Street Naming and Numbering Advice Note

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

Published by the Department of the Built Environment, November 2016
Introduction

Background

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 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, legal transactions, taxation, planning permissions.

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

Statutory context

All proposals for new street names/changes of name in the City of London must by law be sent to the City of London Corporation for approval prior to being brought into use. There are four principal pieces of legislation and statutory instruments that apply to the Naming and Numbering of Streets and Buildings in London:
- London Building Acts (Amendment) Act 1939 Part II.
- London Government Act 1963 Section 43(1) (a) & (2).
- Local Government Act 1985 Schedule 8 Section 14 (1) (a).

These documents give local authorities responsibility for:
- Appropriate naming and numbering of streets and buildings.
• Consultation with relevant bodies.
• Informing all owners/occupiers of naming and numbering orders.
• Erecting the names of public streets.
• 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 of London 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 into the National Land and Property Gazetteer.

In addition, the City of London Corporation send regular updates to various organisations (including the Royal Mail, Land Registry and the Emergency Services) to keep them informed of any new or amended addresses in the City of London. This alerts these 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.

**National Land and Property Gazetteer**

Both the National Street Gazetteer (NSG) and National Land and Property Gazetteer (NLPG) will be updated to include relevant authorisations made by the City of London Corporation for both street naming, and building naming and numbering. 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 the local authority with legal responsibility for street naming and numbering of property. Data from the NLPG forms the core of AddressBase, the address database published by Ordnance Survey, and used by over 1000 public and private sector organisations, including the Emergency Services, Utility providers, Insurers and many Central Government departments.

The NLPG uses the British Standard BS7666 to ensure data format consistency across the country. Each record has a Unique Property Reference Number (UPRN) which provides a reference key to join related address records across different datasets. All City of London Corporation street naming and numbering orders will include the relevant UPRN and Ordnance Survey map.
reference. An example Authorisation document can be viewed in Example Authorisation Page 1 – Address Details set out in Appendix 1.

For more information on the NLPG and NSG, including National Best Practice for Street Naming and Numbering, please see the NLPG website.

More information on AddressBase can be found on the Ordnance Survey website.
Section 1: 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. The typical procedure is as follows:

1. Development granted Planning Permission
2. Construction works commenced
3. Street Naming and Numbering application submitted
4. Consultation with relevant parties
5. Statutory Authorisation issued to applicant
6. Submission of new address details to National Land and Property Gazetteer, Royal Mail and other relevant parties
7. Allocation of post codes by Royal Mail (where necessary)

Site redevelopment

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

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

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

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

**Submission of application form**

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

- 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.

The application form is available on the [City of London Corporation’s internet site](http://www.cityoflondon.gov.uk). Appendix 2 gives a good example submitted for a mixed use redevelopment at Great Tower Street. This includes relevant details and a ground floor plan.

**Consultation process**

The numbering of a property within a street is allocated by the City of London 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.

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 of London Corporation will follow these guidelines and will also consult the London Fire Brigade specifically when seeking further guidance on interpretation and on the implications for responses to emergency situations.

b) Royal Mail - to ensure effective delivery of post.

c) City of London 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.

For Street Names, if there are no objections from relevant parties then a ‘Notice of Intention’ is posted on site for one month to allow local residents and businesses the opportunity to raise objections, which the City of London Corporation is obliged to consider. 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.

**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 of London Corporation will not be liable for any costs or damages caused by failure to comply with this requirement.
Charges and compensation

The City of London Corporation does not charge for administration of the Street Naming and Numbering process. This is to encourage cooperation and applications from developers and occupiers.

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

Timescales

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. Guidance on street naming and numbering conventions is set out in Section 3.

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, and they then have a Service Level Agreement to provide postcode information within 5 working days. Contact details for Royal Mail can be found in Section 4.
Section 2: Naming and numbering 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 of London 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 naming conventions

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 way-finding 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.

(c) Within the City of London new street names should normally end with one of the following suffixes:
   - Street (For any street)
   - Way
   - Broadway
   - Avenue
   - Lane
   - Place (This is not appropriate for individual buildings)
   - Crescent (For a crescent-shaped street)
   - Close (For a cul-de-sac only)
   - Square (For a square only)
   - Hill (For a steep street only)
   - Circus (For a large roundabout)
• Rise (For exceptional use on steep ground)
• 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 provided that they are consistent with the character and function of the street.

(d) New pedestrian ways should normally end with one of the following suffixes:
• Walk
• Path
• Way
• Alley
• Passage
• 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.

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

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

(g) 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.

(h) No street name should start with ‘The’.

(i) 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.
(j) 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:

- Have been dead for 20 years or have passed the centenary of their birth;
- Have a significant and demonstrable connection to the site in question.

There are many examples 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 of London Corporation uses the street naming process to reinforce local/historic character and encourages suggestions that reflect the area’s history. 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 below on the history of the City of London).

**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 particular 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.

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 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 authorised 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.

New building names should normally end with one of the following suffixes:

- Apartments
- Building(s)
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.

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.

