
- 17.3. Under Section 8 and 11 of the London Building Acts (Amendment) Act 1939, Part II, the London Borough of Barnet is under a duty to cause a lawfully assigned name of a street and/or building or a street number to be set up and kept set up. This includes the power to remove any name or number that differs from that lawfully assigned.
- 17.4. Where a building name has been lawfully given, the London Borough of Barnet shall give notice to the owner of the block of building requiring them to set up the name as given. If any notice by the Local Authority is not complied with, the London Borough of Barnet shall cause the name of the block of buildings to be set up or renewed.

- 17.5. Whenever the marking of a name lawfully given or assigned to a block of buildings is destroyed, pulled down, defaced, obliterated or observed, the owner of the building shall within the time specified within the Notice as served by the London Borough of Barnet renew the marking in accordance with the Notice. If any notice by the Local Authority is not complied with, the London Borough of Barnet shall cause the name of the block of buildings to be set up or renewed.
- 17.6. Under Section 10 of the London Building Acts (Amendment) Act 1939, Part II, it states that no person shall set up in or on any street, row of houses or block of buildings a name different to that name lawfully given or assigned. Failure to comply with this will result in appropriate enforcement action being taken by the London Borough of Barnet. Section 13 also states that no person shall mark on any building or on the premises of which the building forms part of, any number or name that is different from the number or name lawfully given.
- 17.7. The London Borough of Barnet has the powers to assign any building, for the purposes of distinguishing them, to be marked with such numbers or names or names as numbers as specified in either the Decision Notice or Order and that any existing numbers or names, which differ from those, specified shall be abolished, as per Section 11 of the London Building Acts (Amendment) Act 1939, Part II (see Appendix A).
- 17.8. The approach taken by the London Borough of Barnet is to encourage owners/occupiers to display the correct name/number in an appropriate manner. Failure to do so can result in the delayed response from the Emergency Services or postal delivery services being unable to identify the building. Appropriate enforcement action will be taken by the London Borough of Barnet where there is failure to comply with the request to rectify.
- 17.9. The London Building Acts (Amendment) Act 1939, allows Councils to affix lawfully assigned street numbers to buildings and recover costs incurred under Section 15. In addition, the provision of the Act results in offences being committed when owners or occupiers remove, cover or obliterate street numbers.
- 17.10. In addition to this Authority's power to recover expenses for works undertaken in default, it may also issue legal proceedings for the recovery of a fine in respect of any contravention of or failure to comply with the provisions of section 10 (Wrongful setting up of names of streets &c.) or section 13 (Offences as to numbering of name of buildings) of the London Building Acts (Amendment) Act 1939.
- 17.11. Retrospective numbering, undertaken when a developer has failed to apply for Street Naming and Numbering but requires address for an existing building, will be subject to charge.
- 17.12. In the event that a developer has contravened a Street Naming and Numbering Decision Notice or the Local Authority has identified a problem caused by an existing address, the Local Authority may undertake Compulsory Numbering. A process that mandates the use of a new address that will incur charges if a developer has ignored a Decision Notice. However, this may be free of charge, at the discretion of the Local Authority, only if undertaken to fix an existing problem or reduce confusion arising from an existing address.

18. Claims of Compensation

- 18.1. The Local Authority is not liable for any claims for compensation arising directly or indirectly from the naming of streets or renaming of streets, naming or renaming of buildings or numbering or renumbering of buildings.
- 18.2. The property developer must not give any postal addresses, including the postcode, to potential occupiers either directly or indirectly before the Official Address has been issued in a Decision Notice by the Local Authority's Street Naming and Numbering department. The Local Authority will not be liable for any costs of damages caused by failure to comply with this.

19. Decision and Discretion

- 19.1. The Local Authority's decision is final for the naming or renaming of streets, naming or renaming buildings or the numbering or renumbering of buildings and is at the discretion of the Service Director.

20. Scheme of Delegation

- 20.1. Under the London Borough of Barnet's Scheme of Delegation, the Commissioning Director of Growth and Development has passed to the Service Director has the power to approve the following:
 - **Street naming** – providing a street name to a new street or an existing street with no name
 - **Building numbering** – providing numbers to plots, in-fills (properties built between existing houses or in the grounds of), buildings of conversions and commercial premises.
 - **Renaming existing Streets** – this is normally only considered when changes occur which give rise to problems for the Emergency Services.
 - **Renumbering existing buildings** – this is normally only considered when changes occur which give rise to problems for the Emergency Services and the inclusion of additional development.
 - **Allocating street numbers to buildings that only have a building name** – this function is carried out largely for public safety reasons in consultation with the emergency services.
 - Any other projects put forward at the discretion of the Street Naming and Numbering Officer.

21. Disclaimer

- 21.1. All addresses created by the Street Naming and Numbering department will be subject to the following disclaimer:

The allocation of this official address (or addresses) does not serve as confirmation that any building or structure or the use of any such building or structure at the said address is authorised under Planning, Building Regulations or any other Legislation.

22. Contact Details

- 22.1. For further information, comments, enquiries or complaints, please contact the Street Naming and Numbering team by using the following details:

London Borough of Barnet – Street Naming and Numbering
2 Bristol Avenue
Colindale, London
NW9 4EW
Tel: 020 8359 4500
Email: street.naming@barnet.gov.uk

- 22.2. Installation and display of Street Plates:

London Borough of Barnet – Highways Department
2 Bristol Avenue
Colindale, London
NW9 4EW
Tel: 020 8359 3555
Email: highwayscorrespondence@barnet.gov.uk

APPENDIX A – Legislation**London Building Acts (Amendment) Act, 1939 – Part II****Section 5: London Building Acts (Amendment) Act, 1939 – Part II
Giving of names to streets &c.**

“Subject to the provisions of section 6 (Assigning of names to streets &c.) of this Act a name shall not be given to a street way place row of houses or block of buildings –

- (a) unless at least one month’s notice of the intended name has been given to the Council;
- (b) if the Council within one month of the giving of such notice have given notice to the person by whom such first-mentioned notice was given stating that they object to the intended name;

and it shall not be lawful to set up any name as the name of any street way place row of houses or block of buildings until the expiration of one month after receipt by the Council of the notice referred to in paragraph (a) of this section or to set up any name objected to as aforesaid.”

**Section 6: London Building Acts (Amendment) Act, 1939 – Part II
Assigning of names to streets &c.**

“(1) The Council may by order assign any name which they think fit to any street way place row of houses or block of buildings whether or not in substitution for a name already given or assigned.

(2) Before making an order under this section the Council shall give notice of their intention of so doing to local authority and shall also at their option either cause notice of their intention to be posted in some conspicuous position in the street way or place or adjacent to the row of houses or block of building as the case may be or give notice to their intention by circular delivered at every building situate in the street way or place or forming part of the row of houses or block of buildings as the case may be.

(3) Every such notice shall state the manner in which and the time (being not less than one month after the date of the notice) within which objections to the intended order may be sent to the Council and the Council shall before making the order consider any objection so sent to them and may if they think fit having regard to any such objection amend any name which they have proposed to assign.”

**Section 8: London Building Acts (Amendment) Act, 1939 – Part II
Setting up of names of street &c.**

“(1) Subject to the provisions of this section the local authority shall cause the name lawfully given or assigned to every street way place row of houses or block of buildings to be set up and kept set up in accordance with any regulations made in pursuance of section 9 (Regulations as to setting up of names of streets &c.) of this Act.

