

# **Property Merge/Division**

# **Application for Address Allocation**

#### Merge of two or more properties into a single property

or

Division/split of a property into two or more properties/flats/shops which already have an existing property address (ie not a new build)

### **Street Naming and Numbering**

# **Town Improvements Clauses Act 1847 Section 64**

1.	Applicant					
	Name:					
	Address:					
	Contact Name:					
	Telephone: Mobile:					
	E-mail:					
	Planning Application Number:					
2.	Details of Application (please tick)					
	Property Merge					
	(merging two or more properties/flats and or business into one)					
	Property Division					
	(division/split of property into two or more dwellings/flats and/or business)					

3.	Existing Property Address/Addresses						
	Name or number of property						
	Street						
	Village						
	Postal Town						
	Postcode						
4.	Property Use once merge/division is complete						
	Residential		Commercial		Residential an	nd Commercial	
5.	Type of Residential Property following merge/division						
	Terraced		Detached		Semi Detache	ed 🗌	
	Apartment/Flat						
	Number Apartment Blocks:Number of Internal Apartments:						
	If the development is apartments or flats and located over different floor levels, please include floor plans to indicate which levels these refer to so that the allocated numbering will be logical, alternatively you may provide us with the planning reference in order that we may use the plans submitted.						
	Type of Commercial Property following merge/division						
	Retail		Offices		Industrial		
	Leisure		Agricultural		Transport		
	Healthcare		Holiday Let				
	The Council operates a policy of <b>not</b> 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.						
	Business Name						
	The business name must be different from that of the property name. The business name may then be added or removed from an address where necessary.						
	Please complete either Property Merge (section 6) or Property Division (section 7).						
6.	Property Merge						
	Number of properties or flats to be merged:						

Where numbered properties, ie numbers 1 and 2 or 1, 2 and 3 are merged into one property the existing property numbers must be retained, the address will become 1-2 or 1-3. Where the properties to be merged are named either one of the names may be retained or a new name may be proposed to identify the property.

**Suggested Property Name** (if the properties are named only, not numbered)

	In order of preference, please include two proposals including an appropriate suffix, ie house, cottage. Property names may only be suggested where there is no numbering sequence in operation.					
	1 2					
	Business Name (if applicable):					
7.	Property Division/Split					
	Number of properties/units which will be created by the split:					
	Business Name(s) (if applicable):					
	Suggested Property Names/Numbers					
	1 2					
	If you are unsure how the division/split should be numbered/named, please contact us for advice at the address below.					
	The Council will determine the address for each property/unit or internal unit in accordance with the current NLPG Data Entry Conventions and the Council's Street Naming and Numbering Guidance Document which may be viewed in section 8 of the Guidance Document located at the following address:					
	http://www.eden.gov.uk/planning-and-development/street-naming-and-numbering					
8.	Please indicate whether the property will be postally addressable and requires postcode allocation. 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					
	Please include a marked site and location plan indicating the property and its boundaries with the main entrance of the property highlighted and return this to the postal or e-mail address at the bottom of this form. Alternatively please provide your Planning Application Reference, this will allow us to locate and use the plans submitted with the original application which are held					

electronically on the planning portal.

Please be aware that if the form is not completed, if the relevant fees are not included and plans or the planning reference 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 connections to statutory services or deliveries.

#### Charges

There is an administration charge for this service where the owner/occupier applies for planning permission for the sub-division or merge. Please refer to the current fees and charges for this service. If you require clarification of the charges which will be incurred for this service please visit our website at http://www.eden.gov.uk/planning-and-development/street-naming-and-numbering or contact this office at the address below.

#### **Declaration**

As the freehold owner of the property/ies I hereby request for Eden District Council to undertake the Street Naming and Numbering process and assign the address to the properties described in accordance with the Town Improvements Clauses Act 1847 Section 64 and BS7666

Signed: Date:	
Block Capitals:	
Administration fee enclosed: Amount £	
You can pay for this service by cheque, cash or debit/credit card at c Council offices in person or you can post a cheque with the form to t	
Please complete the form and return by post or e-mail with appropria	ate plans and

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

Telephone: (01768) 817817 E-mail: 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 <a href="http://www.eden.gov.uk/planning-and-development/street-naming-and-numbering">http://www.eden.gov.uk/planning-and-development/street-naming-and-numbering</a>