

# Street Naming and Numbering Advice Note

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Advice on the Naming and Numbering of Streets and Buildings in the City of London



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### Executive Summary

The appropriate naming of streets, and naming and numbering of buildings is essential for the identification of streets and buildings for administrative records, site delivery of mail, response to emergency situations and for locating streets and buildings by the general public. The procedure is set out in a range of statute applicable to London.

Upon authorisation of the street names, buildings names and numbers information are recorded in a national property register, and third parties such as Royal Mail notified of the approved address.

The street naming and numbering and process requires an application to be made. For new development this is normally initiated when construction works commence. The City of London Corporation (City Corporation) will then evaluate the proposal against a set of guidelines and if relevant consult with third parties.

To provide guidance on the rules applied to the naming of streets and buildings, and the use of property numbers a set of guidelines is set out. The guidelines build on responses from a range of third parties with respect to being able easily identify the street and property for access and mail delivery, and for the emergency services responses to emergency situations.

The City of London is the historic core from which the rest of London evolved. Many of the street and building names reference the evolving history of the City. This is encouraged and reference can be made to a range of sources of information. The City Corporation is committed to reflecting the contributions of all members of the City's community, particularly the Black, Asian and minority ethnic (BAME) community, to the City of London and thus would strongly encourage consideration to be given to such naming opportunities.

Having taken into consideration the issues set out, an on-line application can be submitted by a relevant party acting with permission of the owner of the site. Applications fees are applicable as set out in a schedule of charges. If one contacts the Street Naming and Numbering service prior to application the details of the application and charging fee can be agreed and then links to the application tool provided. Upon authorisation of the new address the City Corporation will then append information to the National Land Property Gazetteer and inform Royal Mail for postal delivery information.

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When the development scheme is completed, or revised address notified then it is important to ensure that the new name and number is appropriately displayed. In theory the City Corporation could take enforcement action if this is not pursued. Examples of good practice in the City of London are illustrated in the Appendices.

# 1. What is Street Naming and Numbering (SNN)?

### Purpose of the Advice Note

The purpose of this Advice Note is to provide guidance to developers and building owners / occupiers on the naming and numbering of streets and buildings in the City of London. It is relevant both to new developments, and the renaming and renumbering of existing streets and buildings.

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

- Way finding by the public.
- Delivery of post by the Royal Mail and courier services.
- Fast responses to emergencies by ambulance, police, and fire services.
- Record keeping, e.g. index to the National Land and Property Gazetteer and the Ordnance Survey address product AddressBase, registration of legal transactions, property taxation, and local authority planning, building control applications and licences.

It is important that the street names, property names and numbers are appropriate and are clearly displayed so that the public and service providers can quickly and easily locate a property and its entrance.

As a local authority, the City Corporation has a statutory duty to authorise names and numbers and ensure that these are displayed in an appropriate manner. The general rule is that the City Corporation will require a new address application for all new developments. Applications for the renaming/renumbering of existing streets and buildings are normally only made when convenient for owners and occupiers or to overcome existing anomalies.

### Statutory context

All proposals for new street or building names/changes of name in the City of London must by law be sent to the City Corporation for approval prior to being brought into use. There are four principal pieces of legislation and statutory instruments that apply to the Naming and Numbering of Streets and Buildings in London:

- London Building Acts (Amendment) Act 1939 Part II.

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

### **What does Street Naming and Numbering service do?**

The legislation and statutory instruments give local authorities responsibility for:

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

The name or number will be officially assigned when the City Corporation issues a Street Naming and Numbering Notification. This document becomes part of the legal description of the property, and a copy of the Authorisation will be sent to the applicants for their records. Details contained in the notification will be entered the National Land and Property Gazetteer (NLPG).

Details of new streets are entered onto the National Street Gazetteer (NSG)

In addition, the City Corporation send regular updates to various organisations including the Royal Mail to keep them informed of any new or amended addresses in the City of London. This alerts organisations to update their records to include new addresses. It is important to follow this process to ensure that the Royal Mail database includes the new addresses before the new properties are occupied. This will minimise the risk of problems that can occur if the address is not recognised by organisations such as utility companies, couriers, credit rating agencies and others.

Royal Mail is responsible for the allocation of postcodes and publishes associated information in the Postcode Address File (PAF).

### **National Gazetteers and AddressBase**

Both the National Street Gazetteer (NSG) and National Land and Property Gazetteer (NLPG) will be updated to include relevant authorisations made by the City Corporation for both street naming and building naming and numbering.

