



Application Form for Street Naming & Numbering 01 April 2023 – 31 March 2024

New single properties, which require postal addresses, should complete Sections 'A' & 'B'

Existing PAF registered properties, which require a name or number change, should complete Sections 'A' & 'C'

New developments of more than one property, should complete Sections 'A' & 'D'

To register a commercial/business address, please complete Sections 'A' & 'E'

Address query/problem eg. Property not registered or incorrect details held on the Royal Mail Postal Address File (PAF database), please complete Sections 'A' & 'F'

Section A

Please provide details to which correspondence is to be sent:

Name:

Address:

Postcode:

Tel:

E-mail:

Date:

Section B – Planning Application Number PAP/____/_____

Please note – New properties will be numbered where necessary and letter suffixes added to infill development (eg. 3A)

If required, proposed name of property:

(We will consult with Royal Mail to ensure that there is no duplication in the area)

Please provide a map showing the location of the property.

Section C

Existing property name changes may take place if

- a) You are the **owner** of the property. If you are not, then you will need to provide written confirmation from the owner.
- b) The current nameplate does not form part of the structure

Current name of property:

Proposed name of property:

2nd Choice:

3rd Choice:

(We will consult with Royal Mail to ensure that there is no duplication in the area)

Please provide a map showing the location of the property.

Section D – Planning Application Number PAP/____/____

Developers of sites of more than one property need to send in a **location plan** and a **site layout plan showing the plot numbering**. If the development includes the need for new street/road names then please provide three suggestions in order of preference, together with the reasons for the choice of name/s

1)

2)

3)

(We will consult with Royal Mail to ensure that there is no duplication in the area)

Section E

Please provide details of the proposed commercial/business address/es below:

Please provide a map showing the location of the premises to be registered.
Section F

Please provide details of the anomaly/problem with the address

Please provide a map showing the location of the property

Table of Charges

| Description | Fee |
|--|--|
| New Development (Residential and Commercial) | £140.00 application fee + £36.00 per property |
| Amend a Development layout after confirmation (per plot) | £36.00 |
| Naming of a New Street | £182.00 |
| Rename/Renumber a PAF registered property (including adding a name) | £78.00 |
| Correcting an address anomaly | £36.00 |
| Confirmation letter to solicitors/others | £30.00 |

Payment can be made by cheque (made payable to North Warwickshire Borough Council) or by card by telephoning our Contact Centre on **01827 715341** stating that you wish to pay for a Street Naming & Numbering application.

If you require any further information please contact:-

Street Naming & Numbering
North Warwickshire Borough Council
The Council House
South Street
Atherstone
CV9 1DE

Telephone: 01827 719277
E-mail: SNN@northwarks.gov.uk

Please return completed forms, plans and the appropriate fee where necessary to:

Street Naming & Numbering
North Warwickshire Borough Council
The Council House
South Street
Atherstone
CV9 1DE