

Appendix One – Amended Street Naming and Numbering Guidelines

Guidelines on Street and Building Naming and Numbering in the City of Westminster (Main proposed amendments in red)



City of Westminster

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1 INTRODUCTION

The Council is responsible for naming and numbering of new and existing streets and buildings under Part II of the London Building (Amendment) Act 1939. The key sections of the Act are as follows: A brief summary of the principal functions is given below:-

- **Section 5** of the Act requires notice to be given to the council of a proposed street name and gives a power to object to this name – allows an intended name of a road to be proposed to the Council and if the Council objects to that name, it must do so within one month. In practice, the Council objects to all names initially to allow time to place a public notice about the name and consult the postal and emergency services and anyone else who may be affected by the name. Where a name is proposed it is also better to propose two alternatives, and any name is more likely to be approved if it complies with these guidelines. However,
- **Section 6** of the Act allows the Council to assign any name to a street that it thinks fit, after carrying out the consultations outlined above. If there is a difference between the Council's choice and the proposers, the decision on the name will be referred to the Planning Applications Sub-Committee. Where the consultation process throws up a substantive objection to a name, the matter is referred to the Sub-Committee;
- **Section 11** allows the Council to assign numbers and/or names to buildings.

It is important that every address is unique and unambiguous so that the Emergency Services can find it quickly and mail is delivered correctly. A street naming and numbering application must therefore be made to name or number a new development, sub-divide an existing property, or change the name or number(s) of an existing property or development. Further information on the process and information requirements is set out in the appendices to this guidance. The Council produces application forms to allow people to make applications under the above sections and charges an application fee to recover costs. Application forms and the current fees may be obtained from the Council's Street Naming and Numbering Officer or One-Stop Services.

These guidelines have been prepared to assist developers and building owners on the naming and numbering of streets and buildings in Westminster. These are not statutory requirements but policy guidance, whose implementation over many years by the Council and other London boroughs, has proved effective in assisting in the speedy identification of streets and buildings. They were first

approved on 31 March 1998 and amended and approved by the Cabinet Member for Planning and Economic Development in XX October 2022.¹ In appropriate circumstances, the Council may vary this guidance – this would normally be done by the Director of Environment and – but decisions involving substantial changes to the guidance would be reported to the Sub-Committee.

[Find out more information, see application forms and information on fees on the Westminster website at <https://www.westminster.gov.uk/roads-and-travel/roads-and-highways/street-naming-and-numbering>.](https://www.westminster.gov.uk/roads-and-travel/roads-and-highways/street-naming-and-numbering)

2. GUIDELINES FOR NAMING OF STREETS AND BUILDINGS: -

When suggesting a name for a new street or building, you should follow the guidance set out below

2.1 New Street Names

- (i) New street names should **not duplicate any similar name already in use** in Westminster or in neighbouring boroughs. A variation in the ~~terminal word~~ **suffix**, i.e. 'street', 'road', 'avenue', etc. will not be accepted as sufficient reason to duplicate a name. Avoid having two phonetically similar names within a postal area and, if possible, within the ~~borough~~ **city**, e.g. 'Alfred Road' and 'Alfred Close' or 'Churchill Road' and 'Birch Hill Road'.
- (ii) ~~Street names should not be difficult to pronounce or awkward to spell.~~ In general, words of more than three syllables should be avoided. ~~and~~ This precludes the use of two words, except in special cases.
- (iii) Subsidiary names, such as a row of buildings within an already named road being called '.....Terrace' should only be used for roads of short length.
- (iv) **All new street names should end with one of the following suffixes:-**
- | | |
|--|---|
| • Street | for any thoroughfare |
| • Road | for any thoroughfare |
| • Way | for major roads |
| • Avenue, Drive, Grove, Lane, Place | for residential roads |
| • Gardens | for residential roads (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 |
| • Terrace | for a terrace of houses (provided it is not a subsidiary name) |

¹ In appropriate circumstances, the Council may vary this guidance - this would normally be done by the Director of Town Planning and Building Control but decisions involving substantial changes to the guidance will be reported to the Cabinet Member with responsibility for planning.

- **Vale, Dene, Rise, Mead, Row, Wharf, Mews** for residential roads in appropriate circumstances

(v) **The following suffixes are not acceptable: -**

End, Court, Cross, Side, View, Wal, Park, Meadow (All these words can be incorporated in a street name provided it terminates with an appropriate suffix [e.g. Mile End Road]).

Exceptions - single or dual names without suffixes in appropriate places (e.g. Broadway - for major roads only).

(vi) The use of North, East, South or West (as in 'Alfred Road North' and '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 in two separate parts with no vehicular access between the two. ~~In such cases,~~ **one** half should be renamed.

(vii) All new **pedestrian ways** should end with one of the following suffixes:- Walk, Path, Way

2.2 New Building Names

(i) **All New building names should usually end with one of the following suffixes: -**

Building, House	any
Lodge, Court, Apartments, Mansions	residential only
Point	high block residential only
Tower, Heights	high block offices or residential

(ii) For private houses it is sufficient that the name should not repeat the name of the road or that of any other house or building in the area.

