

<b>Committee:</b> <b>Cabinet</b>	<b>Date:</b> 29 July 2009	<b>Classification:</b> Unrestricted	<b>Report No:</b>	<b>Agenda Item:</b>
<b>Report of: Corporate Director - Development &amp; Renewal</b>  <b>Originating officer(s)</b>  Mike Windley – Team Leader Building Control			<b>Title:</b> Adoption of Street and Building Naming and Numbering Policy, Regulations and Guidelines  <b>Wards affected: All</b>	

## 1. SUMMARY OF THIS REPORT

- 1.1 To adopt formal Council policy and guidelines for use by officers when dealing with matters relating to the naming of streets and the naming and numbering of buildings and to introduce regulations relating to the style and manner in which street nameplates and numbers are displayed.

## 2. RECOMMENDATIONS

### **Cabinet is recommended to:-**

- 2.1 Approve the policy and guidelines detailed in Appendices A and B;
- 2.2 Agree that regulations be made under Section 9 of the London Building Acts (Amendment) Act, 1939 as shown in Appendix C to the report in relation to the setting up of street nameplates;
- 2.3 Agree that regulations be made under section 12 of the London Building Acts (Amendment) Act, 1939 as shown in Appendix D to the report in relation to the marking of names and numbers on buildings; and
- 2.4 Authorise the Corporate Director Development and Renewal to vary the guidelines as referred to in the introduction to Appendix B to the report and also to modify the application of Regulations in Appendices C and D.

### **3. BACKGROUND**

- 3.1 The Building Control Section (Directorate of Development and Renewal) has recently taken on the function of Street Naming and Numbering from the Highways Section (Directorate of Communities, Localities and Culture). This is to enable the integration of naming and numbering into the development process and to ensure that final addresses correlate with planning and building regulation applications and are properly notified to Core Data for entry into the Local and hence the National Land and Property Gazetteer
- 3.2 The relevant legislation is Part II of the London Building Acts (Amendment) Act 1939 and this is now included in the Directorate of Development and Renewal scheme of delegation.
- 3.3 Under Part II of the London Building Acts (Amendment) Act 1939, the Council is responsible for the naming and numbering of streets and buildings in its area. Proper street and building naming and numbering are essential for the efficient functioning of postal and emergency services as well as for the convenience and safety of the general public.
- 3.4 The guidelines are not statutory requirements. They comprise simple policy guidance intended to enable the Council to make lawful decisions which achieve the purpose of the Act, which is to enable the speedy identification of streets and buildings by the public, postal and emergency services. Broadly speaking, the guidelines seek to achieve this by recommending simple street and building names that are not duplicated and logical numbering systems.
- 3.5 After a name or number has been assigned in accordance with the above guidelines and implemented by order, regulations under Sections 9 and 12 of the Act then specify the manner in which the assigned names or numbers should be displayed.

### **4. GUIDELINES ON STREET AND BUILDING NAMING AND NUMBERING**

4. 1 The proposed guidelines are shown in Appendix B.

### **5. REGULATIONS**

5. 1 The Council is required to make regulations under Section 9 of the London Building Acts (Amendment) Act 1939 for the setting up of street names, etc. (see Appendix C). Regulations under Section 9 of the Act relate to setting up of names of streets, ways, places, rows of houses or blocks of buildings. The regulations have the added benefit of providing guidance and ensuring consistency where the Council does the work. The proposed regulations are shown in Appendix C and reflect the guidance contained in Department of Transport Circular 3/93: Street Nameplates and Numbering of Premises.

5. 2 The Council is required to make regulations under Section 12 of the London Building Acts (Amendment) Act 1939 for the marking of numbers and names of buildings. Regulations under Section 12 of the Act specify how buildings should be 'marked' with their names or numbers so that they are visible. Appendix D shows the regulations that it is proposed that the Council should adopt.

## **6. CONSULTATION**

- 6.1 Consultation has been sought with the London Fire and Emergency Planning Authority (LFEPA), Post Office and Highways Section about the proposed guidance and regulations. The LFEPA have responded and the report amended to incorporate their comments. It is the function of the LFEPA's Pre-Determined Attendance (PDA) Section to act as liaison to all of the London Boroughs in respect of all street naming and numbering applications.

