



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Street Naming and Numbering
Planning and Borough Development
The Royal Borough of Kensington and Chelsea
The Town Hall
Hornton Street
London
W8 7NX
Email. SNN@rbkc.gov.uk
DX: 84016 Kensington High Street 2

Street Naming and Numbering Application Form

This application form should be completed using the guidance notes provided. All applications require a signed letter from the freeholder confirming that you are acting with their consent. Failure to provide this will invalidate the application. All applications must be accompanied by an up to date site plan with annotated street entrance points. The attached Applicant details and Declaration form must also be completed and submitted with the application.

Types of application.

Verification Order (VO) - A Verification Order confirms the internal numbering and floor levels of separate units within a building. This may include the verification of residential flats/units and/or commercial units. This also includes the verification of a company/organisation at an official address. The process involves updating Council records, the Royal Mail (PAF) database and Emergency Services with the same address information. In addition, amenity and other private companies draw their data from the Royal Mail's PAF database.

Decision Order (DO) - A Decision Order is a legal instrument used to create or amend an official street name, building name, or the street numbering of a building.

Combined Decision Order and Verification Order (DOVO) - A combined order that contains a Decision Order and Verification Order as defined above.

Publication of applications on the RBKC planning website

Please note that the information provided on this application form and in supporting documents may be published on the RBKC website. If you require any further clarification, please contact the planning department.

2. Type of application

2. (a) Verification Order

Please use this section when applying to verify the units within an existing street address. Flat or unit descriptions should be alphabetical or numerical and in sequential order and must denote the floor level and be numbered from the bottom to the top of the building. e.g. Flat A (Ground Floor), Flat B (1st Floor). If more than one Flat or Unit is located on the same floor, they must be numbered in a clockwise direction. Please include the description and floor level for all of the flats/units within the building.

<u>Flat/Unit description</u>	<u>Floor Level</u>

2. (c) Combined Decision Order and Verification Order (DOVO)

Please use this section when applying for the numbering/renumbering of a building or the naming/renaming of a building and the verification of the flats/units within the building.

2. (c)(i) List the buildings you wish to number or name.

2. (c) (ii) Please include the description and floor level for all of the flats/units within the buildings listed in section 2. (c)(i).

3. Fee calculator. (All fees VAT exempt) (Only complete the sections that apply to your application)

3. (a). Verification Order (VO)

First/One single unit £111
 Additional Units £62 per unit

No. of Units	Total
	£
	£

3. (b). Decision Order (DO)

3. (b)(1). Numbering or re-numbering of a building

First/One single unit £111
 Additional Units £62 per unit

	£
	£

3. (b)(2). Naming or re-naming of a building

First/One single unit £284
 Additional Buildings £284 per building

	£
	£

3. (b)(3). Naming or re-naming of a street

First/One single unit £853
 Additional Streets £853 per street

	£
	£

3. (c). Combined Decision Order and Verification Order (DOVO)

First/One single unit £111
 Additional Units £62 per unit

	£
	£

Grand Total:	£
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Payment

Once you have submitted your application and received an **SNN** reference number, payment of the fees can be made online at www.rbkc.gov.uk/planpay, or via our telephone service - Planning Line on 0207 361 3012 (Quoting the **SNN** reference number and the **application address**).

Send the completed forms to:

Email: SNN@rbkc.gov.uk

Post: **Street Naming & Numbering, Planning and Borough Development, Kensington Town Hall, Hornton Street, London W8 7NX**

DX: **84016 Kensington High Street 2**



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Street Naming and Numbering Applicant/Agent Details and Declaration Form

Applicant details		Agent details (if applicable)	
Name		Name	
Company or organisation		Company or organisation	
Address		Address	
Post Code		Post Code	
Email		Email	
Phone		Phone	

Declaration

I confirm that I have completed/included the following items:

Please Tick

- Completed application form (Sections 1-3)**
- Site plan with annotated street entrance points**
- Freeholder consent letter**
- Correct Application Fee**

Signed	Please Print Name	Date



THE ROYAL BOROUGH OF
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The Royal Borough of Kensington and Chelsea
Street Naming and Numbering Guidance

Contents

1.	Naming and Numbering policy guidance	Page 10
2.	Street Naming/Renaming Conventions	Page 11
3.	Building Naming/Renaming Conventions	Page 14
4.	Building Numbering/Renumbering Conventions	Page 16
5.	Internal Numbering Verification Orders	Page 17
6.	Contact Details	Page 18

1. Naming and Numbering Policy Guidance

1.1

Any naming or renaming submissions that may be considered as advertising will be refused. Applicants should apply for a Control of Advert Consent instead.

1.2

Consultations on applications will commence on the day of receipt of valid applications. The consultation period is four weeks.

1.3

Any application that is linked to a development or redevelopment must include the relevant Town Planning application reference number. Any suggested naming or renaming should reflect the type of development or redevelopment undertaken.

1.4

Postcode and Post town allocation is the responsibility of Royal Mail. They will allocate a postcode on receipt of the official naming and numbering scheme.

1.5

The Local Authority is not liable for any claims for compensation arising directly or indirectly from the naming of streets or the naming or numbering of buildings.

2. Street Naming/Renaming Conventions

2.1

New street names shall not duplicate any name already in use in the Borough or adjoining Boroughs.