(2) Where a name has been given or an order has been made assigning a name to a block of building in pursuance of this Part of this Act the local authority shall give notice to the owner of the block of building requiring him to set up in accordance with regulations as aforesaid the name so given or ordered and in the case of an order assigning a name to the block of buildings in substitution for a name already given or assigned to remove within such

time as may be specified in the notice any name of the block of buildings which differs from that mentioned in order.

(3) Whenever the marking of a name lawfully given or assigned to a block of buildings is destroyed pulled down defaced obliterated or obscured the owner of the block of buildings shall within the time specified in a notice from the local authority requiring him so to do renew the marking in accordance with regulations as aforesaid.

(4) If any notice by a local authority in pursuance of this section is not complied with the local authority shall cause the name of the block of buildings to be set up or renewed in accordance with regulations as aforesaid and any name of the block of buildings which differs from that mentioned in the order to be removed."

Section 9: London Building Acts (Amendment) Act, 1939 – Part II Regulations as to setting up of names of streets &c.

"The Council shall make regulations with respect to the setting up of the names of streets ways places rows of houses or blocks of buildings and matters in connection therewith and without prejudice to the generality of the foregoing provision such regulations may provide for the name to be placed on part of a building or structure and in such position thereon as may be prescribed by the regulations."

Section 10: London Building Acts (Amendment) Act, 1939 – Part II Wrongful setting up of names of streets &c.

"No person shall –

- (a) set up in or on any street way place row of houses or block of building as the case may be any name thereof different from the name lawfully given or assigned thereto;
- (b) set up in or on any street way place row of houses or block of buildings the name thereof except in accordance with any regulations made in pursuance of section 9 (Regulations as to setting up of names of streets & c.) of this Act;
- (c) place or affix any notice advertisement within twelve inches of any marking of the name of a street way place row of houses or block of buildings lawfully set up;
- (d) otherwise than for the purpose of renewing the same destroy pull down deface obliterate or obscure or permit or suffer to be destroyed pulled down defaced obliterated or obscured any marking of the name of a street way place row of houses or block of buildings lawfully set up:

Provided that paragraph (d) of this section shall not apply where the marking is destroyed pulled down defaced obliterated or obscured in connection with the demolition alteration or erection of a building or structure or any part thereof if notice of intention so to do is given to the local authority not less than three days before the marking is destroyed pulled down defaced obliterated or obscured."

Section 11: London Building Acts (Amendment) Act, 1939 – Part II Numbering or naming of buildings.

"(1) The Council may order that any buildings in a street way place row of houses or block of building shall for the purpose of distinguishing them be marked (whether already marked by a number or name or not) with such numbers or names or numbers and names as may be specified in the order and that any existing numbers or names which differ from those specified in the order shall be abolished.

(2) For the purpose of subsection (1) of this section a number followed by a letter or a fraction shall be deemed to be a number.

(3) Where a name has been given otherwise than in pursuance of subsection (1) of this section to a building and is in the opinion of the Council unsuitable or likely to cause delay or inconvenience in executing any public service they may without prejudice to the exercise from time to time of the powers of the Council under the said subsection (1) by order assign a name to the building in substitution for such first-mentioned name.

(4) (a) Before making an order under this section as respects the substitution of a name of a building for an existing name thereof the Council shall give notice of their intention of so doing to the owner of the building.

(b) Every such notice shall state the manner in which and the time (being not less than one month after the date of the notice) within which objections to the intended order may be sent to the Council and the Council shall before making the order consider any objection so sent to them and may if they think fit having regard to any such objection amend any name which they have proposed to assign.

(5) Whenever the Council have made an order under this section they shall transmit a copy thereof to the local authority and it shall be the duty of the local authority to perform all necessary acts and to take all requisite proceedings for carrying the order into effect.

(6) The local authority shall give notice to the owner or occupier of every building to which an order made by the Council under this section relates requiring him to mark the building or some part of the premises of which the building forms part with the number or name or number and name which the Council have ordered in accordance with any regulations made in pursuance of section 12 (Regulations as to marking of numbers and names of buildings) of this Act and to remove within such time as may be specified in the notice any number or name marked on the building or on the premises of which the building forms part which differs from that specified in the order.

(7) Whenever the marking of a number or name or number and name of a building assigned by an order of the Council is destroyed pulled down defaced obliterated or obscured the owner or occupier of the building shall within the time specified in a notice from the local authority requiring him so to do renew the marking in accordance with regulations as aforesaid.

(8) If any notice by a local authority in pursuance of this section is not complied with the local authority shall cause the number or name or number and name of the building to be marked in accordance with regulations as aforesaid and any number or name which differs from that specified in the order to be removed.

(9) So much of this section as relates to names shall not apply-

- (a) to a theatre cinematograph theatre or music hall; or
- (b) to premises which are at the date of the passing of this Act licensed for the sale of intoxicating liquor for consumption on the premises or any premises erected in substitution therefor so long as the premises are so licensed."

Section 12: London Building Acts (Amendment) Act, 1939 – Part II Regulations as to marking of numbers and names of buildings.

"The Council shall make regulations with respect to the marking of the numbers or names or numbers and names of buildings in a street way place row of houses or block of buildings and without prejudice to the generality of the foregoing provision such regulations may provide for the number or name or number and name of any building to be marked in some

appropriate position either on the building or on some part of the premises of which the building forms part as may be prescribed by the regulation.”

Section 13: London Building Acts (Amendment) Act, 1939 – Part II Offences as to numbering or naming of buildings.

“No person shall –

- (a) mark on any building or on the premises of which the building forms part of any number or name thereof –
 - (i) different from a number or name lawfully given thereto or ordered in respect thereof; or
 - (ii) except in accordance with any regulations made in pursuance of section 12 (Regulations as to marking of numbers and names of buildings) of this Act;
- (b) otherwise than for the purpose of renewing the same destroy pull down deface obliterate or obscure or permit or suffer to be destroyed pulled down defaced obliterated or obscured the marking of any number or name as the case may be lawfully given to or ordered in respect of any building:

Providing that –

- (a) where any premises are used for the purposes of any commercial undertaking (including any theatre cinematograph theatre or music hall or any premises which are at the date of passing of this Act licensed for the sale of intoxicating liquor for consumption on the premises or any premises erected in substitution therefor so long as the premises are so licensed) proceedings for an offence under subparagraph (ii) of paragraph (a) of this section shall not be taken by reason only of the fact that the name lawfully given to the building in addition to being marked thereon or affixed thereto in accordance with any regulations made in pursuance of section 12 (Regulations as to marking of numbers and names of buildings) of this Act is also marked otherwise in accordance with such regulations if such additional marking does not obscure or obliterate the name as marked affixed to the building in accordance with such regulations;
- (b) paragraph (b) of this section shall not apply where the marking of the number or name or number and name as the case may be of a building is destroyed pulled down defaced obliterated or obscured in connection with the demolition alteration or erection of a building or any part thereof if notice of the intention so to do is given to the local authority not less than three days immediately before the marking of the number or name or number and name as the case may be is destroyed pulled down defaced obliterated or obscured.”