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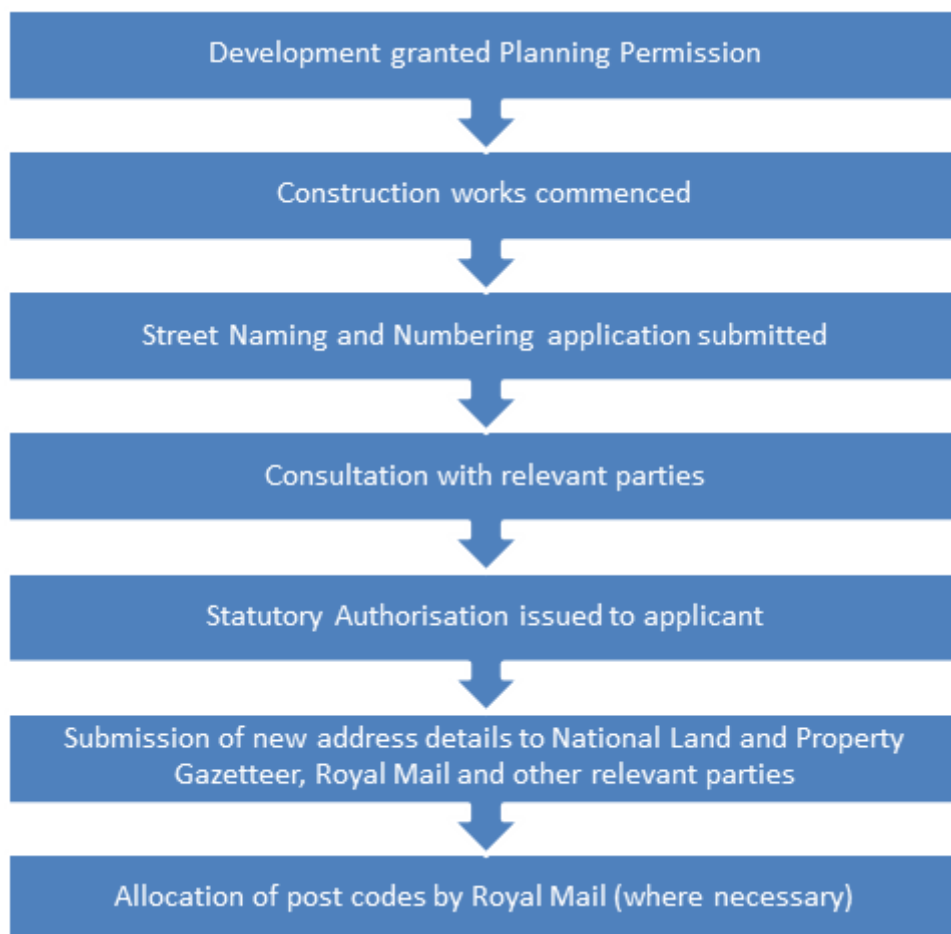
The National Street Gazetteer (NSG) holds details of the streets and is used primarily by local authorities and utility companies for the registration of street works.

The National Land and Property Gazetteer (NLPG) covers the whole of England and Wales and contains more than 30 million residential, business and non-postal addresses. It is a comprehensive and continually updated database of address data from local authorities with legal responsibility for the street naming and numbering of property. Data from the NLPG forms the core of AddressBase, the address database published by Ordnance Survey. This is used by over 1000 public and private sector organisations, including the emergency services, utility providers, insurers and many central government departments.

## 2. How are Street Naming and Numbering records created?

### Street Naming and Numbering Procedure

Any new development or change of address requires a street naming and numbering authorisation, which should be carried out at the earliest possible opportunity. For development schemes the typical procedure is set out in Diagram 1. This involves the submission of application when construction works have commenced. For renaming of streets and buildings and renumbering of buildings an application can be made at any time.



**Diagram 1: Street Naming and Numbering Procedure**

### Site redevelopments

Site redevelopments require planning permission. Applications for new names and numbers are encouraged at the demolition stage or early stages of construction works of the development.

