

Address Allocation Application for Street Name and Number Allocation or Property Name for a New Property or Building Conversion (Barn)

Town Improvements Clauses Act 1847 Section 64

1.	Applicant					
	Name:					
	Address:					
	Contact Name:					
	Telephone:		Mok	oile:		
	Email:					
2.	Details of Application (please tick)					
	New Build		Conversion of existing building			
	Property Use (please tick multiple where applicable)					
	Residential		Commercial			
	Residential					
	House		Detached			
	Terraced		Semi Detached			
	Apartment/Flat			Number of Properties:		
	Number of Apartment Blocks: Number of Internal Apartments:					
	please include fl	loor plans t	o indicate which leve	ocated over different floor levels, els these refer to so that the ly, you may provide us with the		

planning reference in order that we may use the plans submitted.

	Commercial				
	Retail Offices Industrial				
	Leisure Agricultural Transport				
	Healthcare Holiday Let				
	Number of Units: Number of Internal Units:				
	The Council operates a policy of not omitting number 13 from the numbering sequence.				
	The use of letters for addressing purposes will only be considered where necessary for internal numbering and on existing streets where the development is infill eg Flat A or 14B.				
3.	Business Name:				
	The business name should be different from that of the property name. The business name may then be added or removed from an address where necessary.				
	If the property will be located on an existing named street, please complete the field below				
	Existing Street Name:				
4.	Suggested Property Name (if applicable in order of preference, please include two proposals) Property names may only be suggested where there is no numbering sequence in operation.				
	4.1				
	4.2				
5.	Suggested Street Names in order of preference (please include two proposals only in cases where a new development/street is to be built).				
	5.1				
	5.2				
6.	Village (if applicable):				
7.	Postal Town:				
8.	Parish:				
9.	Grid Reference:				

Indicate whether the property will be postally addressable and requires postcode allocation. Please note that 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 (PAF) for service delivery.

	Holiday cottages 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 (PAF) as no postal delivery is required.				
	Postcode Required: YES NO				
10.	Plans				
	Please include a marked site and location plan indicating the property and its boundaries with the main entrance of the property highlighted, alternatively include the planning application reference number on the front of the form. Please return the completed application to the postal or email address at the bottom of this form.				
	Please be aware that if the form is not fully completed and plans are not submitted with this application or application number supplied, 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 connections to statutory services or deliveries.				
De	claration				
unc pro	the freehold owner of the property/ies I hereby request Eden District Council to dertake the Street Naming and Numbering process and assign an address to the perties described in accordance with the Town Improvements Clauses Act 1847 ction 64 and BS7666				
Sig	ned: Date:				
Block Capitals:					

This application **does not** require a fee to be paid.

Please complete the form and return by post or email with appropriate plans to the following address:

Street Naming and Numbering
Property and Contracts
Department of Corporate and Legal Services
Eden District Council
Mansion House
Friargate
Penrith
Cumbria
CA11 7YG

Telephone: (01768) 817817 Email: snn@eden.gov.uk

If you require further copies of this form please see the attached link:

http://www.eden.gov.uk/pdf/form-street-naming-and-numbering.pdf

Other links and forms related to this function:

Application to Add a Property Name to a Numbered Property

http://www.eden.gov.uk/PDF/form-add-property-name-to-numbered-address.pdf

Application to Change a Property Name

http://www.eden.gov.uk/PDF/form-property-name-change.pdf

For further information regarding the Council's Street Naming and Numbering Policy and advice for adding a property name to an existing numbered property address, please see the Council's Street Naming and Numbering Advice Policy at http://www.eden.gov.uk/planning-and-development/street-naming-and-numbering