## **7. COMMENTS OF THE CHIEF FINANCIAL OFFICER**

- 7.1 The report seeks agreement to a number of policies and guidelines required to deliver effective Street Naming and Numbering in Tower Hamlets. This is a statutory function of the Council, and is key to ensuring property data across the Borough is robust. This is particularly important given actual and predicted growth occurring, or likely to occur within the Borough.
- 7.2 The cost of providing the service, estimated to be £60,000 per annum, will need to be contained within the Development Decisions budget of Development and Renewal.

## **8 CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL)**

- 8.1 The report proposes: (1) the making of regulations under sections 9 and 12 of the London Building Acts (Amendment) Act 1939; (2) adoption of a policy on street naming and numbering and guidance notes for street naming and numbering applications; and (3) delegation to the Corporate Director of the function of modifying the guidance notes and the regulations.
- 8.2 The report specifies what regulations under sections 9 and 12 of the 1939 Act may provide. Part II of the 1939 Act provides a scheme for naming and numbering streets and buildings of which the regulations form an important part. The Council is under an obligation to cause names and numbers to be set up and kept in accordance with the regulations. The Council may make orders for naming streets and buildings. Where orders have been made, the Council may issue notices to owners of blocks of buildings or to owners or occupiers of buildings requiring marking in accordance with the regulations. The making of the regulations in Appendices C and D will thus form a necessary and important part of fulfilling the Council's obligations under Part II of the 1939 Act.

8.3 Neither the proposed policy nor the proposed guidance notes are statutory requirements. It is understood that they are adopted for the sake of clarity and administrative consistency in the Council's exercise of its functions under Part II of the 1939 Act. These are legitimate reasons for adopting the policy and guidance notes, provided that they are not applied inflexibly. It is appropriately made clear on the face of the guidance notes that their application will depend on the circumstances of individual applications.

8.4 Cabinet has power to delegate the proposed functions to the Corporate Director by virtue of section 15(5) of the Local Government Act 2000.

## **9. ONE TOWER HAMLETS CONSIDERATIONS**

9.1 This report forms an integral part of a fundamental review of the street naming and numbering function since its adoption by Development and Renewal. In future it is intended that the function will act as the gateway for the supply of accurate and formally adopted address data to the Council's Land and Property Gazetteer enabling the services involved to act efficiently and effectively as one Council

## **10 SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

10.1 None

## **11 RISK MANAGEMENT IMPLICATIONS**

11.1 The adoption of this policy and guidelines and the making of regulations are intended to ensure a consistent approach to the naming and numbering process. Clear and accurate addressing and the display of street and building names and numbers will minimise the risk of residents and businesses not receiving post and of the emergency services being unable to locate a property in the event of a fire or other incident.

## **12 EFFICIENCY STATEMENT**

12.1 Adopted policy and guidelines will enable customers to clearly understand the process and to make applications in a form that will maximise administrative and officer efficiency.

12.2 Regulations for the display of street nameplates and for the marking of names and numbers on buildings will ensure consistency and enable efficient enforcement in cases of non-conformity.

## List of "Background Papers" used in the preparation of this report.

London Building Acts (Amendment) Act 1939 – Part II  
Local Government Act 1985 Schedule 8 Section 14(1)(a)

Department of Transport Circular 3/93: Street Nameplates and Numbering of Premises.

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## 13 APPENDICES

Appendix A London Borough of Tower Hamlets Street Naming and Numbering Policy

Appendix B Street Naming and Numbering Applications – Guidance Notes

Appendix C Setting up of Names of Streets ~ Regulations made under Section 9 of the London Building Acts (Amendment) Act, 1939

Appendix D Numbering and Naming of Buildings ~ Regulations made under Section 12 of the London Building Acts (Amendment) Act, 1939

## Appendix A

# **LONDON BOROUGH OF TOWER HAMLETS STREET AND BUILDING NAMING AND NUMBERING POLICY**

## **1.0 Purpose**

- 1.1 This policy document has been created to formalize the ad-hoc regulations and guidelines which have been in use for a number of years. It will provide clarity in property addressing for the postal and emergency services.
- 1.2 This Council has delegated to the Director of Development and Renewal the following powers in the matter of Street and Building Naming and Numbering: the power to vary the guidance notes on street naming and numbering applications; the power to modify the regulations relating to the setting up of names of streets; and the power to modify the regulations relating to the marking of numbers and names of buildings.

