

Street Naming and Numbering  
Business Systems & Resources  
Directorate of Regeneration, Enterprise and Skills  
5th Floor, Woolwich Centre  
35 Wellington Street  
London  
SE18 6HQ  
[naming-numbering@royalgreenwich.gov.uk](mailto:naming-numbering@royalgreenwich.gov.uk)

020 8921 2000

## APPLICATION TO APPLY FOR A NEW ADDRESS

Before submitting your application, please ensure that you have:

1. Detailed floor plans showing internal layouts for all floors, the main street access point, plot numbers for internal flats & their individual access points.
2. A location plan of the entire site.
3. An accommodation schedule (if applicable)
4. A copy of the planning decision notice confirming planning consent.

Please provide as much detail as possible – this will assist us with processing your application and help to reduce any potential delays.

Your details			
Full Name and Title			
Address			
Tel		Mobile	
Email		Date	

Your relationship to site				
Developer	Freeholder	Leaseholder	Tenant	Other (Please specify)

Please note that the **property owner** needs to consent to any changes to an existing address

What would you like to do? (Tick)			
Name a building	Number a building	Name a street	Number a street

**Site Details – Please fill out all sections that apply**

Address of site			
Planning Application Reference Number(s)			
Total number new roads		Total number blocks	
Total number commercial units		Total number dwellings	

**Charges for 2025/26 (wef 1 April 2025)**

Service	Price	Unit
Street Naming	£570.00	per street
Building Naming	£582.00	per building
Building Address	£63.00	per unit
House Address	£63.00	per unit
Flat Address	£63.00	per unit
Business Address	£63.00	per unit

**Naming of Streets or Buildings**

All names for new streets or buildings must be chosen from the Approved Names List, which is available on-line [https://www.royalgreenwich.gov.uk/downloads/download/561/approved\\_names\\_list](https://www.royalgreenwich.gov.uk/downloads/download/561/approved_names_list).

Please do not send payment with this application – fees will be calculated once the final addressing is agreed and an invoice will then be issued.

When you have completed the application, please submit it with your supporting material to the email or postal address above.

Your application will be acknowledged, but please allow up to 4 weeks for the initial processing. However, in the case of large developments requiring 50 or more addresses, the processing time may extend beyond 4 weeks. For such developments, we highly recommend having an initial consultation to discuss your specific requirements.

All applications will require consultation with statutory bodies and naming applications may require an additional public consultation.

Thank you.

Royal Borough of Greenwich, Street Naming and Numbering