

For Official Use Only:

Date received:

Ref no:

Application for a new street name(s) and/or numbering of properties

1. Applicant Details

Name of contact

Company name

Contact address

Telephone number – Land

Telephone number – Mobile

Email address

Would you prefer to be contacted by email?

2. Application Details

Type of application

- New street names and postal numbers (*see section 3 & 4*)
 New postal numbers (*see section 4*)
 Change of street name (*see section 5*)

Type of development

- New Build Conversion

Planning permission approval number

Building regulation application number
(if applicable)

Development address

3. New Street Names

Please provide the name of the street(s) that you would prefer using the guidance notes for assistance. If you require more than one street name, use additional pages. Please read the street naming and numbering guide in conjunction with this section as the Council will number the new street(s) based on the protocol outlined in the guide.

Preferred street name

2nd choice

3rd choice

Please also provide reason for preferred suggestion

Please note: once a street name has been named and/or numbered if there is a change required there will be an administrative fee charged for the change.

4. New Postal Numbers

Total number of new properties/plots requiring postal addresses

Please note: once a street name has been named and/or numbered if there is a change required there will be an administrative fee charged for the change.

5. Change of Street Name

Please contact the Council's Street Naming and Numbering Officer for guidance before completing this section. Please note that along with the fee charged for the service, there will be a requirement to pay compensation to the residents who are affected by this change.

Current street name

Proposed street name

Reason for request

6. Plans Required

Please include two copies of the development site plan showing plot layouts with the correct plot numbers clearly marked.

7. Declaration

By signing the box below and submitting this application to the Council, you are confirming that you are the legal owner of the property/development/land and as such have the right to make the application.

Signature Print name date

8. Fees

As of 1st April 2008, North West Leicestershire District Council levy fees against certain street naming and numbering functions. The table below sets out the fees.

Function	Fees
Renaming an existing property	£42.25
Naming or numbering an existing property	£42.25
Naming and numbering a development of up to 5 plots (per plot)	£42.25
Naming and numbering a development of more than 5 plots	£211.25
plus - each plot from plot 6 (inclusive) onwards	£22.25
Naming of a street	£158.00
Change to a development after notification:	
Administration	£55.50
Plus charge per plot	£28.25
Street renaming at residents' request (plus all compensation met by applicant)	£276.50
Written confirmation of postal address details	£28.25
Numbering of a new flat complex (per flat)	£28.25

Cheques for fees should be made payable to North West Leicestershire District Council and enclosed with the completed application form and development site plan. Alternatively, card payments can be made by phone on 01530 454512. If you are unsure of the amount please liaise with the Street Naming and Numbering Officer before making a payment.

9. Next Step

Please complete this application form and submit it by sending it to the email address below. Alternatively, you may print this form and return to the address below. The Street Naming and Numbering Officer will now check that the street name and/or postal numbering required are acceptable, if it is, the Council will contact Royal Mail for post coding. If the name/number is not acceptable you will be contacted to review your choice. All postal addresses are allocated in accordance with BS7666.

If you are a developer and you have no preference for a street name, please contact the Street Naming and Numbering Officer as soon as possible, so that the next step of the process can be started. The Council will then contact either the Parish Council or a relevant Ward Member to decide upon an appropriate name.

Address Management Officer
(Street Naming & Numbering)
North West Leicestershire District Council
The Council Offices
COALVILLE
Leicestershire
LE67 3FJ

Email: newaddresses@nwleicestershire.gov.uk

Tel: 01530 454512