



## STREET NAMING & NUMBERING (Individual Property)

THIS NOTICE IS GIVEN IN RELATION TO THE BUILDING WORKS AS DESCRIBED AND SUBMITTED IN ACCORDANCE WITH PROVISIONS OF THE PUBLIC HEALTH ACT 1925 SECTIONS 17-19.

PLEASE READ ACCOMPANYING NOTES AND ANSWER EVERY QUESTION IN BLOCK CAPITALS

For office use only

FORM  
SN&N 2

Application No. \_\_\_\_\_

\*(delete as appropriate)

1. NAME & ADDRESS OWNER/DEVELOPER) \_\_\_\_\_

Postcode \_\_\_\_\_ Tel No. \_\_\_\_\_ Email Address: \_\_\_\_\_

2. TYPE OF DWELLING (house/flat) AND LOCATION \_\_\_\_\_

3. PROPOSED NAME OF DWELLING \_\_\_\_\_

4. IF FLATS NUMBER OF PROPERTIES TO WHICH THE APPLICATION RELATES \_\_\_\_\_

- Provide copy of the site plan indicating plot.

Signed: \_\_\_\_\_ Applicant Date \_\_\_\_\_

## **Notes**

The address of a property is increasingly becoming a very important issue. More organisations, postal and emergency services, and the general public need an efficient means of locating and referencing properties.

We are the Street Naming and Numbering Authority for the area, and carry out these functions under the provisions of the Public Health Act 1925 sections 17 -19.

### **How do I name my house?**

In the case of addresses where there is no number allocated, the allocated name does form part of the official address. In this instance, property owners wishing to change the property name need to put their request in writing, stating their name, the present full address of the property and state clearly their new preferred name.

We will contact Royal Mail to see if they have knowledge of a similar named property in the locality. We check our information systems and if the name is satisfactory, then the new address is registered and you will be informed accordingly. If there is an issue with your preferred name, we will request alternatives.

The property name change information is then sent to Royal Mail, Emergency and Essential Services and other relevant Council Services. It is the responsibility of property owners to inform their own personal contacts etc.

You will also be sent a copy of the naming and numbering schedule from which we would ask you to inform all your prospective purchasers of their new property address. Where appropriate, you will be asked to provide new street name plates to our standard.

### **Developing a single property/small development - How do I number properties?**

If you are a developer of a new property (single or small development), you should contact us as soon as you commence work on site. A single or small development will usually be named or numbered into the existing street. If the property is within a numbered road, then often ABC's are used along with the adjoining number (for example 12A, 12B, 12C).

The information is then sent to public utilities, emergency services, Land Registry, Ordnance Survey, and relevant Council services. You will also be sent a copy of the registered address from which we would ask you to inform your prospective purchasers of their new property address.

### **Developing a large estate - How do I name new streets and number properties?**

If you are a developer of a large estate, you should contact us as soon as you commence work on site so that we can process the naming of any new streets and the numbering of your new properties without delay.

We will then check your suggested street names for duplication in the local area and forward them to Royal Mail for consultation.

When we have an agreed name, we will then register the street names and prepare a numbering schedule. The information is then sent to public utilities, emergency services, Land Registry, Ordnance Survey and relevant Council services.

You will also be sent a copy of the naming and numbering schedule from which we would ask you to inform all your prospective purchasers of their new property address. Where appropriate, you will be asked to provide new street name plates to our standard.