



Application for Street Name and Number Allocation, Property Address for a New Property or Building Conversion Or Change of Address

Town Improvements Clauses Act 1847 Section 64

1. Applicant

Name:
Address:
.....
.....
.....
Telephone: Mobile:
E-mail:
Planning Application Number:

2. Details of Application (please tick)

New Build Conversion Property Division
of existing building

Property Use (please tick multiple where applicable)

Residential Commercial Mixed use
(Residential and Commercial)

Residential

House Bungalow Number of Properties
Terraced Detached Semi Detached
Apartment/Flat

Number Apartment Blocks: Number of Internal Apartments:

Please note that 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.

Commercial

- Retail Offices Industrial
- Leisure Agricultural Transport
- Healthcare Holiday Let

Number of Units: Number of Internal Units:

Please be aware that this Council operates a policy of omitting number 13 from the numbering sequence. A, B and C will only be considered where necessary for internal numbering and on existing streets where the development is infill.

3. Business Name:

Please note that the business name should be different from that of the property name. The business name may then be added or removed from an address where necessary.

If the property will be located on an existing named street, please complete the field below

Existing Street Name:

4. Suggested Property Name (if applicable in order of preference, please include two proposals) Property names may only be suggested where there is no numbering sequence in operation.

4.1.

4.2.

5. Suggested Street Names in order of preference (please include two proposals only in cases where a new development/street is to be built).

5.1.

5.2.

6. Village (if applicable):

7. Postal Town:

8. Grid Reference:

Please indicate whether the property will be postally addressable and requires postcode allocation. Please note that postcodes are allocated by Royal Mail and are only allocated where there is a postal delivery point at the property.

Postcode Required: YES NO

Please include a marked site and location plan indicating the property and its boundaries with the main entrance of the property highlighted and return this to the postal or e-mail address at the bottom of this form. Please be aware that if the form is not completed with the asterisked mandatory fields and plans are not submitted with this application, the application cannot be processed and forms will be returned to you, which may result in a delay in the allocation of an official postal address, this in turn may affect requests for connections to statutory services or deliveries.

Scale of Charges for Street Naming and Numbering

Property Name: Additions & Changes	£56.00
Addressing / numbering of New Properties (on Existing Road)	£61.00 for 1 st plot + £5.00 per plot thereafter
Naming of a New Street (Additional charge to the above numbering, where new street name is required)	£168.00
Sub-division of Properties (based upon number of properties created including original)	£56.00 Admin Fee plus £5.00 per "Flat"
Development Re-Number due to change in plot numbers, or plot positions	£112.00 Admin Fee plus £10.00 per property

On large developments naming and numbering will only be implemented on those phases of a detailed or reserved matters planning approval that have commenced. Further phases will be charged separately.

Once receipt of your application form and marked location plan has been acknowledged, **payment can be made over the telephone by calling 03000 263 694.**

Alternatively payment can be made by BACS.

Cheque payments are also accepted, payable to "Durham County Council"

Declaration

As the freehold owner of the property/ies I hereby request for Durham County Council to undertake the Street Naming and Numbering process and assign the address(es) to the property/ies described, in accordance with the Town Improvements Clauses Act 1847 Section 64 and British Standard (BS) 7666

Signed: Date:

Block Capitals:

Please complete the form and return by post or e-mail with appropriate plans to the following address:

Street Naming and Numbering

Durham County Council

County Hall

Durham

DH1 5UQ

Telephone: 03000 263694

E-mail: streetnamingandnumbering@durham.gov.uk