## **2.0 Street Naming and Numbering Applications**

- 2.1 The street naming and numbering guidance notes are adopted as part of the Council's formal policy.

## **3.0 Renaming of Streets**

- 3.1 This section should be read in conjunction with the Regulations made under s.9 of the 1939 Act.
- 3.2 The renaming of an existing street is carried out only after notifying the owner(s) and the resident(s) involved in accordance with s.6 of the 1939 Act. Notices are also posted in the street allowing 28 days for objections to be raised.
- 3.3 The renaming of existing streets is only considered:
  - 3.3.1 If the existing name is causing confusion and/or delay in its location e.g. it is similar to another street name.
  - 3.3.2 If the layout of the street is changed e.g. if it becomes two streets or another street will bisect it.
- 3.4 This Authority has no legal obligation to reimburse owners/occupiers of buildings/properties in which the street is officially renamed.

## **4.0 Naming of Existing Unnamed Streets**

- 4.1 The procedure for the naming of an existing street is similar to naming new or renaming existing streets.
- 4.2 The naming of an existing street is considered:

4.2.1 If the lack of a name is causing delay in its location. This can be a problem even though there are no properties addressed in the street.

4.2.2 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.

## **5.0 Displaying Street Names (Nameplates)**

5.1 This section should be read in conjunction with the Regulations made under s.9 of the 1939 Act.

5.2 It is the responsibility of the Local Authority to display street nameplates on roads which are maintainable by the Local Authority (adopted highways).

5.3 It is the responsibility of the owner, developer or the occupiers of private roads to have street nameplates erected and maintained.

5.4 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.

5.5 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.

5.6 This Authority may also issue proceedings for the recovery of a fine, in accordance with s.15 (1) of the 1939 Act.

## **6.0 Renaming and Renumbering of Buildings**

6.1 This section should be read in conjunction with the Regulations made under s.12 of the 1939 Act.

6.2 The renaming and renumbering of buildings is only carried out in exceptional circumstances pursuant to the Local Authority's powers as set out in s.11 of the 1939 Act. In particular:-

6.2.1 If there is no possibility of using suffixes A, B, etc. to the buildings or illogical or misleading numbering is in use

6.2.2 If the quantity of numbers and letters needed for the new properties in an existing street are considered likely to lead to confusion in their location, and/or likely to cause a delay/ inconvenience in executing a public service, it may be necessary to renumber some or all of the existing properties in the area. This is provided for under s.11 of the 1939 Act.

- 6.3 Where a building has been renumbered, it is an offence not to display the lawfully assigned number on the building and the Local Authority may undertake the remedial works in default and recover the associated expenses from the owner.
- 6.4 The owner of a building which requires renaming or renumbering will be notified in accordance with s.11 of the 1939 Act prior to an official order being issued.
- 6.5 This Authority has no legal obligation to reimburse owners/occupiers of buildings/properties which are officially renamed or renumbered.

## **7.0 Displaying of Property\Building Names and Numbers**

- 7.1 This section should be read in conjunction with the Regulations made under s.12 of the 1939 Act.
- 7.2 The owner or occupier of a property shall **affix** and **maintain** a lawfully assigned number to distinguish a particular property in a street. The position of individual house names is the choice of the owner/occupier but the property/street number **must** be displayed in conjunction with any pre-existing name.
- 7.3 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 building 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.
- 7.4 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 building in default and recover the expenses from the owner or occupier of the building.

## **8.0 Streets with No Existing Property Numbering**

- 8.1 It is intended to assign property/street numbers to all properties covered by the descriptions above, where there is no existing numbering system within the street.

## **9.0 Enforcement of Street Naming and Numbering Policy and Associated Regulations**

- 9.1 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.



- 9.2 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.
- 9.3 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(1).

## Appendix B

### Street Naming and Numbering Applications – Guidance Notes

**Please read these notes carefully before making an application to name and number an existing or new building. The Council reserves the right to vary the specific rules depending on circumstances of individual applications.**

#### 1. General Information about Street Naming and Numbering

Tower Hamlets Council has responsibility for assigning names to streets and buildings and numbers to buildings in the Borough, under powers granted by the following Acts of Parliament:

- London Building Acts (Amendment) Act 1939 – Part II
- Local Government Act 1985 Schedule 8 Section 14 (1) (a)

These powers give the Council the sole right to:

- Name new streets and footpaths (Parks are excluded)
- Name new buildings (licensed premises and theatres are excluded)
- Rename existing streets and buildings
- Decide on numbering and renumbering of buildings (licensed premises and theatres are included).

