

## STREET NAMING AND NUMBERING GUIDANCE NOTES

The London Borough of Barnet's Street Naming and Numbering policy is intended to create logical and consistent addressing that provides clear and identification without ambiguity or confusion especially in the event of an emergency situation. In addition to the Emergency Services, logical and consistent addressing also assists postal and many other services as well as members of the public in identifying and locating addresses.

All Local Authorities (which have the responsibility of Street Naming and Numbering) maintain a Local Land and Property Gazetteer (LLPG) and send regular updates to the National Land and Property Gazetteer (NLPG).

Please read the following guidelines which have been created with specific reference to the London Fire Brigade's policy and consultation to ensure that addressing will be clear, consistent, and logical and that your application will be successful.

### The Numbering of Buildings

1.	A new street should be numbered with even numbers on one side and odd numbers on the other except that for a cul-de-sac consecutive numbering in a clockwise direction is preferred.
2.	Private garages and similar buildings used only for housing cars etc. should not be numbered.
3.	There will be no sanction given to the avoidance of any numbers e.g. 13, and a proper sequence shall be maintained. (However, consideration will be given to requests to renumber from 13 if a medical certificate is produced showing that the number is having an adverse effect on the applicant's health.)
4.	Buildings should not have more than one number allocated e.g. a new building on a site previously occupied by 253, 257 and 255 Smith Street would be 255 Smith Street and NOT 253-257 Smith Street.
5.	Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found.
6.	If a building has entrances in more than one street, is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on the circumstances, for a house divided into flats.
7.	Internal divisions such as flats, offices or units will have a descriptive prefix and be numbered. E.g. A house converted into 2 flats shall be numbered as Flat 1, 5 Smith Street and Flat 2, 5 Smith Street and NOT 5 Smith Street and 5A Smith Street or Flat A, 5 Smith Street and Flat B, 5 Smith Street. Internal numbering begins with the first property to the left of the main entrance and continues on subsequent levels from the first property to the left of the main access point for that level.
8.	The Act permits the use of numbers followed by letter fractions (Section 11(2)). These are needed, for instance when one large old house in a road is demolished and replaced by (say) four smaller houses. E.g. A house at 5 Smith Street is replaced by 4 smaller houses, these would be addressed as 5, 5A, 5B and 5C Smith Street.

### The Naming of Buildings

1.	Proposed street and building names may not duplicate or be phonetically similar-sounding to street or building names already used within the Borough. E.g. Alfred Road and Alfred Close or Churchill Road and Birch Hill Road.
2.	Names must be easily spelt, pronounceable and be no longer than three syllables.
3.	Building names must end with an appropriate suffix e.g. Building, Court, House, Lodge etc.
4.	For private houses it is sufficient that the name should not repeat the name of the road or that of any house or building in the area.
6.	No street or building name to start with 'The'.

### The Naming of Streets

1.	New street names should not duplicate any similar name already in use within the borough or neighbouring boroughs. A variation in the terminal word, e.g., 'street', 'road', 'avenue' etc. should not be accepted as sufficient reason to duplicate a name.
2.	All new street names should end with one of the following suffixes: For streets – Street, Avenue, Road, Drive, Grove, Way For Cul-de-Sac only – Close For crescent-shaped streets only – Crescent For access at rear of commercial premises – Mews, Lane For a hillside road only – Hill
3.	Not acceptable suffixes: End, Court, Cross, Side, View, Walk, Park, Meadow. All these names can be incorporated in a street name provided it terminates with an appropriate suffix e.g. Mile End Road.
4.	All new pedestrian ways should end with one of the following suffixes: Walk, Path, Way

### Adding a name to an existing numbered private dwelling in single occupancy

It is only necessary to have a name added to a property's official address if there are specific issues and an additional name would aid in identification.

**What are the consequences 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 new properties that have 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 the 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

When an unregistered property comes to our attention (whether through registering for council tax, requesting a Building Control certificate, or accessing any council services), we will contact you to begin the process. In these circumstances, the addressing must still meet the requirements of our policy and the council has the powers to enforce its decision. The costs incurred for any replacement of signage, stationery, etc. is the responsibility of the developer or freeholder.