**APPLICATION FOR NAMING AND NUMBERING OF PROPERTIES & STREETS**

**Applicant Contact Details:**

Name:

Company (if applicable):

Address:

Telephone:

Email:

**Please confirm if you are the:**

Owner [ ]  Please enclose Land Registry Title Deed as proof of ownership for existing site/property.

Agent [ ]  Please include written owner approval in addition to the above proof of ownership.

Current Site Address:

Proposed/New/Alteration Address:

**Reason for applying for naming/numbering:**

Numbering or renumbering an existing property [ ]

Numbering a new property [ ]

Naming a new street or property [ ]

**Relevant Permission(s) Granted:**

Planning Reference Number: HGY/      N/A [ ]  Please state why:

Building Control Reference Number**:**       N/A [ ]  Please state why:

Naming & numbering applications will not be considered for unapproved developments. Where found to be unapproved the relevant departments will be informed which may result in further action.

You are required to supply a site layout (and if a block of flats, internal floor plans showing plot numbers) if this is different from the site plans submitted with the original approved planning application.

**Proposed Building Name(s) for New Address(es) (please provide at least 3 choices, where applicable):**

1. 4.
2. 5.
3. 6.

**Proposed New Street Name (please provide at least 3 choices, where applicable):**

1. 4.
2. 5.
3. 6.

Type of Access (i.e. Pedestrian access only/Vehicular & Pedestrian access):

Type of Road (i.e. Crescent shaped/Square/Cul-de-sac):

Other (please state)**:**

Road on which the property (main entrance) is located:

Name of the existing road that the new street is accessed from:

Proposed use of Site/Building: Residential [ ]  Commercial [ ]

Number of Flats/Units within Building:

Date of Completion:

***I certify/the applicant certifies that I have/the applicant has given proper notice to everyone else (as listed below) who is/was the owner\* of any part of the land or building to which this application relates.***

***\* “owner” is a person with a freehold interest or leasehold interest with at least 7 years left to run.***

|  |  |  |
| --- | --- | --- |
| **Name of owner** | **Address** | **Date Notice Served** |
|  |  |  |
|  |  |  |
|  |  |  |

***By submitting this application I agree to pay the prescribed fee.***

Name:       Signature:       Date: