



Enfield Council Street Naming and Numbering Policy



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LONDON BOROUGH OF ENFIELD STREET AND PROPERTY NAMING AND NUMBERING POLICY

Purpose

The address of a property is increasingly becoming a very important issue. The Emergency Services in particular need a rapid, efficient means of locating and referencing properties. Business and the general public all require access to accurate address information. Local Authorities have a legal responsibility to ensure that streets and roads are named and properties are numbered.

The London Borough of Enfield Street Naming and Numbering Policy has been created to formalise the borough's Street Naming and Numbering function, under the London Buildings Acts (Amendment) Act, 1939. The policy provides clarity in property addressing for the postal and Emergency Services and meets recently introduced national standards for property addressing and referencing.

This Policy provides guidance for developers, businesses and the residents and sets out the approach taken by the Council when new developments are proposed and implemented; it also complements the planning and development control processes.

Street Naming and Numbering is a chargeable service and the process is only carried out when the relevant Planning Permission has been granted for a development and **the Street Naming and Numbering fees are paid.**

Individuals and developers must not allocate property or street names. They must follow the requirements set out in this policy. If a property address is not lawfully assigned it will not appear on the council's 'Local Street and Property Gazetteer' (LSPG) and the owner or occupier will have difficulty in receiving mail, goods and services from a variety of sources, for example when applying for a credit card or receiving goods by mail order. The LSPG is used by the council, Royal Mail, Emergency Services, credit agencies and many private companies.

This Council has delegated the powers to the Director - Environment (herein after referred to as Director) in the matter of Street and Property Naming and Numbering.

Associated Acts and Regulations:

London Building Acts (Amendment) Act, 1939 (hereafter referred to as "the 1939 Act")
BS 7666 (2006) Parts 0, 2, and 5
Local government Act 2003 s93

Table of Contents

(1).	NAMING OF STREETS	4
1(a)	Naming of New Streets.....	4
1(b)	Renaming of Existing Streets.....	7
1(c)	Naming of Existing Unnamed Streets	7
(2).	NAMING OF PROPERTIES.....	8
2(a)	Naming of Properties - Residential, Industrial and Commercial	8
2(b)	Naming of Individual Residential Houses	10
2(c)	Naming of Schools/Academies.....	10
2(d)	Naming of Parks (including Open Spaces/Allotments etc)	11
2(e)	Names of Industrial/Commercial Estates/Centres	13
(3).	NUMBERING & RENUMBERING OF PROPERTIES	14
3(a)	Street Numbers	14
3(b)	Multiple Addresses	15
3(c)	Small Blocks/Conversions	15
3(d)	Single Occupancy Property	16
3(e)	Renumbering of Existing Developments/Properties.....	16
(4).	DISPLAYING NUMBERS AND STREET AND PROPERTY/BLOCK NAMES	18
4(a)	Displaying Street Names (Nameplates)	18
4(b)	Displaying Property Names and Numbers.....	18
4(c)	Enforcement of Street Naming Policy and Associated Regulations.....	19
(5).	CHARGING FOR STREET NAMING AND NUMBERING.....	20

(1). **NAMING OF STREETS**

1(a) **Naming of New Streets**

Procedure

- Street Naming is a chargeable service.
- Developers/owners are requested to inform the SNN Officer when work has started and an invoice will be then issued.
- Once the fee is paid the owner/developer can forward name suggestions (preferably three or more) to the SNN Officer. Alternatively, the SNN Officer can suggest names using historical research of the area.
- Proposed new street names are sent to the Royal Mail, Fire and Ambulance Services for their approval.
- Once confirmed a Proposal Letter is sent to the owner/developer and Notices are posted at the site and circulated to the Local Ward Councillors allowing 28 days for any objections (the 28 days objection is a legal requirement under “the 1939 Act”).
- Once all the above has been completed and a works completion date has been received, an Order is made and a Notice of Naming is sent to the owner/developer
- If an objection is received within the 28 day period and Enfield Council uphold the objection then the process will need to re-commence and a new name submitted from the Owner/Developer under guidance from the SNN Officer. In the event of an objection being potentially contentious the decision would be referred to the Director.

