



i Please use this form to apply for street naming and numbering schemes in all developments for one or more plots **SN**

1 BUILDING REGULATIONS APPLICATION NUMBER / / /
AND PLANNING APPLICATION NUMBER / /

2 LOCATION OF SITE
 Address:

3 NAME OF DEVELOPER
 Name:
 Address:
 Postcode: Telephone:
 Email:

4 ABOUT THE DEVELOPMENT
 This application form is to be submitted together with the plans and details noted in the section guidance. If we do not receive the necessary information with the application, the process is likely to take longer than the normal timescales.
 Type of Development Residential: Commercial:
 To help us ensure we assign an address to all plots please state the number of plots on the development. Total Number of plots:
 Proposed property name: (if applicable)

5 APPLICATION CHARGES

✓ Number of Plots	Charge	Total
<input type="checkbox"/> 1 Plot	£114	£114
<input type="checkbox"/> 2 – 5 Plots	£223	£223
<input type="checkbox"/> 6 – 10 Plots	£336	£336
<input type="checkbox"/> 11 – 20 Plots	£559	£559
<input type="checkbox"/> 21 – 50 Plots	£1118	£1118
<input type="checkbox"/> 51 Plots and over	- Number of Plots <input type="text"/>	Quoted Amount: <input type="text"/> (if known)

Request a quote

6 STATEMENT
 This application is given in relation to the new plots and streets as detailed. The submission of this application and associated documents forms a request to the Council to name or number new properties and streets (where applicable).
I/We confirm that I/we have the legal right to request naming and numbering of the development.
 The Councils Babergh District Council or Mid Suffolk District Council (BMSDC) will be Data Controller of the information you are providing. That means BMSDC will be responsible for looking after it as required by the Data Protection Act 2018 and will only use the information for performing the Councils function described in this form. Signing this form gives your consent to us using the data for the purposes described in this form. For more information on your rights in regards to your personal information and how to access it, visit our website either <http://www.babergh.gov.uk/> or <http://www.midsuffolk.gov.uk/> and click on "Your Right to Information" or call customer services on 0300 1234000 and ask to speak to the Information Governance Officer.

Signature: Name:
 Date:



Section Guidance Notes

- 1 BUILDING REGULATIONS & PLANNING APPLICATION NUMBER** - Write the building regulation & Planning application numbers associated with this application for street naming and numbering in this space. This information will assist us in connecting the street naming and numbering application with the relevant applications.
- 2 LOCATION OF SITE** - State the address of the site to which the application relates. If applicable, use the site address we have allocated to the related building regulations application or planning application as this is how we know the site. Please be as helpful as possible in identifying the site to us.
Note that a site location and layout plan is to be provided with the application in addition to the location address details.
- 3 NAME OF DEVELOPER** - Enter the details of the person or organisation developing the site. Provide as much information as possible so that we are able to make contact effectively. If an organisation is making the application provide a contact name for someone with whom we may communicate directly.
- 4 ABOUT THE DEVELOPMENT** - The application is to be submitted with a detailed plan showing the plots, the plot numbers, any new streets and the access pathway to the principal entrance to each property. If the development includes flats or maisonettes please provide floor layout plans for each individual block. Existing streets that lead on or off the development are to be clearly marked.
Give details of any planned continuation of new roads on future phases that are known at the time of application. After appropriate consultations have taken place, we will assess the application and assign street names and property numbers or agree house names as appropriate. Consultation with the parish council can take 2 months. If we need to contact the applicant regarding proposals for house names, we will do this once a full scheme has been devised and any plots requiring naming have been identified.
Please note the decision of the Council is final.
- 5 APPLICATION CHARGES** - Charges for applications are based on the number of plots proposed in bands as shown. For plots from 51 and over, you must contact Address Management for a quotation. VAT is not chargeable on street naming and numbering applications for new developments. If you are in any doubt as to how much the application charge will be, contact the relevant Building Control Authority on the number shown below.
Please note that the application charges do not include the cost of provision or installation of the actual street signs required; this cost will need to be paid for separately by the developer.
- 6 STATEMENT** - Print your name, sign and date to confirm that all details are correct and to confirm acceptance of the statement.

GENERAL GUIDANCE

Need Any Further Assistance?

If you need any help in completing this form or for any other building control related matter, please contact the relevant authority on the contact details shown below.

Documents/items to be submitted with all applications:

- Annotated location plan and layout plan showing new plots and any new streets as detailed above.
- Any additional schedules of information as appropriate.
- The correct charge for the application.

Welcome • Witamy • مرحباً • Sveiki

If you would like this document in another language or format, or if you require the services of an interpreter, please contact us.

Jeżeli chciałoby Państwo otrzymać ten dokument w innym języku lub w innym Formacie albo jeżeli potrzebna jest pomoc tłumacza, to prosimy o kontakt z nami.

إذا أردت هذه الوثيقة بلغة أخرى أو بطريقة أخرى، أو إذا كنت بحاجة إلى خدمات مترجم، فنرجو أن تقوم بالاتصال بنا.

Jei pageidaujate gauti šį dokumentą kita kalba ar kitu formatu, arba jei jums Reikia vertėjo paslaugų, kreipkitės į mus.

Babergh Building Control and Mid Suffolk Building Control

Endeavour House
8 Russell Road
Ipswich
IP1 2BX

General enquiries telephone: 01449 724510
Email: address.management@babberghmidsuffolk.gov.uk

www.babergh.gov.uk
www.midsuffolk.gov.uk