The name or number will be officially assigned when the Council issues an Order. The document becomes part of the legal description of the property. A copy of the Order will be sent to the owners of the properties concerned and this document should be attached to the Title Deeds of the property.

In addition, the Council sends regular updates to various organizations (including the Royal Mail and the Emergency Services) to keep them informed of any new or amended addresses in Tower Hamlets. This informs these organizations 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 by informing the Street Naming and Numbering Officer of the date when occupation will begin. The Street Naming and Numbering Officer will then instruct the Royal Mail to activate your new postcode. This will minimize the

risk of problems that can occur if the address is not recognized by organizations such as credit rating agencies, utility companies, couriers and others.

Please note that the Council has the responsibility for addressing all addressable units contained within a property. An addressable unit is any unit in a property that will become an official or a postal address for example, **Flat 1, 88 America Way, London, E1 1xx**. Since **Flat 1** will form part of the official and postal address the Council is responsible for addressing it.

- You must complete an application form every time you need to apply for a new name or number for buildings or streets within Tower Hamlets. Please submit an application form as soon as construction works starts on the new street or building. If you have any questions about the application form or would like additional copies, please contact, **Street Naming and Numbering Officer on 020 7364 5009**.
- You must include a site plan and internal layout plans showing the plot numbers with each application indicating the location of the streets or buildings affected by the naming or numbering application. The plan should show the main external entrance to each property, clearly marked in a different colour to the rest of the plan.
- You must also include a schedule preferably in spreadsheet format indicating which flats or addressable units are on what level as well as their plot numbers.
- Please note that no application will be considered without the written consent of the freeholders affected by the change of address.
- If all necessary information is provided with the application, an Order for numbering applications will usually be issued within seven weeks of receipt of the application by the Naming and Numbering Officer. Please note that larger scale developments may take longer to process.

## **2. The following types of naming and numbering are not the responsibility of the Council**

- Naming for licensed premises, theatres and parks
- There is no requirement to apply to name a private dwelling house in single occupancy where it has already been allocated an official number, but that official number must always be included in the address or description of that property. Any name maybe given at the discretion of the property owner or occupier in single occupancy provided that it does not give any unreasonable offence to any other party. The Council will only take an interest in such cases if

we become aware that the name is causing difficulties for organizations such as the Fire Brigade, the Royal Mail etc.

- Private garages and similar buildings used only for storing cars, etc, will not be numbered.

### **3. Numbering of Buildings**

The Council's responsibility extends to all numbering or renumbering cases where external entrances are involved and where additional internal addressable units have been added to a property. For example, when a house is converted into flats with separate external and internal entrance doors, the owner must apply to the Council to have external street numbers and internal door numbers officially assigned.

The 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 provided by the applicant. Any numbering scheme suggested by the applicant will be considered, however the principles developed by the Council with the Royal Mail and the Fire Brigade will always take preference. In particular, please note the following points:

- Each self-contained property with a separate external door (flats, offices, shops or any other) will be allocated its own distinguishing number.
- The property number may include a letter suffix where properties have been subdivided (e.g. if number 3 is divided into two flats with separate external doors, the new flats would usually be numbered 3 and 3A).
- If several properties share an external door, the Council will assign an official number to this door as well as the internal properties as well.
- New residential buildings will be allocated one sequential number within the road. Flats should be numbered internally from number 1 upwards using all numbers. (e.g., Flat 2, 13 Smith Street, not Flat A, 13 Smith Street and not 13A Smith Street which might already be used by an adjoining infill building.).
- Internal numbering begins with the first property to the left of the main entrance and continues in a clockwise direction. This process continues on subsequent levels from the first property to the left of the main access point for that level.
- There will be no sanction given to the avoidance of any numbers e.g. 13, and a proper sequence shall be maintained.