The following must be noted when allocating a **STREET NAME**:

- (1) There must be at least two properties with entrances from a street/private access way before a street name is proposed. Exceptions may be made if there are no numbered properties nearby or it is felt that there will be difficulty in locating the new property. Normally new properties will be numbered into the existing named street, using the suffixes A, B etc. if necessary.
- (2) New street names should not duplicate any similar name already in use as a property, street or pedestrian way name in the borough or neighbouring boroughs if nearby. A variation in the terminal word, e.g. 'street', 'road',

'avenue', etc., will not be accepted as sufficient reason to duplicate a name e.g. if there is already a road named Oak Road, Oak Lane would not be considered.

- (3) When assigning a new street name in an area where existing streets have a theme e.g. historical or geographical connections, the new name should, if possible, be in keeping with this.
- (4) Street names are unacceptable if they are likely to cause spelling or pronunciation difficulties, as these may lead to confusion in an emergency situation.
- (5) Names of more than three syllables should not be used except circumstances where the prefix North, South is used (see below).
- (6) The use of North, East, South and West may be used as prefixes only e.g. **South Ordnance Road** etc. and 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. It is preferable to rename one section of the street completely to avoid any possible confusion.
- (7) All new street names must end with one of the suffixes:

Street	-	any thoroughfare that is lined with buildings
Road	-	any street
Way	-	any street
Avenue	-	any street often lined with trees
Drive	-	any street often lined with trees
Grove	-	any thoroughfare or cul-de-sac often lined with trees
Lane	-	any street often narrow or in the country
Rise	-	a street on a gently sloped hill
Mews	-	a small street, alley, or courtyard
Gardens	-	for streets (not properties) – subject to there being no confusion with local open space
Crescent	-	for a curved street
Close	-	for a cul-de-sac only
Square	-	for a square only
Hill	-	for a hill side street only
Circus	-	for a large roundabout
Terrace	-	for a terrace of houses (i.e. not facing on to an existing named street and therefore not a subsidiary name for a row of properties within an already named street)
Parade	-	a public square or promenade

Mall - a street often lined with shops and closed to vehicles

(8) All new pedestrian ways should end with one of the following suffixes:

Walk
Path

(9) No street, property or pedestrian way name to start with 'The'.

(10) Aesthetically unsuitable names cannot be used.

(11) The Authority must obtain permission from the Home Office for the use of any street with a 'Royal' connection e.g. Royal, Queen, Duke, Princess, Prince etc;

(12) Naming a street after a company or association with a company that has or has not traded in the area in the past is not acceptable. However, the Director shall have the discretion to waive this if he believes there are valid and appropriate reasons to do so.

(13) Names that could be seen as advertising are not acceptable.

(14) A family name would not usually be considered, however:

The Director shall have discretion to waive this if he believes there are valid and appropriate reasons to do so. Any such proposed exception would only be considered by the Director if:

(a) The proposal is supported by a Member of Parliament and/or local authority councillor.

AND

(b) The person can be shown to have been of the highest standing and such a view is likely to be shared by the public at large.

AND

(c) The proposer has obtained written consent from a close member of the family of the person or a direct descendant. If that is impracticable a statement of reasons and efforts made to obtain consent must be submitted with the application.

Note: it is likely that such names would only be considered if the proposer can provide proof that the person has been deceased for more than 20 years. This is in line with the heritage 'blue plaque' regulations.

1(b) Renaming of Existing Streets

The renaming of an existing street is carried out only after consultation with the relevant Director; the residents involved and ward councillors.

The renaming is only considered:-

- (1) If the existing name is causing confusion and/or a delay in locating the street e.g. it is similar to another street name.
- (2) If the layout of the street is changed e.g. if it becomes two streets or another street will bisect it.

Please note: This Authority has no legal obligation to reimburse owners /occupiers of properties in which the street is officially renamed.

When an existing street is to be renamed the procedure for Street Naming must be followed as laid out in "1(a) - Naming of New Streets".

1(c) Naming of Existing Unnamed Streets

The naming of an unnamed existing street is considered:

- (1) If the lack of a name is causing a delay in locating the street. This can be a problem even though there are no properties addressed in the street.
- (2) If there is difficulty in the location of properties which are using the nearest named street as their address. These can be private access roads.

