



Allerdale Borough Council

STREET NAMING/ NUMBERING APPLICATION

Town Improvements Clauses Act 1847
Section 64, extension of the Public
Health Acts
Amendment Act 1907, Section 17, 18
and 19 of the Public Health Act 1925

DATE RECEIVED	REF NO:		
	CHARGE	DATE	RECEIPT
CHARGE			
FORMS RECEIVED AND CHECKED BY:			

Allerdale House, Workington, Cumbria, CA14 3YJ.
Tel: 0303 123 1702
Email: SNN@allerdalebc.onmicrosoft.com

We can only accept applications from the property owner or their agent. **PLEASE TYPE or USE BLOCK CAPITALS.** If the form is unfamiliar please read notes on the back. **Communication will be via email.**

1 Applicant's Details (see Note 1)

Name: _____ Email: _____

Address: _____

_____ Postcode: _____ Tel: _____

2 Agent's Details (if applicable)

Name: _____ Email: _____

Address: _____

_____ Postcode: _____ Tel: _____

3 Application Numbers

Planning Application Number: _____

Building Regulations Application Number: _____

4 Details of Application (see Note 2)

New Build Conversion of existing building Change of house/building name (Go to Section 6)

Property Use (please tick multiple where applicable)

Residential Commercial

Residential

Detached Terraced Semi Detached Number of Properties: _____

Apartment/Flat Number of Apartment Blocks: _____ Number of Internal Apartments: _____

Commercial

Retail Offices Agricultural Leisure Industrial Transport

Healthcare Holiday Let Number of Units: _____ Number of Internal Units: _____

5 Business Name

The business must not be the same as the property name. The business name will then be added or removed from an address where necessary without the need for a full address change if the business or name changes. If the property will be located on an existing/officially named street, please complete the field below

Existing Street Name: _____

Type: New Properties	Charge	First 10 Units	Per unit thereafter
1. New individual property	£48.00		
2. New Street		£145.00	£8.00
3. Redevelopment of existing building	£48.00		
4. Alteration in either street name or property re numbering of a development		£145.00	£8.00
5. Confirmation of postal address to solicitors or conveyancers	£24.00		
6. New build flats/commerical units	£96.00		£14.00
Type: Existing Properties and Changes of Use	Charge	Per unit thereafter	
7. Change of existing house name	£48.00		
8. Adding an alias to a numbered property	£48.00		
9. Change of building name, flats etc	£96.00		£14.00
10. Request for street name change	£240.00		£48.00
11. Request for street numbering where none existed	£240.00		£48.00
12. Sub division of existing building into individual units	£48.00		£14.00

GUIDANCE NOTES

- The applicant is the buildings owner.
- If the development is apartments or flats and located over different floor levels, please include floor plans to indicate which levels these refer to so that the allocated numbering will be logical. Alternatively, you may provide us with the planning or latest building control reference number in order that we may use the plans submitted.

The Council operates a policy of **not** omitting number 13 from the numbering sequence.

The use of letters for addressing purposes will only be considered where necessary for internal numbering and on existing streets where the development is infill e.g. Flat A or 14B.

- Please indicate whether the property requires postcode allocation. Postcodes are allocated by the Royal Mail not the Council through this application process will only be allocated where there is a postal delivery point at the property and where the property is either a main permanent residence or a business which requires postal delivery service. The address will then be included in the Royal Mail Postcode Address File (PAF) for service delivery.

Holiday cottages and second homes are not postcoded by the Royal Mail and postcodes for this type of property are allocated by the Council to the nearest postcode for referencing and locating purposes. The Royal Mail will not include these addresses on the PAF as this is not a main permanent residence or commercial property which requires the delivery of mail.

- Please include the latest planning or building control reference in order that we can view the most recent development plans, alternatively you can submit a marked site and location plan indicating the property and its boundaries with the main entrance of the property highlighted along with this application.

Alteration in either street name or property numbering allocation to new developments after the initial street naming and numbering has been undertaken and confirmed to you due to plan or plot changes will incur costs. You should contact this department as soon as you have permission for these changes in order that we can either re-name or re-number the development to ensure that the allocated numbering sequence is logical and sequential. A developer does not have the authority to re-name or re-number a development.

Important Information

The Council allocates property and street names in accordance with the current Guidance/Policy Document which can be found on our website along with further information, you should refer to this document prior to completing and submitting any application.

www.allerdale.gov.uk/planning-and-buildings/building-control/statutory-register---street-na.aspx

Property Number Allocation – Where there is a current numbering scheme the Council has an obligation to add the property into the numbering sequence, also where there are two or more properties a numbering scheme may be considered to be implemented.

Property Name Allocation – Where there is no numbering scheme in operation or the development is for one property only the property may be named.

Street Name Allocation – Where there is a new street or access road to development this street or access road must be names, this process may take some time, therefore you should apply for this before construction is commenced.