Section 14: London Building Acts (Amendment) Act, 1939 – Part II Record of names of streets &c. and numbering or names of buildings.

“(1) The Council shall keep a record of –

- (a) the names lawfully given or assigned to streets ways places rows of houses or blocks of buildings; and
- (b) the numbers or names or numbers and names with which they order buildings to be marked;

and such record shall be kept in such form as to show –

- (i) as respects alterations in the names of streets made by order or resolution since the first day of January eighteen hundred and fifty-six the date of the order or resolution by which such alteration was made and as respects names assigned to streets ways places rows of houses or blocks of buildings after the commencement of this Act the date of the order

APPENDIX 1

- (ii) assigning the name and the immediately previous name or names (if any) borne by the street way place row of houses or block of buildings ; and the date of the order assigning numbers or names or numbers and names to buildings or assigning a name to a building in substitution for another name and the immediately previous numbers and names (if any) of the buildings.

(2) It shall upon payment of such a reasonable fee as the Council may from time to time to determine lawful –

- (a) for any person at any reasonable hour to inspect such record and to take a copy of any portion thereof; and
- (b) for the Council to furnish a copy or information as to the contents of any portion of such record to any applicant.”

Section 15: London Building Acts (Amendment) Act, 1939 – Part II Proceedings by local authority.

“(1) Proceedings for the recovery of a fine in respect of any contravention of or failure to comply with the provisions of section 10 (Wrongful setting up of names of streets &c.) or section 13 (Offences as to numbering or naming of buildings) of this Act may be taken by the local authority.

(2) Where a local authority are required or empowered by this Part of this Act in default of any other person to cause the name of a block of buildings or a number or a name or a number and name of a building to be set up marked renewed or removed they may recover the expenses of doing so from the owner or owners of the block of buildings or part thereof the owner or occupier of the building as the case may be.

(3) All power rights and remedies given to a local authority by Part of this Act shall be deemed in addition to and not in derogation of any other powers rights or remedies conferred on them by any other Act.”

APPENDIX B – Applying for Street Naming and Numbering – Guidance for Applicants

An online application can be made to the London Borough of Barnet Street Naming and Numbering department by visiting our website www.barnet.gov.uk. Alternatively, a PDF version can be downloaded and completed and either returned by email to street.naming@barnet.gov.uk or by post.

The following are the types of application that can be submitted:

- Naming of a new street(s)
- Naming of a new or existing building(s)
- Numbering of new or existing building(s)
- Naming and numbering of a new or existing building(s)
- Naming of new street(s) and building(s) and numbering of building(s)
- Renaming of existing street(s)
- Renaming of existing building(s)
- Renumbering of existing building(s)

When making an application for any of the above, the following must be completed as part of the application:

- Property developer or owners contact name, address and contact details
- Location and type of development
- If a large development, the suggested marketing name
- Planning permission and Building Control reference numbers
- Where applicable:
 - At least three street names suggestions, listed in order of preference, for each proposed new street and/or;
 - At least three building name suggestions, listed in order of preference, for each proposed new or existing building name
- Current status of the building to be provided, i.e. under construction, in use, unoccupied, planning application stage, etc.
- Estimated date of occupation / completion
- Dwelling classification, e.g. detached, semi-detached, terraced, self-contained flat, etc.
- Commercial or industrial classification, e.g. retail unit, office, warehouse, etc.
- Confirmation of postal delivery points for flats or units
- For commercial or industrial buildings, organisational name if known

The following information should accompany the application form and must be provided in either electronic format or hard copy:

- Site location plan – showing site location in relation to any existing streets
- Site layout plan(s) – showing unique plot numbers and placement of front door or primary access of each plot
- The appropriate fee
- Where new streets are to be addressed, georeference CAD drawings showing full extent (layout) of new streets with clearly marked end points
- Accommodation schedule for large developments
- Where applicable, internal layout plans for developments which are subdivided at floor level – showing unique plot numbers and placement of front door or primary access of each plot

On receipt of the above, the application will be processed and vetted to ensure all information needed has been provided.

Once valid, an acknowledgment letter will be sent with an estimated length of time required for the Street Naming and Numbering process and the contact details of your case officer. The allocated Street Naming and Numbering Officer of the application will then:

- Check that the appropriate planning permissions are in place and whether a Building Regulations application has been received
- Check to ensure that the proposal is in accordance with the conventions as listed in this policy, if not, they will contact the applicant directly and advise
- Check existing current records held by the Local Authority for the site and allocate addresses to plot numbers to create numbering schedule
- A draft of the numbering schedule will then be sent for approval. N.B. With regards to approval, this is only in terms of ensuring that all plots have been identified by the Street Naming and Numbering Officer.

Where a street name(s) is being sought, giving that suggestions conform to the policy, the names will be sent for consultation with the London Fire Brigade. Should the suggestions not meet any objection(s), a public Notice of Intention will be posted at the site of the new street, allowing 28 days for any objections to be received. If objections are met, the applicant will be informed.

Where a building name(s) is being sought, giving that suggestions conform to the policy, the names will be sent for consultation with the London Fire Brigade. If objections are met, the applicant will be informed.

Newly allocated addresses will be sent to Royal Mail for consultation for allocation of the Postcode. On receipt of the postcode(s), the London Borough of Barnet Street Naming and Numbering department will issue a Decision Notice confirming the new Official Address(es).

APPENDIX 1

APPENDIX C – Conventions and Best Practice Addressing Classifications

The following tables are naming and numbering conventions for specialised buildings, specifying suffixes that should be allocated to facilitate easy identification of buildings and its relevant use, which will be followed by the Street Naming and Numbering Officer when allocating Official Addresses.

Addressable Object Category	Addressable Object Description	Explanatory Notes	Examples
Commercial Attractions	Agricultural	All agricultural buildings shall be officially addressed; this includes Farms, Fisheries and Horticulture buildings.	<i>Mays Lane Farm, Mays Lane, Barnet</i> <i>Willow Lodge, Mays Lane Farm, Mays Lane, Barnet</i>
		New and existing agricultural buildings that are to be named/renamed and can use the name of existing streets or geographical areas within the Borough provided the building lies within the named street/area and no other building is already using the same or similar name.	
		Ancillary buildings within the agricultural boundaries shall also be captured as a secondary addressable object name.	
		An appropriate suffix shall be allocated, e.g. Farm, Fishery.	
		Where appropriate, agricultural buildings will be allocated a street number, however, this is not mandatory.	
		It should be noted, that all names for agricultural buildings are subject to the same building naming conventions as those set out in this policy in Section 10.9 - Naming of Building Conventions.	
	Ancillary Buildings	All Ancillary buildings shall be officially addressed, even if they are only going to be in place for a temporary period of time. This includes security huts, site offices and control buildings.	<i>Site Office, 1 Smith Street, Barnet</i>
		Where applicable, the appropriate prefix shall be given to explain what the ancillary building is being used for, e.g. Site Office.	
		For large sites, such as Hospitals, Colleges, construction sites, etc., ancillary buildings shall be officially addressed using the naming and numbering conventions as set out in this policy in Section 10.9 - Naming of Building Conventions and Section 11.6 - Numbering Conventions.	

