

**Application for Address Allocation/Removal
for a
Property Division
Division 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 and 65, extension of the Public Health Acts Amendment Act 1907, Section 21 and Section 17, 18 and 19 of the Public Health Act 1925

1. Applicant

Name:

Address:

.....

.....

Postcode:

Contact Name:

Telephone: **Mobile:**

Email:.....(please print clearly)

Planning Application Number

Building Control 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:

Locality:.....

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 Other (please specify).....

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.

6. Type of Commercial Property following division

Retail Offices Industrial

Leisure Agricultural Transport

Healthcare Holiday Let

Other (please specify).....

Number of Internal Apartments/Units:

7. 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.

8. 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):

9. 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.

The Council will determine the address for each property/unit or internal unit in accordance with the Council's Street Naming and Numbering policy guidance document located on our web pages [here](#)

Please indicate whether the property requires postcode allocation.

Postcodes are allocated by the Royal Mail not the Council as part of the address allocation process and these will only be allocated where there is a postal delivery point/letterbox at the property and where the property is either a main permanent residence or a commercial business which requires a postal delivery service. The address will then be included in the Royal Mail Postcode Address File (PAF) to allow service delivery.

Holiday cottages and second homes are not postcoded by the Royal Mail and are not included in the PAF File as any mail for these properties are normally directed to the owners main permanent residence.

Postcode Required: Yes No

Please note: If you select no and the property is a main permanent residence or occupied commercial business you will not receive a delivery of mail and the address will not appear in internet drop down address lists to select when ordering goods or services.

Plans

You must also submit a plan **with a red line around the property** to allow us to identify the property, where you are unable to supply your planning or building control reference, in order to assist us in identifying the property. This is essential to ensure that we are changing the name of the correct property.

Alterations required in numbering after the initial street naming and numbering has been undertaken and confirmed to you, due to changes to the plan or plots, will incur costs. You should contact this department at as soon as you have permission for the additional 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. Please refer to the current fees and charges on our [web pages](#). If you require clarification of the charges which will be incurred for this service please contact us.

Declaration

As the freehold owner of the property/ies I hereby request Westmorland and Furness Council to undertake the Street Naming and Numbering process and assign addresses to the properties described in accordance with the relevant legislation.

Name (Block Capitals):

Signed: Date:

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 this form and return by email to snn2@westmorlandandfurness.gov.uk or post to the following address:

Street Naming and Numbering
Westmorland and Furness Council
Town Hall
Corney Square
Penrith
CA11 7QF

Payments can be made by; debit/credit card by calling 0300 373 3300 or by cheque.

Telephone: 0300 373 3300

Email: snn2@westmorlandandfurness.gov.uk

<https://www.eden.gov.uk/StreetNamingAndNumbering/>