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

### Change of existing name or number on an existing structure

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

### Consultation process

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

- a) **City of London Police and London Fire Brigade** - for the effective identification of an address in an emergency. The guidance and conventions contained in this document incorporate the guidelines set out by the London Fire Brigade in the “Naming and Numbering of Streets and Buildings” June 2008. The City Corporation will follow these guidelines and will also consult the London Fire Brigade specifically when seeking further guidance on interpretation and on the implications for responses to emergency situations.
- b) **Royal Mail** - to ensure effective delivery of post.
- c) **City Corporation Departments** and other relevant parties - to ensure accurate recording of property related information, consistency with administrative records and the historic context of the site.

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

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For Street Names, if there are no objections from relevant parties then a 'Notice of Intention' is posted on site for one month to allow residents and businesses the opportunity to raise objections, which the City Corporation is obliged to consider. Ward members relating to the site in question will be consulted.

If there are no objections new street names are authorised by a Senior Officer within the Department of the Built Environment under delegated powers. In the event of there being objections which cannot be overcome by negotiation, then the matter is reported to the City's Planning and Transportation Committee for consideration and decision.

The numbering of a property within a street is allocated by the City Corporation in conformance with numbering conventions developed in consultation with parties responsible for responding to emergencies, delivery of post, mapping and record keeping. The general rule is to ensure sequential numbering with no duplicate numbers – where proposals maintain a logical sequence and accurately reflect the entrance to each unit, wider consultation is not normally required. However, proposed departures from this rule will be subject to additional consultation before they can be approved.

### **Use of unapproved names for marketing**

If an application is submitted to the City at a late stage and is subsequently rejected, numerous problems can arise, especially if purchasers have bought properties marketed under an unapproved name. It is therefore advisable to be cautious in the use of the names for marketing purposes if the name has not been authorised. It should be pointed out in the literature distributed to prospective purchasers, for example, that marketing names are subject to approval and thus to possible change. An early Street Naming and Numbering application is encouraged to avoid problems at a subsequent stage. The City Corporation will not be liable for any costs or damages caused by failure to comply with this requirement.

### **National Standards**

The NSG and NLPG uses the British Standard BS7666 to ensure data format consistency across the country. Each street record has a Unique Street Reference Number (USRN). Each property has a Unique Property Reference Number (UPRN) which provides a reference key to join related address

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records across different datasets. All City Corporation street naming and numbering orders will include the relevant USRNs, UPRNs and Ordnance Survey map references.

For more information on the NLPG and NSG, including National Best Practice for Street Naming and Numbering, please see the [GeoPlace website](#). More information on AddressBase can be found on the [Ordnance Survey website](#).

### 3. Naming and numbering conventions

#### Background to the conventions

The street naming and numbering conventions are based upon the historic context of the City of London, national best practice, and are designed to reflect comments from consultees including the Fire Brigade and the Royal Mail.

On receipt of an application for a new street/building name, the City Corporation checks to ensure that the proposal is in accordance with general naming conventions, street naming conventions, and building naming and numbering conventions (as set out below). Proposals which fall outside these conventions may be subject to further consultation.

#### Street Names

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

- A. New names should **not duplicate** any name already in use in the area (including surrounding boroughs) where it could cause significant confusion in wayfinding or service delivery. A variation in just the suffix, e.g., street, road, avenue, will not normally be distinctive enough though may be acceptable where it is being used to reinforce a local area's historic identity and is unlikely to cause significant confusion. Duplication of the same name in widespread parts of the City will normally cause significant confusion and so will not be allowed.
- B. Names should not be **difficult to pronounce** or awkward to spell. Words of more than three syllables should generally be avoided. This is in order to avoid confusion in identifying sites.
- C. Within the City of London new **street names should normally end** with one of the following suffixes:
  - a. Avenue (For a wide road with trees on both sides)
  - b. Circus (For a large roundabout)
  - c. Crescent (For a crescent-shaped street)
  - d. Broadway
  - e. Close (For a cul-de-sac only)
  - f. Hill (For a steep street only)

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- g. Lane
- h. Place (This is not appropriate for individual buildings)
- i. Rise (For exceptional use on steep ground)
- j. Square (For a square only)
- k. Street (For any street)
- l. Way
- m. Wharf (On or near the Riverfront)

The suffix 'Road' has not historically been used in the City of London. The exception is Goswell Road which was inherited by the City in the London borough boundary changes of 1994. Other suffixes may be acceptable if they are consistent with the character and function of the street.