When an existing unnamed street is to be named the procedure for Street Naming must be followed as laid out in "1(a) - Naming of New Streets".

CHARGING FOR STREET NAMING

Street Naming / Renaming is a chargeable service. The Street Naming process will only commence upon receipt of payment. Current charges can be found at:

<http://www.enfield.gov.uk/info/513/planning-street-street-names-and-numbering-statutory-register/610/street-naming-and-numbering>

(2). **NAMING OF PROPERTIES**

2(a) **Naming of Properties - Residential, Industrial and Commercial**

Procedure:

- Property naming is a chargeable service.
- Developers/Owners are requested to inform the SNN Officer when work has started and an invoice will be then issued.
- Once the fee is paid the owner/developer can forward name suggestions (preferably three or more) to the SNN Officer. Alternatively, the SNN Officer can suggest names using historical research of the area.
- Proposed new property names are sent to the Royal Mail, Fire and Ambulance Services for their approval.
- Once confirmed a Proposal Letter is sent to the owner/developer allowing 28 days for any objections (the 28 days objection is a legal requirement under “the 1939 Act”).
- Once all the above has been completed and a works completion date has been received, an Order is made and a Notice of Naming is sent to the owner/developer.
- If an objection is received within the 28 day period and Enfield Council uphold the objection then the process will need to re-commence and a new name submitted from the Owner/Developer under guidance from the SNN Officer. In the event of an objection being potentially contentious the decision would be referred to the Director.

The following must be noted when allocating a **PROPERTY NAME**:

- (1) New property names should not duplicate any similar name already in use as a property name, street, geographical area or pedestrian way name in the borough or neighbouring boroughs if nearby. A variation in the end word, e.g. 'Court', 'House' or 'Lodge' will not be accepted as sufficient reason to duplicate a name e.g. if there is already a property named Oak Court, Oak Lodge would not be considered;
- (2) When assigning a new property name in an area where existing properties have a theme e.g. historical or geographical connections, the new name should, if possible, be in keeping with this.

- (3) Property names are unacceptable if they are likely to cause spelling or pronunciation difficulties, as these may lead to confusion in an emergency situation.
- (4) Names of more than three syllables should not be used.
- (5) All new property names other than **parks, open public spaces, Schools and Academies** must end with one of the following suffixes:

House residential or commercial
 Court } residential only
 Lodge }

Point} high block – commercial or residential
 Tower}

- (6) No property names to start with 'The'.
- (7) Aesthetically unsuitable names cannot be used.
- (8) The Authority must obtain permission from the Home Office for the use of any property name with a 'Royal' connection e.g. Royal, Queen, Duke, Princess, Prince etc.
- (9) Naming a property after a company is only acceptable if the company no longer occupies the building and there is a positive local association and does not cause confusion.
- (10) Names that could be seen as advertising are not acceptable.
- (11) A family name would not be considered, however:

The Director shall have discretion to waive this if he believes there are valid and appropriate reasons to do so. Any such proposed exception would only be considered by the Director if:

The proposal is supported by a Member of Parliament and/or local authority councillor.

AND

the person can be shown to have been of the highest standing and such a view is likely to be shared by the public at large

AND

The proposer has obtained written consent from a close member of the family of the person or a direct descendant. If that is impracticable a statement of reasons and efforts made to obtain consent must be submitted with the application.

Note that it is likely that such names would only be considered if the proposer can provide proof that the person has been deceased for more than 20 years. This is in line with the heritage 'blue plaque' regulations.

- (12) If a street number does not exist the property being named/renamed must be allocated a street number within the street the entrance to the property lies in.

2(b) Naming of Individual Residential Houses

This Local Authority does not have to be consulted regarding the naming of individual, residential house name as this will not be part of the official address. However the following must be noted:

- (1) Where a residential house is named the assigned property number must also be displayed. The name cannot be used instead of the number, it must be displayed in conjunction with the name, as facilitated under s.11(1) of "the 1939 Act" (the position of the name is the choice of the owner/occupier but the property/street number must be displayed in conjunction with any pre-existing name).
- (2) The name should not repeat the name of the street, pedestrian way or of any property in the local area. This is the responsibility of the owner and not the Local Authority. On request the Local Authority can advise names already in use.
- (3) The owner of the property is responsible for informing the Royal Mail of the naming or name change. However the Royal Mail will not make the house name official but can add the name as an alias to the property which will be stored on their database. The number will remain as the official address.