APPENDIX 1

Addressable Object Category	Addressable Object Description	Explanatory Notes	Examples
Commercial Attractions	Community Services	All Community Service buildings shall be officially addressed, this includes; Courts of Law, Public Halls/Other Community Facilities, Church Halls/Religious Meeting Places/Halls, Community Service Centres/Offices, Recycling Sites/Public Household Waste Recycling Centres, Cemeteries/Crematoriums/Graveyards.	
		All new and existing community service buildings that are to be named/renamed can use the name of existing streets or geographical areas within the Borough provided the building lies within the named street/area and no other building is already using the same or similar name.	
		If a street number does not exist, it must be allocated a street number within the street where the main entrance lies.	
		It should be noted, that all names for community service buildings are subject to the naming and numbering conventions as set out in this policy in Section 10.9 - Naming of Building Conventions and Section 11.6 - Numbering Conventions.	
		An appropriate suffix shall be allocated where necessary to help the emergency services easily identify the building(s). See following for examples: <u>Law Court:</u> Courts of Law shall be officially named with an appropriate suffix, e.g. Magistrates Court, High Court or Crown Court, etc. <u>Public Hall/Other Community Facility:</u> Public halls and other community facilities may include; Scouts, Boys Brigade, Guides, Youth Clubs, Day Care Centres, Community Centres, Adult Day Centres, Children's Resource Centre, Voluntary Centre, etc., and shall be allocated an appropriate suffix. <u>Church Hall/Religious Meeting Place/Hall:</u> Buildings associated with a Place of Worship can be named/renamed using the Place of Worships name, provided that there is not another building already using the same or similar name within close proximity. An appropriate suffix shall be allocated, e.g. Hall, Meeting Hall, etc. <u>Community Service Centre/Office:</u>	
			<p><i>Hendon Magistrates Court, 1 Hendon Lane, London</i></p> <p><i>Barnet Town Hall, 1 High Street, London</i></p> <p><i>St Johns Hall, St Johns Church, 1 High Street, London</i></p> <p><i>Barnet Community Centre, 1 High</i></p>

APPENDIX 1

	Community Services (Con.)	<p>An appropriate suffix shall be allocated, e.g. Community Centre, Centre, and Office.</p> <p><u>Recycling Site/Public Household Waste Recycling Centres:</u> An appropriate prefix/suffix should be allocated to the site, clearly identifying what it is used for.</p> <p><u>Cemetery/Crematorium/Graveyard:</u> An appropriate suffix shall be allocated, e.g. Cemetery, Crematorium, Chapel of Rest, Burial Ground, etc. Ancillary buildings within the grounds shall also be captured as a secondary addressable object name.</p>	<p><i>Street, London</i></p> <p><i>Civic and Amenity Recycling Centre, 1 Smith Street, London</i></p> <p><i>Barnet Cemetery and Crematorium, 1 Smith Street, London</i></p>
	Car Parks	<p>All new and existing car parks that are to be named/renamed can use the name of existing streets or geographical areas within the Borough provided the car park lies within the named street/area and no other car park is using the same or similar name.</p> <p>Car parks will not be allocated a street number and will not be postally addressable.</p> <p>An appropriate suffix shall be allocated, e.g. Car Park.</p>	<p><i>Smith Street Car Park, Smith Street, London</i></p>
Emergency Services	Police / Fire / Ambulance Stations	All Emergency Services building shall be officially addressed, this includes Police, Fire and Ambulance stations.	<i>Colindale Police Station, 1 Colindale Road, London</i>
		All Police/Fire/Ambulance Stations that are to be named/renamed can use the name of existing streets or geographical areas within the borough provided the Emergency Service Station lies within the named street/area and no other Emergency Service Station is already using the same or similar name.	<i>Barnet Fire Station, 1 Smith Street, London</i>
		An appropriate suffix shall be allocated, e.g. Police Station, Fire Station or Ambulance Station.	<i>Edgware Ambulance Station, 1 High Street, London</i>
		If a street number does not exist, one shall be allocated within the street where the main entrance lies.	
		Ancillary buildings within the emergency services station boundaries should also be captured as a secondary addressable object names. For example, Police headquarters could contain several buildings on one site. All buildings shall be officially addressed using the naming and numbering conventions as set out in this policy in Section 10.9 - Naming of Building Conventions and Section 11.6 - Numbering Conventions.	

APPENDIX 1

Addressable Object Category	Addressable Object Description	Explanatory Notes	Examples
Retail	Shopping Centres, Retail Parks and Industrial Estates	All Shopping Centres, Retail Parks and Industrial Estates shall be officially addressed. In order to minimise confusion, the address of each commercial building will be a sustainable address that can be reused regardless of the business or organisation that occupies the building. Appropriate unit numbers will be allocated, which will remain constant, even in the event that the business that occupies the premises should change.	<i>Unit 1, Brunswick Retail Park, 1 High Street, London</i> <i>Unit 2, Brunswick Retail Park, 1 High Street, London</i> <i>Unit 1, Brunswick Retail Park, 1 Commercial Street, London</i> <i>Unit 2, Brunswick Retail Park, 1 Commercial Street, London</i>
		All Shopping Centres, Retail Parks and Industrial Estates that are to be named/renamed can use the name of existing streets or geographical areas within the borough provided the building(s) lies within the named street/area and no other building is already using the same or similar name.	
		If the shopping centre, arcade, mall, retail park, shopping precinct or industrial park comprises of more than one officially named street, buildings shall each be numbered to the street from which they are accessed.	
		<p>It should be noted that names for Shopping Centres, Retail Parks and Industrial Estates etc., are subject to the same building naming conventions as those as set out in this policy in Section 10.9 - Naming of Building Conventions. See following examples:</p> <p><u>Shopping Centres, Arcades or Malls:</u> A name shall be agreed based on the building naming conventions defined in this policy and each shop/unit within will be required to have its own unique number. The building shall be officially addressed from the street where it is deemed to have its main or primary access.</p> <p><u>Retail Parks & Open Air Shopping Precincts:</u> A name shall be agreed for the park or precincts based on the naming conventions defined within this policy. Each individual unit will be required to have a unique number.</p> <p><u>Industrial Estates:</u> Where appropriate a name will be given to an industrial park. Each individual unit or yard shall be required to have a unique number.</p>	
	Petrol Stations, Service	<p>Unless officially named, these types of buildings shall be described as Petrol Filling Stations.</p> <p>If a street number does not exist, one will be allocated within the street</p>	<i>Smith Street Petrol Filling Station, Smith Street, London</i>

