

## STREET NAMING AND NUMBERING REGULARISATION

### London Building Acts (Amendment) Act 1939 Part II

Directorate of Development & Renewal, Street Naming and Numbering (Building Control),  
Development and Renewal, Mulberry Place (AH), PO Box 55739, London E14 1BY  
Tel: 020 7364 5009 | Fax: 020 7364 5265 | Email: streetnamingandnumbering@towerhamlets.gov.uk

## Application Form Guidance Notes

Section	Notes																																																																																						
Applicant's Details	Please complete all relevant parts indicating your relationship to the building or if you are representing a company, the company's relationship to the building. Street Naming and Numbering is a legal process and it is vitally important that we have details of the freeholder(s), if you know this.																																																																																						
Application Details	Please complete in as much detail as possible to aid the application process. Provide details of relevant Planning or Building Regulation applications as this will assist in speeding up the process.																																																																																						
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**Plans**

If you have proper building plans / Architects drawings available please supply a copy of these. Clearly mark on the plans unit and street entrances (street level entrances should be marked in a different colour). Please also allocate a label to the individual units which coincide with those in the tables, as above. The labels can be in the form of numbers e.g. 1, 2, 3 letters e.g. a, b, c or a combination a1, gf1, a1.01 or the current address the unit is using.

If you do not have drawings available please provide a sketch with the relevant information. The sketch needs to provide an outline of all floors of the building, where individual units are on those floors and where any stairwells and/or lifts are located. The street level entrances should also show which units they serve. An example of a suitable sketch is shown below:-

**Location Plan for 14-16 Any Street**

**Floor Plans for 14-16 Any Street**

Ground Floor: A1 Commercial (shop/retail) 14-16, Any Street

First Floor: B2 Flat Flat 1, 16, Any Street; B1 Flat Flat 2, 16, Any Street

Second Floor: C2 Flat Flat 4, 16, Any Street; C1 Flat Flat 3, 16, Any Street

Legend: ▼ Flat Entrances; ▲ Street Entrances

**Declaration** Please sign and print your name in the appropriate place.

**Checklist** To ensure you have completed and enclosed everything you need to submit.