2(c) Naming of Schools/Academies

Please note the following;

- (1) New and existing Schools/Academies that are to be named/renamed can use the name of existing streets or geographical area within the London Borough

of Enfield provided that the School/Academy lies within the named street/area and no other School/Academy is already using the required name.

- (2) School/Academy names cannot duplicate or be similar to any other School/Academy names already existing in the Borough (exceptions apply to Infant/Junior or Lower/Upper Schools/Academies at split sites) as this can lead to confusion with Emergency Services.
- (3) If a street number does not exist the School/Academy being named/renamed must be allocated a street number within the street the School/Academy's entrance lies.
- (4) Schools/Academies that have an annex on a separate site from the main School/Academy may use the existing main School/Academy name but in order to differentiate the two sites the annex must include the road name the annex entrance lies in. For example - Marigold Primary School has an annex in another street within the borough, the proposed annex would be named "Marigold Primary School, Lennox Street Annex", a street number would also be allocated to the annex.

Please see guidance on "allocating a name for School/Academy/Park/Open Spaces" under section 2(d).

2(d) Naming of Parks (including Open Spaces/Allotments etc)

Please note the following;

- (1) New and existing parks that are to be named/renamed can use the name of existing streets or geographical area within the London Borough of Enfield provided that the park lies within the named street/area and no other park is already using the required name.
- (2) Park names cannot duplicate or be similar to any other park names already existing in the Borough as this can lead to confusion with Emergency Services.
- (3) A street number is not required for parks.

The following must be noted when allocating a name for School/Academy or park/open spaces/allotments etc. (2(c) & 2(d)):

- (1) When assigning a new property name in an area where existing properties have a theme e.g. historical or geographical connections, the new name should, if possible, be in keeping with this.

- (2) Property names are unacceptable if they are likely to cause spelling or pronunciation difficulties, as these may lead to confusion in an emergency situation.
- (3) Names of more than three syllables should not be used.
- (4) The appropriate suffix should be used i.e. Park/Recreation Ground for open spaces, School/Academy for Schools/Academies.
- (5) No property names to start with 'The'.
- (6) Aesthetically unsuitable names cannot be used.
- (7) The Authority must obtain permission from the Home Office for the use of any property name with a 'Royal' connection e.g. Royal, Queen, Duke, Princess, Prince etc.
- (8) A family name would not be considered, however:

The Director shall have discretion to waive this if he believes there are valid and appropriate reasons to do so. Any such proposed exception would only be considered by the Director if:

- (a) The proposal is supported by a Member of Parliament and/or local authority councillor.

AND

- (b) The person can be shown to have been of the highest standing and such a view is likely to be shared by the public at large.

AND

- (c) The proposer has obtained written consent from a close member of the family of the person or a direct descendant. If that is impracticable a statement of reasons and efforts made to obtain consent must be submitted with the application.

Note that it is likely that such names would only be considered if the proposer can provide proof that the person has been deceased for more than 20 years. This is in line with the heritage 'blue plaque' regulations.

2(e) **Names of Industrial/Commercial Estates/Centres**

Proposed names for business estates are circulated to the Royal Mail and Emergency Services for their observations to avoid the duplication of names already in use. The agreed name is circulated to interested parties but is not officially assigned.

