**APPLICATION FOR NAMING AND NUMBERING OF A PROPERTY OR STREET**

Please email the completed form to the street naming and numbering officer at [snn@newham.gov.uk](mailto:snn@newham.gov.uk) with the subject heading SNN Application

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| **A.**  Site Address: |

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| **B.** Applicant Details:  Name:  Address:  Post Code:  Telephone:  Email:  Please Note: Correspondence and invoices will be sent to the Applicants Email Address |

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| **C.** Authority to request naming and numbering of streets/properties:  Are you the: Freeholder Agent Developer  If you are a tenant, you are not able to submit a street name and numbering application. It must come from the freeholder/landlord.  Does anyone other than yourself have an interest in the above Yes No  property/site (i.e. leaseholders, other occupiers)  If **YES** please list:  Written permission must be received from them that they agree to proceed with your request. |

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| **D.** Was Planning Permission required for this application: Yes No  If **Yes** Please tick one of the following:   1. Planning Permission has been Granted for this development:   If so, please give Application No (e.g. 14/01855/FUL):  Please ensure the latest floor plans and location plans are enclosed with the application. For larger developments please enclose an accommodation schedule with plot numbers referenced to the plans.   1. Planning Permission has **not** been Granted for this development:   Please give reason: |

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| **E.** Please provide a description of the development, e.g. is this a flat conversion, purpose built houses/flats/shops, industrial unit? |

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| **F.** Is the site under construction or in use?  Under Construction In Use  If Under Construction, please tell us the proposed completion date? |

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| **G.** Reason for applying for naming/numbering:  Numbering or renumbering an existing property  Numbering a new property  Naming a new street or property |

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| **H.** How many units are you looking to number?  Please state the number of residential units to be registered?  Please state the number of commercial units to be registered? |

**Naming Properties and Streets (residential and commercial)**

New property/street names must not duplicate any similar name already in use in Newham or in neighbouring boroughs. Please refer to our [SNN policy guidelines](https://newham.gov.uk/downloads/file/916/streetnamingnumberingguidance) for further information. The Council has a suggested list of names that can be requested from the street name and numbering officer at [snn@newham.gov.uk](mailto:snn@newham.gov.uk)

If your application is for property numbering only, there is no need to complete sections I and J below. Please move on to section K.

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| **I.** Naming a Property:  Please give name of street on which the property has its main entrance:  Please state the number of new building names?  Please state the number of new streets?  Please propose at least two names for each property: | |
| 1.  2.  3.  4. | 5.  6.  7.  8. |
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| **J.** Naming a Street:  Please give name of street on which the new street will have access:  Please propose at least two names for each street: | |
| 1.  2.  3.  4. | 5.  6.  7.  8. |
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| **Please include a statement supporting the proposed name(s). For example their links to the history and people of Newham:** |

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| **K.** Mail and Deliveries  Please describe how post will be delivered to the new address(es)? (tick all applicable boxes, and provide further details where required)  **Houses**  Is there a letter box on the front door?  Is there a letter box on the wall of the building?  If Other? Please provide details  **Flats**  Is there a single shared letter box for all the flats on the front door or wall of the building?  Does each flat have its own letter box? If Yes, is this on the front door or wall of the building?  Or are the individual letter boxes located in the lobby of the building?  Should deliveries be directed to the concierge? If Yes please provide location details for the concierge with the application.  **Commercial and Industrial Units**  Does the unit have a manned office with opening hours and is it able to receive deliveries?  If so, please provide details of where deliveries should be sent - |

**Fee Calculation**

The table below can be used to calculate the expected fee for this application.

Please **do not** send the fee at this time as you will be contacted with the calculated fee and payment methods.

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| SNN Fees (April 2025) | **Total** | **Number** | **Total Fee** |
| Naming a Road / Building | £660.00 |  |  |
| Numbering / renumbering (per unit) for 1 to 5 | £216.00 |  |  |
| Numbering / renumbering (per unit) for 6 to 25 | £114.00 |  |  |
| Numbering / renumbering (per unit) for 26 to 75 | £60.00 |  |  |
| Numbering / renumbering (per unit) for 76 + | £36.00 |  |  |
| **Totals** |  |  | £ |

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| --- | --- | --- |
| Person Responsible: |  |  |
| Applicants Name: | Signature: | Date: |

Return the completed form along with floor plans and for larger sites an accommodation schedule to [snn@newham.gov.uk](mailto:snn@newham.gov.uk) with the subject heading SNN Application.