- D. **New pedestrian ways should normally end** with one of the following suffixes:
  - a. Walk
  - b. Path
  - c. Way
  - d. Alley
  - e. Passage
  - f. Arcade (For a covered walkway with retail units)
  
- E. **The use of the suffix North, South, East or West** (as in Alfred Street North and Alfred Street South) is not acceptable when the street is in two separate parts with no vehicular access between the two. In such a case one half should be completely renamed.
  
- F. **Avoid having two phonetically similar names** within a postal area and, if possible, within the City, e.g. Churchill Street and Birchill Street. This is to minimise confusion in response to emergency situations. The consultation process with the Emergency Services will normally eliminate this potential problem as objections are raised.
  
- G. **Street names** that previously existed within the City of London **can be reinstated** if there is no duplication with current street names.
  
- H. A **strong justification for renaming a street** would need to be provided because of the potential inconvenience to existing occupiers. Renaming an existing street will require support from owners and occupiers on that street.

- I. **No street name should start with 'The'.**
- J. Streets and buildings should **not be named after living persons**, with the exception of the Royal Family, for which permission from the Cabinet Office (Constitutional Branch) must be sought.
- K. In applications to **name streets after deceased persons, permission must be obtained from the person's family or estate administrators.** In order to be considered the individual in question should:
  - a. Have been dead for 20 years or have passed the centenary of their birth
  - b. Have a significant and demonstrable connection to the site in question

There are many examples in the City of London of historic street names and suffixes that would not be consistent with current naming conventions. These include Austin Friars, Bevis Marks, Cloth Fair and Old Bailey. Such street names reflect the historic nature of the City's street patterns and practices. The City Corporation uses the street naming process to reinforce local/historic character and encourages suggestions that reflect the area's history. For further information on the history of the City of London see the Dictionary of London website or the Pevsner guide to the City of London for ideas (details of these can be found in the section on the history of the City of London).

### **Building naming conventions**

Building names are not an essential part of an authorised address as the street number and street name are sufficient for way finding and mail delivery purposes. However, building names can reinforce identity and can be included as part of the authorised address where desired. Building names that are included as part of the authorised address should **normally relate to the building use, or the site owner, or local history or geography.**

Building names for multi-let commercial buildings need particularly careful consideration if they are to be included as part of the authorised address. The authorised addresses of many multi-let commercial buildings do not include a building name and rely on just the authorised street number and street name. However, where the authorised address of a multi-let commercial building includes a building name it is usual for the building name to relate to the

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building use, or the site owner, or local history or geography rather than to the name of one commercial occupier.

If a building name is being proposed that relates to one commercial occupier then its suitability for inclusion in the authorised address of the building would depend on the extent to which that occupier is the dominant occupier today, and is likely to remain so for a reasonable time into the future. A dominant occupier would normally be expected to occupy over half of the building floorspace and to have a lease for a term of at least ten years. This approach reduces the need for frequent and potentially confusing changes to a building's authorised address.

Some buildings have 'informal' names that do not form part of the authorised address, e.g. 'The Heron' for 5 Moor Lane. Such names are usually recorded on the address gazetteer as an informal alias that is then made available to users such as the emergency services. The City Corporation has powers to prevent the display of inappropriate informal names marked on buildings that may be confusing for way finding or mail delivery.

The standard building naming conventions are as follows:

- (A) New names should **not duplicate any similar name already in use** in the area. A variation in the suffix, e.g. 'House', 'Tower', 'Buildings', etc. will not normally be distinctive enough.
- (B) **Phonetically similar names**, e.g. Churchill House and Birchill House, should also be **avoided** for buildings within a postal area and, if possible, within the City.
- (C) Names **should not be difficult to pronounce or awkward to spell**. Words of more than three syllables should generally be avoided.
- (D) Building names should **clearly end with an appropriate suffix** to minimise confusion in response to emergency situations. For example, responding to an emergency at "Defoe House" makes it clear to the parties involved it is building, and not a locality named Defoe.  
Appropriate suffixes include:
  - a. Apartments
  - b. Building(s)
  - c. Centre
  - d. Court

- e. Heights
  - f. House
  - g. Lodge
  - h. Mansion
  - i. Point
  - j. Studio(s)
  - k. Tower
  - l. Villas
- (E) For **specialist building uses** such as Conference Centres, Public Houses, and Hotels, such suffixes are recommended to facilitate easy identification of the building and its relevant use.
- (F) Please note that **building names without a suffix**, or those using suffixes such as 'Place' which do not make clear that the address refers to a single building, are unlikely to be approved. This is further to specific advice from the emergency services, as these types of address can lead to confusion and delayed service response times.
- (G) Buildings should **not be named after living persons**, with the exception of the Royal Family, for which permission from the Cabinet Office (Constitutional Branch) must be sought.
- (H) In applications **to name buildings after deceased persons, permission must be obtained from the person's family or estate administrators**. In order to be considered the individual in question should
- a. Have been dead for 20 years or have passed the centenary of their birth
  - b. Have a significant and demonstrable connection to the site in question.