- In buildings of a sufficient size, numbers may be incremented by 100 per level where this helps with identification.
- The use of numbers followed by letters is permitted. These are needed, for instance, when one large old house in a road is demolished and replaced by (say) four smaller houses. To include the new houses in the numbering sequence would involve renumbering all the higher numbering houses on that road. If a considerable number of other houses would be affected, then to avoid this, each new house should be given the number of the old house with either A, B, C or D added.
- No numbers are to be used within the name of a building or street (**for e.g. Number Ten Street or Club 77 House**).
- A named building may not have more than one number in one street.
- The address of a property depends on the location of the external entrance door. This means that some properties in the same building are sometimes addressed into different streets. If, for example, as a result of development work, one or more entrance doors to new sections of an existing building are on a different street, the new entrance will be assigned an address on the street where its entrance is located, regardless of any address used by the existing building.

While we realise that the above conditions can be restrictive, our Policy is intended to create logical addressing that provides clear and swift identification without ambiguity or confusion especially in the event of an emergency situation.

#### **4. Naming of Streets and buildings**

Tower Hamlets Council has the sole right to decide on names for new streets and buildings in the Borough provided that all interested parties are given 28 days in which to register an objection (this consultation period is described below) and that any objections are fairly considered. Although it happens rarely, you should be aware that the Council may assign by Order, any name that it thinks fit, to any street or building, whether or not a name already exists for the street or building concerned.

An Order for naming applications will usually be issued around seven weeks after names that meet the Council guidelines, are submitted to the Naming and Numbering Officer. This timescale assumes that no objections are received during the consultation period. Larger scale developments may take longer to process.

## 5. Rules for Naming Streets or Buildings in Tower Hamlets

### 5.1 Avoidance of Duplicate Names

This is one of the most important rules that apply to new street and building names. New street names must not duplicate any similar name already in use in the borough or neighbouring boroughs. A variation in the suffix, e.g., 'street', 'road', 'avenue', etc., should not be accepted as sufficient reason to duplicate a name. New building names must not duplicate any similar name already in use in the same postal district or in close proximity in a neighbouring postal district. The main reason for the rule on duplication is to help prevent confusion for emergency services when responding to 999 calls. The London Fire Brigade will object to any names that breach this rule and Tower Hamlets is unlikely to assign a name if an objection has been received from the Emergency Services.

To avoid delay, you should ask the Naming and Numbering Officer to check whether a name is duplicated **before** submitting your full application.

### 5.2 Subsidiary Names

Subsidiary names, such as a row of buildings within an already named road being called '.....Terrace/Parade', should only be used in roads of short length.

### 5.3 Acceptable Second Words ('suffixes')

The London Fire Brigade's policy guidelines set out a number of rules that apply for the second word that can usually be used after the name of a new street or building.

#### Streets

<b>Suffix:</b>	<b>Reason for use:</b>
Road	for any thoroughfare
Street	for any thoroughfare
Way	for major roads
Avenue	for residential roads
Drive	for residential roads
Grove	for residential roads
Lane	for residential roads
Gardens	subject to there being no confusion with any local open space
Place	subject to there being no confusion with any local open space

Crescent	for a crescent shaped road
Close	for a cul de sac only
Square	for a square only
Hill	for a hillside road only
Circus	for a large roundabout
Mews	provided it does not repeat the name of the road from which access is gained
Vale	for residential roads. Only for exceptional circumstances
Rise/Row	for residential roads. Only for exceptional circumstances
Mead/Wharf	for residential roads. Only for exceptional circumstances

### **Non acceptable suffixes for Streets:**

End, Court, Cross, Side, View, Walk, Park, Meadow, Gate or Common. All of these words can be incorporated in a Street Name provided it is terminated with an appropriate suffix (e.g. Mile End Road).

### **Pedestrian Ways**

All new pedestrian ways to end in the following suffixes: Walk, Path or Way.

### **Buildings**

- All new building names should end in one of the following suffixes: House, Court, Lodge, Apartments, Mansions (residential only), Point (high block residential), Tower/Heights (high blocks offices or residential).

The list above is not exhaustive, so please contact the Naming and Numbering Officer if you would like to use a different word in your street or building name.

### **5.4 Other Street Naming and Numbering rules**

- Names should be kept reasonably short, easy to spell and easy to remember
- Names should not be facetious or derogatory
- No street or building name should start with 'The'
- For private houses, the building name cannot repeat the name of the road or any house or building in the area.

