

Street Naming & Numbering New properties and Conversions

Town Improvement Clauses Act 1847



1	Name and address of applicant:		
	Full Name:		E-mail:
	Address:		
	Postcode:	Tel:	Fax:

2	Planning Permission	
	Has planning permission been granted for the development?	
	Yes <input type="checkbox"/>	Please state planning application number <input type="text"/>
	No <input type="checkbox"/>	See Note Below
Note: If the answer is no, please contact Planning and Building Consultancy to find out if Planning Permission or Building Regulations is required.		

3	New Road Name Required?	
	Yes <input type="checkbox"/>	No <input type="checkbox"/> If no, please go to section 4
	Road names should preferably have a local connection, which is historically or geographically relevant to the area. Names of people living or dead should not be used. Names must not be duplicated within the same postcode district and should not serve any commercial interest.	
	Proposed road name(s):	
	1)	
	2)	
3)		
Please give reasons for the choice of road name(s):		
1)		
2)		
3)		

4	New properties or conversions	
	Site development name:	
	Location:	
	Phase Number:	
Total number of plots to be addressed:		

5	<p>Plans</p> <p>The following plans must be submitted as part of this application form. Failure to do so will result in your application being delayed or returned.</p> <ul style="list-style-type: none">a) 1 copy of the site development planb) 1 copy of the site location plan <p>Please ensure plans show plot numbers and access points to all properties. If there are flats in the scheme then please include floor layout plans.</p>
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6	<p>Applicant Signature</p> <p>The submission of this application and associated documents forms a request to East Staffordshire Borough Council to allocate a street name and number to a new property or conversion.</p> <p>I/We confirm:</p> <ul style="list-style-type: none">• That I/We have the legal right to request the re-naming of this property. <p>Signature: _____</p> <p>Name: _____ Date: _____</p>
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E MAIL: building.consultancy@eaststaffsbc.gov.uk



Guidance notes for new properties or conversions

1	Name and address of applicant Please enter the details of the person(s) applying for street naming / numbering of the properties / buildings.
2	Planning Permission Please state the relevant planning permission reference number (if applicable).
3	New Road Name Required Please fill in this section in block capitals. If your first choice cannot be accepted we will automatically check and register the next acceptable alternative proposal, so please be sure that you are happy with any alternatives you propose. If a proposed street name or a similar name already exists in the locality (or parish in some circumstances), we will not generally be able to accept your proposal. Duplication of street names or very similar addresses can obviously cause unwanted and unnecessary confusion, which needs to be avoided at all times. Where practical, it is therefore advisable to check addresses in the locality to ensure that your proposed street name(s) are not already in use within the Borough. Inappropriate or offensive street names will not be accepted.
4	Numbering of new properties Please state the development name along with the location and phase number. Please indicate the total number of plots that are to be addressed.
5	Plans Please submit the relevant plans to accompany this application: a) 1 copy of the site development plan b) 1 copy of the site location plan
6	Applicant Signature By signing the application form, you are confirming the following: <ul style="list-style-type: none">• You accept the aforementioned statement.• You have submitted the required drawings.• You have submitted the required payment.