

Street Naming & Numbering Application

This form should be completed for

- Addition of house name / change to house name
- Erection of new properties / commercial units
- Developments requiring new street name(s)

For information

- If a property is already numbered it will be necessary to retain the number in addition to the name.
- There are charges for Street Naming & Numbering which are listed on Page 3.
- Please note that no action will be taken until payment has been received. If you are paying by card please call 01376 552525 and ask for Sarah Cocks. If you are paying by cheque please make the cheque payable to Braintree District Council and marked for the attention of Sarah Cocks.

1. Applicant Details

Name	<input type="text"/>
Address including Post Code	<input type="text"/>
Tel No	<input type="text"/>
Email	<input type="text"/>

2. Location of Site

Please provide a description/location of the site. If you have a related planning application no., please also provide the reference.

3. New Dwellings

Only complete this box for new dwellings. For existing dwellings, please go to Question 6.

Note: new street names are to be agreed with the relevant town/parish council. Please contact SNN for further guidance.

Please state the number of new properties

If you are applying for a new street name(s), please state the new name(s) agreed with relevant town/parish council

If you are applying for a new dwelling(s), please state the proposed new name/number

4. New Flats

Only complete this box for new flats. For existing dwellings, please go to Question 6.

Note: new street names are to be agreed with the relevant town/parish council. Please contact SNN for further guidance.

Please state the number of new flats/apartments

If you are applying for a new street name(s), please state the new name(s) agreed with relevant town/parish council

If you are applying for a new dwelling, please state the proposed new name/number

5. New Non-Residential Units

Only complete this box if you are applying to name a non-residential building or industrial estate.

Note: new street names are to be agreed with the relevant town/parish council. Please contact SNN for further guidance.

Please state the number of new units

If you are applying for a new street name(s), please state the new name(s) agreed with relevant town/parish council

If you are applying for a new unit, please state the proposed new name/number

6. Existing Properties

Are you applying for :-

Property Name/Number Change

Proposed Change

Renamed Street/Area

Proposed Change

Re-numbering of existing property

Proposed Change

7. Ownership Statement

Please sign and date to confirm the ownership details.

I confirm that I am the owner of the property/land.

Signed Date

(If you are not the owner of the property/land, please submit a letter confirming that the applicant is acting on behalf of the owner)

8. Enclosures

Please submit the following information with your application.

- Location Plan, showing the site clearly outlined (a sketch is acceptable but an OS extract would be preferred).
- For new developments, a copy of the site plan indicating plot numbers and flat floor plans.
- Relevant Fee (see Question 9 for the charges)
- Ownership letter if applicable (as per Question 7)

We are happy to receive this application by email to streetnaming@braintree.gov.uk or by post. If sending by email, please indicate how the payment will be made, i.e. by cheque to follow or payment over the telephone.

9. Fees

Payment can be made by cheque, payable to Braintree District Council or over the telephone by Credit or Debit Card. There is no VAT on these charges.

Application Type	Charge
Existing Properties	
House name/Number Change	£40
Renamed street/area where requested by residents	£100 plus £25.00 per property
New Properties	
1 dwelling	£40
2-5 dwellings (cost per dwelling)	£30
6-25 dwellings (cost per dwelling)	£25
26-75 dwellings (cost per dwelling)	£20
76 plus dwellings (cost per dwelling)	£15
New street name	£75
Name of building or block or flats or industrial estate	£50
1-5 units (cost per unit)	£30
6-15 units (cost per unit)	£20
16 plus units (cost per unit)	£15
Other charges	
Confirmation of plot to postal addresses for utility companies (charged to utility companies only)	£30