- The full names of living persons shall not be used without that person's written consent. Names of persons recently deceased shall only be considered if accompanied by the written permission of a close relative.
- The use of North, East, South or West (as in Alfred Road South) is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is two separate parts with no vehicular access between the two. In such a case, one half should be completely renamed.
- A new street should be numbered with even numbers on one side and odd numbers on the other, except for a Cul-de-sac where consecutive numbering in a clockwise direction is preferred.
- The Council is not liable for any claims for compensation arising directly or indirectly from the naming of streets, re-naming of streets, numbering or re-numbering of properties.
- The property developer should not give any postal addresses, including the postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before formal approval has been issued by the Council. The Council will not be liable for any costs or damages caused by failure to comply with this.

### **5.5 Historical Connections**

If you are experiencing difficulty in deciding upon suitable names, you may wish to consider any historical connections with the area in which the new street or building is located. The connection could be the name of a notable person who was born or lived in the area or could include words connected with how the land was used in the past. The connection should be with Tower Hamlets itself, rather than with neighbouring boroughs, although exceptions may be made near to the Borough boundary.

You may wish to use the Tower Hamlets Local History Library to research potential names. The resources available at the library cover all aspects of history of the Borough.

Tower Hamlets Local History Library  
 277 Bancroft Road  
 London  
 E1 4DQ  
 Phone: 020 7364 1290  
 Fax: 020 7364 1292  
 Email: [localhistory@towerhamlets.gov.uk](mailto:localhistory@towerhamlets.gov.uk)



## **5.6 Consultation Period**

The Council has the sole right to decide on a name provided that we give interested parties one calendar month in which to register an objection and that any objections received are fairly considered. We start the consultation process when we have received one, or preferably several proposed street or building names that fit the criteria set out in the guidelines above.

To minimize the risk that names are rejected at this stage, we advise you to contact the Street Naming and Numbering Officer before submitting the application form to check for any obvious reasons why the name might be rejected.

To ensure that local residents and other interested parties have an opportunity to raise objections to any suggested name, at least one calendar month before the order is issued we consult with the emergency services, the Royal Mail and the applicant and where warranted post notices on the street or streets near the site.

## **6. Signage and Nameplates for Streets and Buildings,**

If no objections are upheld within the prescribed period (for naming applications) and the final name and/or numbering has been agreed with the applicant, the Council will then issue an Order officially assigning the names to streets and buildings and the numbers to buildings. It is the owner's responsibility to ensure that buildings and streets have appropriate signage describing the new name and/or number.

The Council has a specific standard for street nameplates (see attached Standard Street Name Plates document). In order to make sure your street sign or name plate conforms to this standard, you must contact the Councils **Highways Asset Management** team to get approval for your street nameplate even if the street is not an adopted public highway or footway. **Please note that you are not allowed to put up street signs or nameplates on publicly adopted highway or footway under any circumstance.** If your development has led to the naming or renaming of a publicly adopted highway or footway, you must contact the Councils **Highway Asset Manager** about any street signs or street nameplate changes.

Highways Asset Management  
4<sup>th</sup> Floor, Anchorage House  
PO Box 55739  
London, E14 1BY  
Tel: 020 7364 6691  
Fax: 020 7364 6885  
Email: [gary.branton@towerhamlets.gov.uk](mailto:gary.branton@towerhamlets.gov.uk)

## 7. Postcodes

Prior to the formal Order being issued, the Council forwards a copy of the draft Order to the Royal Mail for them to assign postcodes to any new addresses. Once returned the Council includes the postcodes in the formal order which is sent to the applicant and kept as records.

As a matter of policy, the Royal Mail does not publish on its website addresses that are not completed and/or occupied. This means that in certain cases addresses that have been agreed with the Council may not, for a while, be visible to anyone using the website to validate an address for purposes such as providing goods or services related to that address or its owner. You should inform the Street Naming and Numbering Officer of the date when occupation will begin. The Street Naming and Numbering Officer will then instruct the Royal Mail to activate your new postcode. This will minimize the risk of problems that can occur if the address is not recognized by organizations such as credit rating agencies, utility companies, couriers and others.