The name is used in conjunction with the official property/street number e.g:

Unit 1 Bloggs Business Centre
115 Zebra Way
London
N14 2ZZ

CHARGING FOR PROPERTY NAMING

Property Naming / Renaming is a chargeable service. The Property Naming process will only commence upon receipt of payment. Current charges can be found at:

<http://www.enfield.gov.uk/info/513/planning-street-street-names-and-numbering-statutory-register/610/street-naming-and-numbering>

(3). NUMBERING & RENUMBERING OF PROPERTIES

Procedure

- Numbering of properties is a chargeable service.
- Developers/owners are requested to inform the SNN when works have started and an invoice will be then issued.
- Once the fee is paid a Proposal Letter is sent to the owner/developer allowing 28 days for any objections (the 28 days objection is a legal requirement under “the 1939 Act”).
- Once all the above have been completed and a works completion date has been received, an Order is made and a Notice of Numbering is sent to the owner/developer.
- If an objection is received within the 28 day period and Enfield Council uphold the objection then the process will need to re-commence and a new Proposal Letter will be submitted to the owner/developer.

3(a) Street Numbers

- 1) Properties in a street should be numbered with even numbers on one side and odd numbers on the other except for a cul-de-sac when consecutive numbering in a clockwise direction is to be used.
- 2) Sequential property numbers in a street shall be approximately opposite to one another, even though this may require the omission of several numbers (e.g. in rural or industrial areas). This aids in the location and allows for any future development or subdivision.
- 3) Private garages and similar (used only for housing cars, etc) will not be numbered.
- 4) The number 13 (or any other number considered unlucky or unsuitable) is to be used in the proper sequence and no sanction should be given to its avoidance.
- 5) Properties (including those on corner sites) are numbered according to the street in which the main entrance is located.
- 6) When numbering new properties into existing streets and all street numbers have been already allocated, numbers followed by letters will be used if

necessary e.g. 1A, 1B, 1C etc. This is to avoid renumbering existing properties. If, however, the quantity of numbers and letters needed for the new properties are considered to lead to confusion in their location it may become necessary to renumber some or all of the existing properties in the area.

3(b) Multiple Addresses

Please note it is preferable that properties with 4 or more flats are given block names following the procedure as laid out in 2(a) naming of properties/ residential/ commercial.

- 1) Properties will be given a street number according to the street in which the main entrance is located and allocated a property name. The internal flats/units will be numbered individually e.g. Flats/Units 1-70 (inclusive), Bloggs Court, 45 Bar Road;
- 2) On each floor the flat/unit numbering should be in a clockwise direction from the entrance/stairwell.
- 3) Properties which have more than one entrance in a street (but form part of the same property) should have the internal flats/units numbered in a clockwise direction within each part of the block served by a separate entrance:

e.g. 1 – 6, 7 – 12, 13 – 18 followed by the property name and street number e.g. Flats 1 – 6, 7 – 12 and 13 – 18, Bare Court, 28 Smith Street.

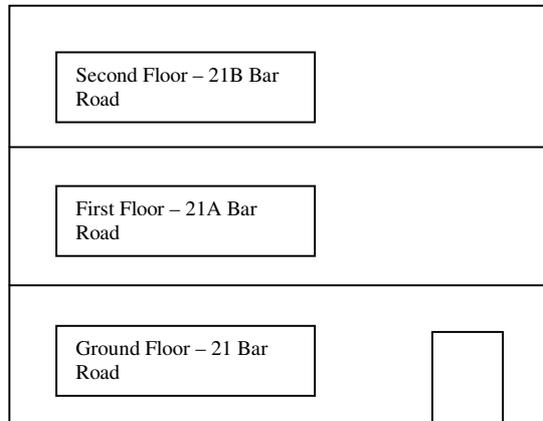
3(c) Small Blocks/Conversions

For conversions with fewer than 4 internal flats the properties will keep the existing number and then use letters.

e.g. 21 Bar Road converted into 3 flats becomes for example:

21 Bar Road,
21A Bar Road,
21B Bar Road

In the following sequence (in a clock-wise order from the entrance/stairwell if more than one flat on one floor):



for any conversions above 3 i.e. 4 or more flats then the following numbering should be used in a clock-wise order e.g.:

Flat 1, 21 Bar Road,
Flat 2, 21 Bar Road,
Flat 3, 21 Bar Road,
Flat 4, 21 Bar Road

All the above will be dependant on the existing numbering and if there is a possibility of later in-fill being built adjacent or to the rear of the properties within the said street and alterations may need to be made to the above to ensure consistent and correct numbering;

3(d) Single Occupancy Property

A single occupancy property e.g. commercial may not have more than one number in one street e.g. 117-121 High Street would not be acceptable. One number will be assigned e.g. 117 High Street and if this is subdivided at a later date separate numbers will be used for each unit;

3(e) Renumbering of Existing Developments/Properties

The renumbering of properties is only carried out in exceptional circumstances:

- (1) If there is no possibility of using the suffixes A, B, etc. to the properties or if illogical or misleading numbering is in use.

