

# Naming of Streets and Buildings and Numbering of Building Conventions

## 1. Naming of Streets

- 1.1. 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.
- 1.2. 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.
- 1.3. 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.
- 1.4. 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.
- 1.5. 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.
- 1.6. 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.
- 1.7. 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.
  - 1.7.1. 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.
- 1.8. 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.

## 1.9. New Street Naming Conventions

- 1.9.1. To help reinforce local/historical character, the London Borough of Barnet encourages street name suggestions that reflect the area's history, where possible.
- 1.9.2. 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.
- 1.9.3. On larger developments, comprising three or more streets, thematic names are to be used so that areas are easily identified.
- 1.9.4. If a 'local' name is not suitable, there is no reason why an alternative attractive name cannot be chosen.
- 1.9.5. 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.
- 1.9.6. 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.
- 1.9.7. 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.
- 1.9.8. 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.
- 1.9.9. Street names must not commence with the word "The" and end with 's' where it could be construed as either possessive or plural.
- 1.9.10. 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.
- 1.9.11. 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.

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

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

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

- 1.9.14. All new pedestrian ways are to end in one of the following suffixes: Walk, Path or Way
- 1.9.15. 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.
- 1.9.16. 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.
- 1.9.17. 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.
- 1.9.18. 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.

- 1.9.19. 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.
- 1.9.20. 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](https://www.royal.uk/sites/default/files/media/royal_arms_blue_booklet20152.pdf)
- 1.9.21. 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.
- 1.9.22. The use of street names that can be construed as advertising or for the use of commercial gain are not acceptable.
- 1.9.23. The London Borough of Barnet reserves the right to object to any suggested street names deemed to be inappropriate.

## 1.10. Renaming of Existing Streets

- 1.10.1. 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.
- 1.10.2. 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.
- 1.10.3. 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.
- 1.10.4. 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.
- 1.10.5. Where the need for renaming of a street is required, the proposed name must follow the naming conventions laid out in 'New Street Naming Conventions'.

- 1.10.6. 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.

### 1.11. Naming of Existing Unnamed Streets

- 1.11.1. 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.
- 1.11.2. When an existing unnamed street is to be named, the proposed names must follow that naming conventions as laid out in 'New Street Naming Conventions'.
- 1.11.3. 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.

## 2. Naming of Buildings

- 2.1. 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.
- 2.2. 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.
- 2.3. 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.
- 2.4. 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.
- 2.5. 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.
- 2.6. 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.

2.7. 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.

2.8. 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.

## 2.9. **Naming of Buildings Conventions**

2.9.1. To help reinforce local/historical character, the London Borough of Barnet encourages building name suggestions that reflect the area's history, where possible.

2.9.2. 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.

2.9.3. If a 'local' name is not suitable, there is no reason why an attractive name cannot be chosen.

2.9.4. 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.

2.9.5. 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.

2.9.6. 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.

2.9.7. Names must not be duplicated within an address, e.g. Hendon House, Hendon Way.

2.9.8. 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.

2.9.9. No building name shall commence with the word "The" and end with 's' where it could be construed as either possessive or plural.

2.9.10. 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.

- 2.9.11. 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.
- 2.9.12. All new building names for residential, commercial and industrial use must end with one of the following suffixes:

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

- 2.9.13. 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.
- 2.9.14. 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.
- 2.9.15. The use of North, East, South or West is not permissible.
- 2.9.16. 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.
- 2.9.17. 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.
- 2.9.18. 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](https://www.royal.uk/sites/default/files/media/royal_arms_blue_booklet20152.pdf)
- 2.9.19. The use of building names that can be construed as advertising or for the use of commercial gain are not acceptable.
- 2.9.20. 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.

- 2.9.21. 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](http://www.royalmail.com) and complete a 'Name Change Request Form.'
- 2.9.22. No numbers are to be used within the name of a building.
- 2.9.23. 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.
- 2.9.24. 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.
- 2.9.25. 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.
- 2.9.26. 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.
- 2.9.27. The London Borough of Barnet reserves the right to object to any suggested building names deemed to be inappropriate.

## 2.10. Renaming of Buildings

- 2.10.1. 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 'Naming of Buildings Conventions'.
- 2.10.2. 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.
- 2.10.3. 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 'Naming of Buildings Conventions'.
- 2.10.4. 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.
- 2.10.5. 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.

## 2.11. Removal of Building Name

- 2.11.1. 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.
- 2.11.2. 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.
- 2.11.3. 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.
- 2.11.4. 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.

## 3. Numbering of Buildings

- 3.1. The Local Authority retains absolute discretion in the allocation of street numbers. Only the Local Authority can allocate street numbers within a street.
- 3.2. 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.
- 3.3. 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).
- 3.4. 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.
- 3.5. The Street Naming and Numbering Officer will use the following conventions when allocating a street number.

### 3.6. Numbering Conventions

- 3.6.1. 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.
- 3.6.2. 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.
- 3.6.3. Through roads are numbered odds and evens ascending from the principal existing street, which will be determined by the Street Naming and Numbering Officer.
- 3.6.4. All buildings within the borough should be allocated a street number.
- 3.6.5. 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.
- 3.6.6. 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.
- 3.6.7. 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.
- 3.6.8. 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.
- 3.6.9. 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.
- 3.6.10. 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.
- 3.6.11. 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).
  - 3.6.12. 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.
  - 3.6.13. 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.
  - 3.6.14. Two buildings in one street cannot have the same street number, unless accompanied by a suffix.
  - 3.6.15. 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.
  - 3.6.16. 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.
  - 3.6.17. 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.
  - 3.6.18. 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.
  - 3.6.19. 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 'New Street Naming Conventions'.
  - 3.6.20. Private garages and similar buildings used for housing cars, and such like, will not be numbered.
  - 3.6.21. 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.

- 3.6.22. 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.
- 3.6.23. 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 'Renumbering Existing Buildings' for full details.
- 3.6.24. 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.

### 3.7. Sub-Division addresses

- 3.7.1. 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.
- 3.7.2. 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.
- 3.7.3. 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.
- 3.7.4. 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.
- 3.7.5. 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.
- 3.7.6. 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.

- 3.7.7. The Local Authority's numbering sequence is final and the plot to postal schedule should be followed.
- 3.7.8. A newly named building may not have more than one number in one street.
- 3.7.9. 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.

### 3.8. Renumbering Existing Buildings

- 3.8.1. 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.
- 3.8.2. 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.
- 3.8.3. 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.
- 3.8.4. 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.
- 3.8.5. 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.
- 3.8.6. 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.
- 3.8.7. 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.