As stated in the introduction, Royal Mail will not accept a new address or change of address intelligence from anybody other than the Council's Street Naming and Numbering department. **Please do not assume a development will have the same Post Code as the surrounding or existing properties.**

## 8. Land and Property and Street Gazetteers

All Local Authorities (which have the responsibility of Street Naming and Numbering) maintain a Local Land and Property Gazetteer (LLPG) and a Local Street Gazetteer (LSG) and send regular updates to the National Land and Property Gazetteer (NLPG), and National Street Gazetteer (NSG). These systems contain all the addresses and streets within an Authority. They are maintained locally to ensure all information is up-to-date. All information we ask you to provide will be related to properties and streets, and is to ensure the accuracy of our LLPG and LSG and consequentially the NLPG and NSG. For further information about this initiative please visit the NLPG and NSG websites at <http://www.nlpg.org.uk> and <http://www.thensg.org.uk>

## 9. Contact Details

If you have any questions about any of the information in this document or on the application form, please contact:

Street Naming and Numbering Officer  
Building Control  
Development and Renewal  
Mulberry Place  
PO Box 55739  
5 Clove Crescent  
London E14 1BY  
Tel: 020 7364 5009  
Fax: 020 7364 5265  
email: [streetnamingandnumbering@towerhamlets.gov.uk](mailto:streetnamingandnumbering@towerhamlets.gov.uk)

