



**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: .....

Email: .....

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 and Commercial

**5. Type of Residential Property following merge/division**

Terraced  Detached  Semi Detached

Apartment/Flat

Number of 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 **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.

**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 email 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 one of the Council offices in person or you can post a cheque with the form to the office below.

Please complete the form and return by post or email with appropriate plans and payment 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](mailto: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>