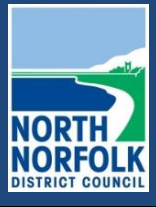


# Application for street naming and numbering on existing highways



## 1. APPLICANT DETAILS

Name:		
Address:		
Postcode:		
Telephone:		Mobile:
E-mail:		

## 2. DEVELOPMENT DETAILS

Site address:	
Description of works carried out:	
Planning Permission Reference number:	

## 3. CONFIRMATION OF OWNERSHIP

Amendments to addresses can only be accepted from the registered owner of the property. By completing and signing this form you are confirming that you are the registered owner of this property.

Signed: .....

Name: .....

Date:        /        /

- If you are not the freeholder of the property, please attach a signed letter confirming that the applicant is acting on the freeholders behalf.
- If the building is in multiple occupation, or you are not the only freeholder, please attach details of other residents / freeholder affected by this application.
- We have to check all occupants / freeholders have been consulted before assigning a new name.

#### 4. APPLICATION FEE

**1-5 plots** £80 / plot  
**6-10 plots** £70 / plot  
**11-50 plots** £60 / plot  
**50+ plots** £50 / plot

(where fees exceed £1,500 a maximum fee of £1,500 is payable)

**Number of plots:** .....

**Fee enclosed:** .....

Please make cheques payable to 'North Norfolk District Council' or to pay by debit / credit card please phone 01263 516048 / 516294.

#### 5. PROPERTY NAMES

If you wish the property (ies) to be named, please give your first preference and an alternative choice for each plot. We will automatically assign property numbers to each property.

Property Ref (as marked on supplied plan)	New Property Name (First Choice)	New Property Name (Second Choice)
1)		
2)		
3)		

Please continue on a separate sheet if necessary.

#### 6. PROPERTY TYPES

a) Please indicate which option below best describes the property (ies).  
If it is a mixed development please specify the property types on your supplied plan.

Property Ref (as marked on supplied plan)	Detached	Semi- Detached	Flat / Apartment	Terraced	Other (please describe)
1)					
2)					
3)					

Please continue on a separate sheet if necessary.

## 6. PROPERTY TYPES (CONTINUED)

b) If the property(ies) is a flat, maisonette or apartment, which floor/s does it occupy? Does the property have a shared or private letterbox? Please indicate below:

Property Ref (as marked on supplied plan)	Floor Occupied (Basement, ground, 1, 2, 3, other)	Letterbox (private or shared?)
1)		
2)		
3)		

Please continue on a separate sheet if necessary.

c) Please indicate whether the road the property is located on is:

Surfaced  Unmade  Mixed

## 7. FURTHER INFORMATION & GUIDANCE

1. Please fully complete the form and send it to the address given below.
2. **Please ensure you have included a location plan clearly showing the property.**
3. Please ensure you provide a contact telephone number in case we have any queries.
4. For further information please see 'Guidelines & Examples' below or 'Guidance on Street Naming & Numbering in North Norfolk'.
5. Please be aware that if the form is not fully completed 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 connection to statutory services or deliveries.

## 8. WHAT WE WILL DO

1. We will check that the chosen property name is appropriate and that a duplicate name does not exist in the immediate area.
2. We inform Royal Mail, Land Registry, Valuation Office, Ordnance Survey and NNDC's internal services.
3. We will confirm your new address with you or, in the case of duplication or objection; we will contact you to ask you to select another name.

**Street Naming & Numbering**  
North Norfolk District Council  
Holt Road  
Cromer, Norfolk  
NR27 9EN

01263 516048  
[llpg@north-norfolk.gov.uk](mailto:llpg@north-norfolk.gov.uk)  
[www.northnorfolk.org](http://www.northnorfolk.org)

FOR OFFICIAL USE ONLY:

Payment received:

Date processed:

Confirmation sent:

If you would like this document in an alternative format or in a different language please contact (01263 513811 or Minicom (01263 516005)).  
For further information view our website [www.northnorfolk.org](http://www.northnorfolk.org)

# Guidelines & Examples

---

## 1. Naming streets in new developments

A new street name should be completely different from any already in use in the area. Please telephone us if you are unsure. Names should also be unambiguous and can be easily understood over the phone (to enable effective emergency service response). Please note that it is desirable that any suggested street names should have some connection with the area.

## 2. Erection of a new block of flats/conversion into flats

Naming and numbering can be complex in buildings with flats; the following gives some basic guidance.

All named blocks should end with one of the following:

- Court - for flats and other residential buildings
- Mansion - Other residential buildings
- House - Residential blocks or office
- Point - High residential blocks only
- Tower - High residential or office blocks

In a conversion of a property into flats previously numbered 25 High Street, the properties would be called successively from Flat 1, 25 High Street.

If the building was called Norfolk House, the property would become, Flat 1, Norfolk House, 25 High Street.

The Street Naming and Numbering team will ensure that flat numbering is consistent with the British Standard BS7666.

## 3. Erection of houses following demolition of existing house

If a house at 25 High Street is demolished and replaced by 3 new house, they would become 25A, 25B and 25C High Street. This ensures that the street numbering is consistent and avoids the renumbering of the whole street.

## 4. Changing name of un-numbered house

For private houses in existing un-numbered roads it is essential that the houses are officially allocated names which are registered with the emergency services. Anyone wishing to change the name of their un-numbered house must apply to the Council.

## 5. Adding house name to existing number

If you wish to call your house a name, this is quite acceptable to the Council as long as you continue to use the street number. However there should not be any duplication of any house names in an area. .

## 7. Re-naming or re-numbering of streets and buildings

Re-naming/re-numbering existing streets and buildings is normally avoided unless the benefits clearly outweigh the obvious disadvantages. The occupiers of houses on corners occasionally apply to change their addresses from one road to the other because they have altered their main access door to the house so that the entrance is facing an adjoining street.

## **8. Holiday Homes**

Holiday homes are not postcoded by the Royal Mail and postcodes for this type of property are allocated by the Council to the nearest postcode for referencing and locating purposes. The Royal Mail will not include these addresses on the Postal Address File (PAF) as no postal delivery is required.

## **9. Postcodes**

Postcodes are allocated by the Royal Mail only where there is a postal delivery point at the property and where the property is either a main residence or a business. The address will then be included in the Postcode Address File for service delivery.

# **General**

---

## **Displaying numbers and names**

A property with only a name must display it. Where a name has been allocated as well as a number, this must always be used with the number. It cannot be regarded as an alternative.

## **Use of No. 13**

All numbers including 13 must be used in the property sequence. Applications to omit a particular number from a numbering sequence will be declined.

## **Private garages/similar buildings**

Private garages and similar buildings used only for housing cars, etc are not usually numbered.

## **Entrances in more than one street**

If a building has entrances in more than one street but it is a multi-occupied building and each entrance leads to a separate occupier then each entrance should be numbered in the appropriate road. Exceptions may be made depending on the circumstances for a house divided into flats. A named building may not have more than one number in one street.

## **Repetition**

The council will not allow the repetition of existing names in a road or building titles (for instance a request for St Mary's Close off an existing St Mary's Way, near St Mary's Church, etc).

## **Marketing titles**

The informal adoption of unofficial 'marketing' titles used by developers in the sale of new properties is not recommended. Often these will not meet our requirements and occupiers of such premises unfortunately feel aggrieved by the 'loss' of a supposedly prestigious address.