

# **Street Naming and Numbering Application Form**

**Application Checklist:-**

* Completed form
* One Copy of a site layout and floor plans
* Clearly marked entrance and letterbox to each property (not required for renaming of property)
* Planning Reference and decision
* Building Control Reference
* Signed Terms and Conditions (page 3)

Please return all of these documents via

Email: [StreetNumbering@bedford.gov.uk](mailto:StreetNumbering@bedford.gov.uk)

Upon receipt of all of the requested documents you will be emailed a link to make payment via the online payment system

PLEASE NOTE: Applications will not be processed prior to receipt of all required documentation and your online payment.

**1 - Applicant Details:**

Title : .........................................

Name: ..............................................................................................................

Address: ………................................................................................................

Postcode: ................................

Telephone: ……...........................................

Applicant Email: .................................................................................................

**2 - Development Location (if different to Part 1)**

Address of Development: ............................................................................................................................

............................................................................................................................

**3 - Are you the owner of the property/site?** ..........................................

If no, please attach a letter confirming that you are acting on behalf of the freeholder.

**4 - Please enter a brief description of the address changes or development details:**

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**5 – Fees:**

* **Residential Properties** Change/add a name to a single existing residential address **£79.40** (allocated existing postal numbers cannot be removed)

Suggested name/number of property ............................................................

* **Commercial Properties** Change/add a name to a single existing commercial property **£129.95** (allocated existing postal numbers cannot be removed)

Suggested name/number of property …............................................................

* **New build/conversion (includes re-build on existing plot) / Division of existing single plot :** Obtain a new address for a single new build/conversion **£177.25**

Suggested name/number of new build or conversion ........................................

* **New developments**

First Property on the site **£177.25**

Each additional house/flat **£ 63.30**

(Total number of houses = ……........

(Total number of flats = ............... of which are Flats over Garages (FOGS)? = ....................)

**6 - Total Fees payable for all relevant Sections above:-**

**£**.......................

**7 (a) – Planning Reference Number:…………………………………………….**

* **Decision (Granted or refused):…………………………………………..**

**(b) – Building Control Reference Number:……………………………….….**

If you are renaming a property, planning permission is not required.

**8 - Terms and Conditions**

You cannot address or change the name of a property unless you either own it or have approval from the landlord/owner. By accepting these conditions you are confirming that this is the true. If you are not the owner then we will require a letter from the landlord/owner stating that you have permission to act on their behalf.

Applications can be submitted when contracts have been exchanged, or when a valid full planning permission is in place for the development. Then all necessary consultations can be carried out and new address/addresses registered. In the case of one off properties you should confirm the dwellings completion by telephone, in writing or email to the Street Naming and Numbering Officer, larger developments will already have addressing in place before the first unit is occupied.

We are unable to process requests without the return of the application and payment for the service.

The process can usually be completed within 3 - 4 weeks if no new road name is required, or approximately 9 - 10 weeks if consultation with a Town/Parish Council for a new road name is required.

For house name changes we will consult with the Royal Mail, as in some cases there may be a property in the near vicinity with the same or similar name. In this case Royal Mail will suggest that the applicant makes another choice to avoid future confusion. After this we will contact the applicant to confirm the acceptance of the requested name.

Finally, we will send a confirmation of your new address via email when the changes are complete. We will notify all relevant agencies e.g. Emergency Services, Royal Mail, Anglian Water, National Grid, UK Power Networks, Land Registry, Valuation Office, Land Charges, Ordnance Survey, Electoral Registration and Council Tax.

It should be noted that whilst the relevant agencies are notified of changes to an address. It is the property owner’s responsibility to provide confirmation to the Land Registry that the address on the Title should be changed. We recommend that the notification email received from us is retained for future reference and is submitted to the Land Registry as evidence.

For broadband connectivity please note that housebuilders and developers will need to contact Openreach directly (see link below) <https://www.openreach.com/building-developers-and-projects>

Details of your property name/number will not be shown on an Ordnance Survey map until the details are verified and confirmed between the Council, Royal Mail and Ordnance Survey. This may take up to six months for the change to appear on new Ordnance Survey maps.

In order to provide services to you, we need to record your details, which you have a right to see and check. Information may be shared with organisations we work with to provide services to you. We will process and safeguard your details in accordance with the General Data Protection Regulation.

Please sign below to say that you agree and have read the terms and conditions. Before returning, please ensure you keep a copy of this application form for your own records.

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_