



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

**NEW
DEVELOPMENT
APPLICATION
FORM**

If the form is unfamiliar please read the notes on page 3 or contact the office indicated above. If completing this form electronically click 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	Applicant's details Name: _____ Contact Name: _____ Address: _____ Tel: _____ Postcode: _____ Mobile: _____ email: _____
2	Location of the development Address: _____
3	Application Type (Please select one only) <input type="checkbox"/> No. plot(s) served by an existing street <input type="checkbox"/> No. plot(s) served by _____ No. new street(s)
4	Proposed development Description: This is Phase _____ of _____ phases Planning Permission Applied For? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes enter Application Reference: Building Regulations Applied For? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes enter Application Reference:
5	Proposed street name suggestions If the development is served by 1 or more new streets, you may provide suggestions for consideration. Additional suggestions may be provided as supporting information if required Suggestion 1 _____ Suggestion 6 _____ Suggestion 2 _____ Suggestion 7 _____ Suggestion 3 _____ Suggestion 8 _____ Suggestion 4 _____ Suggestion 9 _____ Suggestion 5 _____ Suggestion 10 _____

Continued...

Fees - Effective from 4th November 2019

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

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

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

Refer to Section 1 & 2 of the table

The charge should be calculated from the total number of plots to be addressed combined with the number of new streets if any are required.

If the fee cannot be determined please contact this department on 01509 634554.

Total to pay £

Cheque attached

Please contact me to take a card payment.

Statement

I confirm that I have the permission of the property/land owner to address this development.

Name:

Signature:

Date:

Notes

1. The applicant'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. The applicant is the person on whose behalf the work is being carried out, e.g. the development owner. In the case of commercial organisations please include the full details of the organisation and a relevant contact name.
2. Please provide the location of the development; this may match the address provided for planning permission.
3. If the development is served by an existing street please indicate how many plots are to be addressed. If the development is served by one or more new street, please indicate how many plots are to be address and the number of new streets required. Private drives should not be included in the number of streets required.
4. Please provide the following information;
 - A description of the development, this may match the description provided for planning permission
 - If this is part of a multiple phase development please indicate which phase this application is for
 - Any associated planning and building regulations references.

5. Suggestions for street names for developments that require new streets may be provided. Submitted suggestions will be included in a consultation with the relevant ward councilor or parish council.

If there is insufficient room you may provide additional suggestions on a separate sheet to the application form or include them on an email if submitting electronically.

6. 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.

7. Please read the statement and complete the name, signature and date fields.

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



“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.
- One copy of all drawings showing, where appropriate, site layout, floor plans and elevations
- One copy 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
- All drawings and correspondences may be sent via email in Pdf file type to streetnaming.numbering@charnwood.gov.uk

If you are unsure or need any advice before submitting an application, we will be happy to assist if you telephone **01509 634554**.