



Property Division

Street Naming and Numbering

Application for Address Allocation

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

Town Improvements Clauses Act 1847 Section 64, extension of the Public Health Acts Amendment Act 1907, Section 17, 18 and 19 of the Public Health Act 1925

1. Applicant

Name:

Address:

.....

.....

Postcode:

Contact Name:

Telephone: Mobile:

Email:

Planning Application Number:

2. Details of Application (please tick)

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 Division is Complete

Residential Commercial Residential and Commercial

5. Type of Residential Property Following 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 division

Retail Offices Industrial
Leisure Agricultural Transport
Healthcare Holiday Let

Number of Internal Apartments/Units:

Property Numbering

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 must not be the same as the property name. The business name will be added or removed from an address where necessary without the need for a full address change if the business name changes

Business Name (if applicable):

Property Name (if the property is named only, not numbered) the original property name will be retained and the divisions addressed with numbers, for example Rose House will become 1 and 2 Rose House

Property Name:

Number of properties/units which will be created by the split:

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 Council’s Street Naming and Numbering Guidance/Policy Document which may be viewed in **Section 9**

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 permanent residence or a business. The address will then be included in the Postcode Address File (PAF) for service delivery.

Holiday cottages and second homes 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

Plans

Please include the latest planning or building control reference in order that we can download the most recent development plans, alternatively you can submit a marked site and location plan indicating the property and its boundaries with the main entrance of the property highlighted along with this application

Alterations in numbering allocation to new developments after the initial street naming and numbering has been undertaken and confirmed to you due to plan or plot changes will incur costs. You should contact this department at as soon as you have permission for these changes in order that we can either re-name or re-number the development to ensure that the allocated numbering sequence is logical and sequential. A developer does not have the authority to re-name or re-number a development.

Charges

There is an administration charge for this service where the owner/occupier applies for planning permission for the sub-division. Please refer to the current fees and charges for this service located on our website. Should you require clarification of the charges which will be incurred for this service please visit contact us this office at the address below.

Declaration

As the freehold owner of the property/ies I hereby request Eden District Council to undertake the Street Naming and Numbering process and assign the address to the properties described in accordance with the relevant legislation

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 along with payment to the following address:

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

Telephone: (01768) 817817

Email: snn@eden.gov.uk

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 refer to our website at:

<http://www.eden.gov.uk/planning-and-development/street-naming-and-numbering/>