### Building numbering conventions

When numbering a building the following conventions are considered:

- A. Buildings (including those on corner sites) are **numbered according to the street in which the main entrance is to be found**. This is to enable properties to be located quickly and easily e.g. 1 Lindsey Street is accessed from Lindsey Street. The manipulation of numbering in order to secure a 'prestige' address or to avoid an address thought to have undesired associations is not appropriate.

- B. A **named building may not have more than one number in the same street**. e.g. Duplicate House, 8 Somewhere Street, and Duplicate House, 10 Somewhere Street. However, it is acceptable for an address to cover a range of numbers (for example Duplicate House, 8–10 Somewhere Street).
- C. A new street should be numbered with the **even numbers on one side and the odd numbers on the other**, except for in a cul-de-sac where consecutive numbering in a clockwise direction is preferred. In the City of London, this is more relevant with regard to the sequencing of new developments. Previous numbering anomalies are not to be repeated. There are current anomalies in the City of London which have caused problems and the intention is that these will be corrected as opportunities arise.
- D. A **proper number sequence starting with the number 1 should be maintained** and numbers shall not be omitted from a sequence, e.g. Flat 13 or the number 4. Omission of numbers has caused confusion in a range of instances including emergency service responses, mail delivery and third-party identification of all flats or units in a property.
- E. If a building has entrances in more than one street, then **each entrance should be numbered according to the street it faces**.
- F. **Use of numbers followed by letters occurs when a site is subdivided and there are no extra numbers available**, for example when one large old house in a road is demolished and then replaced by four smaller houses. To include the new houses in the numbered sequence would involve renumbering all the higher numbered houses on that side of the road. If a considerable number of other houses would be affected, then to avoid this each new house is given the number of the old house with either A, B, C or D added.
- G. When **flats are numbered internally, they should be numbered not lettered** (i.e., Flat 2, 21 Smith Street, not Flat A, 21 Smith Street and not 21a Smith Street which might already be used by an adjoining building). Developers are advised that on each floor the numbering should be in a clockwise direction.

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

## 4. Reference to the history of the City of London

### The City as a historic core for London

The City is the historic core from which the rest of London developed, and it has a rich heritage. The City Corporation recognises this historic context and takes opportunities to re-enforce it when carrying out its street and building naming responsibilities. Applicants are strongly encouraged to consider this when submitting applications for street or building names.

### Historic Naming of Streets and Buildings

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

- (A) Bradley, S. & Pevsner, N. (1997) THE BUILDINGS OF ENGLAND: LONDON 1: THE CITY OF LONDON. (Penguin: Harmondsworth)
- (B) British History Online – A DICTIONARY OF LONDON. “Historical notes of streets and buildings in the City of London, including references to other relevant sources.” Information can be accessed from the [British History Online website](#).

Reference can also be made to the history records of the site and contributions made by City residents, workforce and organisations to the City of London and the wider world.

### Contributions by members of the City community

The City Corporation is committed to reflecting the contributions of all members of the City's community, particularly from the Black, Asian and minority ethnic (BAME) community, in street naming and numbering. Applicants are encouraged to consider whether there are particular names, subjects, sites and events from the City's past that may be celebrated in the context of the abolition of slavery or the City's historic diversity, including the lives of exceptional individuals from diverse ethnic backgrounds, and those who championed the rights and freedoms of protected characteristics groups.

### Retention of anomalous historic addresses

Where an address falling outside of these guidelines is long established, there is generally a preference to retain such an address provided that it does not cause confusion. Full details with an example are set out in Appendix 1.

## 5. How to apply for street names / building names or numbers?

### Submission of application form

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

- Completion of the online Application form, including:
  - Applicant details
  - Nature of the proposed change to an address or new address including current and proposed addresses
  - Relevant planning permission
  - Details of freeholder
  - Declaration from the applicant that they are the relevant party acting with permission of the owner of the site
- Layout / site plan indicating all entrances and access points.
- Payment for the correct charge, as detailed in the table in Appendix 2. The category is based on the size of the development/application site and **must be agreed with the Street Naming and Numbering Team prior to submission of the application.**

The application form is completed online. Contact the [Street Naming and Numbering Team](#) to discuss an application.

