**Application for street naming and numbering/naming of  
new properties**

1. Applicant Details

|  |  |
| --- | --- |
| Applicant Names |  |
| Applicant Address |  |
| Day Time Tel No |  |
| Mobile |  |
| Email Address  (Email is the Council’s preferred method of communication) |  |

|  |  |  |
| --- | --- | --- |
| Planning Application No |  |  |
| Relevant Approved Planning Drawing No’s |  |  |

2. I confirm that I am the freehold owner

YES / NO

**If you are not the freehold owner, please provide written approval from the freehold owner.**

**3. Development details: For developments of over 5 plots,**

**please list the Eastings and Northings for the central point of each property. (It is preferable for these to be supplied in an excel spreadsheet)**

Coordinates (Please supply separate sheet of coordinates if necessary )

|  |  |  |
| --- | --- | --- |
| Plot numbers | Eastings | Northings |
|  |  |  |
|  |  |  |
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4. Estimated commencement date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Estimated completion date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Proposed Street Names.

We will review your application and submitted plans. If new road names are required, we will contact you for suggested names. Please note that where new names are required, you should discuss and agree these with the relevant Town / Parish Council before submitting them to the Council.

**Please refer to the Council’s Street Naming and Numbering Policy on our web site before suggesting street or house names. Please note that we will check for similar names in the locality and consult with Royal Mail for their views to ensure that the proposal does not create difficulties for postal or emergency services.**

**7. House Names**

Please list, in order of preference, suggested house names below.

Suggested names

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |

**8. Fees upto April 2025 (including VAT).**

These charges include liaising with Royal Mail and other organisations, together with the subsequent notification of address changes to emergency services and other organisations. These are discretionary elements of the street naming and numbering service, which are charged for. You should note that the Council is the only organisation with the authority to name and number new, or to amend, existing streets and properties.

|  |  |
| --- | --- |
| Tick here if you wish the Council to undertake these discretionary elements. |  |

|  |  |
| --- | --- |
| **New Developments** | **Inc VAT** |
| 1 plot | £161 |
| 2-5 plots | £324 |
| 6-10 plots | £490 |
| 11-20 plots | £809 |
| 21-50 plots | £1618 |
| 51 + plots | £2433 |
| Naming New Street | No charge |
| Property Name change / add alias | £76 |
| Changes to Layouts after SNN process completed | No charge |
| Confirmation of Address | No charge |
| Renaming Street | No charge |

Our preferred methods of payment is BACS. Following receipt of a completed form, we will contact you with a reference to allow payment to be made.

For card payments please ring :

**Broadland District Council**

01508 535329 / 01603 430457 or send a cheque payable to Broadland District Council

**South Norfolk Council**

01508 533811 or send a cheque payable to South Norfolk Council.

Please e mail this completed form to

|  |
| --- |
| Broadland District Council |
| streetnaming.bdc@southnorfolkandbroadland.gov.uk |
| Broadland District Council  The Horizon Centre  Broadland Business Park  Peachman Way  Norwich  NR7 0WF |
| 01508 535329 / 01603 430457 |

|  |
| --- |
| South Norfolk Council |
| streetnaming.snc@southnorfolkandbroadland.gov.uk |
| South Norfolk Council  The Horizon Centre  Broadland Business Park  Peachman Way  Norwich  NR7 0WF |
| 01508 533811 |

**Please Note**: The details submitted in the application form and associated information will be stored on computer and will be used to correspond with yourself, and to undertake Council Services. Personal data will be retained for 1 month following confirmation of any addressing change.

**Your rights** - Under data protection legislation you have the right to request access to, rectification, restriction, or objection to the processing of your personal data, as detailed on our Data Protection Policy. You can contact our Data Protection Officer at [data.protection@southnorfolkandbroadland.gov.uk](mailto:data.protection@southnorfolkandbroadland.gov.uk) You also have the right to lodge a complaint with the regulator, the Information Commissioner’s Office.