(e) 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.

(f) 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:

- Have been dead for 20 years or have passed the centenary of their birth;
- Have a significant and demonstrable connection to the site in question.

The history of the City of London

The City is the historic core from which the rest of London developed and it has a rich heritage. The City of London Corporation recognises this historic context and takes opportunities to re-enforce it when carrying out its street and building naming responsibilities. Applicants are strongly encouraged to consider this when submitting applications for street or building names. Further information on the history of the City of London’s streets can be found in:

(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.

Retention of 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 3.
Section 3: Display of names and numbers

Display of building names and numbers

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

The relevant number, name, or the combination of number and name should be clearly displayed adjacent to the entrance, or clearly displayed upon the building structure. It should be of appropriate size and of a contrasting colour with the background, and should be at a convenient height. Detailed guidance is set out in Appendix 4: Display of address guidelines.

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

(a) Retail: Of particular concern is the number of shops not adequately displaying the appropriate name and number. For information on the design of new shopfronts reference should be made to the City of London Corporation’s publication “Shopfronts - a design review”, available from the Design guidance web page.

(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 Development (Design) Section in the Department of the Built Environment.
Display of street plates
The City of London Corporation is responsible for the display of street plates on Highways Maintainable at Public Expense and City Walkways. If you have queries relating to the display of street plates please contact the relevant Highways Improvement and Traffic Schemes officer (please see Section 5 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 of London Corporation is to encourage occupiers to display the correct name / number in an appropriate manner. Where it is evident that failure to do so could result in failure of postal delivery services or emergency services to identify the premises, then the City of London 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 1939 were licensed for the sale of intoxicating liquor for consumption on the premises.
Section 4: 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:
Stuart O’Callaghan - Tel 020 7332 1843 or Hannah Brooks - Tel 020 7332 3486
E-mail: 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

Bob Broughton - Tel 020 7332 3578
Email: Bob.Broughton@cityoflondon.gov.uk
Highways Improvement and Traffic Schemes
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, 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:
http://services.royalmail.com/delivery/mail-advice/postcodes-addresses-explained
Or contact Royal Mail directly:
Tel 08456 011110, option 3 then option 1
Appendix 1: Example of a Street Naming and Numbering Order

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

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

• Firstly, the details of the previous site address(es) and description, followed by the address(es) being authorised.
• The second section provides a drawing reference and a map of the area in question, highlighting where the entrance(s) of the authorised addresses will be located.
• The third section acts as a reminder that the appropriate names and/or numbers should be displayed as per the guidelines. It also provides contact details for Royal Mail so that a new postcode may be obtained.
• The final section should be returned by the applicant to acknowledge receipt of the City of London’s official order and confirm display of address at the property. It is known as the “Compliance with Authorisation Notice”.

Please view an example of a typical street naming and numbering order below.
Dear Mr [blank]

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

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Existing address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offices</td>
<td>22-23 Great Tower Street</td>
</tr>
<tr>
<td></td>
<td>London EC3</td>
</tr>
</tbody>
</table>

The following will become the **authorised addresses**, as highlighted on drawing reference GRITWR2223, from 11 November 2014:

<table>
<thead>
<tr>
<th>Description</th>
<th>Authorised address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Unit</td>
<td>22 Great Tower Street</td>
</tr>
<tr>
<td></td>
<td>London EC3</td>
</tr>
<tr>
<td>9 x Residential Units</td>
<td>Apartments 1-9</td>
</tr>
<tr>
<td></td>
<td>23 Great Tower Street</td>
</tr>
<tr>
<td></td>
<td>London EC3</td>
</tr>
</tbody>
</table>

Map Reference: TQ 533266, 180718
National Land and Property Gazetteer Unique Property Reference Number (NLPG, UPRN): 000005512353 - 000005512363

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**Figure 1: Example Authorisation Page 1 – Address Details**
If you require further details reference can be made on the City of London’s internet site to Planning Application 10/00489/FULL and 11/00109/FULL.


The development description: Extension and conversion of part of ground floor and upper floors of existing office building to provide nine self-contained residential units, external alterations and an additional floor at roof level, with roof terrace above. And: Change of use from office (B1) to retail (A1) use at part ground floor and lower ground floor (Total floorspace 169 sq. m.)

Figure 2: Example Authorisation Page 2 – Site layout and Planning Permission
I would draw your attention to the fact that the names and numbers should be appropriately displayed in accordance with the Regulations made by the London County Council on 29 July 1952, under section 12 of the London Building Acts (Amendment) Act, 1939, relating to the marking of numbers and names of buildings.

In this respect I would be grateful if you could complete the attached pro-forma when this Notice has been complied with.

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

Royal Mail  
Address Management Centre  
Admiral House  
2 Admiral Way  
Doxford International Business Park  
SUNDERLAND SR3 3XW  
or  
Telephone: 08456 011110, option 3 then option 1  
Quote the authorisation reference from the City of London Corporation.

If you have any further queries Hannah Brooks is dealing with this matter.