APPENDIX 1

	Stations, Filling Stations, Gas Stations	where the main entrance lies.	
		It should be noted that names for Petrol Filling Stations are subject to the same building naming conventions as set out in this policy in Section 10.9 - Naming of Building Conventions.	
	Markets (Indoor / Outdoor)	All new and existing markets that are to be named/renamed can use the name of existing streets or geographical areas within the Borough provided the market lies within the named street/area and no other market is using the same or similar name.	<i>Totteridge Market, Smith Street, London</i> <i>Smith Street Market, Smith Street, London</i>
		Markets shall not be allocated a street number and will not be postally addressable.	
		An appropriate suffix shall be allocated, e.g. Market	
	Public Houses / Bars/ Nightclubs	If a street number does not exist, one will be allocated within the street where the main entrance lies.	
		If the public house/bar/nightclub name is known, then it should be provided so records can reflect the name of the premises, however, it will not be part of the Official Address.	
		If the premise contains living accommodation, then they shall officially addressed.	
Education	Children's Nursery	All new and existing Children's Nurseries shall be officially addressed. The name can use the name of existing street or geographical area within the Borough, provided the establishment lies within the named street/area and no other building is already using the same or similar name.	<i>Smith Street Nursery, Smith Street, London</i> <i>East Barnet Pre-School, High Street, Barnet</i>
		New and existing Children's Nurseries cannot duplicate or be similar to any other Children's Nursery names already existing within the Borough, as this can lead to confusion, particularly in an emergency.	
		An appropriate suffix shall be allocated, e.g. Child Day Care Centre, Pre School, Nursery, etc.	
		If a street number does not exist, one will be allocated within the street where the main entrance lies.	
		It should be noted that names for Children's Nurseries are subject to the same naming and numbering conventions as those as set out in this policy in Section 10.9 - Naming of Building Conventions and Section 11.6 - Numbering of Buildings.	
Addressable Object Category	Addressable Object Description	Explanatory Notes	Examples
E	School or	All new and existing Schools or Academies that are to be named/renamed	

APPENDIX 1

c	Academies	can use the name of existing streets or geographical area within the Borough, provided the school or academy lies within the named street/area and no other school or academy is already using the same or similar name.	<i>Mill Hill Academy, Smith Street, London</i>
		When assigning a new School or Academy name, where possible, to help reinforce local/historical character, the London Borough of Barnet encourages name suggestions that reflect the area's history.	<i>Finchley Infant School, Smith Street, London</i> <i>Finchley Junior School, Smith Street, London</i>
		School/Academy names cannot duplicate or be similar to any other School/Academy names already existing within the Borough (exceptions apply to Infant/Junior or Lower/Upper Schools/Academies at split sites) as this can lead to confusion, particularly in an emergency.	
		An appropriate suffix shall be allocated, e.g. School or Academy, Primary School, Secondary School, Grammar School, Comprehensive School, High School, etc.	<i>Smith Building, Hendon School, High Street, London</i>
		Ancillary buildings within the school premises shall also be captured as a secondary addressable object name.	
		Any associated residential accommodation, e.g. a caretaker's house shall be official addressed as part of the School Site.	<i>Caretakers House, Hendon School, High Street, London</i>
		Schools/Academies shall not be allocated a street number.	
		It should be noted that names for Schools and Academies are subject to the same naming conventions as those set out in this policy in Section 10.9 - Naming of Building Conventions.	
	College	All new and existing College campuses shall be officially named and can use the name of an existing street or geographical area within the Borough provided the College lies within the named street/area and no other College is already using the same or similar name.	<i>Hendon Sixth Form College, High Street, London</i>
		When assigning a new College name, where possible, to help reinforce local/historical character, the London Borough of Barnet encourages name suggestions that reflect the area's history.	
		College campus names cannot duplicate or be similar to any other College names already existing within the Borough (exceptions apply to Sixth Form Colleges linked to secondary schools) as this can lead to confusion.	
		College campuses will not be allocated a street number.	
		An appropriate suffix shall be allocated, e.g. College or Sixth Form College.	<i>Smith Building, Hendon Sixth Form College, High Street, London</i>
		Ancillary buildings within the college campus shall also be captured as a secondary addressable object name.	
		Any associated residential accommodation, e.g. a caretaker's house shall be official addressed as part of the college site.	<i>Caretakers House, Hendon Sixth Form College, High Street, London</i>
	College (Con.)	It should be noted that names for Colleges are subject to the same naming	

APPENDIX 1

		conventions as those set out in this policy in Section 10.9 - Naming of Building Conventions.	
	Universities	All new and existing University campuses that are to be named/renamed can use the name of existing streets or geographical areas within the borough provided the university lies within the named street/area and no other university is already using the same or similar name.	<i>Barnet University, Commercial Street, London</i>
		When assigning a new University name, where possible, to help reinforce local/historical character, the London Borough of Barnet encourages name suggestions that reflect the area's history.	
		Universities will not be allocated a street number.	
		Ancillary buildings within the university campus shall also be captured as a secondary addressable object name, e.g. faculty buildings.	<i>Library, Barnet University, Commercial Street, London</i>
		Any associated residential accommodation, e.g. halls of residence shall be official addressed as part of the college site.	
		Individual student rooms may further be officially addressed with each being allocated its own unique number.	<i>Rooms 1-50, Halls of Residence, Barnet University, Commercial Street, London</i>
		If a University comprises of more than one officially named street, the buildings will be addressed to the street from which they are accessed.	
		It should be noted that names for Universities are subject to the same naming conventions as those set out in this policy in Section 10.9 - Naming of Building Conventions.	
Medical (Public & Private Sector)	Hospitals	All new and existing Hospitals shall be officially named can use the name of existing streets or geographical areas within the borough provided the hospital lies within the named street/area and not other hospital is already using the same or similar name.	<i>Finchley Hospital, High Street, London</i>
		When assigning a new Hospital name, where possible, to help reinforce local/historical character, the London Borough of Barnet encourages name suggests that reflect the area's history.	<i>Maternity Building, Finchley Hospital, High Street, London</i>
		The appropriate suffix shall be allocated, e.g. Hospital or Medical Centre.	
		Ancillary/sub buildings within the hospital site shall also be captured as a secondary addressable object name.	

Addressable Object Category	Addressable Object Description	Explanatory Notes	Examples
	Hospitals	If a hospital comprises of more than one officially named street, the buildings	

APPENDIX 1

(Public & Private Sector)	(Con.)	within the site will be named to the street from which they are accessed.	
		Hospitals shall not be allocated a street number.	
		It should be noted that names for Hospitals are subject to the same naming and numbering conventions as those set out in this policy in Section 10.9 - Naming of Building Conventions.	
	Dentist	All Dental Surgeries shall be officially addressed using the appropriate prefix, e.g. Dental Surgery, Dentist.	
		If the dentist/dental surgery company or organisation name is known, then it should be provided so records can reflect the name of the premises, however, it will not be part of the Official Address.	
		All dentists are subject to the same naming and numbering conventions as set out in this policy in Section 10.9 - Naming of Building Conventions and Section 11.6 - Numbering of Buildings.	
	General Practice Surgery / Clinic/ Professional Medical Services	All General Practice Surgeries/Clinics/Professional Medical Services shall be officially addressed, this includes; Health Centres, Day Care Services, Drugs Clinic, Family Services, NHS Walk in Clinics, etc., and can use the name of existing streets or geographical areas within the borough provided the hospital lies within the named street/area and not other hospital is already using the same or similar name.	<i>Smith Road Doctors, 1 Smith Road, London</i>
		All general practice surgeries/clinics/professional medical services are subject to the same naming and numbering conventions as set out in this policy in Section 10.9 - Naming of Building Conventions and Section 11.6 - Numbering of Buildings.	
		Where possible, an appropriate Suffix should be used, e.g. Doctors Surgery, Medical Centre, Chiropractor, Therapist, etc., to help identify for Emergency Services the use of the premises.	
		If the general practice surgery/clinic company or organisation name is known, then it should be provided so records can reflect the name of the premises, however, it will not be part of the Official Address.	
	Hospices	All Hospices shall be officially addressed and can use the name of existing streets or geographical areas within the borough provided the it lies within the named street/area and the name is not is already being used.	<i>Edgware Hospice, High Street, London</i>
		If the Hospice company or organisation name is known, then it should be provided so records can reflects the name of the premises, however, it will not be part of the Official Address.	
		The appropriate suffix shall be allocated, e.g. Hospice.	
		All Hospices should be officially addressed and are subject to the same	