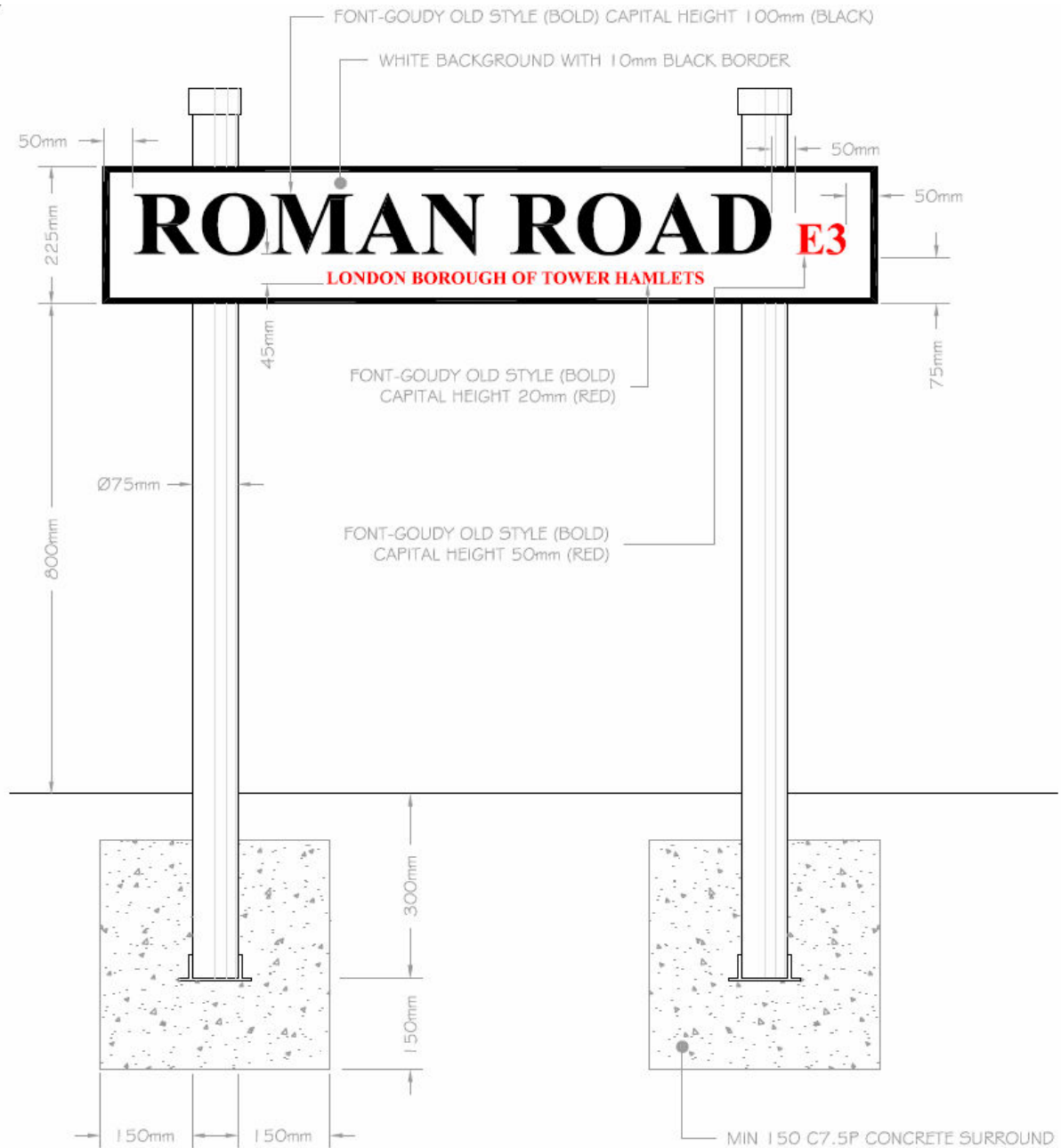
## Appendix C

### SETTING UP OF NAMES OF STREETS

Regulations made by The London Borough of Tower Hamlets  
relating to the setting up of names of street etc. under section 9 of the  
London Building Acts (Amendment) Act, 1939

- 1) Street name plates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The name plate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable the distance may be varied up to a maximum of 6 meters.
- 2) Street name plates should be mounted so that the lower edge of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
- 3) Name plates should normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes or where it is thought that paragraph 8 would apply. At major crossroads, name plates will be necessary on both sides of each arm.
- 4) At T-junctions a main street name plate should be placed directly opposite the traffic approaching from the side road.
- 5) Where the street name changes at a point other than a cross-roads both names should be displayed at the point of change and many local authorities have found it useful to include arrows to indicate clearly to which parts of the street the names refer.
- 6) On straight lengths of road without intersections name plates should be repeated at reasonable intervals with priority given to such places as bus and railway stations and opposite entrances to well frequented sites such as car parks.
- 7) Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.
- 8) Where it might reasonably be expected, for example at intervals on long straight lengths of road or at intersections or T-junctions, many local authorities have found it useful to incorporate on the name plate information indicating the street numbers on either side of the intersection.

- 9) Whenever practical, street name plates should be mounted on walls, buildings or other boundary structures at the back edge of the footway. Post mounting or finger mounting should only be used where normal mounting does not make the plate conspicuous (e.g. where an important side road has a narrow entrance or in the exceptional circumstances mentioned in para 7 above or where it will frequently be obscured by pedestrian movement and cannot be mounted at the 2.5 metre height).
- 10) The name plates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter (where possible greater clearance should be provided). Nor should they be incorporated in other direction sign assemblies, but be kept distinct and mounted in as standardised a manner as possible. Care should be taken to keep the view of name plates free from obstruction by trees and other growth.
- 11) Where possible, name plates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.
- 12) The layout of the street name should be in accordance with Highways Section street design guide, example shown below:-



1. Posts shall be cleaned from grease, scale and rust, shot blasted, then coated to a minimum thickness of 0,4mm with black or grey PVC Vyflex as applied by Plastic Coating Ltd, or equivalent approved.
2. Where no lighting unit is required, posts are to be fitted with a waterproof cap to BS873 Part 1: Section 5.
3. Unless otherwise described in the contract, all signs not exceeding 750mm deep shall be made from a single aluminium sheet, not less than 3mm thick to BS873.
4. All clips, brackets, nuts, bolts and washers are to be stainless steel as described in BS873.
5. All traffic signs equipment other than sign faces, stainless steel fittings and reflector plates shall be coloured black

## Appendix D

### NUMBERING AND NAMING OF BUILDINGS

Regulations made by The London Borough of Tower Hamlets  
relating to the marking of numbers and names of buildings under section 12 of the  
London Building Acts (Amendment) Act, 1939

- 1) Every number or name, or number and name, of any building in any street, way, place, row of houses or block of buildings within the London Borough of Tower Hamlets shall be marked;
  - a. On the building, the entrance gate, boundary wall or fence immediately adjacent to the gate or entrance of such building, or such other position as to be clearly visible from the street or way in which the building is situate.
  - b. With numerals or lettering of such colour as to contrast with the background against which they are displayed.
  - c. With numerals or lettering of sufficient size to render them clearly visible from the street or way in which the building is situated. (62.5mm high is generally recommended as being adequate for this purpose).
  - d. In durable, non-absorbent material, which expression shall be deemed to include paint.
- 2) Where the number and/or name is marked on the building to which it relates, such number and/or name, shall generally, be not more than 6 metres above the level of the ground.
- 3) Where the number and/or name is marked in a position other than on the building to which it relates, such number and/or name shall generally not be more than 2.5 metres or less than 0.75 metres above the level of the ground.
- 4) The numerals of which any number is composed shall be Arabic in character.