Yours sincerely

Stuart O’Callaghan  
Team Leader Monitoring and Information  
Department of the Built Environment

Figure 3: Example Authorisation Page 3 – Further information and contact details
**Figure 4: Example Authorisation Page 4 – Compliance notice for applicant to confirm display of address**

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

I confirm that the assigned addresses as detailed below are now displayed in accordance with the Regulations made by the London County Council on 29 July 1952, under section 12 of the London Building Acts (Amendment) Act, 1939, relating to the marking of numbers and names of buildings.

<table>
<thead>
<tr>
<th>Description</th>
<th>Authorised address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Unit</td>
<td>22 Great Tower Street</td>
</tr>
<tr>
<td></td>
<td>London EC3</td>
</tr>
<tr>
<td>9 x Residential Units</td>
<td>Apartments 1-9</td>
</tr>
<tr>
<td></td>
<td>23 Great Tower Street</td>
</tr>
<tr>
<td></td>
<td>London EC3</td>
</tr>
</tbody>
</table>

Signature:

Name in full:

Official position:

Company:

Address:

Please return:

Attention of: Hannah Brooks
Planning Policy Section
Department of the Built Environment
City of London
PO Box 270
Guildhall
London EC2P 2EJ
Appendix 2: Example of a good practice application form

A valid application should include:

• Covering letter / e-mail (possibly with justification for the application)
• Application form pages
• Site plan (to an appropriate scale, e.g. 1:500) showing the location of entrances and access points
• Permission of the owner (freeholder) of the property in question
• A list of the current and proposed addresses
• Contact details
• Relevant planning permission reference (if applicable)

Please view the example below.
STREET NAMING & NUMBERING: SITE REDEVELOPMENT

APPLICATION FORM FOR NEW OR CHANGES TO NAMING AND NUMBERING OF STREETS AND BUILDINGS IN ACCORDANCE WITH THE LONDON BUILDING ACTS (AMENDMENT) ACT 1930 PART II NAMING AND NUMBERING OF STREETS, BUILDINGS, ETC.

<table>
<thead>
<tr>
<th>APPLICANT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME:</td>
</tr>
<tr>
<td>ADDRESS:</td>
</tr>
<tr>
<td>TELEPHONE:</td>
</tr>
<tr>
<td>E-MAIL:</td>
</tr>
</tbody>
</table>

NATURE OF THE PROPOSED CHANGE TO AN ADDRESS OR NEW ADDRESS

Refurbishment of office building to provide retail space and 9 new residential units

<table>
<thead>
<tr>
<th>CURRENT ADDRESS(ES)*</th>
<th>PROPOSED ADDRESS(ES)</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-23 Great Tower</td>
<td>Retail Unit</td>
</tr>
<tr>
<td>Street</td>
<td>22 Great Tower</td>
</tr>
<tr>
<td>London EC3R 5AQ</td>
<td>Street</td>
</tr>
<tr>
<td></td>
<td>Residential units</td>
</tr>
<tr>
<td></td>
<td>Flats 1-9, 23 Great</td>
</tr>
<tr>
<td></td>
<td>Tower Street</td>
</tr>
</tbody>
</table>

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

ENTRANCES TO THE BUILDING

PLEASE PROVIDE DETAILED DRAWINGS THAT INDICATE ALL THE PROPOSED ENTRANCES TO THE BUILDING.

DRAWINGS MAY BE DELIVERED IN DIGITAL OR IN PAPER FORMAT.

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

Figure 5: Example Application Form Page 1
Figure 6: Example Application Form Page 2
Figure 7: Accompanying ground floor plan showing entrances
Appendix 3: 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 5⅓ 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, 5⅓ is an historic number on the site, the building is listed and the fascia sign showing 5⅓ 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 4: 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 set out in Figure 8 showing shop fronts at 22-25 Royal Exchange, EC3.

Figure 8: 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 set out in Figure 9 showing the entrance to 47 Bow Lane, EC2.

Figure 9: 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 set out in Figure 10 showing the entrance to St Mary Abchurch House, 123 Cannon Street, EC4.

Figure 10: St Mary Abchurch House, 123 Cannon Street
2. Where the number or name, or number and name, is marked on the building to which it relates, such number or name, or number and name, shall be not more than 7 metres above the level of the ground. A good example is set out in Figure 11 showing the entrance to River House, 119-121 Minories, EC3.

Figure 11: River House, 119–121 Minories
3. Where the number or name, or number and name, is marked in a position other than on the building on which it relates, such number or name, or number and name, shall be not more than 2.44 metres or less than 0.75 metres above the ground. A good example is set out in Figure 12 showing signage indicating the entrance to Clifford’s Inn, Fetter Lane, EC4.

Figure 12: 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 13 showing numbers displayed at the entrances to retail premises at 41 Bow Lane, EC2, and offices at 95 Basinghall Street, EC2.

Figure 13: 41 Bow Lane/95 Basinghall Street
NOTE: Some premises around the City choose to display numbers in letter form, as the following example of “One Adams Court”, set out in Figure 14, 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 14: 1 Adams Court