APPENDIX 1

		naming and numbering conventions as set out in this policy in Section 10.9 - Naming of Building Conventions and Section 11.6 - Numbering of Buildings.	
Commercial Lodging	Hotels / B&Bs	All Hotels and B&Bs shall be officially addressed. However, individual rooms will not be captured as part of the Official Address unless there are sub-properties whose occupants are subject to receiving mail.	
		If the Hotel/B&B company name is known, then it should be provided so records can reflect the name of the premises, however, it will not be part of the Official Address.	
		It should be noted that official addresses for hotels/B&Bs are subject to the same naming and numbering conventions as set out in this policy in Section 10.9 – Naming of Building Conventions and Section 11.6 – Numbering of Buildings.	
Residential	HMO / Bedsit / Nursing Homes	Accommodation sites that are occupied by more than one household will be allocated a building number as set out in this policy in Section 11.4 – Numbering of Buildings.	<i>Room 1-5, 1 Smith Street, London</i>
		For buildings where there are sub-properties whose occupants receive service delivery, they will be internally numbered using an appropriate prefix, e.g. Room.	
	Residential Institution	All Care / Nursing Homes, Communal Residence (Retirement homes) and Residential Education (Boarding School Accommodation) shall be officially addressed.	
		If the residential institution company name is known, then it should be provided so records can reflect the name of the premises, however, it will not be part of the Official Address.	
		An appropriate suffix shall be allocated, e.g. Nursing Home, Retirement Home.	
		It should be noted that official addresses for residential institutions are subject to the same naming and numbering conventions as set out in this policy in Section 10.9 – Naming of Building Conventions and Section 11.6 – Numbering of Buildings.	

Addressable Object Category	Addressable Object Description	Explanatory Notes	Examples
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APPENDIX 1

Industrial	Applicable to manufacturing, engineering, maintenance, storage / wholesale distribution and extraction sites	All industrial buildings/sites shall be official addressed; this includes Factories/Manufacturing Sites/Warehouses/Workshops/Storage Depots/Recycling Plants.	<i>Whetstone Recycling Plant, Commercial Road, London</i>
		New and existing industrial buildings/sites are to be named/renamed and can use the name of existing streets or geographical areas within the borough provided the industrial site lies within the named street/area and not other industrial site is already using the same or similar name.	<i>High Street Warehouse, 1 High Street, London</i>
		If the industrial company or organisation name is known, then it should be provided so records can reflect the name of the premises, however, it will not be part of the Official Address.	
		The appropriate suffix should be used, e.g. Recycling Plant, Warehouse, Workshop, Storage Depot, etc.	
		Where appropriate, a street number will be allocated within the street where the main entrance lies.	
		Ancillary buildings within the grounds shall also be captured as a secondary addressable object name.	
		All industrial buildings/sites official addresses are subject to the same naming and numbering conventions as set out in this policy in Section 10.9 - Naming of Building Conventions and Section 11.6 - Numbering of Buildings.	
Leisure	Libraries	All Libraries shall be officially addressed and the appropriate suffix shall be allocated, e.g. Library.	<i>Finchley Library, High Street, London</i>
		All new and existing Libraries that are to be named/renamed, can use the name of existing streets or geographical areas within the Borough, provided the building lies within the named street/area and no other building is already using the same or similar name.	
		All Libraries are subject to the same naming and numbering conventions as set out in this policy in Section 10.9 - Naming of Building Conventions and Section 11.6 - Numbering of Buildings.	
Leisure	Museums / Galleries	All Museums and Galleries shall be officially addressed and are subject to the same naming and numbering conventions as set out in this policy in Section 10.9 - Naming of Building Conventions and Section 11.6 - Numbering of Buildings.	<i>High Barnet Gallery, 1 Commercial Street, London</i>
		If the company or organisation name is known, then it should be provided so records can reflect the name of the premises, however, it will not be part of the Official Address.	
	Leisure /	All leisure centres shall be officially addressed, this includes; Indoor / Outdoor Centres, Sporting Activity Centres, Cricket Grounds, Golf Courses,	<i>Barnet Golf Course, High Street,</i>

APPENDIX 1

	Sports Centres	<p>Swimming Pools, Football Grounds, Horse Riding Stables, Playing Fields, Rugby Pitch, Recreation Grounds, etc.</p> <p>An appropriate suffix shall be allocated, e.g. Centre, Playing Fields, etc., to help identify for Emergency Service use of site.</p> <p>All new and existing leisure and sport centres are to be named/renamed can use the name of existing streets or geographical areas within the Borough provided the building/site lies within the named street/area and no other building/site is already using the same or similar names.</p> <p>Where appropriate, a street number will be allocated within the street where the main entrance lies.</p> <p>It should be noted, that all official addresses for leisure and sports centres are subject to the naming and numbering conventions as set out in this policy in Section 10.9 – Naming of Building Conventions and Section 11.6 – Numbering Conventions.</p> <p>If the company or organisation name is known, then it should be provided so records can reflect the name of the premises, however, it will not be part of the Official Address.</p>	<p><i>Barnet</i></p> <p><i>Smith Street Play Fields, Smith Street, London</i></p>
	Cinema / Theatre / Concert Hall	<p>All Cinemas, Theatres and Concert Halls shall be officially addressed and are subject to the same naming and numbering conventions as set out in this policy in Section 10.9 - Naming of Building Conventions and Section 11.6 - Numbering of Buildings.</p> <p>All new and existing cinemas, theatres and concert halls that are to be named/renamed can use the name of existing streets or geographical areas within the Borough provided the building/site lies within the named street/area and no other building/site is already using the same or similar names.</p> <p>Where applicable, an appropriate suffix shall be allocated, e.g. Theatre.</p> <p>If the company or organisation name is known, then it should be provided so records can reflect the name of the premises, however, it will not be part of the Official Address.</p>	<p><i>Hendon Concert Hall, 1 Commercial Street, London</i></p>
Addressable Object Category	Addressable Object Description	Explanatory Notes	Examples
	Licensed Private Members' Club	<p>All Licensed Private Members' Club shall be officially addressed, this includes; Fitness Clubs, Country Clubs, Social Clubs, Political Party Headquarters, etc.</p> <p>All new and existing licensed private members' clubs that are to be</p>	<p><i>Hadley Wood Country Club, Smith Street, Barnet</i></p>