- (2) If the quantity of numbers and letters needed for the new properties in an existing street are considered to lead to confusion in their location, and/or likely to cause a delay/ inconvenience in executing a public service.

The owner or occupier of a property shall affix and maintain an officially assigned number allocated by the Local Authority to distinguish a particular property in a street.

Where a property has been officially numbered/renumbered, it is an offence not to display the lawfully assigned number on the property and the Local Authority may undertake the remedial works in default and recover the associated expenses from the owner.

CHARGING FOR PROPERTY NUMBERING/RENUMBERING

Property Numbering/Renumbering is a chargeable service, Property Renumbering will only commence upon receipt of payment. Current charges can be found at:

<http://www.enfield.gov.uk/info/513/planning-street-street-names-and-numbering-statutory-register/610/street-naming-and-numbering>

(4). DISPLAYING NUMBERS AND STREET AND PROPERTY/BLOCK NAMES

This section should be read in conjunction with the Regulations made under “the 1939 Act”.

4(a) Displaying Street Names (Nameplates)

- (1) It is the responsibility of the Local Authority to display street nameplates on roads which are maintainable by the Local Authority (adopted highways).
- (2) It is the responsibility of the owner, developer or the occupiers of private roads to have street nameplates erected and maintained. If it is brought to the attention of the Local Authority that a street nameplate in a private road is not displayed this Authority shall give 21 days Notice to the owners/occupiers of the road to display the correct name.
- (3) Where the Notice is not complied with this Authority shall give 14 days notice that it will cause the nameplates to be displayed on the private road, in default, and recover the expenses from the owners or occupiers of the road, in accordance with s.15 (2) of “the 1939 Act”. This Authority may also issue proceedings for the recovery of a fine.

4(b) Displaying Property Names and Numbers

- (1) The owner or occupier of a property shall affix and maintain an officially assigned number allocated by the Local Authority to distinguish a particular property in a street.
- (2) If the owner/ occupier fails to display a name and/or number lawfully assigned, and there is a possibility of a delay in locating the property or it is causing inconvenience to other residents, this Authority shall give 21 days Notice to the owner/occupier of the property to display the correct number/name.
- (3) Where the Notice is not complied with this Authority shall give a further 14 days notice that it will cause the name or number to be displayed on the property in default and recover the expenses from the owner or occupier of the property.
- (4) The position of individual residential house names is the choice of the owner/occupier but the property/street number must be displayed in conjunction with any name.

4(c) Enforcement of Street Naming Policy and Associated Regulations

This section should be read in conjunction with the Regulations made under “the 1939 Act”.

- (1) This Local Authority is under a duty to cause a lawfully assigned name/ number to be displayed. This duty includes the power to **remove** any name or number which differs to that lawfully assigned.
- (2) If a lawfully assigned name/ number is “destroyed, pulled down, defaced, obliterated or obscured” the Local Authority will give the owner/occupier 7 days to restore the name/ number before it will **cause** it to be displayed. The expenses in doing so will then be recoverable under s.15 (2) of “the 1939 Act”.
- (3) In addition to this Authority’s power to recover expenses for works undertaken in default, it may also issue legal proceedings for the recovery of a fine, under s.15(2) (street names) and s.13 (building names).

(5). **CHARGING FOR STREET NAMING AND NUMBERING**

This Local Authority charges for works associated with the Street Naming and Numbering process, as well as for the provision of information to which it relates, pursuant to its powers under Section. 93 Local Government Act 2003.

Street Naming and Numbering is a chargeable service. The Street Naming and Numbering process will only commence upon receipt of payment. Current charges can be found at:

<http://www.enfield.gov.uk/info/513/planning-street-street-names-and-numbering-statutory-register/610/street-naming-and-numbering>

Director - Environment