

DEPARTMENT OF BUILDING CONTROL

The Town Hall, Hornton Street London W8 7NX

Executive Director of Planning and Borough Development

Jonathan Bore

Head of Building Control

John Jackson



THE ROYAL BOROUGH OF
**KENSINGTON
AND CHELSEA**

NAMING AND NUMBERING OF STREETS AND BUILDINGS

NOTES (please read carefully these notes before completing the application)

1. If you are applying to change the name/numbering of your property and you are not the freeholder, please attach a letter from the freeholder confirming that you are acting with their consent.

2. If you are applying to change the name/numbering of your property please include:

- Site location plan (this may be hand drawn) indicating street entrances to property and street numbers of adjacent properties
- If new building(s) submit a plan showing the footprint of the building in relation to adjacent buildings

1. Applicant details

| | | | |
|-------------------------|----------|------|--|
| Name | | | |
| Signature | | Date | |
| Company or organisation | | | |
| Address | | | |
| | Postcode | | |
| Email | | | |
| Phone number | | | |

2. Naming and Numbering request

| | |
|---|--|
| a.) Naming or Numbering of a property | |
| Current address of property including postcode | |
| | |
| Proposed change in naming or numbering of the property | |
| | |
| Reason for change in naming or numbering? | |
| | |
| Is the property located: | Inside a block of flats / inside a building with multiple occupation / neither |
| What floor is the property located on | |
| Is your front door | Visible from the street / visible from inside the building |
| What are the numbers of the other flats / units located on your floor | |
| What are the numbers of the other flats / units located on other floors | Flat No. / Floor (e.g Flat 1 and 3 / Ground Floor) |

For official use only
Application number



FS 36795

| | |
|--|-----------------------------------|
| Has the address in question been involved in recent building work | Yes/No If yes quote ref number |
| If necessary can we gain access to the property to inspect the numbering | |

| | |
|---|--|
| b.) Naming of a street | |
| If re-naming a street – what is the current street name | |
| | |
| Proposed name of street | |
| | |
| Give details of origin/relevance of name to building/street | |
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|---|--|
| c.) Historic research/address verification | |
| Current address of property including postcode | |
| | |
| Service required | |
| | |

| | |
|---|---|
| CHARGES (all fees VAT exempt) | |
| Numbering or re-numbering of a building | |
| - One single unit | £50.00 |
| - Multiple units between 2 and 19 | Additional £20.00 per unit |
| - Multiple units 20+ | Additional £15.00 per unit |
| Naming or re-naming of a building | £150.00 |
| Naming or re-naming of a street | £550.00 |
| Historic research | £60.00 per hour chargeable in 15 minute units |
| Confirmation of address validity | £50.00 per unit |

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|--|--|
| Send the completed application form to: | |
| Email | plnamingnumbering@rbkc.gov.uk |
| Fax | 020 7361 3820 |
| Post | Department of Building Control, Town Hall, Hornton Street, London W8 7NX |