APPENDIX 1

		<p>named/renamed can use the name of existing streets or geographical areas within the Borough provided the building/site lies within the named street/area and no other building/site is already using the same or similar names.</p> <p>Where applicable, an appropriate suffix shall be allocated, e.g. Country Club.</p> <p>Where appropriate, a street number will be allocated within the street where the main entrance lies.</p> <p>All official addresses for licensed private members' clubs are subject to the naming and numbering conventions as set out in this policy in Section 10.9 – Naming of Building Conventions and Section 11.6 – Numbering Conventions.</p> <p>If the company or organisation name is known, then it should be provided so records can reflect the name of the premises, however, it will not be part of the Official Address.</p>	
Land	Allotments	All new and existing allotments that are to be named/renamed can use the name of existing streets or geographical areas within the Borough provided the allotment lies within the named street/area and no other allotment is using the same or similar name.	Smith Street Allotments, Smith Street, London
		Allotments shall not be allocated a street number and they shall not be postally addressable.	
		An appropriate suffix shall be allocated, e.g. Allotment.	
	Amenity (Open Spaces) and Parks	All new and existing amenities that are to be named/renamed can use the name of existing streets or geographical areas within the Borough provided the allotment lies within the named street/area and no other allotment is using the same or similar name.	New Barnet Park, Smith Street, London
		Amenities shall not be allocated a street number and they shall not be postally addressable.	
		An appropriate suffix shall be allocated, e.g. Park.	
Business	Offices / Office Block	All offices and office blocks shall be officially addressed using the naming and numbering conventions as set out in this policy in Section 10.9 – Naming of Building Conventions and Section 11.6 – Numbering Conventions.	
		An appropriate suffix shall be allocated, e.g. Building, Tower, etc.	
		If a street number does not exist, it shall be allocated within the street where the main entrance lies.	

APPENDIX 1

		For buildings where there are sub-properties who occupants receive service delivery, they will be internally numbered using an appropriate prefix, e.g. Office or Unit.	
	Business Park	All business parks shall be official addressed. In order to minimise confusion, the address of each commercial building will be a sustainable address that can be reused regardless of the business or organisation that occupies the building. Appropriate unit numbers will be allocated, which will remain constant, even in the event that the business that occupies the premises should change.	
		All new or existing business parks are to be named/renamed can use the name of existing streets or geographical areas within the Borough provided that the site lies within the names street/area and no other site is using the same or similar name.	
		An appropriate suffix shall be allocated, e.g. Business Park.	
		If the business park comprises of more than on officially named street, buildings shall be named and numbered to the street from which they are accessed.	
		Business parks are subject to the same naming and numbering conventions as set out in this policy in Section 10.9 – Naming of Building Conventions and Section 11.6 – Numbering of Buildings.	
Animal Centres	Cattery / Kennels	All Catteries and Kennels shall be officially addressed using the using the naming and numbering conventions as set out in this policy in Section 10.9 – Naming of Building Conventions and Section 11.6 – Numbering Conventions.	
	Animal Centres	All Animal Centres shall be officially addressed using the naming and numbering conventions as set out in this policy in Section 10.9 – Naming of Building Conventions and Section 11.6 – Numbering Conventions.	
	Vet / Animal Medical Treatment	All Vet and Animal Medical Centres shall be officially addressed using the naming and numbering conventions as set out in this policy in Section 10.9 – Naming of Building Conventions and Section 11.6 – Numbering Conventions.	
Utility	Waste Management	All Waste Management sites shall be officially addressed.	
		Waste management sites that are to be named/renamed can use the name of existing streets or geographical areas within the Borough provided that the waste management site lies within the named street/area and no other waste management site is already using the same or similar name.	
		Waste management sites shall not be allocated a street number.	

APPENDIX 1

		All names for waste management sites are subject to the same naming conventions as set out in this policy in Section 10.9 – Naming of Building Conventions.	
	Land Fill	<p>All Landfill sites shall be officially addressed.</p> <p>Landfill sites that are to be named/renamed can use the name of existing streets or geographical areas within the Borough provided that the waste management site lies within the named street/area and no other waste management site is already using the same or similar name.</p> <p>Landfill sites shall not be allocated a street number.</p> <p>All names for landfill sites are subject to the same naming conventions as set out in this policy in Section 10.9 – Naming of Building Conventions.</p>	
	Power Station	<p>All Power Stations shall be officially addressed.</p> <p>Power stations that are to be named/renamed can use the name of existing streets or geographical areas within the Borough provided that the waste management site lies within the named street/area and no other waste management site is already using the same or similar name.</p> <p>Power stations shall not be allocated a street number.</p> <p>All names for power stations are subject to the same naming conventions as set out in this policy in Section 10.9 – Naming of Building Conventions.</p>	

APPENDIX 1

APPENDIX D – Frequently Asked Questions

1. How do I register a new build/development/change existing house name/add a house name/query with my address?

Please complete the Street Naming and Numbering application form either online www.barnet.gov.uk or download the PDF and complete and return to street.naming@barnet.gov.uk.

Please ensure the following is submitted supporting a Street Naming and Numbering application:

- Site location plan – showing site location in relation to any existing streets
- Site layout plan(s) – showing unique plot numbers and placement of front door or primary access of each plot
- The appropriate fee
- Where new streets are to be addressed, georeference CAD drawings
- Accommodation schedule for large developments
- Where applicable, internal layout plans for developments which are subdivided at floor level – showing unique plot numbers and placement of front door or primary access of each plot

For address queries, please email in with details to street.naming@barnet.gov.uk so that a full investigate can be undertaken.

2. Who should apply for SNN?

- Owners or property developers building new houses, commercial or industrial premises, or;
- Owners or property developers undertaking conversion of existing residential, commercial or industrial premises which will result in the creation of new properties or premises, or;
- Owners wishing to amend their existing building name or add a building name to an existing numbered property.

The applicant should be the property developer, property owner, or an agent acting on their behalf. Developers should be aware that it is your responsibility to contact us to secure addresses for the development.

3. When should I apply for SNN?

Applications for new streets and addresses should be submitted as soon as possible after permission for the proposal has been granted. This is important as:

- A proposed new street must be approved by the Local Authority before addresses can be allocated to it (including a 28 day public consultation period), and;
- Most utility companies are reluctant to install services where an Official Address has not been allocated.

4. How long does it take to allocate an address?

The length of time taken for a Street Naming and Numbering application to be processed is dependant on a number of factors, such as complexity of the site and the potential need to carry out a consultation.

Major redevelopment sites, depending on the size, generally take longer as the process is often dependant on new street names being approved. The process is lengthened further if there are objection to any part of the proposal. Applicants should be considerate of the time taken for full consultation.

For more straightforward changes of address or requests for new address, application can usually be processed within 5-6 weeks.

5. Is there a charge for the Street Naming and Numbering service?

Yes, please refer to our fees and charges which can be found on our website www.barnet.gov.uk

Fees and charges application for the Street Naming and Numbering service are reviewed annually.

6. I have a property name and number; can I use the name instead of the number?

No, all buildings must be numbered as this is the primary postal address. The building name is regarded as an alias and can be used in conjunction with the number. The name cannot be used instead of the number.

7. Can I change/add a house name to my property?

Yes, so long as the suggested name complies with this the conventions as set out in this policy in Section 10.9 – Naming of Building Conventions. If your property already has a name, you can change it and if you property has a number only, a property name can be added.

8. My property, which is a new build and has been allocated an Official Address, does not appear on the Royal Mail database, why is this?

Once the Local Authority has issued a formal decision, Royal Mail must be informed that the dwelling is built/occupied before they can release the postcode onto their 'live' database. Within the decision noticed issued, there is an activation paragraph:

The Royal Mail have confirmed the postcodes for the new development and added them to their system. However, they do not make this information live until they are informed that properties are occupied/able to receive mail. You can do this by either calling Royal Mail on 08456 011110 Automated System: Option 3: Option 1 or by emailing Royal Mail addressmaintenance@royalmail.com

9. I have a query regarding my postcode/the incorrect delivery of mail, who can help with this?

All queries regarding postcodes or the incorrect delivery of mail should be directed to Royal Mail by visiting www.royalmail.com or contacting them on directly.