2.2

A variation in the terminal word, e.g., “street”, “road”, “avenue”, etc., will not be accepted as sufficient reason to duplicate a name.

2.3

Street names with phonetically similar names must be avoided.

2.4

Street names that may be considered or construed as offensive or which may contravene any aspect of the council’s equal opportunities policies will not be acceptable.

2.5

No street shall be named after any living person.

2.6

No street name shall commence with the word “The”.

2.7

No punctuation should be included, including apostrophes.

2.8

Street names must not be difficult to pronounce or awkward to spell.

2.9

Words of more than three syllables and the use of more than two words, must be avoided.

2.10

Subsidiary names, such as a row of buildings within an already named road being called “... Terrace”, can only be used in roads of short length.

2.11

The use of North, East, South or West as the terminal word in a street name must not be used where the road is in two separate parts with no vehicular access between the two.

2.12

All new street names should end with one of the following suffixes:

Avenue	<i>(for residential roads)</i>
Circus	<i>(for a large roundabout)</i>
Close	<i>(for a cul-de sac only)</i>
Crescent	<i>(for a crescent shaped road)</i>
Drive	<i>(for residential roads)</i>
Gardens	<i>(subject to there being no confusion with any local open space)</i>
Grove	<i>(for residential roads)</i>
Hill	<i>(for a hillside road only)</i>
Lane	<i>(for residential roads)</i>
Mews	<i>(provided it does not repeat the name of the road from which access is gained)</i>
Place	<i>(subject to there being no confusion with any local open space)</i>
Road	<i>(for any thoroughfare)</i>
Square	<i>(for a square only)</i>
Street	<i>(for any thoroughfare)</i>
Way	<i>(for major roads)</i>

2.13

The following suffixes can only be used in exceptional circumstances:

Rise	<i>(for residential roads)</i>
Row	<i>(for residential roads)</i>
Vale	<i>(for residential roads)</i>
Wharf	<i>(for residential roads)</i>

2.14

The following suffixes must not be used but can be incorporated in a street name provided it terminates with an appropriate suffix described at 2.12 or 2.13 above:

Common	Cross	Meadow	Path	View
Court	End	Park	Side	Walk

2.15

All new pedestrian ways must end with one of the following suffixes:

Path	Walk	Way
------	------	-----

2.16

New street names should demonstrate a local or historic significance.

2.17

Large developments should adopt a common theme for the new streets within them.

2.18

Streets named after members of the Royal Family will require approval from the appropriate authorities.

3. Building Naming/Renaming Conventions

3.1

New building names shall not duplicate the name of any other building or road within the Borough.

3.2

Building names with phonetically similar names must be avoided.

3.3

Building names that may be considered or construed as offensive or which may contravene any aspect of the council's equal opportunities policies will not be acceptable.

3.4

No building shall be named after any living person.

3.5

No building name shall commence with the word "The".

3.6

No punctuation should be included, including apostrophes.

3.7

Building names must not be difficult to pronounce or awkward to spell.

3.8

Words of more than three syllables and the use of more than two words, must be avoided.

3.9

New building names should demonstrate a local or historic significance.

3.10

Buildings named after members of the Royal Family will require approval from the appropriate authorities.

3.11

All new building names should end with one of the following suffixes:

Apartments	<i>(residential only)</i>
Court	<i>(residential only)</i>
House	<i>(residential only)</i>
Lodge	<i>(residential only)</i>
Mansions	<i>(residential only)</i>
Studios	<i>(residential only)</i>
Villas	<i>(residential only)</i>
Heights	<i>(high block - six stories and higher)</i>
Point	<i>(high block - six stories and higher)</i>
Tower	<i>(high block - six stories and higher)</i>

4. Building Numbering/Renumbering Conventions

4.1

Buildings within a new street must 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.

4.2

Private garages and similar buildings used for housing cars, etc., must not be numbered.

4.3

No sanction will be given to the avoidance of numbers, i.e., 13, 7, 4 etc., and a proper sequence must be maintained.

4.4

Buildings (including those on corner sites) must be numbered according to the street in which the main entrance and access point is located.

4.5

If a building has entrances in more than one street but is a multi-occupied building, and each entrance and access point leads to a separately occupied unit, then each entrance and access point must be numbered in the appropriate road.

4.6

A named building must not have more than one number in one street.

4.7

When a development takes place, on the site of a former large and numbered property in a street, and comprises a number of smaller houses, each new house can be given the number of the former house with either A, B, C etc., added.

5. Internal Numbering Verification Orders

5.1

Any building that contains separately rated units should be numbered internally from bottom to top following a logical sequence e.g., 1, 2, 3 or A, B, C. Where there are more than 1 unit on each floor of the building, the numbering should continue clockwise on each floor.

5.2

If a building contains separately rated units on each floor, the floor level must be provided for each unit. Floor plans detailing floor levels and unit positions should be submitted along with all applications.

6. Contact Details

6.1

Enquiries should be directed to:

Street Naming & Numbering
Planning and Borough Development
The Royal Borough of Kensington and Chelsea
The Town Hall
Hornton Street
Kensington
London
W8 7NX

E-mail: SNN@rbkc.gov.uk

6.2

The Application Pack for Street Naming and Numbering can be found here:

<https://www.rbkc.gov.uk/planning-and-building-control/planning-applications/make-naming-and-numbering-application>

The application and associated documentation should be submitted by correspondence to the address or e-mail above.