### Charges and compensation

The City Corporation charges for administration of the Street Naming and Numbering process, in accordance with Section 93 of the Local Government Act 2003.

Charging categories are based on the size of the development/application site or the number of units to be addressed and are outlined in the tables in Appendix 2. The relevant category **must be agreed with the Street Naming and Numbering Team prior to submission of the application.** All fees are exempt from VAT.

Please note that the City Corporation is not liable for any claims for compensation arising directly or indirectly from the naming of streets, re-naming of streets, numbering/renumbering or naming/renaming of properties.

### Understanding the application timeline

The time taken for a street naming and numbering application to be authorised depends on a number of factors, such as the 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 dependent on new street names being approved. The process is lengthened further if there are objections to any part of the proposal – applicants should be aware that the time taken for a full consultation and decision by the Planning and Transportation Committee can be up to 8 weeks.

For more straight-forward changes of address or requests for new addresses, applications can usually be processed within 2-3 weeks.

Upon approval, Royal Mail will be informed of a new address. They then have a Service Level Agreement to provide postcode information within 5 working days.

## 6. Display of building names and numbers

### Ensure the easy identification of the street and building for site access

Upon the Street Naming and Numbering approval a key issue is to ensure the display of the street names, buildings names and building numbers to ensure easy identification of the street and building for site access.

The regulations made by the London County Council on 29th July 1952, under section 12 of the London Building Acts (Amendment) Act, 1939, require numbers and names to be displayed in an appropriate manner. This was introduced to ensure that buildings are clearly identified for the convenience of the public, and in order that the emergency services may attend and react efficiently when called to an incident.

The relevant number, name, or the combination of number and name should be clearly displayed adjacent to the entrance, or clearly displayed upon the building structure. It should be of appropriate size and of a contrasting colour with the background and should be at a convenient height.

Detailed guidance is set out in Appendix 3: Display of address guidelines.

### Guidance for retail units, Listed Buildings and advertisement control

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

- (A) **Retail:** Of concern is the number of shops not adequately displaying the appropriate name and number. For information on the design of new shopfronts reference should be made to the document [Retail Premises - are you displaying your street number?](#)
- (B) **Listed buildings:** If the building is Listed then the proposed display may affect the special character of the building. Even relatively small-scale displays or alterations may require listed building consent. Advice is available from the Development (Design) Section in the Department of the Built Environment. Further information is available in the [Listed building management guidelines](#).
- (C) **Advertisement Control:** It is possible that a display may be deemed to be a sign requiring consent under the Town and Country Planning (Control of Advertisements) Regulations. Advice is available from the

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Development (Design) Section in the Department of the Built Environment.

### Display of street plates

The City Corporation is responsible for the display of street plates on Highways Maintainable at Public Expense and City Walkways. If you have queries relating to the display of street plates, please contact the relevant Highways Improvement and Traffic Schemes officer (see Section 4 for contact details).

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

### Enforcement procedures

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

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

### Display of a number in numeric or textual format

There have been several instances where the number has been displayed in textual format e.g. One. This has caused confusion in terms of mail delivery and identifying the property location, and we have been asked by Royal Mail and the Emergency Services to ensure that formal street naming and numbering authorisations will be numeric e.g. **1 not One**. It is strongly recommended that the property address should be displayed in numeric format to avoid confusion.

### Exempt premises

The above guidance does not apply to theatres or music halls, or premises, which on the date of the passing of London Building Acts (Amendment) Act

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1939 were licensed for the sale of intoxicating liquor for consumption on the premises.

## Appendix 1: Retention of anomalous historic addresses

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

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

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

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

## Appendix 2: Street Naming and Numbering Charges

The City Corporation charges for administration of the Street Naming and Numbering process, in accordance with Section 93 of the Local Government Act 2003.

Charging categories are based on the size of the development/application site or the number of units to be addressed and are outlined in the tables below (GIA sq.m. is gross internal square metres, normally set out in any relevant planning applications). All fees are exempt from VAT.

