



Street Naming and Numbering Guidelines

Numbering

The Council are responsible for ensuring the numbering or renumbering of streets and buildings are assigned in an acceptable manner and in accordance with guidelines agreed with Royal Mail and the Fire Service. For example, if a house is converted into 4 flats with separate external and internal entrance doors, the owner must apply to the Council to have both external street numbers and internal door numbers officially assigned, i.e. Flats 1 – 4, 19 Grosvenor Road.

The Naming and Numbering service of the Council will consider the location and means of access to each external entrance, using the information on the application form and the plans provided, before allocating postal numbers.

Any numbering scheme suggested by the applicant will be considered, however the aforementioned guidelines agreed with Royal Mail and the Fire Brigade will always take preference. To ensure complicity, please note the following points:

- Each self-contained property with a separate external door (flats, offices, shops, etc) will be allocated its own distinguishing street number.
- The property number may include a letter suffix where properties have been subdivided (i.e. if number 3 is divided into two flats with separate external doors, the new flats would usually be numbered 3 and 3A), or where an infill development is located between two existing street numbers and the beginning or end of a street.
- If several properties share an external door, the Council will assign an official street number to this door as well as numbering the internal properties.
- New residential buildings will be allocated one sequential number within the road. Where there are flats within the new building these should be numbered internally from number 1 upwards using all numbers (i.e. Flat 1, 19 Grosvenor Road, not Flat A, 19 Grosvenor Road nor 19A Grosvenor Road which may already be assigned to 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.
- 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 numbered 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 (i.e. Number Seven House).
- 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. This is common in corner properties where there may be entrances from two separate roads. In these instances, addresses are assigned dependant on the road the entrance is accessed from.
- The council does not undertake consultation for numbering properties within the Borough.

Naming

The naming of streets and/or buildings involves significant consultation with local ward councillors, Royal Mail, the emergency services and the public generally. Where appropriate naming should reflect the local history and the Council will often consult with the local historian for suitable suggestions. However, suggestions received via the applicant, resident groups and local ward councillors will also be included in the consultation process.

There are two consultation processes to be undertaken before the Council will give authorisation to a road or building name.

- **The first process involves consulting with Royal Mail, the emergency services and local ward councillors. Following completion of that consultation, the preferred name(s) will be agreed between the Council and the applicant.**
- **The name(s) will then be included in a public notice which will be posted adjacent to the development site for a period of one month; this will be the second consultation period. Barring any objections during this stage, the Council will create an Order which authorises the use of the name.**

There are a number of guidelines that must be adhered to when naming/renaming a street or building:

- New street and building names must not duplicate any similar name already in use in the surrounding area. A variation in the suffix, e.g., 'street', 'road', 'avenue', etc., is not accepted as a sufficient reason to duplicate a name. This is to prevent confusion for emergency services when responding to 999 calls. The London Fire Brigade will object to any names that breach this rule and Hounslow Council is unlikely to assign a name if an objection has been received from the Emergency Services.
- 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.

Acceptable suffixes

- **Streets**

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 New 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.

Other Naming and Numbering Guidelines

- Any names considered offensive will be rejected.
- No new street or building name should start with 'The'.
- New building/street names cannot repeat the name of a road or building in the surrounding area.
- No road or building should be named after a living person, unless in exceptional circumstances.
- The use of **North, East, South** or **West** (as in Wellington Road South) is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road forms 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 renumbering of properties.
- The applicant should not give any postal addresses, including the postcode, to any person until the address is authorised by the Council. The Council will not be liable for any costs or damages caused by failure to comply with this.
- In exceptional circumstances, Hounslow Council does have the authority to assign street and buildings name irrespective of the wishes of applicants. However, in most instances the Council take into consideration the request of applicants and the opinion of local resident groups, councillors and the public generally in an attempt to agree upon a name that is acceptable to all parties.
- 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.

Signage and Nameplates for Streets and Buildings

It is the applicant's responsibility to ensure that buildings and (private) streets have appropriate signage describing the new name and/or number. The Council has a specific standard for street nameplates and you should contact the Councils' highways

management team, Hounslow Highways, to ensure your street nameplates conforms to this standard.

Please note that you are not allowed to erect 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 should contact Hounslow Highways about any street signs or street nameplate changes, via enquiries@hounslowhighways.org

Postcodes

Royal Mail's address development team are responsible for the allocation of postcodes. Once a name or number has been approved by Hounslow Council notification will be sent to Royal Mail's address development team who will register the address on their database and allocate a postcode accordingly.

As a matter of policy, the Royal Mail does not publish (on its website) addresses that are still in the development phase or are not yet occupied. This means that in certain cases addresses that have been agreed with the Council may not be visible to anyone using the website to validate an address for purposes such as providing goods or services related to that address.

You should inform the local authority of the date when occupation will begin who will then instruct 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.

Royal Mail will not accept a new address or change of address without confirmation from the local authority. It should also be noted that there is no guarantee that a development will have the same Post Code as the surrounding addresses.