



To: **Street Naming and Numbering Service**  
**Charnwood Borough Council**  
Southfield Road  
Loughborough  
Leicestershire  
LE11 2TN  
Tel: 01509 634754  
Email: [streetnaming.numbering@charnwood.gov.uk](mailto:streetnaming.numbering@charnwood.gov.uk)

## CHANGE OF ADDRESS APPLICATION FORM

This form must be filled in by the person who owns the property.  
If the form is unfamiliar please read the notes on the reverse side or contact the office indicated above. If completing this form electronically double click YES / NO check boxes to enter an 'x'

The allocation of a postal address does not convey any approval under the Town and Country Planning Acts or Building Regulations nor does it convey any rights over land ownership.

1

### Owners details

Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Postcode: \_\_\_\_\_ email: \_\_\_\_\_

2

### Current address of the property

Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

3

### Change of address

I am applying to re number my property? YES  NO

Existing street numbers are only changed in exceptional circumstances. Requests to change numbers due to any superstitious connotations will not be granted.

I am applying to rename my property? YES  NO

Suggestion 1

Suggestion 2

Suggestion 3

If a property is already numbered, a property owner can additionally name or change the name of their property without submitted an application. It is left to the owner's discretion to ensure that the name is not offensive and does not conflict with an existing property name in that locality.

The name in this case will not officially form part of the property address. The property number must still be affixed to the property in a position prominent from the highway and referred to in any correspondence

Continued...

## Fees - Effective from 4<sup>th</sup> November 2019

<b>Section 1 - New Properties or Conversions</b>	<b>Total Charge (exempt VAT)</b>
Request for the issue of an address to a development consisting of 1 unit	<b>£100.00</b> +£45.00 per plot (all units)
Request for the issue of addresses to a development consisting of between 6 and 25 units	<b>£150.00</b> + £35.00 per unit (all units)
Request for the issue of addresses to a development consisting of between 26 and 100 units	<b>£400.00</b> + £25.00 per unit (all units)
Request for the issue of addresses to a development consisting of between 101 and 200 units	<b>£750.00</b> + £20.00 per unit (all units)
Request for the issue of addresses to a development consisting of more than 200 units	<b>£1750.00</b> + £15.00 per unit (all units)

<b>Section 2 - New Street</b>	<b>Total Charge (exempt VAT)</b>
Request for the naming of a new street (6 week consultation required)	<b>£220.00</b> + £30.00 per street (all units)

<b>Section 3 - Renaming / Renumbering</b>	<b>Total Charge (exempt VAT)</b>
House re-name or re-number	<b>£100.00</b> per unit
Development site re-numbering due to change in change plot numbers, or plot positions (plots must not be sold or exchanged)	<b>£50.00</b> +£15.00 per unit
Renaming of Street Permission from all affected property owners is required	<b>Individually determined</b>

Refer to Section 3 of the table

### 1. Number of Properties to rename/renumber

Total to pay £

Cheque attached

Please contact me to take a card payment.

### Statement

I confirm that am I the legal owner of the property to be readdressed..

Name:

Signature:

Date:

See section 5 of the attached notes where multiple units are to be renamed or renumbered.

## Notes

1. The owner's full name must be included together with the correct address and postal code and contact details to allow us to communicate with you effectively. In the case of other applicants e.g. commercial organisations please include the name of the organization and a relevant contact name.
2. Ensure that the full current address of the property is provided. If multiple properties are to be renamed or renumbered you may provide the information required in section 2 and 3 for all properties in separate supporting information.
3. Please indicate if you wish to rename or renumber the property. Where renaming the property it is advised that you check nearby properties for conflicts. It is also advisable to provide more than one suggestion in case the first is not suitable.

The decision of The Council on the naming or re-naming of a road or property and the numbering of renumbering of properties is final. This is an executive function delegated to the Head of Planning and Regeneration in the Councils Constitution. In using this authority the delegated officers may exercise appropriate discretion in taking decisions.

4. The correct fee should be determined from the schedule of fees, if the fee cannot be determined please contact this department on 01509 634554. Cheques should be made payable to Charnwood Borough Council.

Payment can be made by card over the phone by calling this department on 01509 634554. Card payment can only be taken after the application has been submitted and registered. We accept debit or credit card.

BACS details can be provided on request.

5. Please read the statement and complete the name, signature and date fields. This declaration shall include any additional properties provided in supporting information where multiple occupied units are to be renamed or renumbered. If you are not the legal owner of all properties to be renamed or renumbered you must provide proof of consent from all concerned property owners. (This does not apply to new developments where plots have not yet been sold or exchanged).

All records will be retained electronically and controlled under the Council's data protection policy.

The information given on this form will be used for the purposes of this application and will be made available to other Council services to allow the authority to provide "joined up" service provision including enforcement. It will also be made available to other external organisations that have a statutory interest in the information, e.g. Royal Mail, Valuation Office, Leicestershire Fire and Rescue and other external stakeholders.

For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice [www.charnwood.gov.uk/pages/privacynotice](http://www.charnwood.gov.uk/pages/privacynotice)



## **“STREET NAMING AND NUMBERING” SUBMISSION CHECKLIST**

To minimise delays in the processing of your application, please ensure that you have provided the following. When you have done this it would be helpful if you could tick the boxes accordingly and return this form with your application.

- One copy of the completed application form signed and dated, please include a telephone and email contact to enable us to communicate efficiently with you.
- Two copies of all drawings showing, where appropriate, site layout, floor plans and elevations **unless via email see last point on list.**
- Two copies of a site location plan (block plan) drawn to a scale of not less than 1:1250, showing the boundary of the site outlined in red, **unless via email see last point on list.**
- All drawings and correspondences may be sent via email in Pdf file type to [streetnaming.numbering@charnwood.gov.uk](mailto:streetnaming.numbering@charnwood.gov.uk)

Please note that the points outlined on the back of the “Street Naming and Numbering Submission” form provide more detailed information that you should be aware of when you submit the application. If you are unsure or need any advice before you do this, we will be happy to assist if you telephone **01509 634754** or **01509 634554**.