10. What will happen if I decide not to use your service to allocate an address to my property or development?

The London Borough of Barnet has the power to assign any name, where seen fit, to any street, row of houses or block of buildings, as well as having the powers to assigned any building for the purpose of distinguishing them, with a street number. The London Borough of Barnet is also under a duty to ensure that all names and building numbers are set up and kept set up. Failure to comply with this may result in enforcement action being taken. For full details see Section 17 – Enforcement of Street Naming and Numbering in this policy.

11. Can I change my address and tell Royal Mail myself?

Royal Mail will not accept new or amended property details from any organisation other than the Local Authority, it is also important that your address is correctly registered with the Local Authority so the information can be passed onto the Emergency Services.

12. Is there a fee to remove a property name?

Yes, there is a fee for all Street Naming and Numbering services.

13. What types of development do I need to apply for?

Anyone development that is taking place within the London Borough of Barnet that will require the creation of an address or the change of address, should apply to Street Naming and Numbering. This includes:

- New build developments (including demolishing and re-building a single property)
- Splits (e.g. conversion of a single building to flats or commercial units)
- Mergers (e.g. conversion of two units into one) Moving the main entrance to a different street

14. What are the consequences if a property is not registered with an Official Address?

If a property does not have an official address, occupiers are likely to experience significant difficulties. Occupiers using incorrect addresses or moving into a new property that has not been officially registered are likely to experience the following:

- Delay/failure to receive mail and other deliveries
- The post code being used is potentially incorrect as it has not been allocated by Royal Mail
- Delay/failure in getting utilities connected
- Delay/failure in setting up financial services
- Delay/failure to access key Council Services
- Delay/failure to be located in an emergency situation potentially causing loss of life

15. My address differs between different council departments, why is that?

Ideally, every building should have one unique address. For all new developments, street names are allocated and buildings are numbered on that street accordingly, these buildings therefore, will not experience any address discrepancies.

However, where buildings have not gone through the formal Street Naming and Numbering application process or for historical addresses that do not adhere to this policy addresses may differ. Some departments also do not have access to the information on the Local Land

and Property Gazetteer, meaning the information will be held on their databases that may not conform to this policy. We are endeavouring to ensure that these discrepancies are resolved as quickly as possible and with minimal impact to the building owner.

The confirmation of address process may need to be followed, see Section 12 – Confirmation of Address within this policy.

16. I have planning permission for my development from the London Borough of Barnet, why isn't the address included in that?

Although planning permission may have been granted, the Street Naming and Numbering department is the only department within the Local Authority that can create or change addresses within the borough boundary. We advise applicants that any development or conversion which necessitates the removal, changing or creation of an address or addresses must be officially registered by the Local Authority through the formal 'Street Naming and Numbering' process.

17. I have received a letter from the Street Naming and Numbering department about an unauthorised address being used, what should I do?

Information about unauthorised addresses may be obtained from both internal and external sources. We will write to you if we have identified a discrepancy against an official address held. It is likely that a Street Naming and Numbering application will be requested, however, in some circumstances, the confirmation of address may be followed. The letter will state how to proceed and give you the opportunity to rectify the issues before enforcement action is taken.

APPENDIX E – Distribution List

The London Borough of Barnet sends monthly updates to the following internal departments and external companies to keep them informed of any new or amended addresses within the Borough.

External:

Royal Mail
Valuation Office Agency
Ordnance survey
Land registry
A-Z Map Company Ltd
Three Valleys Water
Thames Water
London Ambulance
Metropolitan police
London Fire Brigade
British Telecoms
British Gas

Internal:

Council Tax
Electoral Registration
Local Land Charges
Highways
Barnet Homes
Infrastructure and Parking
School Admissions
Information Systems Customer and Support Group (CSG)

APPENDIX F – Glossary

- **Access Road** – a Street whose main function is to give access to buildings rather than provide a through route.
- **BS7666** – British Standard used for compilation and implementation of addressing.
- **Building** - a structure with a roof and walls
- **Building Prefix** – A word placed before another, e.g. Flat.
- **Building Suffix** – Building names ending with a terminal word
- **Compulsory Numbering** - a process that mandates the use of a new address
- **House naming** – Amending a name or adding a name to a property
- **Infill** – Property built between two existing properties or in the grounds of an existing property
- **Numbering** – allocating numbers and suffixes to properties, e.g. houses, bungalows, flats, maisonettes, industrial units, retail units, etc.
- **Numbering Suffix** - Letter following a number, e.g. 25A, 25B, (in-fill)
- **Plot** – A new property that is being built
- **Renaming** – Changing the name of an existing street
- **Renumbering** – Changing the house number or suffix for another
- **Retrospective numbering** - undertaken when a developer has failed to apply for Street Naming and Numbering but requires addresses for an existing building
- **Road naming** – allocating a name to a new street
- **Street** – Includes any highway, road, bridge, lane, mews, footpath, square, court, alley, passage whether thoroughfare or not
- **Street Suffix** – Street name ending with a terminal word
- **Unauthorised** – An addresses that is not officially registered with the Local Authority

Appendix G - Official Address Vs. Postal Address

The **Official Address** is held in the BS7666 format, which conforms to national standard for addressing BS7666:06. The Government prescribes this form of address for various statutory purposes, such as Planning applications and the Electoral Register. It is used in the Local Authorities primary address register, the Local Land and Property Gazetteer (LLPG). It is also the basis of the National Address Gazetteer to provide a single address list across the whole public sector. If an Official Address has been allocated, it does not necessarily mean that the building/land is postally addressable.

The **postal address** is the form of the address held by Royal Mail for the delivery of post. A Postcode will only be allocated by Royal Mail to properties that either a residential dwelling or a bon fide business address that has clear signage displaying the business name. The building (if business) needs to be occupied during business hours and must have a mail delivery point (letterbox) that is secure and easily accessible for the delivery of mail. Royal Mail accepts no responsibility for the use of the postal address for any other purpose than delivery of mail by them.

The following summarises the difference between the two types of address:

Address Element	Postal Address	Official Address (BS7666 Standard)	SNN Decision Notice
Flat Number/Name	Not usually included	Always included	Included if applicable
Property Name	Only included if no number	May be included for any property	Included if applicable
Property Number	Always included	Always included	Always included
Street Name	Not always included in rural areas	Always included	Always included
Locality/Village	Included where Royal Mail have operations need	Included where such a name exists	
Town	Included where Royal Mail have operations need	Always included	Always included
Post Town	Always included	Recorded separately from actual town	
Postcode	Always included where allocated	Always included where allocated	Always included

Locality names are not included in the Official Address as these areas do not have formally defined boundaries. A locality is only included in the Official Address in exceptional circumstances, where existing street names have historically been duplicated within the borough area. However, a locality name may be used in an address informally.

A 'town' name shall always be allocated to a street, which could be a larger village, city, borough town or recognised settlement name. It is the geographic name, rather than the Royal Mail 'Post Town'.