



Property Merge

Street Naming and Numbering

Application for Address Allocation

Merge of two or more properties into a single property

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 Merge

(merging two or more properties/flats and or business into one)

3. Existing Property Addresses

Name or numbers of properties:

.....

Street:.....

Village:

Postal Town:

Postcode:

4. Property Use Once Merge is Complete

Residential Commercial Residential and Commercial

5. Type of Residential Property Following Merge

Terraced Detached Semi Detached
Apartment/Flat

Number of Apartment Blocks: Number of Internal Apartments:

Type of Commercial Property following merge

Retail Offices Industrial
Leisure Agricultural Transport
Healthcare Holiday Let

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 name must be different from that of the property name. The business name will then be added or removed from an address where necessary.

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):

If you are unsure how the merge should be numbered/named, please contact us for advice at the address below.

7. 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

Charges

There is an administration charge for this service where the owner/occupier applies the merge of properties. 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 contact us 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.

Important Information

Please refer to **Section 9** of the Council's Guidance/Policy which can be found on our website along with further information, you should refer to this document prior to completing and submitting any application

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

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 Technical Services
Eden District Council
Mansion House
Friargate
Penrith
Cumbria
CA11 7YG

Telephone: (01768) 817817

Email: snn@eden.gov.uk