2.3 Further Guidelines on names

- (i) New names, whether for the purposes of naming a new street or for the renaming of an existing street, should **usually** demonstrate clear historical and/or local links to the area in which the street is situated. Supporting information must be provided to demonstrate this with your application. **Our archives centre can assist in researching names with historical links to Westminster.** In seeking approval for any name, regard must still be had to that part of the policy that seeks to avoid duplication of names.
- (ii) **New names should not include words having offensive connotations for the general public or a particular community or be capable of deliberate misinterpretation or double meaning.**
- (iii) **The use of a name, which relates to people either living or deceased, should be avoided if possible. In general, in order to avoid causing offence, no street shall be named after any living person.**
- (iv) **For applications to name a street after a deceased person, written permission must be obtained from the person's family or estate administrators and the individual in question should usually have been deceased for a minimum of 10 years**
- (v) **Permission must be obtained 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.**

3. RENAMING AND RENUMBERING OF EXISTING STREETS AND BUILDINGS

(i) Renaming existing streets is **should** normally **be avoided only considered when unless** changes **occur which** give rise (or are likely to give rise) to problems for the occupiers, Post Office or Emergency Services, etc **or changes can be otherwise strongly justified, follow the guidelines above and public safety objectives are not put at risk. Supporting information setting out the justification must be provided with your application.** The same applies to the wholesale renumbering of existing buildings in a street.

4. GUIDELINES FOR THE NUMBERING OF NEW STREETS & BUILDINGS

(i) A new street should be numbered with even numbers on one side and odd numbers on the other, except that for a cul-de-sac consecutive numbering in a clockwise direction is preferred.

(ii) Private garages and similar buildings used only for housing cars, etc., should not be numbered.

(iii) There should be no sanction given for the avoidance of certain numbers on grounds of superstition e.g. 13 or 4. These numbers should be used in proper sequence in the street.

(iv) Buildings (including those on corner sites) are numbered according to the street in which the main entrance is to be found and the manipulation of numbering in order to secure a 'prestige' address or to avoid an address which is thought to have undesired associations should not be sanctioned.

(v) If a building has entrances in more than one street, but it is a multi-occupied building and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on the circumstances, for a house divided into flats.

(vi) A named building may not have more than one number in one street.

(vii) In residential buildings (e.g. blocks of flats) it is usual to give a street number to each block where the block is up to six storeys in height. When the block exceeds this height or there are not sufficient numbers available because of existing developments, it should be given a name and a number in the street.

(viii) The numbering of flats within a named or numbered building **is outside the scope of this Council's powers, but developers may be advised that on each floor the numbering** should be in a clockwise direction where this is possible, **or alternatively to consult the local District Postmaster.**

(ix) When flats are numbered internally, the preferred option is for them to be numbered not lettered (e.g. Flat 2, 21 Smith Street, not Flat A, 21 Smith Street and not 2 IA Smith Street which might already be used by an adjoining infill building). In certain circumstances, letters and floor descriptions for flats are acceptable where they are already in use.

(x) The 1939 Act permits the use of numbers followed by letters or fractions (Section 11(2)). These are needed, for instance, when one large old house in a road is demolished and replaced by, say, four smaller houses. To include the new houses in the numbering sequence would involve renumbering all the higher numbered houses on that side of the 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. However, although fractions are permitted in the Act,

Further information

For further information [Contact](#) our Street Naming and Numbering team.

Appendices to guidance

How to make your application

We advise you to contact us at the earliest stage of a proposal, preferably when building works commence, and before a name has been marketed.

The following information should be provided with your application:

- ✓ **Completed Application Form**
- ✓ **A site plan/ OS map with the site outlined in red and a schedule of plots/flats/floor layout. A plan showing locations/layout of buildings/pathways/blocks/ retail units.**
- ✓ **Contact details for the applicant and site owner (including confirmation of permission by the property owner to make an application).**
- ✓ **An explanation and supporting information on the proposal, including the present address details. If the application comprises a building name or a street name, an explanation into the origins of the name must be included and demonstrate compliance with these guidelines. You should also provide two alternative name proposals as we may receive objections following consultation and this will speed up the process.**
- ✓ **Details of the relevant planning permission (where appropriate)**
- ✓ **Correct payment**

The application can be submitted at <https://www.westminster.gov.uk/roads-and-travel/roads-and-highways/street-naming-and-numbering>.

Street naming and numbering application process

The application process will take approximately one month. In making our decision, we follow the process set out below -

Application Received - Information checked and acknowledgment sent.



Consultation - with Royal Mail and Emergency Services (28 days) and others where relevant .



Consideration - All new numbers or names for streets or buildings will be considered against the guidelines and consultation Responses.



Recommendation – if no substantive objection application determined under delegated powers. If substantive objection application may be referred to Cabinet Member Decision.



Decision – Notice of decision (statutory order) sent to applicant.



Notifications - new address details are submitted to National Land and property Gazeteer, Royal Mail and ther relevant parties, allocation of post codes by Royal Mail (where necessary).