### New and Refurbished Developments:

Category	Land Use	Threshold	Charge (£)
Basic	Re-instatement of previous address following redevelopment	n/a	300
	Residential Units	1-4	300
	Non-residential floorspace (GIA sq.m.)	<500	300
Minor	Residential Units	5-9	400
	Non-residential floorspace (GIA sq.m.)	500-999	400
Medium	Residential Units	10-19	600
	Non-residential floorspace (GIA sq.m.)	1,000-1,999	600
Large	Residential Units	20-49	800
	Non-residential floorspace (GIA sq.m.)	2,000-9,999	800
Major - lower scale	Residential Units	50-99	1000
	Non-residential floorspace (GIA sq.m.)	10,000-49,999	1000
Major - higher scale	Residential Units	>100	1500
	Non-residential floorspace (GIA sq.m.)	>50,000	1500

### Existing Street or Property:

Category	Charge (£)
Naming of new street	500
Re-naming of existing street	1000
Naming or re-naming of a property	300
Re-numbering of a property	300

## Appendix 3: Display of address guidelines

The correct street number or number and name must be displayed prominently on the premises, in accordance with regulations made under Section 12 of the London Building Acts (Amendment) Act 1939. This is the legal responsibility of the owners/occupiers so that the public, emergency services and postal and other service providers can quickly and easily locate premises.

The display of address guidelines will be illustrated with a few examples.

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

a) On the building, the entrance gate, boundary wall or fence immediately adjacent to the gate or entrance of such a building, or in such other position as to be clearly visible from the street in which the building is situated. A good example is shown in Figure 1, showing shop fronts at 22-25 Royal Exchange, EC3.



Figure 1: 22–25 Royal Exchange

b) With numerals or letters of sufficient size to render them clearly visible from the street in which the building is situated. A good example is shown in Figure 2, showing the entrance to 47 Bow Lane, EC2.



**Figure 2: 47 Bow Lane**

c) With numerals or lettering of such colour as to contrast with the background against which they are displayed. A good example is shown in Figure 3, showing the entrance to St Mary Abchurch House, 123 Cannon Street, EC4.



**Figure 3: St Mary Abchurch House, 123 Cannon Street**

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

A good example is shown in Figure 4 showing the entrance to River House, 119-121 Minories, EC3.



**Figure 4: River House, 119–121 Minories**

3. Where the number and/or name is marked in a position other than on the building on which it relates, such number and/or name, shall be not more than 2.44 metres or less than 0.75 metres above the ground. A good example is shown in Figure 5 showing signage indicating the entrance to Clifford's Inn, Fetter Lane, EC4.



Figure 5: Clifford's Inn, Fetter Lane

4. The numerals of which any number is composed shall be Arabic in character (i.e. 1, 2, 3, 4, not I, II, III, IV.)

Two good examples are set out in Figure 6 showing numbers displayed at the entrances to retail premises at 41 Bow Lane, EC2, and offices at 95 Basinghall Street, EC2.



Figure 6: 41 Bow Lane/95 Basinghall Street

5. Some premises around the City choose to display numbers in letter form, as the following example of “One Adams Court”, shown in Figure 7, illustrates. However, further to a request from the Emergency Services we would **strongly advise that numbers should be displayed in Arabic numerals, and that authorised addresses must be numeric and not textual above.**



**Figure 1: 1 Adams Court**

## Contacts for further information and advice

### Street Naming and Numbering

Queries, requests for further information and applications for a new name or number can be made to E-mail: [SNN@cityoflondon.gov.uk](mailto:SNN@cityoflondon.gov.uk)

Monitoring and Information Team  
Department of the Built Environment  
City of London Corporation  
PO Box 270  
Guildhall  
London EC2P 2EJ

Full guidance and relevant forms can be found on the Street Naming and Numbering pages of the [City of London Corporation's web site](#).

### Installation and display of Street Plates

Email: [highways.management@cityoflondon.gov.uk](mailto:highways.management@cityoflondon.gov.uk)

Highways Management Team  
Department of the Built Environment  
PO Box 270  
Guildhall  
London EC2P 2EJ

### Postcodes – Royal Mail

Please note that postcodes are allocated and administered by Royal Mail (Postal Services Act 2011) and are outside the statutory powers of the City of London. Royal Mail will require an official Street Naming and Numbering Notification of a new or updated address to assign a new postcode. For information relating to postcodes, please refer to [Royal Mail's website](#).

Or contact Royal Mail directly:

Tel: 08456 011110, option 3 then option 1.