

Guidance Document



All plots on a new development will require a full official address. Once a site has been purchased and planning permission for the development granted an application will be required for a naming and numbering scheme to be provided. The 'New Development' application and guidance covers all sizes of developments from one plot upwards.

1. The Importance of Street Naming and Numbering

An early application for street naming and numbering is important to ensure that the development process runs as smooth as possible without unnecessary delays. Once an application to the service is made and addresses are approved, important agencies will be informed including the National Land and Property Gazetteer (NLPG) and the Royal Mail. If these bodies are not notified of the address then it may be difficult to obtain connections to utility company's supplies and cause problems with the sale and registration of the property. Additionally, if the property becomes occupied without official registration, the occupants may be unable to receive deliveries, obtain financial products and attendance by emergency services could be hindered ultimately endangering lives. **Please note that registration of an official address can only be carried out by the Local Authority Street Naming and Numbering Service.** No other department of the local authority or any other organisation/company (including Royal Mail) has the authority to issue an official address.

2. Making an application

Application form SN1 is to be used for all sizes of developments (including single plots) and is to be accompanied by details and plans of the site to be developed to clearly show the following:-

- All plots and plot numbers.
- Access pathway leading to the principal entrance of each property.
- All individual floor layout plans of any blocks of flats or maisonettes.
- Any new streets provided as part of the development.
- Existing streets that lead on or off the development.
- Any planned continuation of new roads onto future phases.

Once the application has been registered, the service will begin the process of producing a naming and numbering scheme for the site.

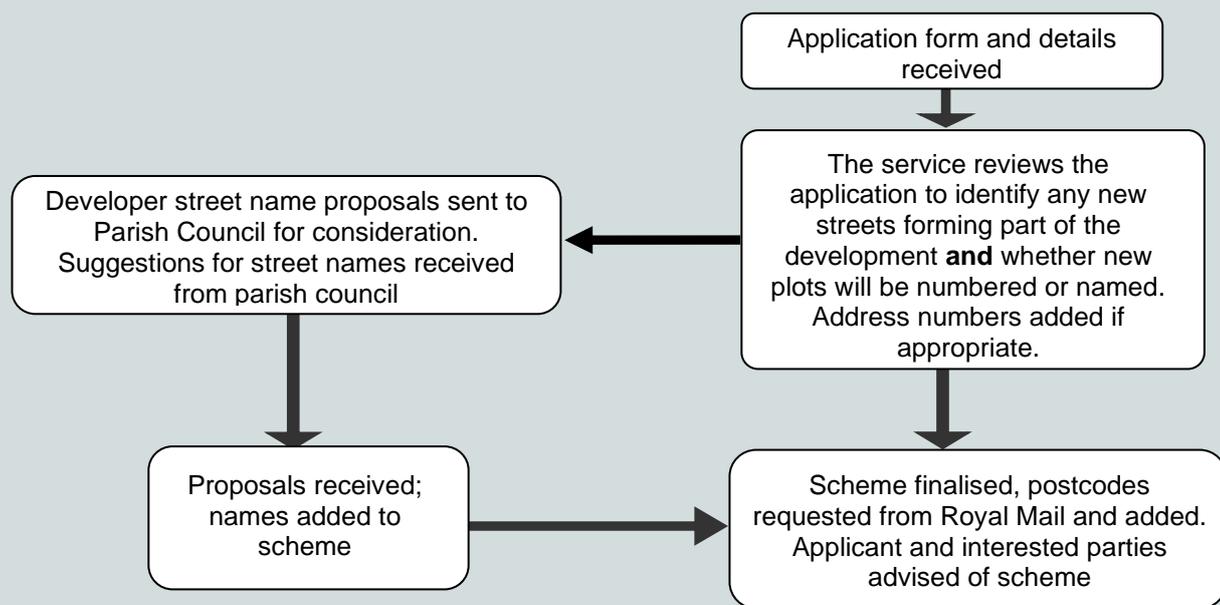
The submitted plan will be reviewed and any new streets requiring names will be identified. Street naming proposals will be requested from the parish or town council where applicable. This consultation can in itself take up to 2 months due to frequency of meetings of the parish councils.

Once the proposals have been received and checked, the scheme will be finalised with plots being named or numbered as appropriate, postcodes will be added if available and the addresses will be officially registered. The Council will then advise the applicant, certain external agencies and other council departments of the new official addresses.

If the Council decides it is necessary to name certain plots, proposals for those house names will be requested from the developer.



3. What is the Process?



Timescale: Approximately 21 working days for developments **without** new streets.
Approximately 2 - 3 months for developments **with** new streets

4. Charges for applications

Applications for street naming and numbering of new developments up to (and including) 50 plots are charged in bands depending on the number of plots to be constructed. Developments containing 51 plots or more are charged on an individual basis and a quote is required. See the table to the right for the charge relating to the number of plots on the development. VAT is not chargeable on these applications.

Number of Plots	Charge
1 plot	£110
2 - 5 plots	£215
6 - 10 plots	£325
11 - 20 plots	£540
21 - 50 plots	£1080
51 plots and over	Quoted

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.

5. Submission Checklist

Application Form Charge for Application Details and Plans Additional Information

Further Information

For further assistance contact the Street Naming and Numbering Service. Application forms and guidance information is also available on the website.

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

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

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.

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

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SN2

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